

1 February 2025

Email: [REDACTED]

Dear [REDACTED]

Local Government Official Information Request

Thank you for your request for information from Council. All requests to the Council for information are required to be considered in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). More information about how the Council handles LGOIMA requests can be found in the Council's LGOIMA Request Policy which is available on the Council's website.

Your request for information was received on 13 December 2024 and related to the structure of council committees. As requested, where links are available, these are attached with our response below, there are also two attachments to the email as stated below in our response:

1. Committee structure
- a. A list of your Council's standing committees, including their names, scope, and delegations.

Response:

- This can be found here in Council's Local Governance Statement: [Local-governance-statement-2023-Web.pdf](#)
- Two further council committees have been added since, these are:
 - Community Grants Committee (established 31 October 2024)
 - Tenders Board (established 28 November 2024)
- The terms of reference for the Community Grants Committee can be found here: [RDC-Terms-of-Reference-Community-Grants-CommitteeWeb.pdf](#)
- The Terms of Reference for the Tenders Board is **attached to the email** response.

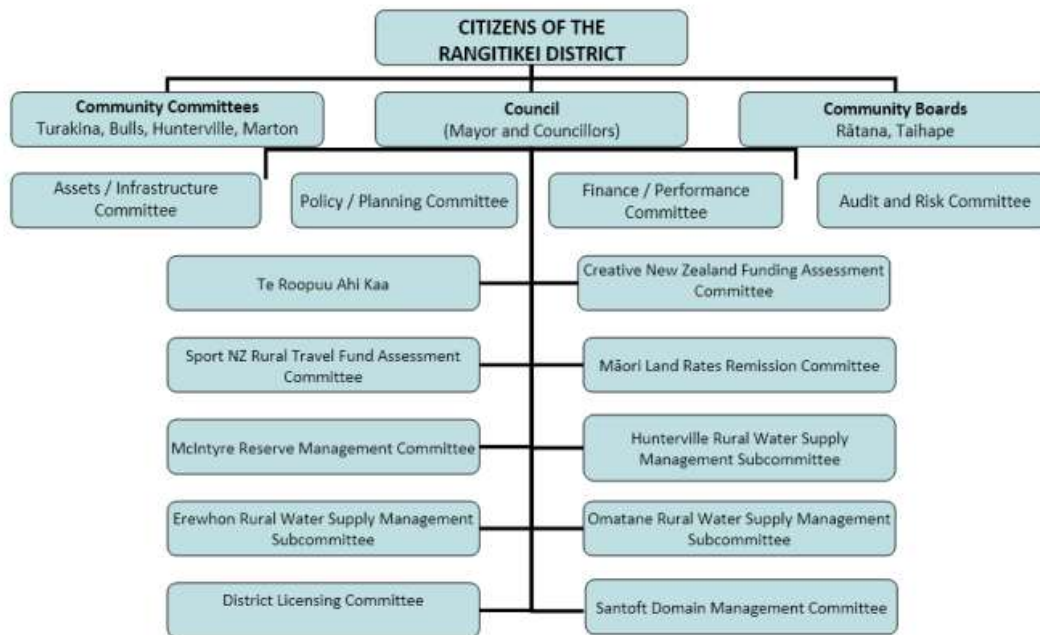
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- b. The hierarchical structure of committees and their relationship to the Council/governing body. For example, whether decisions by the committee must be approved by the Council/governing body.

Response:

- Governance structure taken from the Local Governance Statement: [Local-governance-statement-2023-Web.pdf](#)

6. Governance and Management Structure and Delegations

6.1. Governance Structure



- The Community Grants Committee is a separate Council Committee and makes decision on the distribution of grant funds.
- The Tenders Board is a subcommittee of the Assets and Infrastructure Committee.
- Audit and Risk Committee is now called the Risk and Assurance Committee.

2. Committee memberships

A breakdown of the number of elected and the number of unelected members (i.e. appointments under CI 31(3) of Sch 7 of LGA) on each individual committee.

