



# POARI HAPORI O WAINUIOMATA WAINUIOMATA COMMUNITY BOARD

27 November 2025

Order Paper for the meeting to be held in the  
Wainuiomata Neighbourhood Hub, Queen Street, Wainuiomata,  
on:

**Thursday 4 December 2025 commencing at 6:30 pm**

## Membership

Lesla Bingley  
Anaru Ryall  
Vatau Sagaga  
Deputy Mayor Keri Brown

Daniel Chrisp  
Lahraine Sagaga  
Nicky Smith  
Cr Te Awa Puketapu

For the dates and times of Council and Community Board Meetings, please visit  
[www.huttcity.govt.nz](http://www.huttcity.govt.nz)

## HUTT CITY COUNCIL

### POARI HAPORI O WAINUIOMATA | WAINUIOMATA COMMUNITY BOARD

Meeting to be held in the Wainuiomata Neighbourhood Hub, Queen Street,  
Wainuiomata, on  
Thursday 4 December 2025 commencing at 6:30 pm

#### ORDER PAPER

#### PUBLIC BUSINESS

##### 1. OPENING FORMALITIES - KARAKIA TIMATANGA

|                           |                                       |
|---------------------------|---------------------------------------|
| 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 He oranga | <i>Thriving people</i>                |
| tangata                   | <i>Connected, united, affirmed!</i>   |

Haumi e, hui e Taiki e!

##### 2. APOLOGIES

No apologies have been received.

##### 3. MAYOR'S ADDRESS

To be read out by Deputy Mayor Brown.

##### 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 be 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. PRESENTATION**

**Development of Care Facility at Wainuiomata Masonic Village**

A verbal presentation by Belinda and Billy Weepu.

**7. 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.

**8. INTERIM COMMUNITY BOARD DELEGATIONS**

Memorandum dated 25 November 2025 by the Democracy Advisor 5

**9. SCHEDULE OF MEETINGS FOR 2026**

Report No. WCB2025/5/112 by the Senior Democracy Advisor 15

**10. DEMOCRACY ADVISOR'S REPORT**

Report No. WCB2025/5/9 by the Democracy Advisor 40

## 11. ELECTED MEMBER SUPPORT POLICY

Memorandum dated 25 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, in writing, and handed to the Chair before the commencement of the meeting.

## 13. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Unuhia!

*Release us from the supreme sacredness of our tasks*

Unuhia!

*To be clear and free*

Unuhia i te uru-tapu-nui

*in heart, body and soul in our continuing journey*

Kia wātea, kia māmā

Te ngākau, te tinana, te

wairua i te ara takatū

*Oh Rongo, raise these words up high*

Koia rā e Rongo

*so that we be cleansed and be free,*

whakairihia ake ki runga

*Yes indeed, we are free!*

Kia wātea, kia wātea!

*Good and peaceful*

Ae rā, kua wātea!

Hau, pai mārire.

Vanessa Gilmour

**DEMOCRACY ADVISOR**

**TO:** Chair and Members  
Wainuiomata Community Board

**FROM:** Vanessa Gilmour

**DATE:** 25 November 2025

**SUBJECT:** INTERIM COMMUNITY BOARD DELEGATIONS



### **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.

### **Recommendations**

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.

### **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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| 2↓         | Appendix 2: Interim delegations to Community Boards for 2025-2026        | 10          |

**Author:** Vanessa Gilmour  
Democracy Advisor

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**Approved By:** Kathryn Stannard  
Head of Democratic Services

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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.

