



# **AGENDA**

## **Paekākāriki Community Board Meeting**

**I hereby give notice that a Meeting of the Paekākāriki Community Board will be held on:**

**Date: Tuesday, 3 December 2019**

**Time: 7.00pm**

**Location: St Peter's Hall, Beach Road, Paekākāriki**

**Natasha Tod  
Group Manager**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 3 December 2019, 7.00pm.**

**Paekākāriki Community Board Members**

Ms Holly Ewens	Member
Ms Jessica Hortop	Member
Ms Tina Pope	Member
Mr Daniel O'Connell	Member
Cr Sophie Handford	Member

# Order Of Business

## 1 Welcome. The Group Manager will chair the meeting until a Chair is appointed..... 5

**Community Board members (including the Ward Councillor) make their declarations of office:**

*[For member]: I, [name], declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Paekākāriki Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Paekākāriki Community Board, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

*[For Ward Councillor]: I, [name] declare that when I am acting as a Community Board member I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Paekākāriki Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Paekākāriki Community Board, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

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**1 WELCOME**

**2 APOLOGIES**

**3 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 PUBLIC SPEAKING TIME**

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNIUM)

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Natasha Tod, Group Manager

#### PURPOSE OF REPORT

- 1 Schedule 7, Section 21(5)(c) of the Local Government Act 2002 requires the Chief Executive, or his nominee, to give Elected Members a general explanation of laws relevant to their role.

#### DELEGATION

- 2 This briefing is a statutory requirement.

#### BACKGROUND

- 3 The explanation pertains to relevant statutory obligations, which include the provisions relating to meetings and official information, members' financial interests and disclosure duties, and offences relating to corruption.
- 4 Further to this explanation it is recommended that members familiarise themselves with the Local Government New Zealand Elected Members Governance Handbook ("Grow/Tipu") provided during the induction programme.

#### ISSUES AND OPTIONS

##### Issues

##### Local Government Official Information and Meetings Act 1987

- 5 This Act applies to every local authority in New Zealand and has two main aspects. The first concerns "Official Information", its availability and the means of making it available. The second aspect deals with meetings of local authorities and their committees and in particular the rights of the public to attend such meetings. The principles underpinning the Act include open government and accountability.
- 6 Official information which includes practically all information held by a local authority or by any of its members, or staff in their official capacities, should be made available unless there are good reasons for withholding it. Good reasons for withholding are detailed in the Act and can be summarised as follows:
  - Providing the information would contravene legal requirements, including
    - Breaching legal privilege
    - Prejudicing the maintenance of the law; or
    - Endangering the health or safety of any persons;
  - The need to protect the privacy of natural persons;
  - To prevent material loss to members of the public or improper commercial exploitation of information held, whether related to the authority's activities or those of another party;
  - To protect the public interest
  - To enable a local authority to conduct its affairs effectively without improper pressure or harassment;

- The information requested is not available or is trivial;
  - Substantial collation or research would be required to provide the information
- 7 Decisions made by the Council regarding withholding information may be reviewed by the Ombudsman. The Chief Executive is delegated the power relating to requests for Official or Personal Information (the latter is subject to the provisions of the Privacy Act 1993), as it would not be practical for Council to consider all such requests.
- 8 Meetings of Council, its Committees and Community Boards are open to the public and the Council must publish a list of all meetings, with times and venues, in advance, each month. Agendas must also be available to the public before the meetings. The public may on occasion be excluded from all or part of a meeting for reasons essentially the same as the ones for withholding official information, as summarised above.
- 9 Meetings are run according to Standing Orders and members must abide by these. The Chair is the presiding member and must ensure that order is maintained.

The Local Authorities' (Members' Interests) Act 1968

- 10 The significant sections of this Act relate to Contracting and Pecuniary Interests, and Conflicts of Interest. It is important to note that these provisions also relate to a member's spouse or civil partner. The Office of the Auditor-General's has a publication called "Guidance for members of local authorities about the law on conflicts of interest" available through their website.
- 11 Section 5 of the Act disqualifies a person from being elected or appointed to membership of a Council or Committee if they have an interest in contracts to be let by that Council or Committee above \$25,000 in any one year, without the approval of the Auditor-General's Office.
- 12 Regarding discussing and voting, an Elected Member or appointed member may not take part in discussions, or vote on any matter if they have a direct or indirect financial interest. (An indirect financial interest could be one held by an elected member's spouse or partner.) Failure to observe this requirement is considered an offence and conviction would lead to disqualification from office. Members should declare any interests to the meeting (without being required to specify what the interest is) and it is the member's responsibility to act on this matter.
- 13 Situations sometimes arise (particularly in a small community) where an Elected Member does not have a pecuniary interest but does have an interest greater than the public at large, for example, as an office-holder in a community organisation seeking funding from Council.
- 14 A Register of Members' Interests is held at Council (updating is coordinated through the Democracy Services team) and members will be asked to declare any interests every six months. The Register is made available on the Council website.

