



PUBLIC

Agenda

Notice is hereby given of a
**Community Services and Development
Committee Meeting**

Tuesday 12 September 2017

to follow the
District Infrastructure Committee Meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 12 September 2017, to follow the District Infrastructure Committee Meeting.

Committee Membership

Peter Collins	Chair
David Owen	Deputy Chair
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	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 D Anderson and 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 the Community Services and Development Committee resolve to consider any major (urgent business) or minor items at the end of the open section of the meeting.

Item 4

Confirmation of Minutes – Community Services and Development Committee

Prepared by: Stuart Duncan
 Chief Executive

The unconfirmed minutes of the Community Services and Development Committee meeting held on Tuesday 1 August 2017 are presented for confirmation.

Recommendation

That the minutes of the Community Services and Development Committee meeting held on Tuesday 1 August 2017 are confirmed as a true and correct record.

Unconfirmed Minutes of the Community Services and Development Committee meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 1 August 2017, beginning at 11.45am, following the District Infrastructure Committee meeting.

Present

Chair: Cr P Collins

Mayor: C Rowley

Councillors: S Cain, J Guilford (from 11.50am), 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 | <p>Apologies were received from Cr D Anderson, Cr T O'Connor, and Cr D Owen.</p> <p>Cr J Guilford excused herself from the meeting briefly.</p> <p>Resolved:</p> <p>That the apologies are accepted.</p> <p>Moved Cr Cain
Seconded Cr Morton
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>There were no major (urgent business) or minor items identified.</p> |
| 4 Confirmation of Minutes – Community Services and Development Committee | <p>Resolved:</p> <p>That the minutes of the Community Services and Development Committee meeting held on Tuesday 13 June 2017 are confirmed as a true and correct record.</p> <p>Moved Mayor Rowley
Seconded Cr Paul
MOTION CARRIED</p> |
| 5 Receipt of Minutes – Orari-Temuka-Opihi-Pareora Zone Committee | <p>Resolved:</p> <p>That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee are received.</p> <p>Moved Cr Cain
Seconded Cr Morton
MOTION CARRIED</p> |
| 6 Receipt of Minutes – Lower Waitaki South | <p>Resolved:</p> <p>That the confirmed minutes of the Lower Waitaki South</p> |

**Coastal Canterbury
Zone Committee**

Coastal Canterbury Zone Committee are received.

Moved Cr Morton
Seconded Mayor Rowley
MOTION CARRIED

**Cr Guilford entered
the meeting at
11.50am.**

7 Management Report – Resolved:

**Community, Planning
and Development
Group**

That the Community, Planning and Development Group
Manager's report is accepted.

Moved Cr Morton
Seconded Cr Collins
MOTION CARRIED

Action Points:

Council agreed to put plans for updating the district's
signage (Wallaby stencil; Hakataramea welcome sign; and
Kurow Island signage) on hold in order to look at the
district's overall signage (and branding) through the
Economic Development Strategy and marketing and
promotion.

Council agreed the Waimate District Marketing DVD is out of
date and will look at the budget during the Long Term Plan
process.

Council agreed that the Easter Trading Policy be brought
before Council sooner rather than later.

Notes:

The Chief Executive reported there was a very good
presentation at the recent Chief Executive's Forum on the
Alpine Fault earthquake potential and will circulate
information to Councillors. Council are keen to hear a
presentation from the presenter at a workshop.

The Mayor indicated he intends to talk to the Chief
Executive about the possibility of resourcing a
communications officer to manage Council's media and
communications work.

The Community, Planning and Development Group
Manager updated Council on the Civil Defence (Emergency
Operation Centre) during the recent rainfall event.

The Mayor indicated he would like more training for Elected
Members around their roles in a Civil Defence emergency.

Council agreed to defer discussion on the Remuneration
Authority Local Government Review until 22 August 2017
Council meeting.

8 Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees – Refresh of Committee Membership

Council considered appointing a representative on the Zone Committee Selection Working Group that will review the applications and attend a workshop to select the new members for the Upper and Lower Waitaki South Coastal Zone Committee.

Resolved:

That the Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees – Refresh of Committee Membership report is accepted; and

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.

Moved Cr Cain
Seconded Cr Paul
MOTION CARRIED

The meeting was adjourned at 12.25pm for lunch

The meeting was reconvened at 1.00pm.

9 Information Report Waimate 50 (Annual Grant) Presentation 1.00pm

Chair of Waimate 50 Inc., Rob Aikman along with Committee members Amanda Kean, Tony McKenzie, Ken McKeown and Lynette Aikman updated Council on this year's Waimate 50 event.

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

There were no major (urgent business) or minor items identified.

There being no further business, the Chair declared the meeting closed at 1.40pm. These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 12 September 2017.

Cr P Collins
Chair

Item 5

Receipt of Minutes – Orari-Temuka-Opihi-Pareora Zone Committee

Prepared by: Carolyn Johns
Community and Strategy Group Manager

The confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee meeting held on Monday 3 July 2017 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee are received.

ORARI-TEMUKA-OPIHI-PAREORA ZONE WATER MANAGEMENT COMMITTEE

MINUTES OF AN ORARI-TEMUKA-OPIHI-PAREORA ZONE WATER MANAGEMENT COMMITTEE MEETING HELD AT SOPHEZE ON THE BAY, TIMARU, ON MONDAY 3 JULY 2017 AT 2.30PM

PRESENT John Talbot (Chairperson), Cllr David Anderson, Kylee Galbraith, John Henry, Ivon Hurst, Cllr Richard Lyon (until 4.50pm), Hamish McFarlane, Cllr Anne Munro, James Pearse, Cllr Lan Pham, Ad Sintenie and Mark Webb