**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

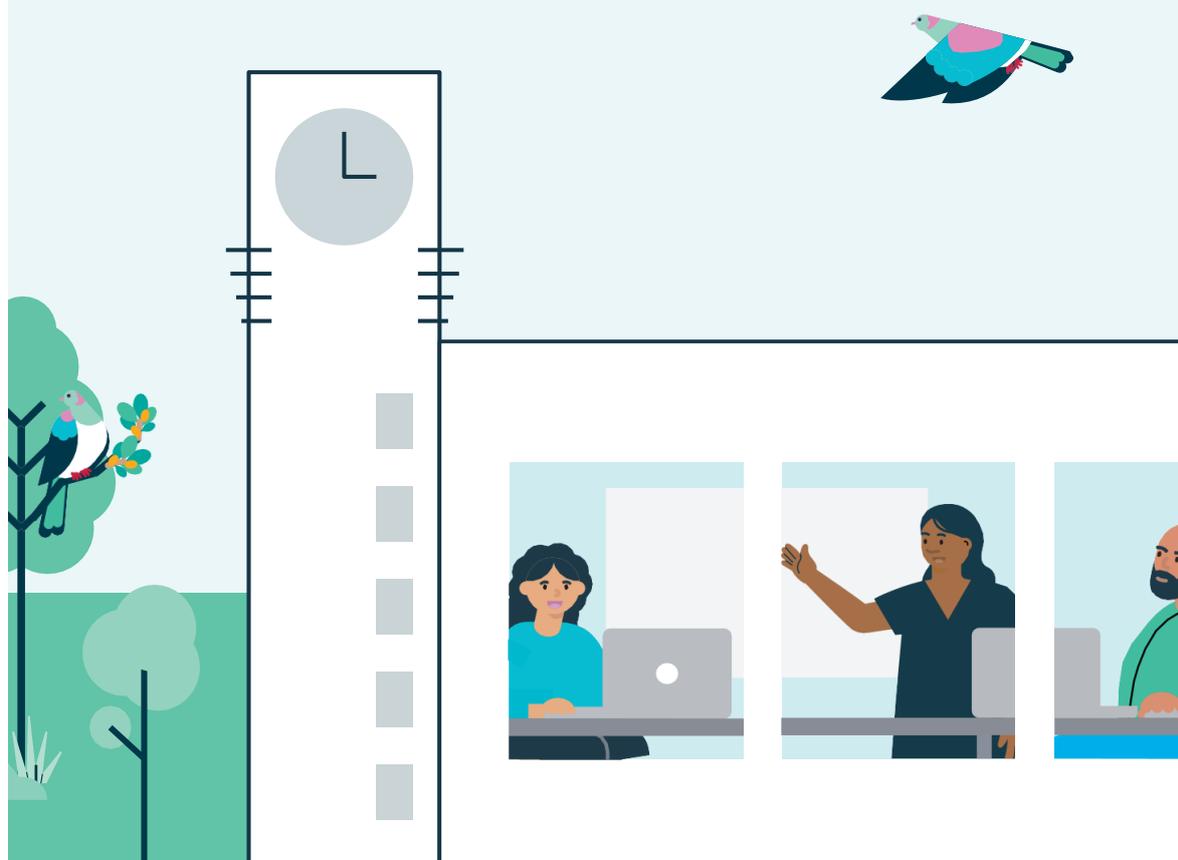
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**Approved By:** Jarred Griffiths  
Director Strategy and Engagement



# Poari Hapori Eastbourne and Wainuiomata Community Boards

Interim functions and  
delegations 2025-2026



## 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 <sup>1</sup>
- Removal and/or planting of street trees within the provisions of Council's Operational Guide or Urban Forest Plan. Note <sup>2</sup>
- 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.

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<sup>1</sup> 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.

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

- 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 Roading 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).

25 November 2025

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Report no: WCB2025/5/112

## Schedule of Meetings for 2026

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### Purpose

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

### Recommendations

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.

### 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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**Author:** Kate Glanville  
Senior Democracy Advisor

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**Approved By:** Kathryn Stannard  
Head of Democratic Services

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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.

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.

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  |
|--|--|--|
| <p><b>Option A (recommended)</b></p> <p>Adopt the proposed meeting schedule for 2026 attached as Appendix 1 to the report.</p> | <p>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.</p> | <p>None identified.</p>  |
| <p><b>Option B (not recommended)</b></p> <p>Asks officers to draft an alternative meeting schedule for its consideration.</p>  | <p>None identified.</p>  | <p>Will delay planning for upcoming decisions and the notification of the 2026 meeting schedule.</p>   |
| <p><b>Option C (not recommended)</b></p> <p>Agrees not to adopt a meeting schedule.</p>  | <p>None identified.</p>  | <p>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.</p> |

### 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.

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.

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20 November 2025

**Appendices**

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**Author:** Kate Glanville  
Senior Democracy Advisor

**Reviewed By:** Kathryn Stannard  
Head of Democratic Services

**Approved By:** Jarred Griffiths  
Director Strategy and Engagement

## JANUARY 2026

Interim schedule adopted by Council – XXXXXX

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

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

## FEBRUARY 2026

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

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

### MARCH 2026

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

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

### APRIL 2026

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

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

### MAY 2026

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

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

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

### JULY 2026

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

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

### AUGUST 2026

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

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

## SEPTEMBER 2026

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

### OCTOBER 2026

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

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

## NOVEMBER 2026

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

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

## DECEMBER 2026

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

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

| <b>JANUARY 2026</b>                            |         |           |                     |                               |
|--|---------|-----------|---------------------|-------------------------------|
| Schedule adopted by Council – 20 November 2026 |         |           |                     |                               |
| MONDAY   | TUESDAY | WEDNESDAY | THURSDAY            | FRIDAY                        |
|  |         |           | 1<br>New Year's Day | 2<br>Day after New Year's Day |
| 5  | 6       | 7         | 8                   | 9                             |
| 12   | 13      | 14        | 15                  | 16                            |
| 19<br>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 |
|---------|--------------------|-----------------------|--------------------------|-----------------------|--------------------|---------------------------|----------|

