



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Raumati | Raumati Community Board Meeting

**I hereby give notice that a Meeting of the Poari ā-Hapori o Raumati |
Raumati Community Board will be held on:**

Te Rā | Date: Tuesday, 17 October 2023

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Raumati Bowling Club
1 Matatua Road
Raumati Beach**

**Sean Mallon
Group Manager Infrastructure Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Raumati | Raumati Community Board will be held in the Raumati Bowling Club, 1 Matatua Road, Raumati Beach, on Tuesday 17 October 2023, 7.00pm.

Poari ā-Hapori o Raumati | Raumati Community Board Members

| | |
|--------------------|--------|
| Mr Bede Laracy | Chair |
| Mr Jonny Best | Deputy |
| Ms Tarn Sheerin | Member |
| Mr Tim Sutton | Member |
| Cr Sophie Handford | Member |

Te Raupapa Take | Order Of Business

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1 NAU MAI | WELCOME**2 WHAKAPĀHA | APOLOGIES****3 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:

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

3.2 – 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

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**5 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)

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES**6.1 UPDATE ON THE RAUMATI SEAWALL PROJECT AND OUTLINE OF PLANS****Author/ Authoriser: Sean Mallon, Group Manager Infrastructure Services****TE PŪTAKE | PURPOSE**

The intention is to update the Community Board on the proposed date for a community open engagement session of the proposed Raumati sea wall replacement design.

The community open engagement session will involve some images of the proposed design and the community will have the opportunity to give their feedback on the day. We are currently looking at venue availability and will confirm the date and venue at the Raumati Community Board meeting of 17 October 2023.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7 PŪRONGO | REPORTS

7.1 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 For the Raumati Community Board to consider the adoption of a Code of Conduct for the 2022 – 2025 triennium following the adoption of the Code (appended in Appendix 1) by Council on 31 August 2023. The proposed draft Code appended in Appendix 1 is based on the new 2022 model standard Code of Conduct developed by Local Government New Zealand.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 The Raumati Community Board has the delegated authority to consider this matter.

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TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium as adopted by Council on 31 August 2023.

AND

- B. That the Raumati Community Board adopt a two-step complaints of alleged breaches assessment process.

AND

- C. That the Raumati Community Board either:

C.1 adopt that recommendations from independent investigators are **binding** in the resolution of a Code of Conduct complaint.

OR

C.2 adopt that recommendations from independent investigators are **not binding** in the resolution of a Code of Conduct complaint and will be brought back to the Board for consideration of resolution.

TŪĀPAPA | BACKGROUND

Why should the Community Board adopt the Code of Conduct

- 4 The provisions of the Local Government Act (LGA) 2002 (“the Act”) require a local authority to adopt a code of conduct for members of the local authority (Clause 15, Schedule 7 of the LGA 2002 appended at Appendix 2).
- 5 The Act specifies the contents of a code of conduct which ‘must define the expectations about the manner in which members may conduct themselves while acting in their capacity as members’; including the behaviour of members towards each other, staff and the public. The Act further specifies that a code must also define how members are to manage information received in their capacity as elected members.
- 6 While most disagreements and complaints may be managed through effective relationships between the Mayor, elected members and staff, a code is an instrument that can be used when this is insufficient to resolve an issue.

- 7 Council adopted the appended Code of Conduct (“the Code”) (appended at Appendix 1) on 31 August 2023.
- 8 Under the definitions of the Act, Community Board members are not considered to be members of the territorial authority and Community Boards are therefore not required to adopt a code. If Community Boards decide to adopt a code, the code will need to be re-adopted at the beginning of each triennium.
- 9 Each triennium, Local Government New Zealand (LGNZ) has provided councils with model code of conduct versions considering any learnings taken from code of conduct complaints and breaches as well as general feedback on complexities concerning interpretation and application experienced by councils.
- 10 In October 2022, LGNZ released Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct; an updated model code developed over three years following feedback from councils around Aotearoa New Zealand.
- 11 Each triennium, LGNZ encourages councils and community boards to formally review their existing code of conduct and either amend, or re-adopt it, to ensure that the code is fully endorsed by all members.

The Code of Conduct – based on the LGNZ Model

- 12 The Code of Conduct (appended at Appendix 1) adopted by Council on 31 August 2023, is based on the model code suggested by LGNZ and includes refreshed, up-to-date content that is in line with current best practice.
- 13 The purpose of the new Code is to support the effectiveness of the Community Board and provide for good local governance by promoting effective decision-making and community engagement; enhancing the credibility and accountability of the Community Board to its communities; and developing a culture of mutual trust, respect, and tolerance between members of the Community Board and between the members and management.
- 14 The Code sets boundaries on the standards of behaviour of members towards each other, the Chief Executive and staff, the general public, and the media and provides a means of resolving situations when elected members breach those standards. The Code also provides direction around the disclosure of information that members receive in their official roles and information which impacts on the ability of the Council to give effect to its statutory obligations.
- 15 The Code is a self-regulating instrument which governs day-to-day and less formal relationships. It is supported by other mechanisms such as the Governance Structure and Delegations 2022-2025, the Local Governance Statement 2022-2025 and Standing Orders. The Code is most effective when “owned” by elected members and if the drafting of such a code takes into consideration their feedback and input.
- 16 The Code also contains procedural steps on how to manage complaints in relation to the Code.

What is new in the 2022 LGNZ Model Code compared to older model versions

- 17 Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct contains several significant changes to previous model codes released by LGNZ, including:
 - 17.1 A focus on managing specific types of behaviors, such as bullying or harassment, regardless of the place or platform on which the member is engaging, such as social media, in meetings, or interactions between members.
 - 17.2 An explicit description of unacceptable behaviours.
 - 17.3 Acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to councils.
 - 17.4 An acknowledgement of the principles of good governance.

- 17.5 An amended approach to investigating and assessing alleged breaches of the Code designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.
- 17.6 A reduction to essential items not covered elsewhere, for example, the new version no longer includes items covered by legislation, Standing Orders, the Governance Structure 2022-2025 or the Local Governance Statement 2022-2025.

Process for Managing Alleged Breaches of the Code of Conduct

- 18 Any complaints made under the Code of Conduct, even complaints in relation to Community Board Members' conduct not specifically mentioning the Code will, upon adoption of the Code, be managed in accordance with the process appended to the Code.
- 19 The Community Board is asked to adopt a process for managing alleged breaches under the Code as suggested by LGNZ and as part of this the Board should determine the following when adopting the Code of Conduct:

A single step or two step complaints assessment process

- 19.1 In a single step assessment process, the Chief Executive refers all complaints directly to an independent investigator who determines whether the complaint is valid and, if so, recommends an action or actions which are appropriate to the level of materiality or significance of the breach.
- 19.2 In a two-step assessment process, the Chief Executive refers all complaints to an initial assessor who determines whether the complaint is valid and, if so, can refer the complaint to the Mayor or relevant Chairperson or recommend that the parties undertake mediation. Where the nature of the breach is significant and where mediation is not an option (or not agreed to) then the initial assessor will refer the complaint to an independent investigator, who may also re-assess the complaint.
- 19.3 Council officers recommend a two-step process to maintain the principle of ensuring complaints are resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement, is met. A two-step process also allows for efficiencies in cost and for an approach to be taken that is appropriate to the particular complaint.

Binding or non-binding recommendations from an investigator

- 19.4 It is important that the process for investigating an alleged breach of the Code of Conduct is politically independent. The perception of independence and objectivity may be lost if it is ultimately elected members who decide the nature of the action to be taken when a complaint is upheld. This perception can be avoided if the Community Board agrees to be bound by an independent investigator's recommendations.
- 19.5 On the other hand, if the Community Board agrees that it will be bound by an independent investigator's recommendations, it will not have flexibility to adopt another approach if the findings are deemed inappropriate to the issue. Code of Conduct complaints can also be political issues and as such, Council may wish to retain the ability to make the final decision on an investigator's recommendations. The risk of this being an issue for the Board is lessened by a two-step complaints process where complaints are resolved at an appropriate level. Complaints referred to an independent investigator will likely be complaints with a level of seriousness where there is merit in an independent investigation.
- 19.6 Should the Community Board resolve that the recommendations from an independent investigator are binding, the Chief Executive's report together with the investigators report and recommendations are presented to the Board for noting only.
- 19.7 Should the Community Board resolve that the recommendations from an independent investigator are non-binding, the Chief Executive's report together with the investigators report and recommendations are presented to the Board for consideration.

- 20 At its meeting of 31 August 2023, Council adopted a two-step assessment process for managing alleged breaches under the Code.
- 21 Council also resolved that any recommendations received from an independent investigator will not be binding on Council. Consequently, the Chief Executive's report together with the investigators report and recommendations are presented to Council for consideration. Council retains flexibility to adopt another approach if the findings are deemed inappropriate to the issue.
- 22 The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:
- 22.1 The complaints process will be independent, impartial, and respect members' privacy.
- 22.2 Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- 22.3 Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- 22.4 Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution. For example, by enabling both parties to access Council's Employee Assistance Programme (EAP) or elected members' equivalent.

Steps taken to develop the Code of Conduct

- 23 Council officers reviewed the LGNZ model and after consulting with LGNZ included a section on social media in the Code appended as Appendix 1.
- 24 Following this review, Council officers held a briefing and workshop with elected members and mana whenua representatives to work through the elements of the proposed Code. Council officers incorporated key feedback into the LGNZ 2022 model Code to produce the Code of Conduct (appended at Appendix 1).
- 25 Council officers have engaged with Community Board Chairs and all Community Board Members were invited to the briefing and workshop sessions. Community Board Members were also encouraged to provide feedback following the circulation of the draft Code via email to ensure feedback from Community Boards was also captured.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 26 The Raumati Community Board is asked to consider the adoption of the Code of Conduct appended as Appendix 1 in line with current best practise and LGNZ's proposed model code of conduct.

