



POARI HAPORI O ŌKIWINUI EASTBOURNE COMMUNITY BOARD

25 November 2025

Order Paper for the meeting to be held in the
East Harbour Women's Club, 145 Muritai Road, Eastbourne, Lower Hutt
on:

Tuesday 2 December 2025 commencing at 7:15 pm

Membership

Bruce Spedding
Jeremy Chaston
Murray Gibbons

Ben Hainsworth
Emily Keddell
Cr Tui Lewis

For the dates and times of Council and Community Board Meetings please visit
www.huttcity.govt.nz

HUTT CITY COUNCIL

POARI HAPORI O ŌKIWINUI | EASTBOURNE COMMUNITY BOARD

Meeting to be held in the East Harbour Women's Club, 145 Muritai Road, Eastbourne,

Lower Hutt on

Tuesday 2 December 2025 commencing at 7:15 pm.

ORDER PAPER

PUBLIC BUSINESS

1. OPENING FORMALITIES - KARAKIA KAUNIHERA

Tuia te mana akiaki	<i>Sow the seeds of courage</i>
Rarangahia te mana	<i>Weave the power of unity</i>
rangatira	<i>To grow and prosper</i>
Kia tipu, kia puāwai	<i>There are ripples in</i>
E ripo ngā wai	<i>Te Awa Kairangi</i>
O Te Awa Kairangi	<i>There are Kaitiaki on the land</i>
He Kaitiaki ki te whenua	<i>Protected environment</i>
He oranga taiao	<i>Thriving people</i>
He oranga tangata	<i>Connected, united, affirmed!</i>

Haumi e, hui e Taiki e!

2. APOLOGIES

No apologies have been received.

3. MAYOR'S ADDRESS

A verbal address by Mayor Laban

4. ELECTION OF CHAIR AND DEPUTY CHAIR

a) System of Voting

Clauses 25 & 37, Schedule 7 of the Local Government Act 2002 require that a community board must determine by resolution that a person be elected or appointed chairperson and deputy chairperson by using one of the following systems of voting:

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 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.

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.
- b) Election of Chair
- c) Election of Deputy Chair

5. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker). Speakers may be asked questions on the matters they raise.

6. CONFLICT OF INTEREST DECLARATIONS

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

7. INTERIM COMMUNITY BOARD DELEGATIONS

Memorandum dated 21 November 2025 by the Democracy Advisor 5

8. SCHEDULE OF MEETINGS FOR 2026

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9. DEMOCRACY ADVISOR'S REPORT

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10. APPOINTMENTS TO LOCAL ORGANISATIONS

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11. ELECTED MEMBER SUPPORT POLICY

Memorandum dated 24 November 2025 by the Elected Member Support Coordinator

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12. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

13. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Unuhia!	<i>Release us from the supreme sacredness of our</i>
Unuhia!	<i>tasks</i>
Unuhia i te uru-tapu-nui	<i>To be clear and free</i>
Kia wātea, kia māmā	<i>in heart, body and soul in our continuing</i>
Te ngākau, te tinana, te	<i>journey</i>
wairua i te ara takatū	<i>Oh Rongo, raise these words up high</i>
Koia rā e Rongo	<i>so that we be cleansed and be free,</i>
whakairihia ake ki runga	<i>Yes indeed, we are free!</i>
Kia wātea, kia wātea!	<i>Good and peaceful</i>
Ae rā, kua wātea!	
Hau, pai mārire.	

Jenny Young
Democracy Advisor

Our Reference



TO: Chair and Members
Eastbourne Community Board

FROM: Jenny Young

DATE: 21 November 2025

SUBJECT: INTERIM COMMUNITY BOARD DELEGATIONS

Recommendation

That the Board:

- (1) notes the interim delegations to community boards as approved by Council and attached as Appendix 2 to the report; and
- (2) notes that the delegations will be reviewed during Council's meeting scheduled for June 2026, noting that this review will be conducted in consultation with the community boards, with the goal of having any amended delegations in place by the beginning of July 2026.

Purpose of Memorandum

1. The purpose of this memorandum is to outline the interim delegations to community boards for the beginning of the 2025-2028 triennium, as approved by Council during its meeting on 20 November 2025.

Background

2. A report was considered by Council at its meeting held on 20 November 2025, attached as Appendix 1 to the report. Council adopted the recommendations contained in the report.
3. The report sought Council approval of interim delegations to community boards for the 2025–2026 period, using the same delegations that applied in the previous triennium.
4. The interim approach allows the newly elected community boards to begin operating while ensuring that a full review of delegations is undertaken in June 2026 in consultation with all boards. The intention is to adopt any revised delegations by July 2026.
5. The report also summarises the statutory role and powers of community boards under the Local Government Act 2002. It is an administrative report with no financial or climate-related implications.

6. Attached as Appendix 2 to the report are the adopted interim delegations and functions for Community Boards.

Appendices

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1 ↓	Appendix 1: Interim delegations to Community Boards for 2025-2026 report	7
2 ↓	Appendix 2: Interim delegations to Community Boards for 2025-2026	10

Author: Jenny Young
Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services



10 November 2025

Report no: HCC2025/5/281

Interim delegations to community boards for 2025-2026

Purpose of Report

1. The purpose of this report is to seek adoption of interim delegations to community boards for 2025-2026.

Recommendations

It is recommended that Council:

- (1) receives and notes the information;
- (2) reviews the delegations for community boards during its meeting scheduled for June 2026, noting that this review will be conducted in consultation with the community boards, with the goal of having any amended delegations in place by the beginning of July 2026; and
- (3) adopts the interim delegations to community boards attached as Appendix 1 to the report.

Background

2. Clause 32 of Schedule 7 of the Local Government Act 2002 (LGA) makes provision for local authorities to delegate responsibilities, duties and powers to community boards, with the proviso that a territorial authority must consider whether to delegate to a community board if the delegation would enable the community board to best achieve its role.

Discussion

3. Council will need to agree on delegations to community boards for the 2025–2028 triennium. As the newly established community boards are yet to hold their first meetings to appoint chairs and deputy chairs, officers recommend that consultation on proposed delegations be undertaken with the community boards following those appointments, with a view to having new delegations in place by July 2026.
4. Community boards function best when their delegations and capabilities align with the expectations of their communities. They are less effective when there is a mismatch, for example, when they lack clarity.

5. On that basis, it is recommended that the delegations made to community boards in the last triennium, attached as Appendix 1 to the report, be adopted as interim delegations for the new community boards.

Options

6. Options for new delegations will be prepared for Council consideration in consultation with the community boards in June 2026.

Consultation

7. Senior members returning to the community board have been provided with a copy of the report.

Climate Change Impact and Considerations

8. The matters addressed in this report are administrative matters.

Legal Considerations

9. Section 52 of the Local Government Act (LGA) outlines the role of community boards as follows:

The role of a community board is to –

- (a) represent, and act as an advocate for, the interests of its community; and
 - (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
 - (c) maintain an overview of services provided by the territorial authority within the community; and
 - (d) prepare an annual submission to the territorial authority for expenditure within the community; and
 - (e) communicate with community organisations and special interest groups within the community; and
 - (f) undertake any other responsibilities that are delegated to it by the territorial authority.
10. Section 53 of the LGA outlines the powers of community boards as follows:
 - (1) A community board has the powers that are –
 - (a) delegated to it by the relevant territorial authority in accordance with clause 32 of Schedule 7; ...
 - (3) despite subsection (1), a community board may not –
 - (a) acquire, hold, or dispose of property; or
 - (b) appoint, suspend, or remove staff.
 11. The interim delegations presented for Council consideration reflect the role and powers of community boards as outlined in the LGA.

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20 November 2025

Financial Considerations

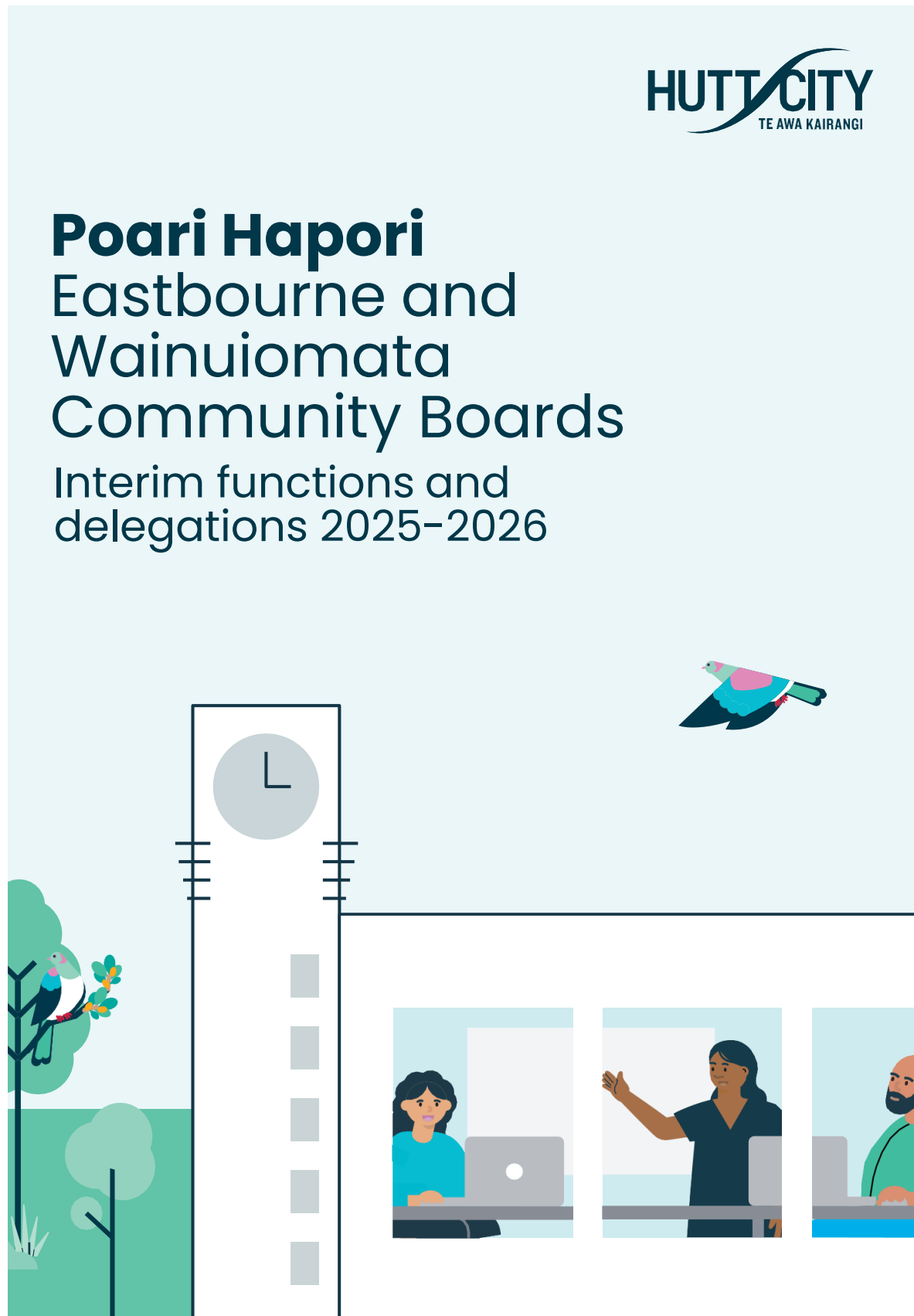
12. There are no financial considerations in respect of this report.

Appendices

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1↓	Delegations to Community Boards (Interim) 2025-26	153

Author: Kathryn Stannard
Head of Democratic Services

Approved By: Jarred Griffiths
Director Strategy and Engagement



COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS (INTERIM)

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to report and act as an advocate for the interests of their community.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans, Standing Orders and interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of "city-wide" will be determined by the Mayor and Chief Executive in consultation with the appropriate Chair);
- Efficient decision-making should be paramount;
- Conflicts of interest should be avoided and risks minimised;
- To ensure processes are free from bias and pre-determination, Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;
- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

- (a) do not delegate any function, duty or power which a statute (for example, section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
- (b) are subject to and do not affect any delegation that the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
- (c) are subject to any other statutory requirements that may apply to a particular delegation;
- (d) are subject to any notice issued by Council, from time to time, to a Community Board that particular issue must be referred to Council for decision;
- (e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);
- (f) promote centralisation of those functions where the appropriate expertise must be ensured; and
- (g) reflect that all statutory and legal requirements must be met.

