

**Council Members**

Chair: Peter Haddock  
Cr Allan Birchfield  
Cr Andy Campbell  
Cr Brett Cummings

Cr Frank Dooley  
Cr Peter Ewen  
Cr Mark McIntyre



WEST COAST  
REGIONAL COUNCIL

**PUBLIC COPY**

**Meeting of Council**

*(Te Huinga Tu)*

**Tuesday, 7 May 2024**

**Following the completion of the  
Resource Management Committee Meeting**

**West Coast Regional Council Chambers,**

**388 Main South Road, Greymouth**

**and**

**Live Streamed via Council's Facebook Page:**

**<https://www.facebook.com/WestCoastRegionalCouncil>**

# Council Meeting

## (Te Huinga Tu)

### AGENDA

#### (Rarangī Take)

	Pg No.
1. Welcome ( <i>Haere mai</i> )	
2. Apologies ( <i>Ngā Pa Pouri</i> )	
3. Declarations of Interest	
4. Public Forum, Petitions and Deputations ( <i>He Huinga tuku korero</i> )	
5. Confirmation of Minutes ( <i>Whakau korero</i> )	
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8.1.1 <i>Draft Councillors' Allowance and Expense</i>	

*Reimbursement Policy, May 2024*

**8.1.2** *Local Government Members (2023/24)*

*Determination 2023*

**8.2** Updates to Part D, Delegations Manual

**83**

**8.2.1** *Delegations Manual Review – Part D: Contracting, Financial, Rating and Property Delegations showing proposed updates, May 2024*

**8.2.2** *WCRC Current financial delegations (adopted September 2021)*

**8.2.3** *For Information: WCRC Principles and Practices of Delegation (September 2021)*

**9. General Business**

**PUBLIC EXCLUDED BUSINESS**

**10. Confirmation of Public Excluded Minutes**

**10.1** Minutes of Council Meeting 9 April 2024

**Matters arising**

**10.2** Minutes of Extraordinary Council Meeting 28 March 2024

**Matters Arising**

**11. Actions List**

**D. Lew**  
**Chief Executive**

**Purpose of Local Government**

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option promotes the social, economic, environmental, and cultural well-being of communities in the present and for the future.

**Health and Safety Emergency Procedure**

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**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL 2024  
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL  
388 MAIN SOUTH ROAD, GREYMOUTH, COMMENCING AT 9.30AM**

**PRESENT:**

P. Haddock (Chairman), A. Birchfield, A. Campbell, F. Dooley, P. Ewen, B. Cummings, M. McIntyre

**IN ATTENDANCE:**

D. Lew (Chief Executive), F. Tumahai (Te Rūnanga o Ngāti Waewae), J. Douglas (Te Rūnanga o Makaawhio), L. Sadler (Planning Team Leader), S. Morgan (Acting Infrastructure Manager), A. Pendergrast (Acting Corporate Services Manager), F. Love (Acting Group Manager, Office of the Chief Executive), C. Barnes (Compliance Team Leader), C. Mills (Project Accountant), L. Sadler (Planning Team Leader), S. Broughton (President, LGNZ), S. Freeman-Greene (CE, LGNZ (via Zoom)), S. Randall (Policy and Advocacy Manager, LGNZ (via Zoom)), N. Costley (Contractor), S. Tripathi (Governance Advisor), T. Anderson (Associate Director – Assurance, EY), B. Summerfield (Audit Partner, EY), Breno Branco (Senior Audit Manager, EY), B. McMahon (Media)

**1. Welcome (Haere mai)**

The Chair opened the meeting with the prayer and welcomed everyone.

The Chair noted that the Council meeting would begin first due to the public forum.

The Chair requested F Tumahai to say a karakia.

**2. Apologies (Ngā Pa Pouri)**

The Chair called for apologies. An apology was received from Cr Frank Dooley.

**Moved** (McIntyre/ Cummings) *that the apology from Cr F Dooley be accepted.*

*Carried*

### **3. Declarations of Interest**

The Chair called for declarations of interest. There were none.

### **4. Public Forum, Petitions and Deputations (*He Huinga tuku korero*)**

The Chair welcomed the team members of the LGNZ who were present at the meeting and invited S Broughton to speak.

Mayor S Broughton, President of LGNZ, mentioned that Local Government New Zealand stated that LGNZ would value WCRC as members, and that LGNZ and our regional sector are stronger when WCRC is a member. Sam and Susan discussed how LGNZ serves members by championing, connecting, and supporting local government.

- Champion includes advocating in the national interests of local government on critical issues (like rates rises), developing policy and submissions, speaking out for local government in the media, and building effective relationships with Minister and officials.
- Connect includes sector and zone meetings that bring local government leaders together along with central government politicians and experts (this includes regional sector meetings), as well as networks for Young Elected Members and Te Maruata, and the annual conference.
- Support means developing templates and guides councils can use, being at the end of the phone for councils and elected members under pressure, and Ākona, our learning service for all elected members.

S Broughton further discussed the extensive media and comms work LGNZ has done around rates rises and what's driving them, so that communities understand their Council's rates rises are part of a bigger, challenging picture.

The Chair thanked the LGNZ team for their presentation.

The Chair mentioned a late agenda item titled "Closing Report for the audit of the 2024-34 Consultation Document," which would be discussed in the public-excluded section of the meeting. The Chair emphasized that this item could not be postponed to the next meeting cycle because the Council needed to address it on the day the LTP Consultation Documents were adopted.

The meeting was adjourned at 9.51am.

The meeting reconvened at 11.00am.

## 5. Confirmation of Minutes (*Whakau korero*)

### 5.1 Minutes of Council Meeting 5 March 2024

The Chair called for any corrections to the minutes of the meeting held on 5 March 2024. Some minor corrections to the minutes were noted.

**Moved** (Haddock/ McIntyre) *that after the corrections the minutes of the meeting are confirmed true and accurate.*

*Carried*

### **Matters Arising**

There were none.

## 6. Actions List

The following was discussed and noted for update to the actions list –

- Item 1 – Ongoing. It was noted that the Delegations Manual could not be presented at this meeting and will instead be submitted at the May 2024 Council meeting.
- Item 2 – Completed. To be deleted.
- Item 3 – Completed. To be deleted.
- Item 4 – Completed. To be deleted.
- Item 5 – Completed. To be deleted.
- Item 6 – Completed. To be deleted.
- Item 7 – Ongoing. To be presented in Risk and Assurance May 2024 meeting.
- Item 8 – Ongoing. To be presented in May 2024 meeting.
- Item 9 – Completed. To be deleted.
- Item 10 – Completed. To be deleted.

**Moved** (Haddock/ McIntyre) *that the Council receives the Actions List for information.*

*Carried*

## 7. Chairs Report

The Chair mentioned that since the last Council meeting in March, there has been a significant amount of work completed across all Council departments. In addition to the

Council's statutory functions, both management and staff have made progress on the Resilience Programs, particularly the Westport Flood Protection planning.

The Chair also noted that the recruitment drive to fill the senior executive team had been completed. He was pleased to announce the appointment of the following managers, who will bring strength and experience to the organization and be part of an excellent senior leadership team.

- Tom Hopkins – Group Manager Catchment – starting 20 May 2024
- Joycelyn Allan – Group Manager Policy and Regulation – starting 20 May 2024
- Jo Field – Group Manager Office of the Chief Executive – starting 7 May 2024

The Chair announced that Aaron Pendergrast had agreed to continue serving as Acting Group Manager Corporate Services for the remainder of 2024. The Chair emphasized the importance of this continuity, noting that Aaron would oversee the completion of the LTP and the delivery of the next Annual Report in the latter half of the year.

The Chair was pleased to announce that Shanti Morgan had accepted the role of Group Manager Biodiversity and Environmental Science. This represents an important milestone in Shanti's career, and it's encouraging to see someone progressing from within the Council ranks. The Chair also expressed confidence that the Council now has the management and staff necessary to lead the organization forward.

The Chair extended personal thanks to the Chief Executive and the staff who had worked tirelessly over the last couple of months to help achieve the Council's goals and rebuild the organization.

The Chair listed the meetings he had attended since the last Council meeting: –

- 07 March 2024 – Travel to Wellington and attend Regional Sector meeting and met with Ministers McLay and Symonds
- 08 March 2024 – Regional Sector meeting Wellington. Listened to Minister Bishop
- 13 March 2024 – Regional Public Transport Plan hearings  
Meeting with Westpower Electronet Chair and CE update
- 18 March 2024 – Attend the opening of Army building, Jacks Road
- 19 March 2024 – Meet Westland District Council Mayor and CE
- 21 March 2024 – Final LTP Workshop



- 22 March 2024 – Resilient Westport meeting – 9am via Zoom
- 25 March 2024 – South Island Regional Councils Governance Group via Zoom
- 27 March 2024 – Senior executive team interviews
- 28 March 2024 – Extraordinary Council meeting  
2 x Senior executive team interviews
- 02 April 2024 – Meeting with Mayor Tania and Acting CE Grey District Council,  
Introduction of CE, WCRC
- 03 April 2024 – Meeting executives Terra Firma Mining/ Mining update
- 05 April 2024 – Mayors Chairs Iwi Forum
- 08 April 2024 – Meeting Mayors Chairs and Iwi at DWC offices

Regular meetings were held with the Chief Executive, other Mayors, stakeholders, and ratepayers as needed.

**Moved** (Ewen/ McIntyre) *that the Council receives Chair's verbal report.*

*Carried*

The Council discussed the total number of staff employed at WCRC. It was noted that the CE will circulate the base number of staff under the new structure, referred to as the establishment chart. This chart will outline the full-time corporate staff as the new baseline for tracking staff changes and associated expenses. It was further noted that the approximate number is in the higher 70s, including full-time equivalents, part-time, and contractors. The Council has opted to bring many roles in-house rather than using consultants, resulting in significant savings, particularly with the in-house management of the Westport Resilient project. Consequently, there has been an increase in staff numbers.

Cr Birchfield highlighted community feedback indicating that rates are becoming unaffordable.

The Chief Executive expressed satisfaction with the quality of appointments made to second tier and other roles. It was noted that the Council received a significant number of strong applications, leading to competitive shortlisting to select the best candidates. It was further noted that the Council was increasingly seen as a desirable place to work, reflecting confidence in its governance. The Council will commence the recruitment

process to fill the role vacated by Shanti Morgan, who has been appointed as the Group Manager of Biodiversity and Environmental Science.

## **8. Reports**

### **8.1 Treasury and Cashflow Functionality Report**

C Mills spoke to the report.

The paper presented to Council highlighted opportunities to refine treasury and cashflow arrangements under our MOCL agreement with Westpac, which expires on 1 July. The team had been in discussions with Westpac regarding indicative rates for the future. Westpac had proposed a small increase, moving from the current indicative rate of approximately 6.95% per annum against OCR to about 7.35% on the MOCL.

The paper also proposed a change to Council's cash holding practices. Currently, there was no requirement to maintain a minimum cash balance in the checking account. The paper sought Council's endorsement to establish a minimum balance of \$3 million in the on-call account to cover payments as they arise, eliminating the need to use our overdraft with Westpac.

It was noted that the Council currently has an overdraft facility with Westpac of \$0.5 million, which is considered the most expensive form of credit. It was further noted that the proposal aimed to eliminate the overdraft facility by increasing the MOCL from \$2.5 million to \$3 million. This adjustment effectively transferred the \$0.5 million overdraft to the MOCL facility, creating a buffer without requiring an overdraft.

It was noted that from a strategic perspective, the proposal was developed to simplify the Council's financial structure, achieve cost savings, and align with the Council's cashflow requirements.

**Moved** (McIntyre/ Haddock) *that the Council -*

- 1. Receives the report and note the attachment, and*
- 2. Endorses the proposed state outlined in this paper, including:*
  - a. Council requires a minimum balance of \$3 million funding be held on call, and*

- b. The Westpac overdraft of \$0.5 million be removed, and*
- c. The Westpac Multi-Option Credit Line (MOCL) agreement be renewed for a further two years, and*
- d. The Westpac Multi-Option Credit Line (MOCL) be increased from \$2.5 million to \$3 million.*

*Carried*

## **8.2 Emergency Fund Replenishment**

C Mills spoke to the report and took the report as read.

The paper was presented to the Council to discuss and decide on the Council's preference for replenishing the emergency fund to its pre-flood level. The Council considered whether to allocate all the funds received from DIA to the Emergency Fund or to allocate some funds to repay debt.

C Mills noted that the table in the attachment, which had been corrected for invoicing to DIA, was rectified. A follow-up invoice was to be sent to DIA for the outstanding amount of \$130,000 plus GST.

It was noted that the Catastrophe Fund serves as a self-insurance fund available for any catchment on the coast during a catastrophe or emergency. The decision by the Council was to apply general rate funding to the catastrophe rather than placing the burden on rating schemes. This policy decision ensures that the general rate funding is utilized, and it does not impact the rating scheme.

It was noted that Council has not adopted a policy stating that in the event of a significant flood where Catastrophe Fund (CF) expenditure exceeds \$1 million, the amount should be repaid by the relevant rating scheme. It was further noted that the Council has the discretion to spend up to or exceeding a million dollars from the general rates without requiring repayment from the rating scheme. If Council wished to decide on this matter, a policy position paper would be required.

The CE noted: 1) The Council needed to decide whether to cap the CF at \$1 million or increase it to \$1.5 million with the government contribution. If capped at \$1 million, the proposal was to use the remaining funds to pay down debts. This was the subject of the paper presented. 2) Regarding the expenditure on Kawatiri

Scour and Organs Island, it was confirmed that this was not part of the \$17 million. If funding was required for this, it would need to be covered by the targeted rating to be included in the LTP as part of the Westport targeted rating for that scheme. This would be to repay the expenditure. A paper on this matter could be presented to the Council.

**Moved** (Haddock/ McIntyre) *that the Council –*

- 1. Receives this report and note the attachments, and*
- 2. Adopts Option 1 as preferred option for the replenishment of the Catastrophe Fund – “Replenish the catastrophe fund to \$1m and repay some of the debt incurred as a result of emergency flood works undertaken in Westport prior to the funding agreement being signed on 14th September 2023. The balance of the catastrophe fund would be \$1m and there would be \$0.5m available to repay some current debt (i.e. the MOCL).”*

*Carried*

All the Councillors unanimously voted on the matter.

### **8.3 2024/34 Long-Term Plan: Consultation Document and Supporting Documentation**

The Chair noted that the adoption of the Long-Term Plan Consultation Documents for public feedback was a significant agenda item for the Council. Councillors and management had worked on this project since March 2023, including nine lengthy workshops and numerous hours to develop an organization fit for purpose for the next decade, aiming to meet the community's expected levels of service.

The Council's total rate requirement represented a 20.8% increase from 2023/24. This increase was distributed across General Rates, Targeted Rates, and the Uniform Annual General Charge. While acknowledging that this was not an ideal scenario, it was necessary due to rates being kept low for many years. The Council needed to adopt this approach to catch up as it could not sustain running at a deficit and funding operations through loans. The plan aimed to return to surplus by year 4.

