



# **AGENDA**

## **Paraparaumu-Raumati Community Board Meeting**

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

**Date: Tuesday, 10 December 2019**

**Time: 7.00pm**

**Location: Coast Community Church, 57 Hinemoa  
Street, Paraparaumu**

**Mark de Haast  
Group Manager**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Paraparaumu-Raumati Community Board will be held in the Coast Community Church, 57 Hinemoa Street, Paraparaumu, on Tuesday 10 December 2019, 7.00pm.**

**Paraparaumu-Raumati Community Board Members**

Mr Jonny Best	Member
Mr Guy Burns	Member
Ms Kathy Spiers	Member
Ms Grace Lindsay	Member
Cr Martin Halliday	Member
Cr Bernie Randall	Member

## Order Of Business

### 1 Welcome..... 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 Paraparaumu-Raumati Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Paraparaumu-Raumati 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 Paraparaumu-Raumati 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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NOTICE OF MOTION - That the Paraparaumu-Raumati Community Board request the Council to restore the reduction in the book budget for the Paraparaumu Library made in the last Annual Plan.

NOTICE OF MOTION -That the Paraparaumu-Raumati Community Board request the Major Events Fund that had been allocated to the horticultural festival FFFLAIR be reallocated for a Feasibility Study for an Indoor Sports and Community Centre to be developed on the Kāpiti Coast.

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#### 7.1 Matters Under Action..... 70



**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:** **Mark de Haast, 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") which has been circulated as part of 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 Office of the Auditor General.
- 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 prohibits). 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) (i.e. 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 this 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 You will have the opportunity to ask questions and discuss this in more detail during the workshop we have scheduled for you 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 in-house 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:**            **Mark de Haast, Group Manager**

**PURPOSE OF REPORT**

- 1      This report sets out the process for electing the Chair and Deputy Chair of the Paraparaumu-Raumati 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 Paraparaumu-Raumati 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 Paraparaumu-Raumati 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 2019-2022 Triennium.
- 2    That, using System [...], [name] is elected as Chair of the Paraparaumu-Raumati Community Board for the 2019-2022 Triennium.
- 3    That, using System [...], [name] is elected as Deputy Chair of the Paraparaumu-Raumati 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 APPLICATIONS FOR FUNDING

**Author:** Jayne Nock, Executive Secretary to Group Manager Corporate Services

**Authoriser:** Mark de Haast, Group Manager

#### PURPOSE OF REPORT

- 1 One application for funding has been received.
- Kapiti Songsters Choir

#### DELEGATION

- 2 The Paraparaumu/Raumati Community Board has delegated authority as at section D of the Governance Structure approved by Council on 26 October 2016:  
*Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan*

#### BACKGROUND

- 3 This is the third Paraparaumu/Raumati Community Board meeting of the 2019/20 financial year.
- 4 Accountability reports on grants allocated are required two months after the event or activity for which the grant was awarded takes place.

#### CONSIDERATIONS

##### Policy considerations

- 5 Grants are allocated in accordance with established criteria (attached to this report as Appendix 1).

##### Applications to the Community Grants Fund

###### Kapiti Songsters Choir

- 6 Amanda Dixon, on behalf of the Kapiti Songsters Choir, has applied for a grant of \$500 to assist with hall hire for their rehearsal sessions and community concerts.
- 7 The above application can be considered under Eligible Purpose 5: the remission of hall rental.

##### Financial considerations

- 8 An amount of \$22,777 is allocated in the 2019/20 budget for the Paraparaumu/Raumati Community Board. Detailed summary activity below:

<b>2019/20 budget allocation</b>	<b>\$22,777</b>
Total allocated to date	-\$3,900
<b>Balance unallocated to date</b>	<b>\$18,877</b>

- 9 The total of applications under consideration in this report is \$500.

