



PUBLIC

Agenda

Notice is hereby given of a
Ordinary Council Meeting

Tuesday 22 August 2017

at 9.30am, to follow Public Forum

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Waimate District Council will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 22 August 2017, commencing at 9.30am to follow Public Forum.

Elected Members

Craig Rowley	Mayor (Chair)
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Peter Collins	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions;
- ii Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

Order of Business

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Item 1

Apologies

Prepared by: Stuart Duncan
 Chief Executive

The Chair will call for any apologies. An apology has been received from Cr P Collins.

Recommendation

That the apologies are accepted.

Item 2 Conflicts of Interest

Prepared by: Stuart Duncan
 Chief Executive

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
Chief Executive

- 1 The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

- a **Standing Orders 3.7.5 – Major Items**

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i The reason why the item was not listed on the agenda; and
 - ii The reason why discussion of the item cannot be delayed until a subsequent meeting.

- b **Standing Orders 3.7.6 – Minor Items**

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i That item is a minor matter relating to the general business of the local authority; and
 - ii The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - iii No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

Recommendation

That Council resolves to consider any major (urgent business) or minor items at the end of the open section of the meeting.

Item 4

Confirmation of Minutes – Ordinary Council Meeting

Prepared by: Stuart Duncan
 Chief Executive

The unconfirmed minutes of the Ordinary Council meeting held on Tuesday 27 June 2017 are presented for confirmation.

Recommendation

That the minutes of the Ordinary Council meeting held on Tuesday 27 June 2017, excluding the public excluded items, are confirmed as a true and correct record.

Unconfirmed Minutes of the Ordinary Council meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 27 June 2017, at 9.30am.

Opening Prayer Father Brian Fennessy, of St Patrick's Catholic Church, opened the Council meeting with a payer and lit the Ministers' Association candle.

Public Forum There was one member of the public at the Public Forum
Brent Rogers of St Andrews spoke to Council over concerns with Hunter Downs under the Public Works Act

Present Chair: Mayor C Rowley
Councillors: S Cain, P Collins, J Guilford, M Morton, T O'Connor, S Paul

In Attendance Chief Executive: S Duncan
Managers: F Hester-Smith, C Johns, M Jones, S Kelly, D Mitchell
Staff: F Fox, M Heal, M Thomson, K Tiffen
Committee Secretary: K Reid

-
- | | |
|---|--|
| 1 Apologies | <p>An apology was received from Cr D Anderson, and Cr D Owen (for lateness)</p> <p>Resolved:</p> <p>That the apologies are accepted.</p> <p>Moved Cr Collins
Seconded Cr Cain
MOTION CARRIED</p> |
| 2 Conflicts of Interest | <p>The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.</p> |
| 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda | <p>An item raised in Public Forum, was identified as a minor item. Council agreed that the item will be discussed at the end of the open section of the meeting.</p> |
| 4 Confirmation of Minutes: Ordinary Council – 23 May 2017 | <p>Resolved:</p> <p>That the minutes of the Ordinary Council meeting held on Tuesday 23 May 2017, excluding the public excluded items, are confirmed as a true and correct record, with the below amendment.</p> <p>Moved Cr Guilford
Seconded Cr O'Connor
MOTION CARRIED</p> |

Amendment:

That the word 'perceived' be added – Cr Cain had a perceived conflict of interest in Item 10.

- 5 Receipt of Minutes: Lower Waitaki South Coastal Canterbury Zone Committee** **Resolved:**
That the confirmed meeting minutes of the Lower Waitaki South Coastal Canterbury Zone Committee are received.
Moved Cr Guilford
Seconded Cr Paul
MOTION CARRIED
- 6 Receipt of Minutes: Orari-Temuka-Opihi-Pareora-Zone Committee** **Resolved:**
That the confirmed meeting minutes of the Orari-Temuka-Opihi-Pareora Zone Committee are received.
Moved Cr Cain
Seconded Cr Collins
MOTION CARRIED
- 7 Council Resolutions for Action Report** **Resolved:**
That the Council Resolutions for Action report is accepted.
Moved Cr O'Connor
Seconded Cr Paul
MOTION CARRIED
- Note:**
23 May 2017: 'Temporary Finance Resource' – still 'in progress'
23 May 2017: 'Waimate District Marketing Website' – still 'in progress'
- 8 Affixing the Common Seal Report** **Resolved:**
That the Affixing of the Common Seal Report is accepted; and
That Council resolves the Affixing of the Common Seal to the Deed of Grant to lay irrigation pipelines under road and water race along road: Waimate District Council & Morven Glenavy Ikawai Irrigation Co Ltd is noted and approved.
Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 9 Mayor's Report** The Mayor reported on the following:
- Official Opening of Waimate High School's A-Block Refurbishment
 - Glenavy Public Meeting
 - Rural & Provincial Meeting – Wellington
 - Local Government New Zealand Conference – Discussion on Remits and Election of President
 - External Meetings & Functions Attended

Resolved:

That the Mayor's Report is accepted.

Moved Mayor Rowley
Seconded Cr O'Connor
MOTION CARRIED

Note:

Council give direction to the Mayor in order to vote on behalf of Council at the upcoming LGNZ Conference on the election of LGNZ President, and the remits as presented in the agenda.

10 Councillors' Report

Resolved:

That the Councillors' Report is accepted.

Moved Cr Guilford
Seconded Cr Paul
MOTION CARRIED

Note:

Cr Paul did not attend the 30 May 2017 Dangerous and Menacing Dog Appeal Panel meeting.

**11 Management Report
– Human Resources
and Health and
Safety**

Resolved:

That the Management Report – Human Resources and Health and Safety report is accepted.

Moved Cr Guilford
Seconded Cr Paul
MOTION CARRIED

**12 Community Services
and Development
Committee
Recommendation:
Section 17A Reviews**

Council considered a recommendation of the Community Services and Development Committee from its meeting of Tuesday 13 June 2017.

Resolved:

That Council approves the Committee's recommendation without modification, being that Council approves:

- a The light review report for Building Control be accepted and Council agrees no full review is required; and
- b The light review report for Dog and Animal Control services be accepted and Council agrees no full review is required; and
- c The light review report of Property services be accepted and Council agrees no full review is required; and
- d The light review report of Strategy services be accepted and Council agrees no full review is required.

Moved Cr Cain
Seconded Cr Morton
MOTION CARRIED

- 13 Environmental Services and Finance Committee Recommendation: Proposal for Victoria Park Toilet Block Upgrade**
- Council considered a recommendation of the Environmental Services and Finance Committee from its meeting of Tuesday 13 June 2017.
- The Committee recommended that Council approve the upgrading of the toilet block situated adjacent to the public playground at Victoria Park.
- Resolved:**
- That Council approves the Committee's recommendation without modification, being that Council approve the upgrading of the toilet block situated adjacent to the public playground at Victoria Park.
- Moved Cr Morton
Seconded Cr Cain
MOTION CARRIED
- 14 Victoria Park Toilet Block Upgrade – Funding Options**
- Council were provided with funding options for the approved upgrade.
- Resolved:**
- That the Victoria Park Toilet Block Upgrade – Funding Options report is accepted; and
- That Council approves the upgrade of the Victoria Park playground toilets funding is sourced from the Public Toilet Reserves with an accumulated current balance of \$133,564.
- Moved Cr Morton
Seconded Cr Guilford
MOTION CARRIED
- 15 Environmental Services and Finance Committee Recommendation: Proposal for Dangerous and Menacing Dog Appeal Panel Title Change**
- Council considered a recommendation of the Environmental Services and Finance Committee from its meeting of Tuesday 13 June 2017 to change the title of the Dangerous and Menacing Dog Appeal Panel (the Panel), to more appropriately reflect the matters which the Panel may be required to consider from time to time.
- The Committee recommended that Council approve the title change of the Panel to 'The Waimate District Council Appeal Panel'.
- Resolved:**
- That Council approved the Committee's recommendation without modification.
- That Council approves the Committee's recommendation without modification, being that Council approve the title change of the Panel from 'the Dangerous and Menacing Dog Appeal Panel' to 'the Waimate District Council Appeal Panel'.
- Moved Cr Cain
Seconded Cr Paul
MOTION CARRIED

16 Waimate District Council Appeal Panel - Terms of Reference and Processes

Council considered the Terms of Reference and Processes document for the Waimate District Council Appeal Panel (the Panel) or any other subsequent title by which the Panel is known.

Resolved:

That the Waimate District Council Appeal Panel - Terms of Reference and Processes report is accepted; and

That Council adopts the Waimate District Council Appeal Panel - Terms of Reference with regard to the Dog Control Act 1996.

Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED

Note:

A general Terms of Reference will be considered with regards to bylaw appeals.

17 Audit and Risk Committee's Terms of Reference and Membership

Council considered the Audit and Risk Committee's Terms of Reference and Membership.

Resolved:

That the Audit and Risk Committee's Terms of Reference and Membership report is accepted.

Moved Mayor Rowley
Seconded Cr Guilford
MOTION CARRIED

Resolved:

That Council approves the name change of the Audit and Risk Management Committee to the Audit and Risk Committee.

Moved Mayor Rowley
Seconded Cr Paul
MOTION CARRIED

Resolved:

That the Audit and Risk Committee's Terms of Reference and Membership lies on the table to be brought back before Council with suggested amendments.

Moved Cr O'Connor
Seconded Cr Paul
MOTION CARRIED

Resolved:

That Council approves the following appointments to the Audit and Risk Committee:

- a Stephen Halliwell (independent chair)
- b Councillor Sheila Paul (deputy chair)
- c Councillor David Anderson
- d Councillor Jakki Guilford
- e Mayor Craig Rowley

Moved Cr Cain
 Seconded Cr O'Connor
 MOTION CARRIED

Resolved:

That the necessary amendments to the Delegations Policy 208 to reflect the Audit and Risk Committee's amended Terms of Reference and name change lies on the table to be brought back before Council for approval at the 1 August 2017 meetings.

Moved Cr Morton
 Seconded Cr Paul
 MOTION CARRIED

**The meeting was
 adjourned at 10.40am.**

**The meeting was
 reconvened at 10.55am.**

**18 Multi-Party Funding
 Agreement for
 Resealing**

Council considered the new Multi Party Funding Agreement for Resealing, and to give delegation to the Chief Executive to approve the preferred tender on behalf of Waimate District Council.

Resolved:

That the Multi-Party Funding Agreement for Resealing report is accepted; and

That Council enters into the Multi Party Funding Agreement between Timaru District Council, Mackenzie District Council and Waimate District Council in respect of road resurfacing contract for the period 1 July 2017 to 30 June 2019; and

That the Chief Executive is given delegated authority to advise Timaru District Council Council's acceptance of the preferred tender from the tender evaluation process.

Moved Mayor Rowley
 Seconded Cr Paul
 MOTION CARRIED

**19 Electoral System for
 the 2019 and 2022
 Local Body Elections**

In accordance with Local Electoral Act 2001 s27 (Electoral systems for elections) Council considered the Electoral System to be used at the next two triennial General Elections of the local authority being 12 October 2019 and October 2022.

Resolved:

That the Electoral System for the 2019 and 2022 Local Body Elections report is accepted; and

That Council approves to do nothing. The status quo will remain. The Council's choice for the electoral system will remain as First Past the Post (FPP)

Moved Cr Collins
Seconded Cr Paul
MOTION CARRIED

**20 Annual Plan
Adoption 2017/18**

Council considered the Annual Plan for the 2017/18 financial year.

Resolved:

That the Annual Plan 2017/18 Adoption report is accepted; and

That Council, in accordance with the requirements of Section 100 of the Local Government Act 2002, resolves that it is financially prudent to adopt the Annual Plan that contains budget deficits on certain activities. This decision takes account of the estimated expenses of achieving and maintaining the predicted levels of service provision set out in the Long Term Plan 2015-25, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and the projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and the funding and financial policies adopted by Council; and

That Council adopts the Waimate District Council Annual Plan 2017/18, as dated 27 June 2017; and

That Council approves the Waimate District Council Fees and Charges 2017/18.

Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED

**21 Rates Resolution
2017/18**

Council considered setting rates and the due dates for payment for the 2017/18 financial year (commencing 1 July 2017 and ending 30 June 2018).

Resolved:

That the 2017/18 Rates Resolution report is accepted, and

That Council adopts to set and assess the following rates under the Local Government (Rating) Act 2002, on rating units in the Waimate District for the financial year commencing 1 July 2017 and ending on 30 June 2018, and sets the due dates for payment of the rates as set out below.

