

# Council Meeting

## Tabled Documents

31 October 2019

<b>Item 19</b>	Expenses and Allowances Policy
<b>Item 24</b>	Youth Council minutes
<b>Late item</b>	Draft for Council's consideration: Resource Management Amendment Bill 2019



# Memorandum

To: Council

From: Michael Hodder

Date: 30 October 2019

Subject: **Expenses and allowances policy**

File: 3-OR-3-7

**TABLED DOCUMENT**

Tabled at Council  
on 31 October 2019

Through the Local Government Members (2019/20) Determination 2019, the Remuneration Authority prescribes the nature of allowances which may be paid to elected members and the limits on such payment. Council incorporates these elements into a broader policy on elected members' allowances and recovery of expenses, which is attached as Appendix 1. This has been updated to reflect the 2019 Determination.

Council currently pays

- A vehicle mileage allowance
- A communications allowance, and
- A childcare allowance

These allowances are included in fortnightly remuneration payments made through Payroll. Councillors are asked to make specific claims for vehicle mileage and childcare.

Council currently does not pay a travel time allowance.

## Recommendation

1. That the memorandum 'Expenses and allowances policy' to the 31 October 2019 meeting be received.
2. That the Policy on Elected Members' Allowances and Recovery of Expenses applicable from 12 October 2019 be adopted without amendment/as amended.

Michael Hodder  
Community and Regulatory Services Manager

## ***Rangitikei District Council***

### **POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES**

***APPLICABLE FROM 12 OCTOBER 2019***

#### **INTRODUCTION**

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

Contact person for queries: Carol Gordon  
Customer Services and Communications Team Leader  
Email: carol.gordon@rangitikei.govt.nz  
Phone: (06) 327-0099

#### **DOCUMENTATION OF POLICIES**

This document forms part of the Governance Handbook for Elected Members. It contains provisions around sensitive expenditure and conflicts of interest.

#### **AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

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

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy;
- expense claims are approved by the Chief Executive or the Customer Services and Communications Team Leader, and full original receipts are required; and
- cost reimbursements will be made via the payroll system.

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

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination. Annual allowances are for the period 1 July 2019 to 30 June 2020 ('the determination term'), and are paid on a pro rata basis for the elected member's term of office.

To satisfy the requirements of the Council's auditors, there will be periodic sampling of expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

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

## DEFINITIONS

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

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

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

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

## ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Travel and attendance at conferences/seminars/training programmes	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"><li>a) related expenditure being accommodated within existing budgets, and</li><li>b) the appropriate approvals as outlined in this policy</li></ul> <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by the Executive Officer with the Council's preferred</p>

Position	Expense/Allowance	Description
		available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.
	Taxis	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> <li>a) safety/security reasons, and</li> <li>b) when travelling outside the Rangitikei if a taxi is the most appropriate form of transport.</li> </ul> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by the Executive Officer should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Exceptional circumstances for Council related meetings	The Executive Officer may arrange overnight accommodation for elected members when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Domestic air travel	All elected members are entitled to utilise domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.

Position	Expense/Allowance	Description
	Air points	No airpoints accumulated while on Council business can be utilised for personal use.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Childcare allowance	<p>Payment of a contribution towards expenses incurred by an elected member for childcare provided while the member is engaged on local authority business if:</p> <ul style="list-style-type: none"> <li>i. the member is a parent/guardian of the child or the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis), and</li> <li>ii. the child is less than 14 years old, and</li> <li>iii. the childcare is provided by a person who is not a family member of the member and does not ordinarily reside with the member, and</li> <li>iv. the member provides evidence satisfactory to the local authority of the amount paid for childcare, and</li> <li>v. the payment to the member does not exceed \$6,000 per year per child.</li> </ul>
Mayor	Car	The Mayor may be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage if provided with a vehicle.
	Vehicle mileage	When a vehicle is not provided, the Mayor is entitled to the maximum threshold permitted in the Remuneration Authority's Determination.
	Travel and conferences, courses and seminars	The prior approval of the Chief Executive is required for travel within New Zealand for: council business; attendance at

