TARARUA
DISTRICT COUNCIL

Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 16 November 2022** commencing at **9.30am**.

Bryan Nicholson
Chief Executive

Agenda

1. Meeting Opening

2. Apologies

3. Public Forum

A period of up to 30 minutes shall be set aside for a public forum. Each speaker during the public forum section of a meeting may speak for up to five minutes.

Standing Orders may be suspended on a vote of three-quarters of those present to extend the period of public participation or the period any speaker is allowed to speak.

With the permission of the Mayor, members may ask questions of speakers during the period reserved for public forum. If permitted by the Mayor, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

4. Notification of Items Not on the Agenda

Major items not on the agenda may be dealt with at this meeting if so resolved by the Council and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the Council may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that

meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

5. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business

6. Confirmation of Minutes 3

Recommendation

That the minutes of the Council meeting held on 25 October 2022 (as circulated) be confirmed as a true and accurate record of the meeting.

7. Community Boards and Community Committees Reports

Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.

8. Reports

8.1 Adoption of Committee Structure and Terms of Reference 2022-25 7

8.2 Appointments to External Organisations 23

8.3 Appointments and Delegations to Community Boards 31

8.4 Remuneration of Elected Members 2022-23 43

8.5 Elected Members Allowances and Expense Reimbursement Policy 2022-25 55

9. Mayoral Matters

10. Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4

2. Closure

Minutes of the first triennial meeting of the Tararua District Council held in the Auditorium, The Hub, 23 Gordon Street, Dannevirke on Tuesday 25 October 2022 commencing at 7.00pm.

1. Present

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), N L Chase, A K Franklin, S M Gilmore, P A Johns, M F Long, K A Sutherland, S M Wards and S A Wallace

In Attendance

Representatives of the First Battalion of the NZ Royal Infantry Regiment:

Major Mathew Singleton
Captain Joshua Shorter
Lieutenant Samuel Brand

Mr B Nicholson	-	Chief Executive
Ms A Rule	-	Acting Group Manager - Corporate
Mr M Maxwell	-	Group Manager – Economic and Community Development
Mr C Chapman	-	Group Manager – Infrastructure
Ms T Love	-	Group Manager – Operations
Ms S Lowe	-	Group Manager – People and Capability
Mr P Wimsett	-	Three Waters Transition Manager
Mr D Watson	-	Manager – Special Projects
Mrs A Dunn	-	Manager – Democracy Services
Mrs K Kerr	-	Executive Assistant to the Chief Executive
Ms L Cottle	-	Personal Assistant to the Mayor
Ms C Smyth	-	Human Resources Coordinator
Ms L Jenkins	-	Committee Secretary

2. Welcome

2.1 The Chief Executive presided at the commencement of the meeting and extended a welcome to all those present, and congratulated Council members on their election to office for the new term.

3. Apologies

3.1 There were no apologies.

4. Making and Attesting of Declarations by the Mayor and Councillors

4.1 Her Worship the Mayor made and attested her declaration required under Clause 14 of Schedule 7 of the Local Government Act 2002. The Chief Executive witnessed the making and attesting of the declaration.

4.2 Her Worship the Mayor assumed the chair of the meeting, and conveyed her appreciation to acknowledge the immense privilege of leading Council for the next three years.

4.3 She spoke about the amount of change impacting Council from all the new local government reforms and Council's focus on better planning, performance and communication. In the previous triennium Council had put in place the strategies that sets the course for the future, and this term was about delivering on those strategies.

4.4 Her Worship the Mayor acknowledged the presence of Council's partners Rangitane o Tamaki nui a Rua, Ngāti Kahungunu kei Tamaki nui a Rua, and the First Battalion of the NZ Royal Infantry Regiment.

4.5 Her Worship the Mayor spoke about the commemorative coin of the First Battalion Royal New Zealand Infantry Regiment that reflects their values: Comradeship, Courage, Respect, Commitment and Integrity. The First Battalion always chooses the hard right over the easy left and lead from the front.

4.6 Each Councillor then made and attested their declaration pursuant to Schedule 7 Clause 14 of the Local Government Act 2002, and was presented with a commemorative coin of the First Battalion Royal New Zealand Infantry Regiment by Major Mathew Singleton.

5. Deputy Mayor Appointment

5.1 Her Worship the Mayor advised that in accordance with her powers under Section 41A of the Local Government Act 2002, Councillor Erana Peeti-Webber was appointed as Deputy Mayor of the Tararua District Council for the 2022-2025 Triennium.

6. Adjournment

6.1 The meeting adjourned at 7:42pm, and reconvened in the Council Chamber, 26 Gordon Street, Dannevirke, on Wednesday 26 October 2022 at 9:30am.

7. Apologies

7.1 There were no apologies.

8. Reports

8.1 General Explanation of Legislation Affecting Members

8.1.1 The Manager – Democracy Services gave an explanation to members of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, and other legislation affecting Council members.

Resolved

That the report from the Manager Democracy Services dated 11 October 2022 concerning the General Explanation of Legislation Affecting Members be received.

Mayor Collis/Cr Johns ***Carried***

9.1 Setting of Date of First Meeting of Council

9.1.1 ***Resolved***

That the report from the Manager Democracy Services dated 12 October 2022 concerning the Setting of Date of First Meeting of Council be received.

That the Council confirms the first meeting of Council will be held on Wednesday 16 November 2022, at 9:30am.

Crs Gilmore / Franklin ***Carried***

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 9:45am.

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Mayor

Report

Date	:	11 November 2022
To	:	Mayor and Councillors Tararua District Council
From	:	Allie Dunn Manager Democracy Services
Subject	:	**Adoption of Committee Structure and Terms of Reference 2022-25**
Item No	:	**11.1**

1. Recommendation

1.1 ***That the report from the Manager Democracy Services dated 08 November 2022 concerning the Adoption of Committee Structure and Terms of Reference 2022-25 be received.***

1.2 ***That the Council adopt the following committee structure and membership for the committees established by Her Worship the Mayor under section 41A of the Local Government Act 2002:***

Audit and Risk Committee
Membership: Mr Kevin Ross (Chairperson), Her Worship the Mayor and all Councillors

Chief Executive's Performance Committee
Membership: Her Worship the Mayor (Chairperson), and all Councillors

Community Development and Wellbeing Committee
Membership: Councillor Alison Franklin (Chairperson), Her Worship the Mayor and all Councillors

Finance and Performance Committee
Membership: Her Worship the Mayor (Chairperson) and all Councillors

Infrastructure, Climate Change and Emergency Management Committee
Membership: Councillor Kerry Sutherland (Chairperson), Her Worship the Mayor and all Councillors

Strategy, Growth and Planning Committee
Membership: Councillor Sharon Wards (Chairperson), Her Worship the Mayor and all Councillors

1.3 ***That the Council adopt the Terms of Reference for each of the committees established by Her Worship the Mayor under Section 41A of the Local Government Act 2002 as set out in Appendix 1 to the report "Adoption of Committee Structure and Terms of Reference 2022-25".***

2. Reason for the Report

2.1 To determine the membership, terms of reference and delegations of authority for each of the committees established by Her Worship the Mayor under Section 41A of the Local Government Act 2022.

3. Background

3.1 Under Section 41A of the Local Government Act 2002, the Mayor has the power to establish the committees of the Council and appoint a Chairperson to each of the committees.

3.2 The Council will need to consider and approve the Terms of Reference proposed for each committee, and any delegations of authority to apply.

4. Discussion and Options Considered

4.1 The following committees and their Chairpersons are appointed by Her Worship the Mayor:

Committee	**Chairperson**
Audit and Risk Committee	Mr Kevin Ross
Chief Executive's Performance Committee	Her Worship the Mayor
Community Development and Wellbeing Committee	Cr Alison Franklin
Finance and Performance Committee	Her Worship the Mayor
Infrastructure, Climate Change and Emergency Management Committee	Cr Kerry Sutherland
Strategy, Growth and Planning Committee	Cr Sharon Wards

4.2 The membership for each committee is proposed to be the Mayor and all Councillors (committees of the whole).

4.3 Attached in Appendix 1 to this report are the proposed Terms of Reference for each of the above committees, including a list of the committee members, the proposed meeting cycle, the responsibilities of the committee and the powers delegated to each of those committees.

4.4 The quorum for meetings of Council and its committees will be the majority of the committee members, unless specified otherwise in the Terms of Reference.

4.5 It is also proposed to form an Iwi / Council Governance Advisory Board. Her Worship the Mayor and the Chief Executive will be working with iwi to develop and finalise a proposed Terms of Reference for agreement between the parties.

4.6 From time to time the Council may need to hold a hearing for such matters as resource consent application, district plan change, objection to classification of menacing dog. Hearings are held on an as required basis and are not held often. For example, the last hearing held by the Tribunal and Hearings Committee was December 2018, for an objection to dog owner disqualification. Work is underway on the viability of developing an appropriate process and associated delegations for selecting hearing panels from a pool of accredited hearing commissioners, including elected members accredited through the Ministry for the Environment's Making Good Decisions certification programme. This programme helps elected members and independent commissioners make better decisions under the Resource Management Act 1991. This matter will be reported back to Council.

Deputy Chairs of Committees

4.7 In developing the committee structure and discussing with Councillors proposed Chairpersons for each committee, indications of interest for deputy chairperson appointments were received for the committees. These have been noted in the Terms of Reference attached.

5. Financial Considerations

5.1 There are no unbudgeted financial considerations associated with this paper.

6. Statutory Requirements

6.1 The powers for the Mayor to establish committees and appoint chairpersons came into force as from 12 October 2013. These powers are set out in Section 41A of the Local Government Act 2002.

6.2 Section 41A states the following:

"(3) For the purposes of subsections (1) and (2), a mayor has the following powers:

(a) to appoint the deputy mayor:

(b) to establish committees of the territorial authority:

(c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—

(i) may make the appointment before the other members of the committee are determined; and

(ii) may appoint himself or herself.

Section 41A further states the following:

(5) A mayor is a member of each committee of a territorial authority.

(6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3)."

6.3 Clause 31 of Schedule 7 to the Local Government Act 2002 sets out the ability of the Council to set the membership of committees and subcommittees, and Clause 32 of Schedule 7 sets out the ability of the Council to delegate authority to the committees and subcommittees.