Moved Cr Guilford
Seconded Mayor Rowley
MOTION CARRIED

1 District Rates 2017/18

Note:

- a Values (such as Capital Value and units) use estimates for 2017/18 as close as possible to 30 June 2017.
- b All monetary values throughout the tables within this resolution are GST inclusive.
- c All figures have been prepared in accordance with Section 100 of the Local Government Act 2002, where a Local Authority must ensure that each year's operating revenues are set at a level sufficient to meet the year's projected operating expenses.

Council is setting rates for the 2017/18 rating year in accordance with the Annual Plan 2017-18 and the Funding Impact Statement as follows:

	Annual Plan (2017/18)
General Rates	
1. General Rates	\$ 1,222,332
	1,222,332
Targeted Services	
2. Civic Amenities Rate - Targeted differential	2,714,863
3. Roading and Footpaths	2,684,071
4. Civil Defence	128,007
5. Sewer	564,770
6. St Andrews Sewer	4,950
7. Refuse Collection	506,921
8. Recycling Solid Waste	318,586
9. Rural Water Schemes (excluding Downlands)	1,249,770
10. Urban Water	772,287
11. Downlands Rural Water Supply	268,929
	9,213,154
Targeted Community Rates	
12. Waimate District Community Complex	215,827
13. Community Halls	55,018
	270,845
Total Rates	\$ 10,706,331

The entire rates of \$10,706,331 will be payable in four equal instalments.

2 General Rates

A general rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, Electricity Generators and Other Transmission Providers (EGOTP), and Forestry operators and forest blocks (Forests) rating unit on a differential basis under Section 13 of the Local Government (Rating) Act 2002 as follows:

General Rate	Differential Factor	General Rate per dollar of Capital Value for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Urban	1.00	\$0.0006216	\$292,606
Rural 1	0.40	\$0.0002476	\$804,072
Rural 2	0.35	\$0.0002197	\$125,654
Total			\$1,222,332

3 Civic Amenities Rate - Targeted differential

A Civic Amenities Rate is set and assessed, for Electricity generators and other transmission providers, and Forestry operators and forest blocks, on land use, for Business 1 and Business 2 rating units, as defined in the Waimate District Plan, or for Urban, Rural 1, and Rural 2 on each separately used or inhabited parts of a rating unit in accordance with the Rating Boundary Map as follows:

Civic Amenities Rate	Differential Factor	Civic Amenities Rate for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Urban (On SUIP)	1.00	\$734.50	\$1,263,932
Rural 1 (On SUIP)	0.95	\$697.60	\$1,187,240
Rural 2 (On SUIP)	0.80	\$588.50	\$164,189
Business 1/Business 2 (On per rating unit)	0.30	\$219.40	\$18,860
EGOTP (On capital value)	0.0000003	\$0.0001837	\$68,063
Large Industrials (On capital value)	0.0000003	\$0.0002344	\$11,843
Forestry Operators and forest blocks (On capital value)	0.0000001	\$0.0000496	\$736
Total			\$2,714,863

4 Roding and Footpaths Rate - Targeted differential

A Roding and Footpaths targeted rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, Electricity generators and other transmission providers, and Forestry operators and forest blocks rating unit in accordance with the Rating Boundary Map for the Waimate District, assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers, and Forestry operators and forest blocks or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2 as follows:

Roding and Footpaths Rate	Differential Factor	Roding and Footpaths Rate for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Urban	1.00	\$0.0005617	\$264,381
Rural 1	0.92	\$0.0005181	\$1,682,644
Rural 2	0.85	\$0.0004759	\$272,165
EGOTP	1.59	\$0.0008921	\$330,678
Forests	16.08	\$0.0090317	\$134,204
Total			\$2,684,071

5 Civil Defence Rate - Targeted differential

A Civil Defence targeted rate is set as a rate in the dollar on the capital value of every Urban, Rural 1, Rural 2, and Electricity generators and other transmission providers rating unit in accordance with the Rating Boundary Map for the Waimate District, assessed on a differential basis. The differential is based on land use for Electricity generators and other transmission providers or, for Urban, Rural 1, and Rural 2, where the land is situated and is classified as either Urban, Rural 1, or Rural 2 as follows:

Civil Defence Rate	Differential Factor	Civil Defence Rate for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Urban	1.00	\$0.0000283	\$13,313
Rural 1	0.93	\$0.0000263	\$85,124
Rural 2	0.86	\$0.0000242	\$13,799
EGOTP	1.51	\$0.0000426	\$15,770
Total			\$128,007

6 Sewer

The Sewer targeted rate is set based on the provision (per water closet or urinal) or availability (per rating unit) of service provided to the rating unit differentiated as follows:

Sewer Rate	Category	Differential Factor	Sewer charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Serviced	Serviced - The number of water closets and urinals (for a residential unit or with 2 or less within each rating unit) to the Council's sewer reticulation system	1.00	\$287.60	\$488,033
Unserviced	Unserviced - Rating units not connected to the Waimate sewer scheme but where the service is available/provided	0.50	\$143.80	\$14,667
Multi 1	Number of water closets and urinals within a Rating Unit (with more than 2 but less than 11 water closets and urinals) per water closet and urinal	0.80	\$230.10	\$39,805
Multi 2	Number of water closets and urinals within a Rating Unit (11 or more water closets and urinals) per water closet and urinal	0.60	\$172.60	\$22,264
Total				\$564,770

7 St Andrews Sewer

The St Andrews Sewer targeted rate is set based on the service provided to the rating unit and charged per applicable rating unit as follows:

Rate	Category	St Andrews Sewer Charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
St Andrews Sewer	Extent of provision of service	\$90.00	\$4,950
Total			\$4,950

8 Refuse Collection

The Refuse Collection targeted rate is set based on the provision of service provided to the rating unit (the size of bins and frequency of collection). The Refuse Collection targeted rate is differentiated based on the extent of the provision of the service as follows:

Rate – Bin	Category	Differential Factor	Refuse collection for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Urban 80L	Urban rating units - 80 litre refuse bin (weekly collection)	1.00	\$205.60	\$312,304
Rural 240L	Rural rating units - 240 litre refuse bin (fortnightly collection)	1.49	\$305.90	\$171,915
Commercial 80L	Commercial rating units - 80 litre refuse bin (weekly collection)	1.00	\$205.60	\$5,551
Commercial 240L	Urban Commercial rating units - 240 litre refuse bin (weekly collection)	3.00	\$616.80	\$14,186
Riverside Collective	Riverside collective refuse bins (fortnightly collection)	0.52	\$105.90	\$2,965
Total				\$506,921

9 Recycling Solid Waste

The Recycling targeted rate is set according to the provision or availability of service provided to the rating unit and charged per applicable rating unit as follows:

Rate	Category	Differential Factor	Recycling charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Recycling collection	Serviced recycling rating units - All rating units on the recycling collection route	1.00	\$119.60	\$221,677
Resource Recovery drop off	Unserviced recycling rating units - All rating units not on the recycling collection route provided with a recycling drop off point	0.50	\$59.80	\$96,909
Total				\$318,586

10 Rural Water Schemes (excluding Downlands)

The Rural Water supply targeted rates are set based on the water allocation provided to each rating unit. The rate is assessed on a per litre of water supplied per day as follows:

Rural Water Scheme	Water Supply per litre charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Cannington-Motukaika	\$0.1830	\$72,004
Lower Waihao normal supply	\$0.2515	\$235,486
Otaio-Makikihi	\$0.2499	\$238,725
Waihaorunga	\$0.3184	\$102,598
Waikakahi	\$0.2756	\$308,026
Hook-Waituna domestic supply	\$0.1881	\$287,821
Hook-Waituna irrigation supply (55%)	\$0.1035	\$5,110
Total		\$1,249,770

11 Urban Water

The Urban Water targeted rate is set based on the provision (per connection) or availability (per rating unit) of service provided to the rating unit in the township of Waimate as follows:

Rate	Category	Differential Factor	Water Supply charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Water Scheme Urban	Serviced - The number of connections (within each rating unit) to the Council's urban water reticulation system	1.00	\$394.83	\$758,468
Water Scheme Urban Vacant	Unserviced - Rating units not connected to the Waimate urban water scheme but where the urban water reticulation is available for connection	0.50	\$197.41	\$13,819
Total				\$772,287

12 Downlands Rural Water Supply

The Downlands water scheme is a Joint venture between Timaru, Mackenzie and Waimate District Councils. The scheme is administered by Timaru District Council who determines the charge per connection type. Each Council sets the rate for the connections within its district and collects the revenue on behalf of the Joint Venture. The connections are differentiated by location of the rating unit whether within the St Andrews township where a Domestic charge is rated, as opposed to outside the township where a Service charge on the number of connections and Unit/Point charge on the units of water is charged as follows:

Rate	Water Supply charge for 2017/18 (GST inclusive)	Revenue 2017/18 GST inclusive)
Domestic	\$566.00	\$40,186
Unit/Point	\$162.00	\$130,167
Service	\$404.00	\$98,576
Total		\$268,929

13 Waimate Event Centre

The Waimate Event Centre targeted rate is set on a uniform basis and is assessed on the district wide number of separately used or inhabited parts of a rating unit and contributes towards investigation and/or refurbishment of the existing stadium and fully funds principal and interest repayments on borrowings on any refurbishment of the existing stadium as follows:

Rate	Category	Rate for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
Waimate Event Centre	Charged per separately used or inhabited parts of a rating unit	\$58.30	\$215,827
Total			\$215,827

14 Community Halls

The Hall rates are set on an SUIP basis and based on where the land is situated in relation to each hall.

Community Hall	Hall charge for 2017/18 (GST inclusive)	Revenue 2017/18 (GST inclusive)
St Andrews Hall	\$23.00	\$3,427
Ikawai Memorial Hall	\$40.30	\$4,191
Arno Hall	\$28.80	\$3,082
Waihaorunga Hall	\$51.10	\$2,964
Glenavy Hall	\$34.50	\$9,729
Hunter Hall	\$35.00	\$2,590
Southburn Hall	\$46.00	\$3,588
Studholme Hall	\$28.80	\$2,189
Hook Hall	\$57.50	\$3,450
Kurow Memorial Hall	\$25.00	\$2,875
Willowbridge Hall	\$34.50	\$2,001
Waituna Creek Hall	\$35.00	\$4,340
Makikihi Hall	\$35.00	\$1,750
Otaio Hall	\$25.90	\$1,813
Lyalldale Hall	\$23.00	\$736
Bluecliffs Hall	\$46.00	\$2,530
Maungati Hall	\$35.70	\$2,142
Cattle Creek Hall	\$34.50	\$1,622
Total		\$55,018

Instalment dates and due dates for payment of rates are:

- 15 That Council set the following due dates for each instalment, of an equal amount:

	Instalment Period	Instalment due date
Instalment 1	1 July 2017 – 30 September 2017	25 August 2017
Instalment 2	1 October 2017 – 31 December 2017	24 November 2017
Instalment 3	1 January 2018 – 31 March 2018	23 February 2018
Instalment 4	1 April 2018 – 30 June 2018	25 May 2018

Payment of Rates

Rates shall be payable at the Local Government Centre, 125 Queen Street, Waimate or via the use of Automatic Payment or Direct Debit facilities.

This resolution to be provided to Central Government

A copy of this resolution will be sent to the Secretary of Local Government within 20 working days of making the resolution, in accordance with Section 23(5) of the Local Government (Rating) Act 2002.

**22 Rates Penalties
Resolution 2017/18**

Council considered the Rates Penalties regime for the 2017/18 financial year.

Resolved:

- 1 That the 2017/18 Rates Penalties Resolution report is accepted, and
- 2 That Council authorise the Rates Penalties regime for the 2017/18 financial year:
 - a Penalty

A penalty under section 58(1)(a) of 10% of any amount of an instalment that remains unpaid after the due date will be added on, or after, 28 August 2017, 27 November 2017, 26 February 2018, and 28 May 2018 (respectively for each instalment).
 - b Further Additional Penalties

A further additional penalty under section 58(1)(b) and 58(1)(c) of 10% of any amount of rates that remain unpaid from previous financial years will be added on each of 1 July 2017 and 1 January 2018 if unpaid by then.

Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED

**23 Consideration of
Major (Urgent
Business) or Minor
Items not on the
Agenda**

Council discussed the minor item from the Public Forum.

Council agreed that the lack of information relating to the scheme design/plans from Hunter Downs Irrigation is of concern, and requested the Mayor to contact the Chair of Hunter Downs to ask for an update.

It was noted that under legislation, the Minister does have power at any time to withdraw the rights of HDI under the Public Works Act if it is felt the process has not been followed.