Similar rate increases had been experienced by the councils across New Zealand. For example, Environment Canterbury had proposed an average rate increase of 24.2%, Otago Regional Council an increase of 18.6%, and Taranaki Regional Council a 16.3% increase. These councils, with larger regional populations than the West Coast, had also faced challenges in funding their work programmes.

The Long-Term Plan consultation document was to be notified on 12 April 2024. On behalf of the Councillors, the Chair encouraged that ratepayers read the document and the supporting information to understand the proposed changes and their reasons. Ratepayers were also urged to make submissions, as each received submission provided valuable insights into the community's priorities, aiding in aligning these with the Long-Term Plan. It was noted that the submission period will run from Friday, 12 April 2024, to Friday, 10 May 2024.

The auditors, Todd Anderson, Brendan Summer, and Breno Branco, joined the meeting at 11:49 am. The Chair invited them to discuss their audit opinion on the Long-Term Plan Consultation Document. The following points were noted:

Brendan Summerfield noted that the auditors were issuing the audit opinion on the Long-Term Consultation Document. The following was noted –

- The audit report highlighted three matters in conjunction with the Office of the Auditor General: two qualifications and one emphasis of matter. The two qualifications noted were capex to ability and climate risks.
- Regarding Capex to ability, the timing assumptions for the Westport flood protection plan were discussed based on two factors:
  - Historical achievements in capital spending and efforts by the Council to improve systems and processes for the benefit of ratepayers and the community.
  - The level of spending forecasted in years 1 to 3 of the LTP for the Westport flood protection plan, considering the status of current consenting processes.

The auditors expressed comfort with the Council's assumptions in costing out the plan and understanding the funding mechanisms in place. However, there was less confidence in the timing of the project delivery. This was consistent with the qualification in the 21-31 LTP consultation document, where the audit opinion was reduced to an emphasis of matter.

It was noted that the LTP would be issued in June 2024, and two months could significantly impact any construction project's timeframes. By that point, the auditors might have either gained additional comfort with the assumptions or the Council might have revised the timeframe and status of the project. This could lead to a different status for the LTP that the auditors might be comfortable with.

- Climate Risks – The infrastructure strategy for the regional council primarily focused on flood protection assets, which make up approximately 95% of the council's assets and are crucial to operations and ratepayer considerations. The assumptions in the infrastructure strategy did not align with wider sector expectations from the Office of the Auditor General or Local Government bodies. The strategy did not account for potential impacts of climate risks on increased maintenance or capital spending over the LTP term. The Council acknowledged the need to invest more time and resources in addressing climate risks over the next three years and plans to engage in robust discussions with rating districts in year 3 of the current LTP cycle to ensure these considerations are included in the next LTP cycle.
- Emphasis of matter area – The consultation documents highlighted a change in activity groups from 7 previously reported by the council to 5 in the last and current LTP. The council disclosed that no comparative information was provided and explained the reasoning behind it. It's important to note that the LTP has specific requirements for comparability disclosure, which the Council will need to address as part of the LTP information, not the consultation document. It was noted that the auditors expressed a willingness to collaborate with the Council to understand what comparability information could be included.

The CE indicated that the Council would need to elevate conversations with rating schemes to a more strategic level, improve documentation, and clarify protection standards, as this had not been done previously. RD meetings were seen as an opportunity to address these audit recommendations. It was also noted that it was likely that every regional council in the country would have qualifications on its LTP due to not having previously held discussions with rating schemes to the expected level.

**Moved** (Campbell/ Ewen) *that the Council –*

- 1. Receives this report on the Consultation Document and supporting information for the 2024/2034 Long Term Plan*
- 2. Adopts the supporting information that is relied on for the content of the Consultation Documents*
- 3. Adopts the Consultation Document that will form the basis of the 2024/2034 Long-term Plan*
- 4. Publicly notifies and invites submission on the Consultation Document and Supporting Documentation for the 2024/2034 Long-term Plan pursuant to the special consultative procedure of the Local Government Act 2002*

*Carried*

Cr Birchfield voted against the motion.

## **9. General Business**

Cr Ewen thanked the CE and the team for their progress on the LTP.

Cr Birchfield mentioned that about the Grey Star article proposing royalties from gold sales to be paid by gold miners to the WCRC, the Council should consult the gold miners before making such an offer. He noted that the views in the article did not represent the sentiments of the West Coast gold miners.

## **PUBLIC EXCLUDED BUSINESS**

**Moved** (/) *that:*

- 1. the public be excluded from the following parts of the proceedings of this meeting, namely – **agenda items 10 to 12 (all inclusive)**.*

<b>Agenda Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution</b>	<b>for this in</b>	<b>Ground(s) under section 7 of LGOIMA for the passing of this resolution</b>
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		<b>relation to each matter</b>	
10.1	Minutes of Council Meeting 9 April 2024	The item contains information relating to commercial, privacy and security matters	To protect commercial and private information and to prevent disclosure of information for improper gain or advantage (s7(2)(a), s7(2)(b), and s7(2)(j)).
11	Actions List	The item contains information relating to commercial, privacy and security matters	To protect commercial and private information and to prevent disclosure of information for improper gain or advantage (s7(2)(a), s7(2)(b), and s7(2)(j)).
12	Vector Control Services – Operational Report	The item contains information relating to commercial matters.	To protect commercial information s7(2)(b).

and that

2. *Darryl Lew, Shanti Morgan, Aaron Pendergrast and Nic Costley be permitted to remain at the meeting after the public have been excluded due to their knowledge of the subjects. This knowledge will be of assistance in relation to the matters to be discussed; and that*
  
3. *Todd Anderson, Brendan Summer, and Breno Branco from EY be permitted to remain at the meeting after public have been excluded due to their knowledge of the subjects; and that*



4. *The Governance Advisor also be permitted to remain.*

The meeting was adjourned at 12.37pm.

The meeting reconvened and moved into a public-excluded session at 2.25pm.

.....  
Chair

.....  
Date

**THE WEST COAST REGIONAL COUNCIL**

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 28 MARCH 2024  
AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL  
388 MAIN SOUTH ROAD, GREYMOUTH, COMMENCING AT 9.43AM**

**PRESENT:**

P. Haddock (Chairman), A. Campbell, P. Ewen, B. Cummings, M. McIntyre (via Zoom)

**IN ATTENDANCE:**

D. Lew (Chief Executive), S. Morgan (Acting Infrastructure Manager), Chu Zhao (Planning Technician – TTPP), B. McMahon (Media)

**1. Welcome (Haere mai)**

The Chair opened the meeting with the prayer and welcomed everyone.

**2. Apologies (Ngā Pa Pouri)**

The Chair called for apologies. An apology was received from Cr Frank Dooley.

**Moved** (Haddock/ Cummings) *that the apology from Cr F Dooley be accepted.*

*Carried*

**3. Declarations of Interest**

The Chair called for declarations of interest. There were none.

**4. Public Forum, Petitions and Deputations (He Huinga tuku korero)**

There were no public forums or deputations.

**5. Reports**

**5.1 Franz Josef Rating District Joint Committee – Changes to Joint Committee Agreement**

Cr Haddock stated that during the Franz Josef Rating District Joint Committee meeting on December 18, 2023, a resolution was passed to increase the number of community appointees from two to eight, as well as adjust the quorum for Committee meetings. The committee composition was determined to include 3 members from the West Coast Regional Council, 3 from the Westland District

Council, 1 from NZTA, 1 from Te Rūnanga o Makaawhio, and 1 from DoC, with a quorum of 9 members. Meetings would be held annually, and the Council members would be reappointed after each triennial general election, with the Chair alternating yearly between WCRC and WDC. The management transition involved WCRC and WDC selecting and approving nominations from both the north and south sides of the Waiho River. The terms of reference were reviewed by the Chair, who noted the joint committee's advisory role to WCRC, with final decisions made by WCRC.

**Moved** (Haddock/ Ewen) *that the Council resolves –*

1. *To receive this report; and*
2. *To approve amendments to the Franz Josef Rating District Joint Committee Agreement as shown in Attachment 1, including the following:*
  - *Amendment of Clause 7 to provide for the appointment of eight community members, four from each side of the Waiho River;*
  - *Amendment of Clause 13 to alter the required quorum from five to nine, and specify the make-up of the quorum needed to hold a meeting;*
  - *Providing for the appointment of a delegate from each Council to attend meetings in place of appointed Councillors, where necessary;*
  - *Updating the term 'floodwalls' to 'flood defence assets', for accuracy;*
  - *Including a minor amendment to correct a cross-reference in Clause 24; and*
3. *To appoint Councillor Brett Cummings to the Franz Josef Rating District Joint Committee.*

## **6. General Business**

It was noted that the discussion regarding candidate nominations would take place during the public excluded session of the meeting. Furthermore, it was mentioned that the Hokitika Joint Committee meeting was scheduled for May 6, 2024.

## **PUBLIC EXCLUDED BUSINESS**

**Moved** (Haddock/ Cummings) *that:*

1. *the public be excluded from the following part(s) of the proceedings of this meeting, namely – **agenda 7 (all inclusive)**.*

<b>Agenda Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 7 of LGOIMA for the passing of this resolution</b>
7.1	<i>Franz Josef Rating District Joint Committee – Appointment of Community Representatives</i>	<i>This item contains information relating to privacy matters.</i>	<i>To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).</i>

*and that*

2. *Darryl Lew and Shanti Morgan be permitted to remain at the meeting after the public have been excluded due to their knowledge of the subjects. This knowledge will be of assistance in relation to the matters to be discussed; and that*
3. *The minutes taker also be permitted to remain.*

The meeting moved into a public-excluded session at 9.55am.

The Extraordinary Council meeting commenced in a public session at 10:07 am.

## **7. Franz Josef Rating District Joint Committee – appointment of Community Representatives**

The Chair announced the names of the appointed community representatives and noted that the Council resolved to –

1. *To receive this report; and*

2. *To appoint Dale Straight, Graham Berry, Jeremy Williams, and Kelley Molloy as the four south side community representatives on the Franz Josef Rating District Joint Committee; and*
3. *To appoint Ian Hartshorne, Grant Gibb, Logan Skinner, and Kim Smith as the four north side community representatives on the Franz Josef Rating District Joint Committee as they were the only valid and conforming nominations received.*
4. *To confirm the above resolutions in public meeting and thank the nominees.*

The public meeting ended at 10.12am.

.....  
Chair

.....  
Date

**6**

**Actions List**

**Author**

Sarah Tripathi, Governance Advisors

**Authorizer**

Darryl Lew, Chief Executive

**Public Excluded**

No

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**Report Purpose**

This report is a summary of items that require actions.

**Recommendations**

***It is recommended that the Council resolves to:***

1. *Receive the report.*

## ACTIONS LIST

Item No.	Date of Meeting	Item	Officer	Update
1.	9 April 2024	Delegations' manual.	CE/ Chief People and Capability Officer	Ongoing
2.	9 April 2024	Financial delegations' paper to be presented in Council meeting of May 2024.	Chief People and Capability Officer	Agenda item 8.2.
3.	9 April 2024	A paper on the update of adoption of non-rate aged receivables debt collection process to be presented to the Council.	Acting Corporate Services Manager	A Pendergrast to verbally update on this during the meeting.
4.	9 April 2024	To present to the Council the timeline on Council's policies reviews.	Chief People and Capability Officer	To be addressed in June 2024 meeting.
5.	9 April 2024	To circulate the base number of the staff under the new structure.	CE	Completed on 11 April 2024.
6.	9 April 2024	Emergency Fund Replenishment – To present policy paper to the Council to make decision.  [It was noted that as of now, Council has not adopted a policy that says that we have	Project Accountant	Ongoing.

Item No.	Date of Meeting	Item	Officer	Update
		<p>significant flood event, and the expenditure of the CF money exceeds the 1m then that money should be paid back by the relevant ratings scheme, that is not our policy position at the moment. Council can make a decision to spend a million or more than a million as if from the general rates. It does not say if it is an excess of the million the rating scheme should pay it back.]</p>		
7.	9 April 2024	<p>Emergency Fund Replenishment – A paper could be presented to the Council in the next meeting on this matter.</p> <p>[It was noted that the expenditure on Kawatiri Scour and the Organs Island was not part of the \$17m and if it has to be funded then that would have to be funded by the targeted rating that we need to strike in the LTP as part of the Westport targeted rating for that scheme going forward to pay back that money and that is the second issue.]</p>	Project Accountant	Ongoing.



## 8. REPORTS

### 8.1 **Draft Councillors' Allowance and Expense Reimbursement Policy**

**Author** Toni Morrison, Policy and Planning Consultant

**Authorizer** Darryl Lew, Chief Executive

**Public Excluded** No

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#### **Report Purpose**

For the Council to consider and adopt a new draft Policy for reimbursement of Councillor expenses and allowances.

#### **Report Summary**

All Councils are required by the Remuneration Authority to have a Councillor Expenses Reimbursement Policy publicly available on their website. WCRC does not currently have such a policy. Following consultation with managers and key staff, the attached Policy has been drafted for Council's consideration and adoption.

The policy deals with allowances and expenses that may be incurred by elected members in relation to Council business needs and travel, within the parameters set by the Remuneration Authority and legislation. It does not relate to Councillor remuneration, which is a separate matter dealt with by the Remuneration Authority.

The Policy, once adopted, will undergo an annual review. This annual update is required to ensure it is consistent with the Remuneration Authority's Determinations which are released each year. Hence this Policy will be in place until 30 June 2024, at which time it will be reviewed and updated to be in accordance with the new Determination.

#### **Recommendations**

***It is recommended that Council resolves to:***

- 1. Receive the report.*
- 2. Adopt the Councillors' Allowance and Expense Reimbursement Policy, as shown in Attachment 1.*

## Issues and Discussion

### Background

Every Council is required by the Remuneration Authority to have a Councillor Allowance and Expense Reimbursement Policy publicly available on their website. The Remuneration Authority has recently followed up with Councils noting that many do not have policies on their websites and reminding them of this requirement. WCRC does not currently have such a policy.

The attached has been drafted following consultation with the Chief Executive and other key staff, for the Council to consider and adopt at this meeting. Once the Policy is adopted it will be placed on the Council's website. Staff will also confirm with the Remuneration Authority that the Policy is now in place and the Council is compliant.

The Remuneration Authority makes an annual Determination which sets out some of the rules around what must be in the Policy. The attached Policy is consistent with the most recent Determination, which is attached to this report for Council's information (refer Attachment 2).

As described above, the Policy will be reviewed annually. In the next few months we will be asking Council to re-adopt an updated Policy for the new financial year, once the new Determination comes out. It will be based on the format of this current policy.

### Current situation

The Council has no such policy and it is a matter of some urgency that one is adopted, to ensure we comply with mandatory requirements.

### Options Analysis

The Council could:

- (a) Adopt the draft Policy in its current form; or
- (b) Specify any changes to be made to the draft Policy, and adopt it subject to those specified changes (provided they are consistent with the Determination); or
- (c) opt not to adopt a policy.

Option (c) is not recommended as this would put the Council in a position where it was not compliant with statutory requirements.

### Costs and Benefits

In addition to complying with a mandatory requirement, adopting a policy covering these matters provides for transparency and accountability which are part of good governance. There are no additional costs associated with the adoption of the Policy.