Sections 99, 105, and 105A of the Crimes Act 1961

- 15 These sections make it a crime for any official to corruptly accept or obtain any bribe for themselves or another person for doing, or failing to do, an action within in their official capacity; or to corruptly use, for their own gain, information obtained in their official role. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Secret Commissions Act 1910

- 16 Under this Act it is an offence for an elected member to accept or attempt to obtain for themselves (or any other person) a gift, inducement or reward for doing or not doing something. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Financial Markets Conduct Act 2013

- 17 This Act promotes informed participation in the financial markets, facilitating the development of fair, efficient and transparent financial markets. It replaces a number of outdated pieces of legislation, including the Securities Act 1978 and also details how offences and misconduct around financial products or services would be dealt with.
- 18 The Act essentially places Elected Members in the same position as company directors if the Council ever offered stock to the public (which the Council's current Treasury Management Policy expressly bans). Elected members may be personally liable if investment documents such as a prospectus contained untrue statements.

#### The Health and Safety at Work Act 2015

- 19 This Act allocates duties to those people who are in the best position to control risks to health and safety as appropriate to their role in the workplace and for the person conducting a business or undertaking (PCBU) (ie the Council) to ensure, as far as reasonably practicable the safety of workers and others who may be impacted by the work the business undertakes. One of the significant changes is the introduction of the term 'Officer' who is any person occupying a position in the business or undertaking who exercises significant influence over the management of the business or undertaking. The roles of Chief Executive, the Mayor and Elected Members are deemed to be Officers under the Act.
- 20 Officers have obligations of due diligence to ensure that the organisation meets its health and safety obligations:
  - (a) to acquire, and keep up-to-date, knowledge of work health and safety matters; and
  - (b) to gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations; and
  - (c) to ensure that the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work;
  - (d) To ensure that the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards, and risks for responding in a timely way to that information; and
  - (e) to ensure that the business or undertaking has and implements processes for complying with any duty of organisation under his Act; and
  - (f) to verify the provision and use of the resources and processes referred to in paras (c) to (e).
- 21 Elected members are exempt from prosecution for failure to comply with the duty of officers when acting in their capacity as an Officer, however they are still required to exercise due diligence when carrying out their duties. The role of the Chief Executive is not exempt from prosecution.
- 22 Members will have the opportunity to ask questions and discuss this in more detail during the workshop scheduled in December.

#### Local Government Act 2002

- 23 Under Schedule 7 of the Local Government Act 2002 an elected member may be ousted from office if, while in office, that person is convicted of an offence punishable by a term of imprisonment of two years or more.

#### Public Records Act 2005

- 24 This Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. It includes a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic



device or process. In the conduct of their affairs elected members should be mindful of the parameters of this Act, especially in respect of storage and archiving of emails.

## CONSIDERATIONS

### Policy considerations

25 There are no policy considerations.

### Legal considerations

26 There are no additional legal considerations. This report has been reviewed by inhouse legal counsel.

27 If any Elected Member has doubts about compliance with any legislation they are advised to consult with the Chief Executive in the first instance.

### Financial considerations

28 There are no financial considerations.

### Tangata whenua considerations

29 There are no tangata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

30 As this matter is a procedural one prescribed under statute, it is deemed to have a low level of significance under Council policy.

### Engagement planning

31 An engagement plan is not relevant to this briefing.

### Publicity

32 The report is available on the Council website.

## RECOMMENDATIONS

33 That Elected members of the 2019-2022 Triennium note the general explanation of legislation provided by the Chief Executive pursuant to Section 21 of Schedule 7, Local Government Act 2002.

## APPENDICES

Nil

## 6.2 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2019-2022 TRIENNium

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Natasha Tod, Group Manager

### PURPOSE OF REPORT

- 1 This report sets out the process for electing the Chair and Deputy Chair of the Paekākāriki Community Board in the event that there is more than one nomination for each of the positions, under the provisions of the Local Government Act 2002 ('the Act').

### DELEGATION

- 2 The Paekākāriki Community Board has the delegation to consider this matter.

### BACKGROUND

- 3 Section 54(2) of the Act says that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities". This being so, then clauses 25 and 37(1) apply to the election of Chair and Deputy Chair roles.