APOLOGY Mandy Home

IN ATTENDANCE Barbara Nicholas (Facilitator), Barb Gilchrist (Facilitator), Dan Clark (Senior Hydrology Scientist and Technical Lead), Craig Davison (Senior Planner), Michael Hide (Zone Implementation Team Manager), Peter Constantine (Principal Planning Officer) Lyn Carmichael (Senior Planner and Community Lead), Shirley Hayward (Senior Water Quality Scientist), Kate Doran (ECan), Peter Ramsden (Tangata Whenua facilitator), Sue Eddington (Waihao), Janet Gregory (NZ Landcare Trust), Rhys Taylor (Community Engagement Coordinator), Kate Doran (ECan), Prue Thirkettle (National Council of Women), Cllr Peter Scott (ECan), Cllr Tom Lambie (ECan), Grant Hall (Timaru District council Drainage and Water Manager), Tony McCormick, Julia Crossman, Milne Horne (Opuha Water Ltd), representatives of Geraldine Water Solutions, representatives of Forest and Bird Society, Mark Oldfield, Dermott O'Sullivan, Elena McPhee (Timaru Herald).

1 REGISTER OF INTERESTS

There were no additional interests advised.

2 CONFIRMATION OF MINUTES – COMMITTEE MEETING 12 JUNE 2017

Proposed Mark Webb
Seconded Lan Pham

"That the minutes of the Committee meeting held on 12 June 2017 be confirmed as a true and correct record."

MOTION CARRIED

3 FACILITATOR UPDATE

The new OTOP Facilitator Barb Gilchrist briefly reported that having been in the role for only 4 weeks, the work has been concentrated on preparation for the workshops toward the ZIP Addendum and the solutions package.

4 PLAN CHANGE 5

Craig Davison gave a presentation to the Committee on Plan Change 5 – explaining the outcomes, essential information, permitted and consented activities and the farm portal. Plan Change 5 gives certainty to farmers and

provides catchment accounting. How Plan Change 5 affects farmers, depends on individual circumstances and is site specific.

PC5 rules do not apply until it is made operative, however the policies apply now. PC5 requires farming activities to operate at GMP, but the GMP limits do not apply until 2020, what applies now, is the farm's baseline. He referred to the Good Management Practice booklet as an industry agreed guide to GMP.

The requirements around permitted activities were outlined, in particular the winter grazing limits, and the need to prepare a farm management plan which must include basic property information and on farm actions in regard to water, effluent, fertiliser application and storage, stock exclusion and riparian management. An explanation was provided as to when a resource consent is required and what you need to do if the farm requires a consent, working through the farm portal.

5 LANDCARE TRUST REPORT

The Committee considered the final report from the Landcare Trust on the OTOP catchment group project. The Chairman thanked Janet Gregory for her work on the project and the energy and attention she gave to the task, which has made a real difference. He noted that there has been some disappointment as to what the Committee originally expected from the project versus what was realistically achieved.

6 PRESENTATIONS

The following groups made presentations to the Committee -

Opuha Water Ltd (OWL)

Milne Horne (Chairman) and Tony McCormick (Chief Executive) gave a presentation in support of OWL's written report, on OWL's views on potential outcomes and solutions for the OTOP zone. The report included detailed recommendations on what OWL would like to see in the subregional plan. OWL would value further engagement with the Committee as part of the solutions process.

Geraldine Water Solutions (GWS)

Further to the GWS written report, Geraldine Water Solutions Chairman Nick Ward gave a presentation on the Geraldine Water Solutions group, which is a farmer initiated group formed by consent holders in 2016. The group has strong support from the farming community. The group is working towards funding a feasibility study to investigate bringing new water into the zone. The group believes that the new water scenario did not consider the potential advantages of new water. Better information (eg ecological flow assessments, economic and social impact assessments) is needed to make good decisions in regard to the subregional plan. It was noted that any new water would be going on farm land only and not going into the rivers.

The report included GWS recommendations for OTOP's consideration for the subregional plan, particularly around the new water option and asking that sufficient time be built into the process to identify and fully investigate solutions to the environmental challenges the zone faces.

Adaptive Management Regime

Julia Crossman and Mark Webb presented the proposed adaptive river management regime for the Opihi River, which has been developed by the Adaptive Management Working Group over the last six months, and is based on the experience of the 18 years of the Opuha Dam's operation. The presentation supported the detailed written report provided to the Committee.

The AMWG group believes that the flexibility and adaptability of the proposed regime will provide better environmental, economic, cultural and recreational outcomes for the Opihi catchment than the current regime in the Opihi River Regional Plan (ORRP).

The presenters further explained the two levels of water shortage proposed as part of the adaptive regime – Level 1 Conservative and Level 2 Extreme. A more varied method of determination of a water shortage event is being suggested, using a trigger based on Potential Available Volume (PAV), together with a number of other triggers. An explanation was given of the minimum flows proposed for both levels and proposed irrigation restriction system for Levels 1 and 2.

The group is seeking acceptance of the Adaptive Management Regime for inclusion in the sub regional plan and looks to engage further with the Zone Committee in the solutions phase.

Forest and Bird Society

Forest and Bird Society Field Officer Fraser Ross talked to the Committee about the organisation's projects and concerns and requesting the Healthy Catchment Project widen its scope to broader catchment health rather than focussing on water. Forest and Bird believes there is a biodiversity crisis as a result of intensification in South Canterbury, especially on the plains and OTOP should be involved in preventing any further degradation. The society is concerned at the effect of storage facilities on the environment and the unintended impact these are having eg Levels Plain Irrigation Scheme and resultant problems at Seadown.

Reference was made to the research of Alan Mark of Otago University regarding maximising water yield with indigenous vegetation.

Forest and Bird is seeking the right solution that benefits the environment, biodiversity, recreation and farming. The Society does not want any more water brought into the zone, no more intensification and no further increases in cow numbers.

The meeting concluded at 5pm with a karakia from Peter Ramsden.