DELEGATIONS**Decide:**

- Naming new roads and alterations to street names (in the Community Board's area) within the provisions of Council's Kaupapa Here Tapanga | Naming Policy 2021-2031.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga | Naming Policy 2021-2031. Note ¹
- Removal and/or planting of street trees within the provisions of Council's Operational Guide or Urban Forest Plan. Note ²
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and the granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves, subject to the provisions of the Reserves Act 1977, and land managed as a reserve, subject to the provisions of the Local Government Act 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's Te Komiti Oranga Hapori Oranga Taiao | Connected Communities, Climate and Resilience Committee.
- The allocation of funding from the Community Climate Action fund in accordance with Council's adopted guidelines.
- Expenditure of funds allocated by Council to the Board from the Miscellaneous Budget to cover expenditures associated with the activities of the Board. The Chair is to approve the expenditure, in consultation with the Board, and forward the appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board members, including formal training courses, attendance at seminars or attendance at relevant conferences.

CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:

- Particular issues notified from time to time by Council to the Community Board.
- Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.

¹ This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

² The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

Attachment 1

Delegations to Community Boards (Interim) 2025-26

- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which Council requires a Community Board representative.
- The setting, amending or revoking of speed limits in accordance with the *Hutt City Council Bylaw 2005 Speed Limits*, including the hearing of any submissions.

GENERAL FUNCTIONS**Provide their local community's input on:**

- Council's Long Term Plan and/or Annual Plan.
- Council's policies, programmes (including the District Roding Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues that it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety, including road safety education within its area.
- Any other issues a Board believes are relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer's recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

Co-ordinate with Council staff:

- Local community consultation on city-wide issues on which Council has called for consultation.

Maintain:

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within the local area.

Develop:

- Community Emergency Hub Plans also known as Community Response Plans, are developed in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents' associations, other community groups, and local businesses. These plans are reviewed at least every 24 months in accordance with Council's Long Term Plan.

Grant:

- Local community awards.

Promote:

- Recreational facilities and opportunities in its area with a view to ensuring maximum usage.
- Arts and crafts in its area.

Appoint:

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board's area, on which a community representative is sought.

Endorse:

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).

24 November 2025

Report no: ECB2025/5/111

Schedule of Meetings for 2026

Recommendation

That the Board:

- (1) approves the ordinary meeting dates for 2026 in respect of its own meetings, attached as Appendix 2 to the report;
- (2) notes that the Board Chair will schedule informal gatherings for the Board as necessary, noting that no decisions can be made; and
- (3) delegates authority to the Chief Executive in consultation with the Board Chair to alter the date, time, or venue of a meeting, or cancel a meeting, should circumstances require this.

Purpose

1. To seek the Board's approval for a schedule of ordinary meetings for 2026.

Background

2. Part 7 of the Local Government Official Information and Meetings Act 1987, and Clause 19 Schedule 7 of the Local Government Act 2002 requires a local authority to hold meetings at the times and places that it appoints. If the local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate.
3. Meetings must be conducted in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Discussion

4. The attached report (Appendix 1) was considered by Council at its meeting held on 20 November 2025.

5. At its meeting, Council resolved the following:

RESOLVED: (Mayor Laban/Cr Tonga-Grant) **Minute No. C 25509(2)**

"That Council:

- (1) receives and notes the information;*
 - (2) adopts the meeting schedule for 2026 attached as Appendix 1 to the report, subject to approval by the Community Boards in respect of its meeting dates, noting that that Policy and Performance Committee meetings will be held on a separate day starting at 9.30am;*
 - (3) agrees that the venue for meetings of Council, its committees, and subcommittees, other than Community Boards, shall be the Hutt City Council Chambers, 30 Laings Road, Lower Hutt; and*
 - (4) agrees that Council, committee, and subcommittee meetings will start at 9.30am, except for Te Komiti Āpiti mō ngā Taipakeke me te Āheinga | Age and Accessibility Subcommittee, which will commence at 11.45am, noting that start times will be reviewed after one year."*
6. The schedule of meetings for 2026 has been structured to allow community boards to review the relevant reports prior to their consideration by the appropriate committees.
7. The schedule of meetings for 2026 is attached as Appendix 2 to the report.

Next Steps

8. After the Board approves its meetings, they will be publicly notified in accordance with legislation.

Appendices

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1	Appendix 1: Schedule of Meetings for 2026 report	17
2	Appendix 2: Updated Schedule of Meetings for 2026	34

Author: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services

Report no: HCC2025/5/293

Proposed Meeting Schedule for 2026

Purpose of Report

1. The report seeks adoption of the meeting schedule for 2026 (the meeting schedule). The meeting schedule is for Council and its committees, subcommittees, and community boards provided for in accordance with Clause 19(6)(a) of Schedule 7 of the Local Government Act 2002 (LGA).

Recommendations

It is recommended that Council:

- (1) receives and notes the information;
- (2) adopts the meeting schedule for 2026 attached as Appendix 1 to the report, subject to approval by the Community Boards in respect of its meeting dates;
- (3) agrees that the venue for meetings of Council, its committees, and subcommittees, other than Community Boards, shall be the Hutt City Council Chambers, 30 Laings Road, Lower Hutt; and
- (4) agrees that Council, committee, and subcommittee meetings will start at 9.30am, except for the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee and the Te Komiti Āpiti mō ngā Taipakeke me te Āheinga | Age and Accessibility Subcommittee, which will commence at 11.45am, noting that start times will be reviewed after one year.

For the reason that the Local Government Act 2002 requires that a local authority must hold meetings that are necessary for the good government of its district.

Background

2. The LGA requires that a local authority must hold meetings that are necessary for the good governance of its district, at the times and places that it appoints.
3. The LGA stipulates that each member must receive written notice of the time and location of a meeting at least 14 days before the meeting. If the local authority has established a schedule of meetings, the notice must be given not less than 14 days before the first meeting on the schedule.
4. In line with the previous triennium, the proposed meeting schedule has provision for five meeting cycles (eight-weekly cycle) covering the calendar year of 2026.

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20 November 2025

5. The meeting schedule is based on the governance structure announced by the Mayor on 22 October 2025. The structure reflects a reduction in the number of standing committees. This streamlined structure has been incorporated into the 2026 meeting schedule, ensuring alignment with Council's revised governance arrangements and the principles of efficient decision-making.

Discussion

6. Adopting the meeting schedule will ensure transparency, democracy, and effective planning of upcoming decisions. It will also help members plan their commitments for the rest of the triennium.
7. The meeting schedule was prepared considering various factors, such as availability, the importance of the decisions to be made, and other logistical considerations.
8. When preparing the meeting schedule, several factors were carefully considered to ensure everything aligned with key processes. This includes:
 - (a) aligning meetings with the Annual Plan process and the Annual Report process.
 - (b) considering the Council Controlled Organisation's Statements of Intent.
 - (c) observing statutory holidays.
 - (d) designated breaks in January and July 2026.
 - (e) considering the draft schedule of Council's consultations and deliberations leading to the 2026/27 Annual Plan.
 - (f) allowing time for briefings after standing committee meetings.
9. The eight-weekly cycle is based on:
 - (a) Week 1: Forward Programme process involving the Directors and Heads of Business Units reviewing the list of items on Council's forward programme that will be reported during the upcoming meeting cycle.
 - (b) Week 2: Community Board meetings.
 - (c) Week 3 to 5: Meetings and agenda preparation for the following week's meetings.
 - (d) Week 4-6: Meetings and briefings.
 - (e) Week 7: Agenda preparation for Council meeting.
 - (f) Week 8: Council meeting.
10. The reduced committee structure, along with careful planning of work schedules, is intended to streamline decision-making and improve efficiency. While this may reduce the likelihood of additional or rescheduled meetings, Council's workload may still necessitate extra or extraordinary meetings.
11. It is the responsibility of Council to determine the starting times for Council, committee and subcommittee meetings.

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20 November 2025

12. Working, steering, and advisory groups have not been included in the meeting schedule. These groups do not make decisions and are not required to comply with the Local Government Official Information and Meetings Act 1987 (LGOIMA) for public notifications.
13. When additional meetings of Council, committees, and subcommittees are required, members should ideally receive a 14 day prior notice. If it is not possible to provide a 14 day notice, such meetings will be considered extraordinary meetings, following the requirements set by LGA.

Options

Options	Advantages	Disadvantages
Option A (recommended) Adopt the proposed meeting schedule for 2026 attached as Appendix 1 to the report.	Will ensure a transparent and democratic process and enable effective planning of the upcoming decisions. It also helps the members to plan their commitments for the rest of the year.	None identified.
Option B (not recommended) Asks officers to draft an alternative meeting schedule for its consideration.	None identified.	Will delay planning for upcoming decisions and the notification of the 2026 meeting schedule.
Option C (not recommended) Agrees not to adopt a meeting schedule.	None identified.	The Chief Executive must provide written notice to each member of the date, time, and location of any meeting, which prevents members from planning their commitments for the rest of the year.

Consultation

14. Consultations were held with specific input from key business units, including the Office of the Chief Executive, Office of the Mayor, Innovation and Performance, Finance, and Strategy and Policy.
15. The civic events will be scheduled to avoid conflicting with the meeting schedule.
16. Community Boards establish their meeting dates, times, and venues. The Chairs of the Community Boards organise informal gatherings to discuss specific issues or to facilitate community engagement.

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20 November 2025

17. The meeting dates for the Komiti Ratonga O Te Awa Kairangi | Hutt Valley Services Committee and Te Komiti Ngā Wai Hangarua | Wellington Water Committee have been reviewed by Upper Hutt City Council and Wellington Water Limited. The Hutt Valley Services Committee meeting dates will be considered in March 2026. The Wellington Water Committee meeting dates will be considered on 12 December 2025.
18. The meeting schedule for meetings managed by Te Pane Matua Taiao Greater Wellington Regional Council (GWRC) includes dates provided by GWRC officers. These meetings encompass the Regional Transport Committee, the Wellington Region Leadership Committee, and the Civil Defence Emergency Management Group, with the re-establishment of Te Awa Kairangi | Hutt River Valley Subcommittee to be confirmed in late November 2025.
19. Ko Tātou | Local Government New Zealand has confirmed the date for the SuperLocal Conference (venue to be confirmed) scheduled for 2026. This date has been included in the meeting schedule. The Zone 4 meeting dates have not yet been confirmed and will be added to the schedule once they are received.
20. Council, committee, subcommittee and community board meetings will be publicly advertised. All meetings will be livestreamed through Council's YouTube page.
21. As a governance decision of Council, this decision does not require engagement or consultation with the public.

Climate Change Impact and Considerations

22. There are no climate change considerations as the report relates to an administrative matter.

Legal Considerations

23. The LGA allows local authorities to adopt a meeting schedule, which serves as notice to members of when the meetings will be held.
24. The LGA provides the Mayor with powers to establish committees of the territorial authority.
25. Council, committee, subcommittee and community board meetings will be publicly notified in accordance with the LGOIMA. The meeting schedule will also be published on Council's website.