### Considerations

#### Implications/Risks

The adoption of a policy will provide clarity for the community on expense reimbursement and allowances received by elected members.

#### Significance and Engagement Policy Assessment

While governance policies are important documents, the decision to adopt this policy is not considered significant under the Significance and Engagement Policy. There are no issues within this report which trigger matters in the Significance and Engagement Policy.

#### Tangata whenua views

The matters covered by this policy relate to elected members only, not to appointed members to Committees etc. The policy does not affect or have implications for relationships with tangata whenua.

#### Views of affected parties

The policy applies to elected members only, and does not require consultation.

#### Financial implications

There are no financial implications of adopting the policy. Governance matters are provided for in existing governance budgets.

#### Legal implications

The Remuneration Authority requires all Councils to have a policy on these matters available on the Council's website. This is a statutory requirement. Council must also comply with the *Local Government Members (2023/24) Determination 2023*.

#### Attachments

**Attachment 1:** Draft Councillors' Allowance and Expense Reimbursement Policy, May 2024

**Attachment 2:** Local Government Members (2023/24) Determination 2023



# **Councillors' Allowance and Expense Reimbursement Policy**

1 July 2023 - 30 June 2024

**DRAFT**

May 2024

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## 2. Purpose and Scope

The purpose of this policy is to set the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

This policy applies to the elected members of West Coast Regional Council (WCRC).

Actual and reasonable expenses may be incurred in relation to legitimate Council business events or legitimate Council business needs and travel. Reasonable resources should be made available to elected members to enable them to more efficiently carry out their responsibilities.

Elected members should only be reimbursed for actual and reasonable expenses they incur in carrying out Council business, within the parameters set by the Remuneration Authority and legislation.

Reimbursement of expenses, payment of allowances and use of the Council resources apply only to elected members personally, and only while they are carrying out Council business in their capacity as an elected member.

Transparency and accountability guide the reimbursement of elected members' allowances and expenses. WCRC is mindful of the requirement to use public funds responsibly and to maintain public confidence in the organisation.

### 2.1 Policy principles

The expenses and allowances payable, and supplies, consumables or services administered under this Policy are provided:

- at no cost to elected members, but only while they are holding office (e.g. not on a leave of absence or absent without leave); and
- for Council-business use only.

To be reimbursable, expenses must:

- have a justifiable council-related business purpose; council business includes formal Council meetings, committee meetings, workshops, 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, political meetings or electioneering.
- be moderate and reasonable, having regard to the circumstances and able to pass the test of prudent use of ratepayers' money under public scrutiny.
- be actual and justified by an original receipt.
- be approved by the relevant authoriser.
- be within relevant budget provisions.

- be presented on the approved West Coast Regional Council claim form.
- be signed as true and correct by the claimant.
- be consistent with the rules set by the Remuneration Authority.

## 3. Policy

### 3.1 Travel

#### 3.1.1 Air travel – domestic

Elected members are entitled to use domestic air travel for Council related travel where air travel is the most cost-effective travel option. All approved travel bookings are made through the Corporate Services team.

For the sake of clarity, if a member resides outside of the West Coast Regional Council area and, for personal reasons, chooses to travel by airline to the Council area on Council business, compensation will be paid for travel time only, as outlined in section 2.3 below.

#### 3.1.2 Air travel – international

The prior approval of the Council via formal resolution is required for any international air travel, where costs or partial costs are paid for by council funds. As a general policy all international air travel by members is economy class, where Council funds all or part of the fares. Council approval is required for exceptions, e.g., where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.

All approved bookings are to be made by the Corporate Services team.

#### 3.1.3 Accommodation

WCRC uses a travel and accommodation booking service and system, and all bookings and arrangements are to be via this system through an authorised Corporate Services staff member. Unless extraordinary circumstances arise, members are to use these venues/arrangements where appropriate. All bookings are to be made in consultation with the Corporate Services team.

An authorised staff member may arrange overnight accommodation for members when travel or business requirements make it unreasonable for a member to return on the same day, e.g, travelling after a late meeting, travelling in excess of 100km one-way, or in exceptional circumstances.

Accommodation should be cost-effective, taking into account the location relative to where members are working, the standard of accommodation and safety and security issues.

Purchases from hotel mini-bars and charges for in-room video or cable movies are to be paid for by the elected member before checking out of the accommodation.

### 3.1.4 Meals

Breakfast is not claimable on day one of travel, although in some exceptional circumstances approval may be given by the Chairperson for this expense up to a maximum of \$30 per head (e.g., if travel time commences pre-breakfast).

When staying overnight, a reasonable cost for breakfast may be claimed for day two onwards, or where possible, breakfast may be charged back to accommodation.

Lunch and reasonable expenses for morning and afternoon teas are claimable from day one of travel either within or outside the region. A reasonable cost will be reimbursed.

Dinner is claimable when Council business or meetings extend late or go in to the evening, or when staying away overnight, and will be reimbursed to a maximum of \$80 (including GST) per night.

Claims for alcohol will not be accepted.

Morning and afternoon tea are not claimable (this includes takeaway coffee and bottled water).

Reimbursements will only be made when members are on official Council business.

Meals cannot be claimed if:

- a complimentary meal is provided
- a meal is prepaid through an accommodation package (e.g. hotel breakfast)
- the cost of the meal is included in the cost of seminar or conference
- members are entertained by their hosts.

### 3.1.5 Car parking

Parking fees incurred while on WCRC business will be reimbursed on production of an original detailed receipted GST invoice.

### 3.1.6 Rental cars

Rental cars may be used when attending meetings or conferences in other centres, where this is the most cost-effective travel option.

Approved rental car bookings are to be made by the Corporate Services team.



### 3.1.7 Taxis and other transport

There may be occasions when a member requires a taxi service. Taxi fares may be booked in advance through the relevant Corporate Services staff.

Taxi costs paid for by the individual member for taxi travel within New Zealand, or for international travel on Council business, will be reimbursed on presentation of actual receipts.

## 3.2 Vehicles

### 3.2.1 Chairperson's car

The Council Chairperson may be provided with a vehicle. The value of the vehicle shall be reasonable for the purpose intended and appropriate for public service use (as per the *Local Government Members (2023/24) Determination 2023*). If the Chair elects to have the vehicle available for private use, a deduction will be made from their salary as determined by the Remuneration Authority.

The Chairperson will not be able to claim for vehicle mileage if a vehicle is provided.

### 3.2.2 Vehicle Provision

Elected members are entitled to make use of WCRC pool cars for use on official council business, in which case the WCRC 'Safe Driving Policy' shall apply. Bookings for pool vehicles are to be made through the Corporate Services team.

## 3.3 Vehicle Mileage and Travel Time Allowances

In accordance with the *Local Government Members (2023/24) Determination 2023*, the following rules apply:

- Vehicle mileage and travel time allowances will be paid for all travel on Council business when the member is travelling in a private vehicle by the most direct route that is reasonable in the circumstances.
- The maximum allowance for a petrol or diesel vehicle is:
  - 95 cents per km for the first 14,000 kms travelled in the determination term (1 July 2023 to 30 June 2024)
  - 34 cents per kilometre for any distance over 14,000 kms travelled in the determination term (1 July 2023 to 30 June 2024).
- The maximum allowance for a petrol hybrid vehicle is:
  - 95 cents per km for the first 14,000 kms travelled in the determination term (1 July

2023 to 30 June 2024)

- 20 cents per km for any distance over 14,000 kms travelled in the determination term (1 July 2023 to 30 June 2024).
- The maximum allowance for an electric vehicle is:
  - 95 cents per km for the first 14,000 kms travelled in the determination term (1 July 2023 to 30 June 2024)
  - 11 cents per km for any distance over 14,000 kms travelled in the determination term (1 July 2023 to 30 June 2024).

If the Council is providing transport, and a member chooses for personal reasons to travel independently, they may not be entitled to a vehicle allowance.

Where a member chooses for personal reasons to travel by private vehicle to a conference or seminar outside of the West Coast region, they will be entitled to reimbursement of the mileage travelled, up to the value of equivalent airfare.

Any speeding fines and any other traffic infringement notices incurred will not be reimbursed.

For the sake of clarity, the member is not required to be a member of the committee or subcommittee to claim mileage allowance.

Compensation for travelling time within New Zealand on Council business can be claimed by members (other than the Chair) at a rate of \$40.00/hr for each hour of travel time after the first hour of travel time in a day. Travel must be by the quickest form of transport reasonable in the circumstances and by the most direct route reasonable in the circumstances. Only time travelled in excess of one hour will qualify for payment, up to a maximum of eight hours in a 24-hour period.

If a member resides outside the WCRC area and travels to the Council area region on Council business, compensation for travel time will only be paid after the member crosses the Council's boundary and after the first hour of travel within the region.

## 4. ICT Allowances

At the commencement of each 3 year term, all elected members will be provided with approved standard IT equipment such as laptop or tablet, and a mobile phone. IT support is provided to elected members.

Any council-owned device remains the property of the WCRC and must be returned when the member leaves office.

Any equipment provided must be used in accordance with the Council's *IT Systems for Councillors Policy* (17 October 2022).

Any other relevant provisions of the *Local Government Members (2023/24) Determination 2023* apply

to ICT.

## 5. Childcare Allowance

In accordance with the *Local Government Members (2023/24) Determination 2023*, members may claim a childcare allowance as a contribution to expenses of up to \$6,000 per child during the determination term if:

- the member is the parent or guardian of the child or is usually responsible for the day-to-day care of the child; and
- the child is under 14 years of age; and
- the childcare is provided by someone who is not the member's family member and does not ordinarily reside with the member.

Satisfactory evidence of the amount paid for childcare must be provided in the form of an original detailed receipted GST invoice.

## 6. Professional Development, Clubs and Associations

### 6.1 Conferences, Courses and Seminars

When considered appropriate for a Councillor to attend a conference / course / seminar at the cost of the Council, approval shall only be given for the purpose of acquiring knowledge, including new developments, or transacting business that is appropriate to that Councillor. Costs of attendance must be able to be met within the approved budgets.

Attendance will generally be authorised by resolution in a public session of a Council or Committee meeting, but may also be authorised in writing by the Council Chair.

Councillors who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation and meals paid for. Unless otherwise agreed by the Group Manager Corporate Services, all travel and accommodation will be booked through authorised Corporate Services staff.

The Council will not meet costs of partners / spouses attending conferences / courses / seminars.

Councillors, after attendance at an approved conference / course / seminar should present a report to an appropriate meeting on relevant matters including course content, matters of interest to other members and staff and an assessment of the value of the attendance.

### 6.2 Other Expenses

Certain items have been confirmed as not refundable as follows:

- (a) increased clothing standard because of attendance at Council and other meetings,

- (b) constituent expenses,
- (c) lost time or the additional payments incurred in having normal work undertaken by someone else,
- (d) personal subscriptions to magazines,
- (e) personal subscriptions to clubs and organisations,
- (f) hospitality extended to constituents in private home on Council business and community contacts; and,
- (g) spouses costs in attending functions.

## 7. Calculation and Taxation of Allowances

If any allowance is payable as a single amount for the determination term and a member is not a member for the whole of the determination term, the amount payable to that member shall be pro-rated in accordance with the formula provided in the *Local Government Members (2023/24) Determination 2023*.

Taxation on allowances shall be deducted at the prevailing taxation rates as determined by the Inland Revenue Department.

## 8. Resource Consent Hearing Fees

### 8.1 Fees for attending Resource Management Act (RMA) resource consent hearings

Fees for attending RMA resource consent hearings will be paid in accordance with the *Local Government Members (2023/24) Determination 2023*.

## 9. Council Processes for Payment of Allowances and Reimbursements

All claims for reimbursement of expenses must be submitted on the Councillor expense claim form to the Group Manager Corporate Services.

Administration of Elected Members' claims for expenses and meeting allowances will be coordinated by the Group Manager Corporate Services.

All expenses must be approved by the Chair, or in his or her absence, the Deputy Chair. The Chief Executive must approve the Chair's expenses.

Claim forms:

- (a) are to be submitted to the Group Manager Corporate Services who will vet claims, and arrange for approval and payment into members' bank accounts.
- (b) for each month are to be received by the 20th of the following month EXCEPT for the months of May and June. Expense claims for the month of May and beginning of the month of June are to be received by the 15th of June to enable payment in that financial year. Expenses incurred between 16-30 June will be processed in the following financial year.
- (c) submitted after three months will not be entertained except in extraordinary circumstances.

All reimbursement claims are to be supported with a detailed receipted tax invoice. It is not sufficient for payments made by credit card or EFTPOS docket to be supported by only the credit card / EFTPOS receipt. A detailed description of business reasons must be supplied.

Elected members must maintain an accurate record of travel undertaken in their private vehicles related to any claimed mileage allowance and provide a copy in support of mileage claims. Claims must include details of where and why the travel was undertaken.

Payment will be made monthly by direct credit.

## 10. Breach of Expense and Reimbursement Rules

Instances where this policy has not been followed may lead to an investigation pursuant to the Members' Code of Conduct.

## 11. Related Legislation and Guidance

- (a) Schedule 7, section 6 of the Local Government Act 2002, which requires the Remuneration Authority to determine the "remuneration, allowances and expenses" payable to Councillors of local authorities, and states that the Remuneration Authority may approve the rules under which expenses are reimbursed to Councillors.
- (b) Remuneration Authority Determinations and related guidance, including [Allowances for local government members | Remuneration Authority \(remauthority.govt.nz\)](#).
- (c) Office of the Auditor-General guidelines, including "*Controlling sensitive expenditure: Guidelines for public entities*". [Controlling sensitive expenditure: Guide for public organisations — Office of the Auditor-General New Zealand \(oag.parliament.nz\)](#)
- (d) Local Authorities (Members' Interests) Act 1968.
- (e) WCRC Policy *IT Systems for Councillors*, 17 October 2022.

**Version  
as at 3 August 2023**



## **Local Government Members (2023/24) Determination 2023**

(SL 2023/142)

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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#### **Note**

The Parliamentary Counsel Office has made editorial and format changes to this version using the powers under subpart 2 of Part 3 of the Legislation Act 2019.

Note 4 at the end of this version provides a list of the amendments included in it.

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## Determination

### 1 Title

This determination is the Local Government Members (2023/24) Determination 2023.

### 2 Commencement

This determination comes into force on 1 July 2023.

### 3 Expiry

This determination expires at the close of 30 June 2024.

## *Interpretation*

### 4 Interpretation

In this determination, unless the context otherwise requires,—

**board** means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

**determination term** means the period from the coming into force of this determination to its expiry

**hearing** has the meaning given to it by clause 5

**hearing time** has the meaning given to it by clause 6

**local authority** means a regional council or a territorial authority

**member** means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

**on local authority business** includes on the business of any board of the local authority

**regional council** means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

**RMA** means the Resource Management Act 1991

**territorial authority** means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

## **5 Meaning of hearing**

In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

## **6 Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing:
- (b) formal deliberations to decide the outcome of a hearing:
- (c) participating in an official group site inspection related to a hearing:
- (d) determining a resource consent application where a formal hearing does not take place:
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c)):
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.