| <b>FEBRUARY 2026</b> |   |   |  |                   |
|----------------------|---|---|--|-------------------|
| MONDAY               | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY            |
| 2                    | 3   | 4<br>Briefing – 9.30am-12.30pm<br>Draft 2026-27 Annual Plan | 5  | 6<br>Waitangi Day |
| 9                    | 10<br>Regional Transport Committee (GWRC)   | 11  | 12   | 13                |
| 16                   | 17<br>Eastbourne Community Board  | 18<br>Citizenship Ceremony<br>5.00pm                        | 19<br>Wainuiomata Community Board  | 20                |
| 23                   | 24<br>Audit and Risk Subcommittee<br>9.30am, Council Chambers<br>Age and Accessibility Subcommittee<br>11.45am, Venue TBC | 25  | 26<br>Strategy, Long Term Plan and Annual Plan<br>Subcommittee<br>9.30am, Council Chambers<br>Additional Council at the conclusion of<br>SLTP/AP<br>Council Chambers | 27                |

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

| MARCH 2026   |  |   |   |                                     |
|--|--|---|---|-------------------------------------|
| MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY                              |
| 2  | 3<br>Connected Communities and Climate Resilience Committee<br>9.30am, Council Chambers  | 4   | 5<br>Infrastructure and Regulatory Committee<br>9.30am, Council Chambers<br>Briefing at the conclusion of IRC | 6<br>Hutt Valley Services Committee |
| 9<br>Chief Executive's Performance Review Subcommittee<br>9.30am, Council Chambers | 10<br>Policy and Performance Committee<br>9.30am, Council Chambers   | 11  | 12  | 13<br>Wellington Water Committee    |
| 16   | 17<br>Civil Defence Emergency Management<br>Wellington Regional Leadership Committee   | 18<br>Briefing<br>Draft 2026-27 Annual Plan<br>9.30am, Council Chambers | 19  | 20                                  |
| 23   | 24<br>Strategy, Long Term Plan and Annual Plan Subcommittee<br>9.30am, Council Chambers<br>Council (end of cycle 1)<br>11.45am, Council Chambers | 25  | 26  | 27                                  |
| 30   | 31<br>Regional Transport Committee   |   |   |                                     |

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

| APRIL 2026               |   |           |                                   |                  |
|--------------------------|---|-----------|-----------------------------------|------------------|
| MONDAY                   | TUESDAY   | WEDNESDAY | THURSDAY                          | FRIDAY           |
|                          |   | 1         | 2                                 | 3<br>Good Friday |
| 6<br>Easter Monday       | 7   | 8         | 9                                 | 10               |
| 13                       | 14<br>Eastbourne Community Board                              | 15        | 16<br>Wainuiomata Community Board | 17               |
| 20                       | 21<br>Audit and Risk Subcommittee<br>9.30am, Council Chambers | 22        | 23                                | 24               |
| 27<br>Anzac Day observed | 28  | 29        | 30                                |                  |

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

| MAY 2026 |   |  |   |                                     |
|----------|---|--|---|-------------------------------------|
| MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY  | FRIDAY                              |
|          |   |  |   | 1<br>Hutt Valley Services Committee |
| 4        | 5<br>Connected Communities and Climate Resilience<br>9.30am, Council Chambers | 6  | 7<br>Infrastructure and Regulatory Committee<br>9.30am, Council Chambers<br>Briefing at the conclusion of IRC | 8                                   |
| 11       | 12<br>Policy and Performance Committee<br>9.30am, Council Chambers            | 13<br>Strategy, Long Term and Annual Plan Subcommittee<br>9.30am, Council Chambers<br>Additional Council at the conclusion of the SLTAP Subcommittee<br>Council Chambers | 14  | 15                                  |
| 18       | 19  | 20<br>Citizenship Ceremony<br>11.00am and 5.00pm   | 21  | 22                                  |
| 25       | 26<br>Council (Cycle 2)<br>9.30am, Council Chambers                           | 27   | 28  | 29<br>Wellington Water Committee    |

