



Agenda for a meeting of the Waikato District Council to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 9 MAY 2016** commencing at **1.15pm.**

Information and recommendations are included in the reports to assist Council in the decision making process and may not constitute Council's decision or policy until considered by Council.

1. APOLOGIES AND LEAVE OF ABSENCE

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G J Ion

CHIEF EXECUTIVE

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Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive or General Manager
Date	13 April 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1496676
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of a meeting of the Waikato District Council held on Monday 11 April 2016.

2. RECOMMENDATION

THAT the minutes of a meeting of Waikato District Council held on Monday 11 April 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes 11 April 2016

MINUTES of a meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 11 APRIL 2016** commencing at **1.19pm.**

Present:

His Worship the Mayor Mr AM Sanson
 Cr JC Baddeley
 Cr J Church
 Cr R Costar
 Cr DW Fulton
 Cr J Gibb
 Cr WD Hayes
 Cr SD Lynch [*until 3.00pm and from 3.02pm*]
 Cr RC McGuire
 Cr L Petersen
 Cr J Sedgwick [*until 3.01pm and from 3.03pm until 3.15pm*]
 Cr NMD Smith
 Cr MR Solomon
 Cr CS Tait

Attending:

Mr TG Whittaker (Acting Chief Executive)
 Ms S Duignan (General Manager Customer Support)
 Mr T Harty (General Manager Service Delivery)
 Mrs LM Wainwright (Committee Secretary)
 Mr V Ramduny (Planning & Strategy Manager)
 Mr S Howard (Senior Planner)
 Mr K Lockley (Zero Harm Manager)
 Ms A Diaz (Finance Manager)
 Ms B Connolly (Senior Policy Planner)
 Mr D Totman (Strategic Planning Project Manager)

APOLOGIES AND LEAVE OF ABSENCE

All members were present.

WDC1604/01

CONFIRMATION OF STATUS OF AGENDA ITEMS**Resolved: (Crs Sedgwick/Petersen)****THAT** the agenda for the meeting of the Waikato District Council held on Monday 11 April 2016 be confirmed and all items therein be considered in open meeting with the exception of those items detailed at agenda item 9 which shall be considered with the public excluded;**AND THAT** Council resolves that the following items be added to the agenda as a matter of urgency as advised by the Acting Chief Executive:

- Freshwater Submission
- Zero Harm

CARRIED on the voices**WDCI604/02****DISCLOSURES OF INTEREST**

There were no disclosures of interest.

WDCI604/03**CONFIRMATION OF MINUTES****Resolved: (Crs Sedgwick/Church)****THAT** the minutes of a meeting of the Waikato District Council held on Monday 14 March 2016 be confirmed as a true and correct record of that meeting.**CARRIED on the voices****WDCI604/04****MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

WDCI604/05**COMMITTEE AND DEPARTMENTAL REPORTS**Receipt of Policy & Regulatory Committee Minutes held on Tuesday 15 March 2016
Agenda Item 6.1.1**Resolved: (Crs Fulton/Petersen)****THAT** the minutes of a meeting of the Policy & Regulatory Committee held on Tuesday 15 March 2016 be received.**CARRIED on the voices****WDCI604/06/1/1**

Attendance at the LGNZ Conference and Excellence Awards 2016 – P&R1603/07/3

Resolved: (Crs Gibb/Baddeley)

THAT the following delegates attend the LGNZ Conference and Excellence Awards in Dunedin from 24 July 2016 to 26 July 2016:

- His Worship the Mayor,
- Deputy Mayor, and
- Chief Executive;

AND THAT His Worship the Mayor is the presiding delegate at the Local Government New Zealand Annual General Meeting on 24 July 2016;

AND FURTHER THAT the Deputy Mayor is the alternate delegate at the Local Government New Zealand Annual General Meeting on 24 July 2016;

AND FURTHER THAT the Chief Executive is the third delegate (with no voting rights) at the Local Government New Zealand Annual General Meeting on 24 July 2016.

CARRIED on the voices

WDC1604/06/1/2

Local Government New Zealand Remit Process for 2016 Annual General Meeting – P&R1603/07/4

Resolved: (Crs Fulton/Sedgwick)

THAT Waikato District Council submits any proposed remits to the Local Government New Zealand Annual General Meeting by 13 June 2016.

CARRIED on the voices

WDC1604/06/1/3

Code of Conduct – P&R1603/07/5

Resolved: (Crs Fulton/Church)

THAT the updated draft Code of Conduct, as amended, be adopted by Council.

A division was called:

For:

His Worship the Mayor Mr AM Sanson
 Cr JC Baddeley
 Cr J Church
 Cr DW Fulton
 Cr SD Lynch
 Cr RC McGuire
 Cr L Petersen
 Cr J Sedgwick
 Cr MR Solomon

Against:

Cr R Costar
 Cr WD Hayes
 Cr NMD Smith

Cr Tait abstained from voting.

The Motion was CARRIED

WDC1604/06/1/4

Proposed Public Places Bylaw 2015 following Hearings and Deliberations – P&R1603/07/6

Resolved: (Crs Fulton/McGuire)

THAT subject to any amendments and pursuant to section 83 of the Local Government Act 2002, adopt the amended bylaw as the **Waikato District Council Public Places Bylaw 2016**;

AND THAT the Franklin District Council Public Places Bylaw 2007; the Franklin District Council Traffic Control Bylaw 2006; the Franklin District Council Trading in Public Places Bylaw 2008; the Waikato District Council Parking, Traffic Control and Public Places Bylaw 2007 and the Waikato District Council Trading in Public Places Bylaw 2008 be revoked the day the Waikato District Council Public Places Bylaw 2016 comes into force.

CARRIED on the voices

WDC1604/06/1/5

Policy Review Programme – Policies to be Revoked – P&R1603/07/7

Resolved: (Crs Fulton/Petersen)

THAT Council revokes the list of policies contained in appendix I as attached to the agenda report.

CARRIED on the voices

WDC1604/06/1/6

Proposed Waikato District Council Reserves and Beaches Bylaw 2016 – P&R1603/07/8

Resolved: (Crs Fulton/Petersen)

THAT Council make a determination that the proposed bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND THAT the Statement of Proposal and the proposed Waikato District Council Reserves and Beaches Bylaw 2016 (subject to any amendments), be recommended for public notification on 20 April 2016, with the closing date for submissions being 20 May 2016;

AND FURTHER THAT submissions on the Statement of Proposal, (incorporating the proposed Waikato District Council Reserves and Beaches Bylaw 2016) be considered and, if requested, submitters be heard by Council at a meeting to be held on 22 June 2016, or as early thereafter as possible.

CARRIED on the voices

WDC1604/06/1/7

Proposed Waikato District Council Cemeteries Bylaw 2016 – P&R1603/07/9

Resolved: (Crs Fulton/Petersen)

THAT Council make a determination that the proposed bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 pursuant to section 155(2) of the Local Government Act 2002;

AND THAT the Statement of Proposal, incorporating the proposed Waikato District Council Cemeteries Bylaw 2016 (subject to any amendments), be recommended for public notification on 20 April 2016 with the closing date for submissions being 5 pm 20 May 2016 in accordance with Sections 83 (special consultative procedure), 86 (use of special consultative procedure in relation to adoption or review or amendment of bylaws) of the Local Government Act 2002;

AND FURTHER THAT submissions on the Statement of Proposal, (incorporating the proposed Waikato District Council Cemeteries Bylaw 2016) be considered and, if requested, be heard by Council at a meeting to be held on 20 June 2016 or as early thereafter as possible.

CARRIED on the voices

WDC1604/06/1/8

Attendance at the Emergency Management Conference – P&RI603/07/10**Resolved: (Crs Fulton/Gibb)****THAT Cr Church be approved to attend the Emergency Management Conference from 31 May 2016 - 3 June 2016.****CARRIED on the voices****WDC1604/06/1/9****Draft Te Reo Maaori Policy – P&RI603/07/11****Resolved: (Crs Fulton/Baddeley)****THAT Council adopt the Te Reo Maaori policy for internal use.****CARRIED on the voices****WDC1604/06/1/10****Receipt of Hearing Minutes - New Zealand Transport Agency – Ruakura Intersection****Resolved: (Crs McGuire/Sedgwick)****THAT the minutes of the New Zealand Transport Agency – Ruakura Intersection hearing - be received.****CARRIED on the voices****WDC1604/06/1/11****Receipt of Hearing Minutes – Sunset Views Limited****Resolved: (Crs Smith/Fulton)****THAT the minutes of the Sunset Views Limited hearing - be received.****CARRIED on the voices****WDC1604/06/1/12****Zone Two Meeting Minutes 26 February 2016****Agenda Item 6.1.4****Resolved: (His Worship the Mayor/Cr McGuire)****THAT the report of the Chief Executive – Zone Two Meeting Minutes 26 February 2016 – be received.****CARRIED on the voices****WDC1604/06/1/13**

Formation of Pokeno Community Committee
Agenda Item 6.1.5

The Acting Chief Executive gave a verbal report and answered questions of Council.

Resolved: (Crs Church/Hayes)

THAT the report from the Acting Chief Executive – *Formation of Pokeno Community Committee* – be received;

AND THAT Council support the establishment of a Pokeno Community Committee.

CARRIED on the voices

WDC1604/06/1/14

Submission on Waikato Regional Council's Proposed 2016/17 Annual Plan
Agenda Item 6.1.6

The Planning & Strategy Manager gave a verbal report and answered questions of Council.

Resolved: (Crs Church/Fulton)

THAT the report from the Acting Chief Executive – *Submission on Waikato Regional Council's Proposed 2016/2017 Annual Plan* – be received;

AND THAT Council approve the submission on the Waikato Regional Council's proposed 2016/2017 Annual Plan including any amendments.

CARRIED on the voices

WDC1604/06/1/15

Next Steps Freshwater – Council Submission
Add.Item

The Senior Planner gave a verbal report and answered questions of Council.

Resolved: (Crs Gibb/McGuire)

THAT the report from the General Manager Strategy & Support – *Next Steps Freshwater – Council Submission* – be received;

AND THAT the Council submission on Next Steps Freshwater, including amendments, be approved.

CARRIED on the voices

WDC1604/06/1/16

Zero Harm
Add.Item

The Zero Harm Manager gave a verbal report and answered questions of Council.

Resolved: (Crs Church/Tait)

THAT the report from the Chief Executive – *Zero Harm* – be received.

CARRIED on the voices

WDC1604/06/1/17

Receipt of Strategy & Finance Committee Minutes held on Tuesday 22 March 2016
Agenda Item 6.2.1

Resolved: (Crs Baddeley/Sedgwick)

THAT the minutes of a meeting of the Strategy & Finance Committee held on Tuesday 22 March 2016 be received.

CARRIED on the voices

WDC1604/06/2/1

Civic Assurance – Draft Statement of Intent 2016/17 – S&F1603/06/6

Resolved: (Crs Baddeley/Gibb)

THAT pursuant to Section 64 of the Local Government Act 2002, the Waikato District Council approves the draft Statement of Intent 2016/17 for Civic Assurance.

CARRIED on the voices

WDC1604/06/2/2

Economic Development Strategy Implementation Programme – S&F1603/06/7

Resolved: (Crs Baddeley/Petersen)

THAT Council adopt the Economic Development Strategy Implementation Programme.

CARRIED on the voices

WDC1604/06/2/3

Plan Change 8: Technical Amendments – S&F1603/06/11**Resolved: (Crs Baddeley/Church)****THAT an independent commissioner and two suitably qualified Councillors be appointed as the hearing panel;****AND THAT the hearing panel is delegated the authority to make the decision on Plan Change 8.****CARRIED on the voices****WDC1604/06/2/4****Plan Change 17 – Ngaruawahia and Surrounding Villages: Stage One - Proposed Rezoning – S&F1603/06/12**Tabled: PC17 updated**Resolved: (Crs Baddeley/Gibb)****THAT Council approves Plan Change 17 to be publicly notified on 15 April 2016.****CARRIED on the voices****WDC1604/06/2/5****Onewhero Public Toilets & Domain Works – S&F1603/06/19****Resolved: (Crs Baddeley/Petersen)****THAT Loan funding of \$80,500 from the existing budget ITO10085-C0-0000-0117 be brought forward to the 2015-2016 year to be applied towards the cost of the Onewhero public toilet build;****AND THAT the existing \$23,080 budget be utilised towards the cost of a walkway (IRG10085-C0-0000-0115);****AND FURTHER THAT the funds available in the Onewhero Domain Reserve (8929) be released and made available for the proposed playground project (new project IPL10085-C0-0000-0116).****CARRIED on the voices****WDC1604/06/2/6**Treasury Risk Management Policy ComplianceAgenda Item 6.2.2

The Finance Manager gave a verbal report and answered questions of Council.

Resolved: (Crs Church/Baddeley)**THAT the report from the Acting Chief Executive be received;**

AND THAT Council approves an update to the Treasury Risk Management Policy to increase the limit for the fixed rate proportion of interest cover in the 5 years plus maturity band from 60% to 70% in line with current industry practice.

CARRIED on the voices

WDC1604/06/2/7

Operational Budget Review
Agenda Item 6.2.3

The Finance Manager gave a verbal report and answered questions of Council.

Resolved: (Crs Baddeley/Church)

THAT the report from the Acting Chief Executive – *Operational Budget Review* – be received.

CARRIED on the voices

WDC1604/06/2/8

Te Kowhai Community Hall Loan Request
Agenda Item 6.2.4

The Acting Chief Executive gave a verbal report and answered questions of Council.

Resolved: (Crs Hayes/Lynch)

THAT the report from the Acting Chief Executive – *Te Kowhai Community Hall Loan Request* - be received;

AND THAT a Community Loan of \$30,000 over a term of five years be made available to the Te Kowhai Community Hall;

AND FURTHER THAT the loan repayments be deducted from the instalment payments made by Council to the Te Kowhai Community Hall.

CARRIED on the voices

WDC1604/06/2/9

Cr Smith requested his abstention from voting be recorded.

Receipt of Infrastructure Committee Minutes held on Tuesday 8 March 2016
 Agenda Item 6.3.1

Resolved: (Crs Hayes/Solomon)

THAT the minutes of a meeting of the Infrastructure Committee held on Tuesday 8 March 2016 be received.

CARRIED on the voices

WDC1604/06/3/1

Road Asset Technical Accord (RATA) Update Report – INF1603/06/2

Resolved: (Crs Hayes/McGuire)

THAT Council approve the General Manager Service Delivery be delegated authority to enter into a multiparty funding agreement with LASS for RATA's services from 1 July 2016, for a period of 3+3+3 years (with rights of review after each 3 year period).

CARRIED on the voices

WDC1604/06/3/2

Service Delivery Report for March 2016 (Wally Pollock Reserve) – INF1603/06/3

Resolved: (Crs Hayes/McGuire)

THAT in accordance with Section 16 (10) of the Reserves Act 1977 the reserve at Titoki Drive legal description, Lot 2 DP 377052, 9811m² be declared "Wally Pollock Reserve".

CARRIED on the voices

WDC1604/06/3/3

Waikato Expressway Hamilton Section, Horsham Downs Public Consultation – INF1603/06/4

Resolved: (Crs Hayes/Fulton)

THAT Council confirm their support of the proposed connections to the Waikato Expressway at Horsham Downs;

AND THAT Council is satisfied with the level of public support for the proposed network layout at Horsham Downs and approve commencing with the development of the Multi Party Funding Agreement (MPFA).

CARRIED on the voices

WDC1604/06/3/4

Draft Waikato Integrated Land Transport Strategy – INF1603/06/6**Resolved: (Crs Hayes/Church)****THAT approval be given to circulate the draft strategy to stakeholders and interest groups for comment and feedback;****AND THAT following the consultative period, the revised document be brought back to Council for approval and adoption.****CARRIED on the voices****WDC1604/06/3/5****Neighbourhood Parks Reserve Management Plan – INF1603/06/7****Resolved: (Crs Hayes/Petersen)****THAT Council receive the Draft Neighbourhood Parks Reserve Management Plan and note that this will be released (with any amendments) for public submission in April 2016;****AND THAT Council reappoint the hearings panel comprising of Cr Fulton, Cr Gibb and Cr Smith and invite representation from Waikato-Tainui to join the panel to hear any submissions received on the Neighbourhood Parks Reserve Management Plan.****CARRIED on the voices****WDC1604/06/3/6****New Street Name Proposal at Dromgools Road, Tuakau
Agenda Item 6.3.2****The General Manager Service Delivery gave a verbal report and answered questions of Council.****Resolved: (Crs Petersen/Church)****THAT the report of the General Manager Service Delivery – *New Street Name Proposal at Dromgools Road, Tuakau* - be received;****AND THAT Council agrees to name the cul-de-sac in accordance with the owner's first preferred choice - Fermanagh Grove.****CARRIED on the voices****WDC1604/06/3/7**

Stopping of Unformed Legal Road – Pokeno Township
Agenda Item 6.3.3

The General Manager Service Delivery gave a verbal report and answered questions of Council.