*Entitlement to remuneration, allowances, and hearing fees***7 Remuneration, allowances, and hearing fees payable***Remuneration*

- (1) A member of a local authority or a board of that local authority is entitled to the applicable remuneration set out in the Schedule (adjusted under clause 9, if applicable).
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

*Allowances and hearing fees*

- (3) A member of a local authority or a board is also entitled to—
  - (a) the applicable allowances payable under clauses 11 to 14:
  - (b) the applicable hearing fees payable under clause 15.

**8 Acting mayor or chairperson**

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

**9 Motor vehicles for mayors and regional council chairpersons**

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
  - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
  - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
  - (a) in the case of a petrol or diesel vehicle, \$55,000; and
  - (b) in the case of an electric or a hybrid vehicle, \$68,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.

- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under the Schedule in accordance with subclause (5) or (6) (as applicable); and
  - (b) the adjustment must take effect on and from—
    - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
    - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).

- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.

- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.

- (7) In this clause,—

**full private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

**partial private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and

- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

**purchase price** means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle

**restricted private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

### *Allowances*

#### **10 Definition of member**

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

#### **11 Vehicle-kilometre allowance**

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
  - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
  - (b) the member is travelling—
    - (i) in a private vehicle; and
    - (ii) on local authority business; and
    - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
  - (a) for a petrol or diesel vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

- (ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
  - (b) for a petrol hybrid vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - (ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
  - (c) for an electric vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - (ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
  - (a) the member’s primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member’s control requires them to move outside the local authority area; and
  - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

## **12 Travel-time allowance**

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member’s travel time is eligible for the allowance if it is time spent travelling within New Zealand—
  - (a) on local authority business; and
  - (b) by the quickest form of transport that is reasonable in the circumstances; and
  - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$40.00 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.

- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
  - (a) after the member crosses the boundary of the local authority area; and
  - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
  - (a) the member’s primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member’s control requires them to move outside the local authority area; and
  - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

### 13 ICT allowances

#### *Member uses local authority’s ICT*

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority’s costs reasonably attributable to such personal use must be paid by the member.

#### *Member uses own equipment and consumables*

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
  - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
  - (b) for the use of a multi-functional or other printer, \$50;
  - (c) for the use of a mobile telephone, \$200;
  - (d) for the use of ICT consumables, up to \$200.

*Member uses own services*

- (4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
  - (a) an allowance for that use of up to \$500 for the determination term; or
  - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

*Pro-rating*

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
  - b is the number of days in the determination term
  - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
  - (8) In this clause, **ICT** means information or communication technology, including—
    - (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
    - (b) ICT services (for example, a mobile telephone service and an Internet service); and
    - (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

**14 Childcare allowance**

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—

- (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
  - (b) the child is under 14 years of age; and
  - (c) the childcare is provided by a person who—
    - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
    - (ii) does not ordinarily reside with the member; and
  - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per child during the determination term.

### *Hearing fees*

#### **15 Fees related to hearings**

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$116 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$93 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
  - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
  - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

### *Revocation*

#### **16 Revocation**

The Local Government Members (2022/23) Determination 2022 (SL 2022/178) is revoked.

## Schedule Remuneration

cl 7(1)

### Part 1 Remuneration of members of regional councils

#### Bay of Plenty Regional Council

Office	Annual remuneration (\$)
Chairperson	152,522
Regional Council Deputy Chairperson	80,004
Committee Chairs (6)	70,000
Councillor with no additional responsibilities	61,525
Councillor (minimum allowable remuneration)	54,525

#### Canterbury Regional Council

Office	Annual remuneration (\$)
Chairperson	180,000
Regional Council Deputy Chairperson	120,000
Councillor with no additional responsibilities	71,463
Councillor (minimum allowable remuneration)	64,460

#### Hawke's Bay Regional Council

Office	Annual remuneration (\$)
Chairperson	142,761
Regional Council Deputy Chairperson	67,860
Corporate and Strategic Committee Chairperson	67,860
Environment and Integrated Catchments Committee Chairperson	67,860
Regional Transport Committee Chairperson	67,860
Clifton to Tangoio Coastal Hazards Strategy Joint Committee Chairperson	67,860
Councillor with no additional responsibilities	61,000
Councillor (minimum allowable remuneration)	58,224

#### Manawatū–Whanganui Regional Council

Office	Annual remuneration (\$)
Chairperson	147,893
Deputy Chair of Council	61,627
Audit, Risk & Investment Committee Chair	59,162
Audit, Risk & Investment Committee Deputy Chair	49,302
Integrated Catchment Committee Chair	59,162
Integrated Catchment Committee Deputy Chair	56,697
Passenger Transport Committee Chair	59,162



<b>Office</b>	<b>Annual remuneration (\$)</b>
Passenger Transport Committee Deputy Chair	49,302
Manawatū River Users' Advisory Group Chair	49,302
Councillor with no additional responsibilities	49,302
Councillor (minimum allowable remuneration)	49,012

### Northland Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	133,892
Regional Council Deputy Chairperson	81,368
Councillor with additional responsibilities	71,369
Councillor (minimum allowable remuneration)	53,710

### Otago Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	152,881
Deputy Chairperson	84,869
Councillor with no additional responsibilities	65,000
Councillor (minimum allowable remuneration)	50,833

### Southland Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	129,434
Deputy Chair and Chair of Regional Transport Committee	63,265
Chair, Strategy and Policy Committee	58,746
Chair, Regulatory Committee	54,228
Chair, Regional Services Committee	54,228
Chair, Finance and Performance Committee	54,228
Councillor with no additional responsibilities	45,190
Councillor (minimum allowable remuneration)	37,788

### Taranaki Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	112,227
Regional Council Deputy Chairperson	54,526
Chairperson of Policy and Planning Committee	54,526
Chairperson of Operations and Regulatory Committee	54,526
Chairperson of Executive, Audit and Risk Committee	54,526
Chairperson of Regional Transport Committee	44,140
Chairperson of Taranaki Solid Waste Management Committee	44,140
Chairperson of Yarrow Stadium Joint Committee	44,140
Taranaki Regional Council Agriculture Portfolio Holder	44,140
Councillor with no additional responsibilities	39,466
Councillor (minimum allowable remuneration)	37,493

## Waikato Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	163,254
Regional Council Deputy Chairperson	83,600
Committee Chairperson A (Strategy & Policy Committee & Integrated Catchment Management Committee) (2)	77,169
Committee Chairperson B (Regional Transport Committee, Finance & Services Committee, Environmental Performance Committee, Climate Action Committee) (4)	73,954
Deputy Chairperson of Integrated Catchment Management Committee	70,738
Deputy Chairperson of Committees (Finance & Services Committee, Strategy & Policy Committee, Environmental Performance Committee, Climate Action Committee) (4)	66,237
Councillor with no additional responsibilities	64,308
Councillor (minimum allowable remuneration)	58,640

## Wellington Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	176,609
Regional Council Deputy Chairperson, with committee chairperson responsibilities	96,301
Chair, Environment Committee and Climate Committee	86,125
Chair, Te Tiriti o Waitangi Committee	86,125
Chair, Transport Committee	86,125
Chair, Chief Executive Employment Review Committee	82,680
Chair, Hutt Valley Flood Management Subcommittee	82,680
Co-Chair, Te Upoko Taiao–Natural Resources Plan Committee	82,680
Councillor with no additional responsibilities	68,900
Councillor (minimum allowable remuneration)	63,237

## West Coast Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	96,662
Deputy Chair of Council and Chair of Resource Management Committee	62,829
Chair of Risk and Assurance Committee, Chair of Remuneration and Employment Committee, and Chair of Infrastructure Governance Committee	56,547
Councillor with no additional responsibilities	52,656
Councillor (minimum allowable remuneration)	37,112

**Part 2**  
**Remuneration of members of territorial authorities and their  
community or local boards**

*Ashburton District Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	132,690
Deputy Mayor	80,003
Councillor with no additional responsibilities	46,274
Councillor (minimum allowable remuneration)	29,842

*Methven Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,776
Member	2,888

*Auckland Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	296,000
Deputy Mayor	162,794
Chair, Committee of the Whole (2)	139,488
Deputy Chair, Committee of the Whole (2)	130,794
Chair, Decision-making Committee (4)	130,794
Deputy Chair, Decision-making Committee (4)	129,794
Chair, Other Committee	129,794
Deputy Chair, Other Committee (2)	127,794
Chief Liason Councillor (Advisory Panels)	127,794
Portfolio Leader	117,795
Councillor appointed as director of Auckland Transport (2)	107,794
Councillor (minimum allowable remuneration)	107,794

*Albert–Eden Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	97,068
Deputy Chairperson	58,241
Member	48,534

*Aotea/Great Barrier Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	60,060
Deputy Chairperson	36,036
Member	30,030

*Devonport–Takapuna Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,348
Deputy Chairperson	54,809
Member	45,674

*Franklin Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	95,468
Deputy Chairperson	57,281
Member	47,734

*Henderson–Massey Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	106,921
Deputy Chairperson	64,152
Member	53,460

*Hibiscus and Bays Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	97,639
Deputy Chairperson	58,584
Member	48,820

*Howick Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	102,244
Deputy Chairperson	61,347
Member	51,122

*Kaipātiki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	96,867
Deputy Chairperson	58,120
Member	48,434

*Māngere–Ōtāhuhu Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	107,640
Deputy Chairperson	64,584
Member	53,820

*Manurewa Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	106,308
Deputy Chairperson	63,785
Member	53,154

*Maungakiekie–Tāmaki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	100,863
Deputy Chairperson	60,518
Member	50,431

*Ōrākei Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	94,479
Deputy Chairperson	56,688
Member	47,240

*Ōtara–Papatoetoe Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	107,207
Deputy Chairperson	64,324
Member	53,604

*Papakura Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	98,116
Deputy Chairperson	58,869
Member	49,058

*Puketāpapa Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,542
Deputy Chairperson	56,125
Member	46,771

*Rodney Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,633
Deputy Chairperson	56,180
Member	46,817

*Upper Harbour Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	92,413
Deputy Chairperson	55,448
Member	46,206

*Waiheke Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	70,710
Deputy Chairperson	42,426
Member	35,355

*Waitākere Ranges Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,497
Deputy Chairperson	54,898
Member	45,748

*Waitematā Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	101,708
Deputy Chairperson	61,025
Member	50,854

*Whau Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	99,427
Deputy Chairperson	59,656
Member	49,714

**Buller District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,736
Deputy Mayor	44,490
Chairperson Regulatory and Hearings Committee	39,546
Chairperson Community, Environment and Services Committee	39,546
Deputy Chairperson Community, Environment and Services Committee	34,603
Councillor Who is Chairperson of the Inangahua Community Board	30,756
Councillor with no additional responsibilities	27,073
Councillor (minimum allowable remuneration)	23,640

*Inangahua Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,662
Member	3,831

**Carterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	100,365
Deputy Mayor	49,995
Councillor with no additional responsibilities	25,253
Councillor (minimum allowable remuneration)	19,375

**Central Hawke’s Bay District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	119,272
Deputy Mayor	57,000
Portfolio Leads (7)	41,937
Councillor (minimum allowable remuneration)	31,401

**Central Otago District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,841
Deputy Mayor, Planning & Regulatory Portfolio Lead, Cromwell Community Board Member and Audit and Risk Member	43,030
3 Waters & Waste Portfolio Lead	29,957
Community Vision and Experience Portfolio Lead, Vincent Community Board Member, Vincent Community Board Chair, Audit and Risk Member	41,396
Roading Portfolio Lead and Maniototo Community Board Member	32,409
Councillor and Cromwell Community Board Member (2)	32,136
Councillor, Vincent Community Board Member and Audit and Risk Member	34,860
Councillor and Vincent Community Board Member	32,136
Councillor and Teviot Valley Community Board Member	29,685
Councillor with no additional responsibilities	27,234
Councillor (minimum allowable remuneration)	27,182

*Cromwell Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,248
Member	7,624

*Maniototo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,393

<b>Office</b>	<b>Annual remuneration (\$)</b>
Member	3,697

*Teviot Valley Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,393
Member	3,697

*Vincent Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,405
Member	8,202

**Chatham Islands Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	57,408
Deputy Mayor	24,270
Councillor/Civil Defence Emergency Group (7)	18,218
Councillor (minimum allowable remuneration)	13,765

**Christchurch City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	200,000
Deputy Mayor	135,294
Councillor with no additional responsibilities	117,647
Councillor (minimum allowable remuneration)	100,278

*Te Pātaka o Rākaihautū Banks Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	21,117
Member	10,559

*Waihoru Spreydon–Cashmere–Heathcote Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	54,160
Member	27,080

*Waimāero Fendalton–Waimairi–Harewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	51,605
Member	25,802



*Waipapa Papanui–Innes–Central Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	49,275
Member	24,637

*Waipuna Halswell–Hornby–Riccarton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	53,190
Member	26,595

*Waitai Coastal–Burwood–Linwood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	51,802
Member	25,901

**Clutha District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	124,638
Deputy Mayor	34,594
Committee Chairperson (3)	32,945
Executive Committee Member (3)	28,004
Councillor with no additional responsibilities	24,709
Councillor (minimum allowable remuneration)	21,789

*Lawrence–Tuapeka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,238
Member	3,119

*West Otago Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,393
Member	3,697

**Dunedin City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	172,378
Deputy Mayor	110,475
Chair (6)	90,979
Deputy Chair (5)	77,982
Councillor with no additional responsibilities	72,783
Councillor (minimum allowable remuneration)	64,181

*Mosgiel–Taieri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,591
Member	10,295

*Otago Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,387
Member	8,694

*Saddle Hill Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,616
Member	8,808

*Strath Taieri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,485
Member	7,742

*Waikouaiti Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,158
Member	8,579

*West Harbour Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,616
Member	8,808

## Far North District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	162,879
Deputy Mayor	125,022
Councillor with no additional responsibilities	85,015
Councillor (minimum allowable remuneration)	64,660

*Bay of Islands–Whangaroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	33,474
Member	16,737

*Kaikohe–Hokianga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	28,693
Member	14,346

*Te Hiku Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	29,291
Member	14,645

**Gisborne District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	158,068
Deputy Mayor	69,751
Chairperson Operations—Infrastructure	59,786
Chairperson Operations—Environment & Communities	59,786
Chairperson Regional Transport	54,804
Chairperson Wastewater Management	52,313
Chairperson Bylaw Submissions Hearing Panel	54,804
Councillor with no additional responsibilities	49,822
Councillor (minimum allowable remuneration)	41,610

**Gore District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	112,010
Deputy Mayor and Chairperson, Policy and Planning Committee	35,638
Chairperson, Audit and Risk Committee	31,000
Chairperson, Assets and Infrastructure Committee	31,000
Chairperson, Community Wellbeing Committee	31,000
Councillor with no additional responsibilities	24,000
Councillor (minimum allowable remuneration)	19,136

*Mataura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,412
Member	2,206

**Grey District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,626
Deputy Mayor	52,596
Councillor with no additional responsibilities	39,759
Councillor (minimum allowable remuneration)	29,548

### Hamilton City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	180,335
Deputy Mayor	112,897
Chair of Committee of the Whole (4)	101,897
Chair of the Regulator and Hearings Committee	96,889
Deputy Chair of Committee of the Whole (2)	88,889
Councillor with no additional responsibilities	81,869
Councillor (minimum allowable remuneration)	80,293

