

Governance, Communications & Engagement Committee Agenda

11 August 2021



Meeting is held in the Council Chamber, Level 2, Philip Laing House
144 Rattray Street, Dunedin

Members:

Cr Michael Deaker, Co-Chair	Cr Gary Kelliher
Cr Michael Laws, Co-Chair	Cr Kevin Malcolm
Cr Hilary Calvert	Cr Andrew Noone
Cr Alexa Forbes	Cr Gretchen Robertson
Hon Cr Marian Hobbs	Cr Bryan Scott
Cr Carmen Hope	Cr Kate Wilson

Senior Officer: Sarah Gardner, Chief Executive

Meeting Support: Liz Spector, Governance Support Officer

11 August 2021 10:00 AM

Agenda Topic	Page
1. PUBLIC FORUM	
No requests to address the Committee under Public Forum were received prior to publication of the agenda.	
2. APOLOGIES	
No apologies were received prior to publication of the agenda.	
3. CONFIRMATION OF AGENDA	
Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.	
4. CONFLICT OF INTEREST	
Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
5. CONFIRMATION OF MINUTES	3
Minutes of previous meetings will be confirmed as true and accurate records, with or without changes.	
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This report is provided to update the Committee on the activities of Enviroschools in Otago. Students from North East Valley Normal School will also be present to speak to their involvement with the programme.	

7.2	LOCAL GOVERNMENT REMUNERATION DETERMINATION 2021/22	13
	This report details the 2021/22 Local Government Members Remuneration Determination, subsequent updates to the ORC Expenses, Reimbursement and Allowances Policy, and elected member remuneration and attendance for 2020/21, prior to the inclusion of the information in the 2020/21 Annual Report.	
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7.3	REVIEW OF OUTSTANDING ACTIONS OF COUNCIL AND COMMITTEE RESOLUTIONS	69
	This report is provided to review the Action Register of Outstanding Actions of Council and Committee Resolutions.	
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8.	CLOSURE	



Minutes of a meeting of the Governance, Communications and
Engagement Committee held in the Council Chamber on
Thursday 13 May 2021 at 9:00 AM

Membership

Cr Michael Deaker (Co-Chair)
Cr Michael Laws (Co-Chair)
Cr Hilary Calvert
Cr Alexa Forbes
Hon Cr Marian Hobbs
Cr Carmen Hope
Cr Gary Kelliher
Cr Kevin Malcolm
Cr Andrew Noone
Cr Gretchen Robertson
Cr Bryan Scott
Cr Kate Wilson

Welcome

Co-Chairperson Michael Deaker welcomed Councillors, members of the public and staff to the meeting at 09:02 am. Staff present included Sarah Gardner (Chief Executive), Nick Donnelly (GM Corporate Services), Gavin Palmer (GM Operations), Richard Saunders (GM Regulatory and Communications), Amanda Vercoe (GM Governance, Culture and Customer), Liz Spector (Governance Support), Eleanor Ross, Lisa Gloag, and Asuma Bainbridge-Zafar. Natalie Richards of Versus Research was also present.

For our future

70 Stafford St, Private Bag 1954, Dunedin 9054 | ph (03) 474 0827 or 0800 474 082 | www.orc.govt.nz

1. APOLOGIES

Resolution

That the apologies for Cr Hobbs, Cr Kelliher, Cr Scott, Cr Wilson and the lateness of Cr Robertson be accepted.

Moved: Cr Hope
Seconded: Cr Noone
CARRIED

Cr Robertson arrived at 9:06 a.m.

2. PUBLIC FORUM

No public forum was held.

3. CONFIRMATION OF AGENDA

The agenda was confirmed as presented.

4. CONFLICT OF INTEREST

No conflicts of interest were advised.

5. CONFIRMATION OF MINUTES

Resolution

Minutes of the 10 February 2021 Governance, Communications and Engagement Committee were confirmed as a true and accurate record.

Moved: Cr Hope
Seconded: Cr Calvert
CARRIED

6. ACTIONS

The table of outstanding actions was reviewed. Mr Saunders updated the meeting on the outstanding action related to the Significance, Engagement and Maori Participation Policy report. He said once consultations with Aukaha were completed, the Policy will be presented to the Strategy and Planning Committee meeting of 7 July 2021. Mr Saunders noted that under committee terms of reference, consideration of this policy needed to be undertaken by either Strategy and Planning or Council, rather than the Governance, Communications and Engagement Committee and asked this be reflected in the Action.

7. MATTERS FOR CONSIDERATION

7.1. Community Survey Implementation Plan

As part of setting the 2020/21 Annual Plan, Councillors requested that staff initiate delivery of a community survey for the Otago Regional Council. The purpose of this report was to present the proposal to commence an annual community survey. Richard Saunders (GM Regulatory and Communications) and Eleanor Ross (Manager Communications Channels) were present to speak to the report and respond to questions. Natalie Richards of Versus Research was also present to respond to questions around implementation of the process.

Mr Saunders noted a survey was sent to 900 residents in 2014 and said he will circulate a summary of responses to Councillors. He also noted that staff recommended a sample size of 1700 questionnaires be submitted, which differed from Versus Research's recommendation of 1200. Mr Saunders said this was in response to Councillor direction to use a larger sample size. Cr Deaker asked about the survey costs. Mr Saunders said the costs were included in the draft LTP budgets. Cr Deaker asked Ms Richards what she thought about using a larger sample size for the survey. Ms Richards said she is comfortable with that and understood there was a strong preference to receive responses from a variety of areas throughout the region.

Cr Laws moved the four recommendations and Cr Calvert seconded the motion.

Cr Hope asked if there would be a way for people who weren't included in the survey sample of 1700 to respond anyway. Ms Richards said there needs to be an element of randomness in the samples, but some postal invitations to participate are planned to reach those audiences. She noted this will preserve randomness of responses and won't be a significant part of the survey.

There were no further discussions and Cr Deaker put the motion.

Resolution

That the Committee:

- 1) **Receives** this report.
- 2) **Approves** the delivery of a Community Survey for Otago Regional Council with a sample size of 1700.
- 3) **Notes** that Versus Research will be contracted to deliver the survey annually for the next three years.
- 4) **Notes** that the survey will be completed between August and October.

Moved: Cr Laws
Seconded: Cr Calvert
CARRIED

7.2. Local Government Official Information and Meetings Act 1987 Data

This report was provided to set out key LGOIMA data for the period 1 April 2020 to 31 March 2021 to enable future point-in-time comparisons. Peter Kelliher (Legal Counsel) was present to speak to the report and respond to questions. Mr Kelliher summarised the report and Cr Deaker asked for Councillor questions.

Cr Calvert thanked Mr Kelliher for the report. She said the law was set out to ensure open and transparent government and the report shows the ORC is following good practice. Cr Deaker asked if Mr Kelliher knew how the ORC compared to other entities on response percentages. Mr Kelliher noted that the ORC's average response-time was lower than the 14.4 days the Ombudsman cited as commendable.

Cr Calvert asked if media requests for information were included in the statistics and Mr Kelliher said they were not. Cr Calvert said she would like to see those requests included if they are actual requests for information.

There was no further discussion and Cr Hope moved receipt of the report.

Resolution

That the Committee:

- 1) **Receives** this report.

Moved: Cr Hope
Seconded: Cr Deaker
CARRIED

8. CLOSURE

There was no further business and Co-Chair Deaker declared the meeting closed at 09:30 am.

Co-Chairperson

Date

OUTSTANDING ACTIONS FROM RESOLUTIONS OF THE GOVERNANCE, COMMS AND ENGAGEMENT COMMITTEE

Meeting Date	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
10/02/2021	SPS2102 Update on Communications and Engagement Policy Review Process	Completed	Present Draft Significance, Engagement and Maori Participation Policy (SEMPP) to the 12 May 2021 Gov, Comms and Engagement Committee.	General Manager Regulatory and Communications	<p>22/06/2021 Committee Secretary</p> <p>Richard Saunders: This will be presented at the 7 July 2021 Strategy and Planning Committee meeting.</p> <p>14/07/2021 Governance Support Officer</p> <p>Draft He Mahi Rau Rika Draft Significance, Engagement and Maori Participation Policy presented at S&P Committee on 07/07/2021. Consultation will commence on 19 July 2021 and the draft document, subject to a formal design process, will be presented to Council for final adoption on 29 September 2021.</p>	12/05/2021	20/07/2021
13/05/2021	COMS2101 Community Survey Implementation Plan	In Progress	Deliver a community survey for ORC, sample size 1700, between August and October 2021. Versus Research will be contracted to deliver the annual survey for next 3 years. Res GCE21-101	General Manager Regulatory and Communications, Manager Communication Channels		31/10/2021	

7.1. Update on Enviroschools

Prepared for:	Governance, Communications and Engagement Committee
Report No.	COMS2104
Activity:	Community: Governance & Community
Author:	Robyn Zink, Enviroschools Regional Coordinator
Endorsed by:	Richard Saunders, General Manager Regulatory and Communications
Date:	26 July 2021

PURPOSE

- [1] To update the Committee on the activities of Enviroschools in Otago.