Resolved: (Crs Fulton/Church)

THAT the report of the General Manager Service Delivery – *Stopping of Unformed Legal Road – Pokeno Township* - be received;

AND THAT as the proposal to stop the unnamed legal road, shown as Section I on SO Plan 489883, has been publicly notified in accordance with the requirements of the Tenth Schedule to the Local Government Act 1974 and as no objections were received by the closing date, Council resolve that the road described in the Schedule below, be declared stopped;

AND FURTHER THAT once stopped, the land be transferred to the owner of 41 Great South Road and 23 Marlborough Street, Pokeno at a current market valuation, on such terms and conditions as the Chief Executive may consider appropriate.

Schedule (Road to be stopped):

1213m² being Section I on Survey Office Plan 489883.

CARRIED on the voices

WDC1604/06/3/8

Cr Lynch withdrew from the meeting [3.00pm] following discussion on the above item and was not present when voting took place.

Cr Sedgwick withdrew from the meeting [3.01pm] following discussion on the above item and was not present when voting took place.

Stopping of Unformed Legal Roads – 61 Market Street, Pokeno Township
Agenda Item 6.3.4

Resolved: (Crs Fulton/Church)

THAT the report of the General Manager Service Delivery – *Stopping of Unformed Legal Roads – 61 Market Street, Pokeno Township* - be received;

AND THAT as the proposal to stop the unformed roads known as William and High Street, Street, Pokeno, shown as Sections 1 and 2 on SO Plan 493530 respectively, has been publicly notified in accordance with the requirements of the Tenth Schedule to the Local Government Act 1974 and as no objections were received by the closing date, Council resolve that the roads described in the Schedule below be declared stopped;

AND FURTHER THAT once stopped, the land be transferred to the owner of 61 Market Street, Pokeno at a current market valuation, on such terms and conditions as the Chief Executive may consider appropriate.

Schedule (Roads to be stopped):

1912m² being Section 1 on Survey Office Plan 493530

2422m² being Section 2 on Survey Office Plan 493530

CARRIED on the voices

WDC1604/06/3/9

Cr Lynch re-entered the meeting [3.02pm] during discussion on the above item and was present when voting took place.

Cr Sedgwick re-entered the meeting [3.03pm] during discussion on the above item and was present when voting took place.

Raglan Recreation Ground Sports Lighting Upgrade

Agenda Item 6.3.5

The General Manager Service Delivery gave a verbal report and answered questions of Council.

Resolved: (Crs Smith/Baddeley)

THAT the report of the General Manager Service Delivery – Raglan Recreation Ground Sports Lighting Upgrade – be received;

AND THAT funds of \$30,894 be made available from the Parks & Reserves Replacement Fund (8500) to be applied to towards the cost of the Raglan Recreation Ground Sports Lighting Renewal.

CARRIED on the voices

WDC1604/06/3/10

Removal of Limited Access Restriction over part of Great South Road, Ngaruawahia

Agenda Item 6.3.6

Resolved: (Crs Smith/Solomon)

THAT the report from the General Manager Service Delivery be received;

AND THAT pursuant to section 346A(2) of the Local Government Act 1974, the status of limited access road of that part of Great South Road fronting the land comprised in Computer Freehold Registers 108093, 108094, 198095 and SA35C/293 (South Auckland Registry), be revoked;

AND FURTHER THAT pursuant to section 346(H)(2) of the Local Government Act 1974 the Chief Executive sign and forward a certificate to the Registrar-General of Land, notifying the Registrar of the revocation.

CARRIED on the voices

WDC1604/06/3/11

Receipt of Discretionary & Funding Committee Minutes held on Monday 14 March 2016
Agenda Item 6.4.1

Resolved: (Crs Lynch/Church)

THAT the minutes of a meeting of the Discretionary & Funding Committee held on Monday 14 March 2016 be received.

CARRIED on the voices

WDC1604/06/4/1

COMMUNITY BOARD MINUTES

Receipt of Onewhero-Tuakau Community Board Minutes held on Monday 7 March 2016
Agenda Item 7.1

Resolved: (Crs Petersen/Costar)

THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 7 March 2016 be received.

CARRIED on the voices

WDC1604/06/7/1

Receipt of Taupiri Community Board Minutes held on Monday 14 March 2016
Agenda Item 7.2

Resolved: (Crs Gibb/Solomon)

THAT the minutes of a meeting of the Taupiri Community Board held on Monday 14 March 2016 be received.

CARRIED on the voices

WDC1604/06/7/2

Receipt of Raglan Community Board Minutes held on Tuesday 8 March 2016
Agenda Item 7.3

Resolved: (Cr Baddeley/His Worship the Mayor)

THAT the minutes of a meeting of the Raglan Community Board held on Tuesday 8 March 2016 be received.

CARRIED on the voices

WDC1604/06/7/3

Receipt of Ngaruawahia Community Board Minutes held on Tuesday 8 March 2016
Agenda Item 7.4

Resolved: (Crs Solomon/Gibb)

THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 8 March 2016 be received.

CARRIED on the voices

WDC1604/06/7/4

Receipt of Huntly Community Board Minutes held on Tuesday 15 March 2016
Agenda Item 7.5

Resolved: (Cr Lynch/His Worship the Mayor)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday 15 March 2016 be received.

CARRIED on the voices

WDC1604/06/7/5

COMMUNITY COMMITTEE MINUTES

Receipt of Te Kauwhata Community Committee Minutes held on Wednesday 2 March 2016
Agenda Item 8.1

Resolved: (Crs Sedgwick/Petersen)

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on Wednesday 2 March 2016 be received.

CARRIED on the voices

WDC1604/06/8/1

Receipt of Tamahere Community Committee Minutes held on Monday 7 March 2016
Agenda Item 8.2

Resolved: (Crs Hayes/Sedgwick)

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 7 March 2016 be received.

CARRIED on the voices

WDC1604/06/8/2

Cr Sedgwick retired from the meeting [3.15pm].

Code of Conduct – Council and Community Committees

Policy Owner	Chief Executive
Approved By:	Waikato District Council
Resolution Number	WDC1310/25
Effective Date	April 2016
Next Review Date:	April 2019

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PART ONE: INTRODUCTION

Schedule 7 of the Local Government Act 2002 (the Act) requires Council to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

In the context of this report, the term “elected members” refers to Councillors and Community Committee representatives.

This code of conduct provides guidance on the standards of behaviour that are expected from all the elected members of the Waikato District Council. The code applies to elected members in their dealings with:

- each other
- the Chief Executive
- all staff employed by the Chief Executive on behalf of the Council
- the media
- the general public.

This code also applies to all Council committees, sub-committees and Community Committees.

In accordance with section 54 (2) of the Local Government Act 2002, the Code of Conduct does not apply to Community Boards. Community Boards are, however, not excluded from adopting their own Code of Conduct.

The objective of the code is to enhance:

- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Waikato District
- the credibility and accountability of the Council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities (recorded in Part Two of this Code)
- agreed general principles of conduct (recorded in Part Three of this Code)
- specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of this Code).

Elected members are primarily accountable to the electors of the district through the democratic process. However elected members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members’ Interests) Act 1968.

The code of conduct that follows is based on the following general principles of good governance:

- **Public interest.** Elected members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity.** Elected members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity.** Elected members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.
- **Accountability.** Elected members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness.** Elected members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal judgment.** Elected members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others.** Elected members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to uphold the law.** Elected members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship.** Elected members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership.** Elected members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

PART TWO: ROLES AND RESPONSIBILITIES

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles as a:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of Council;

- providing leadership and feedback to other elected members on teamwork and Chairmanship of committees; and
- Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Recent changes to the Local Government Act have provided additional powers to the Mayor. These powers relate to:

- The appointment of the Deputy Mayor and Committee Chairpersons
- The determination of the Committee structure
- Leadership of budget, plans and key policy discussions.

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor. If the Mayor declines to do this, then the Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Committee Chairpersons

As noted above, the Mayor has the power to appoint Chairpersons and to form Committees. If the Mayor declines to do this then the Council may create one or more committees of Council. A committee Chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. Committee Chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

Councillors

Councillors acting as the Council are responsible for:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive
- representing the interests of the residents and ratepayers of the Waikato District Council. (On election, the members' first responsibility is to the district as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each elected member has one vote. Any individual elected member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

Community Boards

Within the Waikato District there are five community boards:

- Huntly Community Board
- Ngaruawahia Community Board

- Onewhero-Tuakau Community Board
- Raglan Community Board
- Taupiri Community Board

The community board elected members, acting as the community board, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Waikato District Council, or any matter of interest or concern to the community board
- maintain an overview of services provided by the Waikato District Council within the community
- prepare an annual submission to the Waikato District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Waikato District Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council and community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

The Chief Executive is accountable to Council directly and not to Community Boards or Community Committees.

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

Meeting Attendance

Elected members are expected to attend and participate in all Council meetings, Standing Committee meetings and sub-committee meetings to which they have been appointed, unless they have submitted an apology or obtained a leave of absence in advance for non-attendance.

Councillors are expected to attend all workshops and those hearings that are held as part of the consultation process on Council documents, such as the Annual Plan and Long Term Plan.

From time to time, working parties will be established by the Council or a Standing Committee to achieve specific outcomes. Elected members are expected to make themselves available to be appointed to an equitable share of these working parties, and to attend all meetings of those to which they are appointed.

Appointments to Other Bodies

At the first meeting following the triennial elections and on other occasions (as appropriate) Council will appoint elected members to a variety of other bodies.

These appointments will be made on the basis of the best person for the specific role bearing in mind the skills required, the views of the Council and location of the elected member.

PART THREE: RELATIONSHIPS AND BEHAVIOURS

This part of the code sets out the agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

Relationships with Other Elected Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct
- treat people with courtesy and respect
- remain attentive and engaged in meetings.

Elected members shall maintain the respect and dignity of their office in their dealings with each other, Council officers and the public.

Elected members should also note that discussions are not subject to privilege.

Elected members will act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.

Elected members should remember that they have no personal power to commit the Council to any particular policy, course of action or expenditure and must not represent they have such authority if that is not the case.

Elected members will not make comments regarding other elected members or Council officers which are improper or derogatory.

In the performance of their official duties, elected members should refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

Elected members should dress in business attire for the meeting, function or gathering, they are attending on behalf of Council.

Relationships with Staff

The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instructor censure an employee
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Chief Executive's Performance Review Sub-Committee.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Elected members should raise operational issues with the Chief Executive in the first instance. If it is a routine matter such as repairing a pothole, cutting of vegetation or footpath repairs, the issue should be logged with Customer Delivery who will enter the issue into our service request system. This enables progress on these issues to be monitored.

Relationships with the Community

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the Media

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of Council. Media spans the full range of traditional, current and emerging social mediums including, but not limited to printed material, verbal discussions and all forms of electronic and digital material.

From time to time, individual elected members will be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own

right. This part of the code deals with the rights and duties of elected members when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact on behalf of Council:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee Chairperson
- the Mayor may refer any matter to the relevant committee Chairperson or to the Chief Executive for their comment
- no other elected member may comment on behalf of Council without having first obtained the approval of the Mayor. The only exception is providing information on Council activities through columns in community newspapers or newsletters or websites.

Elected members are free to express a personal view in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council
- where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view
- media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.
- the elected member should ensure that any comments made do not compromise Council's statutory responsibilities. For example, it would not be appropriate to comment on matters subject to legal proceedings or consent hearings before the Policy & Regulatory Sub-Committee.

Meeting Decisions

Every elected member who has the right to speak can lawfully express his or her opinion at any Council or Committee meeting within the limits imposed by Standing Orders. These meetings are open to the media and their comments may be reported.

Once a matter has been determined at a Council meeting, it becomes the Council's position until it is lawfully changed by a subsequent Council decision. All elected members and staff will respect this position.

The Mayor can make statements that accurately report Council decisions.

Committee Chairs can make statements that accurately report their Committee's decisions, or factual statements about Council or Committee decisions.

Elected members have the right to voice their own opinion to the news media, on Council/committee decisions, but they must state clearly when they are expressing a majority, collective Council view and when they are expressing a personal, minority opinion.

Confidential Information

In the course of their duties elected members will occasionally receive information that may need to be treated as confidential. This will generally be information that

is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use, circulate or disclose (verbal or written) confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Information Received in Capacity as an Elected Member

Any information received by an elected member in his/her capacity as an elected member that relates to the ability of Council to give effect to any provision of the Local Government Act 2002 or any other statute under which Council has responsibilities shall be disclosed by that elected member to the Mayor, all other applicable elected members and, if appropriate, the Chief Executive.

This duty of disclosure will require elected members to whom information may be offered on the basis that confidence be preserved to inform the intended provider of the information of the duty of disclosure and to decline to receive the information if that duty is likely to be compromised.

Responding to Queries Involving Liability Issues

Elected members need to ensure they respond to queries in an appropriate manner and with due regard to the legal position of Council. At times, elected members are asked to become involved in legal disputes or insurance claims. Such matters should be referred to the Chief Executive. It is important that Council act in an appropriate manner with regard to legal and insurance issues. Often our insurance cover depends on the way we address or manage an issue.

Training, Conferences and Induction

Following the triennial election, the Chief Executive will organise induction training for all elected members who require it. This will address the role of elected members and provide valuable information about what an elected member needs to know.

Council has a budget for training and development of elected members. From time to time consideration will be given to attendance at the Local Government Conference, Zone meetings and Planning Conference. Other conferences or meetings may also be considered.

If an elected member wishes to attend a conference or meeting, then he or she should discuss this with the Mayor.

Decisions on training, attendance at meetings, and attendance at conferences will be made by Council.

In the case of a Community Board or Community Committee elected member, an approach should be made to the Chairperson.

Conflicts of Interest

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's immediate family or business interests contract with the authority or have a pecuniary interest. Elected members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Elected members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the elected member or the elected member's immediate family for profit or gain
- any company, trust, partnership etc for which the elected member or their immediate family is a director, partner, trustee or beneficiary
- the address of any land in which the elected member has a beneficial interest and which is in the Waikato District Council
- the address of any land where the landlord is the Waikato District Council and:
 - the elected member or their immediate family is a tenant, or
 - the land is tenanted by a firm in which the elected member or immediate family is a partner, or a company of which the elected member or immediate family is a director, or a trust of which the elected member or immediate family is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the elected member's actions during the course of their duties as an elected member.

If the elected member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the elected member should seek guidance from the Chief Executive immediately.

Elected members should be guided by best practice, transparency and prudence in assessing interest situations. Bearing these principles in mind, elected members must disclose the interest so it can be considered.

Elected members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the elected member may seek an exemption to allow that elected member to

participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Standing Orders

Elected members must adhere to any standing orders adopted by Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment.

Ethics

Waikato District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination
- not influence, or attempt to influence, any Council employee to take actions that may benefit the elected member, or the elected member's family or business interests
- Only use Council resources (including facilities, staff, equipment and supplies) effectively and economically in the course of their duties, and within other guidelines, and not in connection with any election campaign or other personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position
- where a gift or hosted event in excess of \$100 excluding GST or more in value is offered to an elected member, this must be declared on Council's interest register.

Acceptance of substantial gifts, favours or hospitality may be construed as a bribe or perceived as undue influence. Working meals and social occasions should be undertaken in an appropriate manner.

Disqualification of Members from Office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector or are convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require elected members to declare whether they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Council therefore requires

elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

PART FOUR: COMPLIANCE AND REVIEW

This part deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

Compliance

Elected members must note that they are bound to comply with the provisions of this code of conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Elected members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members.

Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

Dealing with Complaints

There are two stages to a complaint:

- (a) Receiving and/or informally mediating the complaint.
- (b) Formalisation and investigation of the complaint, should it remain unresolved.

- (a) Receiving and/or informally mediating the complaint

When an issue arises the complainant should attempt to resolve the issue themselves with the party or elected member involved.

Should this be unsuccessful, the complainant should approach the Mayor (or Deputy Mayor in the absence of the Mayor) for an informal mediation between the parties.

If the informal mediation is unsuccessful, the complaint should be submitted in writing to the Mayor, (or Deputy Mayor in the absence of the Mayor). The complaint is confidential and will be acted on immediately.

Any allegation of a breach of a code of conduct must make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

- (b) Formalisation and Investigation of the Complaint

The Mayor (or Deputy Mayor in the absence of the Mayor) or nominee will convene an internal investigative group of four persons comprising a representative of both parties and two independent internal parties, (determined by the convener). Please note that a person can be either a witness or a representative (on the internal investigative group) but not both.

In extenuating circumstances, external parties may become involved as determined by the convener.

The internal investigative group will be chaired by the convener and will investigate, determine and make a decision on the breach and related consequences. The internal investigative group will provide a confidential report to Council.

The report once considered by Council will remain confidential.

Responses to Breaches of the Code

The exact nature of the action the internal investigative group may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render elected members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the elected member having to make good the loss or damage
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the internal investigative group (via Council) may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the internal investigative group may decide on any of the following actions:

- censure
- removal of the elected member from Council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

The internal investigative group will work with Council to implement its decision.

Review

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of conduct require a resolution supported by 75 per cent or more of the elected members of the Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

APPENDIX TO THE CODE OF CONDUCT

Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the Council library or in the office of the Chief Executive.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where an elected member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that elected member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse or partner contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that elected member has a pecuniary interest, and if so, may seek an exemption to allow that elected member to participate or vote on a particularly issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meeting procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the Chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another elected member is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other elected members, any employee of the Council or any member of the public.

The Local Government Official Information and Meetings Act 1987, sets out the rules around provision of information. These are summarised as follows:

Official Information

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The Local Government Official Information and Meetings Act 1987 requires all official information to be available to the public unless there are good reasons for withholding it.