7. Delegations

7.1 The Council has the authority to decide the membership, set the terms of reference and delegate authority to the committees.

8. Conclusion

8.1 The Council's committees have been established by Her Worship the Mayor in accordance with the Mayoral powers set by Section 41A of the Local Government Act 2002.

8.2 The legislation provides Mayors with a discretionary power to:

- Appoint the Deputy Mayor;
- Establish committees of the Council; and
- Appoint committee chairpersons.

8.3 However, the powers under Section 41A do not include determining the committee membership, appointing deputy chairpersons or deciding on the terms of reference and delegation of authority of the committees.

8.4 The Council are asked to consider this report and the proposed membership, terms of reference and delegation of authority for each of the committees.

Attachments

1⇩. Draft Terms of Reference - Committees 2022-25

Terms of Reference

Audit and Risk Committee

Purpose

To check and ensure continuity of business, enhance governance framework, risk management practices and the controls used to monitor Council's achievements.

Key Responsibilities

The Audit and Risk Committee will have the responsibility to receive the external audit report(s) and monitor the implementation of recommended actions to be taken by management on significant issues and audit recommendations raised in relation to:

(a) Internal Control Framework

(i) Maintaining an effective internal control framework that is sound and effective

(ii) Embedding a culture that is committed to probity

(iii) The appropriateness of systems, processes and controls in place to present, detect and effectively investigate the risk of fraud

(b) Internal Reporting

(i) The processes for ensuring the completeness and quality of financial and operational information being provided to the Council

(c) External Reporting and Accountability

(i) The appropriateness of the Council's existing accounting policies and principles

The Audit and Risk Committee will provide oversight of Council's approach to risk and compliance.

(d) Risk Management

(i) Review the risk management policy, framework and associated procedures for effective identification and management of the Council's significant risks and matters of compliance

The Audit and Risk Committee will make recommendations to Council in relation to:

1. The robustness of the internal control framework and financial management practices

2. The integrity and appropriateness of internal and external reporting and accountability arrangements

3. The robustness of risk management systems, processes and practices

4. Monitoring sector best practice and guidance in relation to audit and risk matters

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson:	Mr Kevin Ross (independent member)
Deputy Chairperson:	Her Worship the Mayor
Members:	All Councillors

Quorum

6 members of the committee

Meeting Cycle

Meetings held quarterly

Executive Support

Chief Executive and Group Manager – People and Capability

Terms of Reference

Community Development and Wellbeing Committee

Purpose

To determine specific outcomes that need to be met to deliver on the vision and direction of Council related to wellbeing, and set in place the strategies, policies and work programmes to achieve set goals and targets.

To provide collective leadership, advocacy and holistic outcomes that enable the population of the Tararua District to be well, together.

Key Responsibilities / Functions

The Community Development and Wellbeing Committee will have the responsibility to:

- Focus on the social, economic, cultural and environmental wellbeing of the Tararua District, through the development of vision and strategy while identifying and promoting community aspirations.
- Integrate a wellbeing approach to strategy, plans and policy development.
- To oversee and monitor the implementation of the actions contained in the Community Development Strategy and the Economic Development Plan.
- To oversee and monitor the implementation of any approved and Council managed community projects funded by Central Government or outside parties.
- To monitor the economic environment with regular reporting.
- Review Community Development related policies
- Foster strategic collaborations and partnerships
- Seek to collectively influence relevant public policy
- Ensure public are updated with strong communication around wellbeing matters.
- Ensure the wider community are updated on progress towards the results sought across the Tararua District
- Ensure that good communication with the community reflects the agreed vision for community wellbeing and the requirements for transparency.
- To create a Community Wellbeing Framework to encompass the priority areas of:
    - Housing
    - Growth
    - Health and Wellbeing
    - Community Safety
    - Community Belonging

- To create a "Community Connection" Governance perspective, digital communication plan, for use on the Tararua District Council Website and social media.
- To maintain an overview of:
  - Facilities,
  - Parks, sporting, and recreational activities and
  - Customer service-related matters

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson:	Councillor Alison Franklin
Deputy Chairperson:	Councillor Scott Gilmore
Members:	Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held monthly

Executive Support

Chief Executive and Group Manager – Economic and Community Development

Terms of Reference

Chief Executive's Performance Committee

Purpose

The Chief Executive's Employment Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. The committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

Key Responsibilities

All matters relating to the employment of the Chief Executive, including monitoring of performance.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson:	Her Worship the Mayor
Deputy Chairperson:	Deputy Mayor
Members:	Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held as required

Executive Support

External consultant

Terms of Reference

Finance and Performance Committee

Purpose

To guide and monitor the Council's financial, commercial and administrative affairs, operational performance, Long Term Plan, Annual Plans and implementation of the Local Government Act 2002.

Key Responsibilities

The Finance and Performance Committee has the following key responsibilities:

- Monitor and review Council's operational performance against the agreed levels of service and target measures outlined in the Long-Term and Annual Plans
- Review quarterly and annual financial statements including the statement of comprehensive income, balance sheet and treasury report
- Oversee the Long Term Plan and Annual Plan process, approve the Draft Annual Plan and Draft Long-Term Plan and associated policies, and conduct all consultation and hearings with the public concerning them.
- Oversee all financial policies including the Financial Strategy and Revenue and Financing Policy
- Review and make recommendations to Council on rates, fees, charges, royalties and rentals
- Review and make recommendations concerning any commercial activities, trading activities or investments held by the Council
- Maintain an overview of Councils assets, leases and financial reserves
- To award or approve contracts and tenders in excess of staff delegations
- To consider matters of financial impact other than as provided for in the Annual Plan.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

The Finance and Performance Committee may appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.

Membership

Chairperson: Her Worship the Mayor

Deputy Chairperson: Councillor Mike Long

Members: Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held two-monthly

Executive Support

Chief Executive and Group Manager - Corporate

Terms of Reference

Infrastructure, Climate Change and Emergency Management Committee

Purpose

To ensure an oversight is provided on Council's infrastructure, climate change and Emergency management activities.

Key Responsibilities

The Infrastructure, Climate Change and Emergency Management Committee has the following key responsibilities:

- Water supply stormwater and wastewater matters
- Roading and footpaths
- Waterways and natural drainage
- Emergency Management (Civil Defence) matters
- Climate Change
- Waste minimisation activity
- Capital Projects

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson:	Councillor Kerry Sutherland
Deputy Chairperson:	Councillor Steve Wallace
Members:	Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held monthly

Executive Support

Chief Executive and Group Manager - Infrastructure

Terms of Reference

Strategy, Growth and Planning Committee

Purpose

To ensure that the development and implementation of key strategies and plans are monitored and progressed to advance Council's vision and goals. The focus will be the district strategy, district plan and growth strategy

Key Responsibilities

The Strategy, Growth and Planning Committee has the following key responsibilities:

- Develop a timeline and work programme for the year to ensure the outcomes align with key strategies.
- Develop and recommend bylaws to Council.
- To approve draft strategies, draft plans, draft policies and draft bylaws for consultation.
- Develop and approve submissions to government, local authorities and other organisations.
- To monitor progress relating to the development and performance of key strategies.
- To monitor and receive updates relating to the Governments reform and other legislative updates.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson:	Councillor Sharon Wards
Deputy Chairperson:	Councillor Peter Johns
Members:	Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held monthly

Executive Support

Chief Executive and Executive Manager - Strategy

Report

Date	:	11 November 2022
To	:	Mayor and Councillors Tararua District Council
From	:	Allie Dunn Manager Democracy Services
Subject	:	**Appointments to External Organisations**
Item No	:	**11.2**

1. Recommendation

1.1 ***That the report from the Manager Democracy Services dated 08 November 2022 concerning the Appointments to External Organisations be received.***

1.2 ***That the Council confirms the following appointments to external organisations:***

Regional Transport Committee:	***Her Worship the Mayor***
Civil Defence Emergency Management Group:	***Her Worship the Mayor***
Climate Action Joint Committee:	***Her Worship the Mayor***
Manawatu-Whanganui Regional Disaster Relief Fund Trust:	***Her Worship the Mayor***
Horizons Regional Council Tararua River Management Scheme Governance Group:	***Councillor Peter Johns***
Manawatu River Users Group:	***Councillor Michael Long***
Manawatu Gorge Te Apiti Project:	***Her Worship the Mayor and Councillor Peter Johns***
Tararua Health and Wellbeing Governance Group:	***Councillor Alison Franklin***
Connect Tararua:	***Councillor Alison Franklin***

Horizons Passenger Transport Committee:	***Councillor Alison Franklin***
Sustainable Land Use Initiative:	***Councillor Michael Long***

1.3 ***That the Council appoint Councillor Naioma Chase as its Liaison Representative with Marae, Hapu, Kura and Kohanga.***

1.4 ***That the Council appoint the following Councillors as Liaison Representatives with Rural Communities:***

Norsewood / Ormondville / Makotuku:	***Councillor Steve Wallace***
Akitio / Pongaroa:	***Councillor Sharon Wards***
Weber / Herbertville:	***Councillor Kerry Sutherland***
Makuri:	***Her Worship the Mayor***

1.5 ***That the Council appoint the following Councillors as Liaison Representatives to the Community Committees established for Woodville and Pahiatua:***

Woodville Community Committee (or its equivalent once established):	***Councillors Peter Johns and Scott Gilmore***
Explore Pahiatua:	***Councillor Alison Franklin***

2. Reason for the Report

2.1 To make appointments to external organisations including Council organisations, Council-controlled organisations, joint committees and advisory groups for the 2022-25 triennium.

3. Background

3.1 Appointments to external organisations are usually confirmed at the beginning of each triennium.

3.2 There are a number of external organisations to which the Council appoints members to. Some appointments are made because the Trust Deed or Terms of Reference of the organisation specifically require the appointment of the Mayor, the Deputy Mayor, elected member or other representative of the Council. Other appointments may reflect the role of the organisation in the district.