Chairperson

Item 6 Remuneration Authority Determination 2017

Prepared by: Carolyn Johns
 Community and Strategy Group Manager

And: Fabia Fox
 Policy Analyst

Purpose of Report

- 1 To present the amended Elected Member Reimbursement and Expenses Policy 310 to the Community Services and Development Committee for approval, following remuneration and expenses changes made in the Local Government Members (2017/2018) (Local Authorities) Determination 2017.

Background

- 2 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. The Local Government Elected Members (Certain Local Authorities) Determination, gazetted annually, details the remuneration and allowances payable to elected members each year as set by the Authority.
- 3 The Waimate District Council Elected Member Reimbursement and Expenses Policy 310 is a requirement of this process and needs to be amended to reflect the 2017/18 Determination.
- 4 On 13 June 2017 the Committee was presented with the Remuneration Authority's consultation document which proposed a number of immediate changes, specifically to allowances and expenses for the 2017/18 determination. The Committee considered the proposals as they affected the Waimate District Council and submitted feedback to the Authority on the proposals.
- 5 The Authority took into account all the feedback it received from councils across New Zealand when preparing the Local Government Members (2017/2018) (Local Authorities) Determination 2017, which was gazetted on 27 July 2017. The Determination is deemed to have come into force on 1 July 2017.
- 6 The changes made in this Determination, as they apply to Council are:
 - a An increase in remuneration for all Elected Members of 1.7%, which reflects the increase in the Labour Market Statistics for the public sector in the year ending March 2017.
 - b Hearing fees for district plans will be treated the same way as fees for resource consent hearings. The Determination allows for fees up to \$100 an hour for chairs of hearings and up to \$80 an hour for other members.
 - c Acting mayor remuneration: If the incumbent mayor is not being paid (either as a result of resignation or through having been granted formal unpaid leave by the council) then the person acting in the role must be paid the full remuneration and allowances attached to the roles for the period of their tenure. This package would replace that member's normal remuneration package.

- d The Authority has removed the “30km rule” which required 30km to be deducted from a vehicle mileage claim to and from the council office (30km being a proxy for a normal commuting distance by any worker). This rule caused considerable confusion when applying it to different types of journeys and there was a transactional cost in administering it.
 - e The vehicle mileage allowance for Elected Members using their own vehicles is now set at 73 cents per kilometre for the first 10,000km and 37 cents per kilometre over that distance per year. These are the current IRD rates. (Previously the allowance was 74 cents per kilometre for the first 5,000 km and 37 cents per kilometre for distances over this).
 - f The travel time allowance remains at \$37.50 per hour (after the first hour of travel), but now mayors are eligible for this allowance (where they previously were not). The Authority felt that excluding mayors from this allowance unfairly penalised those mayors with geographically large constituencies and who chose to use their own vehicle rather than a council vehicle.
 - g The Authority tested the idea of all councils supplying a full suite of communications equipment to all elected members. The feedback from councils to this proposal was mixed and not surprisingly, smaller councils were not so fond of the proposal. To reflect this feedback the Determination provides for either option, with allowances set to try and be fair to both members who supply their own equipment and to councils who choose to supply it.
 - h If a local authority determines that particular information or communications technology equipment is required by members to perform their functions and requests that members use their own equipment for those purposes, the local authority may pay an annual allowance as follows:
 - i 1 personal computer, tablet or laptop: \$200
 - ii Multi-functional or other printer: \$40
 - iii Mobile telephone: \$150
 - iv Members own internet service: \$400
 - v Mobile telephone service: \$400 or reimbursement of actual cost of phone calls upon production of relevant records.
- 7 A number of the changes in the Determination require amendments to the current Elected Member Reimbursement and Expenses Policy. The necessary amendments have been marked up on attached policy (Appendix I) for adoption.
- 8 No amendments have been made to the Policy to reflect the changes to the communications allowance in the Determination. This is based on feedback provided by the Committee at the 13 June 2017 meeting which expressed the Committee’s lack of appetite for changes to how the communications allowance is currently applied. However, should the Committee wish to extend the communications allowance based on this Determination, further amendments to the policy can be made.
- 9 The Remuneration Authority notes that they are continuing to review local government remuneration and councils are still providing feedback to proposed longer term changes to the process, particularly around the council sizing process. Once this consultation is completed there may be further adjustments to the remuneration process that will need to be accommodated. Council will be kept up to date with any changes in this space through management reports.

- 10 It is important to note that the Elected Member Reimbursement and Expenses Policy 310 has not undergone a complete review. The only proposed amendments at this time are those resulting from the Determination.

Proposal

- 11 The Community Services and Development Committee consider and approve the amendments to the Elected Member Reimbursement and Expenses Policy 310, including any further amendments to the communications allowances.

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 Who is the budget holding Manager? Carolyn Johns, Community and Strategy Manager
- 15 Activity, description name and general ledger code: Governance, Councillor Remuneration, GL7110305
- 16 Budget allocation (current year): \$218,398 (including an additional \$6,529 budgeted for in the 2017/18 year)
- 17 Amount spent to date: \$13,250.57
- 18 Can this proposal be accommodated out of remaining budget? Yes

Cost-effectiveness

- 19 Consideration has been given to cost-effectiveness.

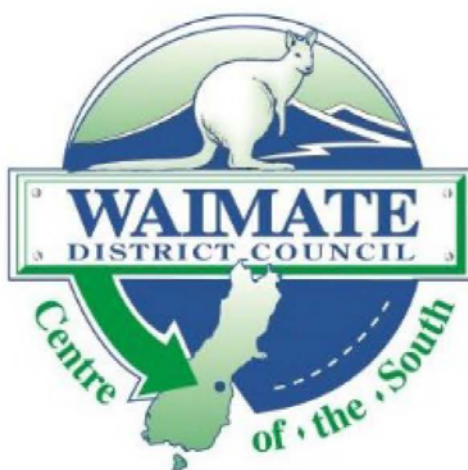
Recommendation

- 1 That the Remuneration Authority Determination 2017 report is accepted; and
- 2 That the Community Services and Development Committee consider additional amendments to the communications allowances, if appropriate; and
- 3 That the Community Services and Development Committee approve the amended Elected Member Reimbursement and Expenses Policy 310, as presented.