Requesting Information

In brief, the Act states:

- requests should be made with “due particularity” (rather than asking for all files about a general topic, which creates a large amount of work) (section 10)
- it is the duty of Council to assist people making requests (section 11)
- the Council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges (section 13)
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so (section 15).

Refusing Requests for Information

A request may be refused (section 17) if:

- there is good reason to withhold it under section 6 or 7 of the Act
- the information will soon be publicly available
- the local authority does not actually hold the information
- the information cannot be made available without substantial collation or research
- the request is frivolous or vexatious.

Where a request is refused the Council must give its reasons and advise the requestor that there is a right to have the decision review by the Ombudsmen.

Sections 6 and 7 give the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety
- withholding the information is necessary to:
 - protect privacy
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of the information
 - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations
 - protect any obligations of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest
 - maintain free and frank discussion or protect officers and elected members from harassment
 - maintain legal professional privilege
 - enable the Council to carry out without prejudice or disadvantage commercial activities or negotiations
 - prevent the use of information for improper gain.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council

- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Please note that Council is not required to produce a prospectus following the enactment of the Securities (Local Authority Exemption) Amendment Act 2008. In its place a shorter investment statement is required.

Local Government Acts 1974 and 2002

The various provisions of the Local Government Act 1974 and 2002 form the basis of local government. Local government is a creature created by statute and in place to meet the requirements of the Local Government Act.

Elected members should be aware of the purpose of local government (section 10 Local Government Act 2002)

1. The purpose of local government is:
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
2. In this Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are:
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances.

In performing its role a local authority must have particular regard to the contribution that the following core services make to its communities

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities and other community infrastructure

“(1) In performing its role, as outlined in section 14 of the Local Government Act 2002, a local authority must act in accordance with the following principles:

- (a) a local authority should -

- (i) conduct its business in an open, transparent and democratically accountable manner; and
- (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- (c) when making a decision, a local authority should take account of:
 - (i) the diversity of the community, and the community's interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii)
- (d) a local authority should provide opportunities for Maaori to contribute to its decision-making processes:
- (e) a local authority should collaborate and co-operate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and
- (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
- (fa) a local authority should periodically -
 - (i) assess the expected returns to the authority from investing in, or undertaking a commercial activity; and
 - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- (h) in taking a sustainable development approach, a local authority should take into account:
 - (i) the social, economic, and cultural interests of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.”

Sections 44-46 of the Local Government Act 2002 outline action that can be taken by the Auditor General to recover a loss incurred by a local authority:

- “(1) For the purposes of this section and sections 45 and 46, a local authority is to be regarded as having incurred a loss to the extent that any of the following actions and omissions has occurred and the local authority has not been fully compensated for the action or omission concerned:
- (a) money belonging to, or administrable by, a local authority has been unlawfully expended; or
 - (b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
 - (c) a liability has been unlawfully incurred by the local authority; or
 - (d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.”

The Auditor General has the right to recover any such loss from each member of the local authority jointly and severally.

The Local Government Act deals with issues of governance, structure of local government, planning, decision-making and accountability, regulatory and enforcement, offences, penalties and other proceedings.

Resource Management Act 1991

This Act governs how Council should deal with land use and other planning processes. The Resource Management Act sets out to provide a range of rules that support a sustainable environment but also permits local autonomy based around the development of a District Plan that applies to each individual local authority.

Privacy Act 1993

The Privacy Act 1993 explains how Council should manage issues to do with information it holds to conduct its business. This could involve individual records relating to ratepayers or staff records for employees of Council.

Council must comply with the requirements of this Act and as part of this process a staff member has been appointed as the designated Privacy Officer. Any queries in relation to the Privacy Act should be directed to the Chief Executive in the first instance.

Public Audit Act 2001

Council is publicly accountable under the provisions of the Public Audit Act 2001. As a result of this, an annual audit is undertaken under the direction of the Auditor General. This audit reviews the financial and non-financial performance of Council through the development and reporting of the Annual Report.

[WDC0710/24, WDC1011/25/1/3 refer]

Health and Safety at Work Act 2015 (replaces the Health & Safety in Employment Act 1992)

The Health & Safety at Work Act took effect on 4 April 2016. Elected members are deemed officers under the legislation. Whilst elected members can't be prosecuted under this legislation, they are not exempt from prosecution under other legislation. As officers, elected members are required to take a responsible attitude to health and safety and undertake due diligence to ensure compliance with the legislation.

Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive
Date	28 April 2016
Prepared By	JP Davies Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1506118
Report Title	Confirmation of Minutes

1. Executive Summary

To confirm the minutes of an extraordinary meeting of the Waikato District Council held on Tuesday 19 April 2016.

2. Recommendation

THAT the minutes of an extraordinary meeting of Waikato District Council held on Tuesday 19 April 2016 be confirmed as a true and correct record of that meeting.

3. Attachments

Attachment: Minutes 19 April 2016



MINUTES of an extraordinary meeting of the Waikato District Council held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 19 APRIL 2016** commencing at **1.00pm**.

Present	His Worship the Mayor Mr AM Sanson Cr JC Baddeley Cr J Church Cr R Costar Cr DW Fulton <i>[until 1.51pm]</i> Cr J Gibb Cr WD Hayes Cr S Lynch Cr RC McGuire Cr L Petersen Cr J Sedgwick Cr NMD Smith Cr MR Solomon Cr CS Tait
Attending	Mr TG Whittaker (Acting Chief Executive) Ms S Duignan (General Manager Customer Support) Mr T Harty (General Manager Service Delivery) Mrs RJ Gray (Council Support Manager) Mr C Birkitt (Monitoring Team Leader) Mr M Mould (Waters Manager) Mr T Gibson (City Care Ltd) Mr O Mulder (City Care Limited) Staff Members

WDC1604/20 APOLOGIES AND LEAVE OF ABSENCE

All members were present.

WDC1604/21 CONFIRMATION OF STATUS OF AGENDA ITEMS

WDC1604/21/1 **Resolved: (Crs Smith/Sedgwick)**

THAT the agenda for the extraordinary meeting of the Waikato District Council held on Tuesday 19 April 2016 be confirmed and

all items therein be considered in open meeting;

AND THAT in accordance with **Standing Order 3.7.2** the order of business be changed with agenda item 4.4 [*Budget Shortfall – North Waikato Waste and Recyclables Collection Contract*] being considered prior to agenda item 4.3 [*Award of Tender Contract – North Waikato Waste and Recyclables Collection*].

CARRIED on the voices

WDCI604/22 DISCLOSURES OF INTEREST

There were no disclosures of interest.

WDCI604/23 REPORTS

**WDCI604/23/1 Proposed Waikato District Council Freedom Camping Bylaw 2016
Item 4.1**

The General Manager Customer Support spoke of some changes to the bylaw, that had been circulated. The Monitoring Team Leader identified key areas that were separate to the bylaw including some changes to the maps. It was noted that Port Waikato Sunset Beach Carpark would be listed as a prohibited area in the draft document.

Resolved: (Crs Baddeley/Sedgwick)

THAT the report of the **General Manager Customer Support – Proposed Waikato District Council Freedom Camping Bylaw 2016** be received;

AND THAT the proposed bylaw does not give rise to any implications under the **New Zealand Bill of Rights Act 1990** pursuant to section 155(2) of the **Local Government Act 2002**;

AND FURTHER THAT the **Statement of Proposal**, incorporating the proposed **Waikato District Council Freedom Camping Bylaw 2016** (subject to any amendments), be publicly notified on **20 April 2016** with the closing date for submissions being **20 May 2016**, in accordance with **Sections 83** (special consultative procedure), **86** (use of special consultative procedure in relation to adoption or review or amendment of bylaws) of the **Local Government Act 2002**;

AND FURTHER THAT submissions on the **Statement of Proposal**, (incorporating the proposed **Waikato District Council Freedom Camping Bylaw 2016**) be considered and, if requested, be heard by **Council** at a meeting to be held on **6 July 2016** or as early

thereafter as possible.

CARRIED on the voices

WDC1604/23/2

Award of Tender Contract No 15-162 - Parks and Open Spaces Maintenance Services
Item 4.2

The General Manager Service Delivery provided background information on the contract and advised that a competitive dialogue approach had been taken calling for expressions of interest. Discussion was held on this item and questions asked of the General Manager Service Delivery.

His Worship invited Mr Mulder (City Care Limited) to speak prior to the recommendation being resolved. He spoke of the process carried out, and looked forward to working with the community to make it a better place should City Care Limited be awarded the contract. He answered questions raised during discussion on this item, including noting that Ms Margaret Devlin (Council's Chair of Audit & Risk Subcommittee and a City Care board member) had declared a conflict of interest and removed herself from any involvement in the process.

Resolved: (Crs Hayes/Fulton)

THAT the report from the General Manager Service Delivery be received;

AND THAT the tender submitted by City Care Limited in the sum of \$3,928,581 excluding GST, be approved for Contract No 15/162: Parks & Open Spaces Maintenance Services;

AND FURTHER THAT the Approved Contract Sum total be set at \$59,300,000 for a 10 year period from 1 August 2016 to 30 June 2026, subject to performance;

AND FURTHER THAT the assessed annual value may be increased by no more than 3% to adjust for annual inflation;

AND FURTHER THAT the assessed annual value may be increased by no more than 5% to allow for changes in assets.

CARRIED on the voices

WDC1604/23/1

Budget Shortfall – North Waikato Waste and Recyclables Collection Contract
Item 4.4

The General Manager Service Delivery spoke to a power point presentation.

A significant discussion was carried out with questions around the funding process with an opportunity for doing things differently in the future.

The Waters Manager provided clarification to some issues raised.

Resolved: (Cr's McGuire/Hayes)

THAT the report from the **General Manager Service Delivery** be received;

AND THAT Option 1 as outlined below be approved as the appropriate way forward for managing the budget deficit for Contract No 15-127.

Option 1- 2018/28 Long Term Plan

The LTP has capital expenditure to upgrade the Refuse Transfer Stations in Huntly and Te Kauwhata to Resource and Recovery Centre (RRC) in 2016/17. This funding has with it increased operational costs from 2017/18 onwards. The upgrade has been delayed due to contractual negotiations and will result in an operational saving of \$199,814 in 2017/18 (General Rate funded). These savings could be used to partially fund the shortfall as these funds were allocated to refuse and recycling activities.

The remaining deficit in the budget will need to be funded by a target rates review during the next Long Term Plan and applied from 2018/19 onwards. This would equate to a target rates increase of approximately \$12 excluding GST per property per annum.

Financial Year	Funding Deficit	Funding Solutions
2016/17	\$319K	Increase reserve deficit and recover over the 2018/28 LTP
2017/18	\$207K	\$200K RRC operational savings
2018/19	\$206K	Change in 2018/28 LTP
2019/20	\$205K	Change in 2018/28 LTP
2020/21	\$205K	Change in 2018/28 LTP
TOTAL	\$1,142K	

CARRIED on the voices

Cr Fulton retired from the meeting [1.51pm] during discussion on the above item and was not present when voting took place.

Open Meeting

To	Waikato District Council
From	G J Ion Chief Executive
Date	27 April 2016
Prepared By	K Lockley Zero Harm Manager
Chief Executive Approved	Y
DWS Document Set #	1506099
Report Title	Zero Harm Update

1. Executive Summary

The purpose of this report and its attachments is to provide an update on current health and safety performance. Council recognise that compliance is essential but they aspire to achieve best practice in health and safety performance and to create a sustainable zero harm culture where everyone goes home safe and healthy each day.

2. Recommendation

THAT the report of the Chief Executive – *Zero Harm Update* - be received.

3. Information Supporting Dashboard Report

Near miss reporting across all sectors of the organisation is down on numbers from preceding reporting periods (42 in total). There were 14 first aid injuries (13 minor) and 1 (moderate). 10 incidents of unsafe situations or behaviours were also reported.

4. General Updates

Safety Conversations

Members of the Executive Team continue to carry out safety conversations across the organisation.

Over Speed Reporting

Monitoring continues with managers following up results.

WSMP Audit

The Audit programme remains the focus of the Zero Harm Team in the short term, progress remains on track. The internal audit review identified some areas that need further work and this is being addressed at present.

Critical Risk Register

Staff have undertaken a review and updated the Critical Risk Register.

8. Conclusion

The current workplace safety management practices programme remains on target for the dates to meet Council objective.

9. Attachments

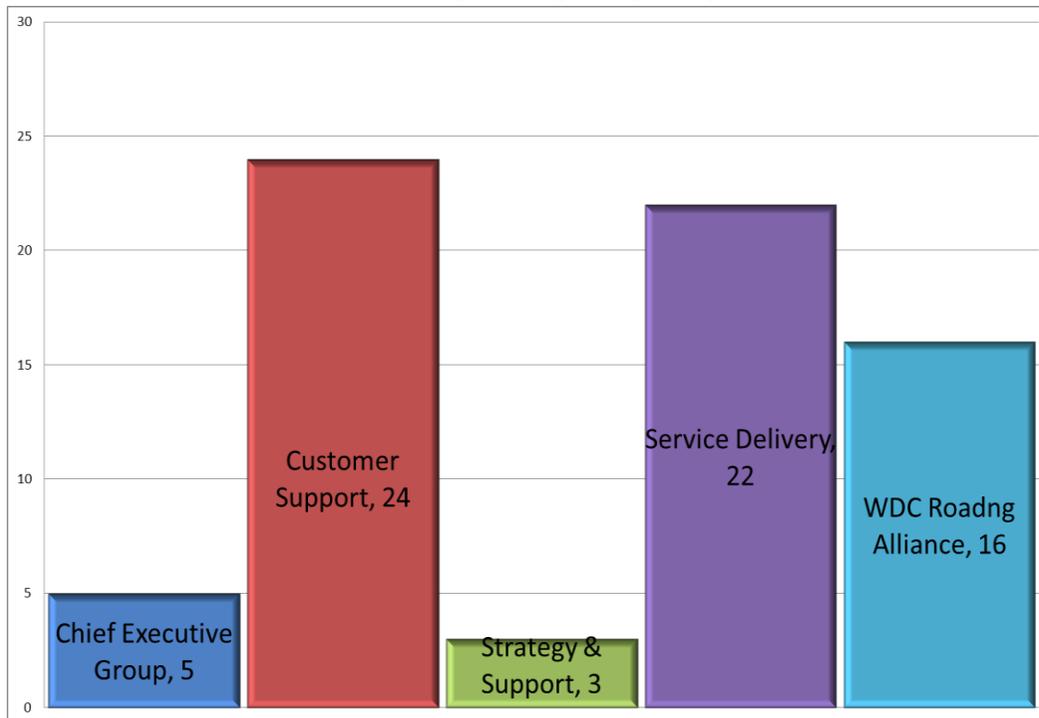
Zero Harm Dashboard

APRIL 2016

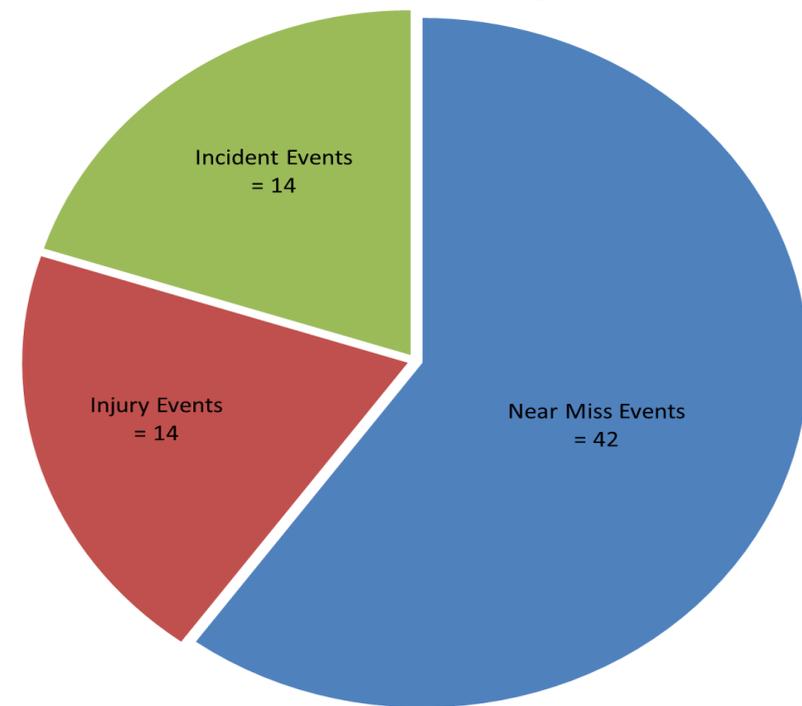
Total Reports – 70

- 42 Near Miss Reports
- 14 Injury Events (13 minor injuries and 1 moderate injury)
- 14 Incidents

Number of reports per group;



Break down of reports;



Moderate Injury:

- ⊕ Scratched Pupil, required medical attention (eye flushed out)

Minor Injuries:

- ⊕ Bruising x 4
- ⊕ Small Cut x 3
- ⊕ Superficial Scratches x 1
- ⊕ Grazed skin x 2
- ⊕ Strain & Sprains x 2
- ⊕ Ripped fingernail from nail bed

Open Meeting

To	Waikato District Council
From	G J Ion Chief Executive
Date	26 April 2016
Chief Executive Approved	Y
DWS Document Set #	1505777
Report Title	Elected Members' Remuneration and Related Policies

I. EXECUTIVE SUMMARY

To provide an update on the Remuneration Authority's review of remuneration to elected members prior to the Authority's formal determination in May for the 2016/2017 financial year.