Response:

This is included in a separate [attachment on the email](#) response, titled “2024 Committee Membership”.

3. Details of unelected members

For each unelected committee member please provide:

a. Their names and contact information

Response:

- Information for Te Rōpū Ahi Kā members can be found on the Council website here [Te Rōpū Ahi Kā \(TRAK\): Rangitikei District Council](#)
- Chair of the Risk and Assurance committee is Philip Jones:
Email [REDACTED]
Phone number [REDACTED]

b. Their date of appointment

Response:

- His Worship the Mayor directed the interim Chair of the Audit and Risk Committee on the 16 November 2022. This was noted in the minutes at the meeting: [Minutes of Audit and Risk Committee Meeting - Wednesday, 16 November 2022](#)

Mr Jones was officially appointed on the 23 November 2022 - minutes for appointment can be found here: [Minutes of Ordinary Council Meeting - Wednesday, 23 November 2022](#)

- Te Rōpū Ahi Kā members are re-appointed as part of the beginning of the triennium. This requires a letter from every iwi for reappointment. This is included in the komiti Terms of Reference, found in this link: [TRAK Terms of Reference](#)
- Rātana Community Board appoints a representative to Te Rōpū Ahi Kā komiti through resolution - Grace Taiaroa was appointed representative on the 11 June 2024.
- Te Rōpū Ahi Kā members are also appointed to Council Committees - these appointments were made on the 11 April 2023.

Following committee membership for the 2022-25 triennium:

Assets / Infrastructure Committee TRAK member:	Vacant
Finance / Performance Committee TRAK member:	Leanne Hiroiti
Policy / Planning Committee TRAK member:	Chris Shenton
Creative NZ Committee TRAK Representative:	Kym Savage
Māori Land Rates Remission Sub- Committee:	3 Tangata Whenua - Appointments made as required

- c. Whether or not they have voting rights on the Committee(s) they sit on

Response:

Yes the members noted above have voting rights.

- d. The specific “skills, attributes, or knowledge” that in the opinion of the local authority assist the work of the committee or subcommittee (refer to Cl 31(3) of Sch 7 of the LGA).

Response:

- Te Rōpū Ahi Kā komiti members are recommended to Council from the various hapū and marae groups within the District and they represent iwi, hapū and marae within the Rangitikei as well as a representative from the Rātana community, identified as a special interest group within the rohe/region. As noted in the komiti Terms Of Reference: [RDC-Terms-of-Reference-TRAKWeb.pdf](#)
- Mr Jones is an independent Chair for the Risk and Assurance committee.

- e. Their CV (if the Council does not hold a CV, please provide biographical information such as what qualifications, professional memberships, and work history the Council is aware of).

Response:

Council does not hold this information.

4. Public accountability

For unelected committee members, please tell us whether contact information is available on the Council’s website to at least the same degree as the elected officials.

Response:

- Te Rōpū Ahi Kā members have phone numbers in the Annual Report, and emails listed on the website: [Te Rōpū Ahi Kā \(TRAK\): Rangitikei District Council](#)
- Philip Jones Risk and Assurance Chair - is not listed.

5. Remuneration and expenses

- a. Please provide the remuneration paid to each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

Response:

- Due to privacy of the members, below is a guide to payment:
Te Rōpū Ahi Kā members are paid:
 - Annual Salary: \$1,976 (\$76 per fortnight).
 - Attendance: \$150 per meeting attendance.

- Mileage Claims: 0.79c per km, up to a maximum of 14,000 kms per year (excess mileage beyond 14,000 is covered at 0.30c per km).

As according to the [Agenda of Ordinary Council Meeting - Thursday, 28 April 2022](#) . This was confirmed at the 28 April 2022 Meeting: [Minutes of Ordinary Council Meeting - Thursday, 28 April 2022](#)

- The salary for the independent Chair of the Risk and Assurance Committee is capped at an annual fee of \$15,000. This was a Council decision on the 23 November 2022: [Minutes of Ordinary Council Meeting - Wednesday, 23 November 2022](#)
- b. Please provide the total amount of expense reimbursements and travel costs paid to or on behalf of each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

Response:

Due to privacy of members Council will not supply this information due to the identifiable nature of the response.