Financial Considerations

26. There are no direct financial considerations arising from the report.

Appendices

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1	Proposed meeting schedule for 2026	163

Author: Kate Glanville
Senior Democracy Advisor

Reviewed By: Kathryn Stannard
Head of Democratic Services

Approved By: Jarred Griffiths
Director Strategy and Engagement

Interim schedule adopted by Council – XXXXXX

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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Attachment 1

Proposed meeting schedule for 2026

FEBRUARY 2026									
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
2		3		4		5		6	
				Briefing – 9.30am-12.30pm Draft 2026-27 Annual Plan				Waitangi Day	
9		10		11		12		13	
		Regional Transport Committee (GWRC)							
16		17		18		19		20	
		Eastbourne Community Board		Citizenship Ceremony 5.00pm		Wainuiomata Community Board			
23		24		25		26		27	
		Audit and Risk Subcommittee				Strategy, Long Term Plan and Annual Plan Subcommittee			
		Age and Accessibility Subcommittee				Additional Council at the conclusion of SLTP/AP			

Attachment 1

Proposed meeting schedule for 2026

MARCH 2026									
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
2		3 Connected Communities and Climate Resilience Committee		4		5 Infrastructure and Regulatory Committee		6 Hutt Valley Services Committee	
		Policy and Performance Committee				Briefing to follow			
9 Chief Executive's Performance Review Subcommittee		10		11		12		13 Wellington Water Committee	
16		17 Civil Defence Emergency Management		18 Briefing Draft 2026-27 Annual Plan		19		20	
		Wellington Regional Leadership Committee							
23		24 Strategy, Long Term Plan and Annual Plan Subcommittee		25		26		27	
		Council (end of cycle 1)							
30		31 Regional Transport Committee							
Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings		

Attachment 1

Proposed meeting schedule for 2026

APRIL 2026							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
		1	2	3 Good Friday			
6 Easter Monday	7	8	9	10			
13	14 Eastbourne Community Board	15	16 Wainuiomata Community Board	17			
20	21 Audit and Risk Subcommittee	22	23	24			
27 Anzac Day observed	28	29	30				
Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings

Attachment 1

Proposed meeting schedule for 2026

MAY 2026							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
				1 Hutt Valley Services Committee			
4	5 Connected Communities and Climate Resilience	6	7 Infrastructure and Regulatory Committee	8			
	Policy and Performance Committee		Briefing to follow				
11	12	13 Strategy, Long Term and Annual Plan Subcommittee Additional Council at the conclusion of the SLTAP Subcommittee	14	15			
18	19	20 Citizenship Ceremony 11.00am and 5.00pm	21	22			
25	26 Council (Cycle 2)	27	28	29 Wellington Water Committee			
Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings

Attachment 1

Proposed meeting schedule for 2026

JUNE 2026							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
1 King's birthday	2	3 Strategy, Long Term Plan and Annual Plan Subcommittee	4	5			
		Additional Council at the conclusion of the SLTP/AP Subcommittee					
		Briefing to follow					
8	9 Regional Transport Committee	10	11	12			
15 Chief Executive's Performance Review Subcommittee	16 Eastbourne Community Board	17	18 Wainuiomata Community Board	19			
22	23 Civil Defence Emergency Management	24 Audit and Risk Subcommittee	25	26			
	Wellington Regional Leadership Committee	Age and Accessibility Subcommittee					
29 Council (to adopt Annual Plan)	30 Connected Communities and Climate Resilience Committee						
	Policy and Performance Committee						
Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings

Attachment 1

Proposed meeting schedule for 2026

JULY 2026									
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
				1		2		3	
						Infrastructure and Regulatory Committee			
						Briefing to follow			
6		7		8		9		10	
								Matariki	
13		14		15		16		17	
20		21		22		23		24	
27		28		29		30		31	
Council (cycle 3)		Local Government New Zealand SuperLocal Conference and AGM		Local Government New Zealand SuperLocal Conference and AGM		Local Government New Zealand SuperLocal Conference and AGM		Local Government New Zealand SuperLocal Conference and AGM	

Attachment 1

Proposed meeting schedule for 2026

AUGUST 2026									
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
3		4		5		6		7	
10		11		12		13		14	
17		18 Eastbourne Community Board		19		20 Wainuiomata Community Board		21	
24 Chief Executive's Performance Review Subcommittee		25 Audit and Risk Subcommittee Age and Accessibility Subcommittee		26		27 Citizenship Ceremony 11.00am and 5.00pm		28	
31									

Attachment 1

Proposed meeting schedule for 2026

SEPTEMBER 2026						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
	1 Strategy, Long Term Plan/Annual Plan Subcommittee	2	3	4		
7	8 Regional Transport Committee	9	10	11		
14	15 Connected Communities and Climate Resilience Committee	16	17 Infrastructure and Regulatory Committee	18 Hutt Valley Services Committee		
	Policy and Performance Committee		Briefing to follow			
21	22 Civil Defence Emergency Management Committee	23	24	25		
	Wellington Regional Leadership Committee					
28	29 Additional Audit and Risk Subcommittee (to consider the Annual Report)	30				
Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other
						Hearings

Attachment 1

Proposed meeting schedule for 2026

OCTOBER 2026							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
			1	2			
5	6 Council (cycle 4)	7	8	9			
12	13 Additional Policy and Performance Committee (to consider the Annual Report)	14	15	16			
	Briefing to follow						
19	20	21	22	23			
26 Labour Day	27	28 Policy and Performance Committee Council at the conclusion of the Policy and Performance Committee (to adopt the Annual Report)	29	30			
Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings

Attachment 1

Proposed meeting schedule for 2026

NOVEMBER 2026							
MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
2		3 Eastbourne Community Board		4		5 Wainuiomata Community Board	
9		10 Audit and Risk Subcommittee		11		12	
		Age and Accessibility Subcommittee					
16		17		18 Citizenship Ceremony 5.00pm		19	
23		24 Regional Transport Committee		25 Connected Communities and Climate Resilience Committee		26 Infrastructure and Regulatory Committee	
				Policy and Performance Committee		Briefing to follow	
30 Strategy, Long Term Plan/Annual Plan Subcommittee							
Council		Committee Meetings		Subcommittee Meetings		Community Board	
						Joint/GWRC Committees	
						Briefings/Training	
						Functions/ Holidays/Other	
						Hearings	

Attachment 1

Proposed meeting schedule for 2026

DECEMBER 2026							
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
	1	2	3	4			
7	8 Civil Defence and Emergency Management Committee Wellington Region Leadership Committee	9	10	11			
14	15 Strategy, Long Term Plan/Annual Plan Subcommittee Council (cycle 5)	16	17	18			
21	22	23	24	25 Christmas Day			
28 Boxing Day (observed)	29	30	31				
Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings

Proposed Meeting Schedule for 2026

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JANUARY 2026

Schedule adopted by Council – 20 November 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 New Year's Day	2 Day after New Year's Day
5	6	7	8	9
12	13	14	15	16
19 Wellington Anniversary	20	21	22	23
26	27	28	29	30

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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FEBRUARY 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 Briefing – 9.30am-12.30pm Draft 2026-27 Annual Plan	5	6 Waitangi Day
9	10 Regional Transport Committee (GWRC)	11	12	13
16	17 Eastbourne Community Board	18 Citizenship Ceremony 5.00pm	19 Wainuiomata Community Board	20
23	24 Audit and Risk Subcommittee Age and Accessibility Subcommittee	25	26 Strategy, Long Term Plan and Annual Plan Subcommittee Additional Council at the conclusion of SLTP/AP	27

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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MARCH 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Connected Communities and Climate Resilience Committee	4	5 Infrastructure and Regulatory Committee	6 Hutt Valley Services Committee
			Briefing to follow	
9 Chief Executive's Performance Review Subcommittee	10 Policy and Performance Committee	11	12	13 Wellington Water Committee
16	17 Civil Defence Emergency Management	18 Briefing Draft 2026-27 Annual Plan	19	20
	Wellington Regional Leadership Committee			
23	24 Strategy, Long Term Plan and Annual Plan Subcommittee	25	26	27
	Council (end of cycle 1)			
30	31 Regional Transport Committee			

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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APRIL 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 Good Friday
6 Easter Monday	7	8	9	10
13	14 Eastbourne Community Board	15	16 Wainuiomata Community Board	17
20	21 Audit and Risk Subcommittee	22	23	24
27 Anzac Day observed	28	29	30	

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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MAY 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Hutt Valley Services Committee
4	5 Connected Communities and Climate Resilience	6	7 Infrastructure and Regulatory Committee Briefing to follow	8
11	12 Policy and Performance Committee	13 Strategy, Long Term and Annual Plan Subcommittee Additional Council at the conclusion of the SLTAP Subcommittee	14	15
18	19	20 Citizenship Ceremony 11.00am and 5.00pm	21	22
25	26 Council (Cycle 2)	27	28	29 Wellington Water Committee

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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JUNE 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 King's birthday	2	3 Strategy, Long Term Plan and Annual Plan Subcommittee Additional Council at the conclusion of the SLTP/AP Subcommittee Briefing to follow	4	5
8	9 Regional Transport Committee	10	11	12
15 Chief Executive's Performance Review Subcommittee	16 Eastbourne Community Board	17	18 Wainuiomata Community Board	19
22	23 Civil Defence Emergency Management Wellington Regional Leadership Committee	24 Audit and Risk Subcommittee Age and Accessibility Subcommittee	25	26
29 Council (to adopt Annual Plan)	30 Connected Communities and Climate Resilience Committee			

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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JULY 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 Infrastructure and Regulatory Committee	3
			Briefing to follow	
6	7 Policy and Performance Committee	8	9	10 Matariki
13	14	15	16	17
20	21	22	23	24
27 Council (cycle 3)	28 Local Government New Zealand SuperLocal Conference and AGM	29 Local Government New Zealand SuperLocal Conference and AGM	30 Local Government New Zealand SuperLocal Conference and AGM	31 Local Government New Zealand SuperLocal Conference and AGM

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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AUGUST 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
10	11	12	13	14
17	18 Eastbourne Community Board	19	20 Wainuiomata Community Board	21
24 Chief Executive's Performance Review Subcommittee	25 Audit and Risk Subcommittee Age and Accessibility Subcommittee	26	27 Citizenship Ceremony 11.00am and 5.00pm	28
31				

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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SEPTEMBER 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Strategy, Long Term Plan/Annual Plan Subcommittee	2	3	4
7	8 Regional Transport Committee	9	10	11
14	15 Connected Communities and Climate Resilience Committee	16	17 Infrastructure and Regulatory Committee Briefing to follow	18 Hutt Valley Services Committee
21 Policy and Performance Committee	22 Civil Defence Emergency Management Committee Wellington Regional Leadership Committee	23	24	25
28	29 Additional Audit and Risk Subcommittee (to consider the Annual Report)	30		

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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OCTOBER 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6 Council (cycle 4)	7	8	9
12	13 Additional Policy and Performance Committee (to consider the Annual Report)	14	15	16
	Briefing to follow			
19	20	21	22	23
26 Labour Day	27	28 Policy and Performance Committee Council at the conclusion of the Policy and Performance Committee (to adopt the Annual Report)	29	30

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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NOVEMBER 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 Eastbourne Community Board	4	5 Wainuiomata Community Board	6
9	10 Audit and Risk Subcommittee Age and Accessibility Subcommittee	11	12	13
16	17	18 Citizenship Ceremony 5.00pm	19	20
23	24 Regional Transport Committee	25 Connected Communities and Climate Resilience Committee	26 Infrastructure and Regulatory Committee Briefing to follow	27 Hutt Valley Services Committee
30 Strategy, Long Term Plan/Annual Plan Subcommittee				

Council	Committee Meetings	Subcommittee Meetings	Community Board	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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DECEMBER 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Policy and Performance Committee	2	3	4
7	8 Civil Defence and Emergency Management Committee Wellington Region Leadership Committee	9	10	11
14	15 Strategy, Long Term Plan/Annual Plan Subcommittee Council (cycle 5)	16	17	18
21	22	23	24	25 Christmas Day
28 Boxing Day (observed)	29	30	31	

Council	Committee Meetings	Subcommittee Meetings	Community Board Meetings	Joint/GWRC Committees	Briefings/Training	Functions/ Holidays/Other	Hearings
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24 November 2025

Report no: ECB2025/5/8

Democracy Advisor's Report

Purpose of Report

1. The main purpose of this report is to ask the Board to consider several administrative matters.

Recommendations

That the Board:

- (1) notes and receives the report;
- (2) determines the venue and start times for its 2026 meetings;
- (3) identifies advertising requirements for its 2026 meetings;
- (4) decides whether presentations from a Lower Hutt Councillor of the Greater Wellington Regional Council will be standard agenda items for its meetings;
- (5) decides whether presentations from the East Harbour Regional Park Ranger will continue to be a twice-yearly item of business on its agenda for meetings; and
- (6) determines whether to hold a tour of the community on a date that is yet to be confirmed.