EXECUTIVE SUMMARY

- [2] ORC supports the delivery of the Enviroschool programme through the funding of the Enviroschools coordinator. The programme has seen significant growth since ORC began funding the coordinator role in 2017.
- [3] While the impacts of COVID-19 did affect the delivery of the Enviroschool programme over the last year, there has been significant delivery across the five Territorial Local Authorities in the Otago region.

RECOMMENDATION

That the Committee:

- 1) **Notes** the update on the activities of Enviroschools in Otago.

BACKGROUND

- [4] Otago Regional Council (ORC) began funding the Enviroschools Regional Coordinator in 2017. Since this time the size of the programme has grown from 57 schools and 4 early childhood centres to 85 schools and 6 early childhood centres. This equates to 21,400 students being involved in the Enviroschools programme.
- [5] All five of the territorial local authorities (TLAs) in the Otago region now support the Enviroschool programme through direct funding of facilitators within their areas.

DISCUSSION

Ka mihi ki a Rakinui, ki a Papatūānuku,
Ka mihi ki te ngao o te wheiao!
Toitū te whenua, toitū te takata ki to wheiao ki te ao mārama.

Greetings and acknowledgement to Rakinui, to Papatūānuku, to the energy of the universe. May the land be sustained, may the people be sustained – in our universe, in our world of light

The Enviroschools Programme

- [6] Enviroschools is a holistic approach to the development of resilient and sustainable communities. The programme aims to inspire and empower people of all ages through connection, creativity, and action so they are actively engaged in creating a sustainable future. Enviroschools is specifically designed to meet multiple council outcomes through authentic relationships with the community. The long-term holistic approach of Enviroschools resonates with ORC's mission of *'Enriching all life in a way that ensures positive connections between environment, people and place now and for our future'*.
- [7] Enviroschools' kaupapa is delivered through facilitators working with schools, supporting them to identify and take action on issues relevant to the school and their community. Schools consistently identify their relationships with facilitators as key to deepening their sustainability practices and increasing their connections to community. Facilitators are employed by the TLAs directly or through contracts with community organisations.
- [8] At the end of each year an annual review is undertaken with each school. In the 2020 survey teachers were asked what difference Enviroschools made to their school. Common themes from across the region were that Enviroschools provides:
- a. Authentic learning / real leadership – Empowers students
 - b. Changes the way students perceive the world
 - c. Contributes to resilience
 - d. Students designing solutions for local problems
 - e. Connects schools to others and local environment

Impact of COVID 19 on Enviroschools

- [9] COVID-19 caused some disruption over the last year. We had to shift two senior secondary hui to zoom and cancel the Dunedin primary hui at the end of 2020. We managed to run two teacher hui (covering the whole region), a specialist secondary teacher hui, an intermediate hui (for Dunedin City Council (DCC) and Waitaki District Council (WDC) schools) and two primary hui (one for WDC schools and one for Central Otago District Council (CODC) and Queenstown Lakes District Council (QLDC) schools). We also ran teacher cluster meetings in person and via zoom.
- [10] Schools managed to maintain a high level of activity and focus on sustainable actions even with the COVID-19 disruptions. All schools worked to reduce their waste, the majority are involved in growing and sharing kai and many are involved in biodiversity and water projects. Schools across the region have also been focusing on energy, transport, and air quality. Otago Enviroschools also have a strong focus on cultural, social, and economic sustainability. Students and teachers are increasingly asking for support to understand climate change and how to transition to a just, zero-carbon future.

School Connections with their Communities

- [11] A key role for Enviroschools is facilitating connections between schools and their communities and navigating the different expectations and aspirations of schools and community groups. Enviroschools support many ORC ECO Fund projects by providing advice to community groups on creating high quality learning experiences, connecting projects with schools, and providing teachers with support to integrate learning from the field into inquiry topics. This work all aims to empower students to make a difference in their communities.
- [12] Enviroschools has facilitated consultation processes with both DCC and QLDC this year. Staff worked with two high schools to engage with DCC's consultation on their Coastal Plan enabling the students to share their views on the future of the coast. QLDC are currently refreshing their Climate Change Plan and wanted to hear from a range of young people, including primary students, across the district. Both processes provide productive templates for council to engage with young people.
- [13] There are several other key collaborations with a range of organisations. These include:
- Soil your Undies with NOSLAM, East Otago Catchment Group, Beef and Lamb, Federated Farmers, Waitaki Whitestone Geopark and Organics Unearthed. We are currently working toward making this a more widely accessible programme.
 - Building with mud with Earth Building Association New Zealand – Developing teaching resources for schools on building with natural and local materials.
 - School Energy Project with University of Otago, Mark Mason, Hans Pietish, and Jordana White.
 - Sustainable Coastlines on the Litter Intelligence programme <https://litterintelligence.org/>
 - Marine Studies Centre on the Red-billed gull study and Marine Metre Squared <https://www.otago.ac.nz/marine-studies/index.html>
- [14] We also have established wide networks across Otago to support the Enviroschools programme. Some of these are:
- Whaiao Education for Sustainability Otago <https://tewhaiao.co.nz/>
 - Ōtepoti Education Collective
 - Port Otago
 - Te Kakano <https://www.tekakano.org.nz/>
 - Wakatipu Reforestation Trust <https://wrtqt.org.nz/>

Support from Toimata

- [15] Toimata is the National Foundation which supports Enviroschools <http://www.toimata.org.nz/> and is funded by the Ministry for the Environment. Toimata provide resources, professional development and ongoing support for facilitators and Regional Coordinators. Otago was successful in securing an additional \$5000 of funding for this calendar year. This funding will be used for a series of engagement activities with school principals and to support the further development of Otago facilitators. A new

initiative for 2021 is to fund additional teacher release for teachers to develop a project based on a hui theme.

- [16] With the support of Toimata, an article was published in the Special issue of SET: Research Information for Teachers (NO. 3: 2020) on Climate Change Education titled *Envisioning a better future through interrelatedness and whanaungatanga*. The Enviroschools Coordinator has also been involved in providing some professional development on climate change education to Enviroschools' facilitators.
- [17] Toimata recently conducted a nationwide survey on the difference Enviroschools makes in schools and communities. Findings will be made available shortly and can be shared with Councillors when they are available.

ORC and Education

- [18] Bringing ORC's mission and vision to life requires a focus on the non-material, or ideas and ways of being as well as the delivery of material projects which have a positive impact on the environment. This is where education can make a difference. Enviroschools provides students with the skills and confidence to take action in their communities to create a just transition to a zero-carbon future.
- [19] Climate change education research has identified that young people do not know about career opportunities related to the transition to zero-carbon, nor are they exposed to local or regional adaptations or mitigations activities. There is considerable opportunity to leverage off current activities to provide young people with greater insight into possible career opportunities and local actions that align with their desire to make a positive difference in this community.
- [20] <https://www.nzcer.org.nz/research/publications/climate-change-what-can-schools-do-research-briefing-1>

OPTIONS

- [21] As this is a report for noting there are no options for consideration.

CONSIDERATIONS

Strategic Framework and Policy Considerations

- [22] There are no strategic framework or policy considerations associated with this noting report.

Financial Considerations

- [23] Funding for the Enviroschools Coordinator was included in the recently approved Long Term Plan 2021-2031.

Significance and Engagement Considerations

- [24] There are no significance and engagement considerations.

Legislative and Risk Considerations

[25] There are no legislative and risk considerations associated with this report.

Climate Change Considerations

[26] There are no climate change considerations associated with this report.

Communications Considerations

[27] There are no communications considerations associated with this report.