### Hastings District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,955
Deputy Mayor	80,585
Chair of Committee of the Whole Council (2)	66,422
Committee Chairs (2)	58,607
Working Group/Subcommittee Chairs (3)	57,142
Deputy Chairs (3)	52,747
Lead Councillors (4)	52,747
Councillor (minimum allowable remuneration)	47,747

### *Hastings District Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,094
Member	8,047

### Hauraki District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	128,976
Deputy Mayor	52,808
Chair Community Partnerships Committee	49,809
Councillor with no additional responsibilities	29,091
Councillor (minimum allowable remuneration)	25,811

### Horowhenua District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	141,395
Deputy Mayor and Chair Hearings & Regulatory Committee	65,806
Chair—Risk & Assurance Committee, Chair—District Plan Steering Group	50,322
Chair—Community Funding & Recognition Committee	46,451
Chair—Capital Projects Delivery Steering Group	42,580
Councillor with no additional responsibilities	38,709
Councillor (minimum allowable remuneration)	33,465

*Te Awahou Foxton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,399
Member	6,699

**Hurunui District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	113,138
Deputy Mayor	38,820
Committee Chairs (3)	33,274
Councillor with no additional responsibilities	27,729
Councillor (minimum allowable remuneration)	24,799

*Hanmer Springs Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,590
Member	4,295

**Hutt City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	164,046
Deputy Mayor	96,508
Chair of Standing Committee (5)	82,708
Chair of Traffic Subcommittee	75,006
Chair of Hutt Valley Services Committee	66,508
Deputy Chair of Communities Committee	63,508
Deputy Chair of Climate Change and Sustainability Committee	63,508
Councillor with no additional responsibilities	61,508
Councillor (minimum allowable remuneration)	57,870

*Eastbourne Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,483
Member	7,242

*Petone Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,243
Member	8,621

*Wainuiomata Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,163
Member	9,082

## Invercargill City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,291
Deputy Mayor	63,055
Chair of Standing Committee (3)	54,655
Project Lead—Museum	52,055
Councillor with no additional responsibilities	42,055
Councillor (minimum allowable remuneration)	38,642

*Bluff Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,196
Member	4,598

## Kaikoura District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	86,000
Deputy Mayor	40,889
Councillor with no additional responsibilities	27,200
Councillor (minimum allowable remuneration)	19,580

## Kaipara District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,501
Deputy Mayor	66,267
Councillor with no additional responsibilities	48,744
Councillor (minimum allowable remuneration)	38,138

## Kapiti Coast District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,588
Deputy Mayor	66,293
Chair of Strategy, Operations and Finance	59,964
Deputy Chair of Strategy, Operations and Finance and Chairs of Mayor Subcommittees (3)	56,964
Chair of Grants Allocation Subcommittee	52,964
Councillor with additional responsibilities for community boards, panels and advisory groups (4)	48,964
Councillor (minimum allowable remuneration)	38,964

*Ōtaki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,561
Member	7,781

*Paekākāriki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,241
Member	4,121

*Paraparaumu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,864
Member	9,932

*Raumati Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,136
Member	7,568

*Waikanae Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,068
Member	9,034

**Kawerau District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	107,246
Deputy Mayor	42,284
Chair—Regulatory and Services Committee	37,754
Councillor with no additional responsibilities	30,204
Councillor (minimum allowable remuneration)	20,965

**Mackenzie District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	88,714
Deputy Mayor	35,838
Councillor with no additional responsibilities	28,527
Councillor (minimum allowable remuneration)	21,933

*Fairlie Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Tekapo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Twizel Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,340
Member	2,670

**Manawatu District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	132,068
Deputy Mayor & Chair of District Development Committee	54,052
Committee Chairs (Audit & Risk, Hearings, Chief Executive's Employment) (3)	42,469
Submission Assessment Panel (2)	40,539
Councillor with no additional responsibilities	38,608
Councillor (minimum allowable remuneration)	33,403

**Marlborough District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Deputy Mayor	55,583
Chairperson Standing Committee (2)	50,250
Chairperson Statutory/Joint Committee	44,750
Deputy Chairperson Standing Committee (2)	43,250
Councillor with no additional responsibilities	40,250
Councillor (minimum allowable remuneration)	38,306

**Masterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,530
Deputy Mayor	74,783
Chairperson—Infrastructure & Services Committee	61,889
Chairperson—Awards & Grants Committee	56,732
Chairperson—Hearings Committee	56,732
Councillor with no additional responsibilities	51,575
Councillor (minimum allowable remuneration)	34,433

**Matamata–Piako District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,533
Deputy Mayor	45,627
Councillor with no additional responsibilities	38,023
Councillor (minimum allowable remuneration)	32,437



### Napier City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	153,888
Deputy Mayor; Chair Standing Committee	91,034
Senior Chair; Chair Standing Committee	71,000
Chair Standing Committee (2)	71,000
Deputy Chair Standing Committee (4)	64,000
Deputy Chair Hearing Committee	62,000
Portfolio holder (3)	60,000
Councillor (minimum allowable remuneration)	49,073

### Nelson City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Deputy Mayor	65,000
Councillor with no additional responsibilities	49,485
Councillor (minimum allowable remuneration)	40,083

### New Plymouth District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,757
Deputy Mayor	89,541
Chairpersons Strategy and Operations Committee, Te Huinga Taumatua and Finance, Audit and Risk Committee (3)	65,121
Deputy Chairperson Strategy and Operations Committee	59,694
Chairpersons CCOs Committee, Strategic Projects Committee and Community Development Committee (3)	62,407
Deputy Chairperson CCOs Committee and Community Development Committee (2)	57,523
Age and Accessibility Working Party Chairperson	56,980
Clifton Community Board appointee (October 2022–30 April 2024)/ Waitara Community Board appointee (1 May 2024–October 2025)	56,980
Councillor with no additional responsibilities	54,267
Councillor (minimum allowable remuneration)	48,531

### *Clifton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,108
Member	6,554

### *Inglewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,266
Member	9,133

*Kaitake Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,821
Member	7,910

*Puketapu–Bell Block Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,605
Member	8,803

*Waitara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,605
Member	8,803

*Ōpōtiki District Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	114,200
Deputy Mayor	59,396
Chair of Committee—Strategy Planning and Regulatory	53,500
Chair of Committee—Performance and Delivery	53,500
Chair of Committee—Coast Community Board	53,500
Councillor with no additional responsibilities	46,500
Councillor (minimum allowable remuneration)	31,579

*Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,680
Member	5,340

*Ōtorohanga District Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	107,465
Deputy Mayor	37,613
Council Representative on Ōtorohanga Community Board and Risk and Assurance Member	31,026
Council Representative on Ōtorohanga Community Board and Grants and Awards Chair	31,026
Council Representative on Grants and Awards Committee (3)	26,721
Council Representative on Kāwhia Community Board and Risk and Assurance Deputy Chair	30,858
Council Representative on Risk and Assurance Committee	27,343
Councillor with no additional responsibilities	24,857
Councillor (minimum allowable remuneration)	24,693

*Kāwhia Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Ōtorohanga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,322
Member	7,661

**Palmerston North City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,314
Deputy Mayor	61,740
Chair of Committee (5)	59,734
Deputy Chair of Committee (4)	56,734
Deputy Chair—Strategy & Finance Committee and Deputy Chair— Risk & Assurance Committee	58,734
Councillor with no additional responsibilities	54,734
Councillor (minimum allowable remuneration)	47,849

**Porirua City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	151,954
Deputy Mayor	70,000
Chair Committee of the Whole (Heamana Tuatahi)	65,250
Chair Committee of the Whole (Heamana Tuarua)	65,250
Chair Chief Executive Employment Committee	58,734
Chair Wastewater Treatment Plant and Landfill Joint Committee	59,000
Councillor with no additional responsibilities	55,000
Councillor (minimum allowable remuneration)	42,136

**Queenstown–Lakes District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,734
Deputy Mayor	56,308
Chair of Committee (3)	52,675
Councillor with no additional responsibilities	45,410
Councillor (minimum allowable remuneration)	40,710

*Wānaka–Upper Clutha Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	25,645
Member	12,823

### Rangitikei District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,751
Deputy Mayor	39,346
Chair of Committee (3)	37,200
Chair of Chief Executive Review Committee	30,773
Deputy Chair of Committee (3)	31,309
Councillor with no additional responsibilities	28,631
Councillor (minimum allowable remuneration)	25,583

### *Rātana Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,552
Member	2,276

### *Taihape Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,287
Member	4,643

### Rotorua District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	159,679
Deputy Mayor, Deputy Chair of Council, and Committee Chair	143,787
Deputy Co-chair of the Community and District Development Committee (2)	97,500
Deputy Co-chair of the Infrastructure and Environment Committee (2)	97,500
Councillor with no additional responsibilities	65,000
Councillor (minimum allowable remuneration)	59,442

### *Rotorua Lakes Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,979
Member	8,990

### *Rotorua Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,094
Member	10,047

### Ruapehu District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,497

<b>Office</b>	<b>Annual remuneration (\$)</b>
Deputy Mayor	50,000
Councillor with no additional responsibilities	38,707
Councillor (minimum allowable remuneration)	23,948

*Ōwhango–National Park Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,385
Member	3,193

*Taumarunui–Ōhura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,466
Member	7,233

*Waimarino–Waiouru Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,466
Member	7,233

**Selwyn District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	146,861
Deputy Mayor	65,344
Councillor with no additional responsibilities	54,453
Councillor (minimum allowable remuneration)	40,116

*Malvern Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,967
Member	9,484

**South Taranaki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	139,953
Deputy Mayor	54,401
Risk and Assurance Committee members (4)	39,895
Councillor with no additional responsibilities	36,268
Councillor (minimum allowable remuneration)	30,888

*Eltham–Kaponga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,202
Member	6,101

*Pātea Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,783
Member	5,891

*Taranaki Coastal Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,364
Member	6,682

*Te Hāwera Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,017
Member	7,509

## South Waikato District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,621
Deputy Mayor	51,703
Committee Chair A Local Services Committee	51,174
Committee Chair B Growth and Infrastructure Committee	51,174
Committee Chair C Grants Committee	47,963
Councillor with no additional responsibilities	42,516
Councillor (minimum allowable remuneration)	32,570

*Tirau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,162
Member	3,581

## South Wairarapa District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	105,157
Deputy Mayor	35,926
Councillor with no additional responsibilities	26,259
Councillor (minimum allowable remuneration)	18,855

*Featherston Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482

*Greytown Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482

*Martinborough Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482

**Southland District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,914
Deputy Mayor	49,327
Councillor with no additional responsibilities	37,944
Councillor (minimum allowable remuneration)	30,472

*Ardlussa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,010
Member	4,005

*Fiordland Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,847
Member	4,924

*Northern Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,744
Member	3,872

*Oraka Aparima Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,652
Member	4,326

*Oreti Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,148
Member	5,574

*Stewart Island/Rakiura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Tuatapere Te Waewae Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,556
Member	3,778

*Waihopai Toetoe Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,495
Member	5,248

*Wallace Takitimu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,199
Member	4,599

**Stratford District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	107,503
Deputy Mayor	32,416
Chairperson Stratford Sport NZ Rural Travel Fund	24,081
Chairperson Farm and Aerodrome Committee	26,628
Councillor with no additional responsibilities	23,155
Councillor (minimum allowable remuneration)	18,905

**Tararua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	128,685
Deputy Mayor	53,110
Committee Chairperson (3)	48,684
Committee Deputy Chairperson/Liaison Councillors (5)	44,258
Councillor (minimum allowable remuneration)	35,851

*Dannevirke Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,476
Member	6,238



*Eketāhuna Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,086
Member	4,043

**Tasman District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	156,156
Deputy Mayor	61,025
Standing Committee Chair (3)	61,025
Councillor with no additional responsibilities	46,942
Councillor (minimum allowable remuneration)	39,936

*Golden Bay Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,025
Member	7,013

*Motueka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,634
Member	7,817

**Taupo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,105
Deputy Mayor	62,522
Chair—Emergency Management Committee	46,892
Chair—Kinloch Representative Group and Performance Monitoring Group	46,892
Chair—Taupō Reserves and Roading Committee	46,892
Chair—Mangakino-Pouakani Representative Group	42,984
Chair—Taupō East Rural Representative Group	42,984
Chair—Tongariro Representative Group	42,984
Councillor with no additional responsibilities	39,076
Councillor (minimum allowable remuneration)	38,999

**Thames–Coromandel District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	141,188
Deputy Mayor	78,895
Councillor with no additional responsibilities	54,300
Councillor (minimum allowable remuneration)	42,327

*Coromandel–Colville Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,820
Member	8,410

*Mercury Bay Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,124
Member	10,062

*Tairua–Pāuanui Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,820
Member	8,410

*Thames Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	21,326
Member	10,663

*Whangamatā Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,322
Member	9,161

## Timaru District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	142,005
Deputy Mayor	72,893
Committee Chairperson (4)	59,226
Deputy Committee Chairperson (4)	52,392
Councillor (minimum allowable remuneration)	40,878

*Geraldine Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,783
Member	5,891

*Pleasant Point Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,241
Member	4,620

*Temuka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,014
Member	6,007

Upper Hutt City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	137,871
Deputy Mayor	62,649
Chair, Policy Committee	54,296
Chair, Finance and Performance	50,120
Chair, City Development	54,296
Chair, Risk and Assurance	50,120
Chair, Hutt Valley Services Committee	50,120
Councillor with no additional responsibilities	41,766
Councillor (minimum allowable remuneration)	36,751

Waikato District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	157,039
Deputy Mayor	93,735
Infrastructure Committee Chair	80,345
Performance & Strategy Committee Chair	80,345
Sustainability & Wellbeing Committee Chair	80,345
Tai Runga Takiwaa Maaori Ward Councillor	61,598
Tai Raro Takiwaa Maaori Ward Councillor	61,598
Councillor with no additional responsibilities	53,564
Councillor (minimum allowable remuneration)	47,967

*Huntly Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,478
Member	5,739

*Ngāruawāhia Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,600
Member	5,800

*Raglan Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,469
Member	5,234

*Rural–Port Waikato Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,890
Member	4,945

*Taupiri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,593
Member	2,296

*Tuakau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,217
Member	5,608

## Waimakariri District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	146,838
Deputy Mayor	69,373
Councillor with additional portfolio and chairing responsibilities (9)	53,986
Councillor (minimum allowable remuneration)	42,143

*Kaiapoi–Tuahiwi Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,710
Member	9,355

*Oxford–Ohoka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,627
Member	8,813

*Rangiora–Ashley Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	24,134
Member	12,067

*Woodend–Sefton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,457
Member	7,729

### Waimate District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	104,302
Deputy Mayor	42,247
Councillor with no additional responsibilities	28,165
Councillor (minimum allowable remuneration)	20,671

### Waipa District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,391
Deputy Mayor (also Committee Chair)	66,835
Committee Chair and Deputy Chair (Quarterly Committee)	53,075
Committee Chair	51,109
Councillor appointed to Community Board (also Deputy Committee Chair) (2)	51,109
Councillor appointed to Community Board (2)	47,177
Deputy Committee Chair	43,246
Councillor with iwi portfolio responsibility	47,177
Deputy Committee Chair (Quarterly Committee)	41,280
Committee Chair (Quarterly Committee)	45,212
Councillor (minimum allowable remuneration)	36,532