Venue and Start Times for Meetings of the Board

2. In the previous triennium, the Board held its meetings at the East Harbour Women's Clubrooms. The Board is now asked to confirm the venue for its meetings in 2026. Additionally, the Board met at 7.15pm during the previous triennium. It is also requested that the Board confirm the meeting time for its meetings in 2026.

2026 Meeting dates

3. Council approved the meeting schedule for 2026 at its meeting on 20 November 2025. The meeting schedule for 2026 is addressed in a separate item on the agenda for this meeting.

Advertising Meetings

4. The Board's meetings are advertised in the Post and on Council's website at no cost to the Board's budget. Additionally, the meetings are also promoted in the Eastbourne Herald, with the associated costs coming from the Board's Miscellaneous Administration budget.
5. The Board has been asked to consider advertising requirements for its 2026 meetings.

Presentations to the Board

6. During the previous triennium, the Board heard presentations from a Lower Hutt Councillor of the Greater Wellington Regional Council (GWRC).
7. The Board is asked to consider including presentations from GWRC as a standard item on its meeting agenda.
8. During the previous triennium, the Board received twice-yearly presentations from the East Harbour Regional Park Ranger.
9. The Board is asked to consider continuing the twice yearly presentations from the East Harbour Regional Park Ranger.

Public Forum

10. In the previous triennium, the Board held a public forum 30 minutes before the meeting. The Board is now asked to consider holding a public forum 30 minutes before future meetings.

Board Walkaround

11. In previous years, the Board has organised tours of various Board areas. The Board is now being asked to consider holding a walkaround tour in early 2026. An update from the 2025 walkaround is attached as Appendix 1 to the report.

Events

12. Clean Up the Hutt Day will take place on 13 December 2025, from 10.00am to 12.00pm. Participants can choose from five clean-up locations: Eastbourne, Petone Beach, Te Awa Kairangi/Hutt River, Burdan's Gate, and Wainuiomata (Frederick Wise Park). For more information, please visit the Clean Up the Hutt website: [Clean up the Hutt](#)
13. Crazyman Multisport will be held in Eastbourne/Petone on 14 December 2025. The event commences with the kayaking leg from Days Bay to Petone Wharf and the Hutt River, with a scheduled start time of 8.00am. For more information, please visit the Crazyman website: [Crazyman The Course](#)

14. Christmas on the Lawn is a community event for all ages, taking place at Riddiford Gardens, Lower Hutt on 20 December 2025, from 2.30pm to 6.30pm. The programme will feature local Christmas bands and performances, food trucks, an artisan market, face painting, and a variety of family-friendly activities. For more information, please visit the EventFinda website: [Christmas on the Lawn](#)

2025/2026 Miscellaneous Administration and Training Budgets

15. The following is the Board's expenditure as of November 2025.

	Miscellaneous Administration	Training
Budget	\$5,000.00	\$3,000.00
Expenditure to date	\$744.64	\$0
BALANCE	<u>\$4,255.36</u>	<u>\$3,000.00</u>

16. The detailed expenditure is attached as Appendix 2 to the report.

Appendices

No.	Title	Page
1	Eastbourne Board Walkaround 2025 Update	49
2	ECB Expenditure September 2025	59

Author: Jenny Young
Democracy Advisor

Reviewed By: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services

Eastbourne Community Board walkaround Saturday 29 March 2025			
Place	Issue	Subject	HCC response
Point Howard	1. Street cleaning, particularly cleaning out the sumps and leaves building up causing storm water to overflow the bunds.	Street- cleaning Sumps - cleaning	Council sumps are contracted on a yearly programme, but will respond (when location details are reported) to more problematic sumps across the network as and when needed. There is an Autumn leaf fall programme also that gives streets with a higher leaf fall an increased sweep during this time every 4 weeks rather than the cyclic 6 wks.
	2. Cutting back roadside vegetation. Contractor did a good job recently over three days but missed Nikau Road and Nagaumatau Road.	Vegetation/ Weed control	This area was done over various 8 days through March and completed 24 March. Some areas did get missed on Nikau Road while water works were carried out. Contractor will be returning to carry out minor trimming of the top areas before the reservior that were missed with completion expected late May.
	3. Maintenance of path between Howard Rd, Westhill Rd and Sorrento Bay. This is an important route to the Pt Howard Emergency Hub, but it hasn't been cleared for more than a year. Residents have offered to help Council with this.	Overgrowth over footpath	Response to come
	4. There are frequently potholes on the road apron area outside 115 / 117 Marine Drive. These need a permanent fix.	Road - pot holes	There is only a small edge break problem which was fixed during temporary maintenance, not a pothole. There is an unsealed area in front of the driveway which is not Council's responsibility to maintain, it is 'access through road reserve' so classed as part of access to his property. Maintenance ends at the road edge.

	5. Residents above the marina continue to complain about the noise issues from metal recyclers and Seaview Marina, particularly commercial operations revving boat engines. (Council's previous response to a complaint about the noise from commercial engine testing was a suggestion that the resident, who has lived there for 30+ years, relocate). The ECB agrees there are better places to test engines, for example, at the mouth of the river, away from residential property. We understand that it is primarily one company testing motors.	Noise - Enviro Team	It is understood that complaints have been received from one resident regarding the testing of boat engines. The company was spoken to and it is understood that the duration and frequency of testing is very low. The complainant has been advised to log a complaint when the noise is occurring. The metal recycling activities have been monitored many times, and each time found to be complaint with Council's District Plan noise rules. The companies have also been observed to be adopting the best practicable option in keeping noise to reasonable levels, as is required by the RMA 1991.
	6. The Residents Association would like the clothing recycling bins at the car park on Marine Drive removed because they attract dumping of other rubbish, eg, TVs and furniture, and rats.	Rubbish dumping	Officer reluctant to remove without any evidence. Council audits areas annually including spot checks when in the area. No doubt there is some dumping on the odd occasion. Suggest Residents' Association reports issue and sends in photos as and when noticed.
	7. The hairpin corner at 3-7 Howard Rd was resealed a few years ago with an anti-slip finish. This was dug up during the WWL pipe replacement. Will the anti-slip finish be reinstated?	Road - maintainance	This has been included in the defect list to be remedied.
	8. Residents understand that the work to remove the humps at the slip site is due to start by the end of this month. Residents would like confirmation of the start date ASAP as the road is so narrow it will be closed to through traffic for the works.	Traffic management	Physical works are starting on 9 June 2025. Storm water upgrade at Nikau Rd/Howard Rd intersection followed by Resurfacing works from Nikau Rd/Howard Rd intersection to Ngamatau Rd/Howard Rd intersection.
	9. Opportunity for path at water tanks. RESOLVED BY GWRC		Not required

Place	Issue	Subject	HCC response
Cheviot Road, Lowry Bay	1. Will there be lighting and a digital display at the new Lowry Bay bus stop? (Noting there is no lighting at the new York Bay and Sunshine Bay shelters).	Tupua Horo Nuku	Metlink has organised for a lighting contractor to undertake lighting assessments. This should help them form a baseline and understanding of the potential issues and solutions (i.e light in or near the shelter, and/or extra street lighting which can be discussed with HCC). Metlink is aware of technology advancements in solar lighting that could be used for bus shelters. It is looking into potential options that could be used on the network, depending on the specific access and requirements. In Lowry Bay there is an RTI board, so it might be possible to connect a light from that power source for the shelter.
	2. Can the LBRA and ECB have an update on the planned crossing at Lowry Bay? Where will it be located and will it be a raised crossing?	Tupua Horo Nuku	The crossing upgrade remains on Council's road safety prioritisation list, however, no funding has been confirmed to proceed with design/construction. Our government's transport budget for this financial year has been largely allocated to resilience works, with pedestrian crossing facilities ranking lower in priority. As a result, this project will not proceed within the current 2024-25 financial year.
	3. Can dog bags be installed by one of the existing bins at Whiorau Reserve and Kaikaoura Path along with additional signage in both locations about picking up after dogs? The LBRA would also like dog bags and a bin installed at the Dillon Street entrance to the Northern Forest because this is a popular dog circuit.	Animals - Dogs Parks - Bush tracks	The Parks and Reserves team will speak directly to GWRC to provide an integrated response.
	4. When will the closed jetty at Whiorau Reserve be removed? (This was asked during the 2023 ECB walkaround).	Parks - Wharves	The Parks and Reserves team is currently requesting quotes
	5. Can the row of pohutukawa outside 114 Cheviot Road be trimmed or thinned? Neighbouring homes have lost the sea view. There is a large tree on the berm outside 126 Cheviot Road, which is apparently not a native. It drops leaf matter etc on to the road. Can it be removed?	Trees	No.126 lilly pilly x 2 trees, Council could potentially remove them since the limbs have no budget presently. No.114: We will allow residents to organise at own cost to trim by an approved arborist as previously agreed.

	6. Toilet facilities, even portaloos, are urgently needed at Whiorau Reserve. The area is an increasingly popular place for fishing and boating, and is likely to attract more people when the shared path is completed. It is clear that the trees in the penguin nesting area are being used as toilets in the meantime. (It is likely that sewage and water is available at the reserve because the Lowry Bay Yacht Club used to be located there).	Parks - Reserves Tupua Horo Nuku	There are currently no plans to install toilets on the Tupua Horo Nuku cycleway in the Parks and Reserves projects list, nor is there a budget for the work. It is anticipated such facilities should have been provided by the project manager as part of the overall development of the cycleway. Should the community wish that toilets be installed it is recommended it makes a submission to the upcoming Long-Term Plan on that basis. There are no operational budgets for the installation of Portaloos.
	7. The LBRA notes that the door on the Skerrett boatshed opens outward and will be a danger to people using the shared path. Residents are willing to work with Council to resolve this by installing a sliding barn door.	Tupua Horo Nuku	Officers thank the residents and the Parks and Reserves Team would be pleased to discuss the matter further with a nominated liaison person from the LBRA.
	8. The LBRA has asked for the status of the Skerrett boatshed. Is it still listed as an asset by Council, and if so, what is the maintenance schedule?	Assets	The Skerrett boat shed is a Council asset. A condition assessment is currently being undertaken by an engineer to determine what maintenance is required.
	9. The Walkway between Marine Drive and Dillon Street (beside 212 Marine Drive) (Marine/Dillon Walkway) is overgrown, and the stream beside it is clogged with vegetation and rubbish (including traffic management signage). Is the path included on Council's maintenance programme.	Overgrowth over path Water - streams Walkway	This location has been cleared of overhanging trees and vegetation trimmed. The drain and walkway is tidy and a clear pedestrian access. Appears to be a legal road or legal accessway.

Place	Issue	Subject	HCC response
York Bay	1. The YBRA is concerned about ongoing and more frequent water leaks. Residents say the pipes are at the end of life and there appears to be significant stress in the system. The last outage in January lasted 26 hours. Is there a plan for review and renewal of York Bay's water infrastructure, and if so, what is the timeline for this?	Water - leaks	We are in the process of revising our water main replacement priorities and will consider failure history of all water mains and rider mains in the region including York Bay's water infrastructure in that process. Four pipes in York Bay area (Waitohu Rd, Taungata Rd, Kaitawa Rd and Latham Rd) have already been identified by our engineers in the current priority list of pipes to be replaced in the Lower Hutt area in the short to medium term. York Bay pipe renewals are not funded in the current Annual Plan budget. The exact order of replacement will be driven by the updated replacement priority list which will also inform the allocation of funding for pipe renewals in future Annual Plan budgets.
	2. Residents share the ECB's concern about safe access to the shared path by people with bikes, prams, kayaks, mobility scooters and wheelchairs from Taungata Road, the many driveways along Marine Drive and the public stairs between 301 and 303 Marine Drive. Negotiating the concrete barriers with traffic is a significant safety risk. During the walkaround, a member of the YBRA demonstrated how difficult it is to access the path from Taungata Road with a bike.	Tupua Horo Nuku	This is currently under review 21/5/25 - Updates will be shared later with ECB
	3. There is a steep pathway from Taungata Road extension to the bus shelter. It is difficult to negotiate at the best of times, but is made dangerous by a patch of loose gravel at the top. The gravel falls onto the path and acts like ball bearings. Can this patch be concreted or treated to stop this happening?	Road - footpaths	Request to contractor to schedule in Financial Year 2025-26 (no budget in berm repair category).
	4. The public stairs between 301 and 303 Marine Drive Marine / Waitohu Walkway) have no lighting. Can lighting be installed?	Road - footpaths/Walkway	Lighting exists in the form of bollards. All lights work - however there is a long term network fault that this section is connected to. Council contractor did "relocate" the path feed to the other side of Wellington Electricity's break out fuse but Wellington Electricity has changed it back. Not helped by 2 poles coming down during the storm.