Ngā kōwhiringa | Options

- 27 While Community Boards are not required by legislation to adopt a code or could decide to adopt a different code of conduct to Council;
- 27.1 If a Community Board decided to adopt a different code, it would complicate the management of alleged breaches considerably and would harm the cohesion of all elected members.
- 27.2 If Community Boards decided not to adopt a code at all, they cannot be held to a code and therefore a complaints process under the code would not exist.
- 28 Community Boards could also decide to adopt the content of the Code but contrary to Council adopt:

- 28.1 A one-step complaint process, and/or
 - 28.2 That independent investigator recommendations are binding.
- 29 Council Officers recommend that Community Boards adopt the same Code and complaints process adopted by Council. This will allow for all elected members and appointed members, in the serving term on Council, a Committee or Community Board to be governed by the same Code and will reduce the chance of confusion when managing complaints.

Tangata whenua

- 30 Council's mana whenua partners were invited to attend a briefing and workshop to contribute to the Code of Conduct adopted by Council and were encouraged to provide feedback following the circulation of the draft Code to Councillors, mana whenua representatives and Community Board Members via email.
- 31 Mana whenua representatives are expected to comply with the Code of Conduct as a term of their appointment to Council and its Committees and Subcommittees for the 2022-2025 triennium. After confirmation of appointment by Council, mana whenua representatives and other appointed members receive an appointment letter setting out this expectation.

Panonitanga āhuarangi | Climate change

- 32 There are no climate change or environment considerations for this report.

Ahumoni me ngā rawa | Financial and resourcing

- 33 There are no direct financial considerations for this report though Council must ensure that members who make a complaint under the Code of Conduct are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.
- 34 Complaints made under the Code may incur a cost if an external independent assessor and/or investigator is required to be engaged. Assessors and investigators will be engaged as required and on a case-by-case basis so precise costs are difficult to determine. The costs of assessment and investigatory services will be met by Council.

Ture me ngā Tūraru | Legal and risk

- 35 Any failure to observe the provisions of the Code of Conduct may result in the following:
- 35.1 Exposing the Council to litigation.
 - 35.2 Invalidating insurance of indemnity for members.
 - 35.3 Exposing individual members to responsibility for loss under section 46 of the Local Government Act.
- 36 In cases where a breach of the Code is found to involve regulatory or legislative requirements, the Chief Executive will refer the complaint to the relevant agency.

Ngā pānga ki ngā kaupapa here | Policy impact

- 37 The relevant policies that elected members must have an understanding of have been referenced in the Code of Conduct document. These policies are:
- 37.1 Council's Media Communications Protocol
 - 37.2 Council's Members' Declaration of Interest Policy
- 38 These policies will be updated as required and provided to Council for adoption or noting and will subsequently be communicated with Community Boards.

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

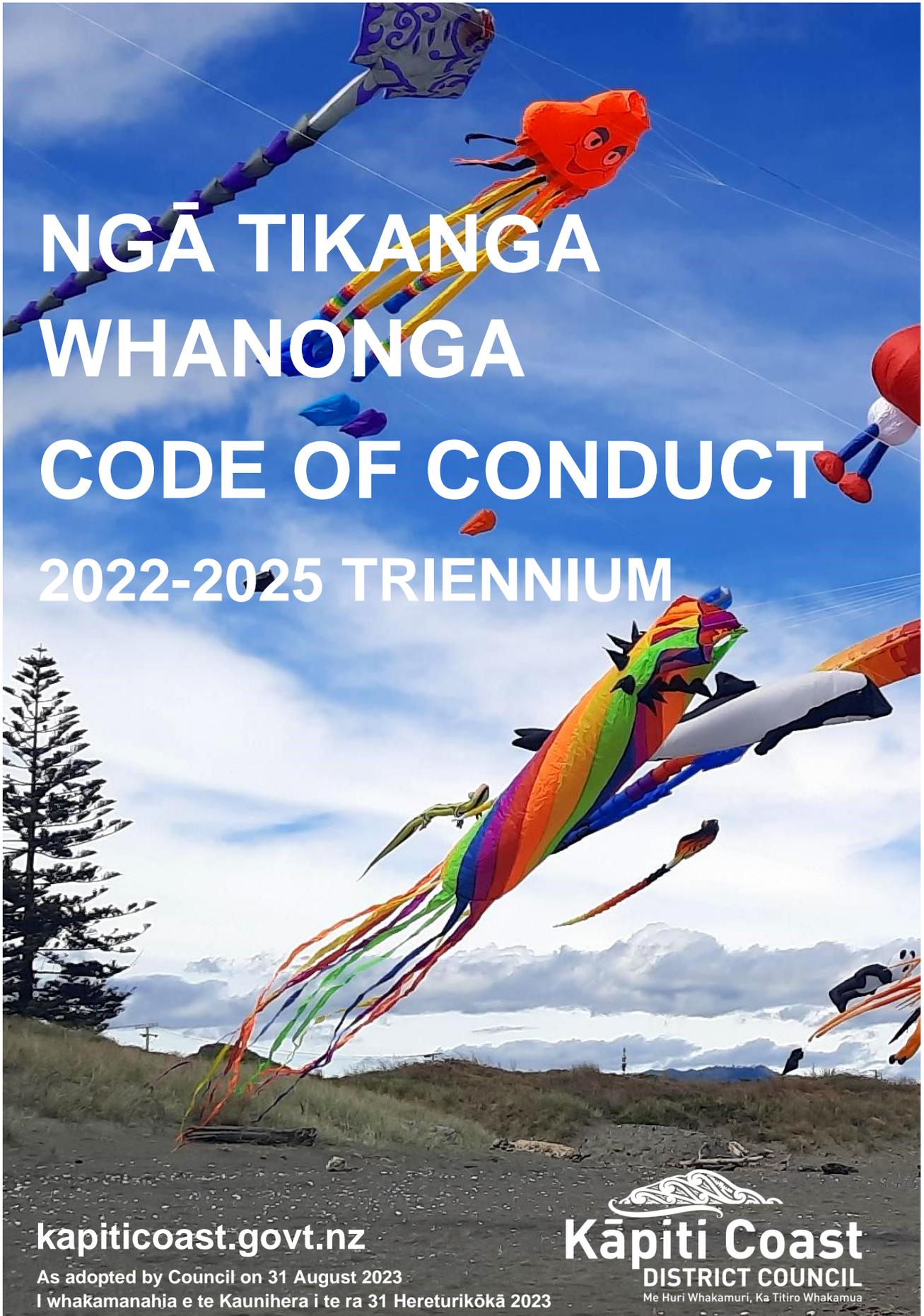
39 An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

40 The Code of Conduct has been uploaded to Council's website and will be available for the community to access.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Code of Conduct Triennium 2022 - 2025 adopted on 31 August 2023 [↓](#)
2. Clause 15, Schedule 7 of the LGA 2002 [↓](#)



NGĀ TIKANGA WHANONGA CODE OF CONDUCT 2022-2025 TRIENNIUM

kapiticoast.govt.nz

As adopted by Council on 31 August 2023
I whakamanahia e te Kaunihera i te ra 31 Hereturikōkā 2023


Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

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A. KUPU WHAKATAKI | INTRODUCTION

The Kāpiti Coast District Council adopts this Code of Conduct in accordance with Clause 15, Schedule 7 of the Local Government Act 2002 (LGA).

The Code of Conduct sets standards for the behaviour of members towards other members, staff, the public, and the media. It is also concerned with the disclosure of information that members receive in their capacity as members.

Members must comply with this Code of Conduct.

The purpose of this Code of Conduct is to:

- Enhance the effectiveness of the Kāpiti Coast District Council and provide for good local government of the Kāpiti Coast District;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the Council to its communities; and
- Develop a culture of mutual trust, respect, and tolerance between members of the council and between the members and management.

NGĀ HERENGA A NGĀ MEMA | MEMBERS' COMMITMENT

These commitments apply when conducting the business of the Council as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the Council any information received that is pertinent to the ability of the Council to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and Council's Memorandum of Partnership with mana whenua in the district,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the Council,
6. take all reasonable steps to undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the Council into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council,
11. not disclose information acquired, or given, in confidence, further to their position as a member of Council.

Please note: a failure to act in accordance with these commitments may result in a complaint being taken against a member.

B. HŌKAITANGA | SCOPE

This Code of Conduct applies to all members including members of any Community Board that has agreed to adopt it.

The Code applies to the behaviour of members towards:

- Each other;
- The chief executive and staff;
- The media; and
- The general public.

It is also concerned with the disclosure of information that members receive in their capacity as elected members and information which impacts on the ability of the Council to give effect to its statutory responsibilities.

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of members present at a meeting when an amendment to the Code is being considered. The Code should be read in conjunction with the Council's Standing Orders, Governance Structure and Delegations, and Governance Statement.

C. NGĀ WHAKAMĀRAMA | DEFINITIONS

For the purposes of this Code "member" means an elected or appointed member of:

- the governing body of the local authority,
- any committee or sub-committee of the local authority,
- any local board of the local authority, or
- any community board of the local authority.

Local authority means the Council, local board or community board which has adopted this Code.

For the purposes of this Code, kaunihera is defined as the Council of elected members and/or the organisation depending on the context of the sentence.

D. TE TIRITI O WAITANGI | THE TREATY OF WAITANGI

The Kāpiti Coast District Council commits to operating in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and acknowledges the following principles:

1. Tino Rangatiratanga: The principle of self-determination provides for Māori self-determination and mana motuhake. This requires local authorities to be open to working with mana whenua partners in the design and delivery of their work programmes,
2. Partnership: The principle of partnership implies that local authorities will seek to establish a strong and enduring relationship with iwi and Māori, within the context of iwi and Māori expectations. Kaunihera should identify opportunities, and develop and

maintain ways, for Māori to contribute to kaunihera decisions, and consider ways kaunihera can help build Māori capacity to contribute to council decision-making,

3. Equity: The principle of equity requires local authorities to commit to achieving the equitable delivery of local public services,
4. Active protection: The principle of active protection requires local authorities to be well informed on the wellbeing of iwi, hapū and whānau within their respective rohe,
5. Options: The principle of options requires local authorities to ensure that its services are provided in a culturally appropriate way that recognises and supports the expression of Te Ao Māori.

Kāpiti Coast District Council has committed to a partnership with mana whenua through a Memorandum of Partnership with mana whenua, which governs the relationship between Council and mana whenua setting out key principles and requirements for parties to adhere to.