10 Grants made to date in the 2019/20 financial year are as follows:

Date	Recipient	Amount	Purpose of Grant	Report Back
13/08/19	Kapiti Chess Club	\$500	Purchase of three chess sets	Report due Oct 2019
13/08/19	Kapiti Powerlifting Club	\$500	Three members to travel to Calgary, Canada to represent NZ at the World Powerlifting Championship in October 2019.	Report due Dec 2019
13/08/19	Kidz Need Dadz Wellington	\$500	Annual Fathers' Day Community Event on 1 September 2019	Report due Nov 2019
13/08/19	Mulled Wine Concerts	\$500	Delivery and removal of a piano and advertising on Beach FM	Received 16/08/19
17/09/19	Fernando Figueroa	\$500	Local rent expenses to hold a Kapiti Coast Latin America and Spanish Film Festival 4-6 Oct).	Report due Dec 2019
17/09/19	Combined Lions Club of Kapiti	\$400	Purchasing leaflets for the foodbanks at Kapiti and Otaki	Report due Dec 2019
17/09/19	Kapiti Basketball Association	\$500	Travel for two U13 teams to take part in the Basketball NZ Regional Tournament in new Plymouth during 9-12 October 2019.	Report due Dec 2019
17/09/19	Raumati South Residents' Association	\$500	Costs towards the continuation of the ant baiting programme.	Report due Dec 2019
	<b>TOTAL</b>	<b>\$3,900</b>		




### Significance policy

11 This matter has a low level of significance under the Significance and Engagement Policy.

### RECOMMENDATIONS

12 That the Paraparaumu/Raumati Community Board grants Kapiti Songsters Choir \$..... to assist with hall hire for their rehearsal sessions and community concerts.

### APPENDICES

1. Grant Application - Kapiti Songsters Choir [↓](#) 
2. Discretionary Grant Criteria [↓](#) 
3. Grants made during 2018/2019 [↓](#) 
4. Accountability Report Back [↓](#) 

**6.4      APPOINTMENT OF COMMUNITY BOARD MEMBERS TO OTHER BODIES 2019-2022 TRIENNium**

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

**Authoriser:**              **Mark de Haast, Group Manager**

**PURPOSE OF REPORT**

- 1      This report asks the Paraparaumu-Raumati Community Board to appoint Board members to a number of external bodies for the 2019-2022 Triennium.

**DELEGATION**

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

**BACKGROUND**

- 3      The Board is being asked to make appointments to:

*Council's Grants Allocation Subcommittee (Waste Levy Grants)*

- 4      On 7 November 2019 Council confirmed its Governance Structure and Delegations for the new Triennium, including a Grants Allocation Subcommittee. This Subcommittee will administer five granting programmes, including the Waste Levy programme. The membership for this programme will require one representative from the Community Board.

- 5      The objective of this programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long term action.

*Kāpiti Coast Aircraft Noise Community Liaison Group*

- 6      The Kāpiti Coast Airport Noise Management Plan requires the Board to nominate one representative to this Body. Further details are at Attachment 1.

**ISSUES AND OPTIONS**

**Issues**

- 7      The Grants Allocation Subcommittee will meet before the end of 2019 to consider Waste Levy grants.

**CONSIDERATIONS**

**Policy considerations**

- 8      There are no policy considerations.

**Legal considerations**

- 9      There are no legal considerations.

**Financial considerations**

- 10     The appointments are not remunerated.

**Tāngata whenua considerations**

- 11     There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

- 12 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 There may be media interest in the various appointments, which will be publicised through the Council's website.

## **RECOMMENDATIONS**

That the Paraparaumu-Raumati Community Board makes the following appointments for the 2019-2022 Triennium:

- a) The appointment of .....to the Grants Allocation Subcommittee in respect of the Waste Levy grants programme, with ..... as the alternate.
- b) The appointment of .....to the Kāpiti Coast Aircraft Noise Community Liaison Group, with .....as the alternate.

## **APPENDICES**

1. Kāpiti Coast Aircraft Noise Community Liaison Group Terms of Reference [!\[\]\(59c6cdac5c61f8d985627ae70baefb6c\_img.jpg\)](#) 

## APPENDIX 1

# COMMUNITY LIAISON GROUP TERMS OF REFERENCE

### Purpose

To consider and where appropriate make recommendations to Kāpiti Coast Airport Holdings Limited (KCAHL) on aircraft noise issues and concerns that arise from the operation and activities at Kāpiti Coast Airport.