It is also proposed to make minor amendments to the Reimbursement of Mileage and Expenses Policy to reflect changes to mileage thresholds and to recognise the Pokeno Community Committee.

2. RECOMMENDATION

THAT the report of the Chief Executive – *Elected Members' Remuneration and Related Policies* - be received;

AND THAT Council recommend to the Remuneration Authority the existing percentage increases to reflect additional duties as follows:

- Deputy Mayor 40%
- Committee Chairs (Infrastructure and Strategy & Finance) 25%
- Discretionary & Funding Committee Chair 20%

AND FURTHER THAT the Reimbursement of Mileage and Expenses Policy - Elected Members (as amended) be updated and submitted to the Remuneration Authority for approval;

AND FURTHER THAT the existing Gifts and Hospitality Policy, Conferences and Seminar Policy and Sensitive Expenditure Policy be submitted to the Remuneration Authority for approval.

3. BACKGROUND

The Remuneration Authority conduct an annual review of remuneration for elected members and related policies. Council is asked as part of the process to review components of the work.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This report is for the information of elected members. The Remuneration Authority has revisited its approach and cap for additional duties. Further work is required before the Authority's approach can be fully implemented.

A review of the existing policies indicate that these still remain relevant with the exception of the Reimbursement of Mileage and Expenses Policy – Elected Members, which requires some minor amendment.

Remuneration levels for 2016/2017 have been based upon a 2% increase for this Council.

The increment determined by the Remuneration Authority will be automatically gazetted and approved for payment without any requirement of submissions or information by Councils. Councils may choose to input on additional duties. In informal discussions, Council did not approve any change to current percentage adjustments for these additional duties.

A summary is as follows:

	Proposed \$
Mayor	126,735
Deputy Mayor	54,121
Committee Chairperson	48,323
Discretionary & Funding Committee Chairperson	46,390
Councillors	38,658
Huntly Community Board Chairperson	9,996
Ngaruawahia Community Board Chairperson	9,996
Onewhero-Tuakau Community Board Chairperson	10,404
Raglan Community Board Chairperson	8,364
Taupiri Community Board Chairperson	2,652
Huntly Community Board members	4,998
Ngaruawahia Community Board members	4,998
Onewhero-Tuakau Community Board members	5,202
Raglan Community Board members	4,182
Taupiri Community Board members	1,326

The Remuneration Authority is also required to authorise policies which contain any element of reimbursement, travel or sensitive expenditure.

5. CONSIDERATION

5.1 FINANCIAL

The draft Annual Plan budget for 2016/2017 will not be sufficient to meet the requirements as set down by the Remuneration Authority. There will be a cost overrun of \$65,861 but in the context of the Council budget, this is not significant. Councillors will recall that this is a follow on from the budget in 2015/16 being lower than the Remuneration Authority determination.

5.2 LEGAL

The Remuneration Authority is responsible for setting remuneration levels for elected members.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Remuneration for elected members is determined by the Remuneration Authority. Council is able to submit requests for additional duties and this is proposed to be in line with previous approvals.

Community Board Chairs have been written to regarding whether they are seeking a review of remuneration based on additional duties.

Council is also required to resubmit for approval the following policies:

- Reimbursement of Mileage and Expenses Policy – Elected Members
- Gifts and Hospitality Policy
- Conferences and Seminars Policy – Attendance and Payment of Expenses (including Local Government NZ Conferences)
- Sensitive Expenditure Policy

A quick review of the policies indicate that they remain current with the exception of the Reimbursement of Mileage and Expenses Policy – Elected Members.

An amended policy is submitted for consideration.

The changes are as follows:

- The threshold distance now only applies to the Council office, Community Board or Community Committee meeting location.
- In line with Council's direction that the Pokeno Community Committee is to be considered in the same vein as Tamahere, Te Kauwhata and Meremere, inclusion of Pokeno in the policy for mileage and travel time reimbursement.
- Some cosmetic changes identified in reviewing the policy.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

This matter does not trigger Council's Significance and Engagement Policy.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	A letter has been sent to each Community Board Chair to seek feedback on whether the Community Boards are seeking any payment for additional duties.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees

6. CONCLUSION

The report outlines the basis of the Remuneration Authority's proposed determination for remuneration of elected members for 2016/2017 and suggests changes to the Reimbursement of Mileage and Expenses Policy – Elected Members.

7. ATTACHMENTS

Nil.



Remuneration Authority



17 March 2016

COPY FOR YOUR
INFORMATION

RECEIVED

21 MAR 2016

Mr Allan Sanson
Mayor
Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

Waikato District Council

Dear Mayor Sanson

Elected Members' Remuneration from 1 July 2016

This letter provides information about your elected members' base remuneration for the period from 1 July 2016 to 30 June 2017, and it follows the letter sent by this Authority to your Chief Executive on 1 December 2015 setting out the process the Authority will follow this year in setting remuneration for elected members. In that letter we also included a copy of a report we issued in 2012 entitled "Remuneration setting proposals for local authorities: 2013 and beyond". You can access that report at <http://remauthority.govt.nz/clients-remuneration/remuneration-for-local-government-elected-officials/>.

This letter also requires your action. It is necessary for you to provide additional information to the Authority, on the forms provided with this letter, in order for the Authority to make an accurate determination for your Council for the 2016/17 year. That information is required by Monday 16 May at the latest.

Background

In addition to the 2012 report, during 2015 the Authority commissioned HayGroup to review a sample group of councils and establish both the size and changing nature of local representation. In undertaking this work the Authority obtained information that gave it some confidence in the size of the job of elected members and the increasing demands on them.

It also received feedback on the ability of a council to recognise the additional responsibilities undertaken by some members and it has taken this into consideration in its decision making.

There were two areas in which the Authority did not get sufficient information to have confidence in the scope of elected members' undertakings. The first is the time commitment required to effectively fulfil council responsibilities and the second is the additional time commitment and responsibilities that flow from the district or regional plan hearing process.

The remuneration element of the review that the Authority undertook in 2012 was only partially implemented due to the significant increases, and occasional decreases, that would have resulted. The Authority assessed that such a change would not have been acceptable to communities at a time when both urban and rural New Zealanders faced rating and financial challenges and most working people received only modest increases in remuneration.

Given the Authority's continuing concern regarding aspects of the information available to it this year, we are again deferring full implementation whilst a new review of the remuneration

Remuneration Authority

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Telephone 04 499 3068 Facsimile 04 499 3065 Email info@remauthority.govt.nz

framework is undertaken. This work will take place over the coming year and, as proposals develop, the Authority will engage further with local government.

For this year the Authority has decided to implement increases between 1.5% and 3%, phased in bands, with the larger metropolitan areas receiving 1.5% and those councils with more modest current remuneration being increased up to 3%. This has been introduced in four bands based on the Authority's size index.

Base Remuneration 2016/2017 Mayor and Councillors

Under this approach the following will be the **base** remuneration for you and your elected members.

Role	2015/16 remuneration	2016/17 remuneration
Mayor	\$124,250	\$126,735
Councillor	\$37,900	\$38,658

Community Boards

The base remuneration for your community boards is outlined on a separate sheet attached. This is based on your current structure; if that structure changes because of a representation review we will need to do a recalculation.

These figures exclude any payments for additional responsibilities. If you wish to apply for such a payment for a community board for 2016/2019 it is necessary to submit Form C (see below). Payment for additional responsibilities for community boards apply to the whole board.

Payment for additional duties

To recognise the concerns reflected in our review about the ability to appropriately address the additional duties of some elected members, the Authority has decided to increase the amount available to supplement base remuneration from 150% of the councillor remuneration to 200%. Therefore the maximum amount available for your council for this purpose is \$77,316. The Authority has also decided to respond to concerns raised by councils by removing the 40% and 25% caps on the payment to individual councillors for additional duties.

The Authority has not amended the maximum amount of additional duty payments available for community boards, which remains at 30%.

The Authority is not making any changes to the provisions for payment for elected members participating in district or regional planning hearing processes in this determination, but we have agreed with LGNZ to set up a working group to find a solution that will be permitted under the legislation. We anticipate that the Authority's 2017/18 determination will address the matter.

What you need to do now

Attached to this letter are four forms for completion. The first two are compulsory. The others are for your use when they are relevant to your council.

1. The Mayor's **vehicle information form** will enable the Authority to make the correct adjustment to the Mayor's remuneration where necessary. *You must submit this form even if the Mayor will not be provided with a vehicle.*
2. Form A is a schedule of your **proposed positions and remuneration**. You must complete and submit this form.
3. Form B is the information required for each position that the council wishes to recommend for **additional payments**. Please note that the description needs to apply to all the positions a member holds. For example, if the deputy mayor also chairs a committee, one additional payment should be proposed to cover all the duties.
4. Form C is the information required when a council wishes to apply for an **additional duties payment for a community board**.

As in previous years, councils are not required to allocate the total amount of funds available.

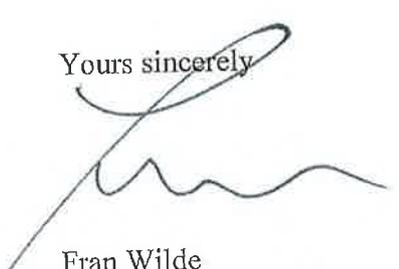
The forms are also available as Word documents on the Authority's website at this address <http://remauthority.govt.nz/local-government/>.

In order for the Authority to release its determination prior to 1 July 2016, we require these returns no later than Monday 16 May, so we would appreciate hearing from you as soon as possible.

We consider that the most efficient way for you to return the forms would be to scan your set into a pdf file and attach to an email to info@remauthority.govt.nz.

If you have any questions regarding the above information please forward them by email to info@remauthority.govt.nz.

Yours sincerely



Fran Wilde
Chair

cc Chief Executive, Waikato District Council

Enclosures

1. Mayor's car information form
2. Positions form (Form A)
3. Additional payments for positions form (Form B)
4. Additional payments for a community board form (Form C)

Council Mayor or Chair Vehicle Information Form

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

Name of Council: Wakato District Council

Does the Council supply a vehicle to the Chair or Mayor? YES / NO

If "yes" please complete the table below.

Make and model	Toyota Highlander
Date of Purchase	28 March 2014
Total on the road cost to Council on purchase GST inclusive	\$58,538.57
Is the car for Chair/Mayoral use only? <i>"Chair/Mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.</i>	<input checked="" type="radio"/> YES / NO
If "no" above then please confirm percentage of private use. <i>"Full private use" is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).</i>	%

Car value deduction calculation example:

If value of car = \$38,000 incl. GST and
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3,116$ This is the amount to be deducted from the Chair's/Mayor's salary.

Council Community Boards Chair and Member Salaries 2016

Council	Community Board Name	Chair salary \$	Member salary \$
Waikato District	Taupiri Community	2,652	1,326
Waikato District	Raglan Community	8,364	4,182
Waikato District	Ngaruawahia Community	9,996	4,998
Waikato District	Huntly Community	9,996	4,998
Waikato District	Onewhero-Tuakau Community	10,404	5,202



20 April 2016

Chairs of Regional Councils

Mayors of Territorial and Unitary Councils

All Chief Executives

Elected Members' Expenses and Allowances

The Authority is required to set or approve the policies of each council with regard to reimbursement of the costs incurred by elected members.

It undertakes this role in two parts. The Annual Local Authority determination includes provisions for mileage, travel times and communications and, additionally, each council is required to provide its full policy on expenses and allowances to the Authority for review and approval.

Once this has been done it is a requirement of the Authority that both the determination and the expenses policy be available for perusal by the public. A number of councils also report to their ratepayers on the usage of these allowances, a move towards further transparency that the Authority supports.

Payments set by the Authority in the Determination

In preparation for this year's determination, which will come into force on the 1st July 2016, the Authority has reviewed the allowances set in the determination and will be making adjustments to both the mileage and travel allowance.

Mileage Allowance

The Authority is making two changes to this allowance.

1. In line with the Inland Revenue Department's decision last year, the first five thousand kilometres claimed should now be reimbursed at 74c per kilometre, instead of 77c at present. The rate for travel in excess of 5000 kilometres remains at 37c.
2. In response to issues raised by elected members, the 30 kilometre threshold will now apply only to visits to the council or community board office. For other travel by members, no threshold distance will apply.

The principles and logic behind the per kilometre rate are explained in detail in the document attached to this letter.

Remuneration Authority

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 Telephone 04 499 3068 Facsimile 04 499 3065 Email info@remauthority.govt.nz



LOCAL AUTHORITY VEHICLE MILEAGE ALLOWANCE - 2016

This note explains the principles adopted by the Remuneration Authority in setting the terms and conditions of the Vehicle Mileage Allowance, as well as explaining the logic behind the per kilometre rates. It is updated using the 2014/15 Automobile Association data.

Principles

The Authority adopted the following principles when considering the setting of the Vehicle Mileage Allowance:

Principle 1: The Authority does not intend to meet the costs of an elected member getting to and from work, where the elected member lives within normal commuting distance of the nearest office of the local authority. This is because:

- a) The pay scales that the Authority uses to set elected member remuneration are based on pay scales used for other public service positions, where there is no doubt that the costs of travel to and from work is the responsibility of the job holder, and
- b) It is normal practice for people engaged in providing regular services to a single body to meet their own costs of travel to and from the place of employment.

Principle 2: Any mileage allowance should meet the reasonable additional costs incurred by the elected member in using their own vehicle for travel required on council business. This includes travel to and from the place of work in excess of normal commuting distance.

Principle 3: The Authority will apply averages in setting per kilometre rates and normal commuting distances. This means that the Authority will use average vehicle operating costs for average sized and specified cars travelling on average roads, and average kilometres travelled per annum by the population as a whole.

Principle 4: Wherever possible the Authority will use independent sources of information.

Threshold Distance

The application of Principle 1 requires the Authority to consider what a “normal commuting distance”. Taking into account that commuting distances in the country tend to be longer than in urban areas, but not wishing to penalise country elected members, the Authority looked at average commuting distances in cities and large towns.

The Authority considered that it would be fair to regard a normal commuting distance as being 15 kilometres. The Authority recognises that this is an average and that, even in urban areas, some people commute more than 15 kilometres.

distance in a year (including council travel) – the difference is the additional cost of council travel. This difference can then be expressed as a rate per km.

These calculations are shown below (based on the data from the AA report) where an extra 5,000 km a year is travelled on council business:

Vehicle	Cost rate for first 14,000 km	Personal Cost of first 14,000 km	Cost rate for 19,000 km	Cost of 19,000 km	Cost of additional 5,000km	Additional cost per km
Compact	65c per km	\$9,100	55c per km	\$10,450	\$1,350	27c
Medium	80c per km	\$11,200	67c per km	\$12,730	\$1,530	31c
Large	109c per km	\$15,260	90c per km	\$17,100	\$1,840	37c

Below are comparative calculations where an extra 10,000km a year is travelled on council business:

Vehicle	Cost rate for first 14,000 km	Personal Cost of first 14,000 km	Cost rate for 24,000 km	Cost of 24,000 km	Cost of additional 10,000km	Additional cost per km
Compact	65c per km	\$9,100	49c per km	\$11,760	\$2,660	27c
Medium	80c per km	\$11,200	60c per km	\$14,400	\$3,200	32c
Large	109c per km	\$15,260	80c per km	\$19,200	\$3,940	39c

It can be seen from the above that the additional cost per km incurred for the council travel is 32 cents if a councillor:

- drives a medium sized car, and
- normally does 14,000 km per year for personal travel, and
- does an extra 10,000 km in a year on council business.

Even if the councillor drives a large car (which is above average size) the additional cost per km is only 39 cents.

Using additional data supplied by the Automobile Association we have examined yearly costs associated with much higher additional yearly mileage by assuming higher depreciation rates, more frequent tyre replacement and higher repair costs. Yearly costs are shown in the following table for a car costing \$50,000 and owned for 5 years:

FORM A
Proposed positions and remuneration



Name of Council: Waikato District Council.

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities

Name of Position	Number of positions	\$ amount for additional responsibilities	Total remuneration per position	
Mayor or Chair	1	\$ -	\$ 126,735	126,735
Deputy Mayor	1	\$ 15,463	\$ 54,121	54,121
Committee Chairs (Infrastructure and Strategy & Finance)	2	\$ 9,665	\$ 48,323	96,646
Discretionary & Funding Committee Chair	1	\$ 7,732	\$ 46,390	46,390
Councillors	9	\$ -	\$ 38,658	347,922
Sub total Council				671,814

FORM B
**Information about each position recommended for
additional payments**

NAME OF COUNCIL	Waikato District Council
POSITION TITLE	Deputy Mayor
NUMBER OF POSITIONS WITH THAT TITLE	
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	Please see attached.
ADDITIONAL TIME <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	20 hours per week.
BASE COUNCILLOR SALARY The 2016 base councillor salary for your council	\$ 38,658
RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay	\$ 15,463
TOTAL REMUNERATION	\$ 54,121

POSITION DESCRIPTION – DEPUTY MAYOR

Carries out the following:

- a) Performs all the responsibilities and duties, and exercises all the powers of the Mayor;
 - i) with the consent of the Mayor at any time during his temporary absence,
 - ii) without the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing his duties,
 - iii) while there is a vacancy in the office of the mayor.
- b) Deputises for the Mayor when the latter has competing commitments. Includes chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at civic events, chairing informal meetings of Councillors.
- c) Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and Council staff to resolve them.
- d) Assists the Mayor to work closely with other elected members to ensure smooth Council decision-making.
- e) Chair the Waikato District Community Wellbeing Trust and also the Policy & Regulatory Committee.
- f) Represent the Council at meetings of working groups, strategic partners and other external organisations and groups.