ATTACHMENTS

Nil

7.2. Local Government Remuneration Determination 2021/22

Prepared for:	Governance, Communications and Engagement Committee
Report No.	GOV2129
Activity:	Governance Report
Author:	Amanda Vercoe, General Manager Governance, Culture and Customer
Endorsed by:	Sarah Gardner, Chief Executive
Date:	5 August 2021

PURPOSE

- [1] To note the 2021/22 Local Government Members Remuneration Determination, consider and approve the resulting updates to the ORC Expenses, Reimbursement and Allowances Policy, and review elected member remuneration and attendance for 2020/21, prior to its inclusion in the Annual Report.

EXECUTIVE SUMMARY

Remuneration Authority Determination 2021/22

- [2] The Remuneration Authority (the Authority) has undertaken its annual review of elected member remuneration and issued its determination for local government elected members for the 2021/22 year (attached). This takes effect from 1 July 2021 to 30 June 2022.
- [3] The Authority made no changes to the remuneration for the ORC Chairperson, or the ORC's councillor remuneration pool.

ORC Expenses, Reimbursements and Allowances Policy

- [4] Adjustments were made to the maximum communications allowances, which have been included in the updated ORC Expenses, Reimbursement and Allowances Policy (attached for consideration and approval).

Remuneration and Attendance Data for 2020/21

- [5] The ORC's 2020/21 Annual Report is required to include reporting against elected member remuneration and attendance for 2019 and 2020. The data has been included in this report for noting, ahead of its inclusion in the Annual Report (which will be presented to Council's Audit and Risk Subcommittee for consideration in October 2021). The data is current as of 29 July 2021.

Elected Representatives' Remuneration

Council Remuneration 2021

Councillor	Months in Term	Meetings attended / eligible meetings	Remuneration	Meeting Fees	Allowances and Mileage	Other	Total
Andrew Noone (Chairperson)	12	45/47	140,522	-	550	4,243	145,315
Michael Laws (Deputy Chairperson)	12	39/43	83,920	-	10,102	324	94,346
Hilary Calvert	12	46/47	62,239	-	550	-	62,789
Michael Deaker	12	42/43	62,239	-	1,045	-	63,283
Alexa Forbes	12	41/43	62,239	2,690	11,849	281	77,058
Marian Hobbs	12	41/43	64,200	-	3,415	-	67,615
Carmen Hope	12	36/43	62,239	-	10,701	97	73,037
Gary Kelliher	12	39/43	62,239	240	11,442	-	73,921
Kevin Malcolm	12	40/47	62,239	-	13,344	-	75,582
Gretchen Robertson	12	40/43	62,239	2,050	1,967	19	66,275
Bryan Scott	12	41/43	62,239	-	2,642	251	65,132
Kate Wilson	12	44/47	62,239	-	550	-	62,789
			848,789	4,980	68,157	5,215	927,141

Eligible meetings include attendance at Council and Committee Meetings and Subcommittee Audit and Risk (for Crs Calvert, Noone, Malcolm and Wilson).

Council Remuneration 2020

Councillor	Months in Term	Meetings attended / eligible meetings	Remuneration	Meeting Fees	Allowance and Mileage	Other	Total
Stephen Woodhead (Chairperson - to 18 Oct 19)	4	14/14	40,494	-	-	3,814	44,308
Robertson, Gretchen (Deputy Chairperson - to 18 Oct 19)	12	39/40	65,469	8,053	1,354	422	75,298
Marian Hobbs (Chairperson - from 24 Oct 19)	8	26/26	102,246	-	725	-	102,971
Laws, Michael (Deputy Chairperson - from 24 Oct 19)	12	37/40	74,033	-	10,918	321	85,272
Alexa Forbes	8	25/26	43,400	-	5,164	646	49,210
Bell, Graeme	4	9/14	15,763	-	2,165	35	17,963
Brown Douglas	4	14/14	18,128	-	3,132	362	21,622
Deaker, Michael	12	37/40	61,528	-	750	-	62,278
Gary Kelliher	8	24/26	43,400	-	6,631	-	50,031
Hilary Calvert	8	26/26	43,400	-	275	-	43,675
Hope, Carmen	12	39/40	59,163	-	5,500	64	64,727
Kate Wilson	8	26/26	43,400	-	275	-	43,675
Kempton, Trevor	4	14/14	18,128	-	475	-	18,603
Kevin Malcolm	8	26/26	43,400	-	1,214	-	44,614
Lawton, Ella	4	11/14	15,763	4,187	4,079	455	24,484
Neill, Samuel	4	14/14	15,763	-	475	-	16,238
Noone, Andrew	12	37/40	61,528	4,837	1,646	108	68,119
Scott, Bryan	12	40/40	61,528	520	1,196	27	63,270
			826,537	17,597	45,972	6,254	896,360

RECOMMENDATION

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the Remuneration Authority's Local Government Members Determination 2021/22.
- 3) **Approves** Option 1 – to adopt the updated ORC Expenses, Reimbursements and Allowances Policy with an increase in the communications allowance, or Option 2 – to adopt the updated ORC Expenses, Reimbursements and Allowances Policy with no increase in the communications allowance.
- 4) **Notes** the 2020/21 data for elected member remuneration and attendance data that will be included in the 2020/21 Annual Report.

DISCUSSION

- [6] The Remuneration Authority undertakes an annual review of elected member remuneration and allowances. The Authority advised due to economic uncertainty it has taken a conservative approach to determining elected members' remuneration for the 2021/22 year. Some councils received no increases, while most councils received an increase of 1% to 1.5% to their remuneration.
- [7] The Authority made no changes to the remuneration for the ORC Chairperson, or the ORC's councillor remuneration pool.
- [8] If Council want to consider changes to the way the existing remuneration pool is distributed, a recommendation would need to be provided to the Remuneration Authority, for inclusion in its next gazette.
- [9] In terms of allowances, the Authority has increased the maximum claimable communications allowance to reflect the increasing costs of working remotely and the need for members to have access to more reliable and fit for purpose technology to support their work.
- [10] This has been included for consideration in the attached ORC Expenses, Reimbursements and Allowances Policy.
- [11] The vehicle kilometre reimbursement allowance has been adjusted to reflect the rates prescribed by Inland Revenue for the 2021 income year.

OPTIONS

- [12] *Option 1:* To adopt the updated ORC Expenses, Reimbursements and Allowances Policy which includes the following amendments:
 - a. \$150 increase to the communications allowance received by councillors (from \$550 to \$700) to cover the use of councillors own mobile phone and call and data costs. This is based on an increase to the maximum allowed in the 2021/22 Determination.

- b. Council policy is to provide an iPad (or a similar device of Council's choice), with an appropriate data connection. (Should a councillor wish to use their own equipment, the 2021/22 Determination will guide the reimbursement of this).
- c. Title change from Committee Secretary to Governance Support Officer, or Executive Assistant Governance, Culture and Customer as the contact point for travel and accommodation.

[13] *Option 2: Status quo, keep the existing communications allowance of \$550 to cover the use of councillors own mobile phone and call and data costs.*

CONSIDERATIONS

Strategic Framework and Policy Considerations

[14] Not applicable.

Financial Considerations

[15] The proposed slight increase to the communications allowance can be accommodated within the existing governance budget for 2021/22.

Significance and Engagement Considerations

[16] Not applicable.

Legislative and Risk Considerations

[17] Not applicable.

Climate Change Considerations

[18] Not applicable.

Communications Considerations

[19] No communications plan has been considered, but councillors chose to issue a media release in 2020/21 noting there had been no increase in their salaries based on the Remuneration Authority's 2020/21 Determination.

NEXT STEPS

[20] Implement the updated *ORC Expenses, Reimbursements and Allowances Policy*.

ATTACHMENTS

1. Local Government Members (2021 22) Determination 2021 - SIGNED [7.2.1 - 48 pages]
2. Expenses Reimbursement and Allowances Policy July 2021 DRAFT [7.2.2 - 3 pages]

29/06/2021
PCO 23839/5.0

Local Government Members (2021/22) Determination 2021

The Remuneration Authority makes this determination (including the appended explanatory memorandum) under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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**Local Government Members (2021/22) Determination
2021**

Determination

1 Title

This determination is the Local Government Members (2021/22) Determination 2021.

2 Commencement

This determination comes into force on 1 July 2021.