### ISSUES AND OPTIONS

#### Issues

- 4 Under the provisions of the Act a community board must determine by resolution that a person be elected or appointed by a system of voting being either System A or System B as outlined below (see Appendix 1).
- 5 Under System A a candidate is successful if he or she receives the votes of the majority of the members of the community board present and voting. If no candidate is successful in the first round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. If no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful. In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.
- 6 System B is first past the post except that a tie for the most votes is resolved by lot.
- 7 In terms of process the Board needs to:
  1. Resolve on using either system A or system B to elect the Chair and Deputy Chair; and then
  2. Use that system to effect the elections for both roles.

### CONSIDERATIONS

#### Policy considerations

- 8 There are no policy considerations.

#### Legal considerations

- 9 There are no additional legal considerations.

#### Financial considerations

- 10 Community Board Chairs receive an increase in remuneration.

### Tāngata whenua considerations

- 11 There are no tāngata whenua considerations.

### SIGNIFICANCE AND ENGAGEMENT

#### Significance policy

- 12 As this is a procedure mandated under statute, this matter has a low level of significance under Council's Significance and Engagement Policy.

#### Engagement planning

- 13 An engagement plan is not needed to implement this decision.

#### Publicity

- 14 The decisions will be publicised through the Council website.

### RECOMMENDATIONS

- 1 That the Paekākāriki Community Board adopts System A **or** B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2016-2019 Triennium.
- 2 That, using System [...], [name] is elected as Chair of the Paekākāriki Community Board for the 2019-2022 Triennium.
- 3 That, using System [...], [name] is elected as Deputy Chair of the Paekākāriki Community Board for the 2019-2022 Triennium.

### APPENDICES

1. Legislative provisions for election of community board chairs and deputy chairs [↓](#) 

## ATTACHMENT 1 – LEGISLATIVE EXTRACTS REGARDING VOTING FOR CHAIR AND DEPUTY CHAIR OF COMMUNITY BOARDS

### 25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

#### (3) **System A**—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

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

#### (4) **System B**—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

- (i) there is only 1 round of voting; and
- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

### Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

**6.3 CONSIDERATION OF FUNDING APPLICATIONS**

**Author:** Judy Rennie, Executive Secretary to Group Manager Regulatory Services

**Authoriser:** Natasha Tod, Group Manager

**PURPOSE OF REPORT**

1 Two applications for a Community Grant have been received from:

- Andrew McKay, Ngā Uruora – Kāpiti Project;
- Paekākāriki Orchards and Gardens Group.

**DELEGATION**

2 The Paekākāriki Community Board has the authority to consider this matter under Part D of the Governance Structure for the 2019-2022 Triennium.

**BACKGROUND**

3 This is the third allocation of grants for the 2019/2020 financial year.

**ISSUES AND OPTIONS****Issues**

- 4 Grants are allocated in accordance with established criteria (copy attached).
- 5 Two applications have been received for funding from the Community Grants Fund.
- 6 The applicants have been advised of the criteria and meeting date via email.

Applications from the Community Grants Fund:6.1 Andrew McKay, Ngā Uruora – Kāpiti Project

A request for a grant of \$500.00 to assist with the costs of purchasing plants for the Waikākāriki Wetland. *NB: this application can be considered under Eligible Purposes 2: Special project or activity.*

6.2 Paekākāriki Orchards and Gardens Group

A request for a grant of \$500.00 to assist with the costs of building a shed at the Community Orchard. *NB: this application can be considered under Eligible Purposes 2: Special project or activity.*

**CONSIDERATIONS****Policy considerations**

7 There are no policy considerations.

**Legal considerations**

8 There are no legal considerations.

**Financial considerations**

2018/2019 Budget Allocation	Total Allocated To Date	Total Available for Distribution
\$6,038.00	\$2,650.00	\$3,388.00

- 9 For this funding round, the total amount in grants being applied for from the Discretionary Fund is \$1,000.00.
- 10 Below are the successful applicants for the 2019/2020 year to date for the Board's information:

Date	Recipient	Amount	Purpose of Grant	Report Back
6 August 2019	Kidz Need Dadz Wellington	\$150.00	Fathers' Day community event	
6 August 2019	Gary Allen	\$500.00	Sound system for St Peters Hall	√
17 September 2019	Doris Zuur, Pae Kai (Informal Paekākāriki Community Group)	\$500.00	Cooking meals for those in need	
17 September 2019	Paekākāriki School	\$500.00	To take measures to ensure water is accessible from the School's water tank for BAU and use in an emergency	
17 September 2019	Tina Pope, Wainuiwhenua Working Group	\$500.00	Making a video for Wainuiwhenua Project	
17 September 2019	Danielle Burns, Paekākāriki Pride Festival	\$500.00	Assistance with Paekākāriki Pride Festival event costs	

### Tāngata whenua considerations

- 11 There are no Tāngata whenua considerations.