The Council's Code of Conduct spells out in general terms the roles and functions detailed above. The document also confirms the role of the Deputy Mayor as set out in a) above. The Deputy Mayor was assigned a variety of posts confirmed by Council at the 29 October 2013 meeting. Activities described in b), c) and d) are carried out at the direction of the Mayor, in support of his workload. The position as Chair of the Community Wellbeing Trust was confirmed at its AGM of 23 September 2013.

The duties described under the Position Description are regularly recurring on a weekly or monthly basis (particularly b)-e)).

It is important that in the absence of the Mayor there is a clearly identifiable person who has the lead for the Council's political, policy and community leadership.

FORM B
**Information about each position recommended for
additional payments**

NAME OF COUNCIL	Waikato District Council
POSITION TITLE	Discretionary & Budgeting Committee Chair
NUMBER OF POSITIONS WITH THAT TITLE	1
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	Please see attached.
ADDITIONAL TIME <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	12 hours per week.
BASE COUNCILLOR SALARY The 2016 base councillor salary for your council	\$ 38,658
RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay	\$ 7,732
TOTAL REMUNERATION	\$ 46,390

POSITION DESCRIPTION**DISCRETIONARY & FUNDING CHAIRPERSON**

Carries out the following:

- a) Chair meetings of a Standing Committee
- b) Meeting preparation and follow-up: Attend preparatory meetings with staff and ensure satisfactory information is under preparation. Liaise with the Mayor and staff on any media issues that arise. After a meeting work with staff to make sure key issues and decisions are clearly communicated to the media and public.
- c) Policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, make policy recommendations, exercise good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on portfolio matters.
- d) External representation: represent the Council at meetings of working groups, and other external organisations and groups. Attend official functions within area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.
- e) Communication: Act as the Committee's principal spokesperson in relation to portfolio matters and the official policy of the Council.
- f) Represent Council as a trustee for the Waikato District Community Wellbeing Trust.
- g) Represent Council on the Creative Community New Zealand Scheme Assessment Sub-Committee.

The Council's Code of Conduct spells out in general terms the roles and functions detailed above. Through appointments to key external Committees and working parties, Council relies on the Community Chairs to advocate on behalf of the Council.

The duties described under the Position Description are regularly recurring on a quarterly basis to coincide with the meeting cycle for this Committee.

The benefits to ratepayers are:

- a) Development of significant knowledge and expertise in holding a portfolio role helps to inform policy formation.
- b) Having one point of contact for staff and ratepayers facilitates more robust discussion and quicker dissemination of information/viewpoints.

FORM B
Information about each position recommended for additional payments

NAME OF COUNCIL	Waikato District Council
POSITION TITLE	Infra Committee Chair (In Infrastructure and Strategy & Finance)
NUMBER OF POSITIONS WITH THAT TITLE	2
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	Please see attached.
ADDITIONAL TIME <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	15 hours per week.
BASE COUNCILLOR SALARY The 2016 base councillor salary for your council	\$ 38,658
RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay	\$ 9,665
TOTAL REMUNERATION	\$ 48,323

POSITION DESCRIPTION
INFRASTRUCTURE COMMITTEE CHAIRPERSON AND
STRATEGY & FINANCE CHAIRPERSON

Carries out the following:

- a) Chair meetings of a Standing Committee
- b) Meeting preparation and follow-up: Attend preparatory meetings with staff and ensure satisfactory information is under preparation. Liaise with the Mayor and staff on any media issues that arise. After a meeting work with staff to make sure key issues and decisions are clearly communicated to the media and public.
- c) Policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, make policy recommendations, exercise good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on portfolio matters.
- d) External representation: represent the Council at meetings of working groups, and other external organisations and groups. Attend official functions within area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.
- e) Communication: Act as the Committee's principal spokesperson in relation to portfolio matters and the official policy of the Council.

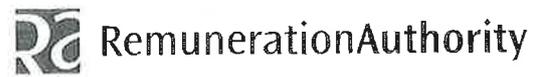
The Council's Code of Conduct spells out in general terms the roles and functions detailed above. Through appointments to key external Committees and working parties, Council relies on the Committee Chairs to advocate on behalf of the Council.

The duties described under the Position Description are regularly recurring on a monthly basis to coincide with the monthly meeting cycle of the Council's committees.

The benefits to ratepayers are:

- a) Development of significant knowledge and expertise in holding a portfolio role helps to inform policy formation.
- b) Having one point of contact for staff and ratepayers facilitates more robust discussion and quicker dissemination of information/viewpoints.

FORM C
Proposed additional duties
payment for community board



NAME OF COUNCIL	
NAME OF COMMUNITY BOARD	
COMMUNITY BOARD CHAIR <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)</i>	YES/NO
ADDITIONAL ROLE OR RESPONSIBILITY <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	
ADDITIONAL TIME <i>Estimated extra time involved in carrying out the extra responsibilities</i>	
BASE COMMUNITY BOARD SALARY <i>The 2016 base community board salary for this board</i>	\$
RECOMMENDED ADDITIONAL PAY <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$
TOTAL REMUNERATION	\$



Reimbursement of Mileage and Expenses Policy – Elected Members

Policy Owner	Chief Executive
Approved By:	Waikato District Council
Resolution Number	WDC1309/06/1/5
Effective Date	September 2013 May 2016
Next Review Date:	September 2016 May 2019

Councillors' Salaries, Travelling and Home Office Expenses

A Salaries

- (i) Salaries will be paid to elected members of Council in accordance with the remuneration pool and rules determined by the Remuneration Authority.
- (ii) The remuneration pool determined by the Remuneration Authority will be split in accordance with a Council resolution.
- (iii) Those Councillors sitting on Statutory Hearings (as defined by the Remuneration Authority) to be paid the maximum allowable hourly rate but no additional rate is payable to the Chairperson.
- (iv) The Council will not pay separate meeting allowances to elected members.

B Vehicle Mileage Allowance

- (i) Waikato District Council authorises the payment of a vehicle mileage allowance for travel by Councillors, Community Board members or the Community Committees of Tamahere, Pokeno, Te Kauwhata or Meremere where:
 - (a) The Councillor, Community Board or Community Committee member is not otherwise provided with the use of a vehicle by Council.
 - (b) The distance travelled by the Councillor, Community Board or Community Committee member on the day exceeds the threshold distance prescribed by the Remuneration Authority for that year.

- (c) The travel is in a private vehicle on Council business and by the most direct route that is reasonable in the circumstances.
- (d) ~~In the case of Community Boards, or Community Committees the mileage is only for meetings approved by Council. The threshold will now apply only to visits to the Council office or Community Board or Committee meeting location. For other travel by members, subject to the clarification below, no threshold distance will apply.~~
- (ii) The payment will be at the maximum rate prescribed by the Remuneration Authority and will only apply to all mileage over and above the threshold.
- (iii) The payment would only be made to Councillors in line with meetings as outlined below:
- Council meetings.
 - Council workshops.
 - Council committee meetings to which they have been appointed by resolution of Council.
 - Any committee meeting where that Committee resolved to give the elected member(s) voting and speaking rights.
 - Any committee that an elected member who is not an appointed member of that committee but needs to attend because of an issue that is specific to that elected member's ward is being discussed, that where in the opinion of the Chair of the committee, the Councillor's attendance would add value to the item being discussed.
 - Outside committees or organisations that the elected member has been appointed to by resolution of Council.
 - Attendance at a conference or seminar or on Council business where the elected member(s) has been authorised to attend by resolution of Council.
 - Any meeting that an elected member is requested to attend by His Worship the Mayor or the Chief Executive such as roadside meetings or meetings with individual ratepayers.
 - Any inspection or visit that an elected member is required to undertake at the request of His Worship the Mayor or by resolution of committee. This clause is intended to cover inspections arising from emergency work or planned familiarisation trips in conjunction with Council projects.
- (iv) ~~Community Board or Community Committee members will only be reimbursed for mileage in relation to attendance at the appropriate~~

Comment [TK1]: The existing comment is a duplicate of (iv) below.

Community Board or Community Committee meetings and other meetings approved by Council.

- (v) Councillors, Community Board or Community Committee members must be in attendance at meetings for at least 60% of the time taken to conduct the business of the meeting to be eligible for the payment of vehicle mileage unless determined otherwise by His Worship the Mayor.
- (vi) All claims for vehicle mileage on Council business be submitted in writing and signed by the claimant.
- (vii) Any disputed claims for vehicle mileage shall be referred to His Worship the Mayor whose decision shall be final.

For all travel over and above the threshold, the payment would only be made in line with meetings as outlined in (iii) and (iv) above.

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C Travel Time Allowance

- (i) Waikato District Council authorises the payment of a travel time allowance to Councillors, Community Board or the Community Committees of Tamahere, Pokeno, Te Kauwhata or Meremere members where:
 - (a) The travel time of the Councillor, Community Board or Community Committee member exceeds the threshold time specified by the Remuneration Authority for that year;
 - (b) The travel is required for Council business;
 - (c) The travel is by the quickest form of transport reasonable in the circumstances;
 - (d) The Councillor, Community Board or Community Committee member is not regarded as a full-time position;
 - (e) In the case of the Community Boards and Community Committees, the travel is only for meetings approved by Council.
- (ii) The payment will be at the maximum rate prescribed by the Remuneration Authority and will only apply to all travel over and above the threshold:
- (iii) The payment would only be made to Councillors in line with meetings as outlined below:

- Council meetings.
- Council workshops.
- Council committee meetings to which they have been appointed by resolution of Council.
- Any committee meeting where that Committee resolved to give the elected member(s) voting and speaking rights.
- Any committee that an elected member who is not an appointed member of that committee but needs to attend because of an issue that is specific to that elected member's ward is being discussed, that where in the opinion of the Chair of the committee, the Councillor's attendance would add value to the item being discussed.
- Outside committees or organisations that the elected member has been appointed to by resolution of Council.
- Attendance at a conference or seminar or on Council business where the elected member(s) has been authorised to attend by resolution of Council.
- Any meeting that an elected member is requested to attend by His Worship the Mayor or the Chief Executive such as roadside meetings or meetings with individual ratepayers.
- Any inspection or visit that an elected member is required to undertake at the request of His Worship the Mayor or by resolution of committee. This clause is intended to cover inspections arising from emergency work or planned familiarisation trips in conjunction with Council projects.

- (iv) Community Board and Community Committee members will only be reimbursed for travel time in relation to attendance at the appropriate Community Board or Community Committee meetings and other meetings approved by Council.

For all travel over and above the threshold, the payment would only be made in line with meetings as outlined in B-C (iii) and (iv) above.

D Communication Allowance

- (i) Waikato District Council authorises the payment of a communication allowance to Councillors to cover the cost of one or more of the following:
- (a) Mobile telephone
 - (b) Computer or ancillary equipment
 - (c) Internet connection
- (ii) The payment will be at the maximum level prescribed by the Remuneration Authority for that year with payment to be made on

an instalment basis through each scheduled pay run. The sum of the instalments is not to exceed ~~to the~~ maximum prescribed.

- (iii) The allowance is not payable to any Councillor to the extent that Council provides him or her with:
 - (a) The use of a mobile telephone
 - (b) The use of a computer and ancillary equipment, or
 - (c) An internet connection

E Miscellaneous

- (i) The Mayor may incur some incidental meal costs. These expenses are to be in line with expenditure limits specified in Council's policy on Conferences and Seminars – Attendance and Payment of Expenses (including Local Government New Zealand Conferences).
- (ii) Any other expenses other than travelling expenses should be forwarded to the Council with a copy of the receipt and evidence that it is a genuine out-of-pocket expense for the conducting of Council business. The Mayor will make a final decision on whether to reimburse or not.
- (iii) If the expenses are in line with Council policy, the Chief ~~executive~~ Executive or his nominee has delegated authority to approve expenses. Any exceptions to Council policy are to be referred to the Mayor for approval. Expense claims for the Mayor are to be signed off by the Chief Executive and Deputy Mayor jointly.
- (iv) Car parking: Car parking is provided in the Councillors' car park at the Ngaruawahia Office. It is noted that this parking is for the use of Councillors on Council business only.

[WDC1105105115, WDC1012105116, WDC0708105114, WDC12031051214 previous resolutions]

Gifts and Hospitality Policy

Policy Owner:	Chief Executive
Policy Sponsor:	General Manager Strategy & Support
Approved By:	Policy & Regulatory Committee
Approval Date:	13 July 2015
Policy Number:	WDC 1507/16/1/9
Next Review Date:	July 2018

Objective

The objective of this policy is to provide clear parameters for Council staff and elected members to ensure they are not open to influence or public criticism in relation to the receipt of gifts, hospitality and other personal benefits.

Application

The policy applies to all staff and elected members (including community board and committee members) of Waikato District Council.

Related Documents/Legislation

- [Protected Disclosures Act 2000](#)
- [WDC Code of Conduct](#)
- [WDC Protected Disclosure \(Whistleblowers\) Policy](#)
- [WDC Fraud Prevention Policy](#)
- [WDC Conflict of Interest Policy](#)

Policy Statements

Council recognises that receiving a gift is not strictly an issue of sensitive expenditure because it does not involve expenditure on the part of the organisation or individual receiving a gift. However, as set out by the Office of the Auditor General, receiving a gift from external suppliers or contacts is nevertheless a sensitive issue, and one that needs to be managed carefully. It is especially important that receiving a gift does not alter decision making, as this could be perceived as acting without impartiality or integrity, and therefore a conflict of interest.

Policy Principles

The following principles shall apply to staff and elected members:

1. In all circumstances, Council staff must structure purchasing arrangements that result in the best value to Council. Where incentives, gifts and hospitality are offered by suppliers, these should be restructured into purchasing discounts wherever possible.
2. While it is not unusual for staff and elected members to receive offers of gifts, hospitality and other personal benefits from time to time, and the acceptance of such offers can be useful to Council in terms of networking, information gathering and relationship building, staff and elected members must be aware that there are risks associated with accepting benefits of this nature.

3. Council recognises that staff or elected members may be invited to 'hosted' sporting or artistic events. It is generally acceptable to attend such events provided that:
 - The value of such benefit, including entry, meals and drinks, is less than \$100;
 - There is clear benefit in building relationships;
 - The event does not alter impartiality; and
 - The host is not in an "active" or soon to be active tender situation.

To prevent any misunderstanding, any invitation issued to staff or elected members to attend such hosted events must be referred to their manager or the Mayor respectively for clarity prior to acceptance. If further guidance is required the Chief Executive should be consulted.
3. Any gift or hosted event in excess of \$100 in value must be declared on Council's relevant Interests register.
4. Major prizes, incentives or offers associated with Council procurement practices, which are unable to be taken as purchasing discounts, should be declined or returned to the supplier, or directed to the staff Social Club to be used as prizes for funding charities.
5. Any offer of gifts, hospitality or other personal benefits of any value, prior to or during a tender or negotiation that the supplier may be involved in, should be declined immediately. The period prior to a tender or negotiation is defined as when the planning for the tender or negotiation starts.
6. Any offer of gifts, hospitality or other personal benefits of any value, prior to or during any known consent application and/or pre application process, by a party involved in that process should be declined immediately.
7. For elected members, working meals and social occasions must be undertaken in an appropriate manner.

Policy Statements

In consideration of the above principles, Council's policy on receiving gifts and hospitality is as follows:

- 1) Offers of gifts, hospitality and other personal benefits must not be accepted by staff or elected members if they:
 - Are offered on a frequent basis; or
 - Are of significant consumable nature; and/or
 - Are of a value greater than \$100, unless they are disclosed on the relevant Interests register.
- 2) Gifts, hospitality and other personal benefits may be accepted if they:
 - Comply with the above parameters;
 - Contribute to the Council's overall business objectives;
 - Can be structured into purchasing discounts;
 - Are not offered in response to soliciting by the staff member; and
 - Are not a subsidy on goods and services unless offered to all Council staff and elected members through the staff purchasing scheme.

- 3) Offers of gifts, hospitality and other personal benefits of any value **shall not** be accepted if they:
 - Are offered immediately prior to or during a tender or procurement negotiation that the supplier may be involved in; or
 - Are offered immediately prior to or during a consent application and/or pre application process by any party involved in that process; or
 - Can be seen as an inducement or reward which might place the staff member or elected member under an obligation to a third party; or
 - Compromise, or might be seen to compromise, their own or Council's integrity, or create an obligation to a third party.
- 4) When it is difficult for the staff member or elected member to decide if an offer of gifts, hospitality or other personal benefits meets the parameters for acceptance as outlined in 1) and 2) above, or the value is greater than \$100, they should either decline the offer or seek advice from their Manager or the Mayor respectively.
- 5) Staff and elected members must not solicit, demand, or request any gift, reward or benefit by virtue of their position.