### *Cambridge Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,100
Member	10,050

### *Te Awamutu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,408
Member	9,704

### Wairoa District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,979
Deputy Mayor	76,968
Councillor with no additional responsibilities	51,313
Councillor (minimum allowable remuneration)	35,746

### Waitaki District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	129,041
Deputy Mayor	52,096
Portfolio Leads (8)	41,500

<b>Office</b>	<b>Annual remuneration (\$)</b>
Hearings Committee Chair	39,000
Councillor (minimum allowable remuneration)	30,765

*Ahuriri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,458
Member	6,229

*Waihemo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,938
Member	6,469

**Waitomo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,856
Deputy Mayor	75,045
Councillor with no additional responsibilities	50,030
Councillor (minimum allowable remuneration)	36,407

**Wellington City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	183,027
Deputy Mayor	126,650
Chair of Committee of the Whole (3)	116,361
Chair of Koata Hātepe   Regulatory Processes Committee	111,070
Councillor with no additional responsibilities	105,283
Councillor (minimum allowable remuneration)	89,860

*Mākara–Ōhāriu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,093
Member	5,046

*Tawa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,134
Member	10,067

**Western Bay of Plenty District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,667
Deputy Mayor	70,020

<b>Office</b>	<b>Annual remuneration (\$)</b>
Committee Chairperson (3)	53,094
Councillor with no additional responsibilities	45,322
Councillor (minimum allowable remuneration)	37,589

*Katikati Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,783
Member	5,891

*Maketu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,237
Member	3,119

*Ōmokoroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,549
Member	4,275

*Te Puke Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,783
Member	5,891

*Waihi Beach Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,703
Member	4,851

**Westland District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	105,174
Deputy Mayor	50,000
Councillor with no additional responsibilities	28,000
Councillor (minimum allowable remuneration)	20,907

**Whakatane District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	142,977
Deputy Mayor	71,953
Committee Chairs (5)	55,300
Deputy Chair	46,125
Councillor with no additional responsibilities	44,000

<b>Office</b>	<b>Annual remuneration (\$)</b>
Councillor (minimum allowable remuneration)	37,575

*Murupara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,549
Member	4,275

*Rangitāiki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,089
Member	5,545

*Tāneatua Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,549
Member	4,275

*Whakatāne–Ōhope Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,540
Member	9,270

**Whanganui District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,641
Deputy Mayor and Town Centre Rejuvenation Advisory Group Chair	60,132
Strategy & Policy Committee Chair, Risk & Assurance Deputy Chair and Safer Whanganui Advisory Group Chair	56,724
Council Controlled Organisations Committee Deputy Chair, Aspirations & Projects Chair and Sustainability & Waste Advisory Group Chair	56,724
Operations & Performance Committee Chair and CEO Performance Review Committee Chair	56,724
Strategy & Policy Committee Deputy Co-Chair	42,092
Council Controlled Organisation Committee Chair	50,110
Operations & Performance Committee Deputy Chair	42,092
Sport, Recreation & Wellbeing Advisory Group Chair and Community Funding Grants Advisory Group Chair	49,107
Strategy & Policy Committee Deputy Co-Chair and Youth Council	42,092
Councillor with no additional responsibilities	40,088
Councillor (minimum allowable remuneration)	36,734



*Whanganui Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,014
Member	6,007

**Whangarei District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	163,689
Deputy Mayor	91,235
Standing Committee Chair (5)	74,129
Standing Committee Deputy Chair (3)	68,426
Chair Civic Honours Committee	59,873
Councillor with no additional responsibilities	57,022
Councillor (minimum allowable remuneration)	53,850

Schedule Part 2: amended (with effect on 12 July 2023), on 3 August 2023, by clause 4 of the Local Government Members (2023/24) Amendment Determination (No 2) 2023 (SL 2023/186).

Schedule Part 2: amended, on 1 July 2023, by clause 4 of the Local Government Members (2023/24) Amendment Determination 2023 (SL 2023/143).

Dated at Wellington this 20th day of June 2023.

Geoff Summers,  
Chairperson.

Dallas Welch,  
Member.

Vern Walsh,  
Member.

**Explanatory memorandum**

**Note: the following explanatory memorandum should be read in conjunction with the explanatory memorandum(s) appended to the:**

- **Local Government Members (2023/24) Amendment Determination (No 2) 2023**
- **Local Government Members (2023/24) Amendment Determination 2023**

*This memorandum is not part of the determination, but is intended to indicate its general effect.*

This determination comes into force on 1 July 2023 and expires on the close of 30 June 2024.

During the first quarter of 2022, the Remuneration Authority (the **Authority**) completed a significant review of the remuneration, allowances, and hearing fees that apply to elected members of local authorities, local boards, and community boards. The outcomes of the review were implemented in two steps: from 1 July 2022 and from 9 October 2022, which was the day after polling day for the 2022 local elections. In March this year, the Authority sought the views of all local authorities on the matters that it should take into account in making this determination. The Authority received a small number of submissions that it considered.

Given the recent significant review and the feedback received, and applying the mandatory criteria that the Authority must have regard to under clause 7 of Schedule 7 of the Local Government Act 2002 and sections 18 and 18A of the Remuneration Authority Act 1977, the Authority decided—

- to maintain the allowances and hearing fees covering the elected members of local authorities, local boards, and community boards at their post-2022 local elections levels (*see* Local Government Members (2022/23) Determination 2022), except for the vehicle-kilometre allowance, which has been adjusted to reflect the rates prescribed by the Inland Revenue Department for the 2023 year:
- to apply a 4% increase to the remuneration of all elected members of community boards as they did not receive any increase to their remuneration following the 2022 local elections:
- that because most elected members of local authorities and local boards received an increase to their remuneration following the local elections, to maintain the remuneration of these elected members at their post-2022 local elections levels with the following exceptions.

The governance remuneration pools and remuneration for the councillors of Grey, Kaipara, Rangitikei, South Waikato, Wairoa, and Waitomo District Councils have been changed to progressively implement increases to their remuneration pools. Annual progressive increases were agreed with those 6 councils before the 2022 local elections to enable them to budget and manage the increases applied to their remuneration pools following the elections. The increases applied to the 6 councils' remuneration pools in this determination brings them into line with the other councils. Their remuneration pools and councillors' remuneration now reflect the amounts that would have applied immediately after the local elections had they not agreed to phase in their increases over a 2-year period.

Westland District Council proposed changes to the remuneration allocated to its councillors. The Authority agreed to the Council's proposal, which is recorded in this

determination. The changes are effective from 1 July 2023. The Council's governance remuneration pool has not changed.

### *Governance remuneration pools*

This table below sets out the local government governance remuneration pools, which will apply on and after 1 July 2023, for the councillors of each local authority.

## **Part 1**

### **Remuneration pools for councillors of regional councils**

<b>Council</b>	<b>Governance remuneration pool (\$)</b>
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	644,302
Manawatū-Whanganui Regional Council	690,226
Northland Regional Council	580,951
Otago Regional Council	734,869
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	947,216
West Coast Regional Council	330,000

## **Part 2**

### **Remuneration pools for councillors of territorial authorities**

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Ashburton District Council	450,195
Auckland Council	2,592,269
Buller District Council	324,306
Carterton District Council	226,766
Central Hawke's Bay District Council	350,559
Central Otago District Council	362,213
Chatham Islands Council	151,796
Christchurch City Council	1,900,000
Clutha District Council	390,404
Dunedin City Council	1,191,826
Far North District Council	890,157
Gisborne District Council	700,000
Gore District Council	296,638
Grey District Council	330,912
Hamilton City Council	1,286,366
Hastings District Council	871,295
Hauraki District Council	422,618
Horowhenua District Council	514,833
Hurunui District Council	305,015
Hutt City Council	901,594

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Invercargill City Council	573,463
Kaikoura District Council	204,089
Kaipara District Council	456,219
Kapiti Coast District Council	545,969
Kawerau District Council	261,262
Mackenzie District Council	207,000
Manawatu District Council	445,578
Marlborough District Council	609,333
Masterton District Council	456,435
Matamata–Piako District Council	463,877
Napier City Council	802,034
Nelson City Council	609,333
New Plymouth District Council	869,359
Ōpōtiki District Council	312,896
Ōtorohanga District Council	262,886
Palmerston North City Council	865,016
Porirua City Council	593,234
Queenstown–Lakes District Council	532,201
Rangitikei District Council	361,539
Rotorua District Council	858,787
Ruapehu District Council	359,652
Selwyn District Council	555,420
South Taranaki District Council	504,125
South Waikato District Council	457,108
South Wairarapa District Council	245,998
Southland District Council	466,709
Stratford District Council	268,362
Tararua District Council	420,455
Tasman District Council	666,580
Taupo District Council	527,532
Tauranga City Council	1,198,246
Thames–Coromandel District Council	513,295
Timaru District Council	519,365
Upper Hutt City Council	488,666
Waikato District Council	832,914
Waimakariri District Council	555,247
Waimate District Council	239,400
Waipa District Council	544,506
Wairoa District Council	333,533
Waitaki District Council	423,096
Waitomo District Council	325,194
Wellington City Council	1,639,633
Western Bay of Plenty District Council	546,556
Westland District Council	246,000

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Whakatane District Council	526,578
Whanganui District Council	576,061
Whangarei District Council	898,097

**Note:** The above remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to a community board and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

**Note: the preceding explanatory memorandum should be read in conjunction with the explanatory memorandum(s) appended to the:**

- **Local Government Members (2023/24) Amendment Determination (No 2) 2023**
- **Local Government Members (2023/24) Amendment Determination 2023**

Issued under the authority of the Legislation Act 2019.  
Date of notification in *Gazette*: 22 June 2023.

## Notes

### **1** *General*

This is a consolidation of the Local Government Members (2023/24) Determination 2023 that incorporates the amendments made to the legislation so that it shows the law as at its stated date.

### **2** *Legal status*

A consolidation is taken to correctly state, as at its stated date, the law enacted or made by the legislation consolidated and by the amendments. This presumption applies unless the contrary is shown.

Section 78 of the Legislation Act 2019 provides that this consolidation, published as an electronic version, is an official version. A printed version of legislation that is produced directly from this official electronic version is also an official version.

### **3** *Editorial and format changes*

The Parliamentary Counsel Office makes editorial and format changes to consolidations using the powers under subpart 2 of Part 3 of the Legislation Act 2019. See also PCO editorial conventions for consolidations.

### **4** *Amendments incorporated in this consolidation*

Local Government Members (2023/24) Amendment Determination (No 2) 2023 (SL 2023/186)

Local Government Members (2023/24) Amendment Determination 2023 (SL 2023/143)

<b>8.2</b>	<b>Updates to Part D, Delegations Manual</b>
<b>Author</b>	Toni Morrison, Policy and Planning Consultant
<b>Authorizer</b>	Darryl Lew, Chief Executive
<b>Public Excluded</b>	No

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### Report Purpose

For the Council to adopt proposed updates to Part D of the Delegations Manual. Part D covers delegations relating to contracting, financial, rating, and property matters. This is the first of a number of proposed updates to the Delegations Manual.

### Report Summary

Local authorities are given a significant number of responsibilities to be carried out within a large variety of legislative frameworks. Delegation is an essential tool in allowing the Council to operate efficiently and effectively in this environment.

Delegations should be reviewed and updated regularly to ensure compliance with changes to statutory requirements, organisational changes, or new or amended Council processes. The current Delegations Manual was adopted by Council in September 2021. Since it was adopted there have been changes to the structure of the organisation, and these new roles and position titles need to be reflected in the Delegations Manual. There are also some legislative and process changes that should also be updated. This work is presently being undertaken.

Following the organisational review, updating the financial, contracting, rating and property delegations was considered to be a priority. The updates to the remaining sections of the Manual are presently being drafted, will be brought before Council for approval at a subsequent meeting once internal management review has been completed.

### Recommendations

***It is recommended that Council resolve to:***

- 1. Receive the report.*
- 2. Adopt the revisions to Part D Contracting, Financial, Rating and Property Delegations in the Delegations Manual, as shown in Attachment 1.*

## Issues and Discussion

### Background

'Delegation' means *the assignment of a duty or power of action from one person or entity to another, together with the authority to carry out the duty or complete the action, with responsibility for the outcome.*

Delegation is an essential tool in allowing the Council to carry out its various roles efficiently and effectively in the complex statutory environment in which it operates. Without delegation, the Council (a governing body) would be bound to carry out all legislative duties itself.

Reasons for delegating include:

- **Responsiveness:** delegation enables the Council to respond to issues and manage its processes without unnecessary delay.
- **Efficiency and effectiveness:** delegation should enable decisions to be made and conveyed to ratepayers, applicants and residents in a timely manner, without unnecessary duplication.
- **Strategic focus:** decision-making structures are designed to ensure that Council members' ability to consider strategic matters is not "crowded out" by the urgent and reactive delegation, and can reduce problems of governing bodies spending time on detailed issues or matters that are urgent but minor.
- **Workload:** some matters involve a significant workload for Council. An example is a review of a regional plan, which is an important policymaking role requiring frequent meetings and considerable reading/research. However the day to day administration of those plans once adopted is simply impractical for the governing body as a whole.
- **Knowledge and capability:** some issues may require decision-makers to have particular expertise in a specific area, such as building regulation. In some cases Council members may not have the necessary expertise.

The Council's principles and practices in relation to delegations are attached as Attachment 3.

The Delegations Manual provides for specific delegations relating to finance, regulatory and policy functions and specific statutory responsibilities devolved to Council through legislation. Part D of the Manual provides for delegations relating to contracting, financial, rating, and property matters, and it is updates to this section that the Council is asked to approve as a priority.



**Current situation**

The Council enters into a range of different contracts and agreements as part of undertaking its day to day business. These range from non-binding memorandum of understanding (but which may have significant reputational impact), contracts and agreements of low financial value, to high financial value contracts and agreements. There are also specific financial authorities and limits, which relate to individual staff roles.

The current delegations were adopted in September 2021 and are appended to this report (refer Attachment 2). They have worked effectively for the organisation but following the organisational review, it is now necessary to update delegations to reflect the new structure and ensure staff can carry out their responsibilities efficiently within the new framework.