### SIGNIFICANCE AND ENGAGEMENT

#### Significance policy

- 12 This report is not significant under Council's Significance and Engagement Policy.

### RECOMMENDATIONS

- 13 That the Paekākāriki Community Board approves a funding application from Ngā Uruora – Kāpiti Project for \$\_\_\_\_\_ to assist with the costs of purchasing plants for the Waikākāriki Wetland.
- 14 That the Paekākāriki Community Board approves a funding application from Paekākāriki Orchards and Gardens Group for \$\_\_\_\_\_ to assist with the costs of building a shed at the Community Orchard.

**APPENDICES**

1. Appendix 1: Criteria, Grant Applications and Accountability Reports

## **Appendix 1:**

### **Community Funds Grants Criteria**

#### **Grant Applications**

- Andrew McKay, Ngā Uruora – Kāpiti Project
- Paekākāriki Orchards and Gardens Group

#### **Accountability Reports**

- Paekākāriki Playcentre
- Gary Allen



**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR COMMUNITY GRANTS

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

**Eligible Organisations/Individuals**

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

**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

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**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.

**Maximum Grant**

The maximum grant payable is \$500.

**Accountability**

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within two 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 Paekākāriki 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.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

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

**Applications are to be addressed to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254

judy.rennie@kapiticoast.govt.nz

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.

Updated January 2018

3432646

## 6.4 COMMUNITY BOARD DRAFT CALENDAR OF MEETINGS 2020

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Natasha Tod, Group Manager

### PURPOSE OF REPORT

- 1 This report presents the draft calendar of meeting dates for 2020 and asks that the Board confirm its meeting dates as proposed at Appendix 1.

### DELEGATION

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

### BACKGROUND

- 3 At the beginning of each Triennium it is recommended that elected members consider and adopt a meeting schedule for the following year. There is no statutory requirement to do so and Community Boards are free to set their own meeting dates.
- 4 A monthly cycle of meetings for Council, and twice monthly cycle of meeting for the Strategy and Operations Committee was proposed to Council. A six weekly cycle for Community Boards is proposed.
- 5 This cycle allows for substantial progression of issues. Statutory requirements indicate 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 in order to give Elected Members as much time as possible to consider the reports and associated information.
- 6 A number of Keep-Free spots in the calendar allow for breaks over statutory and school holiday periods.
- 7 Reports going forward to any Council, Committee, Subcommittee or Community Board meetings undergo an internal review process to ensure that the information, advice and options provided are of high quality. The processes, both statutory and operational, add to the lead time required for the comprehensive consideration of issues.

### ISSUES AND OPTIONS

#### Issues

- 8 Board members are invited to consider the following points in respect of the calendar of meetings:
  - As has been the practice for past triennia all Community Board meetings have been scheduled for Tuesday evenings, with meetings starting at 7pm;
  - Annual Plan workshops will be scheduled for February 2020 to progress the development of the draft Annual Plan. These workshops are informal in nature and open to the public;
  - The calendar also features dates for the meetings of the Council's independent iwi partnership body, Te Whakaminenga o Kāpiti and these meetings are public;
  - If changes have to be made to meeting dates this is done in consultation with the Chair and members, and resulting changes publicly advertised;
  - A schedule of meetings is also published in the Elected Members' Bulletin circulated each Friday to Elected Members.

- 9 The dates proposed for meetings of the Paekākāriki Community Board in 2020 are:
- |             |            |
|-------------|------------|
| 11 February | 25 August  |
| 24 March    | 6 October  |
| 19 May      | 1 December |
| 30 June     |            |

## CONSIDERATIONS

### Policy considerations

- 10 There are no policy considerations.

### Legal considerations

- 11 There are no legal considerations.

### Financial considerations

- 12 There are no financial considerations.

### Tāngata whenua considerations

- 13 There are no tāngata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

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

### Engagement planning

- 15 An engagement plan is not needed to implement this decision.


### Publicity

- 16 Meetings of Council, its Committee, Subcommittees and Community Boards are advertised each month in local newspapers as well as on the Council website in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.