Appendix I

WAIMATE DISTRICT COUNCIL

Elected Member Reimbursement & Expenses Policy 310



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1. Purpose and Scope

To provide a framework for remuneration, allowances, expenses claimed and resources available to Elected Members during their time in office.

Reimbursement of expenses apply only to Elected Members personally and only while they are acting in their official capacity as Elected Members.

2. Policy Principles

The guiding principles for this policy are those contained in the Office of the Controller and Auditor-General's good practice guide "Controlling sensitive expenditure: Guidelines for public entities".

The Waimate District Council applies the principles that expenditure decisions:

- Have a justifiable business purpose;
- Preserve impartiality;
- Are made with integrity;
- Are moderate and conservative, having regard to the circumstances;
- Are made transparently; and
- Are appropriate in all respects.

3. Definitions

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

Council Business includes, but is not limited to, formal Council meetings, Committee meetings, workshops, Zone Water Management Committee meetings, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

Elected Members includes the Mayor and all Councillors elected to the Waimate District Council.

Expenses means actual and reasonable expenses including but not limited to: accommodation, rental car, air travel, taxis, meals and non-alcoholic refreshments, parking, sundry vehicle costs, alternative travel options and other such costs directly relating to the business of Waimate District Council.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

Travel includes journeys made by air and sea, travel by taxi and travel by public transport, hire vehicle or private vehicle.

4. Background

Remuneration for the Mayor and Councillors, and also the rules relating to allowances and expenses are determined triennially by the Remuneration Authority in accordance with the Local Government Act 2002. The determination is adjusted for inflation on an annual basis. Waimate District Council is required to make recommendation to the Authority regarding remuneration, allowance and expenses.

The attached schedule (Appendix A) outlines the dollar amounts which will be paid. This schedule will be updated accordingly to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.

5. Remuneration

The Mayor and Councillors shall receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.

In addition to the base salary set by the Remuneration Authority, Councillors can receive extra remuneration for taking on positions of additional responsibility.

Additional remuneration will be made at the rates outlined below as resolved by Waimate District Council and approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of base councillor salary

6. Reimbursement and Allowances

All Elected Member reimbursements and allowances will be made in accordance with this policy.

Elected members will perform their roles in a manner that is most cost-effective for rate paying households and businesses.

All reimbursement claims and allowances are subject to a standard of probity and financial prudence that is to be expected of a local authority and able to stand public scrutiny.

Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.

All actual reimbursements will be submitted on the expenses reimbursement claim form and supported by relevant invoices and/or documentation.

Expense reimbursements claims will be approved by the Mayor and the Community ~~Planning and Development~~ and Strategy Group Manager as the budget holding manager.

No costs will be reimbursed where they are chargeable to others, including private companies.

Expenses for electioneering will not be reimbursed.

7. Vehicle Mileage

Where possible, every effort should be made to share transport and reduce costs.

Where possible, Elected Members will use a Waimate District Council fleet vehicle when travelling on Council business.

In the event of a fleet vehicle being unavailable, Council will pay an Elected Member a vehicle mileage allowance when the Elected Member is travelling – for all travel in a private vehicle on Council business.

- i) In a private vehicle; and
- ii) On Council business; and
- iii) by the most direct route that is reasonable in the circumstances.

~~If the travel is between the member's residence and the Waimate District Council office the mileage allowance is only payable for the distance travelled on that day that exceeds the threshold distance set out in this policy, as determined by the Remuneration Authority.~~

~~The threshold distance means the shorter of the following distances:~~

- ~~a) The distance equivalent to a round trip between the member's residence and the Waimate District Council office by the most direct route that is reasonable in the circumstances; or~~
- ~~b) 30 kilometres, if the distance equivalent to a round trip between the member's residence and Waimate District Council is greater than 30 kilometres by the most direct route that is reasonable in the circumstances.~~

The vehicle mileage allowance will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination, outlined in Appendix A.

A log book will be updated each time a Councillor travels on Council business with the intent of claiming travel expenses. The log book will be presented to the Mayor for approval before the claim is lodged for payment.

The Mayor is provided with a Mayoral Vehicle which is for Council use only. ~~The Mayor is not eligible for vehicle mileage.~~

8. Travel Time Allowance

A travel time allowance may be paid to all Elected Members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, detailed in Appendix A, provided:

- Travel is for Council business; and
- The journey is the quickest form of transport reasonable in the circumstances; and
- The travel time on the day exceeds the threshold set by the Remuneration Authority.

The allowances set by the Remuneration Authority can be found in the current determination which is available at:

<http://www.legislation.govt.nz/regulation/public/2017/0167/13.0/DLM7359877.html#DLM7359856>

9. Travel and Accommodation Expenses

Elected Members are entitled to claim travelling and incidental expenses for attending, in their capacity as Council representatives, the following:

- Meetings of Council Committees and Sub-Committees of which they are members.
- Meetings of organisations, committees and groups to which they have been appointed as Council representatives.
- Conferences, seminars and Council workshops authorised by the Mayor, or the Chief Executive in respect of the Mayor.
- Incidental travel on Council business within the District of Waimate.

Where possible all travel and accommodation arrangements will be made through the Committee Secretary.

Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

Meals and incidental expenses not part of the travel and accommodation costs will be reimbursed by Council.

Elected Members are to fill out the external travel and training form in all instances where they are travelling to attend meetings, conferences, seminars or training.

Elected Members should not use, for private benefit, airpoints earned from travel paid for by Council. Any airpoints earned incidentally on Council business are to be declared by the Elected Member.

Reasonable entertainment and hospitality expenses will be reimbursed by Council for the Mayor's expenses only.

No reimbursement or allowances are payable by Council when Elected Members stay with a friend or relative rather than in commercial accommodation.

Council will not reimburse Elected Members for mini bar expenses or tips.