E. NGĀ MĀTĀPONO O TE MANA URUNGI PAI | PRINCIPLES OF GOOD GOVERNANCE

Members recognise the importance of the following principles of good governance.

- **Public interest:** members should act solely in the public interest.
- **Integrity:** members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.
- **Tāria te wā and kaitiakitanga/stewardship:** members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.
- **Objectivity:** members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.
- **Openness:** members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** members should be truthful and not misleading.
- **Leadership:** members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

F. NGĀ WHANONGA | BEHAVIOURS

To promote good governance and build trust between the local authority, its members, and citizens, members **agree** to the following standards of conduct when they are:

- conducting the business of the local authority,
- acting as a representative of the local authority,
- acting as a representative of their electorate,
- communicating with other members, the media, the public and staff, and
- using social media and other communication channels.

Where a member's conduct falls short of these standards, members accept that they may be subject to a complaint made under the council's "Process for alleged breaches of the Code of Conduct" appended to the Code of Conduct document.

F.1 KAUANUANU | RESPECT

Members will treat all other members, staff, and members of the public, with respect.

Respect means politeness and courtesy in behaviour, speech, and writing. Debate and differences are all part of a healthy democracy. Members can challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. Members must not, however, subject individuals, groups of people or organisations to personal attack.

When members interact with the public, they should treat them politely and courteously. Offensive behaviour lowers the public's expectations of, and confidence in, the Council. In return, members have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening, members are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police.

F.2 TE WHAKAWETI, TE WHAKATĪWHETA ME TE WHAKATOIHARA | BULLYING, HARASSMENT, AND DISCRIMINATION

Members will treat all people fairly and will not:

- bully any person,
- harass any person, or
- discriminate unlawfully against any person.

For the purpose of the Code of Conduct, **bullying** is offensive, intimidating, malicious, or insulting behaviour. It represents an abuse of power through means that undermine, humiliate, denigrate, or injure another person. It may be:

- a regular pattern of behaviour, or a one-off incident,
- occur face-to-face, on social media, in emails or phone calls, happen in the workplace, or at work social events, and
- may not always be obvious or noticed by others.

Harassment means conduct that causes alarm or distress, or puts people in fear of violence, and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination occurs when a person is treated unfairly, or less favourably, than another person because of any of the following¹:

| | | |
|---------------------------|---------------------------|-----------------|
| age | skin, hair, or eye colour | race |
| disability | employment status | ethical belief |
| ethnic or national origin | family status | marital status |
| political opinion | religious belief | gender identity |
| sex | sexual orientation | |

F.3 TE TUARI MŌHIOHIO | SHARING INFORMATION

Members will share with the Council any information received that is pertinent to the ability of the Council to properly perform its statutory duties.

Occasionally members will receive information in their capacity as members of the governing body, which is pertinent to the ability of the Council to properly perform its statutory duties. Where this occurs, members will disclose any such information to other members and, where appropriate, the chief executive.

Members who are offered information on the condition that it remains confidential and cannot be shared, will inform the person making the offer that they are under a duty to disclose such information, for example, to a governing body meeting in public exclusion, or when Council receive an official information request specifically asking for the information.

This section is to reflect members statutory duties to Council in the positions they are elected to, as well as other statutory obligations that may require disclosure such as the Local Government Official Information and Meetings Act 1987. Examples of the types of information that members may need to share under this section include information regarding legal risks or litigation involving Council that ratepayers or other members of the community may raise.

F.4 TE WHAKAATU I NGĀ WHAKAĀRO WHAIARO KI TE MAREA | EXPRESSING PERSONAL VIEWS PUBLICLY

Members, except when authorised to speak on behalf of the Council, will make it clear, when speaking to the media, on social media, or in hui and presentations, that statements reflect their personal view. Members must adhere to the Council’s Media Communications Protocol.

The media play an important role in the operation and efficacy of local democracy and need accurate and timely information about the affairs of the Council to fulfil that role. Members are free to express a personal view to the media and in other public channels at any time, provided the following rules are observed:

- they do not purport to talk on behalf of the Council, if permission to speak on behalf of the authority has not been given to them,

¹ See Human Rights Commission <https://www.govt.nz/browse/law-crime-and-justice/human-rights-in-nz/human-rights-and-freedoms/>

- their comments must not be inconsistent with the Code, for example, they should not disclose confidential information or criticise individual members of staff, and
- their comments must not purposefully misrepresent the views of the Council or other members.

Communicating on social media

The following principles are designed to help you when engaging in personal or unofficial capacity online on topics of interest to Council.

- Social media pages or profiles controlled by members and used for making observations relevant to their role as an elected member should be open and transparent and uphold behaviour that is consistent with the expectations of the Code of Conduct.
- When participating in social media members must exercise sound judgment and common sense. Anything posted online that is factually incorrect or misleading has the potential to erode trust and confidence and that can potentially damage the Council's image.
- Members should exercise caution when blocking any posts on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Council into disrepute.
- If abusive or inflammatory content is being shared on social media pages or profiles controlled by members, then members (as moderators of the page) may reserve the right to delete or moderate these comments, and ban accounts or refer them to the Harmful Digital Communications legislation. Elected members are encouraged to contact the Council's Communications and Engagement Manager should they need advice on how to address abusive or inflammatory content.
- Members should be an "advocate" for compliments and criticism. Elected Members are one of its most important advocates for monitoring the social media landscape. If they come across positive or negative remarks about the Council or its activities online they are encouraged to share them with the governing body.
- Members should let the subject matter experts respond to negative posts. Should members come across negative or critical posts about the Council or its activities they should consider referring the posts to the responsible Group Manager or Council's Communications and Engagement Manager.
- Should members come across posts about Council's activities that are factually incorrect they are encouraged to seek advice from the responsible Group Manager or Council's Communications Manager and correct the misinformation where it is practical and safe to do so.
- Members should take care mixing political (Council) and personal lives. The public may find it difficult to separate personal and Council personas. Commenting online in any forum, particularly if their opinion is at odds with what Council is doing, can bring them into conflict with the Code of Conduct should it not be clear that they are their personal capacity. If they are commenting in a professional capacity as a member they are advised to disclose their name and position on the post.

Communicating with the media

The Mayor is the first point of contact for the Council view on any policy issue. The Mayor is authorised to make statements accurately reporting decisions of Council meetings. If the Mayor is absent, or unable to act, the matter may be referred to the Deputy Mayor or to the relevant Committee or Subcommittee chairperson for a response.

The Mayor may refer any matter to the relevant Committee or Subcommittee chairperson, a member, or to the chief executive for comment.

Committee and Subcommittee chairpersons and Ward Councillors are authorised to make statements accurately reporting decisions of their respective committees, subcommittees or wards.

The chief executive is responsible for reporting to the media on policy implementation and operational matters.

F.5 KIA RITE TE NUI O NGĀ HUA MAHI | PROVIDE REASONABLE CONTRIBUTION

Members will take all reasonable steps to undertake the duties, responsibilities, and workload that can be fairly expected of them in their position.

Being a member is a position of considerable trust, given by the community to act on their behalf. To fulfil the expectations of the constituents and contribute to the good governance of the district it is important that members make all reasonable efforts to attend meetings and workshops, prepare for meetings, attend civic events, and participate in relevant training seminars.

The local government workload can be substantial, and it is important that every member contributes appropriately. This requires members to often work as a team and avoid situations where the majority of the work falls on the shoulders of a small number of members.

F.6 TE MĀTEATEA | DISREPUTE

Members will not bring the Council into disrepute.

Members are trusted to make decisions on behalf of their communities and as such their actions and behaviours are subject to greater scrutiny than other citizens. Members' actions also reflect on the Council as well as themselves and can serve to either boost or erode public confidence in both.

Behaviours that might bring a Council into disrepute, and diminish its ability to fulfil its statutory role, include behaviours that are dishonest and/or deceitful. Adhering to this Code does not in any way limit a member's ability to hold the Council and fellow members to account or constructively challenge and express concerns about decisions and processes undertaken by their Council.

F.7 TE WHIWHI HUANGA WHAIARO I TŌ TŪRANGA | USE OF POSITION FOR PERSONAL ADVANTAGE

Members will not use, or attempt to use, their position to improperly advantage themselves or anyone else, or disadvantage another person.

Being a member of a Council comes with certain opportunities and privileges, including the power to make choices that can impact on others. Members must not take advantage of such opportunities to further their own or others' private interests or to disadvantage anyone unfairly. A member found to have personally benefited by information gained as an elected member may be subject to the provisions of the Secret Commissions Act 2010.

F.8 KIA Ū TE TŌTEKE O NGĀ ĀPIHA KAUNIHERA | ENSURING THE IMPARTIALITY OF COUNCIL OFFICERS

Members will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They must not be coerced or persuaded to act in a way that would undermine their neutrality. Members can question officers to gain understanding of their thinking and decision-making, however, they must not seek to influence officials to change their advice or alter the content of a report, other than in a meeting or workshop, if doing so would prejudice their professional integrity. Members should:

- make themselves aware of the obligations that the Council and chief executive have as employers and always observe these requirements, such as the obligation to be a good employer, and
- observe any protocols put in place by the chief executive concerning contact between members and employees, and not publicly criticise individual staff.

If a member has concerns about the behaviour of an official, whether permanent or contracted, they should raise those concerns with the Council's chief executive, or, if the concerns are to do with the chief executive, raise them with the Mayor, the council chairperson, or chief executive performance committee.

F.9 TE Ū KI TE MATATAPU | MAINTAINING CONFIDENTIALITY

Members will not disclose information acquired, or given, in confidence, further to their position as an elected member, unless:

1. they have the consent of a person (authorised Council officer or other person) to give it,
2. they are required by law to do so,
3. the disclosure is to a third party to obtain professional legal advice, and that the third party agrees not to disclose the information to any other person, or
4. the disclosure is reasonable and in the public interest, is made in good faith, and in compliance with the reasonable requirements of the Council.