### Activities

1. To identify community concerns regarding aircraft noise.
2. To assist and advise KCAHL in the dissemination of relevant information to the community.
3. To review the current procedure for handling noise complaints, as set in the Kāpiti Coast Airport Noise Management Plan (Noise Management Plan) and to propose modifications to the procedure where necessary.
4. To assist Kāpiti Coast District Council (KCDC) and KCAHL in the implementation and review of the Noise Management Plan which addresses:
  - a. Procedures for handling noise complaints;
  - b. Noise abatement procedures; and
  - c. Timely provision of aircraft noise and flight path monitoring information.
5. To monitor noise levels and compliance with the noise abatement procedures and the Noise Management Plan.
6. To access appropriate technical expertise and guidance as required.
7. To produce an Annual Report summarising activities in the past 12 months.

### Chairperson

Meetings will be chaired by an independent Chairperson jointly appointed by KCAHL and KCDC. The Chairperson may invite other persons on an *ad hoc* basis to address the Group on particular agenda items.

### Membership

Position	Number of Persons
Independent Chairperson	1
Kāpiti Coast Airport's Airport Manager (AM)	1
Kāpiti Coast District Council (KCDC) - Advisory Role*	2
Community Representatives – including one from Paraparaumu/Raumati Community Board, and two other members selected by KCDC	3
Kāpiti Coast Airport Users	2
Ati Awa ki Whakarongotai	1
Kāpiti Coast Airport Holdings Ltd (KCAHL)	1

\*Note: The Noise Management Plan calls for meetings to run on consensus; however, the KCDC representative is a non-voting Advisory Role.

### Membership Term

1. Independent Chairperson – Term of three (3) years at the end of which the incumbent may be reappointed if available and agreed to jointly by KCAHL and KCDC.
2. Kāpiti Coast Airport's AM – The term of the AM representative is at the discretion of KCAHL.
3. KCDC Advisory Role – The term of the KCDC advisors is at the discretion of KCDC.
4. Community Representatives – Each of the two general Community Representatives is appointed for a term of three (3) years at the end of which the incumbents may be reappointed if available and agreed to by KCDC. The Paraparaumu/Raumati Community Board representative is appointed by KCDC on the recommendation of the Community Board for a term corresponding to Community Board elections (currently three (3) years).
5. Kāpiti Coast Airport Users – Each Airport User representative is appointed for a term of two (2) years at the end of which the incumbents may be reappointed if available and agreed to by KCAHL and KCDC.
6. Ati Awa ki Whakarongotai – The term of the Ati Awa ki Whakarongotai representative is at the discretion of Ati Awa ki Whakarongotai.
7. KCAHL – The term of the KCAHL representative shall be at the discretion of KCAHL.

### General

1. The Airport Noise Community Liaison Group (CLG) will meet at least once per year.
2. The CLG will be governed by these terms of reference that may be amended jointly by KCAHL and KCDC from time to time where appropriate.
3. KCDC will provide secretarial and support services at KCDC's cost and expense.
4. KCAHL and KCDC will share equally the reasonable costs of the Independent Chairperson.
5. KCAHL will provide data and technical information on aircraft movement and a noise complaint summary.
6. The CLG has an objective to reach consensus, however, dissenting views will be recorded.
7. In the event that a CLG representative fails to attend three (3) consecutive meetings without apology, the position shall be deemed vacant and another representative will be appointed.
8. Community and User Representatives have a responsibility to liaise with their groups to ascertain any issues requiring CLG attention.