3 Expiry

This determination expires at the close of 30 June 2022.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

ATA panel means a panel appointed by an accord territorial authority under section 89 of the Housing Accords and Special Housing Areas Act 2013

board means—

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

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

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

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

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

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

RMA means the Resource Management Act 1991

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

**Local Government Members (2021/22) Determination
2021**

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5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing that is held by an ATA panel arising from—
 - (i) a resource consent application under subpart 2 of Part 2 of the Housing Accords and Special Housing Areas Act 2013; or
 - (ii) a request for a plan change or for a variation to a proposed plan under subpart 3 of Part 2 of that Act; or
- (b) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (c) a meeting for determining a resource consent application without a formal hearing; or
- (d) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (e) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (f) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (g) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (h) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

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

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

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**Local Government Members (2021/22) Determination
2021***Entitlement to remuneration, allowances, and hearing fees***7 Remuneration, allowances, and hearing fees payable***Remuneration*

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

Allowances and hearing fees

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

8 Acting mayor or chairperson

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

9 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
 - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle kilometre allowance under clause 11.
- (2) The maximum purchase price that may be paid for a motor vehicle purchased by a local authority for provision to a mayor or regional council chairperson during the determination term is,—
 - (a) in the case of a petrol or diesel vehicle, \$55,000 (including goods and services tax and any on-road costs); and
 - (b) in the case of an electric or a hybrid vehicle, \$65,000 (including goods and services tax and any on-road costs).
- (3) If a motor vehicle is provided to a mayor or regional council chairperson for restricted private use, no deduction may be made from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.

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**Local Government Members (2021/22) Determination
2021**

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- (4) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the annual remuneration payable to the mayor or regional council chairperson under the Schedule must be adjusted by the local authority in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:
- $$v \times 41\% \times 10\%$$
- where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.
- (6) If a motor vehicle is provided to a mayor or regional council chairperson for full private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:
- $$v \times 41\% \times 20\%$$
- where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.
- (7) In this clause,—
- full private use means—**
- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
 - (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
 - (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
 - (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson
- partial private use means—**
- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
 - (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and

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**Local Government Members (2021/22) Determination
2021**

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- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
 - (d) all travel in the vehicle is recorded in a logbook; and
 - (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year
- restricted private use means—**
- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
 - (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
 - (c) the vehicle is used solely for local authority business; and
 - (d) all travel in the vehicle is recorded in a logbook.
- (8) Subclause (2) does not apply to a motor vehicle provided to a mayor or regional council chairperson before 1 July 2018.

Allowances

10 Definition of member

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

11 Vehicle kilometre allowance

- (1) A local authority may pay to a member a vehicle kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 27 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:

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**Local Government Members (2021/22) Determination
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- (b) for a petrol hybrid vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 16 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for an electric vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 9 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

12 Travel time allowance

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel time allowance is \$37.50 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

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

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**Local Government Members (2021/22) Determination
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Member uses own equipment and consumables

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

Member uses own services

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

Pro-rating

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

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

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
 - (8) In this clause, **ICT** means information or communication technology, including—

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- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an Internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per annum per child.

Hearing fees

15 Fees related to hearings

- (1) A member of a local authority or a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- (2) A member of a local authority or a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or

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2021**

- (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

16 Revocation

The Local Government Members (2020/21) Determination 2020 (LI 2020/160) is revoked.

**Local Government Members (2021/22) Determination
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Schedule

**Schedule
Remuneration**

cl 7(1)

Part 1

Remuneration of members of regional councils

Bay of Plenty Regional Council

Office	Annual remuneration (\$)
Chairperson	146,500
Deputy Chairperson of Regional Council	80,004
Committee Chairperson (6)	70,000
Councillor with no additional responsibilities (6)	61,525
Councillor (Minimum Allowable Remuneration)	54,525

Canterbury Regional Council

Office	Annual remuneration (\$)
Chairperson	180,000
Deputy Chairperson	104,873
Councillor (with no additional responsibilities) (12)	71,599
Councillor (Minimum Allowable Remuneration)	63,570

Hawke's Bay Regional Council

Office	Annual remuneration (\$)
Chairperson	136,000
Deputy Chairperson of Regional Council	72,247
Chairperson Corporate and Strategic Committee	72,247
Chairperson Regional Transport Committee and Hearings Committee	72,247
Chairperson Finance, Audit and Risk Sub-committee	72,247
Chairperson, Clifton to Tangoio Coastal Hazards Strategy Joint Committee	72,247
Chairperson Environment and Integrated Catchments Committee	72,247
Councillor with no additional responsibilities (2)	62,000
Councillor (Minimum Allowable Remuneration)	50,378

Manawatu–Wanganui Regional Council

Office	Annual remuneration (\$)
Chairperson	143,000
Deputy Chairperson	67,656
Audit, Risk, and Investment Committee Chair and Catchment Operations Committee Deputy Chair	67,656
Audit, Risk, and Investment Committee Deputy Chair	50,116
Catchment Operations Committee Chair	72,668
Environment Committee Chair	65,150

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Local Government Members (2021/22) Determination 2021	
Schedule	
Office	
Environment Committee Deputy Chair	Annual remuneration (\$) 50,116
Passenger Transport Committee Chair	65,150
Passenger Transport Committee Deputy Chair	50,116
Manawatu River Users' Advisory Group Chair	50,116
Councillor (with no additional responsibilities) (2)	50,116
Councillor (Minimum Allowable Remuneration)	45,373
Northland Regional Council	
Office	
Chairperson	Annual remuneration (\$) 126,500
Deputy Chairperson	79,181
Councillor (with additional responsibilities) (7)	71,681
Councillor (Minimum Allowable Remuneration)	53,710
Otago Regional Council	
Office	
Chairperson	Annual remuneration (\$) 147,000
Deputy Chairperson	83,598
Councillor (with no additional responsibilities) (10)	62,000
Councillor (Minimum Allowable Remuneration)	48,670
Southland Regional Council	
Office	
Chairperson	Annual remuneration (\$) 122,500
Deputy Chairperson and Regional Transport Committee Chair	63,784
Chair, Strategy and Policy Committee	54,672
Chair, Organisational Performance and Audit Committee	54,672
Chair, Regulatory Committee	54,672
Chair, Regional Services Committee	54,672
Councillor (with no additional responsibilities) (6)	45,560
Councillor (Minimum Allowable Remuneration)	37,788
Taranaki Regional Council	
Office	
Chairperson	Annual remuneration (\$) 102,550
Deputy Chairperson of Regional Council	56,042
Chairperson Executive, Audit and Risk Committee	56,042
Chairperson Consents and Regulatory Committee	56,042
Chairperson Policy and Planning Committee	56,042
Chairperson Regional Transport Committee	45,781
Chairperson Civil Defence Group Committee	45,781
Councillor with no additional responsibilities (4)	39,466
Councillor (Minimum Allowable Remuneration)	37,493

**Local Government Members (2021/22) Determination
2021**

Schedule

Waikato Regional Council

Office	Annual remuneration (\$)
Chairperson	161,000
Deputy Chairperson	86,228
Committee Chair (8)	73,860
Councillor (with no additional responsibilities) (4)	64,160
Councillor (Minimum Allowable Remuneration)	58,640

Wellington Regional Council

Office	Annual remuneration (\$)
Chairperson	174,000
Deputy Council Chairperson (with committee chairperson responsibilities)	91,799
Chair, Environment Committee	81,570
Chair, Transport and Infrastructure Committee	81,570
Chair, Climate Committee	81,570
Chair, Chief Executive Employment Review Committee	81,570
Chair, Te Upoko Taiao—Natural Resources Plan Committee	81,570
Chair, Hutt Valley Flood Management Subcommittee and Portfolio Leader	81,570
Portfolio Leader, Sustainable Development	78,515
Councillor (with no additional responsibilities) (4)	65,430
Councillor (Minimum Allowable Remuneration)	61,517

West Coast Regional Council

Office	Annual remuneration (\$)
Chairperson	84,500
Deputy Chairperson of Regional Council and Chairperson Resource Management Committee	63,566
Councillor with no additional responsibilities (5)	51,787
Councillor (Minimum Allowable Remuneration)	36,269

Part 2

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

Ashburton District Council

Office	Annual remuneration (\$)
Mayor	121,500
Deputy Mayor	58,365
Councillor (with no additional responsibilities) (8)	40,645
Councillor (Minimum Allowable Remuneration)	25,423