F.10 WHANONGA MATATIKA | ETHICAL BEHAVIOUR

Members have a responsibility to promote the highest standards of ethical conduct. Accordingly, members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Council developed in accordance with that determination;
- not influence or attempt to influence, any Council employee, officer or member in order to benefit their own, or families personal or business interests;

- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the chief executive if any gifts are accepted. Where a gift to the value of \$50 or more is accepted by a member, that member must immediately disclose this to the chief executive for inclusion in the publicly available register of interests.
- approach decision making with an open mind. Members must listen carefully to competing advice and weigh up the pros and cons before making their decision. When hearing formal submissions at a hearing, members should carefully avoid prior public comments, which may indicate a predetermined bias or non-flexible attitude.

In accordance with clause 15(5) of Schedule 7 (LGA 2002) any member who is an “undischarged bankrupt” will notify the chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the member’s adjudication and the likely outcome of the bankruptcy.

G. HE NGĀKAU KŌNATUNATU | CONFLICTS OF INTEREST

Elected members will maintain a clear separation between their personal interests and their duties as elected members in order to ensure that they are free from bias (whether real or perceived). Members therefore must familiarise themselves with the provisions of the Local Authorities (Members’ Interests) Act 1969 (LAMIA), the Local Government (Pecuniary Interests Register) Act 2022 and Council’s Members’ Declaration of Interest Policy.

Members will not participate in any Council discussions or vote on any matter in which they have a pecuniary or non-pecuniary interest, other than an interest in common with the general public.

APPENDIX ONE

TE KAUPAPAHERE O TE KAUNIHERA Ā ROHE O KĀPITI HEI TIROTIRO, HEI WHAKATAU I NGĀ WHAKAPAE KUA TAKAHIA TE TIKANGA WHANONGA **THE KĀPITI COAST DISTRICT COUNCIL'S PROCESS FOR INVESTIGATING AND RULING ON ALLEGED BREACHES OF THE CODE OF CONDUCT**

PRINCIPLES

The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:

- The complaints process will be independent, impartial, and respect members' privacy.
- Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution².

WHO CAN MAKE A COMPLAINT?

The Code of Conduct is designed to be a self-regulatory instrument and complaints regarding a breach of the Code can only be made by members themselves, or the chief executive, who can make a complaint on behalf of their staff. On receipt of a complaint, the chief executive must forward the complaint to an independent person, either an independent investigator or an initial assessor, for an assessment.

ROLE OF THE INITIAL ASSESSOR

On receipt of a complaint an initial assessor will undertake an assessment to determine the relative merit and seriousness of the complaint, and the nature of the subsequent process that will be followed. The complaint may be dismissed if the initial assessor finds them to be trivial, vexatious, frivolous, or politically motivated.

If a complaint is not dismissed, the initial assessor (or independent investigator in a one-step process) may initiate one of the following:

² For example, by enabling both parties to access a council's Employee Assistance Programme (EAP) or elected members' equivalent.

1 Refer to a chair or mayor, deputy mayor

In the case of a breach that is not serious or amendable to mediation, the initial assessor may refer the person responsible for the alleged breach to the chair or mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair will be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration:

- That the member attends a relevant training course.
- That the member work with a mentor for a period.
- That the member tenders an apology.

2 Mediation

If the complaint concerns a dispute between two members, or between a member and another party, the initial assessor may recommend mediation. If mediation is agreed by both parties, then its completion will represent the end of the complaints process. The outcomes of any mediation will be confidential and, other than reporting that a complaint has been resolved through mediation, there will be no additional report to the local authority unless the complaint is referred to an independent investigator, usually due to a failure of the mediation.

3 Refer to an independent investigator

Where the initial assessor finds that the complaint is serious or no resolution can be reached and/or mediation is refused, the initial assessor will refer the complaint to an independent investigator. The independent investigator will be selected from the local authority's independent investigators' panel assembled by the chief executive, or an independent investigator service that is contracted to the kaunihera. Complaints that involve a chairperson or chief executive will be referred directly to the independent investigator.

Complaints that are dismissed, referred to a chairperson, or resolved by mediation, will not be reported to the local authority.

ROLE OF THE INDEPENDENT INVESTIGATOR

The independent investigator will:

- determine whether a breach has occurred,
- if so, determine the seriousness of the breach, and
- determine actions that a local authority should take in response to the breach.

Any recommended actions made in response to a complaint that has been upheld are binding on the local authority. This is to ensure the process for investigation is free of any suggestion of bias and reduces the cost of the complaints process, by reducing the time spent on it, by members and officials.

Determining the significance of an alleged breach

The independent investigator may take whatever actions they need to determine the significance of a complaint, within the budgetary constraints set down, including re-assessing the complaint.

The independent investigator will undertake an investigation appropriate to the scale of the breach, which may include interviews with other affected parties, and prepare a report for the chief executive which will set out the rationale for their findings and may include recommendations for resolving the breach and appropriate penalties.

When considering the issue of significance, the independent investigator will need to consider a range of factors before deciding, such as:

- Was the breach intentional or unintentional?
- Did it occur once or is there a pattern of recurring behaviour?
- Does the breach have legal or financial ramifications for the kaunihera?
- What is the impact of the breach on other elected members, on kaimahi (officials) and on the community in general?

Independent investigator can make a binding rule

On completing their investigation, an independent investigator may dismiss a complaint or make a binding ruling which the governing body will implement. The independent investigator's ruling will be contained in a report to the kaunihera chief executive which will form the basis of a consequent report to the governing body to inform them of the decision and the actions that they may be required to take.

Please note: All actions taken in the implementation of a policy must be consistent with the Bill of Rights Act 1990. No appeal right is included in the Code of Conduct. Members who are unhappy with an independent investigator's decision have access to judicial review and/or the Ombudsman's Office.

COSTS AND SUPPORT

Kaunihera must ensure that members who make a complaint are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.

The costs of assessment and investigatory services will be met by the relevant kaunihera.

TE TUKANGA WHAKATAU ME TE TIROTIRO I NGĀ AMUAMU PROCESS FOR DETERMINING AND INVESTIGATING COMPLAINTS

Step 1: Chief Executive receives complaint

All complaints made under this Code of Conduct must be made in writing and forwarded to the chief executive who will refer the complaint to the initial assessor. A complaint does not need to explicitly refer to the Code of Conduct to be a valid complaint, provided it is clear that it relates to the Code of Conduct. The Chief Executive will also:

- inform the complainant that the complaint has been referred to the independent person (named) and refer them to the process for dealing with complaints as set out in the Code of Conduct; and
- inform the respondent that a complaint has been made against them and the name of the independent investigator overseeing the process and refer them to the policy for dealing with complaints as set out in the Code of Conduct.

A complaint by the Chief Executive, or implicating the Chief Executive, must be forwarded to the Mayor who will refer the complaint to the initial assessor and delegate other steps to Council Officers.

Step 2: Initial assessor makes an assessment and arranges mediation

1. The initial assessor will undertake an assessment of the merits of the complaint. If they consider it is not valid, the complaint will be dismissed. The complainant will have no recourse or appeal. Grounds for concluding that a complaint has no merit include that it is trivial, vexatious, frivolous, or politically motivated.
2. The initial assessor may refer the person responsible for the alleged breach to the chair or Mayor or Deputy Mayor for their advice and guidance. These will not be reported to the local authority. A meeting or meetings with the chair may be regarded as sufficient to resolve the complaint. Where a member is referred to the chair, the initial assessor may also recommend, for the chair's consideration.
3. If deemed to have merit, the initial assessor will contact the parties to seek their agreement to independently facilitated mediation. If the parties agree and the issue is resolved by mediation the matter will be closed and no further action is required.
4. If the parties do not agree to mediation, or mediation is unsuccessful in resolving the matter, the initial assessor will refer the complaint to an independent investigator selected from a panel established by the chief executive at the start of the triennium, or service contracted to the local authority. The initial assessor will also inform the complainant and the respondent that the complaint has been referred to the independent investigator and the name of the independent investigator.

Step 3: Independent investigator to inquire and conclude on the matter

If the complaint is found to be a breach of the Code of Conduct the independent investigator will inform the initial assessor, who will inform the complainant and respondent. The independent investigator will then assess the nature and effect of the breach and prepare a report for the kaunihera on the seriousness of the breach and recommend actions commensurate with that breach. In preparing that report the independent investigator may:

- consult with the complainant, respondent, and any affected parties,
- undertake a hearing with relevant parties, and/or
- refer to any relevant documents or information.

At any stage in their inquiry the independent investigator may find that a breach has not occurred, or the matter should be referred to a relevant agency. If this is the case the independent investigator will inform the initial assessor who will inform the complainant and respondent that the complaint is dismissed or has been referred to a relevant named agency.

On receipt of the independent investigator's report the chief executive, or initial assessor, will prepare a report for the kaunihera, which will meet to consider the findings and implement any recommended actions. The report will include the full report prepared by the investigator.

Step 4: Process for considering the investigator's report – recommendations are not binding

Council's process for determining and investigating complaints give an independent investigator the power to make recommendations to the local authority, then:

- the chief executive's report, containing the independent investigator's recommendations and report, will be presented to the governing body, or committee/sub-committee with delegated authority to consider code of conduct complaints,
- The governing body, or local/community board, will ensure that members with an interest in the complaint are not present during the discussion on the independent investigator's recommendations.
- The report will be received in public meeting unless grounds, such as s.48 LGOIMA, exist for the exclusion of the public.
- The chief executive's report may also outline the plan for the report's public release, for the governing body's information and comment.
- The governing body, local/community board, or committee/sub-committee with delegated authority, may accept the investigator's recommendations or, if they believe it is justified, amend the independent investigator's recommendations. As part of these considerations the complainant may be asked to appear before the governing body, board or committee and answer questions from members.
- The penalty or sanction that might be applied will depend on the seriousness of the breach and may include actions set out in Attachment Three.

TE KŌWHIRI I TE KAIAROTAKE TUATAHI ME TE KAITIROTIRO MOTUHAKE SELECTING THE INITIAL ASSESSOR AND INDEPENDENT INVESTIGATOR

Selecting an initial assessor

The chief executive is responsible for this. In selecting the initial assessor, the chief executive will consult with the local authority.

The initial assessor should be a person, or a position, that is independent of a local authority's political governance, while also being easily accessible, as their role is crucial if complaints are to be expedited quickly and without controversy. For example:

- The external appointee on a kaunihera's Audit and Risk Committee.
- A member of staff, such as an internal ombudsman or ethics adviser, as long as they have operational independence from the chief executive (similar to the independence afforded an Electoral Officer).
- A retired local authority chief executive.
- A retired local authority politician.
- A member of the public with relevant experience and competency.