	5. The safety railing on the fence above the stream beside Taungata Road is broken and needs repair in a couple of places. (Opposite 6 Taungata Road).	Safety	Will fix by the end of May 2025
	6. The YBRA notes the lack of lighting in the new bus shelter. There is no nearby street lighting and the shelter is too dark to be safe for users.	Tupua Horo Nuku	Metlink has organised for a lighting contractor to undertake lighting assessments. This should help them form a baseline and understanding of the potential issues and solutions (i.e light in or near the shelter, and/or extra street lighting which can be discussed with HCC). Metlink is aware of technology advancements in solar lighting that could be used for bus shelters. It is looking into potential options that could be used on the network, depending on the specific access and requirements.
	7. The YBRA notes there is no provision for drainage in the areas intended for plants near the bus stop and no tree cells where the plans show trees will be planted.	Tupua Horo Nuku	Response to come
	8. There is a plywood floor in part of the old bus stop that is slippery and dangerous when wet. Can this be replaced?	Metlink/GWRC	Will assess the issue and look to remedy it.
	9. Surface water on Taungata Road is beginning to undermine the bank below the driveway to 2 taungata Road.	Road - drains	Will clean the vegetation, which allows the water to flow in the shallow water table (there is no undermining of the bank).

Place	Issue	Subject	HCC response
Māhina Bay	1. Road safety: The MBRA is concerned about safety for pedestrians and cyclists along Marine Drive during the Tupua Horo Nuku construction. The road shoulder is even narrower than before, with fencing and large concrete blocks. Walkers and cyclists are forced onto the bus road. Also, with the shared path completed to the north and south of Māhina Bay, cyclists riding south tend to stay on the seaward shoulder rather than crossing the road to ride in the southbound lane. There is not enough room for cyclists to pass other cyclists or pedestrians. The MBRA suggests temporary signage requesting southbound cyclists to cross the road through Māhina Bay.	Tupua Horo Nuku	Concrete barriers are required to protect existing power poles during construction, however the team has removed the existing site barrier to allow more room for path users.
	2. Road safety: The MBRA is concerned about the intersection of Richmond and Māhina Roads. Traffic on Māhina Road has right of way, but this is confusing, especially to visitors, who often assume Richmond Road has priority. The MBRA would like to see road markings and signage to improve safety at the intersection (ie, a Give Way sign on Richmond Road). They note that courier drivers and others drive through the intersection very fast and this is an accident waiting to happen. There have been many close calls.	Road - general	Priority control road markings have been installed at the intersection of Richmond Road and Mahina Road.
	3. Road surface erosion: There is an ongoing issue with blocked (or badly designed?) drains on the corner of Richmond and Māhina Roads. The MBRA is pleased that the drains are being cleared more often, but water still pours down Richmond Road and is damaging the road surface. It has been patched but is already deteriorating. It appears that the basic drainage issue hasn't been resolved and that the drainage needs review.	Road - maintenance	Water is seeping underneath the driveway, which is groundwater (owner is responsible).

	4. Lack of communication, Shared Path: The MBRA would appreciate more formal communication about the Tupua Horo Nuku project as work progresses through the Bay. The MBRA provided a lot of feedback at the design stage, but there has been no contact or response since.	Tupua Horo Nuku	Contact has been shared with the MBRA for specific correspondence. Further updates will be shared through the ECB.
	5. One of the issues raised with the Tupua Horo Nuku design team was access to the beach area at the north end of Māhina Bay. Residents say this is a boat launching area important in the event of an emergency. It can no longer be used for launching boats.	Tupua Horo Nuku	Acknowledged - review of the design consultation does not appear to mention the importance of this area as an emergency boat launching area. This request is outside the project scope.
	6. The MBRA is frustrated that the scaffolding sign at the bottom of Māhina Road has not been removed despite reporting it to Council several times.	Misc	This complaint is with the Resource Consents compliance team. Sign is not permitted - and consents team is struggling to get in touch with landowner (it has reached out). Enforcement is next step.
Place	Issue	Subject	HCC response
Days Bay	1. Can the pohutukawa outside 21 Moana Road be trimmed or thinned?	Trees on road reserve or berm	Forwarded to Treescape to assess to see if this warrants trimming and to obtain a price.
	2. The fences in Kereru Road beside the lawn tennis court and opposite 6 Moana Road need repair.	Misc	Council will schedule repair of the fence.
	3. The DBRA and ECB would like to see the space at the bottom of the path from Pitoitoti Street to the Pavillion clearly marked as no parking so pedestrians and cyclists can easily access the car park area from the walkway from Pitoitoti Road. This is often blocked by parked cars. In addition, we suggest this area is changed to a 60 or 120 minute maximum parking area so visitors to the Pavillion can park nearby. (We understand this request is already with Council).	Parks	The Reserves Team will consider the line-marking request and respond directly to the enquirer. P&R can provide advisory signage in terms of parking times but cannot enforce these. Enforceable parking restrictions need to be developed by the Parking team who is in a position to enforce them.

	<p>4. The DBRA requests dog bag dispensers by both Days Bay bus stops.</p> <p>In addition, the DBRA suggests relocating two or three of the six bins on the Williams Park playing field (which are not required there) to the bus stops and other locations along the beach.</p> <p>More bins are also required at the BBQ area (or signs requesting park users to take their rubbish home).</p>	Dogs Rubbish	<p>The bins in Williams Park are installed and managed by the Parks and Reserves team. Animal Services install and maintain dog poo dispensers (responses to come from these teams).</p> <p>The Transport team does not have additional funding to install extra litter bins including the cost of maintaining/emptying them. We do however, maintain the existing bins at bus stops and intend to reinstall any bins removed for the shared path works once completed.</p>
	<p>5. The DBRA has pointed out that there is no tap by the new BBQ in Williams Park, which makes it difficult for park users and cleaners to clean the BBQ and surrounding area. The nearest tap is 30m away.</p> <p>Does Council clean the BBQ?</p>	Parks	<p>Cleaning of BBQs is an item included in the various contracts that Council has with its providers. Williams Park is a Sportsfield overseen by the Asset Manager Sportsfields to whom complaints should be directed.</p>
	<p>6. The DBRA and ECB have spoken to Council previously about lowering the height of the hedge along Marine Drive, between Kereru Road and Moana Road. Many people, including long-term residents, think the lawn behind the hedge is private property. We'd like to see it opened up so more people can see the area and use it.</p>	Parks	<p>The request is noted and will be considered by the Parks and Reserves Team.</p>
	<p>7. Residents are creating mountain bike tracks in the Northern Forest above Days Bay. The DBRA and ECB suggest a review of signage to ensure that it's clear where biking is and isn't allowed. It is currently confusing. (This applies to tracks from all Bays and Eastbourne too).</p>	GWRC	<p>Response to come</p>
	<p>8. Historic jail. The DBRA would like this moved from Williams Park. This is already being worked on.</p>	Parks	<p>The Historic Jail Cell at Williams Park is privately owned. Officers are in discussions with the owner about removal/relocation.</p>

	9. The car park space on the seaward side just north of the start of the Mā Koromiko shared path has been made into a no-parking space because if vehicles are parked there, visibility for cyclists is reduced. However, cars still park there. The ECB suggests installing a cycle park to the space. Cycle parking is required and this will prevent cars parking there.	Road - cycling	This is outside the project scope - Council will investigate further 21/5
	10. No parking lines (BYL) are required on Kotari Street, which is often difficult for cars and emergency vehicles to access.	Road - emergency access	Officer recommendation for BYLs will be decided at Council's September 2025 meeting

Eastbourne Community Board Expenditure 2025/2026 - Operating Budget														
Item	July	August	September	October	November		January	February	March		May	June	Total per item	Balance
Opening Balance														\$ 5,000.00
Advertising	\$ 247.00	\$ 247.00											\$ 494.00	
Venue hire			\$ 80.00										\$ 80.00	
Youth Forum		\$ 110.64											\$ 110.64	
Other			\$ 60.00										\$ 60.00	
Total Expenditure														\$ 744.64
Closing Balance														\$ 4,255.36

Eastbourne Community Board Expenditure 2025/2026 - Training Budget														
Item	July	August	September	October	November	December	January	February	March	April	May	June	Total per item	Balance
Opening Balance														\$ 3,000.00
Closing Balance														\$ 3,000.00

Our Reference



TO: Chair and Members
Eastbourne Community Board

FROM: Jenny Young

DATE: 25 November 2025

SUBJECT: APPOINTMENTS TO LOCAL ORGANISATIONS

Recommendations

That the Board:

- (1) notes that appointments from the Board are required to be made on local organisations for the 2025/2028 triennium;
- (2) appoints members of the Board on the following local organisations:
 - (a) Okiwi Eastbourne - Bays Community Trust (one member and one appointee);
 - (b) MIRO (one member); and
 - (c) Eastern Bays Climate Response Network (one member);
- (3) agrees to appoint one member to liaise with and report on the Eastbourne Youth Worker Trust;
- (4) agrees to appoint a member to liaise with and report on Eastern Bays residents' associations; and
- (5) agrees to appoint a member to liaise with and report on Wellington Region Emergency Management Office.

Purpose of Memorandum

1. The Eastbourne Community Board is asked to consider the following:
 - (a) appointing Board representatives to local organisations; and
 - (b) appointing members as representative liaison persons to report on other matters of local interest.

Okiwi Eastbourne - Bays Community Trust (the Trust)

2. The Eastbourne-Bays Community Trust Deed requires the following trustees to be appointed to the Trust by the Board: One Board member and one Board appointee.
3. One Board member is to be appointed on the recommendation of the Eastbourne Community Board.

4. One Board appointee is to be appointed on the recommendation of the Eastbourne Community Board. The practice has been for the Board to appoint a former elected member of the Board.

MIRO

5. MIRO is a volunteer organisation, working in partnership with Greater Wellington Regional Council to restore the forest and lake ecosystems in East Harbour Regional Park. The Eastbourne Bays Educating Residents About Trapping (ERAT) project is run under the auspices of MIRO. The project aims to achieve sustainable predator control within the residential areas of Eastbourne, reducing pests such as rats, mustelids (stoats and weasels) and hedgehogs.
6. A Board member is to be appointed to MIRO as a representative on the steering group for ERAT.
7. The Steering Group's role is to:
 - (a) maintain an overview of the implementation of the ERAT Project, based on information provided by the Project Manager.
 - (b) provide support and guidance to the Project Manager on ERAT implementation.
 - (c) identify issues and constraints impacting the successful delivery of the ERAT Project's objectives.
 - (d) assist, where possible, the Project Manager to resolve issues and constraints impacting ERAT implementation.
 - (e) when appropriate, actively champion the project to relevant stakeholders.

Eastern Bays Climate Response Network

8. The Eastern Bays Climate Response Network encourages action to both mitigate the causes of accelerating climate change as well as preparing for the impact on its community.
9. Given that this is a community-based network, a Board member is to be appointed to the group to keep the Board informed on risks, impacts and what is needed to manage or reduce these.

Eastbourne Youth Worker Trust (the Trust)

10. The Trust organises a youth group every Friday night during term time for young people in years seven and eight, for a small entry fee.
11. One Board member is to be appointed to provide updates from the Trust.