Position	Expense/Allowance	Description
		<p>conferences/courses/training events/ seminars; other purposes associated with the position of mayor.</p> <p>The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by Council funds. Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs.</p> <p>The Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Telephone costs	<p>Full payment by the Council of:</p> <ul style="list-style-type: none"> <li>a) home telephone line rental and associated toll charges, and</li> <li>b) cellphone based rental and all associated call charges.</li> </ul>
	Car parking	Use of an assigned car-park at the Council's Marton Office for use on Council business.
	Entertainment and hospitality	<p>The Mayor may hold a purchasing card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business. If such a card is issued, full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>All expenditure on this card is approved by the Chief Executive.</p>
Mayor and Councillors	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
Mayor, Councillors	Communications equipment	Provision of a tablet for uploading Council/Committee/Community Board

Position	Expense/Allowance	Description
and Community Board Chairs		<p>meeting papers</p> <p>Option of <b>either</b></p> <p>a) provision of a mobile phone, PC or laptop, and printer. Full technical support is provided for Council business, <b>or</b></p> <p>b) provision of an annual allowance for any or all equipment provided by the elected member, as follows:</p> <p>i) \$200 for a PC</p> <p>ii) \$40 for a printer</p> <p>iii) \$150 for a mobile telephone.</p>
	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for Council business.
Councillors	Conferences, courses, seminars and training	<p>The conference, course, seminar or training event must contribute to the Councillor's ability to carry out council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p>
	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.
Councillors, Community Board Chairs	General community related expenses	<p>From time to time Councillors and Community Board chairs may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure should be previously approved by the Executive Officer.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate</p>



Position	Expense/Allowance	Description
		and conservative.
Councillors, Community Board members	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on Council business except when attending a Council/Committee/Community Board meeting when a standard deduction of 30km applies.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.<sup>1</sup></p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Executive Officer.</p>
	Mobile phone expenses	<p>An allowance towards Council generated calls, text and data through mobile phones:</p> <p>\$400 for councillors and community board chairs</p>
	Landline and broadband connection	<p>Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to Council business.</p>
Community Board members	Conferences/training/ seminars	<p>Attendance at conferences, courses, seminars and training programmes requires the prior approval of the relevant Community Board. Exceptions to approval of the Community Board being required are:</p> <ul style="list-style-type: none"> <li>a) when a Board member is to be the Council's representative at a conference or event; in such cases the approval of the Council is required, and</li> <li>b) for RMA hearings training, as there is a separate budget for such training which is managed by staff.</li> </ul>

<sup>1</sup> 79c per kilometre for the first 14,000 km regardless of vehicle type; after the first 14,000 km the rate is 30c per kilometres for petrol and diesel vehicles, 19c per kilometre for petrol/hybrid vehicles, 9c per kilometres for electric vehicles.



**RANGITIKEI**  
DISTRICT COUNCIL

# Rangitikei District Council

## Youth Council Meeting

Minutes – Tuesday 15 October 2019 – 5:00 p.m.

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**TABLED DOCUMENT**

Tabled at Council

on 31 October 2019

**Present:** Erika Elers  
Kathryn Fleming  
Caryse Clark  
Charly Ward-Berry  
Paige Thompson  
Hunter van der Jagt  
Makayla Vaa  
Reihania Hemi  
Anaru Hawira

**In attendance:** His Worship the Mayor Andy Watson  
Cr Cash Ash  
Michael Andrews  
Nardia Gower – Strategic Advisor for Youth / Kaihautū Rangatahi

**Tabled Documents:** Item 8 Chair's Report October 2019.

## 1 Welcome

The meeting started at 5.35pm. The Chair welcomed everyone to the last meeting of the year.

## 2 Youth Council Prayer

Makayla read the Youth Council Prayer in English followed by Anaru reading the Te Reo Māori translation.

## 3 Public Forum

Nil

## 4 Apologies/Leave of Absence

Nil

## 5 Members' conflict of interest

There were no conflicts of interest.

## 6 Confirmation of order of business

There was no change to the order of business and no late items.

## 7 Confirmation of Minutes

Resolved minute number	19/RYC/038	File Ref	3-CT-19-3
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That the minutes of the Rangitikei Youth Council meeting held on 17 September 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting

Anaru / Hunter. Carried

## 8 Chair's Report

The chair read her tabled report. Hunter spoke about her experience at both the Marton and Taihape Meet the Candidates events. Anaru spoke about the Bulls Meet the Candidates event. Mr Andrews spoke to how essential youth are for voting and that the 'youthquake' will occur during the Central Government election. Cr Ash expressed how good it is to have youth participating in the political spheres. Ms Gower mentioned opportunities for youth councils involvement in Central Government elections. Charly spoke about how successful and enjoyable the Marton 150<sup>th</sup> renaming celebration was.