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

| JUNE 2026   |  |  |                                   |        |
|---|--|--|-----------------------------------|--------|
| MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY                          | FRIDAY |
| 1<br>King's birthday  | 2  | 3<br>Strategy, Long Term Plan and Annual Plan Subcommittee<br>9.30am, Council Chambers<br>Additional Council at the conclusion of the SLTP/AP Subcommittee<br>Briefing at the conclusion of the Additional Council | 4                                 | 5      |
| 8   | 9<br>Regional Transport Committee  | 10   | 11                                | 12     |
| 15<br>Chief Executive's Performance Review Subcommittee<br>9.30am, Council Chambers | 16<br>Eastbourne Community Board   | 17   | 18<br>Wainuiomata Community Board | 19     |
| 22  | 23<br>Civil Defence Emergency Management<br>Wellington Regional Leadership Committee     | 24<br>Audit and Risk Subcommittee<br>9.30am, Council Chambers<br>Age and Accessibility Subcommittee<br>11.45am, Venue TBC  | 25                                | 26     |
| 29<br>Council (to adopt Annual Plan)<br>9.30am, Council Chambers                    | 30<br>Connected Communities and Climate Resilience Committee<br>9.30am, Council Chambers |  |                                   |        |

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

| JULY 2026   |   |   |  |   |
|---|---|---|--|---|
| MONDAY  | TUESDAY   | WEDNESDAY   | THURSDAY   | FRIDAY  |
|   |   | 1   | 2<br>Infrastructure and Regulatory Committee<br>9.30am, Council Chambers | 3   |
|   |   |   | Briefing at the conclusion of IRC  |   |
| 6   | 7<br>Policy and Performance Committee<br>9.30am, Council Chambers   | 8   | 9  | 10<br>Matariki  |
| 13  | 14  | 15  | 16   | 17  |
| 20  | 21  | 22  | 23   | 24  |
| 27<br>Council (cycle 3)<br>9.30am, Council Chambers | 28<br>Local Government New Zealand<br>SuperLocal Conference and AGM | 29<br>Local Government New Zealand<br>SuperLocal Conference and AGM | 30<br>Local Government New Zealand<br>SuperLocal Conference and AGM      | 31<br>Local Government New Zealand<br>SuperLocal Conference and AGM |

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

| AUGUST 2026  |   |           |  |        |
|--|---|-----------|--|--------|
| MONDAY   | TUESDAY   | WEDNESDAY | THURSDAY   | FRIDAY |
| 3  | 4   | 5         | 6  | 7      |
| 10   | 11  | 12        | 13   | 14     |
| 17   | 18<br>Eastbourne Community Board  | 19        | 20<br>Wainuiomata Community Board                | 21     |
| 24<br>Chief Executive's Performance Review<br>Subcommittee<br>9.30am, Council Chambers | 25<br>Audit and Risk Subcommittee<br>9.30am, Council Chambers<br>Age and Accessibility Subcommittee<br>11.45am, Venue TBC | 26        | 27<br>Citizenship Ceremony<br>11.00am and 5.00pm | 28     |
| 31   |   |           |  |        |

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

| SEPTEMBER 2026   |  |           |  |                                      |
|--|--|-----------|--|--------------------------------------|
| MONDAY   | TUESDAY  | WEDNESDAY | THURSDAY   | FRIDAY                               |
|  | 1<br>Strategy, Long Term Plan/Annual Plan Subcommittee<br>9.30am, Council Chambers                       | 2         | 3  | 4                                    |
| 7  | 8<br>Regional Transport Committee  | 9         | 10   | 11                                   |
| 14   | 15<br>Connected Communities and Climate Resilience Committee<br>9.30am, Council Chambers                 | 16        | 17<br>Infrastructure and Regulatory Committee<br>9.30am, Council Chambers<br>Briefing at the conclusion of IRC | 18<br>Hutt Valley Services Committee |
| 21<br>Policy and Performance Committee<br>9.30am, Council Chambers | 22<br>Civil Defence Emergency Management Committee<br>Wellington Regional Leadership Committee           | 23        | 24   | 25                                   |
| 28   | 29<br>Additional Audit and Risk Subcommittee (to consider the Annual Report)<br>9.30am, Council Chambers | 30        |  |                                      |