Selecting an independent investigator³

The chief executive is responsible for compiling a panel or list of independent investigators.

At the beginning of each triennium the chief executive, in consultation with the kaunihera, will compile a list of independent investigators. In selecting them, a chief executive may consider:

- the council's legal advisers,
- a national service specialising in public sector integrity,
- a national service providing assessment and investigation services, or
- an individual with relevant skills and competencies.

Please note: Given the litigious nature of some code of conduct disputes independent investigators should have relevant liability insurance, provide on their own behalf or by the local authority. The chief executive also needs to ensure that investigations are undertaken within budgetary limits negotiated in advance.

³ At time of publication LGNZ is exploring options for the establishment of a national investigation and assessment service.

NGĀ MAHI KA WHĀIA PEA INA WHAKATAUHIA TĒTAHI TAKAHANGA ACTIONS THAT MAY BE APPLIED WHEN A BREACH HAS BEEN CONFIRMED

Where a complaint that the Code of Conduct was breached has been upheld, any actions taken against the member found to be in breach should be consistent with the following principles.

Actions should be commensurate with the seriousness of the breach.

Actions should be applied in a manner that is culturally appropriate and safe for the members involved.

Actions should, to the degree practical, contribute to an inclusive culture in the local authority by focusing on constructive mediation, learning, and member improvement.

In determining a response to a breach of the Code of Conduct, one or more of the following could be selected:

1. That no action is required.
2. That the member meets with the mayor/chair for advice.
3. That the member attends a relevant training course.
4. That the member agrees to cease the behaviour.
5. That the member work with a mentor for a period.
6. That the member tenders an apology.
7. That the member participates in voluntary mediation (if the complaint involves a conflict between two members).
8. That the local authority sends a letter of censure to the member.
9. That the local authority passes a vote of no confidence in the member.
10. That the member loses certain kaunihera-funded privileges (such as attendance at conferences).
11. That the member loses specific responsibilities, such as committee chair, deputy committee chair or portfolio holder.
12. That the member be subject to restricted entry to kaunihera offices, such as no access to staff areas (where restrictions may not previously have existed).
13. That the member be subject to limitations on their dealings with kaunihera staff, other than the chief executive or identified senior manager.
14. That the member be suspended from committees or other bodies to which the member has been appointed.
15. That the member be invited to consider resigning from the council.

Please note: Actions 1-6 will typically not be reported to the local authority. Actions 7-15, which have a high degree of public interest, namely democratic representation, should be considered in an open meeting, unless there are grounds, such as those set out in LGOIMA, for not doing so.

Responses to statutory breaches

In cases where a breach of the Code of Conduct is found to involve regulatory or legislative requirements, the chief executive will refer the complaint to the relevant agency. For example:

- Breaches relating to members' interests (where members may be liable for prosecution by the Auditor-General under LAMIA).

- Breaches which result in the council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 LGA 2002 which may result in the member having to make good the loss or damage).
- Breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the elected member liable for criminal prosecution).
- Failure to observe the provisions of the Code of Conduct may also result in the following:
 - Expose the Council to litigation
 - Invalidate insurance of indemnity for members
 - Expose individual members to responsibility for loss under section 46 of the Local Government Act

APPENDIX 2

NGĀ TURE E WHAKATAKOTO ANA I NGĀ PAEREWĀ MŌ NGĀ WHANONGA MATATIKA LEGISLATION WHICH SETS STANDARDS FOR ETHICAL BEHAVIOUR

Clause 15 of Schedule 7 of the Local Government Act (the Act) 2002, requires that the Code of Conduct provides members with a general explanation of the Local Government Official Information and Meetings Act 1987, and any other enactment or rule of law that affects members.

The key statutes that promote ethical behaviour are:

- The Local Government Act 2002 (LGA)
- The Local Government Official Information Act 1987 (LGOIMA)
- The Local Authorities (Members' Interests) Act 1968 (LAMIA)
- The Protected Disclosures (Protection of Whistleblowers) Act 2022,
- The Serious Fraud Office Act 1990
- The Local Government (Pecuniary Interests Register) Act 2022
- The Health and Safety at Work Act 2015
- The Harmful Digital Communications Act 2015

The Local Government Act 2002

The LGA 2002 is local government's empowering statute. It establishes our system of local government and sets out the rules by which it operates. Those rules include the principles underpinning Council decision-making, governance principles, Te Tiriti obligations as set by the Crown, and the role of the chief executive which is:

1. implementing the decisions of the local authority,
2. providing advice to members of the local authority and to its community boards, if any and
3. ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed, or exercised,
4. ensuring the effective and efficient management of the activities of the local authority,
5. facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001,
6. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority,
7. providing leadership for the staff of the local authority,
8. employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy), and
9. negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Local Government Official Information and Meetings Act 1987

The LGOIMA sets rules for ensuring the public are able to access official information unless there is a valid reason for withholding it. All information should be considered public and released accordingly unless there is a compelling case for confidentiality. Even where information has been classified as confidential, best practice is for it to be proactively released as soon as the grounds for confidentiality have passed.

There are both conclusive and other reasons for withholding information set out in sections 6 and 7 of LGOIMA, which include:

Conclusive reasons for withholding – if making the information available would likely:

- prejudice the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial; or
- endanger the safety of any person.

Other reasons for withholding – withholding the information is necessary to:

- protect the privacy of natural persons, including that of deceased natural persons;
- protect information where it would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
- in the case of an application for resource consents or certain orders under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu;
- protect information the subject of an obligation of confidence, where making that information available would prejudice the supply of similar information (and it is in the public interest for this to continue), or would be likely otherwise to damage the public interest;
- avoid prejudice to measures protecting the health or safety of members of the public;
- avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- maintain the effective conduct of public affairs through free and frank expression of opinions between or to members and local authority employees in the course of their duty or the protection of such people from improper pressure or harassment;
- maintain legal professional privilege;
- enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- prevent the disclosure or use of official information for improper gain or improper advantage.

Regarding these 'other' reasons, a public interest balancing test applies. In these cases the Council must consider whether the withholding of that information is outweighed by other considerations that render it desirable, in the public interest, to make that information available. Decisions about the release of information under LGOIMA need to be made by the appropriately authorised people within each Council, and elected members must work within the rules adopted by each Council.

The LGOIMA also sets the rules that govern public access to meetings and the grounds on which that access can be restricted, which occurs when meetings consider matters that are confidential.

The role of the Ombudsman

An Ombudsman is an Officer of Parliament appointed by the Governor-General on the recommendation of Parliament. An Ombudsman's primary role under the Ombudsmen Act 1975 is to independently investigate administrative acts and decisions of central and local government departments and organisations that affect someone in a personal capacity. Ombudsmen investigate complaints made under LGOIMA.

Anyone who has a complaint of that nature about a local authority may ask an Ombudsman to investigate that complaint. Investigations are conducted in private. The Ombudsman may obtain whatever information is considered necessary, whether from the complainant, the chief executive of the local body involved, or any other party. The Ombudsman's decision is provided in writing to both parties.

If a complaint is sustained, the Ombudsman may recommend the local authority takes whatever action the Ombudsman considers would be an appropriate remedy. Any such recommendation is, however, not binding. Recommendations made to the local authority under this Act will, in general, be binding unless the local authority resolves otherwise. However, any such resolution must be recorded in writing and be made within 20 working days of the date of the recommendation.

The Local Authorities (Members' Interests) Act 1968

Pecuniary interests

The LAMIA provides rules about members discussing or voting on matters in which they have a pecuniary interest and about contracts between members and the council. LAMIA has two main rules, referred to here as the contracting rule (in section 3 of the LAMIA) and the participation rule (in section 6 of the LAMIA).

- The **contracting rule** prevents a member from having interests in contracts with the local authority that are worth more than \$25,000 in any financial year, unless the Auditor-General approves the contracts. Breach of the rule results in automatic disqualification from office.
- The **participation rule** prevents a member from voting or taking part in the discussion of any matter in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Both rules have a complex series of subsidiary rules about their scope and exceptions.

The LAMIA does not define when a person is "concerned or interested" in a contract (for the purposes of section 3) or when they are interested "directly or indirectly" in a decision (for the purposes of section 6). However, it does set out two situations where this occurs. These are broadly where:

- a person's spouse or partner is "concerned or interested" in the contract or where they have a pecuniary interest in the decision; or
- a person or their spouse or partner is involved in a company that is "concerned or interested" in the contract or where the company has a pecuniary interest in the decision.

However, in some situations outside the two listed in the Act a person can be "concerned or interested" in a contract or have a pecuniary interest in a decision, for example, where a contract is between the members family trust and the Council.

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, which are addressed through the LAMIA, there are also legal rules about conflicts of interest more generally. These are rules that apply to non-pecuniary conflicts of interest and include the common law rule about bias. To determine if bias exists, consider this question: Is there a real danger of bias on the part of the member of the decision-making body, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?

The question is not limited to actual bias but relates to the appearance or possibility of bias. This is in line with the principle that justice should not only be done but should be seen to be done. Whether or not a member believes that they are not biased is irrelevant. The focus should be on the nature of any conflicting interest or relationship, and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- statements or conduct indicate that a member has predetermined the decision before hearing all relevant information (that is, they have a "closed mind"), or
- a member has close relationship or involvement with an individual or organisation affected by the decision.

Seeking exemption from the Auditor-General

Members who have a financial conflict of interest that is covered by section 6 of the LAMIA, may apply to the Auditor-General for approval to participate. The Auditor-General can approve participation in two ways.

1. Section 6(3)(f) allows the Auditor-General to grant an exemption if, in their opinion, a member's interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor when voting or taking part in the discussion.
2. Section 6(4) allows the Auditor-General to grant a declaration enabling a member to participate if they are satisfied that:
 - a. the application of the rule would impede the transaction of business by the council; or
 - b. it would be in the interests of the electors or residents of the district/region that the rule should not apply.

More information on non-pecuniary conflicts of interest and how to manage them can be found in the Auditor-General's Guidance for members of local authorities about the law on conflicts of interest.