Eastern Bays Residents' Associations

12. Eastern Bays residents' associations are made up of residents from each bay who represent the interests of their local communities and advocate for improved facilities and amenities.
13. One Board member is to be appointed to provide updates from the various Eastern Bays residents' associations.

Wellington Region Emergency Management Office (WREMO)

14. WREMO co-ordinates civil defence and emergency management services on behalf of councils in the Wellington region.
15. As the Board wants to ensure its community is prepared and ready to respond in the event of an emergency, one Board member is to be appointed to provide updates from WREMO.

Appendices

There are no appendices for this Memorandum.

Author: Jenny Young
Democracy Advisor

Reviewed By: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services

Our Reference



TO: Chair and Members
Eastbourne Community Board

FROM: Susan Narayan

DATE: 24 November 2025

SUBJECT: ELECTED MEMBER SUPPORT POLICY

Purpose of Memorandum

1. To present the Elected Member Support Policy (the policy) for the 2025–2028 triennium for the Board’s information.

Recommendation

That the Board receives and notes the Elected Member Support Policy for the 2025-2028 triennium, attached as Appendix 1 to the memorandum.

Background

2. The Remuneration Authority (the Authority) sets allowances for different expenses elected members may incur as part of their role. The Authority reviews rates for these expenses every year. The Local Government Members (2025/26) Determination 2025 is the latest determination from the Authority. View the link here: [Local Government Elected Members \(2025/26\) Determination 2025 \(SL 2025/140\) \(as at 01 September 2025\) Contents – New Zealand Legislation](#)
3. The Authority sets the framework for elected member allowances, including mileage, travel time, communications, childcare, and the new home security allowance.
4. All allowances are at the discretion of individual councils, within the limits set by the Authority.
5. The updated policy largely aligns Council’s allowances with the limits set by the Authority.
6. At its meeting on 20 November 2025, Council adopted the policy, which includes a provision for a home security allowance for elected members, attached as Appendix 1 to the memorandum.
7. For reference, a copy of the Council report considered at the meeting on 20 November 2025 is attached as Appendix 2 to the memorandum. The report outlines the rationale for the policy updates, the new home security allowance, and several administrative amendments.

Relevance to Community Boards

8. Community Boards are eligible only for the allowances permitted for their governance role under the Authority's determination. Not all allowances in the policy apply to Community Board members. The attached Council report provides the full overview.
9. This item is provided for information only.

Appendices

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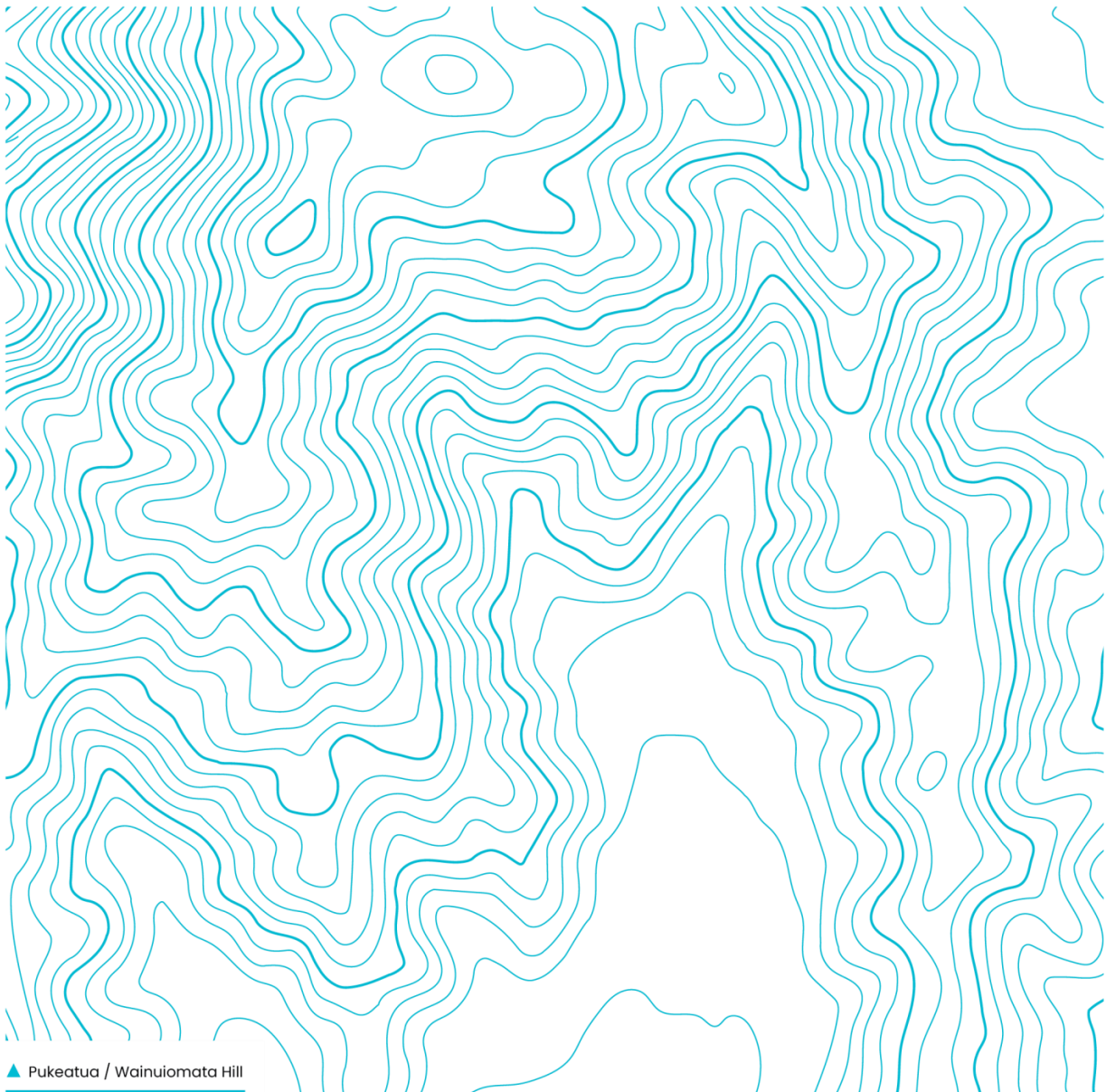
Author: Susan Narayan
Elected Member Support Coordinator

Reviewed By: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services



Elected Member Support Policy 2025–2028



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Interpretation

Actual means as evidenced by the original receipt attached to the claim form.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Chief Executive or their delegate.

Council business includes formal Council meetings, committee and subcommittee meetings, briefings, seminars, LGNZ Conference, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public. It does not include events where the primary focus is on social activity, events where attendance is in a non-representative capacity, travel not related to council business or personal travel interspersed with Council business.

Elected member means those individuals declared to be elected to Council, including as a member of a community board, Councillor, Mayor or Deputy Mayor.

The Remuneration Authority is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2022 to determine remuneration and expenses/allowance rules for local authority members.

Record of Amendments

Version	Date	Approver	Summary of Amendments
1			
2			

Travel and Associated Costs

- 1) All approvals for travel must consider the impact on climate change, including whether there are any mitigations possible to reduce the effect, such as the use of remote conferencing technology or a reduction in the number of elected member participants.
- 2) When the Mayor or Councillors are required to travel within New Zealand on official business, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol) and other costs on production of receipts. Council business includes carrying out work on behalf of Hutt City Council or representing Council at an approved conference, seminar or similar meeting.
- 3) When the Mayor or Councillors are required and authorised by Council resolution to travel outside New Zealand, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol), and other costs on production of receipts.
- 4) Allowances for travel, accommodation, meals (excluding alcohol) and other costs may be advanced to the Mayor or Councillor to the level of estimated expenditure. The Mayor or Councillor must account for the expenditure of the advance with receipts and clear the balance immediately.
- 5) All travel and accommodation must be booked by Democratic Services, except Mayoral travel, which is to be booked by the Mayor's Office.
- 6) For this policy, travel to Australia is domestic travel.
- 7) Elected members are expected to adhere to Council's Sensitive Expenditure Policy and associated guidelines.

Vehicle Usage

- 8) Councillors are also entitled to be reimbursed for the cost of vehicular travel on council business. This can be an allowance for the use of a private motor vehicle based on kilometres travelled, reimbursement of the actual cost of public transport, or, where necessary, a taxi, for which receipts must be provided.
- 9) Where an elected member chooses to take their private motor vehicle to a conference or seminar for which airfares would generally be provided, the equivalent airfare will be reimbursed rather than the vehicle mileage allowance.
- 10) Elected members are entitled to use Council fleet charging units to charge private electric and hybrid vehicles free of charge.

Vehicle Kilometre Allowance under Local Government Members (2025/26) Determination 2025

- 11) A member's travel is eligible for the allowance if –
 - a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - b) the member is travelling –
 - i in a private vehicle; and
 - ii on local authority business; and
 - iii by the most direct route that is reasonable in the circumstances.
- 12) The allowance payable to a member for eligible travel is –
 - a) for a petrol vehicle, –
 - i. \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
 - b) for a diesel vehicle, –
 - i. \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

- ii. 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- c) for a petrol hybrid vehicle,-
 - i. 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- d) for an electric vehicle,-
 - i. \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

Travel Time Allowance

- 13) As Hutt City Council has adopted a salary-only model, no travel time allowance payments are made to the Mayor or Councillors.

Communications Allowance under Local Government Members (2025/26) Determination 2025

- 14) The following equipment is provided to Councillors by Council:

- Laptop

Note: Council will continue to support existing Council-issued printers for returning councillors by providing necessary consumables.

- 15) An allowance of up to \$800 per year can be claimed for the use of the member's own internet service for the member's work on local authority business. This can be claimed in one lump sum at any time during the financial year.
- 16) An allowance of up to \$500 per year can be claimed for use of the member's own mobile telephone service for the member's work on local authority business. Alternatively, the member may be reimbursed for the actual costs of telephone calls made on local authority business upon production of the relevant telephone records and receipts.
- Note:** The Communications Allowance has pro rata provisions for members who are not in a position for the full 12 months. This affects both members who do not return after the election and those who are elected for the first time in October (see the Local Government Members (2025/26) Determination 2025).
- 17) A home-based technology allowance of \$45 per month will be paid to the chairs of the Eastbourne and Wainuiomata Community Boards to reimburse the incumbents of those positions a portion of the communication costs (business-related telephone calls, internet connection, etc) incurred by them in carrying out their duties.

Childcare Allowance under Local Government Members (2025/26) Determination 2025

- 18) An allowance of up to \$7,500 per year per child can be claimed as a contribution towards expenses incurred by the member for childcare provided. In contrast, the member is engaged in local authority business.
- 19) A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if –
- a) The member is a parent or guardian of the child, or is the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - b) The child is under 14 years of age; and
 - c) The childcare is provided by a person who –
 - i. Is not a family member of the member; and
 - ii. Does not ordinarily reside with the member; and
 - d) The member provides evidence satisfactory to the local authority of the amount paid for childcare.
- 20) “Family member of the member” is defined as a spouse, civil union partner, de facto partner, and a relative, ie another person connected with the member within 2 degrees of a relationship, whether by blood relationship or by adoption.
- 21) The Head of Democratic Services can approve claims for the reimbursement of childcare allowance.

Home Security System Allowance under Local Government Members (2025/26) Determination 2025

22) Members can be reimbursed for expenses of having a home security system installed and monitored up to a maximum of:

- \$4,500 for installing the system; and
- \$1,000 in any year for monitoring, callouts, and repairs.

Security threat and risk assessment procedure

Members may only be reimbursed for these expenses following a security threat and risk assessment authorised by the Chief Executive, undertaken by a suitably qualified person or organisation. Council will reimburse the cost of a security threat and risk assessment. Approvals for claims for reimbursement for both the security threat and risk assessment, and for expenses related to installation and monitoring, callouts, and repairs to the system are approved by the Head of Democratic Services.