The Property and Regulatory Group Manager and Chief Executive will email Councillors outlining the essence of the Public Works Act, in relation to Hunter Downs Irrigation.

Council agreed concerned ratepayers could also approach Waitaki MP Jacqui Dean.

24 Exclusion of the Public

Council considered moving into public excluded to take the below items:

- i Confirmation of Minutes: Council Meeting – Tuesday 23 May 2017
- ii Public Excluded Resolutions Report

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation of Minutes – 23 May 2017	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Public Excluded Resolutions Report	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence

Resolved:

That Council resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Moved Cr Guilford
Seconded Cr Morton
MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 11.25am. These minutes to be confirmed at the Ordinary Council meeting to be held on Tuesday 22 August 2017.

Mayor C Rowley
Chair

Item 5

Confirmation of Minutes – Extraordinary Council Meeting

Prepared by: Stuart Duncan
 Chief Executive

The unconfirmed minutes of the Extraordinary Council meeting held on Tuesday 1 August 2017 are presented for confirmation.

Recommendation

That the minutes of the Extraordinary Council meeting held on Tuesday 1 August 2017, excluding the public excluded items, are confirmed as a true and correct record.

Unconfirmed Minutes of the Extraordinary Council meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 1 August 2017, beginning at 1.45pm, following the Community Services and Development Committee meeting.

Present	Chair: Mayor C Rowley Councillors: S Cain, P Collins, J Guilford (from 1.50pm), M Morton, S Paul
In Attendance	Chief Executive: S Duncan Managers: C Johns, M Jones, S Kelly, D Mitchell Committee Secretary: K Reid
1 Apologies	Apologies were received from Cr D Anderson, Cr T O'Connor and Cr D Owen. Resolved: That the apologies are accepted. Moved Cr Morton Seconded Cr Cain MOTION CARRIED
2 Conflicts of Interest	The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified. Cr Cain indicated she would abstain from voting on Item 5: Joint Local Alcohol Policy Evaluation Report as she was a key stakeholder and contributor to the report.
Cr J Guilford entered the meeting at 1.50pm	
4 Department of Internal Affairs Report on Dog Control Policy and Practices for the 2016/17 Financial Year	Council considered the Dog Control Policy and Practices Report for the 2016/17 Financial Year, for adoption pursuant to the Dog Control Act 1996 section 10A. Resolved: That the Department of Internal Affairs Report on Dog Control Policy and Practices for the 2016/17 Financial Year report is accepted; and That Council approves the report to the Department of Internal Affairs on Dog Control Policy and Practices for the 2016/17 financial year. Moved Cr Paul Seconded Cr Guilford MOTION CARRIED
5 Joint Local Alcohol Policy – Evaluation Report	Council evaluated the implementation and performance of the Joint Local Alcohol Policy (LAP) in accordance with section 6 of the policy (LAP attached as an Appendix).

Cr Cain abstained from voting in this item.

Resolved:

That the Joint Local Alcohol Policy – Evaluation Report is accepted; and

That Council declares it is satisfied with the outcome of the Joint Local Alcohol Policy Evaluation Report. Council does not require a review of the policy to be conducted in accordance with section 6 of the policy until such time that the review is required by law, unless circumstances arise in the interim that dictate a review is required.

Moved Cr Collins
Seconded Cr Paul
MOTION CARRIED

**Consideration of
Major (Urgent
Business) or Minor
Items not on the
Agenda**

An item 'Waimate District Council Facebook Page' was identified as a major (urgent business) item. The reason it wasn't on the agenda was that during a recent extreme weather event, Council identified a need to have this forum available to communicate with members of the community and wished to proceed quickly in case of any further events.

Council considered the creation of a Facebook page for the purpose of communicating to the public on all aspects of Council business.

Resolved:

That the Waimate District Council Facebook Page report is accepted; and

That Council approves the creation of a Waimate District Council Facebook page for limited use until such time as the Social Media Policy is presented to Council and approved.

Moved Mayor Rowley
Seconded Cr Guilford
MOTION CARRIED

**6 Exclusion of the
Public**

Council considered moving into public excluded to take the below items:

- iii Appointment of Council's Representative on Alpine Energy Limited
- iv Slinkskins Lease Renewal and Variation
- v Waimate District Marketing and Promotion Contract

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Council's Representative on Alpine Energy	Good reason to withhold exists under Section 7	7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information
Slinkskins Lease Renewal and Variation	Good reason to withhold exists under Section 7	Section 48(1)(a); Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Waimate District Marketing and Promotion Contract	Good reason to withhold exists under Section 7	7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

Resolved:

That Council resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Moved Cr Paul
Seconded Cr Morton
MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 4.40pm. These minutes to be confirmed at the Ordinary Council meeting to be held on Tuesday 22 August 2017.

Mayor C Rowley
Chair

Item 6 Council Resolutions Report

Prepared by: Stuart Duncan
Chief Executive

Purpose of Report

To present Council with the current status of resolutions from prior meetings.

Resolution	Manager	Action
4 April 2017 – Council		
District Infrastructure Committee Recommendation – District Infrastructure Committee Recommendation: Knottingley Park and Arboretum: That Council approved the Committee's recommendation without modification, being that Council approves that from this point on Knottingley Park is known as Knottingley Park and Arboretum and that a Gazette Notice is registered with the District Land Registrar.	Dan Mitchell	Completed
23 May 2017 – Council		
Waimate District Marketing Website: That the Chief Executive be instructed to develop a terms of reference and call for expressions of interest from appropriate providers in conjunction with an assessment team (consisting of the Chair of the Community Services and Development Committee, Chief Executive, the Community Planning and Development Group Manager; and Cr Paul) and select the shortlist of three providers to present to Council for the next Ordinary Council Meeting.	Stuart Duncan	In progress
23 May 2017 – Council		
Temporary Finance Resource: That Council approves the budget of up to \$50,000 to employ a temporary finance person for a period of 5 months; and That the Corporate Services Manager is instructed to advertise for expressions of interest from appropriately skilled and qualified senior management persons to assist with the augmentation of the NCS finance system. The assessment panel for the temporary appointment will consist of the Corporate Services Manager, Human Resources Manager, Accountant and the Deputy Mayor; with the funding to come from ICT Capital Reserve.	Stuart Duncan	Completed

27 June 2017 – Council

Community Services and Development Committee Recommendation – Section 17A Reviews: That Council approves the Committee's recommendation without modification, being that Council approves: a) The light review report for Building Control be accepted and Council agrees no full review is required; and b) The light review report for Dog and Animal Control services be accepted and Council agrees no full review is required; and c) The light review report of Property services be accepted and Council agrees no full review is required; and d) The light review report of Strategy services be accepted and Council agrees no full review is required.	Carolyn Johns	Completed
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27 June 2017 – Council

Environmental Services and Finance Committee Recommendation – Proposal for Victoria Park Toilet Block Upgrade: That Council approves the Committee's recommendation without modification, being that Council approve the upgrading of the toilet block situated adjacent to the public playground at Victoria Park.	Sue Kelly	Completed
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27 June 2017 – Council

Victoria Park Toilet Block Upgrade – Funding Options: That Council approves the upgrade of the Victoria Park playground toilets funding is sourced from the Public Toilet Reserves with an accumulated current balance of \$133,564.	Sue Kelly	Completed
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27 June 2017 – Council

Environmental Services and Finance Committee Recommendation – Proposal for Dangerous and Menacing Dog Appeal Panel Title Change: That Council approves the Committee's recommendation without modification, being that Council approve the title change of the Panel from 'the Dangerous and Menacing Dog Appeal Panel' to 'the Waimate District Council	Sue Kelly	Completed
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27 June 2017 – Council

Waimate District Council Appeal Panel - Terms of Reference and Processes: That Council adopts the Waimate District Council Appeal Panel – Terms of Reference with regard to the Dog Control Act 1996.	Sue Kelly	In progress
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27 June 2017 – Council

1. Audit and Risk Committee's Terms of Reference and Membership: That Council approves the name change of the Audit and Risk Management Committee to the Audit and Risk Committee, and 2. That Council approves the following appointments to the Audit and Risk Committee: a Stephen Halliwell (independent chair) b Councillor Sheila Paul (deputy chair) c Councillor David Anderson d Councillor Jakki Guilford e Mayor Craig Rowley 3. That the Audit and Risk Committee's Terms of Reference and Membership lies on the table to be brought back before Council with suggested amendments, and 4. That the necessary amendments to the Delegations Policy 208 to reflect the Audit and Risk Committee's amended Terms of Reference and name change lies on the table to be brought back before Council for approval at the 1 August 2017 meetings.	Stuart Duncan	In progress (3 and 4)
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27 June 2017 – Council

Multi-Party Funding Agreement for Resealing: That Council enters into the Multi Party Funding Agreement between Timaru District Council, Mackenzie District Council and Waimate District Council in respect of road resurfacing contract for the period 1 July 2017 to 30 June 2019; and That the Chief Executive is given delegated authority to advise Timaru District Council Council's acceptance of the preferred tender from the tender evaluation process.	Dan Mitchell	Completed
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27 June 2017 – Council

Electoral System for the 2019 and 2022 Local Body Elections: That Council approves to do nothing. The status quo will remain. The Council's choice for the electoral system will remain as First Past the Post (FPP)	Carolyn Johns	Completed
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27 June 2017 – Council

Annual Plan Adoption 2017/18: That Council, in accordance with the requirements of Section 100 of the Local Government Act 2002, resolves that it is financially prudent to adopt the Annual Plan that contains budget deficits on certain activities. This decision takes account of the estimated expenses of achieving and maintaining the predicted levels of service provision set out in the Long Term Plan 2015-25, including the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and the projected revenue available to fund the estimated expenses associated with maintaining the service capacity and integrity of assets throughout their useful life; and the equitable allocation of responsibility for funding the provision and maintenance of assets and facilities throughout their useful life; and the funding and financial policies adopted by Council; and That Council adopts the Waimate District Council Annual Plan 2017/18, as dated 27 June 2017; and That Council approves the Waimate District Council Fees and Charges 2017/18.	Carolyn Johns	Completed
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27 June 2017 – Council

Rates Resolution 2017/18: That Council adopts to set and assess the following rates under the Local Government (Rating) Act 2002, on rating units in the Waimate District for the financial year commencing 1 July 2017 and ending on 30 June 2018, and sets the due dates for payment of the rates as set out in the agenda.	Andy Hilton	Completed
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27 June 2017 – Council

Rates Penalties Resolution 2017/18: That Council authorise the Rates Penalties regime for the 2017/18 financial year: a) Penalty: A penalty under section 58(1)(a) of 10% of any amount of an instalment that remains unpaid after the due date will be added on, or after, 28 August 2017, 27 November 2017, 26 February 2018, and 28 May 2018 (respectively for each instalment). b) Further Additional Penalties: A further additional penalty under section 58(1)(b) and 58(1)(c) of 10% of any amount of rates that remain unpaid from previous financial years will be added on each of 1 July 2017 and 1 January 2018 if unpaid by then.	Andy Hilton	Completed
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1 August 2017 – Extraordinary Council

Department of Internal Affairs Report on Dog Control Policy and Practices for the 2016/17 Financial Year: That Council approves the report to the Department of Internal Affairs on Dog Control Policy and Practices for the 2016/17 financial year.	Sue Kelly	Completed
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1 August 2017 – Extraordinary Council

Joint Local Alcohol Policy – Evaluation Report: That Council declares it is satisfied with the outcome of the Joint Local Alcohol Policy Evaluation Report. Council does not require a review of the policy to be conducted in accordance with section 6 of the policy until such time that the review is required by law, unless circumstances arise in the interim that dictate a review is required.	Sue Kelly	Completed
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1 August 2017 – Extraordinary Council

Consideration of Major (Urgent Business) or Minor Items not on the Agenda: That Council approves the creation of a Waimate District Council Facebook page for limited use until such time as the Social Media Policy is presented to Council and approved.	Carolyn Johns	In progress
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1 August 2017 – Community Services and Development Committee

Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees – Refresh of Committee Membership: That the Community Services and Development Committee resolved that Mayor Rowley be appointed on the Zone Committee Selection Working Group to select the new members for the Upper and Lower Waitaki South Coastal Zone Committees.	Carolyn Johns	Completed
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1 August 2017 – Environmental Services and Finance Committee

Audit and Risk Committee's Terms of Reference: The Environmental Services and Finance Committee considered the approval of the Audit and Risk Committee's draft Terms of Reference: The Audit and Risk Committee's draft Terms of Reference will be further discussed and amended if necessary at an Audit and Risk Committee meeting and then come to the 22 August 2017 Council meeting for final approval.	Andy Hilton	In progress
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Recommendation

That the Resolutions for Action Report is accepted.