4. Discussion and Options to Consider

Definitions under the Local Government Act 2002

4.1 Section 6 of the Local Government Act 2002 defines three types of council organisation:

- *Council Organisation* – one or more local authorities control any proportion of voting rights or rights to appoint directors;
- *Council-Controlled Organisation* – any organisation in which one or more local authorities control 50 percent or more of the voting rights to appoint 50 percent or more of the directors; and
- *Council-Controlled Trading Organisation* – a council-controlled organisation that operates a trading undertaking for the purpose of making a profit.

4.2 There are substantial additional governance and accountability requirements for council-controlled organisations than for council organisations. The Local Government Act 2002 acknowledges this by allowing councils to exempt small council-controlled organisations from these additional requirements, as long as they are not council-controlled trading organisations.

4.3 The process for exempting such organisations is set out under Section 7(3) and (4) of the Local Government Act 2002, and the exemption is done by way of a Council resolution on a three-yearly basis.

Appointments to External Organisations

4.4 Outlined below for information and discussion is a list of the external organisations to which the Council has made appointments to previously. Where the Trust Deed or Terms of Reference of the organisation specify who the appointees are to be, this is reflected in the list.

Organisation Name	Org Type	Commentary	Appointments needed
Regional Transport Committee	Joint Committee established by statute	Member is specified by section 105(2) of the Land Transport Management Act 2003 and consists of two Regional Councillors, together with seven members representing the local Councils in the region (one	One member

Organisation Name	Org Type	Commentary	Appointments needed
		from each Council), and one member representing Waka Kotahi. This committee plans and promotes the establishment of an affordable, integrated, safe, responsive and sustainable land transport system for the Manawatu-Whanganui Region. The Act requires the appointment of one member. The Mayor was the Council's appointee in the previous term.	
Civil Defence Emergency Management Group	Joint Committee established by statute	This group is established by the Civil Defence Emergency Management Act 2002 and remains in force in perpetuity. The Terms of Reference require the appointment of the Mayor.	Her Worship the Mayor
Climate Action Joint Committee	Joint Committee	Mayor to be appointed	Her Worship the Mayor
Manawatu-Whanganui Regional Disaster Relief Fund Trust	Council Organisation	Trust administered by Horizons Regional Council. Requires Mayor or Councillor to be appointed to represent this	One appointee

Organisation Name	Org Type	Commentary	Appointments needed
		Council. Previous appointee was the Mayor.	
Horizons Regional Council Tararua River Management Scheme Governance Group	Council Organisation	Appointees – Tararua District Councillor x 1, Community Board and Community Committee chairs x 4, Ngati Kahungunu o Tamaki nui a rua x 1, Ngati Rangitane o Tamaki nui a rua x 1, Federated Farmers x 1, Chaired by Horizons Councillor representing Tararua Constituency	One Councillor required
Manawatu River Users Group	Council organisation	Group meets twice a year, representatives of those that use the river recreationally	One appointee
Manawatu Gorge Te Apiti Project	Council organisation	Appointment of the Mayor required	Her Worship the Mayor
Tararua Health and Wellbeing Governance Group	Council organisation		One appointee
Connect Tararua	Council organisation	Group established following consultation through the LTP. Focus on digital connectivity.	One appointee
Sustainable Land Use Initiative with Horizons Regional	Other entity	Oversight group	One appointee

Organisation Name	Org Type	Commentary	Appointments needed
Council			
Horizons Passenger Transport Committee	Other entity	Committee consists of five regional Councillors and one member appointed by each of the 7 Councils in the region as advisory members (noting that advisory members do not have voting rights).	One appointee required
Arts Council Tararua and Creative New Zealand Grants Assessment Committee	Independent Community Committee established in accordance with Creative New Zealand guidelines.	Meets twice yearly to distribute funding provided by Creative New Zealand. Will require separate report to Council	One elected member

4.5 The Council appoints Councillors as liaison representatives to the two community committees established in the district. These are set up as incorporated societies by the community in place of having a community board. Explore Pahiatua is the Community Committee in Pahiatua. The Woodville Community Committee is in the process of being re-established, and once this has been finalised through the incorporated societies process, the Councillors appointed as liaison representatives to that committee will be able to attend meetings and provide a conduit for communication between the committee and the Council.

4.6 With the creation of the Māori Ward, and election of Councillor Naioma Chase to Council, there is the opportunity to improve connections with Marae, Hapu, Kura and Kohanga through the appointment of a liaison representative with a focus on those connections.

4.7 The Council also appoints liaison representatives to rural communities in the district, to act as a conduit for communication between the community and the Council.

4.8 When Council makes an appointment of a member to an external organisation, and those appointed members have voting rights in the organisation they are appointed to, then we need to be aware of the requirements of Part 5 of the Local

Government Act 2002. This is the Part of the Act that describes requirements for the governance and accountability of Council Organisations and Council-Controlled Organisations.

4.9 A "Council Organisation" is defined as any entity where Council has, whether or not jointly with other Councils or persons, the right, directly or indirectly, to appoint one or more of the trustees, directors, or managers (however described) of the entity. It is also any entity in respect of which one or more Councils have, whether or not jointly with other Councils or persons, control, directly or indirectly, of one or more of the votes at any meeting of the controlling body of the entity.

4.10 "Council Controlled Organisations" are similar to Council Organisations, however the Council controls 50% or more of the voting rights or appoints 50% or more of the directors.

4.11 This part of the act sets out requirements for the governance and accountability of council organisations. It also, in section 57, sets out the requirements for appointment of directors to such organisations.

4.12 For appointment of directors to Council Organisations and Council Controlled Organisations, the Council must adopt a policy that sets out an objective and transparent process for identifying the skills, knowledge and experience required of directors of a Council Organisation and Council Controlled Organisation, as well as the remuneration of such directors.

4.13 This section also states that a Council may appoint a person to be a director of a Council Organisation only if the person has, in the opinion of the Council, the skills, knowledge or experience to guide the organisation, given the nature and scope of its activities, and contribute to the achievement of the objectives of that organisation.

Requirement for Adoption of Policy for Appointment of Directors to Council Organisations and Council Controlled Organisations

4.14 This Council currently does not have a policy for appointment of directors to Council Organisations and Council Controlled Organisations.

4.15 This policy will be developed and brought before Council for adoption and implementation.

5. Financial Considerations

5.1 There are no financial implications associated with this matter.

6. Statutory Requirements

6.1 Part 5 of the Local Government Act 2002 set out requirements for the governance and accountability of council-controlled organisations and council organisations.

The Local Government Act 2002 definitions of control-controlled organisations and council organisations are set out in the appendices to this report.

6.2 In section 57 of the Local Government Act 2002, the requirements for appointment of directors are set out. These are:

"57 Appointment of directors

A local authority must adopt a policy that sets out an objective and transparent process for—

(a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and

(b) the appointment of directors to a council organisation; and

(c) the remuneration of directors of a council organisation.

(2) A local authority may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to—

(a) guide the organisation, given the nature and scope of its activities; and

(b) contribute to the achievement of the objectives of the organisation.

(3) When identifying the skills, knowledge, and experience required of directors of a council-controlled organisation, the local authority must consider whether knowledge of tikanga Māori may be relevant to the governance of that council-controlled organisation."

7. Delegations

7.1 The Council has the authority to make appointments set out in this paper.

8. Conclusion

8.1 There are a number of external organisations to which the Council appoints directors or representatives. These appointments are reconsidered at the beginning of each new triennium. Recommendations are included for the appointment of elected members to certain external organisations. Where titles or roles have not been specified in the recommendations, Council is required to decide by resolution who the appointees will be.

Attachments

Nil.

Report

Date	:	10 November 2022
To	:	Mayor and Councillors Tararua District Council
From	:	Allie Dunn Manager Democracy Services
Subject	:	**Appointments and Delegations to Community Boards**
Item No	:	**11.3**

1. Recommendation

1.1 ***That the report from the Manager Democracy Services dated 10 November 2022 concerning the Appointments and Delegations to Community Boards be received.***

1.2 ***That the Council delegate the following functions to the Dannevirke and Eketāhuna Community Boards, to:***

1. ***Liaise and communicate with individuals, community organisations and special interest groups within the Board's area of responsibility.***

2. ***Represent and advocate for the community on any issue and make submissions to any organisation relating to a matter of interest to the Board in respect to the Board's geographical area.***

3. ***Facilitate consultation with local residents and community groups on local issues and local aspects of district issues, including input into the District Plan, Long Term Plan and Annual Plan.***

4. ***Make submissions or provide feedback on local issues and local aspects of district issues included in the District Plan, Long Term Plan and Annual Plan.***

5. ***In respect of the Long Term Plan and Annual Plan (where appropriate) to:***

   (a) Prepare a submission to the budgetary process of Council for expenditure within the community and methods of funding.

   (b) Identify and make recommendations on priorities for local projects and community issues.

7. ***Participate in any relevant consultative processes within the Board's geographical area, making submissions on relevant policies that impact on the Board's geographical area.***

8. ***Make submissions to the Council on the levels of service concerning its facilities and activities provided within the Board's geographical area and maintain an oversight of their delivery.***

9. ***Advise the Council on property related matters concerning the acquisition and sale of such assets of local community significance.***

10. ***Promote the community and support its economic development.***

11. ***Fix priorities and expend funds within such budgets allocated by Council for discretionary spending, including assistance towards rates and Council related fees and charges incurred by voluntary community groups.***

12. ***Make annual disbursements to community groups from the General Assistance Grants Scheme.***

13. ***Facilitate community events and maintaining services in the Board's geographical area, including providing financial assistance to support such initiatives.***

14. ***Consider and report on all matters referred to it by Council or any issue of interest or concern to the Board and speak at Council meetings in such circumstances considered appropriate.***

15. ***Appoint a Board representative to the Road Safety Committee and Emergency Management Committee (Welfare Response).***

16. ***Appoint Board representatives to local community groups.***

17. ***Appoint the Board's Chairperson as a member to the Civic Honours selection panel.***

18. ***Authorise the Board's Chairperson (or their nominee) to be the spokesperson for the Board in all matters within its jurisdiction or of particular interest.***

19. ***Advise the Council in advance of considering any actions resulting from exercising its powers, authorities or functions that may have potential implications for the Council.***

20. ***Maintain the development, knowledge and skills of board members through attendance at appropriate conferences, courses and training seminars within the budget funding available for this purpose.***

1.3 ***That the Council make the following appointments of Councillors to the Dannevirke and Eketāhuna Community Boards:***

Dannevirke Community Board: Councillor ……..