**Proposed Updates**

The proposed updates are summarized as follows:

<b>Proposed Change</b>	<b>Section of Manual</b>	<b>Reason</b>
Updates to position titles	Throughout Part D	To reflect changes in organisational structure and ensure that delegations relate to relevant positions.
Reduce financial delegation for four Group Managers from \$150,000 to \$100,000	Section 9.4.2	These four reorganised roles do not require the previous equivalent level of financial authority.
Retain delegation for statutory and payroll purposes for GM Corporate Services, but add the GM Office of the Chief Executive to the delegation	Section 9.4.2	This is a new role and it is proposed that this GM can also exercise this delegation as needed, on behalf of the CEO.
Add a new financial delegation of \$150,000 to the Chief Engineer	Section 9.4.2	This is a newly created role that did not exist at the time the current delegations were adopted. The delegation is sought in order to enable the Chief Engineer to carry out their functions. Provides equivalent level of delegation to other Tier 2 Group Managers.
Add a new financial delegation of \$50,000 to the Contracts & Construction Engineer	Section 9.4.2	This is a newly created role that did not exist at the time the current delegations were adopted. The delegation is sought in order to enable the Contracts &

		Construction Engineer to carry out their functions.
Add a new financial delegation of \$25,000 for Area Engineers	Section 9.4.2	To enable Area Engineers to efficiently carry out their functions.
Add a new financial delegation of \$10,000 to the two Project Lead roles	Section 9.4.2	To enable these roles to efficiently carry out their functions.
Reduce financial delegation for seven Managers from \$25,000 to \$5,000	Section 9.4.2	These seven reorganised roles do not require the previous equivalent level of financial authority.
Reduce financial delegation for the Executive Assistant from \$5,000 to \$1,000	Section 9.4.2	This role does not require the previous equivalent level of financial authority.
Add a new financial delegation of \$1,000 to the Governance Advisor	Section 9.4.2	This is a newly created role that did not exist at the time the current delegations were adopted. Governance support was previously part of the EA's role and was therefore covered in the previous delegation. The delegation is sought in order to enable the Governance Advisor to carry out their functions.
Add additional clause in footnote to the authority to approve contract progress payments for expenditure that has been previously approved by Council or a committee, to require that the previous approval must be via a formal resolution	Section 9.4.2	Adds clarity and certainty to the circumstances in which the delegation will be exercised.
Add additional clause to the authority to approve contracts above individual delegations for emergency works, to specify that emergency works are those carried out under s330 of the RMA	Section 9.4.2	Adds clarity and certainty to the circumstances in which the delegation will be exercised.
Remove Authorisations to Sign Cheques	Section 9.6	Council no longer uses cheques.
Add cross-reference to the West Coast CDEM Controller Policy in the Emergency Procurement section	Section 9.8.1 Emergency Procurement	The CDEM Joint Committee adopted a new Controller Policy in May 2022 which contains reporting requirements in relation to CDEM expenditure. A cross-reference to this Policy should be

		included in the Delegations Manual for completeness.
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Proposed deletions from the Manual in Attachment 1 are shown as ~~strikethrough~~, and proposed additions are shown in ***bold and italics, and underlined***. The proposed changes are also highlighted in yellow.

### Options Analysis

The Council could opt not to update this section of the Manual. However this would mean it would not reflect the current practices and requirements of the Council.

### Costs and Benefits

There are no additional costs associated with the revision of Part D of the Manual. It simply records the updated delegations under which the organisation carries out these duties. The benefits of adopting these revised sections of the Manual include legal compliance, efficiency in decision-making structures and processes, and clarity and accountability for staff and governance bodies in carrying out their roles.

### Considerations

#### Implications/Risks

The adoption of updated provisions in Part D of the Delegations Manual will provide clarity for Officers as to their designated obligations and responsibilities.

#### Significance and Engagement Policy Assessment

While the Delegations Manual is an important document, it is not considered significant under the Significance and Engagement Policy. There are no issues within this report which trigger matters in this policy.

#### Tangata whenua views

The Manual specifies that relevant decisions taken under delegated authority are required to take in to account the views and interests of tangata whenua, which may require consultation. However the matters being updated in the Delegations Manual do not affect or have implications for relationships with tangata whenua, as it is an internal operational document.

#### Views of affected parties

As outlined above, the Manual is an internal operational document and does not require consultation.

**Financial implications**

There are no financial implications of updating Part D of the document.

**Legal implications**

There is no legal requirement to have all of Council's delegations recorded in a single document. However it is considered best practice to do so. It demonstrates that appropriate decision-making structures are in place. It also facilitates legal compliance and provides clarity and certainty around Council decisions to ratepayers, community and those that interact with Council.

If Council relies on delegations that are out of date or decisions are made without specified delegations in place, then this could have legal implications for Council if those decisions are not lawfully made.

**Attachments**

**Attachment 1:** Delegations Manual Review – Part D: Contracting, Financial, Rating and Property Delegations showing proposed updates, May 2024

**Attachment 2:** WCRC Current financial delegations (adopted September 2021)

**Attachment 3:** For Information: WCRC Principles and Practices of Delegation (September 2021)

## Delegations Manual Review – May 2024

Proposed changes are shown as follows: additions are shown as **bold, underlined and highlighted in yellow**. Proposed deletions are shown as ~~strikethrough~~.

### PART D: CONTRACTING, FINANCIAL, RATING AND PROPERTY DELEGATIONS

Part D of the Delegations Manual sets out delegations relating to contracting and agreements, financial matters (including rating) and property delegations.

## 9. Contracting, Agreements and Memorandum of Understanding

### 9.1 Introduction

The Council enters into a range of different contracts and agreements as part of undertaking its day to day business. These range from non-binding memorandum of understanding (but which may have significant reputational impact), contracts and agreements of low financial value, to high financial value contracts and agreements.

This section of the Delegations Manual contains delegations in relation to these matters and should be read alongside the financial delegations.

### 9.2 Memorandum of Understanding

The authority to sign on Council's behalf any memorandum of understanding is delegated to all **Group** Managers within their own area of responsibility.

### 9.3 Authorisation to sign Deeds

The Property Law Act 2007 requires Deeds to be signed by “two directors” in the case of a body corporate. “Directors” equates to Councillors (that is persons holding a governance as opposed to management role).

Attorneys may be appointed to execute a Deed on behalf of Council. The attorneys must be appointed by Deed, and that Deed of appointment must be executed by two “directors”.

## 9.4 Authorisation to sign contracts and other agreements (other than Deeds)

This section provides for delegations to staff in relation to financial expenditure. The exercise of delegation under this section is on the total expenditure. Commitment and attention must be given to approved delegation levels. Staff must be aware of their delegations, and if necessary, obtain approval from appropriate staff with a higher delegation level if the procurement will exceed their own delegation limit.

**Staff can only use their delegations within their area; delegations are not to be used elsewhere in Council.**

Splitting procurement costs in order to bring the pricing under delegation or procurement level limits while knowing that the total expenditure is above the approval level is prohibited.

Authority to sign off contracts (excluding Deeds) rests with the relevant staff who have a level of delegation consistent with the total expenditure expected over the life of the contract (refer Financial Delegations Authority table below). Once in place, individual invoices under that contract may be authorised by relevant staff with the level of delegation appropriate to each invoice.

If contract modification, extension or amendment is required, it is treated as being part of the original contract and can only be approved by the staff member of same or higher delegation level of that which approved the original contract, regardless of the size or value of the modification, extension or amendment.

### 9.4.1 Procurement Principles<sup>1</sup>

The Council's Procurement Policy sets out guiding principles which are to ensure that Council procurement activities:

- Achieve best value outcomes.
- Are conducted with probity and transparency with fair, open and effective competition.
- Demonstrate compliance with good practice for similar types of public entities.
- Are compliant with all relevant legislation, delegated authorities and other Council policies.
- To manage risks associated with procurement.

Council staff are also guided by the following when procuring goods and/or services on behalf of the West Coast Regional Council:

1. Council has a responsibility to manage its resources in an effective and efficient manner, and in doing so will consider best value for money over the whole of life cycle when procuring goods and services.
2. Council may procure goods and services as sole procurer or in conjunction with other Councils or entities.
3. Council will ensure open and effective competition as a competitive procurement process, as this is likely to result in a better procurement outcome.
4. Council will provide a full and fair opportunity for both local and national suppliers.
5. Council will comply with all relevant legislation, policies and procedures when engaging in the procurement process.
6. Council will require sustainably produced goods and services whenever possible, having regard to economic, environmental, social and cultural impacts over their life cycle.

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<sup>1</sup> West Coast Regional Council Procurement Policy

## 9.4.2 Purchase of Good and Services

Delegations by the Council set out in the Financial Delegations Register (refer tables below) attach to the position.

The following officers of the Council have the authority to enter into contracts for the purchase of goods and services required by the Council (up to the **limits** shown in the appropriate annual plan). This authority includes signing of orders and approval of payment of invoices.

All amounts are GST exclusive.

### Financial Delegations Register – (New structure showing new titles and current v proposed delegations):

Position/s (new structure – as at April 2024)	Current equivalent delegations	Revised Delegation
Chief Executive and one other Group Manager jointly for all contracts & services	\$300,000	\$300,000
Chief Executive alone	\$200,000	\$200,000
Group Managers <ul style="list-style-type: none"> <li>Office of the Chief Executive</li> <li>Regulatory and Policy</li> <li>Environmental Science</li> <li>Information Services</li> </ul>	Current Tier 2 managers delegation: \$150,000	\$100,000
Group Managers <ul style="list-style-type: none"> <li>Corporate Services</li> <li>Catchment Management</li> <li>Council Business Unit</li> </ul>	Current Tier 2 managers delegation: \$150,000	\$150,000
For statutory and payroll purposes only: <ul style="list-style-type: none"> <li>Group Manager Corporate Services</li> <li>Group Manager Office of the Chief Executive</li> </ul>	Current delegation to the Corporate Services Manager: \$250,000. The GM Office of the CE is a new role.	\$250,000
Chief Engineer	New role	\$150,000
Civil Defence Manager	\$100,000	\$100,000
Regional On-Scene Commander (Oil Spills), Group Controllers (CDEM)	\$100,000	\$100,000
Contracts & Construction Engineer	New role	\$50,000
Finance Manager Area Engineers	Current Tier 3 managers' delegation: \$25,000 Area Engineers: new delegation	\$25,000
Project Lead – Aerial Delivery Project Lead – Predator Free Te Kinga	Project Leads: new delegation	\$10,000
Facilities Manager Manager Hydrology Manager Environmental Quality Quarry Manager Manager Policy Manager Consents Manager Compliance	Current Tier 3 managers' delegation: \$25,000	\$5,000
Vector Control Services supervisors	\$5,000	\$5,000
Executive Assistant	\$5,000	\$1,000
Governance Advisor	New delegation	\$1,000

The above financial limits apply per single item or transaction, except in the following circumstances:

Authority to approve contract progress payments for the supply of goods and services that have been approved by Council or the appropriate Committee <sup>2</sup>	Chief Executive jointly with the relevant <b>Group</b> Manager	No limit
Authority to jointly approve contracts above individual delegations for the following activities: <ul style="list-style-type: none"> <li>vector control services contracted operations</li> <li>emergency works <b>undertaken under s330 of the Resource Management Act 1991</b></li> </ul>	Chief Executive jointly with the relevant <b>Group</b> Manager	\$500,000

Note: General procedures for obtaining prices, including tenders, are set out in Appendix I.

### 9.4.3 Variation of Contracts

1. The Chief Executive, appropriate managers or appropriate officers are empowered to approve variations during the period of a contract, approved by them under delegated authority, to an amount in total not exceeding their own delegated authority.
2. Any variation of greater than 15% of any quantity, scheduled item or fixed price must be fully documented as to the reasons why this has happened and if it is acceptable.
3. The officer exercising the power to approve variations (under the above clauses 1 and 2) must report those to the next level up for confirmation before the contractor can act upon the variation (ie. an officer must have the variation confirmed by their manager and a manager must have the variation confirmed by the CEO. Any exercise of this power by the CEO must be reported to the Council).

## 9.5 Variation of Budget Between Activities

The Chief Executive Officer may reallocate budgets between activities within Groups, provided Annual Plan outputs are not compromised.

In situations where variations are anticipated to affect divisional Annual Plan outputs these must be brought before Council for its agreement before any management action is possible.

Any such allocations are to be subsequently reported to the Council.

## ~~9.6 Authorisation to sign Cheques~~

~~Signing authority on cheques is delegated to the Chairperson of the Council, the Chief Executive, the Corporate Services Manager, the Consents and Compliance Manager, the Planning, Science and Innovation Manager, the Director Operations and the Executive Assistant (any two jointly). This authority also includes payments~~

<sup>2</sup> where the supply of goods and services to/from external parties has received prior approval **via a formal resolution** from Council or the appropriate Committee



transmitted electronically.

## 9.7 Credit Card Authorities

The following positions are delegated authority to use Council credit cards to the specified monthly limit:

Position	Credit Limit
<b>Group Manager Corporate Services</b> Creditors Officer	\$10,000
Executive Assistant to CEO	\$10,000
<b>Group Manager Catchment Management</b> Infrastructure Manager	\$5,000
<b>Group Manager Information Services</b> IT Team Leader	\$15,000

Delegations are to be exercised in accordance with the Council's Credit Card Policy.

## 9.8 Contingency Expenditure

### 9.8.1 Emergency Procurement

An emergency procurement situation can arise from natural disasters such as flooding and earthquakes. In an emergency, the following procedure is to be followed by staff:

- An emergency for procurement purposes must be classified by either the **Group Manager Corporate Services Manager**, Chief Executive, **Director Operations Group Manager Catchment Management**, Chairperson or Group Controller of West Coast Civil Defence Emergency Management Group.

The Chief Executive, **Director Operations Group Manager Catchment Management**, and **Regional Director Emergency Management and Natural Hazards Civil Defence Manager** are authorised in emergency circumstances to undertake the necessary remedial or response action (within the same maximum limits as provided in the Financial Delegations Register) and, at the first subsequent meeting of the Council, must report on action taken under the delegation **(Refer also the West Coast CDEM Controller Policy, May 2022)**.

## 9.9 Other financial commitments

### 9.9.1 Invoice debtors

The authority to approve invoices for revenue to be charged against debtor accounts is delegated to the relevant **Group** Manager and may be sub-delegated with approval from the relevant **Group** Manager, where this sub-delegation will facilitate the invoicing process.

## 9.9.2 Debt recovery

In a number of areas of the Council's operation it may be necessary on occasion to negotiate a reduction in amounts owing or to write-off debts which cannot be collected.

- (a) Approval of write-off or write-down of general debtor invoices up to \$10,000 is delegated to the **Group Manager** Corporate Services **Manager**. For sums greater than \$10,000, approval is reserved to the Risk and Assurance Committee.
- (b) Approval of write-off or write-down of rate debtor invoices or penalties up to \$10,000 is delegated to the **Group Manager** Corporate Services **Manager**. For sums greater than \$10,000 this is delegated to the Risk and Assurance Committee. Rate debtor invoices will only be written off or written down to correct errors. Write-off of rate debtors due to hardship reasons as outlined in the Local Government (Rating) Act 2002 is reserved to the Chief Executive and must be reported to Council.

The authority to take appropriate action within Council policy to recover debts within the financial delegation limits above, including, but not limited to Court, Tribunal proceedings and debt collection agencies is delegated to the **Group Manager** Corporate Services **Manager**.

**Explanatory note:** See also court proceedings delegations.

## 9.9.3 Raise credit notes

Credit notes represent a disbursement of a Council asset. Authorisation to raise a credit note is delegated to the **Group Manager** Corporate Services **Manager**, in accordance with the maximum limits as provided in the Financial Delegations Register. This authority may be sub-delegated with approval from the **Group Manager** Corporate Services **Manager**, where this sub-delegation will facilitate the process of raising credit notes.

## 9.9.4 Banking and payment signatories

Changes to banking arrangements requires the signature of the **Group Manager** Corporate Services **Manager**.