## RECOMMENDATIONS

That the Paekākāriki Community Board adopts the schedule for its meetings in 2020 as set out in Attachment 1 of this report 'Community Board Draft Calendar of Meetings.'

## APPENDICES

1. Draft Calendar of Meetings 2020 [↓](#) 

		January		February		March		April		May		June		July		August		September		October		November		December
SAT															1									
SUN					1										2						1			
MON					2					1	QUEEN'S BIRTHDAY				3						2			
TUE					3					2					4	OCB	1				3		1	PCB
WED	1	NEW YEAR			4		1			3		1			5		2				4		2	
THU	2				5	STRATEGY & OPERATIONS	2	STRATEGY & OPERATIONS		4	STRATEGY & OPERATIONS	2	STRATEGY & OPERATIONS	6	STRATEGY & OPERATIONS	3	STRATEGY & OPERATIONS	1	STRATEGY & OPERATIONS	5	STRATEGY & OPERATIONS	3		
FRI	3				6		3		1		5		3		7		4		2		6		4	
SAT	4		1		7		4		2		6		4		8		5		3		7		5	
SUN	5		2		8		5		3		7		5		9		6		4		7		6	
MON	6		3		9		6		4		8		6		10		7		5		9		7	
TUE	7		4	TWOK	10	OCB	7		5	TWOK	9		7	PRCB	11	TWOK	8		6	PCB	10	OCB	8	
		KEEP		WCB						WCB						WCB								
WED	8	FREE	5		11		8		6		10		8		12		9		7		11		9	
THU	9		6	WAITANGI DAY	12		9	GAC (CCNZ)	7	STRATEGY & OPERATIONS	11	CAMPE	9	KEEP FREE	13	AUDIT RISK	10		8	GAC (Comm Grants)	12	GAC (Waste Levy)	10	COUNCIL
FRI	10		7		13		10	EASTER	8		12		10		14		11		9		13	ZONE 4	11	
SAT	11		8		14		11		9		13		11		15		12		10		14		12	
SUN	12		9		15		12		10		14		12		16		13		11		15		13	
MON	13		10		16		13	EASTER	11		15		13		17		14		12		16		14	
TUE	14	KEEP	11	PCB	17	WCB	14		12	PRCB	16	OCB	14	KEEP	18	PRCB	15		13	PRCB	17	WCB	15	
WED	15	FREE	12		18		15	KEEP	13		17		15	FREE	19		16		14		18		16	
THU	16		13	STRATEGY & OPERATIONS	19	GAC (DWFHR)	16		14	AUDIT RISK	18	STRATEGY & OPERATIONS	16		20	STRATEGY & OPERATIONS	17	GAC (Creative Communities)	15	CEPEC	19	AUDIT RISK	17	
FRI	17		14		20	GAC (Waste Levy)	17		15		19		17		21	LGNZ CONF	21	ZONE 4	18		20		18	
SAT	18		15		21		18		16		20		18		22	LGNZ CONF	22		19		21		19	
SUN	19		16		22		19		17		21		19		23		20		18		22		20	
MON	20	WELLINGTON ANNIVERSARY	17		23		20		18		22		20		24		21		19		23		21	
TUE	21		18	PRCB	24	TWOK	21	KEEP	19	PCB	23	TWOK	21		25	PCB	22	OCB	20		24	TWOK	22	KEEP
						PCB		FREE				WCB									PRCB		FREE	
WED	22		19		25		22		20		24		22		26		23		21		25		23	
THU	23	COUNCIL	20	AUDIT RISK	26	COUNCIL	23	KEEP	21	CEPEC	25	COUNCIL	23		27	COUNCIL	24	COUNCIL	22		26	COUNCIL	24	
				GAC (Heritage Fund)				FREE									AUDIT RISK							
FRI	24		21		27		24		22	ZONE 4	26		24		28		25		23		27		25	XMAS
SAT	25		22		28		25	ANZAC DAY	23		27		25		29		26		24		28		26	
SUN	26		23		29		26		24		28		26		30		27		25		29		27	
MON	27		24		30		27		25		29		27		31		28		26	LABOUR DAY	30		28	
TUE	28	OCB	25		31	PRCB	28	OCB			30	PCB	28				29	TWOK						
									26									WCB	27				29	XMAS
WED	29		26				29		27				29				30		28				30	XMAS
THU	30		27	COUNCIL			30		28	COUNCIL			30	COUNCIL					29	COUNCIL			31	
FRI	31		28	ZONE 4					29				31						30					
SAT			29						30										31					
SUN									31															
		January		February		March		April		May		June		July		August		September		October		November		December

## 6.5 COMMUNITY BOARD REMUNERATION 2019-2020

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Natasha Tod, Group Manager

### PURPOSE OF REPORT

- 1 This report informs the Community Board of the Remuneration Authority's determination in respect of Community Board remuneration for 2019/2020 (post-election).