Policy Review

This policy will be reviewed as deemed appropriate by the General Manager, Strategy & Support at least once every three years.

Conferences and Seminars Policy – Attendance and Payment of Expenses (including Local Government NZ Conferences)

Policy Owner:	Chief Executive
Policy Sponsor:	
Approved By:	Waikato District Council
Resolution Number	WDC 1309/06/1/5
Effective Date	September 2013
Next Review Date:	September 2016

In respect of the Annual Conference of Local Government New Zealand:

- i) Council be represented by His Worship the Mayor and other Councillors as appointed by Council
- ii) the Chief Executive attend in support of the Council delegates
- iii) the Council meets the cost of partners' attendance.

In respect of applications to attend conferences and seminars, other than the Annual Conference of Local Government New Zealand, each application be considered taking into account the following issues:

- i) the relevance of the content of the conference/seminar to the current issues before Council or the business of Council
- ii) the cost of the conference/seminar and the value to the organisation.
(Council confirmed its policy on attendance at seminars by resolution WDC99/62/1/4.)

Councillors attending conferences/seminars provide a written presentation to the appropriate Committee or to Council and that all conference/seminar material be made available in the Tom Parsonage Room for the information of other members.

The cost of Councillors attending conferences/seminars pursuant to a resolution of Council be met by the Council.

Partners attending conferences/seminars other than the Annual Conference of Local Government New Zealand attend such conferences/seminars at their own cost, apart from where there is a partners' programme provided, when the matter of meeting the cost of partners' attendance would be given consideration by Council.

Council will meet the cost of meals and drinks whilst on Council business up to a cost of \$65 per head, per meal. [Refer WDC1105/05/1/5, WDC1012/05/1/16]

This expenditure limit will be reviewed and updated on an annual basis. [Refer WDC0903/08/1/1/1]

Accommodation will be arranged taking into consideration proximity to the venue, cost, health, security and safety issues.

Council will not reimburse expenditure from mini-bars.

Note: See also "Reimbursement of Mileage and Expenses – Elected Members".

[Note: WDC0708/05/1/4 refers]

Sensitive Expenditure Policy

Policy Sponsor:	Chief Executive
Policy Owner:	General Manager Strategy and Support
Approved By:	Policy & Regulatory Committee
Resolution Number:	WDC1603/06/1/3
Approval Date:	March 2016
Next Review Date:	March 2019

Objectives

To provide a framework for staff entering into and approving sensitive expenditure and other financial transactions on behalf of Council.

This policy should be read in conjunction with specific policies listed in Related Documents/Legislature.

Application

This policy applies to all elected members (including community board and committee members), staff of the Waikato District Council.

The term “staff” will be deemed to cover all of the above categories where it is mentioned within this document

Definitions

Approving Manager

A staff member’s line manager or a manager higher in the financial delegation approval hierarchy.

Entertainment Expenses

Expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council staff members and/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.

Official Function

Social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive, or the relevant General Manager.

Credit Card

Includes vehicle fleet cards, purchase cards and equivalent cards used to obtain goods and services before payment is made.

Sensitive Expenditure

Any Council expenditure that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual staff member that is additional to the business benefit to the entity of the expenditure. It also includes expenditure by Council that could be considered unusual for Council’s purpose and/or functions.

Travel, accommodation, gifts and hospitality are examples of sensitive expenditure.

Supplier

A current or potential provider of goods or services to the Council.

Related Documents/Legislature

- Local Government Act 2002
- Local Authority (Members' Interests) Act 1968
- [Controller and Auditor-General's 'Controlling sensitive expenditure : Guidelines for public entities'](#)
- [Code of Conduct \(staff\)](#)
- [Code of Conduct \(elected members\)](#)
- [Conferences and Seminars – Attendance and Payment of Expenses](#)
- [Conflict of Interest Policy](#)
- [Procurement Policy and Procurement Manual](#)
- [Protected Disclosure \(Whistleblowers\) Policy](#)
- [Fraud Prevention Policy](#)
- [Reimbursement of Expenses Policy \(staff\)](#)
- [Reimbursement of Mileage and Expenses Policy \(elected members\)](#)
- [Gifts & Hospitality Policy](#)
- [Sports, Arts & Culture Leave Policy](#)
- [Anniversaries, Farewells and Long Service Leave Policy](#)
- [Rewards and Recognition Policy](#)

Part I – Principles and Controls

1.1 Principles and Ethics

Council spends public money and, as a consequence, all expenditure should be subject to a standard of probity and financial prudence expected of a local authority and be able to withstand public scrutiny.

Council is obliged to safeguard and use its resources in a responsible manner. Furthermore, Council staff and elected members must guard against actual or perceived conflicts of interest in regard to the use of those resources. Due to the risk of perceived or actual personal benefit to the staff or elected member arising from certain expenditure categories, such as travel, accommodation, gifts and hospitality, the Controller and Auditor-General defines them as 'sensitive' expenditure. The Council expects all staff involved in arranging, making or approving sensitive expenditure to:

- do so only for Council purposes;
- exercise prudence and professionalism;
- not derive personal financial gain;
- act impartially;
- ensure the expenditure is moderate and conservative in the context of the given situation;
- have read and adhered to this and other relevant Council policies.

The Council's two Codes of Conduct identify the required behavioural standards for staff and elected members in all areas of their work.

1.2 Determining when sensitive expenditure is appropriate

In deciding what appropriate sensitive expenditure is, elected members and Council staff need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, Council could be criticised for extravagance and waste.

1.3 Responsibilities of the Mayor, Councillors and General Managers

Overall responsibility for this policy rests with the Mayor, Councillors and the Executive Team (ET). This group must make it clear to staff what is and is not 'acceptable sensitive expenditure' and model those behaviours to the highest standard.

1.4 Controls and judgement

In the absence of a specific rule for a given situation, the Mayor, Councillors and ET are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and ET are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

1.5 General controls

All claims must be submitted promptly, on the relevant expense reimbursement form, after the expenditure is incurred. Except in exceptional circumstances this means within one month.

Sensitive expenditure will only be reimbursed if it is deemed to be reasonable, actual and has been incurred directly in relation to the Waikato District Council business.

Valid, original GST compliant invoices/receipts and other supporting documentation must be maintained/submitted for all sensitive expenditure. Credit card statements and EFTPOS receipts do not constitute adequate documentation for reimbursement.

All claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim.

1.6 Approval of sensitive expenditure

Approval of sensitive expenditure must :

- be given by a person senior to the person who will benefit or might be perceived to benefit from the expenditure, wherever practical;
- be given before the expenditure is incurred, wherever practical;
- be made strictly within delegated authority and only where budgetary provision exists;
- ensure that all budgetary considerations include the [fringe benefit tax](#) impact (approx. 50% increase in cost)
- only be given where the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met.

Expenditure incurred by the Mayor or other elected officials (not explicitly approved by Council), will be reviewed by the Chief Executive for compliance with this policy.

In the case of General Managers approval must be given by the Chief Executive. In the case of the Chief Executive, approval is required from the Mayor.

Part Two: Specific Areas of Expenditure

2.1 Council credit cards

2.1.1 Bank Credit Cards

The Finance Manager operates a credit card account, in the name of the Chief Executive, solely for the procurement of goods or services through the internet.

The credit card spending limit is \$5,000 and the maximum limit per transaction is \$2,500. Changes to these limits shall be approved by the Strategy and Finance Committee.

The credit card is to be stored securely and the card details, such as card number and expiry date restricted to the staff involved in its administration.

Internet purchases are to be made by a delegated member of the finance team who will ensure that:

- Purchases are made only from established reputable companies known to Council.
- Internet sites are secure and the vendor is reputable.
- The procurement complies with Councils procurement policy and manual controls.
- A copy of the online order form and invoice is printed to support the payment.

The delegated Finance staff member shall provide a report to the Finance Manager on transactions made on the credit card during the previous month. Such reports shall include the nature and quantum of expenditure and copies of relevant documentation.

Should the credit card be lost or misplaced, the card is to be cancelled immediately and a replacement sought.

Where approval is given by the General Manager Strategy & Support to cancel the credit card, the delegated Finance staff member shall promptly destroy the card and advise the issuing bank of its cancellation.

The credit card is not to be used for cash advances and is not available for private use.

If any misuse of the credit card is identified, the Fraud Policy will apply and Council will pursue recovery of the debt wherever possible and practicable in accordance with the process 'Report and Investigate Fraudulent Activity'.

The Strategy & Finance Committee will authorise the issuance of any further credit cards on recommendation from the Chief Executive who must be satisfied that the issuance of any extra card(s) is essential for administrative efficiencies. In recommending the issue of a card the Chief Executive will also include the approved credit limit.

2.1.2 Fleet Fuel Cards

Fuel cards are provided in each Council-owned vehicle for the sole purpose of refueling the fleet vehicle. When purchasing fuel, at designated service stations, the driver must provide the

station attendant with the current odometer reading.

Fleet fuel cards shall not be used for car washes or for fueling staff's private vehicles.

2.2 Travel and accommodation

2.2.1 General

Elected members and Council staff may need to incur travel and accommodation costs while conducting legitimate Council business elsewhere in New Zealand or overseas. Expenditure should be economical and efficient, having regard to purpose, distance, time, urgency and personal health, security and safety considerations.

Without prior approval no additional costs will be paid by Council after the conclusion of the conference.

Domestic travel should be undertaken in the most cost effective, practical and efficient manner. For example, travel to Auckland or Taupo or Tauranga is most efficient by car. Travel to Wellington or the South Island will usually be by air.

In assessing the best method of travel, consideration should be given to distance, timetable constraints, urgency, personal health, security and safety.

Any fines (parking or traffic offences) incurred in using motor vehicles are the responsibility of the driver, not Council. This clause does not include any offences in relation to Warrant of Fitness or registration of Council fleet vehicles.

The use of communication technology (eg mobile phones, telephones, email and internet access) should be moderate. Reasonable private use to clear email and communicate with family members, while travelling on council business, is permitted.

Staff will generally be permitted to take annual leave in conjunction with Council business as long as the annual leave is incidental to the travel. In other words, there must be a clear business purpose for the travel and this is the primary reason for the travel. Council will not fund any costs associated with private travel or annual leave (other than utilization of accumulated annual leave for staff).

Elected Members, General Managers and staff, with the express approval of the Mayor, Chief Executive or General Manager respectively may undertake private travel (extended travel) before, during or at the end of Council travel, provided there is no additional cost to Council and the private travel is only incidental to the business purpose of the travel.

Council will not reimburse elected members or staff for tipping while they are on business in New Zealand. Council will reimburse elected members and staff for low to moderate tipping during international travel only in places where tipping is local practice.

With the exclusion of the annual LGNZ Conference where delegate member's spouses may attend at Council's cost (refer [Conferences and Seminars Policy – Attendance and Payment of Expenses](#)), as a general principle, the travel cost of accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council.

2.2.2 Private Vehicle

Generally Council will not pay for travel by private motor vehicle where travel by other means is more practical and cost effective. Staff are expected to always use a Council vehicle for Council business if one is available.

Where the use of a private vehicle is approved for Council-related business, the staff member must ensure they have appropriate insurance cover for the vehicle while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver. Staff reimbursement for the use of a private vehicle will be made in accordance with the [Reimbursement of Expenses Policy](#)

Reimbursement for the use of private vehicles for elected members will be made in accordance with the [Reimbursement of Mileage and Expenses - Elected Members Policy](#).

2.2.3 **Air travel**

a) General

To the extent practicable, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible.

All travel bookings are to be made in accordance with the process [Request Corporate Travel and/or Accommodation](#) and associated guidelines.

All air travel shall be booked through the Executive Assistant or appropriate Personal Assistant to ensure that competitive prices are obtained.

Discounted economy or economy class (or a discount airline if applicable) is to be the first choice for journeys. The Chief Executive or Mayor may consider an upgrade to another travel class, for staff or elected member respectively, in special circumstances, if there is:

- a) no additional cost to Council; or
- b) the cost is covered by the person travelling; or
- c) where the work schedule on arrival, or personal health, safety or security reasons make another class preferable.

Stopovers

The cost of stopovers will only be reimbursed where they are pre-approved and have a clear business purpose.

Airline Membership Clubs

The Mayor and Chief Executive will be entitled to Koru Club or equivalent airline membership to reflect the need for travel on Council business. Council will pay for the membership.

The Chief Executive may approve membership of such airline travel clubs for other staff provided there is a clear business purpose for the membership. Such approval will be reviewed annually.

The payment of airline fees for membership clubs is not considered to be remuneration.

Airline Loyalty Rewards

Loyalty rewards from air points (or other loyalty schemes) accruing to elected members or staff carrying out their official duties may remain with the relevant elected or staff member provided the use of airlines supplying air points does not result in Council incurring additional costs.

b) International Travel

Any proposed international travel on Council business, or for training or personal development of the Chief Executive at the cost of Council, must receive prior approval from the Council

including details of estimated cost and the expected benefit to the organisation and its ratepayers.

This policy does not apply to international travel undertaken for the purposes of training and personal development of staff (other than the Chief Executive), as long as the travel has been approved by the Chief Executive and the overall cost has been approved through the Annual Plan or Long-Term Plan process.

Any person travelling internationally on Council business must provide a report to the Mayor or Chief Executive upon their return detailing the benefits of the trip.

2.2.4 **Meals and accommodation**

a) Elected Personnel

Refer to Council's Policy on ['Conferences and Seminars – Attendance and Payment of Expenses \(including Local Government NZ Conferences\).'](#)

b) Staff

To the extent practicable, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation (which should be modest) and security issues. The use of "5 star" or "luxury" accommodation requires the express approval of the Chief Executive, prior to the booking being confirmed.

All accommodation bookings are to be made in accordance with the process [Request Corporate Travel and/or Accommodation](#)

Wherever possible use is to be made of Council's preferred suppliers and negotiated corporate rates. Where any staff member chooses to stay in private accommodation, no reimbursement will be made.

Reasonable meal costs will be met except where a meal has been provided as part of the meeting, conference, training etc.

Council will meet the cost of the following expenses whilst staff are on Council business:

- Meals, including drinks consumed with the meal, to a maximum cost of \$65 per staff member;
- Maintaining business related and family communication, in accordance with 2.2.1;
- Reasonable expenses for unexpected events, e.g. overnight expenses due to a cancelled plane flight.

Council will not reimburse the following non-business expenses:

- Casual drinks;
- Use of hotel minibar or pay per view.

Accommodation check out times are to be observed and Council will not meet any additional costs as a result of the staff member failing to check out on time except in the case of extenuating circumstances.

2.2.5 **Rental Cars and Taxis**

Rental cars are only to be used if it is impracticable or uneconomic to use a Council vehicle. Council requires that the most economical type and size of rental car be used, consistent with

the requirements of the trip. Any fine (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.

Personal use of a rental car is only permitted in exceptional circumstances and requires the express approval of the relevant General Manager or Chief Executive. All additional costs as a result of private use are the responsibility of the elected member or staff member.

Council expects the use of taxis to be moderate, conservative and cost effective relative to other transport options. Wherever practicable, shuttle, train or bus services are to be used in lieu of taxis.

Taxi cards are only to be used in an individual's name and require the express approval of the Chief Executive. All use of taxi cards/chits is to be transparent with the purpose of each trip recorded on the account.

2.3 Entertainment and hospitality

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to meals and alcohol. It also includes non-catering related items, such as Council funded entry to sporting or cultural events.

There are four business purposes for Council providing entertainment and hospitality:

- Building relationships.
- Representing the organisation.
- Reciprocating hospitality where there is a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality.
- Recognising significant business achievement.

Supporting the Council's internal organisational development may in some circumstances also be a legitimate business purpose for moderate expenditure.

The principles of a justified business purpose, moderate and conservative expenditure, should be applied.

All entertainment and hospitality expenditure must be pre-approved where practical and always supported by clear documentation. This documentation must identify the date, venue, costs, recipients and benefits derived and/or reasons for the event. The most senior person present (with delegated authority) should approve and confirm the expenditure as being appropriate.

Expenditure on liquor will only be approved when consumed along with food and the amount involved is reasonable and moderate.

Refer also to Council's [Anniversaries, Farewells and Long Service Leave](#) Policy and [Rewards and Recognition](#) Policy.

2.4 Staff support and welfare expenditure

2.4.1 Clothing

Other than official uniforms and health and zero harm-related clothing, elected members or staff will not be clothed at the Council's expense, when they are engaged in a normal business activity.

2.4.3 **Financing Social Club activities**

Council may make a prudent and reasonable monetary contribution to the staff social club. The contribution may be in the form of an all-purpose grant towards the club's annual budget, or it may be a grant or subsidy for a specific event or item.

2.4.4 **Farewells, long service and retirements**

Expenditure on farewells, long service and retirements includes spending on functions, gifts and other items and should not be extravagant or inappropriate to the occasion. Refer to Council's [Anniversaries, Long-Service Awards and Farewell Policy](#).

2.4.5 **Professional Memberships**

Membership to a professional body is sensitive expenditure due to its personal nature.