Item 7 Mayor's Report

Prepared by: Craig Rowley
 Mayor

Local Government New Zealand Conference

- 1 The Local Government Conference in Auckland featured presentations from the leaders of the various political parties outlining their policies around better cooperation between Local and Central Government. There was also a clear focus on water, both drinking water and environmental water quality. I have outlined below further information:
- 2 Local Government elected a new Local Government New Zealand President, Dave Cull, to replace Lawrence Yule who stepped down after nine years in the role. Dave Cull is the Mayor of Dunedin and has most recently served as LGNZ's Vice-President and is the current Chair of its Metro Sector.
- 3 The AGM followed this year's LGNZ Conference, when over 650 delegates from Local Government and its stakeholders, industry and community gathered in Auckland for the two day event. The theme of this year's conference was Creating Pathways to 2050: Liveable Spaces and Loveable Places.
- 4 Remits were voted on in a secret ballot. Remits passed become official policy to be actioned by Local Government New Zealand. The five remits voted on are outlined below:

Giving councils greater powers to combat littering:

- 5 Palmerston North City Council supported by Metro councils asked that LGNZ advocates to Central Government to amend the Litter Act 1979 to enable local authorities to legally issue infringement notices where there is evidence of an offence.
- 6 Councils putting forward the remits said the indiscriminate disposal of rubbish is an ongoing and increasing problem for local authorities. The councils say the Litter Act fails to provide councils with the appropriate regulatory tools to fulfil its objectives and enforce legislation by limiting the issue of an infringement notice to situations where a council officer observes a person littering, or has reasonable cause to believe they have just committed an infringement offence. A simple word change to remove the word "just" from the legislation would address these limitations and provide greater authority to issue infringements.
- 7 The remit was passed overwhelmingly with 95 per cent support of the sector.

Returning a portion of GST to the district it was generated:

- 8 Proposed by Gisborne District Council with the support of a number of rural, district and city councils, this remit asked that LGNZ request the Government use the appropriate mechanisms to enable a proportion of the 15 per cent Goods and Services Tax be returned to the territorial authorities and unitary councils where it was generated so that Councils can use this money to pay for the servicing of visitor infrastructure.

- 9 The Council said local government's' reliance on property rates has seriously constrained investment in key local infrastructure, particularly where benefits are diffuse and the cost cannot be allocated to a specific group. The proposal would be one step towards adopting a strategic and coordinated approach to investment in regional tourism growth.
- 10 The remit was supported strongly by 68 per cent of the sector.

National legislation to manage cats:

- 11 The third remit was proposed by Dunedin City Council and asked that LGNZ lobby the Government on the importance of implementing the final version of the National Cat Management strategy which recognises both the importance of companion cats and indigenous wildlife to many New Zealanders.
- 12 Throughout New Zealand councils are tasked with trying to promote responsible cat ownership and reduce their environmental impact on wildlife, including native birds and geckos. Yet, territorial authority's powers for cats are for minimising the impact on people's health and wellbeing, and regional councils' powers are restricted to destruction of feral cats as pests. The remit seeks the protection of our wildlife and native species by seeking regulatory powers for cat control, including cat identification, cat de-sexing and responsible cat ownership.
- 13 The remit was passed with 51 per cent voting in favour.

Development of a sugar sweetened beverages policy:

- 14 This remit asked that all councils consider the development of a Sugar Sweetened Beverages Policy for their respective workplaces and facilities.
- 15 Proposed by Hastings District Council the remit was designed to encourage councils to model good behaviour in their communities and provide an example to other organisations. It was also designed to reduce sugar consumption of users of council facilities.
- 16 The remit was passed with 61 per cent voting in favour.

Drivers licence programme:

- 17 A new remit was proposed from the floor by Rotorua Lakes Council and seconded by Central Hawke's Bay District Council that the membership of LGNZ advocate to the Government in support of the implementation of a free and all-inclusive universal drivers licence programme for all students at NCEA level two.
- 18 The councils spoke to the significant challenges of youth obtaining employment without holding a drivers licence, particularly in smaller towns and rural areas and areas of high deprivation, and the need for a programme to assist youth in gaining a licence.
- 19 The remit was passed with strong support of 79 per cent of votes.

Environment Canterbury Q & A Session on Air Quality Rules

- 20 A number of Councillors and I attended a joint information session between Timaru and Waimate District Councillors and Environmental Canterbury air quality scientists and representatives. The purpose of this was to get a clearer understanding of the science being used to monitor air quality.

New Zealand Motorhome Association meeting

- 21 I recently met with the Chief Executive of the NZ Motorhome Association, outlining their current focus around their 'off the beaten track' initiative. The goal of this is to attract more domestic and international tourists who choose to visit some of the smaller regionals around the country.

External Meetings & Functions Attended by the Mayor

- 22 Outside of Waimate District Council meetings and general business – from 15 June 2017 to 10 August 2017.

Date	Meetings and Functions
19 June 2017	Met with South Canterbury Chamber of Commerce Board – Timaru
20 June 2017	Lower Waitaki Flooding Public Information Workshop – Waimate Event Centre
21 June 2017	Waimate District Digital Trust presentation – Council
22 June 2017	Met with New Zealand Corrections Department – Council
22 June 2017	Attended a luncheon with Finance Minister Steven Joyce – Timaru
23 June 2017	Attended the launch of CREDS (Canterbury Regional Economic Strategy) – Christchurch
24 June 2017	Centrecare's 30th Jubilee & Grand Opening Function – Waimate
28 June 2017	On-air Chat with OJ – Port FM
29 June 2017	Viewed webinar on Resource Legislation Amendment Act 2017 – Chambers
30 June 2017	Met with Hunter Downs Water Ltd – Council
2 July 2017	Rural Support South Canterbury Volunteers Lunch – Waimate
4 July 2017	Joined Waimate District Council staff's "Onesie" Day Fundraiser
5 July 2017	Attended Waimate Centennial School's Book Week
7 July 2017	Interviewed for Chinese Documentary at Yili Dairy Factory – Glenavy
12 July 2017	Waimate District Digital Trust meeting with Alpine Energy – Council
14 July 2017	Met with Otago Polytechnic Third Year Medical Student Representatives – Council

Date	Meetings and Functions
15 July 2017	Guest speaker for the Waimate Dog Trials Club annual dinner and prize-giving (with Mayoress)
20 July 2017	Alpine Energy Shareholders Meeting – Timaru District Council
22 July 2017	Book Launch 'The Ferret' – Waimate Town & Country Club (with Mayoress)
23 July 2017 – 25 July 2017	Local Government New Zealand Conference – Auckland
23 July 2017	Mayor's Taskforce for Jobs Annual General Meeting – Auckland
26 July 2017	Mayoral welcome for Japanese High School students – Council (with Mayoress)
27 July 2017	Environment Canterbury Q & A Session on air quality rules for Councillors – Timaru District Council
27 July 2017	Alpine Energy Annual General Meeting – Timaru
28 July 2017	Luncheon with Prime Minister – Timaru
2 August 2017	MC of M.bovis meeting run by Ministry of Primary Industries – Papakaio
3 August 2017	New Zealand Motorhome Association meeting – Council
9 August 2017	Glenavy Community meeting – Glenavy
10 August 2017	Waimate Community Anzac Group meeting – Council
10 August 2017	MC of M.bovis meeting run by Ministry of Primary Industries – A & P Shears pavilion

Recommendation

That the Mayor's Report is accepted.

Item 8 Councillors' Report

Prepared by: Craig Rowley
Mayor

External Meetings and Functions Attended by Councillors

Outside of Waimate District Council meetings and general business – from 15 June 2017 to 10 August 2017.

Cr Sharyn Cain (Deputy Mayor)

Date	Meetings and Functions
26 July 2017	Mayoral welcome for Japanese High School students – Council
27 July 2017	Environment Canterbury Q & A Session for Councillors on air quality rules – Timaru District Council

Cr David Anderson

Date	Meetings and Functions
3 July 2017	Orari-Temuka-Opihi-Pareora Zone Committee Solutions Workshop
10 July 2017	Orari-Temuka-Opihi-Pareora Zone Committee Solutions Workshop
17 July 2017	Orari-Temuka-Opihi-Pareora Zone Committee Solutions Workshop
7 August 2017	Orari-Temuka-Opihi-Pareora Zone Committee Solutions Workshop

Cr Peter Collins

Date	Meetings and Functions
21 June 2017	Attended Environment Canterbury fire starting demonstration – Café on Queen
21 June 2017	Waimate Historical Society meeting – Waimate Archives
29 June 2017	Viewed webinar on Resource Legislation Amendment Act 2017 – Chambers
4 July 2017	Waimate Trackways meeting – Lister Home
9 July 2017	Public Air Plan Discussion – Aorangi Stadium

Cr Peter Collins

Date	Meetings and Functions
19 July 2016	Waimate Historical Society meeting – Waimate Archives
22 July 2017	Book Launch 'The Ferret' – Waimate Town & Country Club
27 July 2017	Environment Canterbury Q & A Session for Councillors on air quality rules – Timaru District Council

Cr Jakki Guilford

Date	Meetings and Functions
20 June 2017	Lower Waitaki Flooding Public Information Workshop – Waimate Event Centre
21 June 2017	Lower Waitaki South Coastal Canterbury Zone Committee meeting – Waimate Event Centre
21 June 2017	Centrecare Committee special meeting – Waimate
24 June 2017	Centrecare's 30th Jubilee & Grand Opening function – Waimate
29 June 2017	Webinar: Resource Legislation Amendment Act 2017 – Chambers
20 July 2017	Centrecare Committee meeting – Waimate
27 July 2017	Centrecare AGM – Waimate
10 August 2017	Centrecare Committee meeting – Waimate

Cr Miriam Morton

Date	Meetings and Functions
29 June 2017	Viewed Webinar on Resource Legislation Amendment Act 2017 – Chambers
19 July 2017	Lower Waitaki South Coastal Canterbury Zone Committee meeting
26 July 2017	Mayoral Welcome for Japanese High School Students – Council
27 July 2017	Environment Canterbury Q & A Session on air quality rules for Councillors – Timaru District Council

Cr Tom O'Connor

Date	Meetings and Functions
27 July 2017	<p>Environment Canterbury Q & A Session on air quality rules for Councillors – Timaru District Council</p> <p><i>Comment: Environment Canterbury data gathering is generally sound but many of the key assumptions based on that data were not. There is a worrying lack of logic and there seems to be a significant degree of pre-determination. The real decisions, however, will be made in the political arena, not by technicians.</i></p>

Cr Sheila Paul

Date	Meetings and Functions
20 June 2017	Lower Waitaki Flooding Public Information Workshop – Waimate Event Centre
9 August 2017	Glenavy Community meeting – Glenavy

Recommendation

That the Councillors' Report is accepted.

Item 9

Chief Executive's Activity Report

Prepared by: Stuart Duncan
 Chief Executive

Purpose of Report

- 1 To inform the Council of the recent 'significant activities' of the Chief Executive.

Activities

- 2 Tuesday 16 May – Attended the Hunter Downs Water – Water Shed meeting with Mayor Rowley.
- 3 Wednesday 17 May – Attended the Business Leaders' Health and Safety Forum at the Alpine Energy office, Timaru. This forum provides an opportunity for business leaders to discuss contemporary Health and Safety issues in the workplace. This meeting focussed on mental health and business culture around supporting the well-being of staff.
- 4 Friday 26 May – Attended the Canterbury Mayoral Forum and Canterbury Civil Defence Emergency Management meeting. The Mayoral Forum focussed on the Canterbury Regional Economic Development Strategy (CREDS).
- 5 Monday 29 May – Attended a Conflict of Interest seminar held at the Oamaru Opera House, facilitated by Jonathan Salter of law firm Simpson Grierson.
- 6 Wednesday 31 May – Travelled around the Hakataramea/Waihaorunga ward with Cr Guilford.
- 7 Thursday 1 June – Attended the opening of the newly built 'Block A' at Waimate High School.
- 8 Thursday 8 June – Gave a talk to the Waimate Fellowship (PROBUS) at the Waimate Town and Country Club. Around 40 members attended. The theme of the talk was 'Be careful what you ask for, do we really need development?'
- 9 Wednesday 14 June (pm) to Friday 16 June – Attended the Local Government Rural and Provincial meeting in Wellington with Mayor Rowley.
- 10 Monday 19 June – Attended a 'catch-up' meeting in Timaru with the Board of the South Canterbury Chamber of Commerce (Mayor Rowley also attended)
- 11 Thursday 22 June – Attended a luncheon with Finance Minister, Steven Joyce (Mayor Rowley also attended)
- 12 Friday 30 June – Gave a talk to the Waimate Returned Servicemen Association at the Waimate Town and Country Club. Approximately 30 people attended the event and the theme of the talk was 'The Waimate District and Economic Growth'.