### BACKGROUND

- 2 Elected member remuneration is determined by an independent statutory body, the Remuneration Authority ('the Authority'). Under the Local Government Act 2002 the Authority sets the base remuneration for all elected members including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority has regard to the need to maintain fair relativity with other levels of remuneration elsewhere and be fair to both elected members and ratepayers.
- 3 Remuneration for community boards is based on the population of their community and a job description. The primary function of community boards is representation, so the Authority has taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a smaller number of people, thus the remuneration of members of a community boards serving a large population will be greater than that of members of a board serving a small population. This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members.
- 4 The remuneration for board chairs is set at twice that of members. The deputy chair of a community board is remunerated as a board member. This reflects the Authority's view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration.
- 5 The Authority has released a Determination for Elected Member Remuneration for 2019/20 (see Appendix 1) and the salaries applying to the Paekākāriki Community Board are as follows:
 

Chairperson	\$7,947
Member	\$3,973
- 6 Elected members are able to claim reimbursement for using private vehicles on council business. In making its decisions on vehicle allowances the Authority uses Automobile Association calculations of car running costs and the IRD mileage rate. Elected members are able to receive up to 79 cents per km allowance for the first 14,000 kms travelled on council business, and 30 cents per km thereafter for a petrol or diesel vehicle, or 19 cents per km thereafter for a petrol hybrid vehicle, or 9 cents thereafter for an electric vehicle.
- 7 Community Board Chairs are provided with a tablet early in the triennium for Council-related use. Community board members retrospectively receive \$400 allowance per year for the use of home broadband. A communications allowance of \$240 shall be paid to each member per annum to cover the use of a personal computer and printer.
- 8 Community Board members who use their own mobile phone for Council-related business are entitled to \$150 equipment allowance and \$400 service allowance for the 2019/20 year (pro-rated).
- 9 .

## CONSIDERATIONS

### Policy considerations

- 10 The Elected Members' Remuneration Expenses and Allowances Policy 2019-2020 provides additional helpful information. This policy will be updated in the early months of the 2019-2022 Triennium. No changes are proposed to the policy as a result of this paper.

### Legal considerations

- 11 There are no legal considerations.

### Financial considerations

- 12 Council has sufficient funds to meet elected member remuneration and reimbursements.

### Tāngata whenua considerations

- 13 There are no tāngata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

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

### Publicity

- 15 Elected Member remuneration information is posted on the Council website.

## RECOMMENDATIONS

That the Paekākāriki Community Board notes the information on Board remuneration in the report 'Community Board remuneration 2019-2020'.

## APPENDICES

1. Extract from Remuneration Authority Determination [↓](#) 
2. Elected Member Remuneration Expenses and Allowances Policy 2019-2020 [↓](#) 

**Extract from Local Government Members' (2019/20) Determination  
2019 (post-election)**<http://www.legislation.govt.nz/regulation/public/2019/0135/latest/whole.html>**Kāpiti Coast District Council**

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	138,500
Councillor (Minimum Allowable Remuneration)	35,517

**Ōtaki Community Board**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,250
Member	7,625

**Paekākāriki Community Board**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,947
Member	3,973

**Paraparaumu–Raumati Community Board**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,976
Member	9,988

**Waikanae Community Board**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,325
Member	8,163





## ELECTED MEMBER REMUNERATION EXPENSES AND ALLOWANCES POLICY 2019-2020

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**Policy objective**

This policy clarifies payment of elected member salaries, allowances and reimbursements to October 2019.

Elected Members are remunerated in accordance with legislation oversight by the Remuneration Authority. (See Local Government Members (2019/20) (Local Authorities) Determination 2019)[The Determination]. Determinations also stipulate the parameters around the payment of allowances and other fees. Within these parameters councils can develop their own policies.

**Principles**

The payment of allowances and expenses is:

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

*(Fees related to District Licencing Committee hearings are not included in this policy.)*

<b>A. Remuneration – Mayor and Councillors</b>
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Role	Annual remuneration
Mayor	\$128,099
Deputy Mayor	\$48,602
Committee Chairperson (3)	\$46,733
Appeals Committee Chairperson	\$41,124
Chairperson, Grants Allocation Committee	\$41,124
Councillor	\$37,386

<b>B. Remuneration – Community Board Chairs and Members</b>
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Board	Chairperson	Member
Ōtaki	\$15,250	\$7,625
Paekākāriki	\$7,947	\$3,973
Paraparaumu-Raumati	\$19,976	\$9,988
Waikanae	\$16,325	\$8,163

The following sections detail the payment of Elected Member reimbursements and allowances.