### Meeting procedure

1. **Chairperson:** KCAHL and KCDC will be jointly responsible for appointing and removing the Chair. The terms of appointment will set out the conditions of appointment and removal. The Chairperson will chair the meeting. If the Chairperson is not present within 15 minutes of the time appointed for the meeting, then the members of the group will elect another person to chair the meeting.
2. **Notice of the meeting:** The Chairperson will arrange for a notice of meeting, together with any other relevant information to be sent to all members of the CLG at least five working days before the meeting. The notice of the meeting will set out the time and place of the meeting and the nature of the business to be discussed. Members of the CLG may advise the Chairperson of items to be included in the notice of meeting.
3. **Quorum:** No business may be transacted at a meeting of the group if a quorum is not present. A quorum is present if there are at least four (4) people, including one (1) of

the community representatives and the AM representative. If a quorum is not present within 15 minutes of the time appointed for the meeting, then the meeting is to be adjourned to the same day in the following week at the same time and place or to such other date and place as the CLG may decide.

4. **Method of holding meeting:** A meeting will be held by a number of members, being not less than a quorum as defined in the Meeting Procedure, clause 3 being assembled together at the place, date and time appointed for the meeting pursuant to a notice given under the Meeting Procedure, clause 2.
5. **Members may act by representative:** A member of the CLG may appoint a representative to attend one or more meetings of the CLG, with approval by the Chairperson prior to the meeting.
6. **Minutes:** KCAHL will ensure that minutes are kept of all proceedings, with KCDC secretarial assistance. Minutes of the previous meeting will be sent to members with the notice of meeting for the next meeting. Minutes are to be made public on KCDC and KCAHL websites following approval of the minutes by the CLG.

### **Dispute Resolution**

KCAHL is committed to a process whereby differences between the parties represented on the CLG are resolved within the CLG through the provision of information, analysis, consultation and the development of a consensus.

KCAHL recognises however that there may be occasions where a consensus does not emerge in an area where a decision is required. On those occasions the following procedure will be used:

1. KCAHL accepts that it is the Chairperson of the CLG's prerogative to determine that a point of difference exists and that the Chairperson may endeavour to resolve the issue within the CLG by acting as mediator.
2. To facilitate mediation KCAHL at its cost will provide the Chairperson with whatever information and advice that the Chairperson considers is reasonably necessary including, if required, a legal opinion on the issue or aspects of it, on the basis that the information and advice will be made available to the members of the CLG.
3. If, despite best efforts, including independent mediation if the Chairperson so chooses, a consensus cannot be reached within the CLG, KCAHL will consider any recommendation on the issue in dispute that the Chairperson may make and will formally advise the Chairperson within 10 working days of its decision in respect to any such recommendation and the reasons for KCAHL's decision. Provided that in making any decision or taking any action KCAHL shall only be required to have due regard to the recommendation of the Chairperson and it shall not be required to incur any cost, do or refrain from doing anything or take any action as a result of this document.

## **6.5      DRAFT CALENDAR OF COMMUNITY BOARD MEETINGS 2020**

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

**Authoriser:**            **Mark de Haast, Group Manager**

### **PURPOSE OF REPORT**

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

### **DELEGATION**

- 2      The 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, twice monthly cycle of meeting for the Strategy and Operations Committee was proposed to Council and six weekly cycle for Community Boards was approved by the Council at its meeting held on 7 November 2019.
- 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 Paraparaumu-Raumati Community Board in 2020 are:

18 February	18 August
31 March	13 October
12 May	24 November
7 July	

## **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 Committees, Subcommittee 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 Paraparaumu-Raumati Community Board adopts the schedule for its meetings in 2020 as set out in Attachment 1 of this report 'Draft Calendar of Meetings 2020'.

Appendices 1. Draft Calendar of Meetings 2020 [!\[\]\(7de23b04709043a2368070a663233bac\_img.jpg\) !\[\]\(964dda5f7a24075fb7d1e82ae6b9a370\_img.jpg\)](#)

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**6.6      COMMUNITY BOARD REMUNERATION 2019-2020****Author:**                    **Leyanne Belcher, Democracy Services Manager****Authoriser:**            **Mark de Haast, 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 Paraparaumu-Raumati Community Board are as follows:
- |             |          |
|-------------|----------|
| Chairperson | \$19,976 |
| Member      | \$ 9,988 |
- 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).

## **CONSIDERATIONS**

### **Policy considerations**

- 9 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**

- 10 There are no legal considerations.

### **Financial considerations**

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

### **Tāngata whenua considerations**

- 12 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

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



### **Publicity**

- 14 Elected Member remuneration information is available on the Council website.