Protected Disclosures (Protection of Whistleblowers) Act 2022

The Protected Disclosures (Protection of Whistleblowers) Act 2022 is designed to facilitate the disclosure and investigation of serious wrongdoing in the workplace, and to provide protection for employees and other workers who report concerns. A protected disclosure occurs when the discloser believes, on reasonable grounds, that there is, or has been, serious wrongdoing in or by their organisation, they disclose in accordance with the Act, and they do not disclose in bad faith.

A discloser is a person who has an employment type relationship with the organisation they are disclosing about and includes current and former employees, homeworkers, secondees, contractors, volunteers, and board members. Serious wrongdoing includes:

- an offence
- a serious risk to public health, or public safety, or the health or safety of any individual, or to the environment
- a serious risk to the maintenance of the law including the prevention, investigation and detection of offences or the right to a fair trial
- an unlawful, corrupt, or irregular use of public funds or public resources
- oppressive, unlawfully discriminatory, or grossly negligent or that is gross mismanagement by a public sector employee or a person performing a function or duty or exercising a power on behalf of a public sector organisation or the Government

Council needs to have appropriate internal procedures that identify who in the organisation a protected disclosure may be made to, describe the protections available under the Act, and explain how the organisation will provide practical assistance and advice to disclosers. A discloser does not have to go through their organisation first. An appropriate authority can include the head of any public sector organisation and any officer of Parliament, such as the Ombudsman and Controller and Auditor-General. Ombudsmen are also an “appropriate authority” under the Protected Disclosures (Protection of Whistleblowers) Act 2022.

The Serious Fraud Office Act 1990

The Serious Fraud Office (SFO) is the lead law enforcement agency for investigating and prosecuting serious financial crime, including bribery and corruption. The SFO has an increasing focus on prevention by building awareness and understanding of the risks of corruption – noting that the extent of corruption is influenced by organisational frameworks and support given to staff. The SFO encourages organisations to adopt appropriate checks and balances and build a culture based on ethics and integrity.

The four basic elements of best practice organisational control promoted by the SFO involve:

- Operations people with the right skills and experience in the relevant areas, with clear accountability lines.
- Risk mitigation to manage risks that can't be eliminated through segregation, discretion reduction, delegations, management oversight, and audit.
- Basic standards of behaviour moderated by a Code of Conduct, ongoing interests and gift processes (not simply annual declaration), plenty of opportunities and ways to speak up, disciplinary options, training and support.

- Design and oversight based on a clear understanding of operational realities (design, governance, management, audit, investigation, business improvement, and legal).

The Local Government (Pecuniary Interests Register) Act 2022

Following passage of the Local Government (Pecuniary Interests Register) Amendment Bill in 2022, a local authority must now keep a register of the pecuniary interests of their members, including community and local board members. The purpose of the register is to record members' interests to ensure transparency and strengthen public trust and confidence in local government processes and decision-making. Registers must comprise the following:

- the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the 30 main business activities of each of those companies,
- the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities,
- if the member is employed, the name of each employer of their employer and a description of the main business activities of those employers,
- the name of each trust in which the member has a beneficial interest,
- the name of any organisation or trust and a description of the main activities of that organisation or trust if the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust, and the organisation or trust receives funding from the local authority, local board, or community board to which the member has been elected,
- the title and description of any organisation in which the member holds an appointment by virtue of being an elected member,
- the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property,
- the location of real property, and a description of the nature of the real property, held by a trust if the member is a beneficiary of the trust and it is not a unit trust (disclosed under subclause 20) or a retirement scheme whose membership is open to the public.

Each council must make a summary of the information contained in the register publicly available; and ensure that information contained in the register is only used or disclosed in accordance with the purpose of the register; and is retained for seven years.

The Health and Safety Act at Work Act 2015

The Health and Safety at Work Act 2015 aims to create a new culture towards health and safety in workplaces. A council is termed a Person Conducting a Business or Undertaking (PCBU) - all involved in work, including elected members, are required to have a duty of care. Elected members are "officers" under the Act and officers are required to exercise due diligence to ensure that the PCBU complies with its duties. However, certain officers, such as elected members, cannot be prosecuted if they fail in their due diligence duty. Despite this, as officers, the key matters to be mindful of are:

- stepping up and being accountable,
- identifying and managing your risks,
- making health and safety part of your organisation's culture, and
- getting your workers involved.

Councils have wide discretion about how these matters might be applied, for example:

- adopting a charter setting out the elected members' role in leading health and safety – with your chief executive,
- publishing a safety vision and beliefs statement,
- establishing health and safety targets for the organisation with your chief executive,
- ensuring there is an effective linkage between health and safety goals and the actions and priorities of your chief executive and their senior management, or
- having effective implementation of a fit-for-purpose health and safety management system.

Elected members, through their chief executive need to ensure their organisations have sufficient personnel with the right skill mix and support, to meet the health and safety requirements. This includes making sure that funding is sufficient to effectively implement and maintain the system and its improvement programmes.

The Harmful Digital Communications Act 2015

The Harmful Digital Communications Act (HDCA) was passed to help people dealing with serious or repeated harmful digital communications. The Act covers any harmful digital communications (like text, emails, or social media content) which can include racist, sexist and religiously intolerant comments – plus those about disabilities or sexual orientation and sets out 10 communication principles for guiding communication online. Under the Act a digital communication should not:

- disclose sensitive personal facts about an individual
- be threatening, intimidating, or menacing
- be grossly offensive to a reasonable person in the position of the affected individual
- be indecent or obscene
- be used to harass an individual
- make a false allegation
- contain a matter that is published in breach of confidence
- incite or encourage anyone to send a message to an individual for the purpose of causing harm to the individual
- incite or encourage an individual to commit suicide
- denigrate an individual by reason of colour, race, ethnic or national origins, religion, gender, sexual orientation or disability

More information about the Act can be found at [Netsafe](#).

Clause 15, Schedule 7 of the Local Government Act 2002**15 Code of conduct**

- (1) A local authority must adopt a code of conduct for members of the local authority as soon as practicable after the commencement of this Act.
- (2) The code of conduct must set out—
 - (a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—
 - (i) behaviour toward one another, staff, and the public; and
 - (ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—
 - (A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and
 - (B) relates to the ability of the local authority to give effect to any provision of this Act; and
 - (b) a general explanation of—
 - (i) the [Local Government Official Information and Meetings Act 1987](#); and
 - (ii) any other enactment or rule of law applicable to members.
- (3) A local authority may amend or replace its code of conduct, but may not revoke it without replacement.
- (4) A member of a local authority must comply with the code of conduct of that local authority.
- (5) A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
- (6) After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
- (7) To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.

7.2 DRAFT CALENDAR OF MEETINGS 2024

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

- 1 This report seeks the Raumati Community Board's approval of the appended meeting schedule for 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Although not legislatively required, it is good practice to approve a meeting schedule for the upcoming calendar year to ensure transparency and allow for planning.

TE TUKU HAEPAPA | DELEGATION

- 3 The Raumati Community Board has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves the following dates for the Raumati Community Board meetings in the 2024 calendar year.
 - Tuesday, 20 February 2024
 - Tuesday, 19 March 2024
 - Tuesday, 14 May 2024
 - Tuesday, 25 June 2024
 - Tuesday, 13 August 2024
 - Tuesday, 17 September 2024
 - Tuesday, 12 November 2024

TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for the Raumati Community Board.
- 5 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 6 The calendar of meetings lists an approximate six to seven-weekly cycle for the Raumati Community Board, which is the same for all other community boards.
- 7 Provisions in the Local Government Official Information and Meetings Act 1987 and the Raumati Community Board's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded to give Board members adequate time to consider the reports and associated information within meeting agendas. Agendas are distributed five working days in advance of meetings.
- 8 The meeting calendar year sets the first meeting in February, with no meetings or briefings scheduled in January to allow for a good break over the Christmas and New Year period for elected members.

- 9 During each two-week school holiday period, there are no meetings or briefings scheduled for the first week; these periods are shown as 'Keep Free' days.

During the second week of the school holiday period, placeholders for briefings only are scheduled on Tuesdays and Thursdays. There are no meetings scheduled during the school holiday period.

Ngā kōwhiringa | Options

Meeting start times

- 10 Raumatī Community Board meetings are currently scheduled to take place on Tuesday evenings commencing at 7.00pm.
- 11 Community Boards are free to decide on different dates and times for their meetings.
- 12 Council, Committee and Subcommittee meetings, where Community Board Members are participating or voting members, are scheduled to begin at 9.30am on Tuesdays or Thursdays.
- 13 The meetings of other Community Boards are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are proposed to begin at 6.30pm on Tuesday evenings.

Briefings, workshops and training

- 14 Briefings and workshops placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 15 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and are not intended for decision-making as per the provisions set in the Local Government Official Information and Meetings Act 1987.
- 16 Elected member training events will also be held on Tuesdays or Thursdays as required.

Other meetings

- 17 The draft calendar also includes meeting dates for Council, Committee, Subcommittee, Zone 4, Te Whakaminenga o Kāpiti and other Community Board meeting dates. These dates have been included for information purposes for those Community Board members that are participating or voting members of those committees.

Changes to the calendar

- 18 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings. In such cases, the matter is first addressed with the Chair of each Community Board prior to informing the Board about the proposed alternative meeting dates.
- 19 Any changes to meeting dates are publicly communicated through the Council's Calendar of Meetings webpage. Community Board members are also promptly alerted of changes via Karanga Mai calendar invitations, alongside being notified via the weekly Elected Members' Bulletin '*Schedule of Meetings*' section. Cancellation notices will include reasons for cancelling.

Mana whenua

- 20 The appended Calendar of Meetings includes meeting placeholders for Te Whakaminenga o Kāpiti, however these dates are subject to change following formal adoption by Te Whakaminenga o Kāpiti at a hui later in the year.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 21 There are no climate change and environmental considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

22 The proposed timetable of meetings can be delivered within existing budgets.

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

23 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

Ngā pānga ki ngā kaupapa here | Policy impact

24 There are no policy considerations within this report.

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

25 This matter has a low level of significance under Council's Significance and Engagement Policy.

Whakatairanga | Publicity

26 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.