- 13 Tuesday 11 July – Gave a talk to Grey Power at the Waimate Town and Country Club. Approximately 40 members attended the afternoon and the theme of the talk was 'Local Government, Adaptable or Die'.
- 14 Thursday 20 July – Attended the Alpine Energy Shareholders meeting in Timaru with Mayor Rowley.
- 15 Friday 21 July – The Waimate District Council Emergency Operations Centre (EOC) was activated in response to a severe rain event. The EOC was activated at 9:00am and closed at 8:00pm. WDC did not declare a State of Emergency. Post event investigations have identified around \$500,000 of damage (roads and associated furniture).
- 16 Thursday 27 July – Attended the Alpine Energy AGM in Timaru with Mayor Rowley.
- 17 Friday 28 July – Mayor Rowley and I attended a luncheon with Prime Minister Bill English. The function was held at the Timaru Tennis Centre.
- 18 Monday 31 July – Attended the Chief Executive Forum at Selwyn District Council, followed by the Civil Defence Emergency Management Group meeting.
- 19 Wednesday 2 August – Guest speaker at the Community Development meeting held at the Waimate Event Centre, coordinated by Cr Guilford.
- 20 Wednesday 9 August – Attended a meeting with the Glenavy Community Trust to discuss public toilets and main street beautification.

Recommendation

That Council note the Chief Executive's Activity Report.

Item 10

Management Report – Human Resources and Health and Safety

Prepared by: Fiona Hester-Smith
Human Resources Manager

The Human Resources Manager's report is submitted for the information of Council.

Recommendation

That the Human Resources Manager's report is accepted.

Health and Safety

Election of Health and Safety Representatives

- 1 An election has been held across all Council staff for Health and Safety Representatives / Committee members. At the Health and Safety Committee meeting held on 31 July 2017 the new Committee elected the Chair. The following are now the new Representatives/Committee members.

Malcolm McLennan – Chair

Jill Wilson – Secretary

Fiona Hester-Smith - H&S Manager

Karen Buchanan – Animal Control and Property

Peter Vendetti – Waimate Event Centre

Margaret Mather – Asset Group and Local Government Building

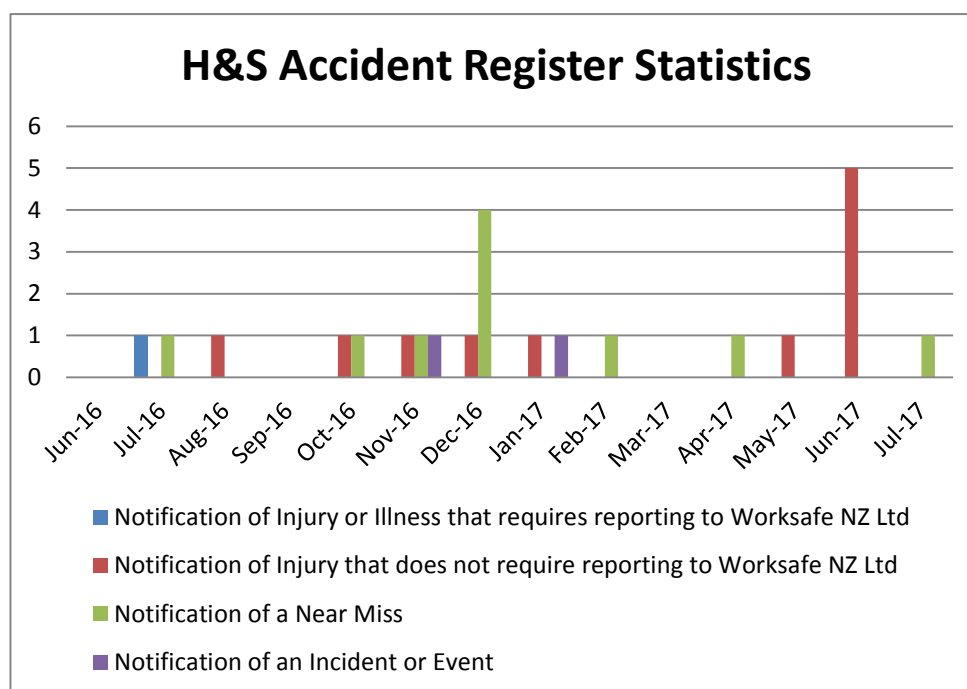
Mark Foster – Asset Group and Local Government Building

Grant Martin – Parks and Reserves

Shelley Wilson – Roothing

Colin Schwarz - Utilities

Health and Safety Statistics



July 2017 – One Near Miss

Health and Safety Awareness Week for 2017

- 2 The Annual Health and Safety Awareness Week will be held in the week of 9 – 15 October 2017. Planning for the week is underway by the Health and Safety Committee.

Human Resources

3 Corporate Services Team Leader – Mrs Kim Quirke started on the 3rd of July 2017.

Staff Statistics

	July 2017
Actual Staff	56
Full Time Equivalents (FTE's)	48.00
Full Time	43
Part Time	13
Temporary	0

Item 11

Citizenship Ceremony – 10.30am

Prepared by: Craig Rowley
Mayor

The Chair will adjourn the meeting at 10.30am to conduct the Citizenship Ceremony.

New Citizen Name	Nationality	Oath/Affirmation
Mr Jian LIANG	Chinese	Oath
Mrs Maria Anna SGAMMINI	Italian	Oath
Mrs Leoner Ann STANISTREET	British	Oath
Mr Luke STANISTREET	British	Oath
Mr Dale Millin CURTIS	South African	Affirmation
Mrs Rosemary Afia WATTS	British	Affirmation

Following the ceremony the new citizens and their guests will be invited to join Council for morning tea.

Item 12

Audit and Risk Committee Terms of Reference

Prepared by: Stuart Duncan
Chief Executive

Purpose of Report

- 1 For Council to consider and approve the Audit and Risk Committee Terms of Reference.
- 2 The Audit and Risk Committee Terms of Reference will be reviewed and, if necessary, modified over time by negotiation between the Audit and Risk Committee and the Council.

Background

- 3 On 27 June 2017 a report was presented to Council seeking approval of the Audit and Risk Committee's draft Terms of Reference, name change, membership and amendments to the Delegations Policy 308.
- 4 The name change and Committee membership were approved, however, it was resolved that the Terms of Reference and changes to Delegations Policy 308 were to lie on the table to be brought back before Council with suggested amendments at the 1 August 2017 Environmental Services and Finance Committee meeting.
- 5 At the 1 August 2017 Environmental Services and Finance Committee meeting the Terms of Reference were accepted and it was noted that the Terms of Reference will be further discussed and amended if necessary at an Audit and Risk Committee meeting for presentation to the 22 August 2017 Council meeting for final approval.
- 6 An informal meeting of the Audit and Risk Committee was held on Monday 14 August 2017 to further review the Terms of Reference. A final version is attached for Council's consideration.

Proposal

- 7 To approve the Audit and Risk Committee Terms of Reference as presented.

Obstacles

- 8 There are no known obstacles.

Assessment of Significance

- 9 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Budget Considerations

- 10 There are no known budget considerations.

Cost-effectiveness

- 11 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Audit and Risk Committee Terms of Reference report is accepted; and
- 2 That Council approves the Audit and Risk Committee Terms of Reference, as presented; and
- 3 That Council approves Delegations Policy 308 be amended accordingly to reflect the Audit and Risk Committee's delegations and name change.



Terms of Reference

Audit and Risk Committee

22 August 2017

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Preamble

A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district...

Local Government Act 2002, s14 (g)

The Local Government Act 2002 requires a local authority to manage its revenue, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community.

The aim of the Audit and Risk Committee (the Committee) is to give assurance to Elected Members, management and the public that Council processes operate in an efficient and effective manner and ensure the integrity of all transactions.

Purpose

- 1 The purpose of the Committee is to assist the Council to discharge its responsibilities and provide independent observations on:
 - 1.1 the robustness of risk management systems, processes and practices;
 - 1.2 the robustness of the internal control framework;
 - 1.3 the independence and adequacy of internal and external audit functions;
 - 1.4 the integrity and appropriateness of internal and external reporting and accountability arrangements, including performance reporting;
 - 1.5 compliance with applicable laws, regulations, standards and best practice guidelines;
 - 1.6 the establishment and maintenance of controls to safeguard Council's financial and non-financial assets; and
 - 1.7 the governance framework and processes.
- 2 The Committee reports directly to Council.
- 3 The Committee also has responsibility for overseeing the investigation of possible irregularities, including allegations of fraud.
- 4 The Committee is also responsible for maintaining and considering its own effectiveness, and must ensure that there are robust processes in place to ensure effective communication with both Council and management.
- 5 The Committee has limited delegation from Council and it will largely operate as an advisory committee to Council. The Committee will not assume any management functions or make decisions that are the statutory responsibility of the Chief Executive.

Membership

- 6 Within 40 days of the Local Government Triennial Election, Council will establish and appoint the Committee and its members, including the appointment of a non-elected (external appointee) as Chairperson or the reconfirmation of a Chairperson appointed for a term beyond the Triennial Election.

- 7 The Committee membership will be the external appointee (as Chairperson), the Mayor and up to three appointed members.
- 8 The Committee members should bring to the Committee:
 - 8.1 the ability to act independently and objectively;
 - 8.2 the ability to ask relevant and pertinent questions and evaluate the answers;
 - 8.3 the ability to work constructively with management to achieve improvements;
 - 8.4 an appreciation of Council's culture and values, and a determination to uphold these;
 - 8.5 a proactive approach to advising Council and the Chief Executive of matters that require further attention;
 - 8.6 business acumen; and
 - 8.7 appropriate diligence, time, effort and commitment.
- 9 The external appointee should have the following experience:
 - 9.1 financial reporting;
 - 9.2 broad governance experience;
 - 9.3 familiarity with risk management disciplines (identification, evaluation and management);
 - 9.4 understanding of internal control and assurance frameworks;
 - 9.5 a good understanding of the roles of internal and external audit;
 - 9.6 industry or sector expertise; and
 - 9.7 the ability to explain technical matters in their field of expertise to other members.
- 10 The Chief Executive may attend Committee meetings, however, the Chief Executive is not a member of the Committee.

Risk Management and Internal Controls

- 11 The Committee will:
 - 11.1 understand the key operational business activities of Council and the significant risks associated with each of the activities;
 - 11.2 recommend to Council the Risk Management Policy and any amendments;
 - 11.3 recommend to Council an appropriate level of risk tolerance after an assessment of risks;
 - 11.4 review whether management has in place a current and comprehensive risk management framework (including likelihood and consequences) and associated procedures for effective identification and management of Council's significant risks;

- 11.5 consider whether appropriate action is being taken by management to mitigate Council's significant risks;
- 11.6 enquire as to steps management has taken to ensure the organisation's culture is one of commitment to workplace safety, probity and ethical behaviour; and
- 11.7 monitor major project reports to ensure transparency of financial management and provide assurance that there are robust processes in place to manage project risks appropriately.

External Audit

- 12 The Committee, in conjunction with the Chief Executive, will:
 - 12.1 engage and confirm with the external auditor the terms of the auditor's appointment and engagement, including the nature and scope of the audit, timetable and fees;
 - 12.2 develop a relationship with, and liaise with, the external auditor;
 - 12.3 discuss issues arising from the interim and final audit reports, and any matters the external auditor may wish to discuss;
 - 12.4 receive the external audit report(s) and monitor the implementation by management of any significant issues and recommendations made by the external auditor;
 - 12.5 conduct a session with the external auditor to discuss any matters that the auditor wishes to bring to the Committee's attention and/or any issues of independence; and
 - 12.6 review reports from any other external audits (including IANZ and NZTA) and/or reports relating to Council's performance, of a financial, risk mitigation or compliance nature, that are undertaken.

Internal Audit

- 13 The Committee will:
 - 13.1 monitor management's approach to maintaining an effective internal control framework is sound and effective;
 - 13.2 monitor existing corporate policies and recommend new policies to prohibit unethical, questionable or illegal activities;
 - 13.3 approve the internal audit programme and determine the appointment of any assistance required to implement the programme having regard to risk, independence and expertise;
 - 13.4 monitor the delivery and implementation of the internal audit work programme and audit process; and
 - 13.5 receive the internal audit report and monitor the implementation by management of any significant issues and recommendations made by the internal auditor.