Eketāhuna Community Board: Councillor ……

2. Reason for the Report

2.1 To consider and decide delegation of functions from Council to the Dannevirke and Eketāhuna Community Boards for 2022-2025 triennium.

2.2 To make the formal Councillor appointments to each Community Board.

3. Background

Appointment of Councillor to a Community Board

3.1 A Community Board is an entity made up of elected members and an appointed Councillor. The Local Electoral Act 2001 sets rules around the number of appointed members, and who the appointed members may be.

3.2 The number of appointed members must be less than half the total number of members, and when Councillors are elected from wards, the appointment to a Community Board must be an elected member representing the Ward in which the Community Board is situated.

3.3 The Councillors appointed to the Boards have no additional status – they act as a Community Board member and are equal to everyone else elected to the Community Board.

Role of Community Boards

3.4 The role of a Community Board is set out in the Local Government Act 2002, in clause 52. This clause states that the role of a community board is to:

a) Represent, and act as an advocate for the interests of its community;

b) Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the community board;

c) Maintain an overview of services provided by the Council within the community;

d) Prepare an annual submission to the Council for expenditure within the community;

e) Communicate with community organisations and special interest groups within the community; and

f) Undertake any responsibilities that are delegated to it by the Council.

Powers of Community Boards

3.5 A Community Board has the powers that are delegated to it by the Council in accordance with Clause 32 of Schedule 7 of the Local Government Act 2002.

3.6 The Local Government Act 2002 limits the powers of community board, by specifying that a community board may not acquire, hold or dispose of property, or appoint, suspend or remove staff.

Provision of administrative and other facilities for community boards

3.7 A Council within whose district the community of a community board is situated must provide the necessary administrative and other facilities for that community board.

Expenses of community boards

3.8 The expenses of the performance and exercise by a community board of its responsibilities, duties, and powers must be paid by the Council within whose district the community board is situated.

3.9 The Council may fix a limit within which expenditure may be incurred, and no community board may incur expenditure in excess of any fixed limit without the prior approval of the Council.

3.10 However, that clause does not apply in respect of any expenditure for which any rate has been made and levied within the community.

3.11 For both the Dannevirke and Eketāhuna Community Boards a population based rate is levied within the Boards' respective communities. The funds generated are used for discretionary funding by each Board.

4. Description

Base role description and responsibilities

4.1 The following description of a Community Board member's base role was provided to candidates in the Tararua District Council Candidate Handbook for the October 2022 election.

Representation and advocacy:

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

Governance:

- Participating constructively and effectively in the good governance of the community board as a whole

- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board

- Understanding and respecting the differing roles of community board Chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work

- Recognising that the governance role does not extend to operational matters or to the management of any implementation

- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made

- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints

- Ensuring familiarity with agendas and other community board reports before meetings of the community board

- Being familiar with and complying with the statutory requirements of a community board member

- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

Possible additional responsibilities of community board members:

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council

- Preparing an annual submission to the council for expenditure within the community

- Participating in any relevant consultative processes with the local community and/or other organisations

- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)

- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

Additional responsibilities of Chairs:

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of Chair.
- Ensuring meetings, they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community

- Working closely with other members of the community board to ensure smooth community board decision-making

- Keeping abreast of all issues facing the community board.

Additional Delegation of Functions by Council

4.2 Schedule 7 Clause 32(6) of the Local Government Act 2002 requires Council to consider whether to delegate to a Community Board if the delegation would enable the Community Board to best achieve its role.

4.3 For the past two triennia, the delegation of functions made by the Council have not been changed. Following is an extract from the minutes of the Council meeting held 27 November 2019 that adopted the continuation of the existing delegations previously made:

"That Council delegate the following functions to the Dannevirke and Eketāhuna Community Boards, to:

1. Liaise and communicate with individuals, community organisations and special interest groups within the Board's area of responsibility.

2. Advocate for the community on any issue and make submissions to any organisation relating to a matter of interest to the Board in respect to the Board's geographical area.

3. Facilitate consultation with local residents and community groups on local issues and local aspects of district issues, including input into the District Plan, Long Term Plan and Annual Plan.

4. Make submissions or provide feedback on local issues and local aspects of district issues included in the District Plan, Long Term Plan and Annual Plan.

5. In respect of the Long-Term Plan and Annual Plan (where appropriate) to:

(a) Prepare a submission to the budgetary process of Council for expenditure within the community and methods of funding.

(b) Identify and make recommendations on priorities for local projects and community issues.

6. Provide preferences for priorities of footpath works within the Board's geographical area.

7. Make submissions on relevant policies that impact on the Board's geographical area.

8. Make submissions to the Council on the levels of service concerning its facilities and activities provided within the Board's geographical area and maintain an oversight of their delivery.

9. Advise the Council on property related matters concerning the acquisition and sale of such assets of local community significance.

10. Promote the community and support its economic development.

11. Fix priorities and expend funds within such budgets allocated by Council for discretionary spending, including assistance towards rates and Council related fees and charges incurred by voluntary community groups.

12. Make annual disbursements to community groups from the General Assistance Grants Scheme.

13. Facilitate community events and maintaining services in the Board's geographical area, including providing financial assistance to support such initiatives.

14. Consider and report on all matters referred to it by Council or any issue of interest or concern to the Board and speak at Council meetings in such circumstances considered appropriate.

15. Appoint a Board representative to the Road Safety Group and Emergency Management Committee.

16. Appoint Board representatives to local community groups.

17. Appoint the Board's Chairperson as a member to the Civic Honours selection panel.

18. Authorise the Board's Chairperson (or their nominee) to be the spokesperson for the Board in all matters within its jurisdiction or of particular interest.

19. Advise the Council in advance of considering any actions resulting from exercising its powers, authorities or functions that may have potential implications for the Council.

20. Maintain the development, knowledge and skills of board members through attendance at appropriate conferences, courses and training seminars within the budget funding available for this purpose."

5. Significance Assessment

5.1 The Council's Significance and Engagement Policy is not triggered by matters raised in this report.

6. Options

6.1 It is proposed that the previous delegations from Council to the Community Boards be continued, with some updated wording to reflect changes in committee names and terminology where relevant.

6.2 The following delegations are proposed for consideration by the Council:

1. Liaise and communicate with individuals, community organisations and special interest groups within the Board's area of responsibility.

2. Represent and advocate for the community on any issue and make submissions to any organisation relating to a matter of interest to the Board in respect to the Board's geographical area.

3. Facilitate consultation with local residents and community groups on local issues and local aspects of district issues, including input into the District Plan, Long Term Plan and Annual Plan.

4. Make submissions or provide feedback on local issues and local aspects of district issues included in the District Plan, Long Term Plan and Annual Plan.

5. In respect of the Long Term Plan and Annual Plan (where appropriate) to:

   (a) Prepare a submission to the budgetary process of Council for expenditure within the community and methods of funding.

   (b) Identify and make recommendations on priorities for local projects and community issues.

7. Participate in any relevant consultative processes within the Board's geographical area, making submissions on relevant policies that impact on the Board's geographical area.

8. Make submissions to the Council on the levels of service concerning its facilities and activities provided within the Board's geographical area and maintain an oversight of their delivery.

9. Advise the Council on property related matters concerning the acquisition and sale of such assets of local community significance.

10. Promote the community and support its economic development.

11. Fix priorities and expend funds within such budgets allocated by Council for discretionary spending, including assistance towards rates and Council related fees and charges incurred by voluntary community groups.

12. Make annual disbursements to community groups from the General Assistance Grants Scheme.

13. Facilitate community events and maintaining services in the Board's geographical area, including providing financial assistance to support such initiatives.

14. Consider and report on all matters referred to it by Council or any issue of interest or concern to the Board and speak at Council meetings in such circumstances considered appropriate.

15. Appoint a Board representative to the Road Safety Committee and Emergency Management Committee (Welfare Response).

16. Appoint Board representatives to local community groups.

17. Appoint the Board's Chairperson as a member to the Civic Honours selection panel.

18. Authorise the Board's Chairperson (or their nominee) to be the spokesperson for the Board in all matters within its jurisdiction or of particular interest.

19. Advise the Council in advance of considering any actions resulting from exercising its powers, authorities or functions that may have potential implications for the Council.

20. Maintain the development, knowledge and skills of board members through attendance at appropriate conferences, courses and training seminars within the budget funding available for this purpose.

7. Assessment of Options

Financial implications

7.1 There are no additional financial implications arising from the proposed delegation of functions to the district's Community Boards.

Statutory considerations

7.2 Provisions relating to Community Boards and their members are set out in various parts of both the Local Government Act 2002 and the Local Government Electoral Act 2001.

7.3 Part 2 of Schedule 7 of the Local Government Act covers the requirement for the Board to have a Chairperson, requirements for the Council to provide administrative support and meeting facilities for the Boards, and requirements around the expenses of Community Boards.

7.4 Sections 49 to 54 set out requirements around the establishment, membership, status, role and powers of community board, and the application of other provisions to community boards.

7.5 Section 19F of the Local Electoral Act 2001 sets rules around the number of appointed members, and who the appointed members may be.

8. Consultation

8.1 There are no community consultation requirements associated with the matters addressed in this report.

9. Conclusion

9.1 Following the triennial election of members, the Council needs to consider the appointments and delegation of functions that it wishes to make to the two Community Boards in the Tararua District. This is because any appointments or delegation of functions made by the previous Council cease to be in effect once the newly elected members come into office, i.e. from the day that the declaration of the final result of the election was made.

9.2 Any appointment of Councillors to each of the Community Boards needs to be made from the Ward Councillors from the Ward that the respective Community Board's geographical area is within. The number of Councillors appointed to the Community Board must be less than half of the total number of members.

9.3 A proposal for delegation of functions to the Community Boards is set out within the body of this report, and are based upon the delegations made to the Community Boards in previous triennia.

Attachments

Nil.