<b>C. Elected Member Expenses and Allowances</b>
--

<b>1 Accommodation</b>	<ul style="list-style-type: none"> <li>a) while at conferences or training events or other Council business – Council will pay for accommodation where applicable that balances cost-effectiveness with proximity to the event</li> <li>b) private/provided by friends/relatives – Council has no involvement</li> </ul>
<b>2 Air Dollars/Points</b>	Air points/air dollars earned on travel, accommodation etc. paid for by the Council are available for the private use of members. Due to the low level of air travel this is insignificant.
<b>3 Airline Clubs</b>	Council doesn't pay or reimburse for these memberships.
<b>4 Air Travel</b>	<ul style="list-style-type: none"> <li>a) Generally air travel bookings are made by staff upon approval and in accordance with Council policy.</li> <li>b) If Elected Members make their own bookings, domestic and international travel taken for Council-related business will be reimbursed up to the level of economy class fares; if the elected member wishes to travel at a different class they must meet the cost of the difference.</li> </ul>
<b>5 Carparks</b>	At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building, Paraparaumu. This permit is non-transferable and must be returned at the end of the triennium.
<b>6 Communications Technology</b>	<ul style="list-style-type: none"> <li>a) Broadband – All elected members will retrospectively receive a \$400 allowance for use of home broadband for Council business for the period 1 July 2019 to 30 June 2020 in line with the Determination. (Where an elected member has not been a member for the whole for the 2019/20 year the amount paid will be pro-rated).</li> <li>b) Consumables (ink cartridges/paper) – Council will provide these on request.</li> <li>c) Email – at the beginning of the triennium Elected Members are provided with a Council email address which is not to be used by members for any personal business.</li> <li>d) Mobiles – Councillors, Community Board Chairs and</li> </ul>

		<p>Community Board members, who use their own mobile phone for Council-related business, are entitled to a \$150 equipment allowance and \$400 service allowance for the 2019/20 year. (Where an elected member is not a member for the whole for the 2018/19 year the amount paid will be pro-rated). A member may opt, instead of receiving the \$400 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls.</p> <p>e) Tablets and Printers – Councillors and Community Board Chairs will be provided with tablets at the beginning of the triennium for Council-related use, although a reasonable degree of private use is acceptable. For Community Board Members a communications allowance of \$240 shall be paid to each member per annum to cover the use of a personal computer and printer.</p>
<b>7</b>	<b>Entertainment &amp; hospitality</b>	Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor, the Chief Executive and the Financial Controller.
<b>8</b>	<b>Gifts</b>	Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.
<b>9</b>	<b>Incidentals</b>	Reasonable expenses incurred in the pursuit of Council business will be reimbursed on presentation of an expense claim supported with the relevant invoices/receipts.
<b>10</b>	<b>Meals</b>	This excludes Council catering for meetings. Reasonable costs for meals and sustenance are reimbursed when travelling on Council business on presentation of receipt/s.
<b>11</b>	<b>Professional development</b>	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.
<b>12</b>	<b>Stationery</b>	Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.
<b>13</b>	<b>Subscriptions &amp; memberships</b>	The costs of these will not be met by the Council.

**14 Vehicles**

- a) Mileage - Reimbursements apply according to the following conditions:
  - i. Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected member.
  - ii. The travel must be by the most direct route that is reasonable in the circumstances.
  - iii. For a petrol or diesel vehicle:  
79 cents for the first 14,000 km per annum,  
30 cents for travel over 14,000 km per annum.
  - iv. For a petrol hybrid vehicle:  
79 cents for the first 14,000 km per annum,  
19 cents for travel over 14,000 km per annum.
  - v. For an electric vehicle:  
79 cents for the first 14,000 km per annum,  
9 cents for travel over 14,000 km per annum.
- b) Private use of vehicle – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage would be cheaper than air travel.
- c) Rental cars – the Council will not meet the costs of using these.
- d) Taxis - the Council will reimburse reasonable costs for the use of taxis associated with training events and Council business.

**15 Childcare allowance**

- a) Childcare – Reimbursements apply according to the following conditions:
  - i. The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and
  - ii. the child is under 14 years of age; and
  - iii. the childcare is provided by a person who is not a family member and does not ordinarily reside with the member; and
  - iv. the member provides evidence satisfactory to the authority of the amount paid for child care.
  - v. Childcare allowance will be paid at a maximum rate of \$15 per hour; not exceeding a total amount of \$6000 per annum OR
  - vi. An annual amount of \$6000 paid retrospectively for the year.