27 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2024 [↓](#)

Draft Calendar of Meetings 2024

| | February | March | April | May | June | July | August | September | October | November | December |
|-----|-------------------|----------------|----------------|--------------|-------------------|---------------|--------------------|-------------------|---------------|-------------------|------------|
| SAT | | | | | 1 | | | | | | SAT |
| SUN | | | | | 2 | | | | | | SUN |
| MON | | | 1 EASTER | | 3 KING'S BIRTHDAY | 1 | | | | | 1 |
| TUE | | | 2 BRF WCB | | 4 GAC CG | 2 CES WCB | | | 3 GAC CCS PCB | | 2 TWOK |
| WED | | | 3 | 1 | 5 | 3 | | | 4 | | 4 |
| THU | 1 | | 4 CES | 2 COUNCIL | 6 CAMPE BRF | 4 SOF | 1 SSS | 5 CAMPE BRF | 3 | | 5 SOF |
| FRI | 2 | 1 | 5 | 3 | 7 | 5 | 2 | 6 | 4 | 1 | 6 |
| SAT | 3 | 2 | 6 | 4 | 8 | 6 | 3 | 7 | 5 | 2 | 7 |
| SUN | 4 | 3 | 7 | 5 | 9 | 7 | 4 | 8 | 6 | 3 | 8 |
| MON | 5 | 4 | 8 | 6 | 10 | 8 | 5 | 9 | 7 | 4 | 9 |
| TUE | 6 | 5 | 9 SSS ŌCB | 7 TWOK PARCB | 11 BRF PCB | 9 | 6 BRF PCB | 10 TWOK PARCB | 8 BRF | 5 SSS PARCB | 10 BRF |
| WED | 7 | 6 | 10 | 8 | 12 | 10 | 7 | 11 | 9 | 6 | 11 |
| THU | 8 | 7 | 11 SSS | 9 SOF | 13 SOF | 11 | 8 SOF | 12 SOF | 10 BRF | 7 CES | 12 COUNCIL |
| FRI | 9 | 8 | 12 | 10 | 14 | 12 | 9 | 13 | 11 | 8 | 13 |
| SAT | 10 | 9 | 13 | 11 | 15 | 13 | 10 | 14 | 12 | 9 | 14 |
| SUN | 11 | 10 | 14 | 12 | 16 | 14 | 11 | 15 | 13 | 10 | 15 |
| MON | 12 | 11 | 15 | 13 | 17 | 15 | 12 | 16 | 14 | 11 | 16 |
| TUE | 13 TWOK PCB PARCB | 12 BRF PCB | 16 | 14 CES RCB | 18 TWOK PARCB | 16 BRF | 13 BRF RCB | 17 GAC HF BRF RCB | 15 BRF ŌCB | 12 BRF RCB | 17 |
| WED | 14 | 13 | 17 | 15 | 19 | 17 | 14 | 18 | 16 | 13 | 18 |
| THU | 15 | 14 | 18 | 16 | 20 | 18 | 15 | 19 | 17 | 14 | 19 |
| FRI | 16 | 15 | 19 | 17 | 21 | 19 | 16 | 20 | 18 | 15 | 20 |
| SAT | 17 | 16 | 20 | 18 | 22 | 20 | 17 | 21 | 19 | 16 | 21 |
| SUN | 18 | 17 | 21 | 19 | 23 | 21 | 18 | 22 | 20 | 17 | 22 |
| MON | 19 | 18 | 22 | 20 | 24 | 22 | 19 | 23 | 21 | 18 | 23 |
| TUE | 20 BRF RCB | 19 BRF RCB | 23 BRF | 21 BRF WCB | 25 BRF RCB | 23 BRF ŌCB | 20 CES WCB | 24 RAC WCB | 22 TWOK | 19 GAC WL BRF WCB | 24 |
| WED | 21 | 20 | 24 | 22 | 26 | 24 | 21 | 25 | 23 | 20 | 25 |
| THU | 22 | 21 | 25 ANZAC DAY | 23 RAC | 27 COUNCIL | 25 COUNCIL | 22 LGNZ CONFERENCE | 26 COUNCIL | 24 SOF | 21 RAC | 26 |
| FRI | 23 | 22 | 26 | 24 | 28 | 26 | 23 | 27 | 25 | 22 | 27 |
| SAT | 24 | 23 | 27 | 25 | 29 | 27 | 24 | 28 | 26 | 23 | 28 |
| SUN | 25 | 24 | 28 | 26 | 30 | 28 | 25 | 29 | 27 | 24 | 29 |
| MON | 26 | 25 | 29 | 27 | | 29 | 26 | 30 | 28 | 25 | 30 |
| TUE | 27 CES WCB | 26 TWOK PARCB | 30 GAC CCS PCB | 28 BRF ŌCB | | 30 TWOK PARCB | 27 BRF ŌCB | | 29 BRF PCB | 26 GAC DW BRF ŌCB | 31 |
| WED | 28 | 27 | | 29 | | 31 | 28 | | 30 | 27 | |
| THU | 29 COUNCIL | 28 COUNCIL | | 30 COUNCIL | | | 29 COUNCIL | | 31 COUNCIL | 28 COUNCIL | |
| FRI | | 29 GOOD FRIDAY | | 31 | | | 30 | | | 29 | |
| SAT | | 30 | | | | | 31 | | | 30 | |
| SUN | | 31 | | | | | | | | 31 | |

KEY:

| | |
|---|--|
| SOF - Strategy, Operations & Finance Committee | GAC CG - Grants Allocation Committee - Community Grants |
| TWOK - Te Whakaminenga o Kāpiti Placeholder | GAC CCS - Grants Allocation Committee - Creative Communities Scheme |
| RAC - Risk and Assurance Committee | GAC DW - Grants Allocation Committee - Districtwide Facility Hire Remissions |
| SSS - Social Sustainability Subcommittee | GAC HF - Grants Allocation Committee - Heritage Fund |
| CES - Climate & Environment Subcommittee | GAC WL - Grants Allocation Committee - Waste Levy |
| ŌCB - Ōtaki Community Board Placeholder | CAMPE - Campe Estate Committee |
| PCB - Paekākāriki Community Board Placeholder | CEPEC - Chief Executive Employment and Performance Committee |
| PARCB - Paraparaumu Community Board Placeholder | |
| RCB - Raumati Community Board Placeholder | BRF Briefings and workshops |
| WCB - Waikanae Community Board Placeholder | |
| KEEP FREE - Public and School Holidays | |

7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

TE PŪTAKE | PURPOSE

1. This report details applications to the Discretionary Grants Fund received by the Raumati Community Board for consideration for the 2023/2024 year; and notes accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

3. The Raumati Community Board has delegated authority as at section D of the Governance Structure and Delegations for the 2022-2025 Triennium, approved by Council 24 November 2022:

Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Cancer Society of New Zealand Wellington Division to assist with the costs of maintaining the garden and outdoor area at their Kāpiti Support Centre.
- B. That the Raumati Community Board approves a Discretionary Grant of \$..... to Eisa Mozhdah to assist with the costs of competing at the Pacific Games in the Solomon Islands.
- C. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Raumati South Residents Association to assist with the costs of the Raumati South Memorial Hall reopening event.
- D. That the Raumati Community Board approves a Discretionary Grant of \$..... to Rae Bolton to assist with advertising and equipment costs for the Walk 4 Women Hīkoi 4 Wāhine breast cancer awareness and fundraising event.
- E. That the Raumati Community Board approves a Discretionary Grant of \$..... to Kāpiti Homeschool Hub to assist with the costs of establishing an online platform for the local homeschooling community.
- F. That the Raumati Community Board notes the accountability reports received, as attached under a separate cover as Appendices 7-13.

TŪĀPAPA | BACKGROUND

4. This is the third meeting of the Raumati Community Board of the 2023/2024 financial year.
5. Discretionary Grants are allocated in accordance with established criteria, appended to this report as Appendix 1.
6. The applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

7. Five applications for funding have been received and are attached to this report (under separate cover) as Appendix 2-6. The applications are summarised below.

8. There is currently \$21,726.30 available for distribution from the Discretionary Grants Fund in the 2023/2024 financial year. This amount does not roll over to the next financial year.

The following applications are seeking total funding of \$4139.75 from the Discretionary Grants Fund.

9. Claire Sonntag, on behalf of the Cancer Society of New Zealand Wellington Division, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the costs of maintaining the garden and outdoor area at their Kāpiti Support Centre.
10. Eisa Mozhdeh, of Mozhdeh Martial Arts NZ Ltd, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with travel costs associated with competing at the Pacific Games in the Solomon Islands.
11. Clare Hynd, on behalf of the Raumati South Residents Association, has applied for a grant under the Discretionary Grants Fund of \$500.00 to assist with the costs of the Raumati South Memorial Hall reopening event in November 2023.
12. Rae Bolton, on behalf of Walk 4 Women Hīkoi 4 Wāhine, has applied for a grant under the Discretionary Grants Fund of \$1389.75 to assist with the cost of advertising and equipment for a local breast cancer awareness and fundraising walk.
13. Elisha Nauta, on behalf of Kāpiti Homeschool Hub, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the cost of establishing an online platform for the local homeschooling community.

He take | Issues

14. There are no issues to be considered within this report.

Ngā kōwhiringa | Options

15. There are no options to be considered within this report.

Tangata whenua

16. There has been no engagement with mana whenua regarding this report.

Panonitanga āhuarangi | Climate change

17. There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

18. Budget allocation for the 2023/2024 financial year for the Raumati Community Board is summarised below:

| Fund | 2023/24 budget allocation | Total allocated to date | Total unallocated to date |
|---------------------|---------------------------|-------------------------|---------------------------|
| Discretionary Grant | \$25,000.00 | \$3273.70 | \$21,726.30 |

19. Discretionary Grants approved by the Raumati Community Board for the 2023/2024 year are as follows:

| Discretionary Fund | | | | |
|--------------------|-------------------------|----------|--|---------------------|
| Date | Recipient | Amount | Purpose of Grant | Report Back |
| 25/07/23 | Kāpiti Community Patrol | \$750.00 | Cost of fuel to operate the community patrols. | Report due Oct 2023 |

| | | | | |
|----------|----------------------------------|----------|--|---------------------|
| 25/07/23 | Kāpiti Concert Orchestra | \$750.00 | Costs associated with staging the Orchestra's August 2023 concert. | Report received |
| 25/07/23 | Nourish Trust | \$500.00 | Costs associated with providing Christmas hampers to the community. | Report due Oct 2023 |
| 25/07/23 | Pikikotuku Thomas | \$750.00 | Costs associated with staging a disco for kapa haka groups from local Colleges. | Report due Oct 2023 |
| 25/07/23 | Combined Lions Clubs of Kāpiti | \$250.00 | Cost of printing and advertising for Combined Lions Clubs' Annual Foodbank Collection. | Report due Oct 2023 |
| 05/09/23 | Raumati Village Community Garden | \$273.70 | Cost of seedlings and compost for Spring planting. | Report due Nov 2023 |

20. Attached to this report (under separate cover) as Appendices 7-13 are seven accountability reports received since the last Raumati Community Board meeting in September 2023.