Compliance with Legislation, Standards and Best Practice Guidelines

- 14 The Committee will review the effectiveness of the system for monitoring Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards and sector best practice guidelines.

General

- 15 Oversee special investigations.
- 16 The Committee may review other reports prepared by management for release, such as summary annual reports.
- 17 The Committee will take a mediation role between management and the external audit team if necessary to achieve a conclusion in any reportable matter.

Meetings

Quorum

- 18 A quorum of members of the Committee shall be three, however one of the three members must be the Chairperson, or in the absence of the Chairperson, another member of the Committee delegated to act as Chair by the Chairperson.

Frequency

- 19 The Committee will meet at least four times each year having regard to Council's reporting and audit cycle. Additional meetings may be held as determined by the Chairperson in order for the Committee to fulfil its duties and responsibilities.

Meetings with External Auditor

- 20 The Committee will work at "arms-length" to the office of the Chief Executive and is able to meet with the external auditor without management present.

Standing Orders

- 21 The Committee will abide by the Waimate District Council Standing Orders.

Delegations from Council

- 22 The Committee have delegated authority to:
- 22.1 engage and confirm with the external auditor the terms of the auditor's appointment and engagement, including the nature and scope of the audit, timetable and fees;
 - 22.2 approve the appointment of any internal auditor, internal audit programmes, audit engagement letters and letters of undertaking for audit functions;
 - 22.3 approve additional services provided by the external auditor;

- 22.4 approve, coordinate and monitor special investigations;
- 22.5 seek independent advice within budget; and
- 22.6 seek any information it requires from the Chief Executive who will co-operate with any reasonable request made by the Committee.

23 The Committee may not delegate any of its responsibilities, duties or powers.

Reporting Procedures

- 24 The Committee shall maintain direct lines of communication with the external auditors, the Chief Executive and the Corporate Services Manager. The Chief Executive and Corporate Services Manager are responsible for drawing to the Committee's immediate attention any matter that relates to Council's financial condition, any breakdown in internal controls, or any event of fraud.
- 25 The Committee shall be provided with copies of all correspondence between the external auditor and management and staff regarding the audit process.
- 26 After each Committee meeting the Chairperson shall prepare a report to Council for the next available Ordinary Meeting of Council.

Review of the Committee

- 27 The Committee will every 12 months review the performance of the Committee, including a review of the Terms of Reference.
- 28 The Terms of Reference will be approved by Council.

Publication Details

All inquiries or suggestions regarding this document should be referred to:	Chief Executive
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Chief Executive – Release Signature:	Stuart Duncan
Document can only be amended by:	Resolution of Council
Document filed at:	L:\SUPPORT SERVICES\Meetings - Audit
Document Writer:	Stuart Duncan Chief Executive

Item 13 Appointment of additional Civil Defence Emergency Management Local Controller – Stuart Duncan

Prepared by: Carolyn Johns
 Community, Planning and Development Group Manager

Purpose of Report

- 1 The purpose of this report is to provide the relevant information to enable Council to consider appointing Council's Chief Executive Stuart Duncan as an additional Local Controller.

Background

- 2 The Civil Defence Emergency Management Act (2002) s64 (1) states a local authority must plan and provide for civil defence emergency management within its district. A crucial part of this planning is the legislated role of local controller; the local controller provides overall leadership and decision making during emergencies and has widespread powers during a declared state of emergency.
- 3 Waimate District Council currently has three local controllers, Carolyn Johns, Brent Herbert and Hilary Botting.

Proposal

- 4 For Council to confirm the appointment of Stuart Duncan as an additional Waimate District Civil Defence Emergency Management Local Controller. Carolyn Johns remains the initial controller with Brent Herbert, Hilary Botting and Stuart Duncan providing back up in that order.
- 5 Neville Reilly Group Manager/Regional Controller of Canterbury Emergency Management Office has approved in principal the appointment of Stuart Duncan as an additional local Controller. Once Council's approval has been received Stuart's appointment will be confirmed by Canterbury Chief Executive's Group (CEG) and Canterbury's Joint Committee.

Obstacles

- 6 There are no known obstacles.

Assessment of Significance

- 7 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Budget Considerations

- 8 Who is the budget holding Manager? Carolyn Johns, Community, Planning and Development Group Manager.
- 9 Activity, description name and general ledger code: Civil Defence Emergency Management Training, G/L 3520304
- 10 Budget allocation 2018/19: \$5,200
- 11 Amount spent to date: \$0
- 12 Can this proposal be accommodated out of remaining budget? Yes, as we anticipate that the MCDEM Controller Training would not be undertaken this year.

Cost-effectiveness

- 13 Consideration has been given to cost-effectiveness.

Recommendation

- 1 That the Appointment of additional Civil Defence Emergency Management Local Controller – Stuart Duncan report is accepted; and
- 2 That Council approves the appointment of Stuart Duncan as an additional Civil Defence Emergency Management Local Controller.

Item 14 Remuneration Authority – Local Government Review

Prepared by: Carolyn Johns
 Community, Planning and Development Group Manager

And Fabia Fox
 Policy Analyst

Purpose of Report

- 1 To present Council with the Remuneration Authority's Local Government Review Consultation Document.

Background

- 2 This item is the continuation of a previous report presented to the Community Planning and Development Committee at the 13 June 2017 meeting. At this meeting the Committee discussed changes proposed by the Remuneration Authority to the local government remuneration systems and policy development in order to provide feedback to the Authority. This report covers the second section of the proposed changes.
- 3 The Remuneration Authority is the independent body set up by Parliament to handle the remuneration of key public office holders such as judges, Members of Parliament and local government representatives.
- 4 Under the Local Government Act 2002, the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses for elected members. The Local Government Elected Members Determination, gazetted annually, details the remuneration and allowances payable to elected members each year. The Waimate District Council Elected Member Reimbursement and Expenses Policy is a requirement of this process.
- 5 In undertaking its duties, the Authority is obliged to have regard to the need to maintain fair relativity with other levels of remuneration elsewhere, to be fair to both elected members and ratepayers, and to attract and retain competent persons.
- 6 To uphold this duty, the Authority regularly review their assessment methodology for determining appropriate remuneration and allowances and the mechanisms by which the determinations are translated to Council policy and implemented. The most recent review was undertaken in 2015.
- 7 In the lead up to the gazetting of the 1 July 2017 determination, the Authority have concluded there is an opportunity for both short term improvements to the system, including some clarification of current elected member reimbursement and expenses policies, as well as some deeper changes proposed for introduction in 2019.
- 8 Council's feedback on the proposed immediate changes was submitted to the Authority following the discussion at the 13 June 2017 Community Planning and Development Committee Meeting.

9 This discussion will focus on Part Three of the Consultation Document (Appendix I) – the longer term proposals directly relating to local government remuneration setting by the Authority. Questions addressing each proposed change are included throughout the document to assist Council in providing feedback.

10 The key proposals (applicable to the Waimate District Council) the Authority are requesting Council feedback on are:

a Council sizing. The Authority defines council size as the accumulated demands on any council resulting from its accountability for its unique mix of functions, obligations, assets and citizenry. The council sizing index, currently derived from population and council expenditure forms the basis of the Authority's determination of councillor/mayor/chair remuneration. Job size of the positions, proportion of full time work and the Authority's pay scale are also considered.

It is proposed that moving forward the factors to be used in council sizing for territorial authorities like Waimate District Council include population, operational expenditure, asset size, social deprivation and number of guest nights.

b Weighting of the aforementioned factors for council sizing. Currently the Authority weights the factors for territorial authorities, in terms of their current view, from the highest to lowest importance:

- Population; operational expenditure
- Assets size
- Deprivation index; visitor nights

c Mayor/chair remuneration. The Authority is proposing that all mayor/chair positions be considered full time and that remuneration is determined on this basis. It is also proposed that there should be a 'base pay' for all mayors/chairs with additional remuneration added depending on the size of the council.

d Councillor remuneration. The Authority is looking at setting a total "governance/representation pool" that each council would distribute. The pool would be linked to the size of the council and thus be irrespective of the number of elected members. Under the current system the Authority sets a base remuneration for each councillor.

This change would mean that while the Authority would provide the fiscal framework, the decisions around the details of councillor remuneration, including additional remuneration for extra duties or responsibilities, would be in the hands of the local council. The Authority sees that local councils are better able to understand and reflect community needs and councillor responsibilities than they are on a national basis.

e Remuneration for external representation roles. It is proposed that additional remuneration for elected members appointed to represent council on various outside committees and bodies be considered in a similar way to council positions of responsibility and be determined by each council from the aforementioned 'governance/representation pool'.

f Local government pay scale. The Authority acknowledges that with regards to pay scales local government has no exact equivalent in New Zealand, but that central government is the closest comparison. With this considered, the Authority sees it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of the differences in job sizes.

Proposal

- 11 Council consider the Remuneration Authority's proposals with regards to local government remuneration setting and provide staff with clear direction as to Council's feedback.

Obstacles

- 12 There are no known obstacles.

Assessment of Significance

- 13 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Budget Considerations

- 14 There are no known budget considerations currently. The proposed changes would be introduced in 2019.

Cost-effectiveness

- 15 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Remuneration Authority – Local Government Review report is accepted; and
- 2 That Council provide staff with direction for the feedback to be provided to the Remuneration Authority.

Appendix I

Part Three – Longer Term Proposals

Introduction

64. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors, as well as community board members, from every council except Auckland. Later this year we will be issuing an additional consultation paper on the Auckland Council, following the completion of its governance review. However, we are proposing that the general principles outlined in this paper around council sizing should apply to Auckland.
65. Please note that we are seeking the views of councils, not of individual elected members or staff.
66. We would appreciate feedback to info@remauthority.govt.nz by Friday October 20th 2017. Please email to info@remauthority.govt.nz

Recent history of local government remuneration setting by the Authority

67. In late 2011 the Authority issued a discussion document - *Review of Local Authority Remuneration Setting*. This was followed in November 2012 by a further document - *Remuneration Setting Proposals for Local Authorities* - which outlined the system that the Authority was proposing to institute from the 2013 election. A copy of that document is attached as *Appendix 1*. It transpired that for a variety of reasons in the years 2014 to 2016 the Authority did not completely implement the proposed process. However, significant elements are in place. Importantly, the work which the Authority commissioned from the Hay Group in 2015 remains current in our view and has provided useful data to assist with our current considerations.
68. To assist with context, the main elements of the 2013 proposal are summarised below. They were:
- a) Moving away from the traditional salary/meeting fee mix for local government remuneration.
 - b) Creating a size index for councils derived from population and council expenditure.
 - c) Basing the remuneration for councillors/mayors/chairs on:
 - the relative place of the council in the size index;
 - the job size of the positions as assessed for sample councils;
 - the proportion of full time work as demonstrated by survey results;
 - the Authority's pay scale.
 - d) Providing a pool for each council equivalent to one councillor's remuneration to be allocated for additional positions of responsibility.

- e) Reviewing local government remuneration approximately two years after each election and setting the base remuneration for councillor and mayor/chair roles at the beginning of each election year, together with provision for changes in positions of responsibility within each council.
- f) Recalculating annually each council's place on the size index and, in the following July determination, automatically applying any increase warranted, with the proviso that any reductions in the base remuneration would not be implemented during the term of that council.
- g) Providing a loading of 12.5% for unitary council remuneration to recognise their additional regional responsibilities.
- h) Retaining arrangements for resource consent hearings whereby elected members can be paid an hourly fee in addition to their base remuneration.
- i) Requiring councils to confirm their expenses policies only in election year rather than annually.
- j) Retaining valuation methodology for mayor/chair vehicles with adjustments made each year on July 1 to coincide with the determination.
- k) Various changes to community board remuneration setting.

69. The new system was in place for the 2013 Determination in which the Authority made the following comment: *"Aware of its responsibility of fairness to both elected members and ratepayers, the Authority moderated both increases and decreases to smooth the transition to the new system"*.

70. In the 2014 Determination, the same comment was made with the additional comment that *"this approach was continued, with moderation to reflect wage growth, this year"*.

71. In 2015 the same comment was again made. However, in issuing that Determination the Authority said the following: *"The relationships between council size and remuneration, as well as any necessity for moderation of large increases or decreases, will be reassessed during the 2015/16 year ready for implementation at the time of the 2016 local body elections"*.