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

| OCTOBER 2026     |   |  |          |        |
|------------------|---|--|----------|--------|
| MONDAY           | TUESDAY   | WEDNESDAY  | THURSDAY | FRIDAY |
|                  |   |  | 1        | 2      |
| 5                | 6<br>Council (cycle 4)<br>9.30am, Council Chambers  | 7  | 8        | 9      |
| 12               | 13<br>Additional Policy and Performance Committee (to consider the Annual Report)<br>9.30am, Council Chambers<br>Briefing at the conclusion of Additional PPC | 14   | 15       | 16     |
| 19               | 20  | 21   | 22       | 23     |
| 26<br>Labour Day | 27  | 28<br>Policy and Performance Committee<br>9.30am, Council Chambers<br>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 |
|---------|--------------------|-----------------------|--------------------------|-----------------------|--------------------|---------------------------|----------|

| NOVEMBER 2026   |   |  |  |                                      |
|---|---|--|--|--------------------------------------|
| MONDAY  | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY                               |
| 2   | 3<br>Eastbourne Community Board   | 4  | 5<br>Wainuiomata Community Board   | 6                                    |
| 9   | 10<br>Audit and Risk Subcommittee<br>9.30am, Council Chambers<br>Age and Accessibility Subcommittee<br>11.45am, Venue TBC | 11   | 12   | 13                                   |
| 16  | 17  | 18<br>Citizenship Ceremony<br>5.00pm   | 19   | 20                                   |
| 23  | 24<br>Regional Transport Committee  | 25<br>Connected Communities and Climate Resilience Committee<br>9.30am, Council Chambers | 26<br>Infrastructure and Regulatory Committee<br>9.30am, Council Chambers<br>Briefing at the conclusion of IRC | 27<br>Hutt Valley Services Committee |
| 30<br>Strategy, Long Term Plan/Annual Plan Subcommittee<br>9.30am, Council Chambers |   |  |  |                                      |

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

| DECEMBER 2026               |   |           |          |                     |
|-----------------------------|---|-----------|----------|---------------------|
| MONDAY                      | TUESDAY   | WEDNESDAY | THURSDAY | FRIDAY              |
|                             | 1<br>Policy and Performance Committee<br>9.30am, Council Chambers   | 2         | 3        | 4                   |
| 7                           | 8<br>Civil Defence and Emergency Management Committee<br>Wellington Region Leadership Committee                                       | 9         | 10       | 11                  |
| 14                          | 15<br>Strategy, Long Term Plan/Annual Plan Subcommittee<br>9.30am, Council Chambers<br>Council (cycle 5)<br>11.45am, Council Chambers | 16        | 17       | 18                  |
| 21                          | 22  | 23        | 24       | 25<br>Christmas Day |
| 28<br>Boxing Day (observed) | 29  | 30        | 31       |                     |

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

21 November 2025

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**Report no: WCB2025/5/9**

## **Democracy Advisor's Report**

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### **Purpose of Report**

1. The purpose of this report is to inform the Board of key items of interest and to seek decisions on a range of administrative matters for the 2026 calendar year.

### **Recommendations**

That the Board:

- (1) notes and receives the report;
- (2) determines the venue and start times for its 2026 meetings;
- (3) determines catering requirements for its 2026 meetings;
- (4) identifies any advertising requirements for its 2026 meetings;
- (5) decides whether presentations from a Greater Wellington Regional Council Lower Hutt Councillor will be a standard item of business on its agenda for its meetings; and
- (6) determines whether Community Spirit Awards will be awarded in 2026 and, if applicable, considers a time of year to present the awards.

### **Venue and Start Times for Meetings of the Board**

2. In the previous triennium, the Board met at the Wainuiomata Library. The Board is asked to confirm a venue for its 2026 meetings.
3. Meetings were previously held at 6.30pm. The Board has been asked to confirm the preferred start time for 2026 meetings.

### **2026 Meeting dates**

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

### **Catering**

5. In the previous triennium, the Board provided catering for meetings. The Board has been asked to determine its catering preferences for 2026.

### **Advertising Meetings**

6. 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 advertised in the Wainuiomata News, with associated costs covered by the Board's Miscellaneous Administration budget.
7. The Board has been asked to consider advertising requirements for its 2026 meetings.

### **Presentations to the Board**

8. During the previous triennium, the Board received presentations from a Lower Hutt Councillor of the Greater Wellington Regional Council (GWRC).
9. The Board is asked to consider whether GWRC presentations should continue as a standing agenda item.

### **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.

### **Wainuiomata Community Spirit Awards**

11. The Board has historically presented annual awards to recognise individuals who have made outstanding contributions or achievements within the Wainuiomata community.
12. Established in 2016, the awards have been held for most years since then. The Board has been asked to consider whether to continue hosting the Community Spirit Awards annually during this triennium.