Ture me ngā Tūraru | Legal and risk

21. There are no legal or risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

22. Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

23. This matter has a low level of significance under the Council's Significance and Engagement Policy.

Whakatairanga | Publicity

24. Board Members play an active role in the community in promoting the grant available.

25. Information on the grant and the application process is available via the Council's website.

26. Grant applicants will be contacted via email once funding decisions have been made.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Discretionary Grants Criteria [↓](#)
2. Raumati Community Board Grant Application - Cancer Society of New Zealand Wellington Division (under separate cover) [⇌](#)
3. Raumati Community Board Grant Application - Mozhdeh Martial Arts NZ Ltd (under separate cover) [⇌](#)
4. Raumati Community Board Grant Application - Raumati South Residents Association (under separate cover) [⇌](#)
5. Raumati Community Board Grant Application - Walk 4 Women Hīkoi 4 Wāhine (under separate cover) [⇌](#)
6. Raumati Community Board Grant Application - Kāpiti Homeschool Hub (under separate cover) [⇌](#)
7. Raumati Community Board Accountability Report Back - Home4All (under separate cover) [⇌](#)
8. Raumati Community Board Accountability Report Back - Kāpiti Concert Orchestra (under separate cover) [⇌](#)
9. Raumati Community Board Accountability Report Back - Raumati South Residents Association (under separate cover) [⇌](#)

10. Raumati Community Board Accountability Report Back - Kāpiti Chorale Incorporated (under separate cover) [⇒](#)
11. Raumati Community Board Accountability Report Back - Kāpiti College 1XI Girls Football (under separate cover) [⇒](#)
12. Raumati Community Board Accountability Report Back - Friends of the Orchard (under separate cover) [⇒](#)
13. Raumati Community Board Accountability Report Back - Loss and Grief Centre (under separate cover) [⇒](#)

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

The purpose of the Raumati Community Board's Community Grants is to provide financial assistance for projects or activities that promote the wellbeing of the Raumati community and show clear community benefit.

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Raumati area. The Board may consider financial assistance for events occurring outside the Raumati Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Raumati areas.

Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Raumati Community. The Board may consider financial assistance for events occurring outside the Raumati Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Raumati Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

Please note: All applications must have full documentation to support their application (**maximum of five pages in total**).

Eligible Purposes:

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees*;
5. The remission of hall rental*.

* within **the current financial year** of the project or activity

Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses**.

**Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

The maximum grant payable is **\$750**.

Accountability

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Raumati Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

The above conditions and criteria do not preclude the Raumati Community Board from considering any application at its discretion.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Raumati Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES**

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Raumati Community Board meeting of 5 September 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of Raumati Community Board Meeting 5 September 2023 [↓](#)

RAUMATI COMMUNITY BOARD MEETING MINUTES**5 SEPTEMBER 2023**

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
RAUMATI COMMUNITY BOARD MEETING
HELD AT TE RAUKURA KI KĀPITI, 34A RAUMATI ROAD, RAUMATI BEACH
ON TUESDAY, 5 SEPTEMBER 2023 AT 7.01PM**

PRESENT: Bede Laracy (Chair), Jonny Best, Tarn Sheerin, Tim Sutton, Cr Sophie Handford

IN ATTENDANCE: Cr Martin Halliday, Karl Webber, Janice McDougall, Jessica Mackman

WHAKAPĀHA | APOLOGIES: There were none.

LEAVE OF ABSENCE: There were none.

1 NAU MAI | WELCOME

The Chair, Bede Laracy, welcomed everyone to the meeting and acknowledged the elected members in attendance.

2 WHAKAPĀHA | APOLOGIES

There were no apologies.

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

There were no declarations of interest made.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

There were no members of the public registered to speak.

5 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.

(c) Community Board Members' Activities

Tim Sutton noted that the Coastal Advisory Panel (CAP) held a community consultation workshop in Raumati Beach at the end of July 2023 which was well attended by the community. Following the workshop, Mr Sutton attended a meeting of the CAP on 30 August 2023 on behalf of the Board.

Mr Sutton provided an update on the CAP's revised approach to future community workshops and noted that the Board would write to the Chairperson of CAP requesting a series of workshops in the Raumati area for each management unit.

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RAUMATI COMMUNITY BOARD MEETING MINUTES

5 SEPTEMBER 2023

Jonny Best attended a meeting of the Airport Noise Community Liaison Group 5 September 2023 and noted that the Airport Noise Management Plan is to be reviewed together with the complaints process.

Tarn Sheerin advised that she is planning an event for the Raumati South Memorial Hall.

The Chair, Bede Laracy, noted that he and Cr Sophie Handford have been working with Kāinga Ora to develop a community led liaison group to work with Kāinga Ora for positive outcomes for the area. The Board are finalising a letter that will shortly be delivered to all households in Raumati seeking applications to the community liaison group.

The Chair also spoke to the Raumati Vision Project and encouraged all to attend the Project's Raumati Night Market to be held Friday 15 September 2023 at Te Raukura ki Kāpiti from 5.00pm.

6 HE KŌRERO HOU | UPDATES

There were no updates.

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

COMMITTEE RESOLUTION RCB2023/54

Moved: Cr Sophie Handford

Seconder: Mr Jonny Best

- A. That the Raumati Community Board approves a Discretionary Grant of \$273.70 to the Raumati Village Community Garden to assist with the costs of seedlings and compost for Spring planting.
- B. That the Raumati Community Board notes the accountability reports received, as attached under a separate cover as Appendices 3-4.

CARRIED

7.2 RAUMATI ROAD LOADING ZONE

This item had been left to lie on the table at the Raumati Community Board meeting of 25 July 2023.

The Chair, Bede Laracy, introduced the report and noted that the Board have discussed the proposal with Council officers. The Chair outlined the Board's concerns and members discussed the report.

COMMITTEE RESOLUTION RCB2023/55

Moved: Mr Bede Laracy

Seconder: Mr Tim Sutton

That the Raumati Community Board do not approve of the recommendations A, B and C below:

- A. That the current 60-minute (P60) parking restrictions adjacent to 22 Raumati Road are removed. This equates to two parking spaces.
- B. That a Loading Zone be created adjacent to 22 Raumati Road. The zone to be restricted to Goods Vehicles Only, Monday to Saturday, time restricted to 15 minutes.
- C. The zone to be installed in accordance with the Traffic Control Devices Manual Part 13 Parking Control with the yellow line marking and Loading Zone lettering to be in

RAUMATI COMMUNITY BOARD MEETING MINUTES

5 SEPTEMBER 2023

accordance with The Manual of Traffic Signs and Markings Part 2 Section 2.12.04 and Figure 2.15. A Location Plan and sign details are included in Appendix A of this report.

CARRIED

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION RCB2023/56

Moved: Mr Tim Sutton
 Seconder: Cr Sophie Handford

That the minutes of the Raumati Community Board meeting of 25 July 2023 be accepted as a true and correct record.

CARRIED

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Tim Sutton provided an update on the items for Raumati South School and Raumati Beach School and noted that the recently adopted Kāpiti Coast District Council Speed Management Plan will enact changes to the speed limits around both schools and introduce raised pedestrian crossings to improve safety.

COMMITTEE RESOLUTION RCB2023/57

Moved: Mr Tim Sutton
 Seconder: Ms Tarn Sheerin

That the Raumati Community Board notes the attached matters under action and removes the items relating to Raumati South School and Raumati Beach School.

CARRIED

The Chair, Bede Laracy, acknowledged the community members in attendance and invited comments. Members of the Board answered questions from community members relating to the Coastal Advisory Panel (CAP) process and the approach to the CAP’s future community engagement workshops.

The Chair then acknowledged the support of Janice McDougall, Group Manager People and Partnerships, in establishing and working with the Raumati Community Board before bringing the meeting to a close.

The Poari ā-Hapori o Raumati | Raumati Community Board meeting closed at 8.24pm.

.....
HEAMANA | CHAIRPERSON

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**9.1 MATTERS UNDER ACTION**

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Sean Mallon, Group Manager Infrastructure Services

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated matters under action for the Raumati Community Board to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Raumati Community Board meeting notes the attached matters under action.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Matters Under Action - October 2023 [↓](#)

Raumati Community Board – Matters Under Action Register (as at October 2023)

| Item | Progress |
|--|---|
| Existing informal walking tracks linking Raumati South with the Leinster Avenue/old State Highway One area be acknowledged and protected in any future development of this land. | Staff noted that the informal track referred to crosses land owned by Kāinga Ora. If the land is developed in the future and Council has the ability to input into the design and consenting for development, then Council can recommend that these informal connections be formalised and continued to be provided. However, as this is private property and the track appears to also go through school property Council may have limited ability to influence the design. It is suggested that the Raumati Community Board follow up with Kāinga Ora as the landowner and request an undertaking from them that they will include this in any development proposed for the land. |
| School Road/Traffic issues around the Raumati area (information collated from the Kāpiti-Ōtaki Principals Association) for Board Members' follow up: | |
| This was initiated by Cr Kathy Spiers. Board members are keen to link in with Cr Spiers to be brought up to date. The Board feel that it is important to build relationships with the schools directly to get those conversations happening. | |
| Kāpiti College | Waiting for further information. |
| Te Ra School | Waiting for further information. |

10 CLOSING KARAKIA