Report

Date	:	11 November 2022
To	:	Mayor and Councillors Tararua District Council
From	:	Allie Dunn Manager Democracy Services
Subject	:	**Remuneration of Elected Members 2022-23**
Item No	:	**11.4**

1. Recommendation

1.1 ***That the report from the Manager Democracy Services dated 11 November 2022 concerning the Remuneration of Elected Members 2022-23 be received.***

1.2 ***That the Council recommend the following role descriptions to the Remuneration Authority for approval:***

Role	*Position Description*
Deputy Mayor	*Responsible to assist and deputise for the Mayor in a range of civic, regional and national forums. Chairing of Council meetings in the absence of the Mayor.*
Committee Chairperson	*Responsibility for chairing of committee meetings and efficient running of the committee. Liaison with executive officers in the preparation of the committee meeting agendas. Liaison with stakeholders appearing before the committee.*
Councillor	*Responsibility to prepare and participate specifically in those committees, working parties and focus groups they are members of, and prepare and participate in the work of other committees where they have a specific interest in particular matters coming before those committees.* *Attend meetings of assigned Community Committees in a liaison role between the Community Committees and the Council.* *Act as a conduit for communication in a liaison role between the assigned community of interest and the Council*

1.3 ***That the Council recommend to the Remuneration Authority that the positions of additional responsibility be remunerated at the proposed ratio to councillor base remuneration set out in the following table:***

Position title	*Number of members per position*	*Proposed Ratio to Councillor base remuneration*	*Salary*
Deputy Mayor	*1*	*1:2*	*$53,110*
Committee	*3*	*1:1*	*$48,684*

Chairperson			
Deputy Chairperson / Liaison Representative	***5***	***1:0***	***$44,258***

2. Reason for the Report

2.1 To consider the governance remuneration pool that was allocated by the Remuneration Authority to take effect following the 2022 Council election and provide a response to the Authority outlining how the remuneration pool will be allocated to individual roles within the Council following the 2022 election.

3. Background

3.1 The Local Government Act 2002 gives the Remuneration Authority responsibility for setting remuneration for local government elected members.

3.2 Since 2010, the Authority has been reviewing the model for allocating remuneration to Mayors, Councillors and Community Board members and progressively implemented changes.

3.3 In July 2018 the Remuneration Authority released an information paper describing the changes that the Remuneration Authority would be making to its approach to setting remuneration for Mayors, Councillors and Community Board members from 1 July 2019, and the method and timing for its implementation both before and after the Council elections in October 2019.

3.4 The method and timing established in 2019 continues to be in force and is the basis for the method and timing for considering remuneration following the 2022 elections.

4. Description

4.1 With the current system the Remuneration Authority reviews the ranking of each Council on a size index every three years.

4.2 At the beginning of each election year the Authority advises the Council of the "governance pool" allocated to Council. This governance pool provides the total amount that can be paid in remuneration to Tararua District Councillors and is aligned to Council's ranking on the Remuneration Authority's size index. Tararua District Council is ranked at number 40.

4.3 During the election year, the Remuneration Authority issues its determination in two parts. Part One applies for the period from 1 July until the day on which the new Council assumes office. For this part of the determination, the Remuneration Authority applies a similar rise to that applied in the previous year.

4.4 Part Two of the determination is implemented when the new Council takes office following the election. This part of the determination sets a minimum remuneration level for each Councillor from when they take office. The determination also sets a "governance remuneration pool". The pool includes the remuneration for base councillor positions and the remuneration for councillors who hold positions of additional responsibility (eg deputy mayor, committee chairs). The pool does not include remuneration for the Mayor or Community Board members – this is funded outside of the pool at levels set by the Remuneration Authority.

4.5 As soon as possible after the election the Council needs to consider how it will allocate the pool to elected member roles. The roles may include not just internal council roles such as deputy mayor or committee chair, but also other jobs either internal or representing the council on outside groups that involve additional responsibility.

Governance Pool and Funding Available to be Allocated

4.6 The Governance Pool set by the Remuneration Authority for the Tararua District Council is $420,455. The minimum base salary payable to each Councillor is $35,851. This leaves $97,796 funding that Council must decide how to allocate amongst Councillors to recognise roles with additional responsibility.

4.7 There are four requirements that Council must meet:

- The whole pool must be utilised;
- The Council must decide a base remuneration for councillors who have no additional responsibilities – either equal to or higher than the base amount set out by the Authority;
- For any roles which attract additional remuneration above the base rate, the council is required to have a formal vote which must include the following: a title and short description of each role (i.e. what are the requirements for the councillor who undertakes it), the proposed annual dollar value of remuneration attached to the role, and the name of the councillor that fills that role; and
- Following its formal decision-making, the Council must forward its resolutions to the Authority for consideration for inclusion in the determination.

4.8 The deadline for forwarding Council's proposal to the Remuneration Authority is Wednesday, 16 November to meet the deadline for the first amending

determination (due for gazetting on 22 December 2022) or 27 January 2023 to meet the deadline for the second amending determination which is due for gazetting late February / early March. The new rates cannot be paid until the formal gazetting of the Remuneration Rates, but will be backdated to the dates decisions took effect from. For example, should Council agree to a higher base remuneration rate for Councillors this will be backdated to the day Councillors took office.

4.9 Approved remuneration rates for positions of additional responsibility will be backdated to the day after the Council formally voted to confirm its recommendations.

4.10 An excel spreadsheet was provided by the Remuneration Authority for each Council to complete their remuneration proposals and return to the Remuneration Authority, along with the completed form for important dates / positions of responsibility.

4.11 Once the Council has agreed the levels of remuneration for positions of additional responsibility, the Council's proposal will be forwarded to the Remuneration Authority for their approval and inclusion in the amending determination scheduled for December 2022.

4.12 The Remuneration Authority advises that they have traditionally accepted proposals in respect of additional remuneration that have been unanimously supported by the Council. In the case of a split decision, they will require documentation concerning the reasoning for and against the decision reached by Council.

5. Significance Assessment

5.1 The Council's Significance and Engagement Policy is not triggered by matters raised in this report.

6. Options

Proposal for Consideration

6.1 The following proposal is put forward for consideration by Council. This proposal applies a ratio to base salary of 1.2 for the position of Deputy Mayor, 1.1 for the position of Committee Chairperson, and 1.0 for the remaining Councillors who all either hold positions of Deputy Committee Chairperson, or positions as Liaison Representatives or members of Advisory Boards.

6.2 The remuneration levels that would result from this model are:

Deputy Mayor:	$53,110
Committee Chairperson:	$48,684
Committee Deputy Chairperson / Liaison representative:	$44,258

Role Descriptions

6.3 For any roles which attract additional remuneration above the base rate, the council is required to have a formal vote which must include the following:

- a title and short description of each role (i.e. what are the requirements for the councillor who undertakes it),
- the proposed annual dollar value of remuneration attached to the role, and
- the name of the councillor that fills that role.

6.4 The table below sets out proposed role descriptions that could be used for the scenario above. Note that a role description is not required by the Authority for the Deputy Chairperson / Liaison Representative role as all members are remunerated at the same level:

Role	**Position Description**
Deputy Mayor	Responsible to assist and deputise for the Mayor in a range of civic, regional and national forums. Chairing of Council meetings in the absence of the Mayor.
Committee Chairperson	Responsibility for chairing of committee meetings and efficient running of the committee. Liaison with executive officers in the preparation of the committee meeting agendas. Liaison with stakeholders appearing before the committee.
Councillor	Responsibility to prepare and participate specifically in those committees, working parties and focus groups they are members of, and prepare and participate in the work of other committees where they have a specific interest in particular matters coming before those committees. Attend meetings of assigned Community Committees in a liaison role between the Community Committees and the Council. Act as a conduit for communication in a liaison role between the assigned community of interest and the Council

7. Assessment of Options

Financial Implications

7.1 The Long Term Plan makes budget provision for payment of elected members' remuneration in accordance with the Remuneration Authority's annual determination.

Statutory Requirements

7.2 The remuneration of elected members is governed by statute via the Local Government Act 2002. Section 6 of Part 1 of Schedule 7 of the Local Government Act 2002 sets out the requirements around the remuneration of members.

7.3 Section 7 of this part sets out the mandatory criteria that the Remuneration Authority must have regard to in determining remuneration, allowances and expenses payable to mayors, deputy mayors, committee chairs and members of Councils.

7.4 Section 9 of this part sets out the requirement for the Remuneration Authority to deliver to the Minister of Local Government a copy of every determination it makes under clause 6 and to publish each determinate in the Gazette within 14 days of delivering it to the Minister.

7.5 Section 19 of the Remuneration Authority Act 1977 applies to determinations made and those determinations made under this Act remain in force until superseded by a further determination.

7.6 The proposal put forward for consideration by Council complies with the Remuneration Authority's mandatory criteria that any proposal must meet. The whole of the pool is utilised, role descriptions are provided, and dollar values provided for the salary that each role is proposed to be paid.

7.7 Following consideration by Council, and subject to any amendments agreed to by Council at this meeting, the Council's adopted recommendation will be forwarded to the Remuneration Authority for consideration and approval.

8. Consultation

8.1 There are no community consultation requirements associated with this matter.

9. Conclusion

9.1 The Remuneration Authority is seeking Council's proposal on how it will share the Remuneration Pool to recognise roles of additional responsibility. The Council needs to decide which positions it wishes to recommend additional pay for, provide a brief description for each of those roles of the additional responsibilities above that of a base councillor, and the percentage of additional pay for each of those positions.

9.2 Once decided, the Council's recommendations will be submitted to the Remuneration Authority for approval and inclusion in their amending determination.

Attachments

1⇩. Proposed Remuneration Worksheet 2022

2⇩. 220607 Attachment 2 Guidance to Councils

Proposed Remuneration for Councillors Using Ratios

Resulting from changes to a council's governance structures and position(s) of responsibility during a triennium

RemunerationAuthority

Use this worksheet to calculate the base remuneration for a councillor without additional responsibilities and to calculate the proposed remuneration for positions with additional responsibilities by assigning a RATIO between the two roles.

For example, ratios can be 1.05, 1.25, 1.5, 2.0 times a councillor's base remuneration. A ratio cannot be less than 1.