Membership of an Airline Club (such as Koru Club) will not be paid for by Council.

10. Conferences, Seminars and Training

All Elected Members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, subject to:

- Related expenditure being accommodated within existing budgets, and

- The appropriate approvals as outlined in this policy

In respect of the Mayor, prior approval of the Chief Executive is required for travel within New Zealand for Council business, attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.

In respect of Councillors, attendance at these events when held in New Zealand must be approved by the Mayor.

Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

11. Communications and Technology

Elected members are provided with tablet devices (iPads or similar) to be used for Council business. Minor personal use of these devices by Elected Members is allowable.

The Mayor is provided with a mobile phone for Council business.

Council business calls made from Elected Members' home phones can be reimbursed on completion of an expense reimbursement claim form accompanied by a copy of the appropriate account.

No other allowances are paid out in relation to communications and technology provided by an Elected Member relating to Council business.

12. Publication Details

All inquiries or suggestions regarding this Document should be referred to:	Community and Strategy Manager (Corporate Services Manager from 1 January 2018)
Revision:	Final Version
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Chief Executive – Release Signature:	
Policy can only be amended by:	Resolution of Council
Appendix can be amended accordingly to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.	
Chief Executive – Release Signature:	Date:
Policy filed at:	L:\POLICIES, MOU's & STRATEGIES\Policies\300 policy - General Council
Policy Writer:	Fabia Fox Policy Analyst

Appendix A

Schedule of Remuneration and Reimbursement Amounts

Remuneration of the Mayor and Councillors from 1 July 201~~7~~⁶ – 30~~4~~¹ June~~ly~~^{ly} 201~~8~~⁷

Mayor	\$65,302.00 \$66,412.00
Deputy Mayor	\$24,802.40 \$25,224.00
Councillor	\$17,716.00 \$18,017.00

Vehicle Mileage Allowance for Elected Members

Mileage Rate (first 105 ,000km per annum)	\$0.7 34 per km
Mileage Rate (above 105 ,000 per annum)	\$0.37 per km

NB: The Mayor is not eligible for vehicle mileage.

Travel Time Allowance

Travel Time Allowance	\$37.50 per hour
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This allowance is only payable where travel time exceeds one hour per day, for travel relating to Waimate District Council business and is the quickest form of transport reasonable in the circumstances.

Communications and Technology

Elected Members are provided with a tablet device for Council related business.

The Mayor is provided with a mobile telephone for Council related business.

Elected Members will be reimbursed for Council related calls made on their home telephones

Item 7 Discussion / Information Item: Representation Review and Related Processes

Prepared by: Carolyn Johns
 Community and Strategy Group Manager

And Michelle Heal
 Senior Administration Support Officer

Purpose of Report

- 1 The purpose of this report is to explain the Representation Review and related processes, what they entail, and the various legislative timelines for completion.

Overview

Executive Summary

- 2 The Local Electoral Act 2001 requires all local authorities to determine their representation arrangements every six years. Waimate District Council carried out a representation review in 2012, and those arrangements applied for the 2013 and 2016 Council elections.
- 3 Council is now required to undertake a representation review for the 2019 and 2022 elections. Representation reviews are reviews of representation arrangements for a local authority. As part of this review Council must determine:
 - a The number of wards (if any);
 - b Their boundaries, names, and number of members;
 - c Whether members are elected at large (over the whole district), by wards, or a mixture of both; and
 - d The establishment of community boards (if any).
- 4 The basic timeline for the Representation Review and related processes are:
 - a Confirm the electoral voting system (First Past the Post vs Single Transferable Vote) – must be resolved by 12 September 2017. **Note: This has been completed – no further action is required.**
 - b Publicly notify electors of their right to demand a poll to countermand the resolution of Council to use the First Past the Post electoral system for the 2019 triennial elections by 19 September 2017. **Note: This has been completed – no further action is required.**
 - c Consider the establishment of Maori wards – to be resolved by 23 November 2017; (not required within the Waimate District under [schedule 1A clause 2\(5\) Local Electoral Act 2001](#)); and

- d Review of representation arrangements, with the initial proposal completed no earlier than 1 March 2018, and publicly notified by 7 September 2018.
- 5 The full timeline leading up to local government elections is attached to this report.

Introduction

- 6 Local authorities are required to carry out a representation review at least once every six years. Council carried out its last review in 2012 for the 2013 and 2016 triennial elections. A new representation review is now required to be in place for the 2019 and 2022 elections.

Separate Processes

- 7 Separate, but related processes that Council:
 - a Considered at Ordinary Council meeting on 27 June 2017 is the electoral system to be used for elections between First Past the Post (FPP) or Single Transferable Vote (STV). Council's choice for the electoral system will remain as First Past the Post (FPP); and
 - b Publicly notified electors of their right to demand a poll to countermand the resolution of Council to use the First Past the Post electoral system for the 2019 triennial elections on 24 August 2017; and
 - c May have the opportunity to consider whether or not to establish Maori ward(s) if a territorial authority is required to be divided into 1 or more Maori wards under the statutory provisions of [Schedule 1A](#) of the Local Electoral Act 2001.
- 8 None of these processes has the right of appeal to the Local Government Commission.

Electoral Systems

- 9 A report was presented to Council at the Ordinary Council meeting on [27 June 2017](#) in accordance with the [Local Electoral Act 2001 section 27](#) (Electoral systems for elections) for Council's consideration of the Electoral System to be used in the general election of the local authority being 12 October 2019. After consideration of the report Council resolved at Ordinary Council meeting of 27 June 2017:

"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)."
- 10 Council decided not to change the electoral system, therefore the current system, First Past the Post, will remain in place unless changed by a successful poll of electors.
- 11 Council publicly notified electors of their right to demand a poll to countermand the resolution of Council to use the First Past the Post electoral system for the 2019 triennial elections on 24 August 2017 (attached), legislation requires this process is attended to by 19 September 2017.
- 12 Five per cent of electors enrolled as eligible to vote at the previous (2016) triennial general election can demand a valid poll, this will require a minimum of 276 eligible electors signatures, or a poll can also be held at the initiative of Council. If Council receives a valid poll demand before 21 February 2018, or if Council resolves to hold a poll, the result of that poll takes effect for the next two elections, ie 2019 and 2022. If

Council receives a valid poll demand after 21 February 2018, the result will take effect for the next election and the subsequent election, ie 2022 and 2025.