Members who have previously claimed this allowance should satisfy the Chief Executive that their primary residence has changed, or that the system previously used is out of date and should be replaced by a suitably qualified person or organisation. This must be documented with evidence to the approver's satisfaction.

Supplementary security expenses above the allowance limit

A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the Council area if the security threat and risk assessment recommends that those supplementary security measures be provided to the member.

Approval of supplementary security expenses is subject to the Remuneration Authority's approval on Council's application. Approval of applications to the Remuneration Authority under this clause is the responsibility of the Head of Democratic Services.

Health and Wellbeing

- 23) Elected members are entitled to the flu vaccination employee benefit.
Elected members can receive a voucher annually when it is made available to staff.
- 24) Council's Employee Assistance Programme (EAP) is now available to elected members. EAP is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting a member and their work life.
- 25) Details on how elected members can access EAP support will be available on Diligent.

Resource Consent Hearing Fees

- 26) A member who acts as the chair of a resource consent hearing is entitled to be paid a fee of \$130.00 per hour of hearing time and preparation.
- 27) A member who is not the chair of a resource consent hearing is entitled to be paid a fee of \$104.00 per hour of the hearing time and preparation time.

Car parks

- 28) When Councillors are undertaking Council business at the Council Administration building during office hours, limited free parking is available in the fleet carpark on Stevens Grove (behind the Dowse Art Museum) or in the carpark opposite the Administration Building on Laings Road. Carparks are provided on a first-come, first-served basis. Cars must be registered electronically.
- 29) In the event that all reserved parks are in use, Councillors are expected to use available public parking areas.
- 30) A car park is reserved for the Mayor and the Deputy Mayor in the Laings Road carpark.

Access to Staff Benefit schemes

- 31) It is not appropriate for Council to offer staff benefit schemes to elected members, unless prior approval has been obtained from the Remuneration Authority, as it is contrary to both the Local Government Act 2002 and the Remuneration Authority Act 1977.

Training

- 32) Councillors are eligible for financial support for training, which may include formal training courses, attendance at seminars or attendance at conferences.
- 33) Financial support is capped at \$2,153.00 per councillor per annum.
- 34) Capped funding includes seminar costs, course fees, or conferences, as well as any associated costs. The cap does not include those conferences where attendance is required, as the Council feels it must send a delegate(s). Nor does it include those activities the Mayor undertakes by virtue of his office.
- 35) Councillors are not permitted to make direct bookings for seminars, course fees, or conference costs. All such bookings must be made by Democratic Services to ensure appropriate financial controls and alignment with this policy.
- 36) Financial assistance for longer term training (a course of study with a duration of more than three days), if approved, is capped at 50% of costs (within the maximum stated above).
- 37) Requests to attend formal training courses or seminars with a value over \$1,000 are to be made in writing to the Chief Executive for their decision.
- 38) The Head of Democratic Services can approve requests for training courses or seminars costing less than \$1,000.

- 39) The following guiding principles will be relied on in deciding whether to approve a request for training:
- a) the likely benefits of the intended training course or seminar;
 - b) the needs of the Councillor demonstrated through discussion with the Chief Executive or the Head of Democratic Services;
 - c) the cost of the training proposed;
 - d) reports and evaluations by Councillors who may have attended similar courses in the past; and
 - e) competing demands on the training budget.
- 40) All requests for financial support to attend longer term training courses are to be made in writing to the Chief Executive for their decision.
- 41) Additional guiding principles when deciding on this situation are:
- a) what is the overall duration of the course; and
 - b) the point in time in the triennium when the training is requested.
- 42) Financial support, if approved, is capped at 50% of total costs (and within the maximum stated above).
- 43) Elected members are to provide an evaluation of the course or seminar attended to the Head of Democratic Services.

Sensitive expenditure and gifts

- 44) Refer to [Council's Code of Conduct](#) about gifts received by, and in their capacity as, elected members.
- 45) Council's [Sensitive Expenditure Policy](#) and associated guidelines apply to elected members, all Council employees and volunteers. It encourages common sense to sensitive expenditure that is fair, reasonable and able to withstand public scrutiny.
- 46) Refer to [Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities](#) in relation to corporate hospitality and entertainment.

Submitting Expense Claims

- 47) Expense claims must be made monthly and will not be accepted if the claim is provided more than two months after the end of the financial year to which it relates. Expense claims will be approved by the Head of Democratic Services, with more complicated claims referred to the Chief Executive for final approval.
- 48) The Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee's annual audit work programme includes expense claims and allowances paid to elected members and the Corporate Leadership Team to ensure compliance.

Breach of Allowance and Expense Rules

- 49) If an elected member breaches this policy, the elected member must reimburse Council for any costs Council may have wrongfully incurred.
- 50) An alleged breach of allowance and expense rules may be considered under the Code of Conduct.

Policy review

- 51) This policy will be reviewed at the beginning of each triennium. Council may direct a review of this policy at any time.

Contact details

Susan Narayan
Elected Member Support Coordinator
Democratic Services

Susan.Narayan@huttcity.govt.nz

Report no: HCC2025/5/294

Elected Member Support Policy

Purpose of Report

1. The purpose of this report is to ask Council to adopt the updated Elected Member Support Policy (the policy), which has been reviewed in line with the regular triennial review cycle and updated to reflect the new home security allowance.
2. For the home security allowance to be claimable, Council must resolve to include it in the policy.

Recommendations

It is recommended that Council:

- (1) notes and receives the report;
- (2) agrees to adopt the updated Elected Member Support Policy (the policy), which includes a provision for a home security allowance for elected members, as detailed in Appendix 1 attached to the report; and
- (3) authorises the Chief Executive to make any minor amendments to the policy, such as updating the determination dates and allowance payable to a member for eligible travel when the Remuneration Authority issues the principal and/or amendment determinations.

Background

3. The Authority sets allowances for expenses that Councillors may incur as part of their role. The Authority reviews these rates annually. The Local Government Members (2025/26) Determination 2025 is the latest determination from the Authority. View the link here: [Local Government Elected Members \(2025/26\) Determination 2025 \(SL 2025/140\) \(as at 01 September 2025\) Contents – New Zealand Legislation](#)
4. The Authority sets the framework for elected member allowances, including mileage, travel time, communications, childcare, and the new home security allowance.
5. In addition, Council provides limited free car parking for Councillors and a training section to support Councillors' professional development.
6. All allowances are at the discretion of individual councils, within the limits set by the Authority.

7. The updated policy largely aligns Council's allowances with the limits set by the Authority.
8. The policy is updated annually to reflect the Authority's most recent determination. In addition, the policy will be formally reviewed at the beginning of each triennium.

Discussion

9. The Authority provides for a range of allowances to be paid to elected members of a local authority while undertaking local authority business. These must be approved by Council and included in its policy.
10. It is for Council to determine the level of allowance or reimbursement, provided it is within the limits set by the Authority.

Home Security System Allowance

11. The Authority has recognised the significant increase in abuse, harassment, and threatening behaviour directed at elected members. Elected members are increasingly experiencing threats and harassment through social media, in public, and at their homes. As a result, many elected members are concerned for their personal safety and that of their families.
12. The Authority has introduced a new allowance to cover the installation and monitoring of a home security system at an elected member's primary residence within the council's area.
13. Payment of this allowance, following a completed and authorised threat and risk assessment, is at Council's discretion up to the maximum amounts specified by the Authority. Council must obtain the Authority's approval before reimbursing any costs above these limits.
14. Based on a security threat and risk assessment authorised by Council, Council may reimburse expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of-
 - a) \$4,500 for installing the system; and
 - b) \$1,000 in any year for monitoring, call outs, and repairs.
15. An elected member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if-
 - a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and
 - b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

16. The home security system allowance takes effect from the day after the official results of the 2025 local election are declared under section 86 of the Local Electoral Act 2001.

Other Minor Amendments

17. Along with the home security allowance, several minor amendments have been made to the policy for clarity. These changes include Councillors are not authorised to make bookings directly, requiring Council approval for overseas travel (excluding Australia), discontinuing new printer provisions while supporting existing Council-issued printers, and removing references to the disestablished Petone Community Board.
18. The policy now reflects the Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee's established practice of reviewing expense claims and allowances for compliance.
19. The policy also now reflects any additional benefits for elected members not specified in the Local Government Members (2025/26) Determination 2025 require prior approval from the Remuneration Authority.

Options

20. Council has two options:
 - a. approve the updated policy, as set out in Appendix 1 to this report, including the addition of a home security allowance; OR
 - b. approve the updated policy, as set out in Appendix 1 to this report, incorporating only the minor amendments and excluding the home security allowance.

Climate Change Impact and Considerations

21. Climate change considerations have been incorporated into the policy regarding travel.

Consultation

22. As a governance decision of Council, this decision does not require consultation or consultation with the public.
23. The Authority periodically seeks feedback from elected members on the proposed governance remuneration pools, elected members' allowances and hearing fees.

Legal Considerations

24. The Authority considers the comments and advice it receives regarding the proposed governance remuneration pools, elected members' allowances, and hearing fees. This consideration is guided by the criteria outlined in Schedule 7, Clause 7 of the Local Government Act 2022 and Clause 18A of the Remuneration Authority Act 1977. The Authority must use this information to inform its decisions.
25. The Local Government Members (2025/26) Determination 2025 outlines the remuneration, allowances and hearing fees payable to members.

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26. Councils do not need the Authority's agreement for changes to their policy so long as their policy remains within the limits of the current remuneration and allowances determination.

Financial Considerations

27. Should there be a higher than expected uptake of the allowance, total costs could increase beyond what can be reasonably managed within existing budgets. In that case, officers would need to review expenditure priorities or report back to Council with options for managing the additional costs within the approved financial framework.
28. At this stage, however, based on historical trends for other allowances (such as childcare), significant uptake is not anticipated.

Appendices

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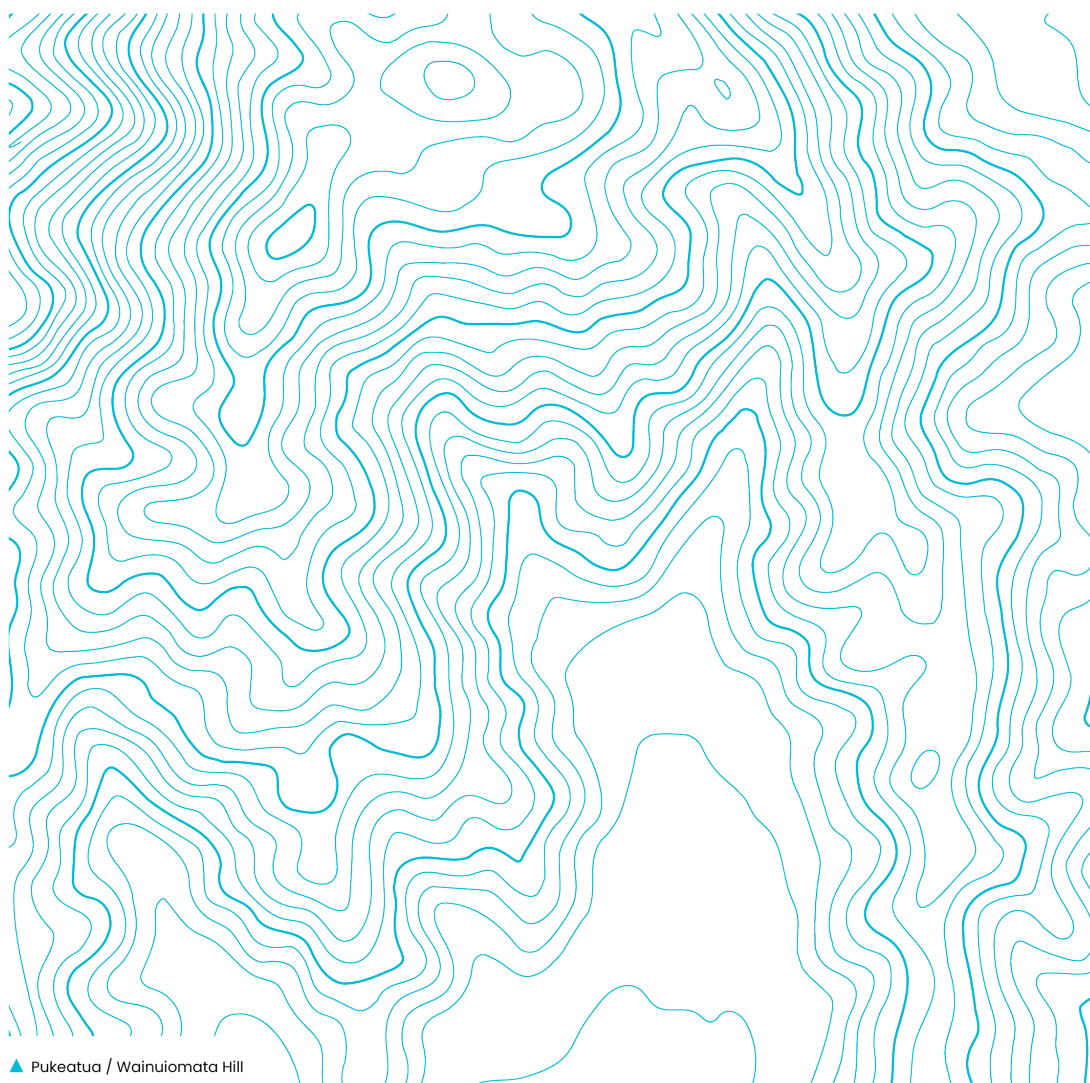
Author: Susan Narayan
Elected Member Support Coordinator

Reviewed By: Kathryn Stannard
Head of Democratic Services

Approved By: Jarred Griffiths
Director Strategy and Engagement



Elected Member Support Policy 2025-2028



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Interpretation

Actual means as evidenced by the original receipt attached to the claim form.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Chief Executive or their delegate.