Before completing this worksheet, read the instructions sheet in the tab below for detailed guidance.

1) Enter legal name of local authority, as listed in schedule 2 of the Local Government Act 2002:	**Tararua District Council**
2) Enter number of elected members (excluding the mayor or regional council chair) on the council:	**9**
3) Enter local authority's governance remuneration pool as shown in the current local government members determination ($):	**420,455**
4) Enter councillor minimum allowable remuneration as shown in the current local government members determination ($):	**35,851**
5) Enter date the proposed base remuneration for a councillor was confirmed or if no change enter the declaration date of the council's official result:	**16 November 2022**

6)	7)	8)			Effective Date*	17 November 2022
Enter title of proposed position with additional responsibilities (ie: the title that will be displayed in the amending determination)	**Enter number of members per position**	**Enter proposed ratio to councillor base remuneration**	**Proposed councillor base remuneration ($)**	**Proposed additional remuneration ($)**	**Proposed annual total remuneration per councillor ($)**	**Total ($)**
Deputy Mayor	1	1.20	44,258	8,852	53,110	53,110
Committee Chairperson	3	1.10	44,258	4,426	48,684	146,053
Committee Deputy Chairperson / Liaison Councillors	5	1.00	44,258	0	44,258	221,292
			Councillor minimum allowable remuneration ($)	Proposed additional remuneration ($)	Proposed councillor base remuneration ($)	
Councillor with no additional responsibilities	0	1.00	35,851	8,407	44,258	0

Grand Total ($): 420,455

Attachment 2

Guidance, Process and Timeline for Setting Elected Members' Remuneration following the October 2022 Local Elections

1. Please familiarise yourself with the **Local Government Members (2022/23) Determination 2022 (the principal determination)** specifically:
   - **Clause 7(2)** – remuneration on and from the day after the date on which the official result of the 2022 election is declared under section 86 of the Local Electoral Act 2001 in relation to your local authority;
   - **Schedule 2** – elected members remuneration from the 2022 local elections; and the
   - **Explanatory memorandum** attached to the determination, which contains the governance remuneration pool (table 2) for each council that applies from the 2022 local elections.

Mayors, Regional Council Chairs, Community Board Members and Auckland Local Board Members

2. Note the governance remuneration pools do not apply to mayors, regional council chairs, community board members and Auckland local board members. Their remuneration must be paid according to the provisions set out in the principal determination on and from the day after the date on which the official result is declared for their council.
3. Likewise, the pools do not apply to people who are appointed by the council to be members or chairs of council committees or to act as expert advisors to the council. The Authority cannot legally set the remuneration of non-elected people or people who are not appointed to the council under section 117 of the Local Electoral Act 2001.
4. If a council delegates significant other responsibilities than they currently hold to its community board(s) and as a consequence proposes an increase to the remuneration of its community board members, the additional funds will come out of the governance remuneration pool for that council. If this is the case for your council, please contact the Remuneration Authority (the Authority) for further information on the process to be followed.

Councillors' Remuneration

5. The governance remuneration pools provide councils with a fair, flexible, transparent and responsive process to setting the remuneration of their individual councillors.

Governance Remuneration Pools

6. The Authority determines the total governance remuneration pool for each council. The pools that apply from the next local elections are listed in table 2 of the explanatory memorandum which is attached to the principal determination.
7. Councils' pools include the:
   a. minimum allowable remuneration as determined by Authority (see schedule 2 of the principal determination) that councillors must be paid;

b. remuneration for councillors who hold positions of additional responsibility on the council, such as deputy mayor, committee chair, portfolio lead etc; and the

c. remuneration for councillors with no additional responsibilities.

7. Councils are required to fully allocate their pools amongst all their councillors.

Setting Councillors' Remuneration

8. The Authority determines the minimum allowable remuneration that a councillor must be paid. A councillor cannot be paid below the minimum allowable remuneration. The minimum allowable remuneration for each council following the local elections is listed in schedule 2 of the principal determination.

9. The difference between the councillor minimum allowable remuneration and the total of the allocated pool is then available for the remuneration of councillors who take on extra responsibilities **and/or** to increase the base payment for all councillors with no additional responsibilities.

10. Following the local elections, each incoming council will need to decide how it wants to allocate its pool according to its own priorities and circumstances. It must decide the remuneration rate of its councillors with no additional responsibilities and decide the rates for councillors with additional responsibilities.

11. Roles to which additional differential remuneration can be attached may include not just internal council roles (such as deputy mayor, committee chair or portfolio holder) but also other jobs representing the council on outside groups such as significant work arising from being involved on community and cross-council groups.

12. Any fees paid to councillors for serving as directors on council-controlled organisations (CCOs) are not covered by the governance pool. Any applicable fees should be paid directly by the CCO.

Calculating the Distribution of the Pool

13. Attached to this guidance are the following Excel worksheets which will assist councils to fully allocate their pools:

    - **Worksheet 1** – either use this worksheet to enter the dollar amounts to calculate the councillors' remuneration; **or** alternately use
    - **Worksheet 2** – to enter the ratios to calculate the remuneration of your councillors.

    Both worksheets contain detailed instructions for calculating the distribution of a council's pool.

The Authority's Decision and the Amending Determination

14. Once decided the council must forward it recommendations, as a proposal, to the Authority who will consider it and make a determination that will amend the principal determination.

15. The council proposal must contain one of the completed worksheets (**not** a PDF or MS Word copy) and a brief description of each position of responsibility) and it should be emailed to **info@remauthority.govt.nz** by either of the dates shown in the timeline below (shaded boxes).

16. Amending determinations will be backdated so that:

    a. for a councillor with no additional responsibilities, remuneration proposed by the council and agreed by the Authority will take effect on and from the day after the date

on which the official result of 2022 election of members for the council was declared; and

b. the accepted proposals for remuneration for positions of responsibility will take effect from the day after the council formally votes on those positions.

Payroll considerations

17. Councils cannot pay the proposed new remuneration rates for positions of responsibility or for councillors with no additional responsibilities until the Authority has gazetted its amending determination which contains the new remuneration rates. However, it is important to note that councillors' remuneration will be backdated in the determination.

18. The minimum allowable remuneration rate for councillors as shown in schedule 2 of the determination takes effect from the day after the date on which the official results for the council are declared (see subclause 7(2) of the principal determination). This is the pay that all councillors will receive at this stage.

19. Approved remuneration rates for the positions of responsibility will then be backdated to the day after the council formally votes to confirm its recommendation(s). The approved remuneration rates for positions with no additional responsibilities are backdated to the day after the date on which the official results for the council are declared.

Timeline

Action	By Whom	Date
Familiarisation by elected members and staff with the process	Councils	Up till remuneration proposals submitted
Incoming councils formally decide remuneration attached to different roles within allocated pool and forward proposals to Remuneration Authority (round 1)	**Councils**	**Proposals must be submitted by Wednesday 16 November 2022 to meet deadline for the first amending determination**
Remuneration Authority considers councils' proposals	Remuneration Authority	From 10 October to 19 November 2022
Amending determination drafted	Parliamentary Counsel Office	From 21 November to 15 December 2022
First amending determination is gazetted	Remuneration Authority	Thursday 22 December 2022
Incoming councils which miss the 16 November deadline, must formally decide remuneration attached to different roles within allocated pool and forward proposals to Remuneration Authority (round 2)	**Councils**	**Proposals submitted by Friday 27 January 2023 to meet deadline for second amending determination**
Remuneration Authority considers councils' proposals	Remuneration Authority	From 16 January to 31 January 2023
Second amending determination drafted	Parliamentary Counsel Office	From 3 February to 17 February 2023
Second amending determination gazetted	Remuneration Authority	Late February/early March 2023

Report

Date	:	10 November 2022
To	:	Mayor and Councillors Tararua District Council
From	:	Allie Dunn Manager Democracy Services
Subject	:	**Elected Members Allowances and Expense Reimbursement Policy 2022-25**
Item No	:	**11.5**

1. Recommendation

1.1 ***That the report from the Manager Democracy Services dated 10 November 2022 concerning the Elected Members Allowances and Expense Reimbursement Policy 2022-25 be received.***

1.2 ***That the Council adopt the Elected Members Allowances and Expense Reimbursement Policy 2022-25 (subject to any amendments agreed to at this meeting).***

2. Reason for the Report

2.1 To consider and adopt a policy for elected members' allowances and reimbursement of expenses.

3. Background

3.1 The responsibility for determining the remuneration, allowances and expenses payable to elected members of Councils sits with the Remuneration Authority.

3.2 On 2 June 2022 the Remuneration Authority released its Determination outlining remuneration, allowances and hearing fees payable to elected members from 1 July 2022 to 30 June 2023. The Determination also sets out mileage

reimbursement rates, and rates for other allowances that would apply should the Council wish to include certain allowances in its policy.

3.3 The Authority's Determination is enabling, which means the Council can choose whether or not it wishes to include particular provisions in its policy.

3.4 The policy for Elected Members' Allowances and Reimbursement of Expenses is adopted by Councils to apply for the triennium, and is updated from time to time to reflect any changes to allowance or reimbursement rates that the Authority may set through their annual Determination process.

3.5 Adoption of an updated policy to apply for the current triennium is sought.

4. Description

4.1 The Council may set a policy for Elected Members' Allowances and Reimbursement of Expenses as long as it fits within the criteria set by the Remuneration Authority. Should the Council wish to include any allowances that were outside of that criteria, the approval of the Remuneration Authority would need to be sought. The Remuneration Authority would then consider the proposal and would need to satisfy itself that the proposed allowance policies do not distort the remuneration of members, i.e. are more like additional remuneration payments than allowances for expenses.

4.2 It is also important to bear in mind the tax status of an elected member. The Inland Revenue Department classes elected members as self-employed for taxation purposes. This means elected members have the ability to offset costs incurred in the course of carrying out their elected member duties against income in their annual tax returns.