Maori Ward(s)

- 13 If Maori wards/constituencies are to apply by resolution of Council to a local election, this needs to be resolved by 23 November 2017. Council must give public notice of this decision by 30 November 2017, including a statement that a successive poll is required to revoke Council's resolution. If no resolution is made, no public notice is required.
- 14 Currently no territorial or unitary authorities have Maori wards, although Wairoa District Council undertook a poll on Maori representation with their 2016 elections. The result of the poll was in favour of Maori representation and therefore Maori wards will be established for the Wairoa 2019 and 2022 triennial elections. Both the Waikato Regional Council and the Bay of Plenty Regional Council have Maori constituencies.
- 15 The following formula is used to calculate the number of Maori ward members:

$$\text{nm} = \frac{\text{mepd}}{\text{mepd} + \text{gepd}} \times \text{nm}$$

nm = number of Maori ward members

mepd = Maori electoral population of the district

gepd = general electoral population of the district

nm = proposed number of elected members of the territorial authority (other than the Mayor)

As an example, the calculation based on the 30 June 2016 electoral population statistics (Source: Statistics New Zealand and Local Government Commission) and using the current 8 members is:

$$0.3119 = \frac{310}{310 + 7,640} \times 8$$

mepd = 310

gepd = 7,640

nm = 8 members

- 16 Fractions are rounded up or down to the nearest whole number. Based on the membership of 8 members (excluding the Mayor) the number of Maori ward members is 0.31 which is rounded down to zero.
- 17 As the number of Maori ward members is zero the provisions of [schedule 1A](#), clause 2(5) of the Local Electoral Act 2001 applies, as follows:

Despite [Part 1A](#) and the provisions of this schedule, if the number of Māori ward members, as determined in accordance with the method of calculation in this clause, is zero (because the number of Māori ward members as so determined is a fraction of the whole number 1 that does not exceed one half),—

(a) the district must not be divided into 1 or more Māori wards and 1 or more general wards:

(b) the provisions of [clauses 1, 5, and 6](#) of this schedule must not be applied for the purposes of any determination under section [19H](#) or section [19R](#).

- 18 Waimate District therefore must not be divided into 1 or more Maori wards in accordance with [schedule 1A](#), clause 2(5) of the Local Electoral Act 2001. No further action is therefore required on the matter of Maori Ward(s).

Representation Review

- 19 Local authorities have to review their representation arrangements at least once every six years. This review requires Council to decide how its Councillors are elected, ie
- a By the electors of the district as a whole (at large); or
 - b By the electors of two or more wards (wards); or
 - c A combination of both (mix of at large and wards).
- 20 If Council wishes to retain the existing wards and/or establish any new wards, it must also resolve to determine the ward boundaries, and names. Council may also resolve to change ward boundaries.
- 21 The review also decides on the number of Councillors to be elected.
- 22 As part of the process, Council has to review how the existing community boards (if any) are operating, decide whether to retain them, and/or whether community boards should be established.
- 23 In reviewing Council's representation arrangements, Council must carefully consider:
- a Communities of interest;
 - b Effective representation of communities of interest; and
 - c Fair representation of electors.

Defining Communities of Interest

- 24 The term 'Communities of Interest' is not defined in the Local Electoral Act 2001, and may mean different things to different people. One definition could be "the area to which one feels a sense of belonging and to which one looks for social, service and economic support". Another may be "that a line can be drawn around specific communities of interest, ie they can be geographically identified". Further information on the concept of Community of Interest as it applies to local government boundaries can be found at the following link:

<http://www.lgc.govt.nz/assets/Uploads/The-Concept-of-Community-of-Interest-Discussion-Paper.pdf>

Effective Representation of Communities of Interest

- 25 Achieving effective representation firstly requires identifying communities of interest. Legislation allows for between 5 and 29 members (excluding the Mayor) for territorial authorities. Effective representation for communities is the determinant in selecting

the overall representation arrangements of the local authority – ie being elected at large, by ward, or partially by ward and partially at large (mix).

Fair Representation of Electors

- 26 Legislation states “that the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward, constituency or subdivision, produces a figure of no more than 10% greater or smaller than the population of the district or region or community divided by the total number of electors”. This does not include the Mayor.
- 27 The table below is an example using the 30 June 2016 population statistics for each Ward and the current 8 elected members:

Wards	Estimated Residential Population *	Current No. of Councillors per Ward	Population per Councillor	Deviation from district average population per Councillor	Percentage deviation from district average population per Councillor
Hakataramea-Waihaorunga	900	1	900	-93	-9.32%
Pareora-Otaio-Makikihi	1,920	2	960	-33	-3.27%
Lower Waihao	1,100	1	1,100	108	10.83%
Waimate	4,020	4	1,005	13	1.26%
Total	7,940	8	993**		

*Estimated Resident Population at 30 June 2016, based on 2013 census usually resident population counts (Source: Statistics New Zealand)

**Population per Councillor, based on estimated residential population divided by 8 members

Population per Councillor: 993
 Population per Councillor + 10%: 1,092
 Population per Councillor – 10%: 894

- 28 These calculations show non-compliance of the 10% greater or smaller rule for the Lower Waihao Ward. The Lower Waihao ward is under-represented by 0.83%, this equates to approximately 8 people.

- 29 Waimate District's Local Government Current Ward Boundaries Detail Map is attached to this report.