### **Events**

13. **Christmas in the Nui** will be held at Wainuiomata, Queen Street Reserve on Saturday, 29 November 2025 at 11.00am. A vibrant, family-friendly event that brings the community together. Free kai, fun activities throughout the day, live performances from local artists and cultural groups, market and service stalls showcasing local creators and Santa's visit. For more information, please visit: [Christmas in the Nui](#)
14. **Santa's Grotto** is being held at Wainuiomata Neighbourhood Hub on Saturday 29 November 2025 at 1.00pm. Bring the whānau along to experience the magic of Christmas right here in the community. Step into Santa's cozy grotto, share your wish list, and enjoy a special moment with the man himself. For more information, please visit: [Santa's Grotto](#)

15. **Clean Up the Hutt Day** will take place on Saturday, 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](#)
16. **Christmas in the Dog Park** will take place on Sunday, 14 December 2025, from 10.00am to 12.00pm at Les Dalton Dog Park in Wainuiomata. There will be a sausage sizzle, special treats for your pups, and festive photos taken by Jo Moore, so make sure your dog is dressed in their best Christmas outfit. For more information, please visit: [Christmas in the Dog Park](#)
17. **Crazyman Multisport** will be held in Eastbourne/Petone on Sunday, 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](#)
18. **Christmas on the Lawn** is a community event for all ages, taking place at Riddiford Gardens, Lower Hutt, on Saturday, 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](#)

### 2025/26 Operating and Training Budgets

29. The board is allocated \$8,000.00 GST exclusive per annum, comprised of:

|                 |         |
|-----------------|---------|
| Operating costs | \$5,000 |
| Training        | \$3,000 |

30. The following is the Board's expenditure as of 25 November 2025.

|                | Operating Costs   | Training          |
|----------------|-------------------|-------------------|
| Budget         | \$5,000.00        | \$3,000.00        |
| Expenditure    | \$874.24          | \$18.70           |
| <b>BALANCE</b> | <b>\$4,125.76</b> | <b>\$2,981.30</b> |

31. The detailed expenditure is attached as Appendix 1 to the report.

### Appendices

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| <a href="#">1</a> | Appendix 1: Expenditure to November 2025 | 43   |

**Author:** Vanessa Gilmour, Democracy Advisor

**Reviewed By:** Kate Glanville, Senior Democracy Advisor

**Approved By:** Kathryn Stannard, Head of Democratic Services

| Wainuiomata Community Board Expenditure 2025/2026 - Operating Budget |           |           |           |         |           |          |         |          |       |       |     |      |                |             |  |
|--|-----------|-----------|-----------|---------|-----------|----------|---------|----------|-------|-------|-----|------|----------------|-------------|--|
| Item   | July      | August    | September | October | November  | December | January | February | March | April | May | June | Total per item | Balance     |  |
| Opening Balance  |           |           |           |         |           |          |         |          |       |       |     |      |                | \$ 5,000.00 |  |
| Advertising  |           | \$ 234.00 |           |         | \$ 234.00 |          |         |          |       |       |     |      | \$ 468.00      |             |  |
| 2024 Spirit Awards   | \$ 325.10 |           |           |         |           |          |         |          |       |       |     |      | \$ 325.10      |             |  |
| Venue hire   |           |           |           |         |           |          |         |          |       |       |     |      | \$ -           |             |  |
| Catering   |           | \$ 81.14  |           |         |           |          |         |          |       |       |     |      | \$ 81.14       |             |  |
| <b>Total Expenditure</b>   |           |           |           |         |           |          |         |          |       |       |     |      |                | \$ 874.24   |  |
| <b>Closing Balance</b>   |           |           |           |         |           |          |         |          |       |       |     |      |                | \$ 4,125.76 |  |

| Wainuiomata 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 |  |
| 2024 Community Board conference                                     | \$ 18.70 |        |           |         |          |          |         |          |       |       |     |      | \$ 18.70       |             |  |
| <b>Closing Balance</b>  |          |        |           |         |          |          |         |          |       |       |     |      |                | \$ 2,981.30 |  |

**TO:** Chair and Members  
Wainuiomata Community Board

**FROM:** Susan Narayan

**DATE:** 25 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**

| No.               | Title  | Page |
|-------------------|--|------|
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| <a href="#">2</a> | Appendix 2 - Elected Member Support Policy report                | 59   |