Current Elected Members Allowances and Expense Reimbursement Policy

4.3 The previous policy (adopted by Council in 2016) allowed for the following expenses and allowances. A full copy of this policy is appendix to this report:

Position	Expense / Allowance	Description
Mayor	Provision of vehicle	Full private use basis with reduction from salary as determined by Remuneration Authority relative to the value of the personal benefit received
Mayor	Mobile phone	Provision of phone and full payment of rental and associated call charges

Position	Expense / Allowance	Description
Mayor and Councillors	Tablet computer / iPad	Provision of device with full support provided by Council
Councillors	Mobile phone allowance	Councillors that provide their own mobile phone for use on Council business receive allowance of $60, plus annual allowance of $400 towards Council generated calls, text and data. Note the rates were amended by the Remuneration Authority in a later determination.
Councillors and Community Board Members	Vehicle-kilometre allowance	Per kilometre rate as set by the Remuneration Authority (aligned to IRD rates). Note the threshold rate mentioned in the policy no longer applies – this rule was removed by the Remuneration Authority in a later determination.
Councillors and Community Board members	Travel time allowance	Allowance of $37.50 per hour for travel time exceeding one hour. Note the allowance rate was amended by the Remuneration Authority in a later determination, and wording needs realignment to wording in latest Determination.
Mayor, Councillors and Community Board members	Reimbursement of actual and reasonable expenses.	Reimbursement of actual and reasonable expenses incurred on Council or Community Board business as described in the policy.

5. Significance Assessment

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report.

6. Options

6.1 The Council is asked to consider the following entitlements available in the Remuneration Authority's current Determination for the 2022-23 year and decide any changes it wishes to make to the previous Elected Members' Allowances and Expense Reimbursement Policy.

Entitlements set by the Remuneration Authority in the Local Government Members (2022/23) Determination 2022

Provision of Mayoral Vehicle

6.2 Under the Remuneration Authority rules, when a Council provides its Mayor with a vehicle on a full private use basis, a deduction from the Mayor's salary must be made at the rate set by the Remuneration Authority. This reflects the value of personal benefit received by provision of the vehicle.

6.3 The rate of deduction is calculated using a formula of vehicle purchase price x 41% x 20%. A logbook is not required to be kept.

Vehicle-kilometre Allowance

6.4 The Council can pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in respect of eligible travel.

6.5 To be eligible the travel must meet the following criteria:

- The member is travelling in a private vehicle;
- The member is travelling on local authority business; and
- The member is travelling by the most direct route that is reasonable in the circumstances.

6.6 The Remuneration Authority's current vehicle-kilometre allowance rates are:

1. Petrol or diesel vehicle – 83 cents per kilometre for the first 14,000 kilometres of eligible travel, 31 cents per kilometre after the first 14,000 kilometres of travel in the determination term (1 July 2022 – 30 June 2023);
2. Petrol hybrid vehicle – 83 cents per kilometre for the first 14,000 kilometres of eligible travel, 18 cents per kilometre after the first 14,000 kilometres of travel in the determination term (1 July 2022 – 30 June 2023);

3. Electric vehicle – 83 cents per kilometre for the first 14,000 kilometres of eligible travel, 10 cents per kilometre after the first 14,000 kilometres of travel in the determination term (1 July 2022 – 30 June 2023).

If a member travels from a place where the member permanent or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

Travel Time Allowance

6.7 A local authority may pay a member (other than the Mayor) an allowance for eligible travel time.

6.8 Eligible travel time is defined as time spent travelling within New Zealand:

- On local authority business; and
- By the quickest form of transport that is reasonable in the circumstances; and
- By the most direct route that is reasonable in the circumstances.

6.9 The travel-time allowance is $40.00 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

6.10 If an elected member resides outside of the district's boundaries, and travels to the local authority area on local authority business, then the eligible travel time is calculated after the first hour of travelling once the member crosses the district's boundaries.

6.11 The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

ICT (Communications) Allowance

6.12 The Remuneration Authority allows for a communications allowance to be paid to elected members. This recognises that particular communications equipment and services are required by members to perform their functions. If members are required to use their own equipment and communications services, the Council may pay an allowance in accordance with the limits set out below (note all rates apply for the determination:

Equipment:

- Personal computer, tablet, laptop $400
- Use of a Printer $50
- Use of a mobile phone $200

- Use of ICT consumables, up to $200

Services:

- Internet connection, up to $800
- Mobile connection, up to $500

OR

- Reimbursement of actual costs of Council related calls on production of relevant phone records and receipts

6.13 The vehicle-kilometre and communications allowances have pro-rata provisions for members not in their position for the full twelve months of the determination.

Childcare Allowance

6.14 An allowance entitlement is included in the Remuneration Authority's Determination for paying a childcare allowance as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

6.15 The eligibility criteria for reimbursing childcare costs are:

- The elected member is the parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child;
- The child is aged under 14 years of age;
- The childcare is provided by a person who is not a family member, and does not normally reside with the elected member; and
- The elected member provides evidence satisfactory to the Council of the amount paid for childcare.

6.16 The total amount of childcare that can be paid to an elected member is $6,000 per annum per child.

7. Assessment of Options

Financial Implications

7.1 The payment of allowances and reimbursement of elected member expenses has been budgeted for in accordance with the current policy. In updating its policy, the Council needs to be aware that including any additional entitlements will have an impact on the budget set for payment of expenses and allowances.

Statutory Requirements

7.2 The remuneration of elected members is governed by statute via the Local Government Act 2002. Part 1 of Schedule 7 of the Local Government Act 2002 sets out the requirements around the remuneration of members.

7.3 Section 6 of this part sets out the requirements for the Remuneration Authority to determine remuneration, allowances, and expenses payable to elected members.

7.4 Section 7 of this part sets out the mandatory criteria that the Remuneration Authority must have regard to in determining remuneration.

7.5 Section 9 of this part sets out the requirement for the Remuneration to deliver to the Minister of Local Government a copy of every determination it makes under clause 6 and to publish each determination in the Gazette within 14 days of delivering it to the Minister.

7.6 Section 19 of the Remuneration Authority Act 1977 applies to determinations made and those determinations made under this Act remain in force until superseded by a further determination.

8. Consultation

8.1 There are no community consultation requirements associated with this matter. However, it is a requirement of the Remuneration Authority that both the determination and the expenses policy be available for perusal by the public. These will be made available via the Council's website.

9. Conclusion

9.1 The Council is asked to consider the provisions included in the Remuneration Authority's determination and decide whether there are any additional provisions it wishes to include in its updated policy for Elected Members' Allowances and Expense Reimbursement 2022-25.

9.2 Where any allowance that is in the existing policy no longer reflects the rates or wording set by the Remuneration Authority in its latest determination, these have been reflected in the draft policy attached for consideration, amendment if needed, and adoption.

Attachments

1⇩. Policy - Current - Elected Members Allowance and Reimbursement - Adopted 1 July 2016

2⇩. Draft Elected Members Allowances and Expense Reimbursement Policy 2022-25

***

TARARUA DISTRICT COUNCIL

Policy: Elected Members Allowance and Reimbursement

Policy Owner:	Richard Taylor – Governance Manager
Policy Expert:	Richard Taylor – Governance Manager
Policy Administrator:	Click here to enter text.
Policy Created:	Click here to enter a date.
Review Frequency:	Triennial
Electronic Version:	Click here to enter text.
Council Adopted:	Friday, 1 July 2016

Signed by Chief Executive _____ **Date** _____

Review History

Next Review: Review Completed:

Reviewed By: Highlighted / Tracked / No Changes

Highlighted or tracked changes to be attached.

Next Review: Review Completed:

Reviewed By: Highlighted / Tracked / No Changes

Highlighted or tracked changes to be attached.

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REMUNERATION AUTHORITY
Signed: .....
Date: 12/07/2016

Policy: Elected Members Allowance and Reimbursement

Effective from 1 July 2016

Introduction

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

The contact person for queries is Richard Taylor, Governance Manager, email richard.taylor@tararuadc.govt.nz, phone 06 374 4080.

Documentation of Policies

The contents of this policy forms the basis of the document, and it includes details of the procedures established for the payment of such allowances and expenses.

It applies to the elected members of the Tararua District Council, Dannevirke Community Board and the Eketahuna Community Board.

Authentication of Expense Reimbursements and Allowances

From time to time elected members incur expenses on the Council's/Community Board's behalf, which need to be reimbursed. This reimbursement and the use of supplied resources apply only to elected members personally, and only while they are acting in their official capacity.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through disclosure in the Annual Report setting out the remuneration and value of other non-financial benefits received by, or payable to the Mayor, Councillors and Community Board members. This information is subject to scrutiny by Audit New Zealand.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- Expense claims are approved by the Governance Manager, and full original receipts are required
- Cost reimbursements will be made via the payroll system

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In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

~~No allowances are paid without deduction of withholding tax.~~

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

Attendance at conferences/seminars/training programmes by elected members is fully paid by the Council, and its purpose must contribute to their development, knowledge and abilities to carry out the responsibilities and workloads relating to their positions of office.

Definitions

"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 Mayor/Board Chairperson and/or Chief Executive.

"Council/Community Board business" includes: formal council and community board meetings, committee meetings, workshops, portfolio and appointed roles, conferences, seminars, statutory hearings, training courses, tours, site visits, meetings with staff, meetings with organisations and community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Allowances and Expenses of Elected Members

Mayor

The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority relative to the value of the personal benefit received, and the Mayor cannot claim for vehicle mileage.

A mobile phone is made available for the Mayor's use, with full payment of the rental and associated call charges paid by the Council.

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The Mayor holds a credit card to pay directly any expenses incurred while carrying out Council business. Full receipts and details of all such expenditure are verified and accounted for through the Chief Executive's office.

Vehicle Mileage Allowance – Councillors and Community Board Members

All elected members (except the Mayor) are entitled to claim a vehicle mileage allowance in the form of a per kilometre rate to offset the cost of running the member's own vehicle in the following circumstances:

1. When travelling in the course of any business of the Council/Community Board relative to the elected members position, and as generally detailed within the definitions section of this policy;

2. When travelling on Council/Community Board business in order that the member may make himself or herself more familiar with the business of the Council/Community Board;

3. All such travel must be made by the most direct route reasonable in the circumstances;

4. Mileage will be paid at the maximum rate per kilometre as set out in the current Remuneration Authority Determination;

5. The maximum vehicle mileage allowance payable to any one elected member in a financial year shall be determined in accordance with the guidelines of the Remuneration Authority;

   Such travel involves travelling within the district, the region and outside of the district on official business in other towns and cities;

6. This includes the threshold distance to be travelled by an elected member before a vehicle mileage allowance is payable. That distance is specific to each member, and it is assessed on the following basis:

   (a) Members living more than 15 kilometres away from their nearest office may claim the allowance for round trip distances travelled more than 30 kilometres in any one day.