72. During 2015 the Authority reviewed the framework again, including job-sizing the positions of a representative group of councils and assessing workloads. In issuing its 2016 Determination the Authority made the following comment: *"The Authority found clear evidence regarding the size of positions but has less confidence in the evidence relating to workload. Given that uncertainty, the Authority has not proceeded to fully or partially implement increases that would in many cases have been well in excess of 10%. It has instead applied increases to the base remuneration payable to councillors ranging from 1.5% to 3% depending on the size of the council. This reflects at the higher level the movements in the public sector remuneration more generally."* The following comment was also made: *"The Authority is also concerned that the expectations placed on local representatives continue to increase and remuneration does not in all circumstances reflect the skill and effort required from members. It will therefore begin further work this year to*

establish an ongoing basis for remuneration that treats both the ratepayer and the elected member fairly”.

Rationale behind current proposal

73. While the legal requirements are set out above in paragraph 2 of Part One (above), the Authority members have also decided that these legal requirements (including attraction and retention of competent people) should be aimed at attracting a wide variety of competent people and balanced by the need to have a local government remuneration system that is accepted in the wider community. To enable this, we require a robust process that is as transparent as possible, intuitively plausible and sustainable for the foreseeable future.
74. We recognise that whether or not the level of financial reward matches the personal contribution of any elected member is not necessarily a significant determinant of the willingness of many people to stand for election. However, remuneration may be an issue for some, depending on personal circumstances, and it may also become an issue for an incumbent deciding whether or not to continue.
75. In considering this proposal, the Authority has decided to maintain a number of existing approaches. The principal ones are:
- a) Maintaining a “total remuneration” approach rather than meeting fees.
 - b) Using a size index to determine relativity between various councils.
 - c) Adopting a “pay scale” for local government that is fair and seen to be fair.
 - d) Reviewing the components of the council size index every three years and applying appropriate factors to territorial authorities and regional authorities.
 - e) Recognising that unitary councils have dual responsibilities and sizing them accordingly.

Council Sizing

76. Overview

We define council size as the accumulated demands on any council resulting from its accountability for its unique mix of functions, obligations, assets and citizenry. The size of councils varies considerably. The most obvious difference is in the size of population with the biggest council (Auckland) having 1,614,300 citizens and the smallest (the Chatham Islands) just 610 at the last census. Even outside of these two, there still a wide population range from Christchurch (375,000) to Kaikoura (3,740).

77. However, despite their differences, there are also many similarities between different councils and the roles of elected representatives.
78. All local government representatives have a basic workload that includes decision-making around local plans, policies and regulations; civic representation; assisting constituents; and

working with other organisations (public and private sector). Importantly, councils are also tasked with employing a chief executive and monitoring performance and delivery.

79. With regard to differences, as noted above, the starkest is in population, but even then there is not an exact connection between population and work load. We have taken account of several characteristics in addition to population to compare the size of each council. We are limited by the ready availability of information. However, with the information that is available, we have been able to use statistical methods to identify several factors that are significant influences on the workload of Councils.
80. We can identify councils that are most likely to be comparable in size, despite differences in what brings this about. Such comparisons can never be exact, because amongst all the councils there are influences on their size that are either unique or unable to be quantified using existing evidence. The analytical approach taken this year by the Authority will be further developed whenever the information base is able to reflect such situations.
81. We considered a variety of factors that could be used for sizing councils and, after consultation and further analysis, we are proposing several factors, with some differences between territorial authorities and regional/unitary councils. The indicators for each factor came from official statistics and departmental reports, and they were analysed by standard statistical methods which enabled the variety of demands on councils from different sources to be compared and accumulated. The initial list of factors and the modelling was identified with a representative group of elected local authority leaders, and then developed further by the Authority.
82. The strong direct effects on size from population, assets and operational expenditure were modified by differences in guest night stays, social deprivation levels and physical size.

Factors proposed to be used in sizing

83. Territorial authorities:

- a) **Population.** This factor not only determines the scale of services that a council will provide, but also the rating base by which activities are funded. Population is most likely to be the indicator that most New Zealanders would use when asked to distinguish between various councils. The statistics we are using are the most recent population estimates by Statistics New Zealand.
- b) **Operational expenditure.** In many cases, operational expenditure correlates with population, but there are also some differences - in particular when a council may be in the midst of a specific expansion programme in a particular area of activity. Our data is taken from the annual accounts of councils.
- c) **Asset size.** This represents the capital base of the council that the council is required to manage, providing essential service such as water, wastewater, roads and flood protection, and also social infrastructure. One of the challenges in asset management is to ensure that assets do not lose value. In recent years there has been greater focus on asset management in the sector, requiring (if it is undertaken rigorously) a higher degree

of attention to detail on the part of elected members, not just the asset managers in the organisation. The data on asset size is also extracted from the consolidated annual accounts of councils and includes the value of their council controlled organisations (CCOs).

We acknowledge that there are different degrees of assets held by local government. Some have highly commercial assets with commercial boards comprising directors selected for their relevant competencies and business experience. Others have land holdings that are long-term and more “passive” investments. Others again are assets such as ports which although highly commercial and competitive are often also strategic assets for their local government owners.

There are also different degrees of oversight. Some councils are extremely “hands on” with their assets and others are more arms-length in their relationships, particularly with CCOs. We recognise that whatever measure of asset size is used, its relevance will differ somewhat among councils to a greater extent than is likely with other factors.

- d) **Social deprivation.** This measures the differences between councils in their need to take account of economic disadvantage among citizens. We recognise that in many council districts the high level of social deprivation in some areas is counterbalanced by a higher economic status in others. However, we believe there are some councils that do not have this balance and that, given the reliance of many councils on rates income, for those councils a high level of social deprivation will have a significant impact. Data is drawn from the third quartile of the NZDEP index prepared from the last population census.
- e) **Number of guest nights.** This represents the demands on councils (e.g. infrastructure development and service provision) resulting from visitors. We recognise that this is a current issue which may in future years be resolved and that it is but one sector in New Zealand’s economy which is of concern to local government. However, it has been raised with us on many occasions and we believe it is relevant to allow for such demands being faced by council at present. It may be that it is replaced by another factor in future years. For this factor we use the Monthly Accommodation Survey of Statistics New Zealand. We were unable to find any data on visitors who may pass through a district and use facilities but not stay overnight, or on the current vexed issue of freedom campers.

84. Regional councils:

Although all councils (territorial, regional and unitary) have a power of general competence, the legal responsibilities of regional councils and unitary councils differ from those of territorial authorities. The breadth of their mandate in national legal instruments (such as the Resource Management Act) requires regional and unitary councils to operate at a different scale from that of territorial authorities, especially in their focus on regulating and managing land and water. For example, regional and unitary councils must develop and administer Regional Plans and Unitary Plans, and territorial authorities must give effect to these plans, which drives behaviour around issues such as water quality (i.e. storm water

and waste water). In contrast, regional councils do not have the significant focus on social issues that is required from either unitary or territorial councils. Hence **land size** is inherently important to the work of a regional or unitary council. In measuring size, we are proposing to eliminate the deprivation index factor for regional councils and add a land area factor.

85. Unitary councils:

For some years, the Authority has added a loading of 12.5% to account for the additional regional council responsibilities of the four smaller unitary councils – Gisborne, Marlborough, Nelson and Tasman. This did not include Auckland, even though it is also a unitary council, because the remuneration for Auckland was considered separately when it was set up.

We are uncertain as to the basis for the 12.5%, and are thus proposing that this loading now be removed and that instead the size of these four unitary councils be measured by both the regional and the territorial authority factors. Thus the factors by which we measure the size of unitary councils would include both land area and social deprivation.

The Authority believes that with the additional regional council factor of land area included, this is a fairer way of sizing unitary councils.

With regard to the proposed factors to be used for sizing councils

- **Are there significant influences on council size that are not recognised by the factors identified?**
- **Are there any factors that we have identified that you believe should not be used and why?**
- **When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?**
- **If not, how should the Authority distinguish between different classes of assets?**

Weighting

86. The weight given to each factor was assessed intuitively by the Local Government Advisory Group, drawing on their knowledge and experience. These weights were then further refined by formal statistical analysis. The Authority has not yet completed this part of the exercise and, before we do, we would like to hear views on the proposed factors. Nevertheless, in our work to date, the following “order of magnitude” listing indicates what

we consider to be the relative importance of the various factors in determining size. They are listed here in terms of our current view of the highest to lowest influence on size.

87. Territorial authorities:

- Population; operational expenditure
- Assets
- Deprivation index; visitor nights

88. Regional councils:

- Operational expenditure; geographic size
- Assets; population
- Visitor nights

89. Unitary authorities:

- Population; operational expenditure; geographic size
- Assets
- Deprivation index; visitor nights

90. When the weighting exercise is completed, the size of each council estimated in this way will become the size index.

- **Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?**
- **If you believe other factors should be taken into account, where would they sit relative to others?**

Mayor/chair remuneration

91. The work that the Authority commissioned from the HayGroup in 2015 included a review and evaluation of the roles of mayor, regional council chair, committee chair and councillor across 20 councils.

92. The evidence reported by Hay was that mayor and regional council chair roles generally require a full-time commitment, though this is not true in absolutely all cases. Even in smaller authorities where the mayor's role may not be full time, the nature of the job means that it is usually difficult to get another job to supplement what might not be a fulltime income. From the knowledge of members of the Authority and advice from a range of participants in local government, including the Advisory Panel, the Authority accepts that mayors/chairs are full time and we propose that mayor/chair remuneration be determined on this basis.

93. We are also proposing that there should be a “base pay” for all mayors/chairs. Additional remuneration would then be on top of this, depending on the size of the council.

- **Should mayor/chair roles should be treated as full time?**
- **If not, how should they be treated?**
- **Should there be a “base” remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?**
- **If so, what should determine this “base remuneration”?**

Councillor remuneration

94. The relativity between mayor/chair and councillors is somewhat more difficult to determine and we note that in 2015 the Authority suggested that although there was evidence about the size of positions, there was less evidence about workload.

95. We are aware that there are clear differences in both the job size and the workload of councillors on different councils for a several reasons. There can also be significant differences in workloads of councillors within a single council. The influences on a councillor workload obviously include measurable factors such as population and the other indicators we have outlined above in paragraph 5, as well as the number of councillors, which varies from council to council.

96. However, other influences include current issues within a council area and individual councillor interest in or affiliation to different interest groups. The latter also applies to workload differences amongst councillors on a single council, as does the appetite for work amongst different councillors. The Authority is not able to take account of such differences in our determinations. Nor are we able to provide for “performance pay”. This means that on any single council the remuneration of the hardest working councillor will be the same as that of the lowest contributor.

97. Having looked carefully at the sizing factors, and discussed mayor/chair and councillor relativity with a variety of people, we have formed a view that we are unable to accommodate the differences between councillors on different councils with sufficient granularity to have a single national approach. The large metropolitan councils, for example, seem to have a higher councillor workload than of smaller rural and provincial councils, though this is not a universal rule. Additionally, there are differences between

similar sized councils which are addressed at council level by the allocation of committee and portfolio responsibilities.

98. We are also conscious of the discrepancies amongst councils in the current relationships between councillor remuneration and that of the mayor/chair. The range is from 54% down to 21%, and in some cases the proportion appears to be arbitrary. Discrepancies are also evident where councils of similar size (population) show variances of up to 10% in the ratio between councillors and mayors/chairs remuneration. Some of this may be historical - the legacy of previous approaches - or the result of councils having decreased or increased the number of councillors over time.
99. The Authority is looking at a new approach that, while providing a fiscal framework, would put the decisions round the details of councillor remuneration into the hands of the local council, which we believe is better able to understand and reflect community needs than we are on a national basis.
100. We are looking at setting a total “governance/representation pool” that each council would distribute. The pool would be linked to the size of the council and thus be irrespective of the number of elected members. Because we are now proposing formally that all mayor/chair roles be considered full time, the Authority would be in a position to set the salary for that position. Thus the mayor/chair remuneration would be separately allocated by the Authority, but included in the governance/representation pool allocated to each council. However, all other positions – councillors, deputy mayor/chair, chairs of committees, portfolio holders etc and community board members – would be allocated from its own pool by each council.
101. The pool proposal was included as one alternative in the 1997 LGNZ consultation paper, albeit the remuneration framework then was very different from how it has evolved today.
102. The advantages of this approach are that it focusses on the total governance and representation cost for each council (minus the mayor/chair) and that it allows each council to decide its own councillor and community board remuneration levels, including for positions of responsibility, reflecting its priorities for the current triennium. The total pool would be relative to the size of the council rather than to the number of elected members. Consequentially, if a council wished to increase its numbers via a representation review, and thus spread the workload, the allocated pool would need to be spread amongst more people. The reverse would also apply. It should be noted that if the workload for the whole council increased because of a change in the metrics of any factor(s) by which the council is sized, then the council would move to a higher ranking on the scale which would provide overall higher total remuneration pool.
103. The disadvantage is that no council is necessarily the master of its own destiny in terms of numbers of councillors. It must convince the Local Government Commission of the need to increase or decrease numbers. However, we do note that where representation changes reflect changes in what we call the “size” of the council (as described above in para 77-91),

any changes should also be reflected in the remuneration pool available to the council so there would then be a direct connection.