**Specific terms and conditions:** All payments must be authorised by TWO approved signatories signing and countersigning appropriate documentation. Bank signatories are 'person specific'.

## 9.9.5 Operational expenditure – Payroll, PAYE, ACC and other Taxes

For payroll, PAYE, ACC and other taxes and deductions - any two authorised bank signatories jointly.

## 9.10 Specific Financial Delegations and Authorities

### 9.10.1 Regional On-scene Commander (Marine oil spill response)

The Regional On-Scene Commander is a person trained and authorised by Maritime New Zealand and appointed by Council under the Maritime Transport Act 1994. Appointment by Council provides financial authorisations within the West Coast Regional Council Marine Oil Spill Contingency Plan (June 2020).

1. When a Tier 2 marine oil spill response has been declared, total expenditure may not exceed \$250,000 without authorisation of the West Coast Regional Council Chief Executive.
2. The authority to make individual purchases in response to a Tier 2 marine oil spill response are as follows:
  - a. The person acting as Regional On-Scene Commander, or as alternative Regional On-Scene Commander has a financial delegation for individual purchases to a maximum of \$100,000.
  - b. The person acting as Operations Manager, Logistics Manager, Planning Manager or Deputy Regional On-Scene Commander has a financial delegation for individual purchases to a maximum of \$50,000.
3. Regional On-scene Commanders are required as a condition of the delegation to:
  - i. comply with Maritime New Zealand Operational Policy; and
  - ii. comply with Council procedures and subsequently report to the next meeting of Council.

### 9.10.2 Local Government Funding Agency

<p>Authority to sign all documents including resolutions, special resolutions and funding documents, required to give effect to Council decisions in relation to the Local Government Funding Agency (LGFA)</p>	<p>Any TWO of the following:</p> <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chair of Council</li> <li>• Chair of Risk &amp; Assurance Committee</li> </ul>
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### 9.10.3 Council Share Portfolio Investments

<p>Authority to sign all documents including resolutions, special resolutions and funding and financial documents, required to give effect to Council decisions in relation to share portfolio investments</p>	<p>Any TWO of the following:</p> <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Chair of Council</li> <li>• Chair of Risk &amp; Assurance Committee</li> </ul>
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## 10. Rating

### 10.1 Introduction

The following section of the Delegations Manual describes the delegations given in relation to rating matters.

The Chief Executive is delegated all powers, functions and duties under the Local Government (Rating) Act 2002 that are legally able to be delegated under section 132 of the Local Government (Rating) Act 2002.

The Local Government (Rating) Act 2002 prohibits the delegation of the power of delegation. Accordingly, the following table sets out a range of other delegations made by the Council to specified positions.

In relation to the Rating Valuations Act 1998 and the Rate Rebate Act 1973 the Council delegates to the Chief Executive all powers, functions and duties under these two Acts that are legally able to be delegated. In accordance with Clause 32 of Schedule 7 of the LGA, the Chief Executive has made the following sub-delegations as indicated below in the following tables.

## 10.2 Local Government (Rating) Act 2002

Section	Function	Delegated to
40	Power to correct rates	<b>Group Manager</b> Corporate Services <b>Manager</b>
41	Authority to issue an amended rates assessment if an error is encountered.	<b>Group Manager</b> Corporate Services <b>Manager</b>
54	Power not to collect rates that are uneconomic to collect	<b>Group Manager</b> Corporate Services <b>Manager</b>
61,62,63	Powers for recovery of unpaid rates	<b>Group Manager</b> Corporate Services <b>Manager</b>
85, 86	Power to remit rates pursuant to Council rates remission policy	<b>Group Manager</b> Corporate Services <b>Manager</b> to approve remission of rates on applications which meet the criteria of the Council's policy
87,90	Power to postpone rates pursuant to Council rates postponement policy	<b>Group Manager</b> Corporate Services <b>Manager</b> to approve postponement of rates on applications which meet the criteria of the Council's policy
91-113	Rating of Māori freehold land including district valuation rolls, land vested in trustees, multiple ownership, using land in multiple ownership	<b>Group Manager</b> Corporate Services <b>Manager</b> , to be exercised in accordance with Council's Rates policies
114-115	Power to remit or postpone rates on Māori Freehold land	<b>Group Manager</b> Corporate Services <b>Manager</b> , to be exercised in accordance with Council's Rates policies

## 10.3. Rating Valuation Act 1998

Section	Function	Delegated to
43	Obligation to pay annually a share of the costs of any territorial authority in the region in preparing and maintaining is district valuation roll	<b>Group Manager</b> Corporate Services <b>Manager</b>

43	Resolve any dispute regarding the amount payable, including in arbitration	<b>Group Manager</b> Corporate Services <b>Manager</b>
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## 11. Property services

### 11.1 Leases and Licences

Matter	Function	Delegated to
New leases/ Licences	The authority to: (a) as lessor or lessee to sign agreements to lease for residential and commercial property granting leases for periods of no more than eight years (b) grant new leases or licenses for terms not exceeding twenty-one years for all other land (c) execute contracts of guarantee	Subject to obtaining the prior approval of Council: <ul style="list-style-type: none"> <li>Chief Executive</li> <li><b>Group Manager</b> Corporate Services <b>Manager</b></li> </ul>
Assignment and subleasing	The authority as lessee or licensee to approve the sublease and assignment of leases and licenses	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Mortgages	The authority to: (a) secure a mortgage over the lessees' interest in the lease (b) vary mortgage terms (c) release a mortgage	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Rents	The authority to appoint an officer to set rentals for council property	Subject to obtaining the prior approval of Council: <ul style="list-style-type: none"> <li>Chief Executive</li> <li><b>Group Manager</b> Corporate Services <b>Manager</b></li> </ul>
	The authority to set, review and reduce prices and rents in relation to existing Council leases or licenses	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Rents	The authority to: (a) issue rent/fee rebates (b) appoint an arbitrator where rent reviews are appealed	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Variation of leases	The authority to: (a) approve variations to commercial, industrial and residential leases; and	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>

	(b) approve variations to all licenses	
Termination and surrender of leases	The authority: (a) as lessor or lessee, or licensor or licensee, to terminate leases or licences within the terms and conditions of the contract, including failure to pay rent (b) as property owner, lessor, assignor or licensor, to approve the surrender of leases and licences	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Registration	The authority to sign an authority and instruction form authorising registration of a lease or any surrender, variation or renewal of a currently registered lease approved under the above delegations	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Consent	The authority to provide (or withhold) any permission as a landholder required under a lease	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>

## 11.2 General and miscellaneous

Matter	Function	Delegated to
Access	Authority to enter into, vary, revoke or cancel an access agreement.	Chief Executive <b>Group</b> Managers
Land acquisition	Authority to approve minor land purchases or sales by agreement, for public works, subject to the transaction being in accordance with the Long Term Plan and to sign an authority and instruction form for the above purpose.	Chief Executive, subject to prior notification to Council
Affected party approvals, applications and permissions  For further delegations on affected party approvals see: 15.10	Authority to provide approval, consents and make submissions or objections as adjoining landowner or potentially affected party in relation to property owned, leased or managed by Council.  Making applications, seeking and obtaining approvals, agreements, consents and permissions under the Building Act, Resource Management Act, or any other applicable statute in relation to property, land or assets owned, leased or managed by Council.	Chief Executive <b>Director Operations</b> <b>Group Manager Catchment Management</b> <b>Group Manager</b> Corporate Services <b>Manager</b>
Land Interests	Power to register, approve amendments to or withdrawals or discharges of caveats, easement certificates and releases of bonds or encumbrances.	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>

	<b>Specific terms and conditions:</b> This delegation will only be exercised upon confirmation that all obligations have been satisfied.	
Signing Issues	Sign any other applications, documents, agreements or instruments or certify any documents or instrument in relation to any interest in land, on behalf of Council not otherwise provided in these property delegations.	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>
Emergency	Power to close a premises / facility in an emergency situation.	Any <b>Group</b> Manager
Use of Council Property and land	Authorise the use of any Council building, land, facility or equipment by an outside person or organisation in accordance with any established guidelines.	<b>Group Manager</b> Corporate Services <b>Manager</b>
Disposal	Dispose (whether by tender or otherwise) of any motor vehicle or item of plant or surplus Council asset in accordance with Council policy [ <i>presently under development</i> ].	<b>Group Manager</b> Corporate Services <b>Manager</b> Chief Executive
Statutory Land Charge	The authority to release a statutory land charge.	<b>Group Manager</b> Corporate Services <b>Manager</b>
Easements and other interests	The authority to (a) create, vary and surrender, easements and covenants over Council land; (b) request removal of easements, covenants and profits à prendre from LINZ register and removal of fencing covenants from title; (c) to sign an authority and instruction form for the above purposes.	Chief Executive <b>Group Manager</b> Corporate Services <b>Manager</b>

**Explanatory note:** Land owned by West Coast Regional Council is held pursuant to a range of different statutes, often as endowment land. Further, other statutory obligations, including under the Public Bodies Leases Act 1969 may be relevant to how the land may be able to be dealt with.

For the avoidance of doubt, nothing in the above delegations relieves the Council from complying with the statutory obligations that apply in relation to the land.

The exercise of the property delegations must also be carried out in accordance with the financial delegations, e.g. the value of the lease may require a higher level of authority to sign the document than provided for in the delegations.

### 11.3 Trespass Act 1980

Section	Function	Delegated to
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3	<p>Power to warn a trespasser to leave the property.</p> <p>Power to issue trespass notices.</p> <p>This delegation may be subdelegated.</p>	Any <b>Group</b> Manager
4	<p>Power to either at the time of the trespass or within a reasonable time thereafter, warn a trespasser to stay off the property.</p> <p>This delegation may be subdelegated.</p>	Any <b>Group</b> Manager
4(2), 9(1)	<p>Power to, where there is reasonable cause to suspect that any person is likely to trespass on the property, warn that person to stay off the property and to require that a person give name and other particulars.</p> <p>This delegation may be subdelegated.</p>	Any <b>Group</b> Manager



## Attachment 2

# Current WCRC Financial Delegations

*[adopted by Council in September 2021]*

### 9.4.2 Purchase of Good and Services

Delegations by the Council set out in the Financial Delegations Register (refer tables below) attach to the position. The following officers of the Council have the authority to enter into contracts for the purchase of goods and services required by the Council (up to the **limits** shown in the appropriate annual plan). This authority includes signing of orders and approval of payment of invoices.

All amounts are GST exclusive.

#### Financial Delegations Register

Position/s	Delegation
Chief Executive and one other Manager jointly for all contracts & services	\$300,000
Chief Executive alone	\$200,000
Corporate Services Manager, Planning, Science & Innovation Manager, Director Operations, and Consents & Compliance Manager	\$150,000
Corporate Services Manager – for statutory and payroll purposes only	\$250,000
Operations Manager (Vector Control Services only)	\$150,000
Other Regional Council Managers	\$25,000
Regional On-Scene Commander (Oil Spills), Group Controllers (CDEM), Regional Director Emergency Management and Natural Hazards	\$100,000
All Team Leaders	\$10,000
Vector Control Services Supervisors	\$5,000
Executive Assistant	\$5,000

The above financial limits apply per single item or transaction, except in the following circumstances:

Authority to approve contract progress payments for the supply of goods and services that have been approved by Council or the appropriate Committee <sup>1</sup>	Chief Executive jointly with: <ul style="list-style-type: none"> <li>• Planning, Science &amp; Innovation Manager; or</li> <li>• Director Operations</li> </ul>	No limit
Authority to jointly approve contracts above individual delegations for the following activities: <ul style="list-style-type: none"> <li>• vector control services contracted operations</li> <li>• emergency works</li> </ul>	Chief Executive jointly with the relevant Manager	\$500,000

Note: General procedures for obtaining prices, including tenders, are set out in Appendix I.

<sup>1</sup> where the supply of goods and services to/from external parties has received prior approval from Council or the appropriate Committee

## Attachment 3: Principles and Practices of Delegation

<input checked="" type="checkbox"/>	<b>Authority and responsibility are inseparable.</b> Those with the responsibility for a task or function should always have the authority to carry it out effectively. Those with authority should always be responsible for its wise use.
<input checked="" type="checkbox"/>	<b>Decision-making should be delegated to the lowest competent level.</b> This is to enable the best use of elected member and Council officer abilities and minimise the cost of material, technical and financial resources.
<input checked="" type="checkbox"/>	<b>Delegations do not remove ultimate accountability</b> of elected members, the Chief Executive and the Leadership Team for the affairs of Council.
<input checked="" type="checkbox"/>	<b>Delegations can be revoked at any time</b> , without notice.
<input checked="" type="checkbox"/>	<b>A Council or committee is not entitled to rescind or amend a decision made under a delegation.</b> The Council would be bound by the decision to the extent that the decision had already become binding on the Council by the operation of law and could not be reversed.
<input checked="" type="checkbox"/>	<b>The delegator does not lose the function, power or duty by delegation</b> and may exercise this concurrently with the delegate. No delegations shall limit the power of Council or other delegator to exercise a power in substitution for a delegate.
<input checked="" type="checkbox"/>	Before exercising any delegation, those with delegated authority should always bear in mind Council's responsibilities to and relationships with Te Rūnanga o Ngāi Tahu and Ngā Papatipu Rūnanga, including under: <ul style="list-style-type: none"> <li>• The Ngāi Tahu Claims Settlement Act 1998;</li> <li>• Section 81 of the Local Government Act 2002;</li> <li>• Any relevant relationship agreements or Memoranda of Understanding.</li> </ul>
<input checked="" type="checkbox"/>	All <b>significant</b> decisions made or actions taken under a delegated authority should be recorded in writing.
<input checked="" type="checkbox"/>	<b>Where two different delegations apply to the action, both delegations must be complied with</b> (for example, where a person is given a delegation to obtain professional advice, that delegation must also be exercised in accordance with the financial delegations given to the person).

**WEST COAST REGIONAL COUNCIL**

To: Chair, West Coast Regional Council

*I move that the public be excluded from the following parts of the proceedings of this meeting, namely – **agenda items 10 and 11 (inclusive)**; and that*

- 1. Darryl Lew be permitted to remain at this meeting after the public have been excluded due to their knowledge of the subjects. This knowledge will be of assistance in relation to the matters to be discussed; and*
  
- 2. That the minutes taker also be permitted to remain.*

<b>Agenda Item No.</b>	<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 7 of LGOIMA for the passing of this resolution</b>
10.1	Minutes of Council meeting 9 April 2024	The item contains information relating to commercial, privacy and security matters	To protect commercial and private information and to prevent disclosure of information for improper gain or advantage (s7(2)(a), s7(2)(b), and s7(2)(j)).
10.2	Minutes of Extraordinary Council meeting 28 February 2024	The item contains information relating to commercial, privacy and security matters	To protect commercial and private information and to prevent disclosure of information for improper gain or advantage (s7(2)(a), s7(2)(b), and s7(2)(j)).
11	Actions List	The item contains information relating to commercial, privacy and security matters	To protect commercial and private information and to prevent disclosure of information for improper gain or advantage (s7(2)(a), s7(2)(b), and s7(2)(j)).