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Schedule	Local Government Members (2021/22) Determination 2021	
<i>Methven Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		5,477
Member		2,738
<i>Auckland Council</i>		
Office		Annual remuneration (\$)
Mayor		296,000
Deputy Mayor		165,582
Chair of Committee of the Whole (4)		138,912
Chair of Regulatory Committee		138,912
Deputy Chair of Committee of the Whole (4)		125,483
Chair of other Committee (2)		123,245
Council-controlled Organisation Liaison Councillor (2)		123,245
Deputy Chair of other Committee (5)		117,650
Portfolio Lead		113,174
Councillor (Minimum Allowable Remuneration)		106,306
<i>Albert–Eden Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		92,450
Deputy Chairperson		55,470
Member		46,225
<i>Devonport–Takapuna Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		85,850
Deputy Chairperson		51,510
Member		43,149
<i>Franklin Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		90,750
Deputy Chairperson		54,450
Member		45,375
<i>Great Barrier Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		57,750
Deputy Chairperson		34,650
Member		28,875

Local Government Members (2021/22) Determination 2021		Schedule
<i>Henderson–Massey Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		99,550
Deputy Chairperson		59,730
Member		49,775
<i>Hibiscus and Bays Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		91,350
Deputy Chairperson		54,810
Member		45,675
<i>Howick Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		98,477
Deputy Chairperson		59,100
Member		49,200
<i>Kaipātiki Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		90,550
Deputy Chairperson		54,330
Member		45,275
<i>Māngere–Ōtahuhu Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		99,750
Deputy Chairperson		59,850
Member		49,875
<i>Manurewa Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		98,950
Deputy Chairperson		59,370
Member		49,475
<i>Maungakiekie–Tāmaki Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		94,650
Deputy Chairperson		56,790
Member		47,325

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Ōrakei Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		88,950
Deputy Chairperson		53,370
Member		44,475
	<i>Ōtara–Papatoetoe Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		99,050
Deputy Chairperson		59,430
Member		49,525
	<i>Papakura Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		92,550
Deputy Chairperson		55,530
Member		46,275
	<i>Puketāpapa Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		89,850
Deputy Chairperson		53,910
Member		44,925
	<i>Rodney Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		87,750
Deputy Chairperson		52,650
Member		43,875
	<i>Upper Harbour Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		86,250
Deputy Chairperson		51,750
Member		43,125
	<i>Waiheke Local Board</i>	
Office		Annual remuneration (\$)
Chairperson		69,450
Deputy Chairperson		41,670
Member		34,725

Local Government Members (2021/22) Determination 2021		Schedule
<i>Waitākere Ranges Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		87,350
Deputy Chairperson		52,410
Member		43,675
<i>Waitematā Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		97,350
Deputy Chairperson		58,410
Member		48,675
<i>Whau Local Board</i>		
Office		Annual remuneration (\$)
Chairperson		91,750
Deputy Chairperson		55,050
Member		45,875
Buller District Council		
Office		Annual remuneration (\$)
Mayor		95,500
Deputy Mayor and Finance Risk and Audit Committee Chair		42,366
Regulatory and Hearings Committee Chair		29,171
Community, Environment and Services Committee Chair		29,171
Community Grants Portfolio Holder		25,111
Youth Development Portfolio Holder		25,111
Punakaiki Area Portfolio Holder		25,111
Councillor (with no additional responsibilities) (4)		23,080
Councillor (Minimum Allowable Remuneration)		19,562
<i>Inangahua Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,265
Member		3,633
Carterton District Council		
Office		Annual remuneration (\$)
Mayor		84,500
Deputy Mayor		45,675
Councillor (with no additional responsibilities) (7)		25,423
Councillor (Minimum Allowable Remuneration)		19,107

Schedule	Local Government Members (2021/22) Determination 2021	
Central Hawke's Bay District Council		
Office		Annual remuneration (\$)
Mayor		105,000
Deputy Mayor, Chair of Strategy and Wellbeing Committee, Lead Urban Councillor		54,209
Chair of Finance and Infrastructure Committee and Member of Risk and Assurance Committee		41,014
Lead Rural Councillor and Member of Risk and Assurance Committee		33,909
Member of Risk and Assurance Committee (2)		30,864
Councillor (with no additional responsibilities) (3)		26,804
Councillor (Minimum Allowable Remuneration)		24,299
Central Otago District Council		
Office		Annual remuneration (\$)
Mayor		107,000
Deputy Mayor, Portfolio Lead and Member Cromwell Community Board		32,381
Portfolio Lead and Member Cromwell Community Board		28,063
Councillor and Chairperson Vincent Community Board		28,063
Portfolio Lead and Member Teviot Valley Community Board		26,444
Portfolio Lead and Member Maniototo Community Board		26,444
Councillor and Member Cromwell Community Board		24,825
Councillor and Member Vincent Community Board (2)		24,825
Councillor with no additional responsibilities (3)		21,587
Councillor (Minimum Allowable Remuneration)		21,059
<i>Cromwell Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		14,459
Member		7,229
<i>Maniototo Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,011
Member		3,505
<i>Teviot Valley Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,011
Member		3,505
<i>Vincent Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		15,556

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Member		7,778
Chatham Islands Council		
Office		Annual remuneration (\$)
Mayor		54,500
Deputy Mayor		23,942
Councillor with no additional responsibilities (7)		17,966
Councillor (Minimum Allowable Remuneration)		13,575
Christchurch City Council		
Office		Annual remuneration (\$)
Mayor		195,000
Deputy Mayor		131,250
Councillor with no additional responsibilities (15)		114,130
Councillor (Minimum Allowable Remuneration)		97,280
<i>Banks Peninsula Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		20,025
Member		10,012
<i>Coastal–Burwood Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		47,708
Member		23,854
<i>Fendalton–Waimairi–Harewood Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		47,061
Member		23,530
<i>Halswell–Hornby–Riccarton Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		49,652
Member		24,826
<i>Linwood–Central–Heathcote Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		49,652
Member		24,826

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Papanui–Innes Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		47,708
Member		23,854
	<i>Spreydon–Cashmere Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		47,708
Member		23,854
	Clutha District Council	
Office		Annual remuneration (\$)
Mayor		110,000
Deputy Mayor		31,308
Chairperson Standing Committee (3)		29,818
Member Executive Committee (4)		25,346
Member Creative Communities		23,856
Councillor with no additional responsibilities (5)		22,363
Councillor (Minimum Allowable Remuneration)		19,970
	<i>Lawrence–Tuapeka Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		5,915
Member		2,958
	<i>West Otago Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		7,011
Member		3,505
	Dunedin City Council	
Office		Annual remuneration (\$)
Mayor		166,500
Deputy Mayor		91,244
Chairs (6)		86,215
Councillor (with no additional responsibilities) (7)		71,845
Councillor (Minimum Allowable Remuneration)		59,853
	<i>Mosgiel–Taieri Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		19,526
Member		9,763

Local Government Members (2021/22) Determination 2021		Schedule
<i>Otago Peninsula Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		16,488
Member		8,244
<i>Saddle Hill Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		16,705
Member		8,352
<i>Strath Taieri Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		14,889
Member		7,445
<i>Waikouaiti Coast Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		16,270
Member		8,135
<i>West Harbour Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		16,705
Member		8,352
Far North District Council		
Office	Annual remuneration (\$)	
Mayor		155,000
Deputy Mayor		112,721
Committee Chairperson (4)		91,250
Councillor with no additional responsibilities (4)		70,370
Councillor (Minimum Allowable Remuneration)		55,147
<i>Bay of Islands–Whangaroa Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		31,742
Member		15,871
<i>Kaikohe–Hokianga Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		27,208
Member		13,604

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Te Hiku Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		27,775
Member		13,888
	Gisborne District Council	
Office		Annual remuneration (\$)
Mayor		155,000
Deputy Mayor		66,674
Chairperson Operations Committee		57,784
Chairperson Regional Transport Committee and Rural Councillor		53,339
Chairperson Wastewater Management Committee		53,339
Rural Councillor (3)		46,672
Councillor with no additional responsibilities (6)		44,449
Councillor (Minimum Allowable Remuneration)		37,915
	Gore District Council	
Office		Annual remuneration (\$)
Mayor		99,500
Deputy Mayor		35,960
Audit and Risk Committee Chair		30,450
Capital Works Committee Chair		30,450
Community and Strategy Committee Chair		30,450
Councillor (with no additional responsibilities) (7)		23,345
Councillor (Minimum Allowable Remuneration)		18,754
	<i>Mataura Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		4,184
Member		2,092
	Grey District Council	
Office		Annual remuneration (\$)
Mayor		102,000
Deputy Mayor also Portfolio Councillor for Three Waters		41,412
Councillor—Portfolio Transport		36,237
Councillor—Portfolio Spatial Development, Finance and Risk		36,237
Councillor (with no additional responsibilities) (5)		27,736
Councillor (Minimum Allowable Remuneration)		22,552
	Hamilton City Council	
Office		Annual remuneration (\$)
Mayor		174,500
Deputy Mayor		113,059