**Author:** Susan Narayan  
Elected Member Support Coordinator

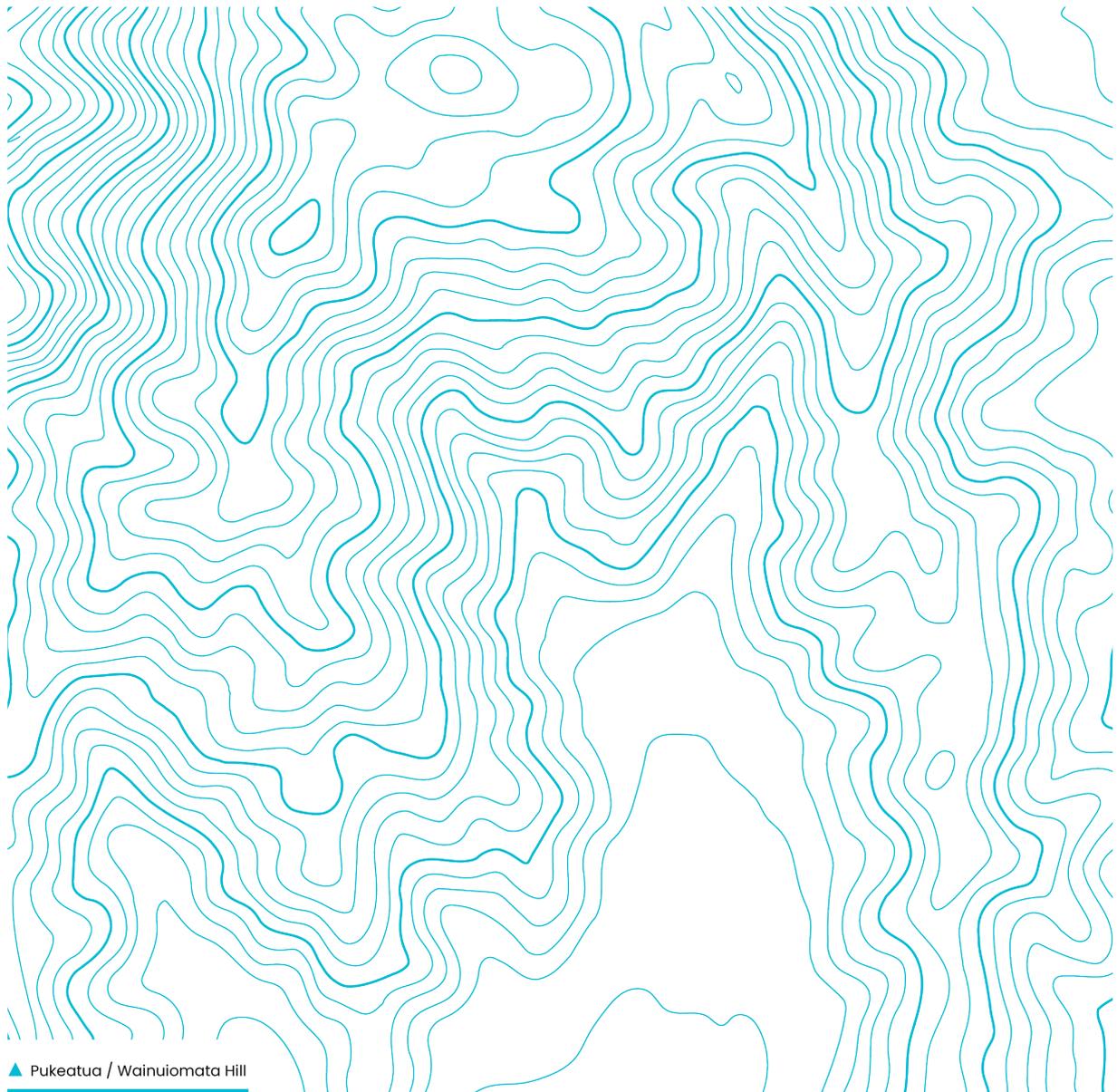
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**Reviewed By:** Kate Glanville  
Senior Democracy Advisor

**Approved By:** Kathryn Stannard  
Head of Democratic Services



# Elected Member Support Policy 2025-2028



▲ Pukeatua / Wainuiomata Hill

**Travel and Associated Costs ----- 4**

Vehicle Usage -----5

Vehicle Kilometre Allowance under Local Government Members (2025/26)  
Determination 2025 -----5

Travel Time Allowance -----6

**Communications Allowance under Local Government Members (2025/26)  
Determination 2025 -----7**

**Childcare Allowance under Local Government Members (2025/26)  
Determination 2025 ----- 8**

**Home Security System Allowance ----- 9**

**Health and Wellbeing -----10**

**Resource Consent Hearing Fees -----10**

**Car parks -----10**

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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 an annual flu vaccination as part of Council's employee wellbeing programme. Elected members can request a voucher when vaccinations are made available to staff.
- 24) Council's Employee Assistance Programme (EAP) is available to elected members. EAP is a confidential counselling and advice service that can provide short-term support for personal or work-related issues.
- 25) Details on how elected members can access EAP support is 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](mailto:Susan.Narayan@huttcity.govt.nz)

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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.