Council business includes formal Council meetings, committee and subcommittee meetings, briefings, seminars, LGNZ Conference, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public. It does not include events where the primary focus is on social activity, events where attendance is in a non-representative capacity, travel not related to council business or personal travel interspersed with Council business.

Elected member means those individuals declared to be elected to Council, including as a member of a community board, Councillor, Mayor or Deputy Mayor.

The Remuneration Authority is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2022 to determine remuneration and expenses/allowance rules for local authority members.

Record of Amendments

Version	Date	Approver	Summary of Amendments
1			
2			

Travel and Associated Costs

- 1) All approvals for travel must consider the impact on climate change, including whether there are any mitigations possible to reduce the effect, such as the use of remote conferencing technology or a reduction in the number of elected member participants.
- 2) When the Mayor or Councillors are required to travel within New Zealand on official business, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol) and other costs on production of receipts. Council business includes carrying out work on behalf of Hutt City Council or representing Council at an approved conference, seminar or similar meeting.
- 3) When the Mayor or Councillors are required **and authorised by Council resolution** to travel outside New Zealand, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol), and other costs on production of receipts.
- 4) Allowances for travel, accommodation, meals (excluding alcohol) and other costs may be advanced to the Mayor or Councillor to the level of estimated expenditure. The Mayor or Councillor must account for the expenditure of the advance with receipts and clear the balance immediately.
- 5) All travel and accommodation must be booked by Democratic Services, except Mayoral travel, which is to be booked by the Mayor's Office.
- 6) For this policy, travel to Australia is domestic travel.
- 7) Elected members are expected to adhere to Council's Sensitive Expenditure Policy and associated guidelines.

Vehicle Usage

- 8) Councillors are also entitled to be reimbursed for the cost of vehicular travel on council business. This can be an allowance for the use of a private motor vehicle based on kilometres travelled, reimbursement of the actual cost of public transport, or, where necessary, a taxi, for which receipts must be provided.
- 9) Where an elected member chooses to take their private motor vehicle to a conference or seminar for which airfares would generally be provided, the equivalent airfare will be reimbursed rather than the vehicle mileage allowance.
- 10) Elected members are entitled to use Council fleet charging units to charge private electric and hybrid vehicles free of charge.

Vehicle Kilometre Allowance under Local Government Members (2025/26) Determination 2025

- 11) A member's travel is eligible for the allowance if –
 - a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - b) the member is travelling—
 - i in a private vehicle; and
 - ii on local authority business; and
 - iii by the most direct route that is reasonable in the circumstances.
- 12) The allowance payable to a member for eligible travel is –
 - a) for a petrol vehicle,–
 - i. \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
 - b) for a diesel vehicle,–
 - i. \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

- ii. 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- c) for a petrol hybrid vehicle,-
 - i. 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- d) for an electric vehicle,-
 - i. \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - ii. 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

Travel Time Allowance

- 13) As Hutt City Council has adopted a salary-only model, no travel time allowance payments are made to the Mayor or Councillors.

Communications Allowance under Local Government Members (2025/26) Determination 2025

14) The following equipment is provided to Councillors by Council:

- Laptop

Note: Council will continue to support existing Council-issued printers for returning councillors by providing necessary consumables.

15) An allowance of up to \$800 per year can be claimed for the use of the member's own internet service for the member's work on local authority business. This can be claimed in one lump sum at any time during the financial year.

16) An allowance of up to \$500 per year can be claimed for use of the member's own mobile telephone service for the member's work on local authority business. Alternatively, the member may be reimbursed for the actual costs of telephone calls made on local authority business upon production of the relevant telephone records and receipts.

Note: The Communications Allowance has pro rata provisions for members who are not in a position for the full 12 months. This affects both members who do not return after the election and those who are elected for the first time in October (see the Local Government Members (2025/26) Determination 2025).

17) A home-based technology allowance of \$45 per month will be paid to the chairs of the Eastbourne, ~~Petone~~ and Wainuiomata Community Boards to reimburse the incumbents of those positions a portion of the communication costs (business-related telephone calls, internet connection, etc) incurred by them in carrying out their duties.

Childcare Allowance under Local Government Members (2025/26) Determination 2025

- 18) An allowance of up to \$7,500 per year per child can be claimed as a contribution towards expenses incurred by the member for childcare provided. In contrast, the member is engaged in local authority business.
- 19) A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if –
- a) The member is a parent or guardian of the child, or is the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - b) The child is under 14 years of age; and
 - c) The childcare is provided by a person who –
 - i. Is not a family member of the member; and
 - ii. Does not ordinarily reside with the member; and
 - d) The member provides evidence satisfactory to the local authority of the amount paid for childcare.
- 20) “Family member of the member” is defined as a spouse, civil union partner, de facto partner, and a relative, ie another person connected with the member within 2 degrees of a relationship, whether by blood relationship or by adoption.
- 21) The Head of Democratic Services can approve claims for the reimbursement of childcare allowance.

Home Security System Allowance under Local Government Members (2025/26)

Determination 2025

22) Members can be reimbursed for expenses of having a home security system installed and monitored up to a maximum of:

- \$4,500 for installing the system; and
- \$1,000 in any year for monitoring, callouts, and repairs.

Security threat and risk assessment procedure

Members may only be reimbursed for these expenses following a security threat and risk assessment authorised by the Chief Executive, undertaken by a suitably qualified person or organisation. Council will reimburse the cost of a security threat and risk assessment. Approvals for claims for reimbursement for both the security threat and risk assessment, and for expenses related to installation and monitoring, callouts, and repairs to the system are approved by the Head of Democratic Services.

Members who have previously claimed this allowance should satisfy the Chief Executive that their primary residence has changed, or that the system previously used is out of date and should be replaced by a suitably qualified person or organisation. This must be documented with evidence to the approver's satisfaction.

Supplementary security expenses above the allowance limit

A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the Council area if the security threat and risk assessment recommends that those supplementary security measures be provided to the member.

Approval of supplementary security expenses is subject to the Remuneration Authority's approval on Council's application. Approval of applications to the Remuneration Authority under this clause is the responsibility of the Head of Democratic Services.

Health and Wellbeing

- 23) Elected members are entitled to the flu vaccination employee benefit. Elected members can receive a voucher annually when it is made available to staff.
- 24) Council's Employee Assistance Programme (EAP) is now available to elected members. EAP is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting a member and their work life.
- 25) Details on how elected members can access EAP support will be available on Diligent.

Resource Consent Hearing Fees

- 26) A member who acts as the chair of a resource consent hearing is entitled to be paid a fee of \$130.00 per hour of hearing time and preparation.
- 27) A member who is not the chair of a resource consent hearing is entitled to be paid a fee of \$104.00 per hour of the hearing time and preparation time.

Car parks

- 28) When Councillors are undertaking Council business at the Council Administration building during office hours, limited free parking is available in the fleet carpark on Stevens Grove (behind the Dowse Art Museum) or in the carpark opposite the Administration Building on Laings Road. Carparks are provided on a first-come, first-served basis. Cars must be registered electronically.
- 29) In the event that all reserved parks are in use, Councillors are expected to use available public parking areas.
- 30) A car park is reserved for the Mayor and the Deputy Mayor in the Laings Road carpark.

Access to Staff Benefit schemes

- 31) It is not appropriate for Council to offer staff benefit schemes to elected members, **unless prior approval has been obtained from the Remuneration Authority**, as it is contrary to both the Local Government Act 2002 and the Remuneration Authority Act 1977.

Training

- 32) Councillors are eligible for financial support for training, which may include formal training courses, attendance at seminars or attendance at conferences.
- 33) Financial support is capped at \$2,153.00 per councillor per annum.
- 34) Capped funding includes seminar costs, course fees, or conferences, as well as any associated costs. The cap does not include those conferences where attendance is required, as the Council feels it must send a delegate(s). Nor does it include those activities the Mayor undertakes by virtue of his office.
- 35) **Councillors are not permitted to make direct bookings for seminars, course fees, or conference costs. All such bookings must be made by Democratic Services to ensure appropriate financial controls and alignment with this policy.**
- 36) Financial assistance for longer term training (a course of study with a duration of more than three days), if approved, is capped at 50% of costs (within the maximum stated above).
- 37) Requests to attend formal training courses or seminars with a value over \$1,000 are to be made in writing to the Chief Executive for their decision.
- 38) The Head of Democratic Services can approve requests for training courses or seminars costing less than \$1,000.

- 39) The following guiding principles will be relied on in deciding whether to approve a request for training:
- a) the likely benefits of the intended training course or seminar;
 - b) the needs of the Councillor demonstrated through discussion with the Chief Executive or the Head of Democratic Services;
 - c) the cost of the training proposed;
 - d) reports and evaluations by Councillors who may have attended similar courses in the past; and
 - e) competing demands on the training budget.
- 40) All requests for financial support to attend longer term training courses are to be made in writing to the Chief Executive for their decision.
- 41) Additional guiding principles when deciding on this situation are:
- a) what is the overall duration of the course; and
 - b) the point in time in the triennium when the training is requested.
- 42) Financial support, if approved, is capped at 50% of total costs (and within the maximum stated above).
- 43) Elected members are to provide an evaluation of the course or seminar attended to the Head of Democratic Services.

Sensitive expenditure and gifts

- 44) Refer to [Council's Code of Conduct](#) about gifts received by, and in their capacity as, elected members.
- 45) Council's [Sensitive Expenditure Policy](#) and associated guidelines apply to elected members, all Council employees and volunteers. It encourages common sense to sensitive expenditure that is fair, reasonable and able to withstand public scrutiny.
- 46) Refer to [Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities](#) in relation to corporate hospitality and entertainment.

Submitting Expense Claims

- 47) Expense claims must be made monthly and will not be accepted if the claim is provided more than two months after the end of the financial year to which it relates. Expense claims will be approved by the Head of Democratic Services, with more complicated claims referred to the Chief Executive for final approval.
- 48) The Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee's annual audit work programme includes expense claims and allowances paid to elected members and the Corporate Leadership Team to ensure compliance.

Breach of Allowance and Expense Rules

- 49) If an elected member breaches this policy, the elected member must reimburse Council for any costs Council may have wrongfully incurred.
- 50) An alleged breach of allowance and expense rules may be considered under the Code of Conduct.

Policy review

- 51) This policy will be reviewed at the beginning of each triennium. Council may direct a review of this policy at any time.

Contact details

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