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Chair of Committee (7)		102,209
Deputy Chair of Committee (4)		92,963
Councillor (Minimum Allowable Remuneration)		74,925

Hastings District Council

Office		Annual remuneration (\$)
Mayor		153,500
Deputy Mayor		78,962
Chair: Committees of the Whole (2)		65,425
Chair: Subcommittee (5)		56,401
Deputy Committee Chair (4)		51,889
Ambassador for Hastings		51,889
Champion—Flaxmere Development		47,377
Councillor (Minimum Allowable Remuneration)		43,765

Hastings District Rural Community Board

Office		Annual remuneration (\$)
Chairperson		15,262
Member		7,631

Hauraki District Council

Office		Annual remuneration (\$)
Mayor		118,000
Deputy Mayor		41,690
Ward Committee Chairperson (3)		30,719
Emergency Management Committee Chairperson		28,525
Portfolio Leader (4)		26,330
Councillor with no additional responsibilities (4)		21,942
Councillor (Minimum Allowable Remuneration)		21,710

Horowhenua District Council

Office		Annual remuneration (\$)
Mayor		129,000
Deputy Mayor		70,033
Deputy Chair Finance, Audit and Risk Subcommittee		42,797
Chairperson, Community Funding and Recognition Committee		46,688
Chairperson, Community Wellbeing Committee		46,688
Councillor (with no additional responsibilities) (6)		38,907
Councillor (Minimum Allowable Remuneration)		28,578

Foxton Community Board

Office		Annual remuneration (\$)
Chairperson		12,706

Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Member	6,353
Hurunui District Council	
Office	Annual remuneration (\$)
Mayor	102,500
Deputy Mayor	33,999
Councillor (with no additional responsibilities) (9)	24,285
Councillor (Minimum Allowable Remuneration)	20,534
Hanmer Springs Community Board	
Office	Annual remuneration (\$)
Chairperson	8,145
Member	4,073
Hutt City Council	
Office	Annual remuneration (\$)
Mayor	158,000
Deputy Mayor/Chair of Standing Committee	101,524
Chair of Standing Committee (3)	81,324
Deputy Chair of Standing Committee (4)	64,547
Chair Traffic Subcommittee	68,195
Councillor with no additional responsibilities (3)	54,540
Councillor (Minimum Allowable Remuneration)	53,628
Eastbourne Community Board	
Office	Annual remuneration (\$)
Chairperson	13,734
Member	6,867
Petone Community Board	
Office	Annual remuneration (\$)
Chairperson	16,351
Member	8,175
Wainuiomata Community Board	
Office	Annual remuneration (\$)
Chairperson	17,224
Member	8,612
Invercargill City Council	
Office	Annual remuneration (\$)
Mayor	140,000
Deputy Mayor	56,252

Local Government Members (2021/22) Determination 2021		Schedule
Office	Annual remuneration (\$)	
Infrastructural Services Standing Committee Chairperson	48,854	
Infrastructural Services Standing Committee Deputy Chairperson	43,195	
Performance, Policy and Partnership Standing Committee Chairperson	48,854	
Performance, Policy and Partnership Standing Committee Deputy Chairperson	43,195	
Councillor (with additional responsibilities) (7)	39,162	
Councillor (Minimum Allowable Remuneration)	34,667	
<i>Bluff Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	8,720	
Member	4,360	
Kaikōura District Council		
Office	Annual remuneration (\$)	
Mayor	84,500	
Deputy Mayor	40,252	
Councillor with no additional responsibilities (6)	26,837	
Councillor (Minimum Allowable Remuneration)	19,309	
Kaipara District Council		
Office	Annual remuneration (\$)	
Mayor	119,000	
Deputy Mayor	55,837	
Councillor with no additional responsibilities (7)	44,139	
Councillor (Minimum Allowable Remuneration)	30,497	
Kāpiti Coast District Council		
Office	Annual remuneration (\$)	
Mayor	138,500	
Deputy Mayor	60,900	
Chair, Strategy and Operations	55,825	
Portfolio A Holder (4)	51,369	
Portfolio B Holder (4)	45,732	
Councillor (Minimum Allowable Remuneration)	36,050	
<i>Ōtaki Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson	15,479	
Member	7,739	

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Paekākāriki Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	8,066
	Member	4,033
	<i>Paraparaumu–Raumati Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	20,276
	Member	10,138
	<i>Waikanae Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	16,570
	Member	8,285
	Kawerau District Council	
	Office	Annual remuneration (\$)
	Mayor	93,500
	Deputy Mayor	36,195
	Chair of Regulatory and Services Committee	32,318
	Councillor (with no additional responsibilities) (6)	25,854
	Councillor (Minimum Allowable Remuneration)	17,945
	Mackenzie District Council	
	Office	Annual remuneration (\$)
	Mayor	84,500
	Deputy Mayor	35,249
	Engineering and Services Committee Chair	35,249
	Commercial and Economic Development Committee Chair	35,249
	Planning and Regulatory Committee Chair	35,249
	Councillor (with no additional responsibilities) (2)	18,956
	Councillor (Minimum Allowable Remuneration)	18,956
	<i>Fairlie Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	4,060
	Member	2,030
	<i>Tekapo Community Board</i>	
	Office	Annual remuneration (\$)
	Chairperson	4,060
	Member	2,030

**Local Government Members (2021/22) Determination
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Twizel Community Board

Office	Annual remuneration (\$)
Chairperson	5,064
Member	2,532

Manawatu District Council

Office	Annual remuneration (\$)
Mayor	121,000
Deputy Mayor	47,099
Chairperson Audit and Risk Committee	40,371
Chairperson Community Development Committee	40,371
Chairperson Hearings Committee	40,371
Chairperson Ngā Manu Tāiko	40,371
Health and Safety Governance Representative	40,371
Councillor with no additional responsibilities (4)	33,642
Councillor (Minimum Allowable Remuneration)	28,751

Marlborough District Council

Office	Annual remuneration (\$)
Mayor	141,000
Deputy Mayor	58,042
Chairperson Standing Committee	51,510
Chairperson Statutory/Joint Committee (2)	46,460
Deputy Chairperson Standing Committee	43,430
Deputy Chairperson Standing Committee and Chairperson Sub-Committee (2)	45,450
Chairperson Sub-Committee (3)	42,420
Chairperson of 2 or more Sub-Committees	44,440
Councillor (with no additional responsibilities) (2)	40,400
Councillor (Minimum Allowable Remuneration)	37,047

Masterton District Council

Office	Annual remuneration (\$)
Mayor	122,000
Deputy Mayor	47,073
Chair—Infrastructure and Services Committee	47,073
Chair—Awards and Grants Committee	41,641
Chair—Hearings Committee	39,830
Councillor (with no additional responsibilities) (6)	36,210
Councillor (Minimum Allowable Remuneration)	29,638

Matamata–Piako District Council

Office	Annual remuneration (\$)
Mayor	123,000

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Schedule	Annual remuneration (\$)
Office	
Deputy Mayor	39,983
Chair of Corporate and Operations Committee	39,983
Councillor (with no additional responsibilities) (9)	34,768
Councillor (Minimum Allowable Remuneration)	27,472

Napier City Council

Office	Annual remuneration (\$)
Mayor	145,500
Deputy Mayor and Chair of Standing Committee	82,249
Chair of Standing Committee (3)	62,715
Deputy Chair of Standing Committee (4)	58,860
Portfolio Holder (4)	54,772
Councillor (Minimum Allowable Remuneration)	44,355

Nelson City Council

Office	Annual remuneration (\$)
Mayor	144,500
Deputy Mayor	67,332
Senior Chair (Chair of Infrastructure, Regional Transport Committee, Deputy Chair Environment and Climate Committee (Nelson Plan Lead))	58,134
Committee Chair (4)	58,134
Subcommittee Chair	49,995
Councillor (with no additional responsibilities) (6)	45,372
Councillor (Minimum Allowable Remuneration)	40,083