**D. The Mayor**

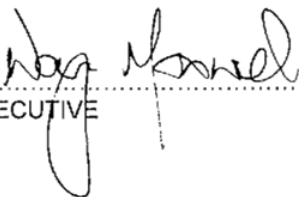
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|----------|--|--|
| <b>1</b> | <b>Carparks</b>                        | The Mayor has a dedicated parking space.   |
| <b>2</b> | <b>Communications Technology</b>       | The Mayor is provided with a mobile phone for the triennium with reasonable private use being acceptable.  |
| <b>3</b> | <b>Subscriptions &amp; memberships</b> | The subscription for the Mayor's role as Justice of the Peace will be paid by the Council.   |
| <b>4</b> | <b>Vehicle</b>                         | The Mayor is provided with a vehicle for private and business use during the term of office. <i>[A local authority may provide (a) a motor vehicle or (b) a vehicle mileage allowance. If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination.]</i> |

**E. Fees related to Hearings**

- |          |                              |  |
|----------|------------------------------|--|
| <b>1</b> | <b>Chairperson</b>           | A member of a local authority who acts as the chairperson of a hearing is entitled to a fee of up to \$100 per hour. |
| <b>2</b> | <b>Member</b>                | A member of a local authority who is not the chairperson of a hearing is entitled to a fee of up to \$80 per hour.   |
| <b>3</b> | <b>Mayor or Acting Mayor</b> | These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances. |

**DOCUMENT VERSION CONTROL – AMENDMENTS DURING 2016-2019 TRIENNIUM**

NO	AMENDMENT/S SUMMARY	ADOPTED BY COUNCIL
1	Policy adopted by the Council	8 August 2019

Signed  Date: 12/06/19  
CHIEF EXECUTIVE

**7 MATTERS UNDER ACTION**

**7.1 MATTERS UNER ACTION**

**Author:** Judy Rennie, Executive Secretary to Group Manager Regulatory Services

**Authoriser:** Natasha Tod, Group Manager

**PURPOSE OF REPORT**

- 1 To update Matters Under Action.



Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Coastal protection upgrade	Coastal & Stormwater Asset Manager	<p>For the Paekākāriki seawall, as part of 2018 LTP, Council has approved funds to continue with the consented option (concrete wall).</p> <p>The current work programme is:</p> <ul style="list-style-type: none"> <li>- Detailed designs and preparation of tender documents for physical works – 2018/19</li> <li>- Tenders and Contract Award for physical works – 2020/21</li> <li>- Construction – 2021/22 and 2022/23.</li> </ul> <p>In the interim the repair/maintenance work will continue when required.</p> <p>A process is in place to consider Seawall art.</p> <p>Building consent has been issued.</p>
2.	16/11/2018	Ongoing	Vacant house in Te Miti Street, Paekākāriki	Property Services Manager	<p>Council considered the disposal of this property at its Public Excluded meeting on 6 December 2018. An offer has been made to acquire the property and we are awaiting a formal response.</p>
3.	12/2/2019	Ongoing	Transmission Gully Project	<p>Senior Policy Adviser</p> <p>GM Infrastructure Services</p>	<ul style="list-style-type: none"> <li>• Surplus Land project: A community hui was held which attracted around 75 people to discuss the draft proposal. A resolution of support was agreed and the proposal will be discussed at the Community Board meeting on 3 December 2019 before being presented to Council. The next stage of work will look to identify the feasibility of the proposal.</li> <li>• NZTA presenting at 3 December 2019 Community Board.</li> </ul>
4.	12/2/2019	Ongoing	Revocation	GM Infrastructure Services	<p>Andrew Torr has asked Sean Mallon to write a letter to the NZTA senior management asking for a progress update on the Agency decision regarding revocation of the old SH1 route.</p>

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
5.	7/5/2019	Ongoing	Ian's Coffee site	Property Services Manager	The property was acquired for a future carpark. The building will be demolished when the carpark is built. Currently there is no funding allocated for this work. A decision is yet to be made about whether the carpark is to be for commuters or not.
6.	25/6/2019	Ongoing	Queen Elizabeth Beachfront	GM Regulatory Services	Railway Irons and old posts on beach in front of QE Park. Discuss with GWRC to clarify responsibility for removing unsafe items from the beach.

## **APPENDICES**

Nil