6. Interests register

Please provide the most recent interests register information for each of the unelected committee members.

Response:

As they are not elected members, Council does not hold this information and is not required to do so.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that it is our policy to proactively release our responses to official information requests, where appropriate. Our response to your request will be published shortly at: <https://www.rangitikei.govt.nz/council/about/contact-us/official-information> with your personal information removed.

If you wish to discuss this decision with us, please feel free to contact Alicia Hansen 06 327 0099.

Yours sincerely,



Carol Gordon

Deputy Chief Executive / Group Manager Strategy, Community & Democracy

Tenders Board Committee – Terms of Reference

Type of Committee:

Council subcommittee

Legislative basis:

Subcommittee reconstituted by Council as per Schedule 7, Section 30(1)(A) Local Government Act 2002. Subcommittee delegated by powers by the Council as per Schedule 7, Section 32 of the Local Government Act).

The Tenders Board will be a subcommittee of the Assets & Infrastructure Committee.

Purpose:

When it is appropriate or required as part of the procurement process, a tender will go via the Tenders Board for review and recommendation.

All tenders or contracts over \$250,000 in value or that are of high risk/sensitive expenditure, are referred to the Tenders Board for evaluation of the procurement process. The Tenders Board then makes their recommendation to the Chief Executive. Only the Chief Executive can give final approval to award a contract. This is usually granted at this stage, unless exceptional circumstances apply.

Any approval outside of the above rules must be approved by Council resolution.

The role of the Tenders Board is to:

- Receive tender and contract recommendations and to act as the principal advisor to the Chief Executive regarding procurement decisions.
- Ensure that RDC's procurement policies, rules, principles, strategies, objectives and all associated procedures are complied with.
- Ensure the tender process followed for each contract achieve efficiency and effectiveness in fostering good procurement outcomes such as value for money, quality, fairness and probity.
- Be satisfied that sufficient approved Council funding is available for the proposed procurement.
- Recommend to the Chief Executive when to seek legal opinion on any matter under its consideration.
- Be satisfied that the successful tenderer achieves the best value for money for RDC and its stakeholders.
- Be satisfied that commercial confidentiality is fully maintained as required by the tender process.
- Advise of any conflicts of interest (perceived or otherwise) that may occur during the Tenders Board's consideration of an item.
- Ensure the Tenders Board consistently remains neutral and fair.

Membership:

- Two Elected Members and the Mayor. The two Elected Members will be appointed by the Mayor.
- Three members from the Executive Leadership Team (ELT), one of which will hold the position of Chair. The selected ELT members will be appointed by the CEO. The CEO will not form part of the Tenders Board.
- As a general principle, ELT officers should be selected to cover technical, financial, legal/risk and engineering or infrastructure activities.
- The Group Manager who is relevant to the subject of the Tender, together with any other staff who have some expertise in the subject should be invited to assist the Tenders Board.

- An independent member (as deemed necessary by the members of the Tenders Board) may be invited to assist the Tenders Board when a tender is considered to be technical in nature and outside normal Council activities and expertise.

All members will be provided with training.

Quorum:

The quorum required for a Tenders Board Meeting in order to make recommendations to the Chief Executive will consist of a minimum of four voting members, one of which must be an elected member.

Frequency and Meetings:

Fortnightly, and as and when required.

Meetings may be cancelled by the Tenders Board Chair if they are not required (no later than the Monday of each week the meeting was to be held).

For urgent and routine smaller tenders an option of emailing advice on a tender could be considered, (i.e agenda and all supporting information is emailed to members who can vote via email).

Reports to the Tenders Board Members are sent by e-mail two days prior to the Tenders Board Meeting. Minutes will be taken at all meetings.