   (b) Members living less than 15 kilometres away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest Council office, in any one day.

   (c) The threshold distance provision will only apply to visits to the Council or Community Board office. For other travel by members, no threshold distance will apply.

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7. All such claims from elected members for the payment of vehicle mileage allowances shall be submitted in writing to the Chief Executive's nominated officer for processing in accordance with this policy and as approved by the Remuneration Authority.

Travel Time Allowance – Councillors and Community Board Members

1. All elected members (except the Mayor who is recognised as being a full time member) are entitled to claim a travel time allowance for travel by the member to and from the member's residence in undertaking their duties and responsibilities;

2. Such travel must be carried out by the quickest form of transport reasonable in the circumstances;

3. The threshold applicable to this allowance is when the travel time for that day exceeds one hour, and this shall be payable in accordance with the guidelines of the Remuneration Authority;

4. The allowance per hours of travel time shall be set at an amount of $37.50 per hour;

5. All such claims from elected members for the payment of travel time allowances shall be submitted in writing to the Chief Executive's nominated officer for processing in accordance with this policy and as approved by the Remuneration Authority.

Communications Equipment – Mayor and Councillors

1. The Mayor and Councillors will be provided with a tablet computer;

2. Full support is provided for the Council's business, and the Council shall pay all of the associated costs;

3. All councillors that provide their own mobile phone for use on Council business will receive an annual allowance of $60.00;

4. In addition to the payment detailed in clause 3 above, all Councillors will also be provided with an annual allowance of $400.00 towards Council generated calls, text and data received through their mobile phone.

Expenses – Mayor, Councillors and Community Board Members

1. An elected member may be reimbursed for expenses incurred so long as the reimbursement is in line with Council policy and on an actual and reasonable basis;

2. The general types of expenses that may be paid or reimbursed to elected members include accommodation, food, travel and parking fees;

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3. Such costs may be claimed by an elected member if they are required to travel long distances (in excess of 100kms) to a meeting or event and it is not practicable to return home on the same day. This applies particularly if meetings are being held at the same venue on consecutive days;

4. As the Council has negotiated corporate rates with accommodation providers in various towns and cities such accommodation requirements will generally be arranged through the Chief Executive's office by the staff member nominated by him for this purpose;

5. Costs such as laundry, alcohol or mini-bar, newspapers etc will not be refunded;

6. Elected members who choose to make their own arrangements or stay privately will be reimbursed for receipted actual expenses, provided such costs do not exceed those that would have been incurred through accommodation providers referred to in clause 4 above;

7. All air travel bookings shall be made through the Chief Executive's office by the staff member nominated by him for this purpose, and will be by economy class except where exceptional circumstances arise;

8. The Council shall extend to the partners of the Council's and Community Board's accredited representatives at the New Zealand Local Government Conference and the Community Boards National Conference an invitation to this event, and that the associated costs shall be paid by the Council;

9. Any claims for expenses of the nature as outlined in this policy shall be submitted in writing by the elected member to the Chief Executive's nominated officer for processing and approval by the Chief Executive, and must include a receipt from the supplier of the service setting out the details and the amount of the actual costs incurred;

10. From time to time the Mayor, Councillors and Community Board members may have unforeseen costs arise for general items related to community events. Such expenditure will be reimbursed on an actual and reasonable basis, and claims must be submitted in writing for approval through the Chief Executive's office. The items should be appropriate to the occasion and the expenditure should be moderate and conservative.

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Choose an item.

Date: 1 July 2016.

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Elected Members' Allowances and Reimbursement Policy 2022-25

Table of Contents

1. Click here and type the first heading here – this is Style 1. Heading 1**Error! Bookmark not defined.**

1. Introduction

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

The contact person for queries is Allie Dunn, Manager – Democracy Services, email allie.dunn@tararuadc.govt.nz, phone 06 3744080, 027 333 1626.

2. Documentation of Policies

The contents of this policy form the basis of the document, and it includes details of the procedures established for the payment of such allowances and expenses.

It applies to the elected members of the Tararua District Council, Dannevirke Community Board and the Eketahuna Community Board.

3. Authentication of Expense Reimbursements and Allowances

From time-to-time elected members incur expenses on the Council's/Community Board's behalf, which need to be reimbursed. This reimbursement and the use of supplied resources apply only to elected members personally, and only while they are acting in their official capacity.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through disclosure in the Annual Report setting out the remuneration and value of other non-financial benefits received by, or payable to the Mayor, Councillors and Community Board members. This information is subject to scrutiny by Audit New Zealand.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- Expense claims are approved by the Manager – Democracy Services, and full original receipts are required;
- Cost reimbursements will be made via the payroll system.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document are in accordance with and do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

Attendance at conferences/seminars/training programmes by elected members is fully paid by the Council, and its purpose must contribute to their development, knowledge and abilities to carry out the responsibilities and workloads relating to their positions of office.

4. Definitions

"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 Mayor/Board Chairperson and/or Chief Executive.

"Council/Community Board business" includes: formal council and community board meetings, committee meetings, workshops, portfolio and appointed roles, conferences, seminars, statutory hearings, training courses, tours, site visits, meetings with staff, meetings with organisations and community groups, meetings with members of the public.

It does not include events where the primary focus is on social activity.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

5. Allowances and Expenses of Elected Members

Mayor

The Mayor will be provided with a vehicle on a full private use basis.

A deduction will be made from the Mayor's salary as determined by the Remuneration Authority relative to the value of the personal benefit received, and the Mayor cannot claim for vehicle-kilometre reimbursement.

A mobile phone is made available for the Mayor's use, with full payment of the rental and associated call charges paid by the Council.

The Mayor holds a credit card to pay directly any expenses incurred while carrying out Council business. Full receipts and details of all such expenditure are verified and accounted for through the Chief Executive's office.

Vehicle-kilometre Allowance - Councillors and Community Board Members

All elected members (except the Mayor) are entitled to claim a vehicle-kilometre allowance in the form of a per kilometre rate to offset the cost of running the member's own vehicle in the following circumstances:

1. When travelling in the course of any business of the Council/Community Board relative to the elected members position, and as generally detailed within the definitions section of this policy;

2. When travelling on Council/Community Board business in order that the member may make himself or herself more familiar with the business of the Council/Community Board;

3. All such travel must be made by the most direct route reasonable in the circumstances;

4. Mileage will be paid at the maximum rate per kilometre as set out in the current Remuneration Authority Determination;

5. The maximum vehicle mileage allowance payable to anyone elected member in a financial year shall be determined in accordance with the guidelines of the Remuneration Authority;

   Such travel involves travelling within the district, the region and outside of the district on official business in other towns and cities;

6. All such claims from elected members for the payment of vehicle mileage allowances shall be submitted in writing to the Manager – Democracy Services for processing in accordance with this policy and as approved by the Remuneration Authority.

Travel Time Allowance – Councillors and Community Board Members

1. All elected members (except the Mayor who is recognised as being a full-time member) are entitled to claim a travel time allowance for eligible travel by the member to and from the member's residence in undertaking their duties and responsibilities.

2. Such travel must be carried out by the quickest form of transport reasonable in the circumstances.

3. The travel time allowance is $40.00 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

4. However, if a member of a local authority permanently or temporarily resides outside the local authority area, and travels the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel:

   a. after the member crosses the boundary of the local authority area; and

   b. after the first hour of eligible travel within the local authority area.

5. The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

ICT (Communications) Allowances

1. The Mayor and Councillors will each be provided with a tablet / iPad device set up with programmes necessary to receive meeting agendas and other information, and an official Tararua District Council email address for sending and receiving Council business related email communications.

2. Full technical support is provided by Council for the device and systems provided for Council business related use.

3. All councillors that provide their own mobile phone for use on Council business will receive the following allowances as determined by the Remuneration Authority:

   - Use of a mobile phone $200
   - Mobile connection $400

Expenses – Mayor, Councillors and Community Board Members

1. An elected member may be reimbursed for expenses incurred so long as the reimbursement is in line with Council policy and on an actual and reasonable basis;

2. The general types of expenses that may be paid or reimbursed to elected members include accommodation, food, travel and parking fees;

3. Such costs may be claimed by an elected member if they are required to travel long distances (in excess of 100 kilometres) to a meeting or event and it is not practicable to return home on the same day. This applies particularly if meetings are being held at the same venue on consecutive days;

4. As the Council has negotiated corporate rates with accommodation providers in various towns and cities such accommodation requirements will generally be arranged through the Chief Executive's office by the staff member nominated for this purpose;

5. Costs such as laundry, alcohol or mini-bar, newspapers etc will not be refunded;

6. Elected members who choose to make their own arrangements to stay private will be reimbursed for receipted actual expenses, provided such costs do not exceed those that would have been incurred through accommodation providers referred to in clause 4 above;

7. All air travel bookings shall be made through the Chief Executive's office by the staff member nominated for this purpose, and will be by economy class unless exceptional circumstances arise;

8. The Council shall extend to the partners of the Council's and Community Board's accredited representatives at the New Zealand Local Government Conference and the Community Boards National Conference an invitation to the event, and that the associated costs shall be paid by the Council;

9. Any claims for expenses of the nature as outlined in this policy shall be submitted in writing by the elected member to the Manager – Democracy Services and must include a receipt from the supplier of the service setting out the details and the amount of the actual costs incurred;

10. From the time to time the Mayor, Councillors and Community Board members may have unforeseen costs arise for general items related to community events. Such expenditure will be reimbursed on an actual and reasonable basis, and claims must be submitted in writing through the Chief Executive's office. The items should be appropriate to the occasion and the expenditure should be moderate and conservative.

TARARUA
DISTRICT COUNCIL