## **RECOMMENDATIONS**

That the Paraparaumu-Raumati Community Board notes the information on Board remuneration in the report 'Community Board Remuneration 2019-2020'.

## **APPENDICES**

1. Extract from Remuneration Authority Determination 2019/20 [↓](#) 
2. Elected Member Remuneration Allowances and Reimbursements 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

Office	Annual remuneration (\$)
Mayor	138,500
Councillor (Minimum Allowable Remuneration)	35,517
Ōtaki Community Board	

Office	Annual remuneration (\$)
Chairperson	15,250
Member	7,625
Paekākāriki Community Board	

Office	Annual remuneration (\$)
Chairperson	7,947
Member	3,973
Paraparaumu–Raumati Community Board	

Office	Annual remuneration (\$)
Chairperson	19,976
Member	9,988
Waikanae Community Board	

Office	Annual remuneration (\$)
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.)*

#### A. Remuneration – Mayor and Councillors

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. Remuneration – Community Board Chairs and Members

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>  |
| <hr/>                              |   |
| <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.   |
| <hr/>                              |   |
| <b>3 Airline Clubs</b>             | Council doesn't pay or reimburse for these memberships.   |
| <hr/>                              |   |
| <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>  |
| <hr/>                              |   |
| <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.   |
| <hr/>                              |   |
| <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**

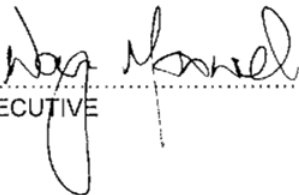
- |          |  |  |
|----------|--|--|
| <b>1</b> | <b>Carparks</b>                        | The Mayor has a dedicated parking space.   |
| <b>2</b> | <b>Communications Technology</b>       | The Mayor is provided with a mobile phone for the triennium with reasonable private use being acceptable.  |
| <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 UNDER ACTION**

**Author:**                Jayne Nock, Executive Secretary to Group Manager Corporate Services

**Authoriser:**          Mark de Haast, Group Manager

The updated matters under action, as attached at appendix 1, for the Board's review.

**APPENDICES**

1.    Paraparaumu/Raumati Community Board - Matters Under Action [!\[\]\(897cb535de385914d3c805f119db1278\_img.jpg\)](#) 

## PARAPARAUMU/RAUMATI COMMUNITY BOARD – MATTERS UNDER ACTION REGISTER AS AT 3 December 2019

Date raised	Origin	Item	Officer responsible	Progress
17/07/12	PRCB meeting	Town Centres Project	Roading/Town Centre project teams	<p><b>Paraparaumu town centre transformation</b> Construction of the Kāpiti Road shared path is going well. Earthworks are complete with Service and drainage works near completion. Road widening and shared path works are planned to be finished prior to Christmas.</p>
09/05/18				<p><b>NZTA SH1 Revocation project</b> NZTA SH1 Revocation construction contract has been awarded to Higgins. We will meet with NZTA and the Contractor in the new year to discuss programme of works.</p> <p><b>Transport hub at Paraparaumu Railway Station</b> Once NZTA SH1 Revocation Contract has been awarded, their programme of works will allow us to plan for the next stage of Town Centres work. We are continuing discussions with Kapiti Lights, Coastlands and GWRC.</p>
June 2016	Board Chair	<p>Redevelopment Plan for Maclean Park, including:</p> <ul style="list-style-type: none"> <li>- Public Art</li> <li>- Kapiti Island Customised Departure Facility</li> </ul>	Parks & Recreation Manager	<p>All hard landscaping complete. Operations team will now continue with ongoing maintenance.</p> <p>The detailed designs for the Maclean Park Artwork Commission by Kereama Taepa were finalised and accepted by the Public Art Panel in October 2019. Council installed signage at the site with information about the artwork, <i>Tohorā</i>, showing a design diagram of the work and diagrammatic designs around the hoarding give an impression of the forthcoming installation. The Council has sent out a request for quotes for fabrication and installation and will finalise a contract with the preferred supplier in the next few weeks.</p> <p>The Kiwiriders sculpture was uplifted from its temporary site in early October. The Council does not have any information regarding its future site, save that it will be within the Kāpiti District</p> <p>TRC Tourism have been engaged by Council to update and strengthen parts of the Gateway Centre feasibility study that they undertook in 2013.</p> <p>The following phases of this project are updated as follows:</p> <ul style="list-style-type: none"> <li>• Site visit and partner, stakeholder and community engagement – occurred</li> <li>• Development of draft strengthened feasibility report – occurred</li> <li>• Further partner, stakeholder and community engagement on recommended option – Being completed currently</li> <li>• Preparation of final strengthened feasibility study - To be completed once partner discussions are complete.</li> </ul> <p>The potential Gateway Centre is of significant interest to many in the Kāpiti community and we will keep Elected Members informed as this work continues to progress.</p>