Tenders Board Meeting Voting Rules

Members that cannot be present at a face-to-face meeting (either online or in person) may submit their comments via e-mail to the Tenders Board Chair. The absent members comments will be discussed and considered at the meeting and recorded in the meeting Minutes. However, absent members cannot vote as part of a face-to face meeting.

If an item is from a members group (ELT members), the member may discuss the item but abstains from voting e.g. the Group Manager Assets, Infrastructure and Projects would abstain from voting on any Infrastructure items.

Limits to Delegations:

Tenders must be awarded within approved long term or annual plan budgets. Council's Procurement and Contract Management Policy must be adhered to. Where any tender award (or otherwise) may have legal implications or where a non-conforming tender is accepted, the reasons for decisions must be recorded.

The Tenders Board is authorised to make recommendations to the Chief Executive of their preferred tenderer, but does not itself have the authority to award the contract.

All information discussed at a Tenders Board Meeting is confidential. No tenderer must be advised of the outcome of a Tenders Board Meeting or tender by a Member.

Conflicts of Interest:

The Tenders Board must consider (and document) whether sufficient actual or perceived conflict of interest exists, or may arise, and seek to replace RDC officers and Elected Members from the Tenders Board with independent contractor(s).

2022-25 Committee Membership

Name	Chair	Deputy Chair	Members
Assets / Infrastructure Committee	Cr Wilson	Cr Richard Lambert	Crs: Loudon, Dalgety, Wong, Duncan, Maughan, Carter, Sharland TRAK member:
Finance / Performance Committee	Cr Fi Dalgety	Cr Jeff Wong	Crs: Loudon, Maughan, Carter, Wilson, Sharland TRAK member: Leanne Hiroiti
Policy / Planning Committee	Cr Piki Te Ora Hiroa	Cr Duncan	Crs: Lambert, Wilson, Maughan, Wong TRAK member: Chris Shenton
Risk and Assurance Committee	Mr Philip Jones	HWTM	Crs: Wilson, Dalgety, Hiroa, Loudon
Te Roopuu Ahi Kaa Komiti	Ms Piki Te Ora Hiroa	Ms Kim Savage	Two elected members being: HWTM and Cr Duncan
Youth Council			HWTM and Cr Duncan Cr Wong Cr Dalgety (alternative)
Chief Executive Review Committee	Cr Piki Te Ora Hiroa		All councillors
Creative NZ Committee			HWTM Cr Duncan TRAK Rep – Kym Savage Advertise for other reps, then a chair is appointed.

Maori Land Rates Remission Sub-Committee	His Worship the Mayor		2 elected members, being: Cr Dalgety Cr Wong 3 Tangata Whenua (most likely from TRAK)
Hearings Committee	His Worship the Mayor		Appointed when required
Hunternville Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr Lambert
Erewhon Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr Maughan alternative Cr Wong
Omatene Rural Water Supply Management Committee			His Worship the Mayor (ex officio) Cr Duncan
Turakina Community Committee			His Worship the Mayor (ex officio) Cr Carter
Bulls Community Committee			His Worship the Mayor (ex officio) Cr Carter
Marton Community Committee			His Worship the Mayor (ex officio) Cr Wilson And alternate - Cr Maughan
Hunternville Community Committee			His Worship the Mayor (ex officio) Cr Dalgety And alternate - Cr Lambert
Santoft Reserve Management Committee			His Worship the Mayor (ex officio) Cr Carter

McIntyre Reserve Management Committee			His Worship the Mayor (ex officio) Cr Wong
Ratana Community Board			His Worship the Mayor Cr Piki Te Ora Hiroa
Taihape Community Board			His Worship the Mayor Cr Duncan
Tenders Board			HWTM, Cr Wilson, Cr Dalgety
Communtiy Grants Committee	Cr Dalgety	Cr Wong	Cr Duncan, Cr Loudon, Cr Sharland, Cr Carter, HWTM