Payment of professional fees by Council on behalf of a staff member must be:

- approved by the General Manager or Chief Executive;
- clearly relevant to the performance of the staff member's duties and responsibilities;
- for the staff member alone and is not to cover members of their family or other non-staff members;
- for no longer than one-year in duration unless significant discounts are available and it is reasonable to expect a two year membership to be an advantage to the Council;
- for the benefit of the Council and are not intended to be a personal benefit to staff members, and accordingly are not liable for [fringe benefit tax](#);
- cancelled or transferred to an appropriate staff member if the staff member's employment with the Council is terminated, via resignation or otherwise;
- refunded directly to the Council if the membership is cancelled.

2.4.6 **Sponsorship of staff or others**

Staff taking part in an activity that is not part of their job – such as a sporting event – may be sponsored by Council through the provision of, or payment for, goods or services (for example, a t-shirt or an entry fee).

Sponsorship should have a justified business purpose, which could include both publicity for the Council and its objectives and organisational development. The cost to Council must be moderate and conservative. If the sponsorship does not have a justified business purpose, the cost is a donation.

In normal circumstances sponsorship will be provided through a social club rather than directly to the staff member.

Sponsorship of people who are not staff must be undertaken in a manner that is transparent. It is also preferable that, if non-staff are sponsored, the sponsorship is of an organisation they belong to, rather than directly of the individual.

Where a staff member is chosen to represent New Zealand at an international event, special leave may be available at the discretion of the Chief Executive. Refer to the [Sports, Art and Culture Leave Policy](#) for further information.

2.5 Other types of expenditure

2.5.1 Donations & Koha

A donation/koha is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return.

Council requires donations to be:

- Lawful in all respects.
- Disclosed in aggregate in the Council's annual report.
- Made to a recognised organisation by *normal commercial means* (not to an individual).
- Not in cash (except as a koha and with the express approval of the General Manager, Strategy & Support or Chief Executive).
- Non-political.

The amount of koha given on behalf of Council should reflect the occasion and the prestige of Council in its relations with Tangata Whenua and approved by the Chief Executive or relevant General Manager on advice from the General Manager Strategy & Support.

2.5.2 Gifts

With the exception of Long Service awards, the giving of gifts up to \$300 requires the approval of the relevant General Manager. Giving of any gift over \$300 requires the approval of the Chief Executive in respect of staff, and the Mayor in respect of elected members.

The giving of gifts must be appropriate, transparent and reasonable.

Refer to Council's [Anniversaries, Farewell and Long-Service Awards – Guidelines](#).

The receiving of a gift is not strictly sensitive expenditure but it is nevertheless a sensitive issue. Refer to Council's [Gifts and Hospitality Policy](#) for information.

Part 3 – Other Sensitive Financial Transactions

3.1 Loyalty reward scheme benefits/prizes

Except in the cases of airline loyalty rewards (covered under section 2.4 of this policy), fuel loyalty schemes (such as AA Rewards), and Fly Buys, etc, Council treats loyalty rewards accruing to staff carrying out their official duties as the property of Council.

Where a reward/prize to the value of less than \$100 is obtained by chance and without inducement, it may be retained by the individual. Rewards or prizes greater than this value should be declared in Council's Interests Register in accordance with the [Gifts & Hospitality Policy](#).

Generally, prizes received from a free competition entry obtained while undertaking Council business are considered to be a loyalty or reward scheme. However prizes received from competitions at trainings or conference events, or through membership of professional bodies, are considered to be the property of the individual, unless their value exceeds \$100 in which case they are to be considered as a gift and disclosed in the Interests Register in accordance with the Gifts & Hospitality Policy.

In situations where receiving a prize or loyalty reward could be perceived as inappropriate, even if Council rather than the individual would benefit from it, Council expects the prize or reward to be declined.

3.2 Private use of Council assets

3.2.1 General

Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, laptops, tablets, cell phones, cameras, means of accessing the internet, vehicles, equipment and stationery.

The cost to Council of personal use of any asset will be recovered wherever possible, unless it is impractical or uneconomic to separately identify those costs.

Personal use of photocopiers is permitted in limited circumstances. Such use should be restricted to lunchtime or after work when the copiers are not so busy, and payment for copies taken must be paid for in accordance with the current photocopy charges listed in the fees and charges.

Personal use of telephones and mobiles is permitted in limited circumstances. Details of personal calls made by staff on council telephones, where charges are incurred, are to be provided to the Accounts Payable Officer who will advise the staff member of the cost of the call.

Payment for personal photocopies and phone calls must be made immediately after use of the respective asset or receipt/notification of the cost involved. (If the total cost is more than \$10, payment to be made to Customer Delivery and coded to staff purchases. If the total cost is less than \$10, the staff member may either make payment to Customer Delivery as above or, for Ngaruawahia staff, place the money in one of three honesty boxes provided.

Personal use of other assets will only be permitted in limited circumstances and prior approval must be obtained from the relevant manager.

The use of Council assets in any private business that any elected member or staff member may operate is strictly prohibited.

3.2.2 Council Vehicles

Council vehicles (except those provided explicitly under an Employment Agreement) are not available for private use. Full details on the provision of and use of Council vehicles are contained in the [Vehicle Use Policy](#).

3.2.3 Private use of Council suppliers

Council does not generally support the private use of Council suppliers by staff. Staff are however able to access supplier discount vouchers through the N3 website (previously Government Stores Board). Refer Waisite/Staff Information/Staff Purchases for N3 access details.

3.3 Council use of private assets

Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles, private cell phones and private computers.

Pre-approval by the Chief Executive or General Manager is required. In assessing the request the Chief Executive or General Manager will pay particular attention to the principles of a justified business purpose and preserving impartiality and integrity.

Staff members must not approve or administer payments to themselves for the Council's use of their private assets.

Note: The main issue associated with Council's use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the elected or staff member.

3.4 Disposal of surplus assets

Without the express prior approval of Council, no surplus assets with a market value of more than \$500 per item will be sold directly to staff or elected members. In any event, the sale of surplus assets must:

- Maximise the return to Council;
- Be sold at no less than the market value determined by an appropriate valuation; and
- Be documented by the issuance of a tax invoice and receipt.

Council will not permit direct sale to friends or acquaintances, of staff or elected members, for a surplus asset with a market value of more than \$500.

Policy Review

This policy will be reviewed as deemed appropriate by the Strategy & Support Manager or Chief Executive, at least once every three years.

Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive
Date	4 April 2016
Prepared By	JP Davies Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1490597
Report Title	Creative Communities Scheme Assessment Committee Minutes

1. Executive Summary

To receive the minutes of the Creative Communities Scheme Assessment Committee meeting held on Thursday 31 March 2016.

2. Recommendation

THAT the report of the Chief Executive – Creative Communities Scheme Assessment Committee Minutes - be received.

Attachment – CCS Minutes 31 March 2016



MINUTES of a meeting of the Creative Communities Scheme Assessment Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 31 MARCH 2016** commencing at **10.34am**.

Present: Cr SD Lynch (Deputy Chairperson)
Cr MR Solomon [*from 10.45am*]
Ms D Abraham
Ms W Barker
Mrs J Prinz

Attending: Mrs L van den Bemd (Community Development Co-ordinator)
Mrs JP Davies (Committee Secretary)

Funding Applicants: Mrs M Allan (Cutting Edge Textiles)
Mrs J Beverland (Let's Get Together Huntly)
Mrs J Carbon (Raglan Art to Wear Awards 2016)
Mr R Gallagher (Raglan Community Arts Council)
Ms P Mitchley (Whaingaroa Youth Movement)
Mrs J Prinz (Raglan Community Arts Council)
Mrs J Stevens (Twin Rivers Arts Council Inc)

CCSI603/01 APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mrs Prinz/Ms Barker)

THAT an apology be received from and leave of absence granted to Mr Gemmell and Ms Waterhouse;

THAT an apology for lateness be received from Cr Solomon.

CARRIED on the voices



CCSI603/02 CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Ms Barker/Mrs Prinz)

THAT the agenda for a meeting of the **Creative Communities New Zealand Scheme Assessment Committee** held on **Thursday 31 March 2016** be confirmed and all items therein be considered in open meeting;

AND THAT the following items be discussed at an appropriate time during the course of the meeting:

- **Creative New Zealand**
- **Twin Rivers Arts.**

CARRIED on the voices

CCSI603/03 DISCLOSURES OF INTEREST

Mrs Prinz advised members of the committee that she would declare a Conflict of Interest in Agenda Items 6.2, 6.3, 6.4 and 6.6 [*Raglan Community Arts Council - Raglan Film Festival; Raglan Community Arts Council - Kids Clay workshops; Jodi Prinz and Raglan Art to Wear Awards 2016*].

Ms Barker advised members of the committee that she would declare a Conflict of Interest in Agenda Item 6.6 [*Raglan Art to Wear Awards 2016*].

The Community Development Co-ordinator advised members of the committee that she would declare a Conflict of Interest in Agenda Items 6.1 and 6.5 [*Twin Rivers Arts Council Inc and Let's Get Together Huntly (Waikato Enterprise Agency)*].

CCSI603/04 CONFIRMATION OF MINUTES

Resolved: (Ms Abraham/Ms Barker)

THAT the minutes of a meeting of the **Creative Communities New Zealand Scheme Assessment Committee** held on **8 October 2015** be confirmed as a true and correct record of that meeting.

CARRIED on the voices

CCSI603/05 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

CCSI603/06 APPLICATIONS FOR FUNDING

CCSI603/06/1 Twin Rivers Arts Council Inc.
Agenda item 6.1

The Community Development Co-ordinator declared a conflict of interest and withdrew to the gallery and took no part in discussion on this item.

Tabled: Powerpoint presentation

Ms Stevens outlined the application for the benefit of the Committee and presented a powerpoint of some recent activities together with examples of activities to be undertaken in the future. Questions were raised by the Committee to clarify the application.

Cr Solomon entered the meeting [10.45am] during discussion on the above matter and was present when voting took place.

CCSI603/06/2 Raglan Community Arts Council - Raglan Film Festival
Agenda item 6.2

Mrs Prinz declared a conflict of interest and withdrew from the Chambers and took no part in discussion on this item.

Mr Gallagher outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI603/06/3 Raglan Community Arts Council - Kids Clay workshops
Agenda item 6.3

Mrs Prinz declared a conflict of interest in this item.

Mrs Prinz outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI603/06/4 Jodi Prinz – Funked Up Junk
Agenda item 6.4

Mrs Prinz declared a conflict of interest in this item.

Mrs Prinz outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI 603/06/5 Let's Get Together Huntly (Waikato Enterprise Agency)
Agenda item 6.5

The Community Development Co-ordinator declared a conflict of interest and withdrew from the Chambers and took no part in discussion on this item.

Mrs Beverland outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI 603/06/6 Raglan Art to Wear Awards 2016
Agenda item 6.6

Mrs Prinz and Ms Barker declared a conflict of interest and withdrew to the gallery and took no part in discussion on this item.

Ms Carbon outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI 603/06/7 Whaingaroa Youth Movement
Agenda item 6.7

Ms Mitchley outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI 603/06/8 Cutting Edge Textiles
Agenda item 6.8

Mrs Allan outlined the application for the benefit of the Committee. Questions were raised by the Committee to clarify the application.

CCSI 603/07 REPORTS

CCSI 603/07/1 Project Accountability Forms
Agenda Item 7.1

Resolved: (Cr Lynch/Ms Abraham)

THAT the report of the General Manager Strategy & Support - *Project Accountability Forms* - be received;

AND THAT the Committee notes that the following amounts have been spent:

- \$286.00 by Cutting Edge Textiles – Community Workshop
- \$701.00 by Raglan Arts Council – Funked Up Junk Workshop
- \$2,100.00 by Ruth Here – Drama Trix

- \$3,602.12 by Te Ahurei a Rangatahi – Wall to Wall Arts
- \$1,000.00 by Word Café – Literature Workshops
- \$2,568.00 by Raglan Community Arts Council – Raglan Film Festival
- \$3,326.09 by Raglan Community Arts Council – After School Kids Classes.

CARRIED on the voices

CCSI603/07/2 Creative Communities Scheme Assessment
Agenda Item 7.2

Resolved: (Cr Lynch/Mrs Prinz)

THAT the report of the General Manager Strategy & Support – Creative Communities Scheme Assessments – be received.

CARRIED on the voices

The Creative Communities Scheme Assessment Committee gave consideration to all applications and allocated funding as follows:

The Community Development Co-ordinator declared a Conflict of Interest in the following item and withdrew to the gallery. She took no part in discussion on this item.

CCSI603/07/2/1 **Resolved: (Ms Abraham/Mrs Prinz)**

Applicant	Amount	Purpose
Twin Rivers Art Council Inc	\$6,978.54	Series of creative programmes for north Waikato. Travel and catering charges for Rarakatia Te Reo Maori Programme were deducted as they do not qualify for funding.

CARRIED on the voices

Mrs Prinz declared a Conflict of Interest in the following item and withdrew from the Chambers. She took no part in discussion or voting on the item.

CCSI603/07/2/2 **Resolved: (Ms Barker/Cr Solomon)**

Applicant	Amount	Purpose
Raglan Community Arts Council	\$4,096.00	2016 Raglan Film Festival

CARRIED on the voices

Mrs Prinz declared a Conflict of Interest in the following item and withdrew from the Chambers. She took no part in discussion or voting on the item.

CCSI 603/07/2/3 **Resolved: (Cr Solomon/Ms Barker)**

Applicant	Amount	Purpose
Raglan Community Arts Council	\$4,104.78	To run 3 weekly clay classes for children aged 5-12 years for 2 terms

CARRIED on the voices

Mrs Prinz declared a Conflict of Interest in the following item and withdrew from the Chambers. She took no part in discussion or voting on the item.

CCSI 603/07/2/4 **Resolved: (Crs Lynch/Solomon)**

Applicant	Amount	Purpose
Jodi Prinz – Funked Up Junk)	\$819.65	Creative upcycling workshop in school holidays – part of Sustainable September

CARRIED on the voices

The Community Development Co-ordinator declared a Conflict of Interest in the following item and withdrew to the gallery. She took no part in discussion on this item.

CCSI 603/07/2/5 **Resolved: (Ms Barker/Cr Solomon)**

Applicant	Amount	Purpose
Let's Get Together Huntly (Waikato Enterprise Agency)	\$5,454.16	Huntly Wearable Arts show

CARRIED on the voices

Ms Barker declared a Conflict of Interest in the following item and withdrew to the gallery. She took no part in discussion or voting on this item.

Mrs Prinz declared a Conflict of Interest in the following item and withdrew to the gallery. She took no part in discussion or voting on the item.

CCSI603/07/2/6 **Resolved: (Cr Lynch/Ms Abraham)**

Applicant	Amount	Purpose
Raglan Art to Wear Awards 2016	\$3,239.00	Wearable art competition and show

CARRIED on the voices

CCSI603/07/2/7 **Resolved: (Cr Solomon/Mrs Prinz)**

Applicant	Amount	Purpose
Whaingaroa Youth Movement	\$4,168.35	Dance Performance Project December 2016 – children’s community dance performance

CARRIED on the voices

CCSI603/07/2/8 **Resolved: (Ms Barker/Mrs Prinz)**

Applicant	Amount	Purpose
Cutting Edge Textiles	\$1,168.00	Metal and Angelina exploration – 2 days exploring techniques with art metals and Angelina fibres

CARRIED on the voices

CCSI603/07/3 Creative New Zealand – Guidelines for allocation of additional funds
Add item

Tabled: Guidelines for allocation of Regional Arts Pilot funds.

The Community Co-ordinator addressed the committee to discuss the Guidelines. She explained workshops would be held to discuss the addition allocation of funds. Discussion took place on content of workshops. The Community Co-ordinator will liaise with Creative New Zealand. An arts development workshop will be arranged with the committee and interested community groups. Briar Munro from Creative New Zealand will be invited to attend the workshop.

CCSI 603/07/4 Twin Rivers Art Council Inc
Add item

Tabled: Letter regarding Funding support for Ngaruawahia place making projects

The Community Co-ordinator addressed the committee to discuss possible future funding for place making projects. This will be discussed at the arts development workshop to be arranged.

There being no further business the meeting was declared closed at 12.25pm.

Minutes approved and confirmed this day of 2016.

Mr R Gemmell
CHAIRPERSON

Minutes2016/CCS/160331_CCS_M.doc

Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive or General Manager
Date	15 April 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1497948
Report Title	Receipt of Te Kauwhata Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Te Kauwhata Community Committee held on Wednesday 6 April 2016.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 6 April 2016 be received.

3. ATTACHMENTS

TKCC Minutes 6 April 2016



MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata, on **WEDNESDAY 6 APRIL 2016** at **7.00pm**.

Present Ms T Grace (Chairperson)
 Cr JD Sedgwick
 Mrs J Clegg
 Mr J Cunningham
 Mr K Dawson
 Mr D Hardwick
 Mr B Weaver
 Mr L Wilson
 Mrs H Dillon (Secretary)

Attending Mr TN Harty General Manager Service Delivery
 Constable G Barnes
 Mr J Kirifi Youth Action Group
 Ms H Clotworthy Chair of Pokeno Community Group

TKCCI604/01 APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Hardwick / Mr Cunningham)

THAT an apology be received from and leave of absence granted to Mr D Boyde.