- 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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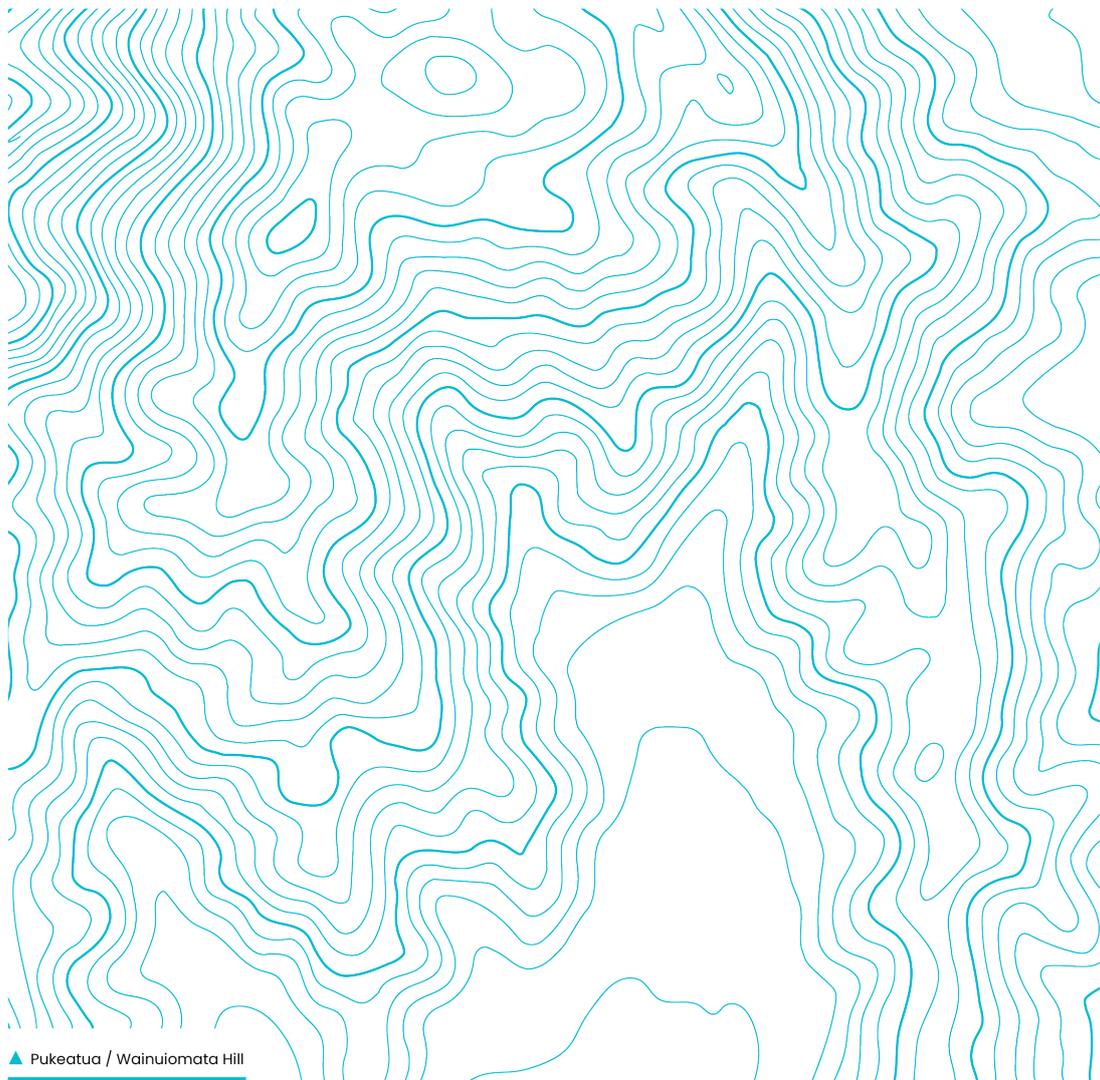
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**Reviewed By:** Kathryn Stannard  
Head of Democratic Services

**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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