**Resolved minute number****19/RYC/039****File Ref**

That the 'Chair's Report' to the 15 October 2019 Rangitikei Youth Council meeting be received.

Rei / Makayla. Carried

## **9 Preliminary local Election results**

Ms Gower spoke to the item highlighting the close the election results and that all returning councillors were re-elected, including Cr Ash who was in attendance.

His Worship the Mayor acknowledged the councillors who stood down and thanked them for the work they had put into the district. Further stating he believes that the final results have produced a strong Council.

## **10 National Election results**

The committee noted the commentary in the agenda.

## **11 Sustainable Development Goals**

Cr Ash spoke to the item noting the following:

The Sustainable Development Goals (SDG's) were signed by 193 countries in 2015 under the agreement they would accomplished by 2030. New Zealand was one of them. They cover 17 aspirational goals however, are not enforceable. How Rangitikei is meeting the SDG's is question for Council to consider.

## **12 Council decisions September 2019**

Ms Gower read through the comments in the memo. His Worship the Mayor noted that council has signed a declaration on Climate Change and submitted to the Climate Change (Zero Carbon) Amendment Bill

**Resolved minute number****19/RYC/040****File Ref****4-EN-12-9**

That the memorandum 'Council Decisions September 2019' to the 15 October Rangitikei Youth Council meeting be received.

Kat / Hunter. Carried

## **13 Video presentation to new Elected Members**

To be discussed outside the meeting.

#### **14 Valedictories**

Moved to the final dinner

#### **15 Late Items**

Nil

#### **16 Next Meeting**

This is the final meeting for the 2019 year.

#### **17 Meeting Closed**

The Chair closed the meeting at 6.36pm

Confirmed/Chair: \_\_\_\_\_

Date:

31 October 2019

File: 3-OR-3-5

## TABLED DOCUMENT

Deborah Russell, MP  
Chair  
Environment Committee  
Parliament Buildings  
Wellington

Tabled at Envtl  
on 31 October 2019

By email: [en@parliament.govt.nz](mailto:en@parliament.govt.nz)

Dear Deborah

### Resource Management Amendment Bill 2019

Thank you for the opportunity to submit on the Resource Management Amendment Bill.

The Rangitikei District Council is disappointed at the timing of the call for submissions to this Bill. The Government would have been well aware that the local government elections on 12 October 2019 means a high probability of changes in the composition of councils and that there are legislative requirements to fulfil before councils can commence their business. This Bill obviously has impact on the functioning of both regional councils and territorial authorities, so a later date for receiving submissions should have been set. In addition, while the Departmental Disclosure Statement notes engagement with selected council planning practitioners on technical aspects of the Bill, there is no evidence of consultation with Local Government New Zealand, the lead body for the sector.

Council supports the changes proposed repealing amendments to the Act made by the previous Government in the Resource Legislation Amendment Act – i.e. restrictions on public participation abilities (including subdivisions), fast-tracking the planning process for certain controlled activities and empowering the Minister for the Environment to prohibit or overturn local plan rules. Council is pleased to see the reinstatement of financial contributions which the Resource Legislation Amendment Act was phasing out.

Council also supports greater flexibility to applicants in suspending processing of non-notified resource consent applications and allowing consent authorities to suspend processing resource consent applications until fixed administrative charges are paid. The provisions extending the time frame to lodge retrospective consents applications for emergency works (from 20 to 60- working days) represent a much more realistic understanding of these situations.



Council is aware that the provisions in the Bill are intended to achieve the Government's policy on freshwater reform. We note that regional councils are required to notify their freshwater regional policy statements and regional plan changes by 2023 and make a decision by 31 December 2025. We question this fast timeframe since the Departmental disclosure statement notes that it "will be challenging for some councils to meet". We think the Environmental Protection Agency's powers of intervention should not extend to achieving this timeframe: that is more properly a matter for the Ministry in terms of providing guidance and funding support (which has been allocated by the Government to the Ministry for this purpose over the next four years).

I hope these comments are useful. I would like an opportunity to speak to this submission. Please contact Alyssa Takimoana, Executive Assistant ([alyssa.takimoana@rangitikei.govt.nz](mailto:alyssa.takimoana@rangitikei.govt.nz)) phone (06)327-0099 to confirm the time

Yours sincerely

Andy Watson  
Mayor of the Rangitikei District