104. The pool approach provides councils with the flexibility to provide differences in positions of responsibility in a nuanced way. Because each council varies in terms of its committee/portfolio structure, this is an area where councils need discretion to decide. Current practice is for the Authority to set the councillor remuneration for each council, then to provide each council a “pool” equivalent to twice the base remuneration of one of its councillors to allocate to those undertaking specific positions of responsibility. These may include deputy mayor, committee chair, portfolio holder or other specifically designated roles. We have had no significant advice that the size of this extra pool is inadequate. However, we are aware that the provisions are applied in slightly different ways by different councils and that there are some councils that find the current provisions restrictive.

105. For example, there has been some confusion in the past as to whether every single councillor on a council can receive part of this additional pool by being allocated a position of responsibility. Generally, the Authority has not agreed to this when the council has proposed sharing the additional pool equally because this has simply amounted to a pay-rise for all councillors to move them above the level applied in the Determination. However, we have had enquiries about this and also observed current practice.

106. We propose that under the new regime (i.e. a total governance/representation pool for each council) the following rules should apply:

- a) All roles and remuneration levels will need to be agreed by formal resolution of the council, with a 75% majority.
- b) A remuneration rate must be set for the base councillor role
- c) The council needs to have a formal written role description for each additional position of responsibility above that of the base councillor role.
- d) The Authority will expect that any such roles within a council will have different levels of additional remuneration, depending on the nature and workload involved. In particular this needs to apply where every single councillor is allocated an additional position (as distinct from a more usual practice of having a deputy mayor/chair and a handful of committee chairs).

- **Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?**
- **If so, should each additional position of responsibility, above a base councillor role, require a formal role description?**

- **Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?**

107. We also note that elected members are increasingly being appointed to represent their council on various outside committees and bodies. We propose that if any council wishes to do so, such appointments can also be captured under the process outlined above.

- **Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?**

108. The issue of director's fees for elected members who are appointed to CCOs is a difficult one. On the one hand it could be said that a councillor sitting on a CCO is doing work that is similar to that of another councillor who may have a specified position of responsibility – or even less if the second councillor is, for example, a committee chair. However, the legal liabilities of CCO directors have become more onerous in recent years and may be more than those of elected members.

109. Those appointed as directors of CCOs need to be aware of the specific legislative duties and regulatory obligations that are imposed on them, in their capacity as directors, by the various acts, including the Local Government Act 2002, the Companies Act 1993, the Health and Safety at Work Act 2015, the Charities Act 2005 and the Public Audit Act 2001.

110. It is not for the Authority to determine whether or not elected members should be directors of a CCO, but we do recognise the additional responsibility that is taken on in those cases and that it may require developing capabilities to meet obligations that are different from those required of other elected members. We also observe the increasing trend towards the appointment of external professional directors to such roles.

- **Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?**

Community Board remuneration

111. We note that 40 councils (more than half the territorial authorities) have community boards. We also note that there is a huge variety in the nature of the work undertaken by community boards and in the powers delegated to them. Some undertake substantial and substantive governance work on behalf of the council, whereas others are more in the nature of community representatives and advocates.
112. We are also aware that in some places community board members are doing work that elsewhere might be undertaken by council officers. However, assuming that community boards are part of the governance/representation structure of a council, then this means that, all else being equal, the current cost of governance and representation for these councils could be relatively higher than that of councils which do not have them. Some councils fund the boards out of a targeted rate applied to the area that the board represents, whereas others use a general rate – i.e. the same as for funding the remuneration of councillors.
113. We suggest that if a council wishes to not cover remuneration for its community board members from the proposed governance/representation pool, then a targeted rate should apply to the area represented by the particular community board. However, councillors appointed to represent the council on the community board would be paid from the governance/representation pool.
114. We also consider that it is important that the functions undertaken by any community board are clearly and transparently defined by the council concerned and consider that all community board delegations should be by way of a formal council resolution.

- **Should community board remuneration always come out of the council governance/representation pool?**
- **If not, should it be funded by way of targeted rate on the community concerned?**
- **If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?**

A local government pay scale

115. Local government has no exact equivalent. The nearest that we have in New Zealand is central government, yet even that is not an exact match.

116. Section 2 of this paper sets out the legal requirements that the Authority is required to consider in making determinations. The first of those requires that the Authority “shall have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere”. This is particularly difficult in determining the remuneration for local government elected members because there is no obviously relevant comparator group. The Authority considered and rejected as inappropriate the following:

a) Local government senior managers’ salaries.

Information on local government management remuneration is readily available in market salary surveys and through councils’ annual reports. However employees of councils are selected for the knowledge, skills and experience they hold relative to the needs of the employment role. Elected members do not fit that profile at all. They are democratically chosen by the electors to represent the interests of the people of a particular area and provide governance over the council’s operations. There is no logical alignment that would connect the remuneration of the two groups.

b) Central government sector senior managers’ remuneration.

Information on public sector management remuneration is readily available in market salary surveys and the State Services Commission’s annual reports but this option suffers from exactly the same difficulties as option (a) above.

c) Remuneration of directors on boards, including public sector boards, commercial boards and large not-for-profit boards.

A significant part of the work of elected members consists of representational activities of one sort or another. Most boards of directors do not have this role. Those that do are often in the not-for-profit or NGO sector and, even there, the nature and time requirements of the representational work, including managing constituency issues, is different. Further, most boards are governing an enterprise that is essentially focused on a single group of goods or services within one industry, whereas councils have a significant array of services that are not necessarily similar in any manner – for example, providing building consents compared to social services.

117. Other aspects of local government elected roles which differ from the above are:

- The sheer “visibility” of the people involved, resulting in a lack of privacy. In some cases where the elected person is very high profile or important in a community, or when the community is very small, this is extreme and often their close family members are also impacted by this.
- This visibility is associated with the need for publicly elected representatives to “front” on difficult issues. This is less common amongst other boards members and

managers. When something goes wrong on a council the councillors and mayor/chair are held to account by the public, whereas on a board it would normally (though we recognise not always) be the CEO.

- The meeting requirements on local government are more onerous than they are in other sectors. The Local Government Official Information and Meetings Act 1987 and public expectation is that meetings will be held in public and that information behind decisions and actions will be readily available.
- Finally, and perhaps related to all the above, local government entities hold far more frequent meetings/workshops than do other governance boards and the distinction between governance and management is less clear than it is in most other models.

118. In the light of this, the Authority looked at a possible alignment with parliamentary remuneration for comparative purposes. Even though (as we note above) local government is not an exact match to central government, parliamentarians are also democratically elected to represent sections of the populace, and those who are members of the Government of the day also exercise governance over the public service. Within the parliamentary group there are different levels of remuneration between backbenchers, ministers and some other identifiable roles.

119. Given the obvious difference between central and local government elected members, any remuneration alignment could not be a direct one-on-one relationship. However, the nature of the roles is such that there are also similarities and this is the closest the Authority can find to “fair relativity with remuneration received elsewhere”. As in other areas of our work, this decision involved a degree of judgement – there is no exact science here and we would observe that the utility and value of any elected person is in the eye of the beholder.

120. We therefore propose that mayor/chair remuneration be related to that of MPs, but capped so that the highest remuneration for any individual mayor or chair cannot be more than that of a cabinet minister. All other mayor/chair roles would be provided with a relative alignment below that upper limit.

- **Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?**
- **If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?**
- **If not, how should a local government pay scale be determined?**

Timetable

121. The current practice of the Authority – major three-yearly reviews with annual updating in non-review years – has been a sensible approach. We propose to continue it in the interests of efficiency and also to reflect the fact that the data we are using for sizing is not necessarily available annually.
122. In the intervening years, we propose that any change in local government remuneration reflect the change in the salary and wage rates for the public sector as shown in Statistics NZ's Labour Market Statistics (LMS) which are produced quarterly. In 2014 the LMS replaced the Quarterly Employment Survey (QES), which was the mechanism chosen as the reference index when Parliament passed the Remuneration Authority (Members of Parliament Remuneration) Amendment Act 2015. Therefore, changes in MP remuneration are also tied to the change in salary and wage rates as published in the LMS. In addition to salary and wage rates, the LMS contain information on New Zealand's official employment and unemployment statistics, number of filled jobs by industry group, total hours worked, levels of income, total gross earnings and paid hours, and average hourly rates by sector.
123. The cycle adopted by the Authority for setting local government remuneration will be as follows:
- The first year of the cycle will be the local government election year. In that year the Authority will undertake a full review of council sizes, utilising the indicators described above. Prior to applying the result of the review, the Authority will apply the LMS changes to all local government remuneration, and the council sizing results will then be applied.
 - This determination will be issued on or about July 1 for implementation from the date the council formally takes office following the local government election later that year. At that time the Mayor/chair remuneration will be applied but the remuneration for all other positions to be decided out of the "governance/representation pool" will be applied on the day following the day on which the council formally resolves its remuneration policy for that triennium. Until then, from the day of assuming office, all councillors will be paid the base councillor remuneration that applied in the preceding triennium. The new determination will apply till the council ceases to formally hold office at the next local government election.
 - Meeting fees for RMA plan or consent hearings, as well as the parameters for expense reimbursement, will also be assessed at that time and any changes will apply to all councils at the same time as the remuneration changes.
 - In the subsequent two years, the determination will again be issued on or about July 1 but on these occasions for immediate implementation. For all councils, it will contain adjustments reflecting the change in the LMS. There will be no changes in plan or consent hearing fees or expenses policies at this time.

This consultation process from now on

124. This proposal is being circulated to all councils to obtain feedback on the approach. The Authority would need to receive any written feedback that councils wish to make by **30 October 2017**. We look forward to hearing from you.
125. For this year (2017) the Authority proposes to change remuneration according to the LMS change and we also propose to introduce the new provisions outlined in Section Two of this paper. All other changes would be introduced for the year 2019. This timetable allows time for councils to fully discuss the proposals and give us their responses. It allows us to then refine and test our final model for the “governance/representation pool” prior to implementation.
126. **We are conscious that 2019 is three years after the local government sector would have been expecting changes. However, with our proposal to change the model for sizing councils and to radically change the way councillor remuneration is decided, we believe that such a time period is justified.**

Item 15

Discussion / Information Item: Public Perceptions of Council Services

Purpose of a Discussion / Information Item: To discuss the item presented in order to provide staff with direction, or to provide Council with information. No formal resolution or recommendation will be made.

Prepared by: Stuart Duncan
Chief Executive

And Carolyn Johns
Community, Planning and Development Group Manager

Overview

- 1 Every two years Council commissions an independent research company to undertake a public perceptions survey.
- 2 In March and April 2017, National Research Bureau (NRB) surveyed 300 residents of the Waimate District. All interviewing was conducted by telephone, with calls being made between 4.30pm and 8.30pm on weekdays and 9.30am and 8.30pm on weekends.
- 3 The sampling and analysis was based on four wards and the interviews spread as follows:

Hakataramea-Waihaorunga	31
Lower Waihao	38
Waimate	162
Pareora-Otaio-Makikihi	<u>69</u>
Total	300
- 4 Comparison data is provided to enable Council to compare performance with those of Local Authorities across all of New Zealand as a whole (National Average) and similarly constituted Local Authorities (Peer Group Average).
- 5 The results from this survey will be used by the organisation to identify where improvements need to be made, and to plan and implement these improvements.
- 6 As Council are aware some results are also used for reporting of Council's Performance Measures.
- 7 The Leadership Team will be in attendance to answer questions.

Outcome

Staff to action.

Item 16

Consideration of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
 Chief Executive

Council is to consider any major (urgent business) or minor items identified earlier in the meeting.

Item 17 Exclusion of the Public

Prepared by: Stuart Duncan
Chief Executive

- 1 For Council to exclude the public in order to take the following public excluded agenda items:
- i Confirmation of Minutes: Ordinary Council meeting – Tuesday 27 June 2017
 - ii Confirmation of Minutes: Extraordinary Council meeting – Tuesday 1 August 2017
 - iii Resolutions Report

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation of Minutes: Ordinary Council meeting – 27 June 2017	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Confirmation of Minutes: Extraordinary Council meeting – 1 August 2017	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence
Resolutions Report	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence

Recommendation

That Council resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.