New Plymouth District Council

Office	Annual remuneration (\$)
Mayor	152,000
Deputy Mayor	81,172
Chairperson Strategy and Operations Committee	65,952
Chairperson Finance, Audit and Risk Committee	60,879
Chairperson Te Huinga Taumatua	60,879
Chairperson Strategy Projects Committee	60,879
Councillor with no additional responsibilities (9)	50,732
Councillor (Minimum Allowable Remuneration)	43,898

Clifton Community Board

Office	Annual remuneration (\$)
Chairperson	12,644
Member	6,322

Inglewood Community Board

Office	Annual remuneration (\$)
Chairperson	15,043

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Member		7,522
<i>Kaitake Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		13,517
Member		6,758
<i>Waitara Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		15,043
Member		7,522
Ōpōtiki District Council		
Office		Annual remuneration (\$)
Mayor		99,000
Deputy Mayor		53,001
Cultural Ambassador/Coast Community Board Chair		45,421
Councillor (with no additional responsibilities) (4)		29,181
Councillor (Minimum Allowable Remuneration)		21,714
<i>Coast Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		10,128
Member		5,064
Otorohanga District Council		
Office		Annual remuneration (\$)
Mayor		92,500
Deputy Mayor and Member Grants and Awards Committee		39,344
Council Representative on Otorohanga Community Board and Member Grants and Awards Committee		30,621
Council Representative on Otorohanga Community Board		28,425
Chairperson Grants and Awards Committee		24,416
Council Representative on Kawhia Community Board and Member Risk and Assurance Committee		27,509
Member Risk and Assurance Committee (2)		25,479
Councillor (Minimum Allowable Remuneration)		18,905
<i>Kawhia Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		4,060
Member		2,030

Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Otorohanga Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		14,530
Member		7,265
	Palmerston North City Council	
Office		Annual remuneration (\$)
Mayor		152,500
Deputy Mayor, Chair—Planning and Strategy Committee, and Chair—Hearings Committee		81,329
Chair—Finance and Audit Committee and Chair—Chief Executive’s Performance Review Panel		58,033
Chair—Infrastructure Committee		54,675
Chair—Arts, Culture and Heritage Committee		51,318
Chair—Community Development		51,318
Chair—Economic Development Committee		51,318
Chair—Environmental Sustainability Committee		51,318
Chair—Play, Recreation and Sport Committee		51,318
Councillor (with no additional responsibilities) (7)		47,961
Councillor (Minimum Allowable Remuneration)		43,498
	Porirua City Council	
Office		Annual remuneration (\$)
Mayor		145,000
Deputy Mayor		71,659
Chair Te Puna Kōrero		68,862
Chair Chief Executive’s Employment Committee		55,419
Councillor (with no additional responsibilities) (7)		50,852
Councillor (Minimum Allowable Remuneration)		39,200
	Queenstown–Lakes District Council	
Office		Annual remuneration (\$)
Mayor		128,000
Deputy Mayor		49,041
Chair of Standing Committee (4)		45,877
Councillor (with no additional responsibilities) (5)		39,549
Councillor (Minimum Allowable Remuneration)		32,914
	<i>Wanaka Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		24,318
Member		12,159

Local Government Members (2021/22) Determination 2021		Schedule
Rangitikei District Council		
Office		Annual remuneration (\$)
Mayor		107,000
Deputy Mayor and Chair of the Chief Executive Review Committee		40,914
Committee Chair (2)		29,244
Committee Deputy Chair (3)		25,184
Councillor (with no additional responsibilities) (5)		23,154
Councillor (Minimum Allowable Remuneration)		20,572
<i>Ratana Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		4,317
Member		2,158
<i>Taihape Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,806
Member		4,403
Rotorua District Council		
Office		Annual remuneration (\$)
Mayor		152,000
Deputy Mayor, Lead—Economic Development Working Group, and Lead—Sustainable Environment Working Group		104,901
Chairperson Strategy, Policy and Finance Committee and Lead—Four Wellbeings Working Group		87,112
Chairperson Operations and Monitoring Committee, Lead—Liveable Communities Working Group, and Lead – Housing Working Group		87,112
Deputy Chairperson Strategy, Policy and Finance Committee, Lead—Economic Development (Housing Development) Working Group, and Lead—Sport and Recreation Working Group		74,218
Deputy Chairperson Operations and Monitoring Committee and Lead—Arts and Culture Working Group		74,218
Cultural Ambassador		74,218
Lead—Climate Change Working Group		74,218
Councillor with no additional responsibilities (3)		57,696
Councillor (Minimum Allowable Remuneration)		51,849
<i>Rotorua Lakes Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		17,049
Member		8,524

Schedule	Local Government Members (2021/22) Determination 2021
<i>Rotorua Rural Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	19,055
Member	9,527
Ruapehu District Council	
Office	Annual remuneration (\$)
Mayor	109,500
Deputy Mayor	38,359
Councillor (with no additional responsibilities) (10)	26,098
Councillor (Minimum Allowable Remuneration)	19,932
<i>National Park Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,945
Member	2,972
<i>Waimarino–Waiouru Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,806
Member	4,403
Selwyn District Council	
Office	Annual remuneration (\$)
Mayor	136,500
Deputy Mayor	52,112
Councillor (with no additional responsibilities) (10)	43,431
Councillor (Minimum Allowable Remuneration)	35,132
<i>Malvern Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	17,986
Member	8,993
South Taranaki District Council	
Office	Annual remuneration (\$)
Mayor	126,000
Deputy Mayor	48,946
Member Audit and Risk Committee (4)	35,894
Councillor with no additional responsibilities (7)	32,631
Councillor (Minimum Allowable Remuneration)	25,791

Local Government Members (2021/22) Determination 2021		Schedule
<i>Eltham-Kaponga Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		11,571
Member		5,786
<i>Pātea Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		11,173
Member		5,587
<i>Taranaki Coastal Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		12,672
Member		6,336
<i>Te Hāwera Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		14,240
Member		7,120
South Waikato District Council		
Office		Annual remuneration (\$)
Mayor		120,500
Deputy Mayor (Chair Community and Assets Committee)		49,326
Committee Chair A Corporate and Regulatory Committee		41,858
Committee Chair B Grants		39,245
Councillor (with no additional responsibilities) (7)		34,820
Councillor (Minimum Allowable Remuneration)		26,661
<i>Tirau Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		6,791
Member		3,396
South Wairarapa District Council		
Office		Annual remuneration (\$)
Mayor		93,000
Deputy Mayor		35,275
Chair of Finance, Audit, and Risk Committee		27,934
Chair of Planning and Regulatory Committee		25,959
Chair of Assets and Services Committee		25,734
District Licensing Deputy Chair		23,501
Martinborough Community Board and Waste Minimisation responsibilities		26,422

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Office		Annual remuneration (\$)
Greytown Community Board and Water Management responsibilities		28,362
Martinborough Community Board		25,148
Wairarapa Policies and Road Safety Council		27,663
Councillor (Minimum Allowable Remuneration)		18,855
<i>Featherston Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		6,605
Member		3,302
<i>Greytown Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		6,605
Member		3,302
<i>Martinborough Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		6,605
Member		3,302
Southland District Council		
Office		Annual remuneration (\$)
Mayor		124,000
Deputy Mayor		44,146
Committee Chairperson (2)		38,318
Councillor (with no additional responsibilities) (9)		31,272
Councillor (Minimum Allowable Remuneration)		26,262
<i>Ardlussa Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,595
Member		3,798
<i>Fiordland Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		9,338
Member		4,669
<i>Northern Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,344
Member		3,672

Local Government Members (2021/22) Determination 2021		Schedule
<i>Oraka-Aparima Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,204
Member		4,102
<i>Oreti Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		10,571
Member		5,286
<i>Stewart Island/Rakiura Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		4,060
Member		2,030
<i>Tuatapere Te Waewae Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		7,165
Member		3,582
<i>Waihopai Toetoe Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		9,952
Member		4,976
<i>Wallace Takitimu Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,723
Member		4,361
Stratford District Council		
Office		Annual remuneration (\$)
Mayor		90,500
Deputy Mayor		35,477
Chairperson Stratford Sport NZ Rural Travel Fund		26,354
Chairperson Farm and Aerodrome Committee		29,143
Councillor (with no additional responsibilities) (7)		25,342
Councillor (Minimum Allowable Remuneration)		18,905
Tararua District Council		
Office		Annual remuneration (\$)
Mayor		112,500
Deputy Mayor		49,830
Councillor with no additional responsibilities (7)		38,316