Reviewing Communities and Community Boards

- 30 As part of this representation review, Council must consider whether community boards are appropriate to provide fair and effective representation for individuals and communities in the district. This process allows Council to propose new boards, make alterations to the existing boards, or disestablish existing boards.

Conclusion

- 31 Council is required to undertake a Representation Review for the 2019 and 2022 elections.
- 32 The review includes two related processes: confirmation of the electoral voting system and eligible electors right to poll, and consideration of the establishment of Maori representation. The electoral voting system has been resolved and electors publicly notified of their right to demand a poll requiring no further action by Council, and the establishment of Maori representation is not required in accordance with [schedule 1A](#), clause 2(5) of the Local Electoral Act 2001.
- 33 Council must carry out its Representation Review and determine the number of wards, their boundaries and names, number of members, how the members are to be elected, and review of community boards. Council must complete the initial proposal for the Representation Review no earlier than 1 March 2018, and be publicly notified by 7 September 2018.

Next Steps / Timeline

- 34 A report on the electoral voting system went to Council within the 27 June 2017 Council agenda. It was resolved by Council the current system, First Past the Post, will remain in place unless changed by a successful poll of eligible electors by 21 February 2018.
- 35 Council publicly notified electors of their right to demand a poll to countermand the resolution of Council to use the First Past the Post electoral system for the 2019 triennial elections on 24 August 2017.
- 36 An initial representation review proposal will be completed no earlier than 1 March 2018, and publicly notified by 7 September 2018.

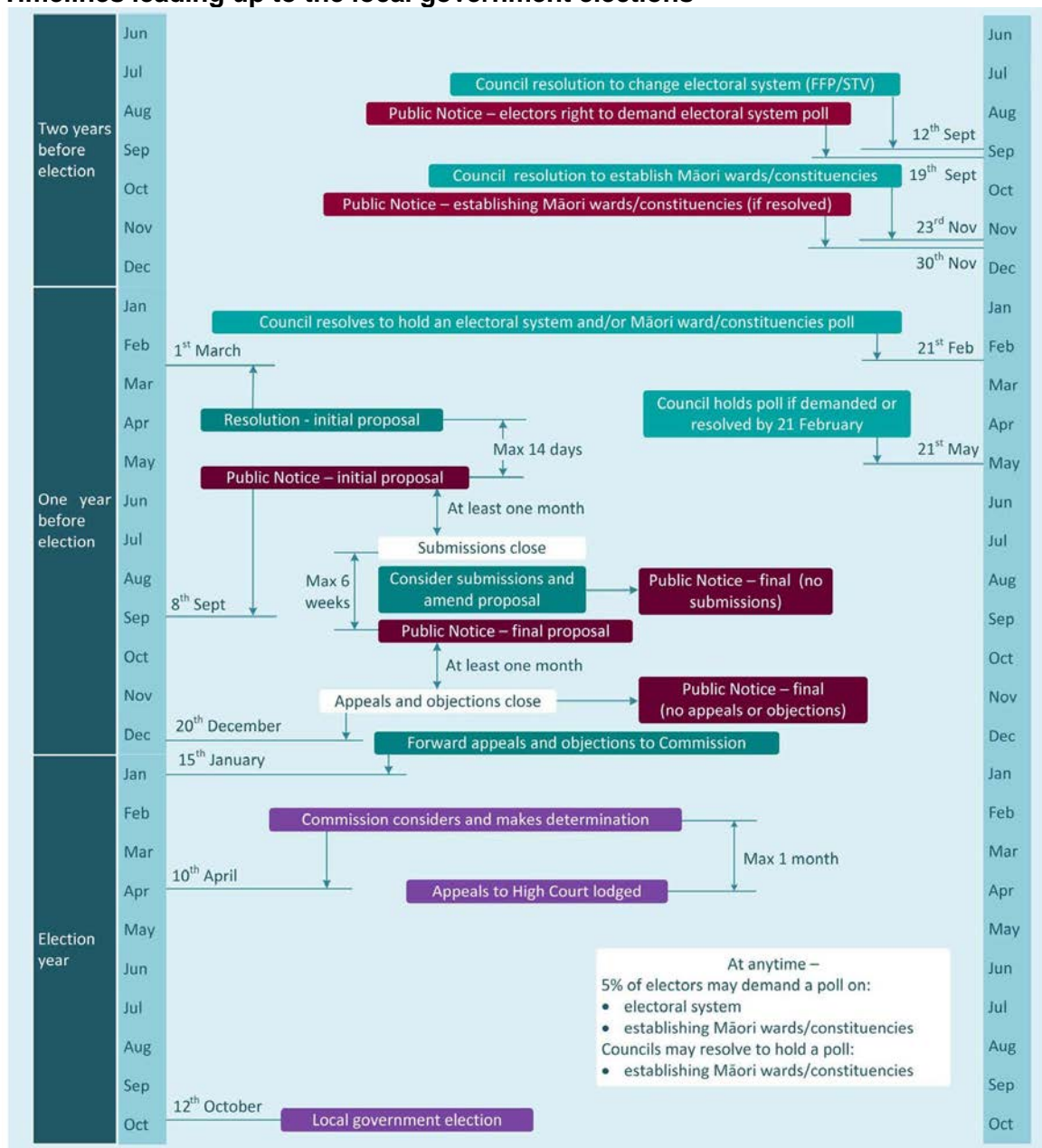
Options

- 37 This is a discussion / information item only.

Outcome

No further action.

Timelines leading up to the local government elections



Public Notice - Waimate Trader (24 August 2017), Newsline (August 2017), Council Website & Noticeboards

**PUBLIC NOTICE OF COUNCIL
RESOLUTION ON ELECTORAL SYSTEM
AND OF RIGHT TO DEMAND A POLL**

Notice is given under Section 28(1) of the Local Electoral Act 2001 that the Waimate District Council resolved at Ordinary Council Meeting 27 June 2017 to hold the next triennial general elections in October 2019 under the First Past the Post (FPP) electoral system. The choice is between the First Past the Post (FPP) electoral system and the Single Transferable Vote (STV) electoral system. Electors have a right to demand a poll to countermand the resolution to use the First Past the Post electoral system for the Council elections in accordance with section 29 of the Local Electoral Act 2001.