Date raised	Origin	Item	Officer responsible	Progress
June 2016	RSRA	Poplar Tree Plantings at Poplar Avenue	Senior Parks Officer	GWRC are now planning to be able to start consultation before Christmas and go through into the New year.
31/07/18	PRCB meeting	Street improvements at Raumati Beach Village	Infrastructure team	The 2 metre wide footpath from the Shops to the School entrance is completed. There is only a small section approximately 9m2 on the southern side of the School entrance to complete over this coming holiday period.
31/07/18	PRCB meeting (via Notice of Motion)	Request to Council that it consider the creation of a Saturday Market Policy and that this policy be developed under the Council's Economic Development Strategy.	Economic Development Manager	On 5 September 2019, the Strategy and Policy Committee added the Market Policy to the Policy Work Programme. The project will commence in March 2020 for completion by February 2021.
14/05/19	PRCB meeting	Te Newhanga Kapiti Community Centre	Property Services Manager	After toxic and allergenic mould was discovered within the wall cavities of the Kāpiti Community Centre due to weather-tightness issues, an on-going monitoring programme has been established to maintain oversight that the building's interior environment, including the staff office, meeting rooms and other communal spaces are safe to occupy. The results from the recent testing provided in November advise that the Centre remains safe and healthy to use and work in. Council continues to work through a process to agree next steps.
21/09/19	RSRA	Surplus NZTA Land in Raumati South previously allocated for the Western Link Road	NZTA	<p>The Property Group's comments as follows:</p> <p><i>Disposal of The Transport Agency's surplus land is directed by the Public Works Act 1981. The Act defines a detailed process and timeframes once land is declared surplus. For details please refer to Sections 40 – 42 of the Act.</i></p> <p><i>The following provides an overview of the process:</i></p> <ol style="list-style-type: none"> <li>1. Land identified by the Transport Agency as surplus</li> <li>2. Other Crown Agencies confirm any requirement they have for a Public Work</li> <li>3. If not required by a Crown Agency for: <ul style="list-style-type: none"> <li>(a) roading purposes; (b) any other public work; or (c) an exchange, then</li> </ul> </li> <li>4. Property is to be cleared through DoC and Heritage NZPT (confirmation of any requirements: if/when cleared</li> <li>5. LINZ decision (section 40 PWA) is required as to whether the property is offered back to the former owner, their successor's, or an adjoining owner</li> <li>6. If no offer back or preferential offer is required (cleared section 40 PWA), then the surplus land is offered to Iwi via: <ul style="list-style-type: none"> <li>(a) Maori Protection Mechanism; or (b) Right of first refusal (Depending on whether a Treaty Settlement has been signed)</li> </ul> </li> </ol>

Date raised	Origin	Item	Officer responsible	Progress
				<p>7. <i>If not taken up or acquired by Iwi, then the property is offered to sale on the open market by public tender, private treaty, or by public application.</i></p> <p><b><i>This process can take between 1 to 3 years.</i></b></p> <p>The block of land is currently at various stages in the disposal process. There have been considerable delays in the disposal of this land due to various potential requirements. The majority of this block is however now being prepared for submission to the Office of Treaty Settlements for the MPM process. This submission is anticipated early next year.</p>