CARRIED on the voices

TKCCI604/02 CONFIRMATION OF STATUS OF AGENDA ITEMS

TKCCI604/02/1 Resolved: (Mr Weaver / Mr Dawson)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday 6 April 2016 be confirmed and all items therein be considered in open meeting;

AND THAT the following items be discussed at an appropriate time during the course of the meeting:

- Police update
- Grass Verges Policy
- Freedom Camping
- Community Patrol
- ANZAC Day Poppies

CARRIED on the voices

TKCCI604/02/2 **Resolved: (Ms Grace / Mr Dawson)**

THAT Mr Kirifi be given full speaking rights for the duration of this meeting.

CARRIED on the voices

TKCCI604/03 **DISCLOSURES OF INTEREST**

Mr Dawson advised members of the Committee that he would declare a conflict of interest in item TKCCI604/07/2.

TKCCI604/04 **CONFIRMATION OF MINUTES**

Resolved: (Mr Weaver / Mr Cunningham)

THAT the open minutes and public excluded minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday 2 March 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

TKCCI604/05 **MATTERS ARISING FROM THE MINUTES**

TKCCI604/05/1 Skatepark Update Presentation by Rich Landscapes [TKCCI603/06/2]

Mr Jacob Kirifi confirmed that Mr Richard Smith had given a presentation to the Te Kauwhata Youth Action Group about proposed additions and improvements to the Te Kauwhata Skatepark.

TKCCI604/06 **REPORTS**

TKCCI604/06/1 Constable Gareth Barnes
Add Item

Constable Barnes gave an update on Police issues in the district, including the following:

- Very busy month, but trying to maintain prevention measures.
- Problem with speeding – 4km tolerance in effect in TK.
- Social media is a useful monitoring tool.
- Updates to go in ‘Chatter’ and TK Website.
- Security Cameras – Barry Weaver advised permission has been given to install spare camera on Vet’s building and that Police have reviewed camera operation. Constable Barnes described very powerful moveable camera. Will cost \$1,800 to put up spare camera and the same for moveable camera.

TKCCI604/06/2 Te Kauwhata Issues and Works Report – April 2016
Item 6.1

The following items were discussed:

- Roto Street Lighting – Jacob Kirifi to report to youth group that work they recommended will be completed in a staged approach during the financial year.
- Toilets – Problems with flushing mechanism and tap placement.
- KiwiRail – David Hardwick advised that he is to liaise directly with Wayne Stewart from KiwiRail, and will report to Committee when necessary. Recent work done on camber of road and railway lines discussed.
- TK Bypass – Tim Harty explained situation with designation.

Resolved: (Mr Weaver / Mr Wilson)

THAT the report of the General Manager Service Delivery – Te Kauwhata Community Committee Issues and Works Report – April 2016 - be received.

CARRIED on the voices

TKCCI604/06/2 Councillor's Report
Item 6.2

Cr Sedgwick gave a verbal report that included the following:

- Planter Boxes - Council have provided more plants for Main Street.
- Bus Shelter - Aparangi have made approach for shelter for service running every two weeks.
- Youth Awards – Jacob Kirifi to notify youth leaders.
- Local Facebook Pages – Proving useful, with people asking about new waste collections, etc.
- New TK housing developments – currently 500 sections.
- TK Art Exhibition – Raised approximately \$3,000 for DISC.
- Freedom Camping is currently popular within the area. Discussion ensued about content of TKCC submission on WDC Freedom Camping draft policy, and included buses parked on grass verges, and vehicle selling coffee and food in the village, etc.
- Planting Plan (Will Thresher) – Plan for planting by roundabout to go to Fletchers. Tim Harty to follow up. Mr Boldero has agreed to heritage roses being planted by his property.
- Grass Verges Proposal – TKCC submission to be in by 8th April.

TKCCI604/06/3 Discretionary Fund Report to 22 March 2016
Item 6.3

- Ms Helen Clotworthy, of Pokeno Community Group, asked about TKCC funding.
- A letter was received from Mr Chris Plant thanking TKCC for their contribution towards the Waitangi Day Picnic held on the Village Green. This was a successful day, with 50-60 people attending, and they want to hold a similar event next year.

Resolved: (Mr Wilson / Mr Hardwick)

THAT the report of the General Manager Strategy & Support – (Discretionary Fund Report to 22 March 2016) – be received;

AND THAT the Discretionary Fund pay \$750 in reimbursement to Te Kauwhata Community Events Inc. for expenses towards catering for the ANZAC Parade.

CARRIED on the voices

TKCCI604/06/4 Chairperson's report
Item 6.4

The Chair reported on the following issues:

- St John Letter – A copy of a letter to Te Kauwhata Primary School was received from St John HQ, regarding an incident at the school.
- Toni Grace attended a Refresher Workshop at Council with Community Board Chairs and members. Responsibility for Boards and Committees in regard to the new Health and Safety Act was discussed.

TKCCI604/07 PROJECTS UPDATE

TKCCI604/07/1 Wetlands Walkway
Item 7.1

John Cunningham reported that KiwiRail seem to be agreeable to the walkway going beside the railway line. The TTCF firstly declined funding, but have subsequently indicated this may change at their April meeting. There should be answers to a couple more funding applications next month. The Periodic Detention people have said they are able to assist with some of the work on the walkway. Making progress.

TKCCI604/07/2 Ken Nobbs Memorial Garden and Jamieson Memorial Seat
Item 7.2

Keith Dawson suggested plan for square-set pergola should be changed to a curve. Quotes and timeframe discussed.

The Committee accepted quotes to the value of \$3,065.90 from Earthcare Ltd and \$1,415.60 for materials from Max Birt Sawmills Ltd, both GST inclusive, for labour/installation of Memorial Garden archway and Jamieson Memorial Seat. Keith Dawson abstained from voting.

TKCCI604/07/3 Community Patrol
Item 7.3

Barry Weaver advised a new Co-ordinator for the Patrol has not been found as yet. Cr Sedgwick to write article to go in 'Chatter'.

TKCCI604/07/4 Anzac Day - Poppies
Item 7.4

Cr Sedgwick raised the issue of placement of poppies this year. Toni Grace to contact Lions Club.

There being no further business, the meeting was declared closed at 9.45pm.

Minutes approved and confirmed this 4th day of May 2016.

Ms T Grace
CHAIRPERSON

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Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive or General Manager
Date	22 April 2016
Prepared by	LM Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1503159
Report Title	Receipt of Meremere Community Committee Minutes

1. EXECUTIVE SUMMARY

To receive the minutes of the Meremere Community Committee held on Thursday 10 March 2016.

2. RECOMMENDATION

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 10 March 2016 be received.

3. ATTACHMENTS

MMCC Minutes 10 March 2016



MINUTES of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY 10 MARCH 2016** commencing at **7.00pm**.

Present Mr J Katu (Chairperson)
 Cr J Sedgwick
 Mr D Creed
 Mrs A Dobby
 Mrs R Epiha
 Mrs P Carr
 Mrs V Milton (Committee Secretary)

Attending Mr GJ Ion (Chief Executive)

MMCCI603/01 APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Rangimaria Epiha /Dudley Creed)

THAT an apology be received from and leave of absence granted to Shirley Wikaire.

CARRIED on the voices

MMCCI603/02 CONFIRMATION OF STATUS OF AGENDA ITEMS

MMCCI603/02/1 **Resolved: (Rangimaria Epiha /Dudley Creed)**

THAT the agenda for a meeting of the Meremere Community Committee held on Thursday 10 March 2016 be confirmed and all items therein be considered in open meeting.

CARRIED on the voices

MMCCI603/03 DISCLOSURES OF INTEREST

There were no disclosures of interest.

MMCCI603/04 CONFIRMATION OF MINUTES

Resolved: (Patricia Carr/Dudley Creed)

THAT the minutes of a meeting of the Meremere Community Committee held on Thursday 11 February 2016 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

MMCCI603/05 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

MMCCI603/06 REPORTS

MMCCI603/06/1 Skatepark Update Presentation by Rich Landscapes
Item 6.1

Resolved: (Rangimaria Epiha/Cr Jan Sedgwick)

THAT the report of the General Manager Service Delivery – *Skatepark Update Presentation by Rich Landscapes* – be received.

CARRIED on the voices

MMCCI603/06/2 Works & Issues Report
Item 6.2

Resolved: (Cr Sedgwick/Rangimaria Epiha)

THAT the report of the Chief Executive – *Works and Issues Report* – be received.

CARRIED on the voices

MMCCI603/06/3 Councillor’s Report
Item 6.3

Cr Sedgwick gave a verbal report and answered questions of the Committee.

MMCCI603/06/4 Discretionary Fund Report to 24 February 2016
Item 6.4

Resolved: (Patricia Carr/Dudley Creed)

THAT the report of the General Manager Strategy & Support – Discretionary Fund Report to 24 February 2016 – dated 24 February 2016 be received.

CARRIED on the voices

MMCCI603/07 GENERAL BUSINESS

MMCCI603/07/1 A Motion was made to remove from the commitments the following items:

13-Nov-14	purchase gym equipment from Melissa Tararo	\$1,300.00
10-Sept-15	purchase cupboard for hall pantry	\$73.50
11-Feb-16	A Plus Security- computer repair	\$287.50
10-Sept-15	purchase 4 x mops for hall	

Resolved: (Angela Dobby/Dudley Creed)
Carried on voices.

A Motion was made to pay Tuakau Glass Glazing the amount of \$227.64 for the repairs to the Meremere Medical Centre.

Resolved: (Dudley Creed/Patricia Carr)
Carried on voices

A Motion was made to upgrade two of the cameras located at the Library valued at \$600 from A Plus Security.

Resolved: (Dudley Creed/Angela Dobby)
Carried on voices.

A Motion was made to spend \$4,500 from the Meremere Community Committee Discretionary Fund towards the cost of the skatepark upgrade.

Resolved: (Vivienne Milton/Angela Dobby)
Carried on voices.

Sheree Rihari is looking into the requirements needed to get a bus service coming to Meremere. Questions to be asked are: who needs/wants? Who would provide? Sheree will coordinating results of answers (and questions).

There being no further business, the meeting was declared closed at 8:50 pm.

Minutes approved and confirmed this 10th day of March, 2016.

J Katu

CHAIRPERSON

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Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive
Date	12 April 2016
Prepared By	JP Davies Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	1495382
Report Title	Receipt of Tamahere Community Committee Minutes

1. Executive Summary

The minutes for a meeting of the Tamahere Community Committee held on Monday 4 April 2016 are submitted for receipt.

2. Recommendation

THAT the minutes of a meeting of the Tamahere Community Committee held on Monday 4 April 2016 be received.

3 Attachments

Attachment - Minutes



**Minutes of Committee Meeting
Held 7.30pm on 4th April 2016
Tamahere Community Centre**

Present:

TCC: Joy Wright, Maggie Wilcock, Shelley Howse, Bevin Coley, Dallas Fisher, Aksel Jepsen, Ro Edge, Leo Koppens, Connie Short, Sue Robertson, Charles Fletcher, Jane Mason

WDC: Wally Hayes, Tim Harty

1. **Apologies:** James Yearsley
2. **Confirmation of Minutes** of Meeting held on 7 March 2016

Moved: Ro Edge

Seconded: Charles Fletcher

All in favour

3. **Matters arising:** N/A

4. Correspondence Tabled

IN

WDC, communication memos; truck driver education, Port Waikato security, Anzac commemorations, Pokeno Community Committee, Raglan sewage leak

WDC, Jan Davies, re correction to March minutes

WDC, Deborah Lee, revised April/May 2016 workshop dates

WDC, Melissa Russo, proposed grass verge policy

WDC, agendas; policy & regulatory, strategy & finance

WDC, Tim Harty, re progress on SNAs & Hooker Road

WDC, Jackie Remihana, re skate park meeting & hall booking

NZTA, Dana McDonald, Expressway gully soil testing & restoration strategy

NZTA, March 2016 Expressway newsletter

Leo Koppens, re council resource consent process for the Nursery

Tamahere School BOT, copy letter of support for the nursery

Tamahere Forum six monthly update and invoice

OUT

WDC, Karen Bredesen, Tim Harty & Support Team 1 Feb Minutes & 7 March Agenda

WDC, Jenni Vernon, copy of draft SNA letter

WDC, Giles Boundy, re SNA letter & request for chase up of Kessel's

WDC, Tim Harty, request for Alasdair Gray to attend March meeting

HEB, Kellie Ellis, thank you letter for Expressway Cambridge section project

Tamahere Nursery, Jan Simmons, copy 1 Feb minutes & 7 March agenda

Tamahere Community Centre, Harvey Nelson, 1 Feb minutes & note of vandalism issues

Action: Tamahere Forum Invoice approved for payment

Moved: Dallas Fisher
Seconded: Maggie Wilcock
All in favour

Correspondence Accepted

Moved: Ro Edge
Seconded: Dallas Fisher
All in favour

5. Tamahere Recreational Reserve & Nursery Update Reserve

- Work is progressing well.
- Works Programme is as follows:
 - flattening, draining, grass, this year.
 - Skate Park, Junior Playground, Asphalt Basketball Court, Fitness Trail, Sports Fields, and Car Park, next year.

Village Hub Development

- Development agreement still to be signed off.

Skate Park

- A meeting is scheduled to discuss the proposed Skate Park with potential developer, council, and interested parties, on 13th of April at 6pm at the TCC.

Nursery:

- The nursery currently being dismantled and plants are being moved to temporary locations.
- Council to contact Leo Koppens regarding extension of time for the move and the storage of nursery materials.
- Questions asked about any further removal of trees, as it is the committees understanding that all trees still remaining will be retained.

Actions:

- Questions for Jackie Remihana: Can the committee have clarification of what, if any, trees are still to be removed? And at what stage, and for what for duration, will the markets be able to use the section of the reserve they have been using, for parking?
- Maggie Wilcock to email Harvey Nelson to ensure the Hall Committee is aware of the lack of availability of the reserve for overflow car parking so they can notify their tenants.

6. WDC, Tim Harty Report

Expressway

- The Hamilton Expressway Alliance (NZTA & Associated Contractors) would like to come along to discuss possible changes to the Hamilton Expressway design in the vicinity of the Tamahere area.

Hooker Road

- WDC have received the preferred Hooker Road intersection option that NZTA wish to construct, which deals with the safety issues that have been raised, however the associated report was withheld from the committee.

- While there is no funding from WDC, they have provided feedback to NZTA about their concerns especially in relation to trucks and turning cars obstructing Cambridge Road turning into Hooker Road.
- The committee isn't prepared to provide consultation on this plan until the full report has been provided, when we will then provide it. But the committee wishes to clarify whether there will still be the opportunity to provide it.
- Tomorrow night there is a Cambridge Community Board meeting where NZTA will be presenting both the plan and report, and Dallas Fisher and Charles Fletcher will attend to highlight our concerns, and provide our solution.

Actions:

- Tim Harty to ask NZTA whether the Tamahere roundabout/overbridge is included in the conversation they wish to hold with the committee.
- Tim Harty to request the Hooker Road Intersection report to be shared with the committee, so we can be formally consulted with.
- Dallas to contact Jay Bishop at the Cambridge Community Board and ask if we can attend meeting, and have speaking rights.

7. Cr Wally Hayes Report

- Report covered by agenda items

8. WDC Grass Verge Policy

- Submissions due by the 8th of April
- The objective of the policy is to provide Council with consistency in terms of the provision of mowing within 50km zones, and is intended for urban areas only.

Action: Our submission to state that this committee supports the policy as written, but would like the definitions to be clearer. We would also like council to consider implementing a community pride focus so people feel motivated to take pride in their communities.

9. Significant Natural Areas [SNAs]

- Letter has gone out to locals, and council has advised that a public meeting will be held, date to be finalized.
- There are still ten outstanding questions from Kessells that our committee have no response from, and the committee are extremely unhappy that council and their contractors have not responded.
- Disappointing that residents who responded to the initial letter six months ago, have still not been contacted. WDC seem to have been overwhelmed by this process.

Action: Maggie Wilcock to send copy of letter sent to Jenni Vernon to Tim Harty so he can follow up.

10. Tamahere Reserve Report

No Report Tabled.

11. Any Other Business

Footpath

- Once again the committee raised the issue that horse poo and overgrown plants are still making portions of local footpaths unusable. It would be nice to see people in

the community taking pride in our area and ensuring the verges and footpaths in front of their properties are maintained for all the community to enjoy.

Action: Request to go to The Tamahere Forum for a repeat item on this issue.

Funding Applications

- Once we have finalized the options for the Recreation Reserve, the committee will set up a project to apply for funding so we can complete all our objectives.
- It was suggested in future someone on the committee is nominated who is responsible to be responsible for funding applications for community projects.

Date of next meeting 2 May 2016

Meeting closed at 9.05pm

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Open Meeting

To	Waikato District Council
From	GJ Ion Chief Executive
Date	29 April 2016
Prepared by	RJ Gray Council Support Manager
Chief Executive Approved	Y
DWS Document Set #	1506279
Report Title	Exclusion of the Public

1 Executive Summary

To ensure that the public are excluded from the meeting during discussion on public excluded items.

2 Recommendation

THAT the report of the Chief Executive be received;

AND THAT the public be excluded from the meeting during discussion on the following items of business:

- a. **Confirmation of Minutes dated 11 April 2016**

3 Reports

- a. **Chief Executive Issues**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

Good reason for passing this resolution to withhold exists under:

section 7(2)(i):

Ground(s) under section 48(1) for the passing of this resolution is:

section 48(1)(a)

(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

(i) where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i))