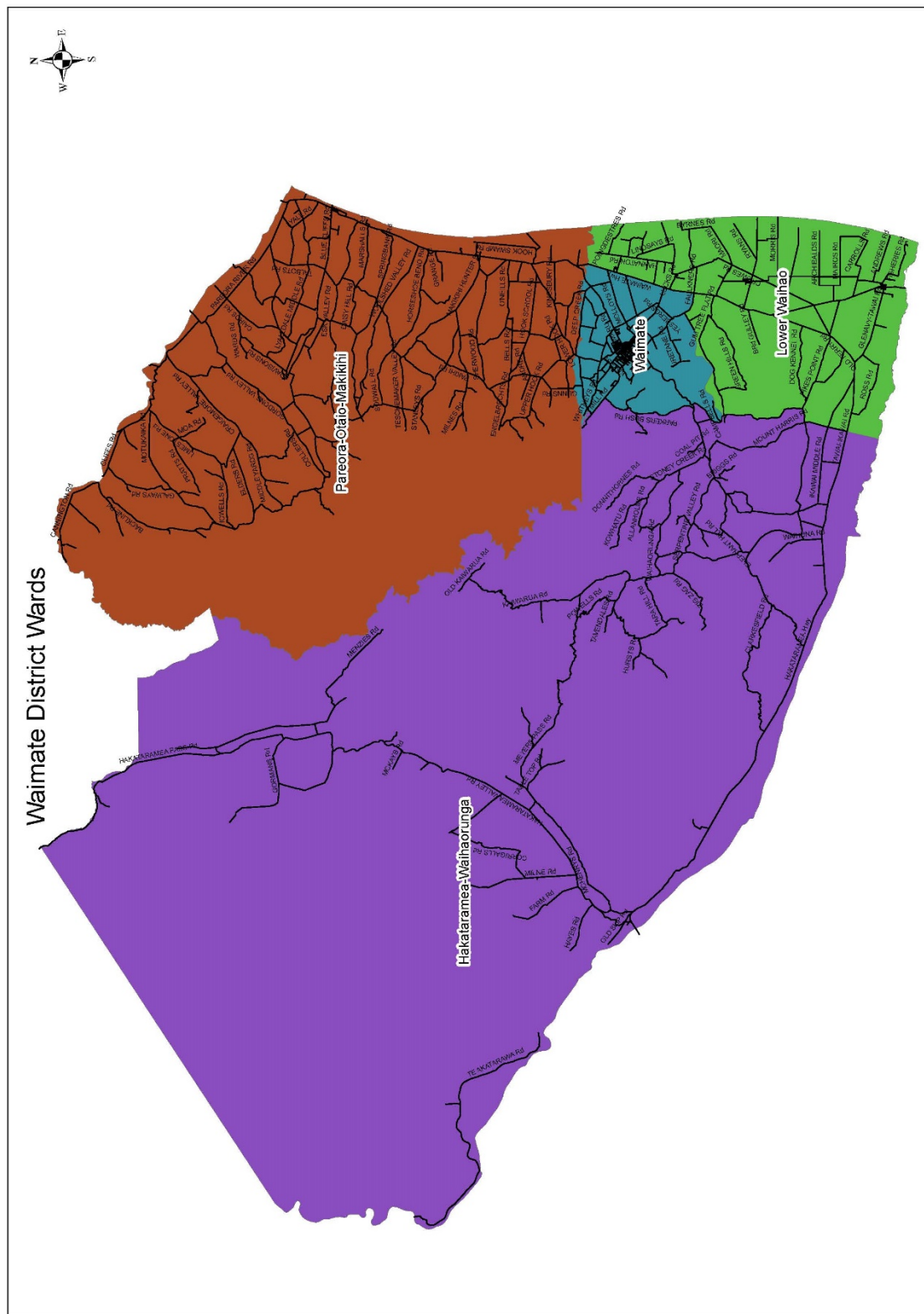
A valid demand must be made in accordance with sections 29 and 30 of the Local Electoral Act 2001, being:

- Made in writing; and
- Signed by at least 5 percent of the number of electors enrolled as eligible to vote at the previous triennial general election of the Waimate District Council. This will require a minimum of 278 elector signatures; and
- If the poll is to be binding upon the next triennial general election, the demand must be delivered to the office of the Waimate District Council, 125 Queen Street, Waimate by 21 February 2018.
- For further details on an electors right to demand a poll please contact Waimate District Council, 125 Queen Street, Waimate.

Every elector who signs a demand must also set out in it his or her full name and the address for which he or she is qualified as an elector of the Waimate District Council.

Stuart Duncan
Chief Executive Officer

Waimate District Local Government Current Ward Boundaries Detail Map



Item 8

Discussion / Information Item: Annual Grant Presentation – Sport South Canterbury (11.30am)

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: Carolyn Johns
Community and Strategy Group Manager

Overview

- 1 To provide the Committee with Sport South Canterbury's annual grant presentation from Sport Canterbury Regional Manager Shaun Campbell.

Options

- 2 This is an information item only.

Outcome

No further action.

Item 9 Discussion / Information Item: Presentation – Waimate Trackways (1.00pm)

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: Carolyn Johns
 Community and Strategy Group Manager

Overview

- 1 The last time Waimate Trackways presented to the Community Services and Development Committee was on 4 April 17. Since this date the committee has produced a 10-year Action Plan that formalises projects for the next four years.
- 2 Waimate Trackways have requested time to present their Action Plan.

Options

- 3 This is an information item only.

Outcome

No further action.

Item 10

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

Prepared by: Stuart Duncan
 Chief Executive

The Community Services and Development Committee will consider any major (urgent business) or minor items identified earlier in the meeting.