Local Government Members (2021/22) Determination 2021	
Schedule	
Office	Annual remuneration (\$)
Councillor (Minimum Allowable Remuneration)	27,119
<i>Dannevirke Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,831
Member	5,915
<i>Eketahuna Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	7,667
Member	3,834
Tasman District Council	
Office	Annual remuneration (\$)
Mayor	154,000
Deputy Mayor	68,069
Chairperson Standing Committee (2)	54,455
Councillor with no additional responsibilities (10)	45,379
Councillor (Minimum Allowable Remuneration)	37,791
<i>Golden Bay Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	13,300
Member	6,650
<i>Motueka Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	14,825
Member	7,413
Taupō District Council	
Office	Annual remuneration (\$)
Mayor	134,000
Deputy Mayor	48,311
Chair—Emergency Management Committee	46,297
Chair—Taupo Reserves and Roding Committee	46,297
Chair—Mangakino/Pouakani Representative Group	46,297
Chair—Kinloch Representative Group	44,284
Chair—Taupo East Rural Representative Group	44,284
Councillor (with no additional responsibilities) (5)	40,259
Councillor (Minimum Allowable Remuneration)	35,268

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Turangi–Tongariro Community Board

Office	Annual remuneration (\$)
Chairperson	17,089
Member	8,544

Tauranga City Council

Office	Annual remuneration (\$)
Mayor	166,500
Deputy Mayor	122,079
Chairperson of Standing Committee (3)	114,648
Deputy Chairperson of Standing Committee (4)	108,279
Councillor (with no additional responsibilities) (2)	106,156
Councillor (Minimum Allowable Remuneration)	78,440

Thames–Coromandel District Council

Office	Annual remuneration (\$)
Mayor	130,000
Deputy Mayor, Member Audit and Risk Committee, and Member Chief Executive Liaison Committee	68,558
Chairperson Emergency Management Committee, Holder Emergency Management Portfolio, Member Audit and Risk Committee, Member Chief Executive Liaison Committee, and Member Regional Civil Defence Emergency Management Group	64,354
Holder Infrastructure Portfolio, Member Audit and Risk Committee, and Member Regional Transport Committee	64,354
Member Audit and Risk Committee, Member Coromandel Catchment Liaison Committee, and Member Emergency Management Committee	58,047
Member Audit and Risk Committee and Member Emergency Management Committee	48,423
Member Audit and Risk Committee and Member Chief Executive Liaison Committee	48,423
Member Audit and Risk Committee (2)	48,423
Councillor (Minimum Allowable Remuneration)	37,026

Coromandel–Colville Community Board

Office	Annual remuneration (\$)
Chairperson	15,950
Member	7,975

Mercury Bay Community Board

Office	Annual remuneration (\$)
Chairperson	19,083
Member	9,542

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Schedule	Local Government Members (2021/22) Determination 2021	
	<i>Tairua–Pauanui Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		15,950
Member		7,975
	<i>Thames Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		20,223
Member		10,111
	<i>Whangamata Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		17,374
Member		8,687
	Timaru District Council	
Office		Annual remuneration (\$)
Mayor		132,500
Deputy Mayor		64,331
Chairperson Commercial and Strategy Committee		52,268
Chairperson Community Services Committee		52,268
Chairperson Environmental Services Committee		52,268
Chairperson Infrastructure Committee		52,268
Deputy Chairperson Commercial and Strategy Committee		46,238
Deputy Chairperson Community Services Committee		46,238
Deputy Chairperson Environmental Services Committee		46,238
Deputy Chairperson Infrastructure Committee		46,238
Councillor (Minimum Allowable Remuneration)		36,076
	<i>Geraldine Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		11,173
Member		5,587
	<i>Pleasant Point Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		8,762
Member		4,381
	<i>Temuka Community Board</i>	
Office		Annual remuneration (\$)
Chairperson		11,392
Member		5,696

**Local Government Members (2021/22) Determination
2021**

Schedule

Upper Hutt City Council

Office	Annual remuneration (\$)
Mayor	128,000
Deputy Mayor	54,698
Chair, Policy Committee	47,406
Chair, Finance and Performance Committee	47,406
Chair, City Development Committee	47,406
Chair, Risk and Assurance Committee	43,759
Chair, Hutt Valley Services Committee	43,759
Councillor (with no additional responsibilities) (4)	36,466
Councillor (Minimum Allowable Remuneration)	32,361

Waikato District Council

Office	Annual remuneration (\$)
Mayor	148,500
Deputy Mayor	80,525
Chairperson (Infrastructure Committee)	70,277
Chairperson (Strategy and Finance Committee)	70,277
Chairperson (Policy and Regulatory Committee)	70,277
Chairperson (Discretionary and Funding Committee)	56,124
Chairperson (Proposed District Plan Subcommittee)	60,393
Councillor (with no additional responsibilities) (7)	48,803
Councillor (Minimum Allowable Remuneration)	43,163

Huntly Community Board

Office	Annual remuneration (\$)
Chairperson	10,682
Member	5,341

Ngaruawahia Community Board

Office	Annual remuneration (\$)
Chairperson	10,682
Member	5,341

Onewhero–Tuakau Community Board

Office	Annual remuneration (\$)
Chairperson	11,119
Member	5,560

Raglan Community Board

Office	Annual remuneration (\$)
Chairperson	8,939
Member	4,470

Schedule	Local Government Members (2021/22) Determination 2021	
<i>Taupiri Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		4,060
Member		2,030
Waimakariri District Council		
Office		Annual remuneration (\$)
Mayor		137,500
Deputy Mayor		58,994
Councillor (with portfolio and committee chairing responsibilities) (9)		48,531
Councillor (Minimum Allowable Remuneration)		37,629
<i>Kaiapoi–Tuahiwi Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		17,742
Member		8,871
<i>Oxford–Ohoka Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		16,715
Member		8,358
<i>Rangiora–Ashley Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		22,885
Member		11,443
<i>Woodend–Sefton Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		14,658
Member		7,329
Waimate District Council		
Office		Annual remuneration (\$)
Mayor		87,500
Deputy Mayor		39,465
Councillor (with no additional responsibilities) (7)		26,310
Councillor (Minimum Allowable Remuneration)		19,309
Waipa District Council		
Office		Annual remuneration (\$)
Mayor		135,500
Deputy Mayor		43,985
Committee Chair (4)		40,601

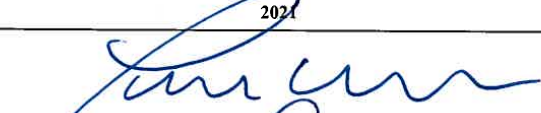

Local Government Members (2021/22) Determination 2021		Schedule
Office		Annual remuneration (\$)
Councillor (with no additional responsibilities) (8)		33,834
Councillor (Minimum Allowable Remuneration)		32,007
<i>Cambridge Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		19,060
Member		9,530
<i>Te Awamutu Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		18,404
Member		9,202
Wairoa District Council		
Office		Annual remuneration (\$)
Mayor		101,000
Deputy Mayor		43,510
Councillor (with no additional responsibilities) (5)		39,940
Councillor (Minimum Allowable Remuneration)		26,063
Waitaki District Council		
Office		Annual remuneration (\$)
Mayor		114,500
Deputy Mayor		43,418
Main Committee Chair (2)		36,540
Other Committee Chair (3)		31,465
Deputy Chair (4)		31,465
Councillor (Minimum Allowable Remuneration)		24,487
<i>Ahuriri Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		11,814
Member		5,907
<i>Waihemo Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		12,268
Member		6,134
Waitomo District Council		
Office		Annual remuneration (\$)
Mayor		98,500
Deputy Mayor		49,479

Schedule	Local Government Members (2021/22) Determination 2021
Office	Annual remuneration (\$)
Councillor with no additional responsibilities (5)	33,134
Councillor (Minimum Allowable Remuneration)	24,087
Wellington City Council	
Office	Annual remuneration (\$)
Mayor	180,500
Deputy Mayor	130,227
Chair of Committee of the Whole (5)	113,025
Councillor (with no additional responsibilities) (8)	111,225
Councillor (Minimum Allowable Remuneration)	86,874
<i>Makara–Ohariu Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	9,570
Member	4,785
<i>Tawa Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	19,092
Member	9,546
Western Bay of Plenty District Council	
Office	Annual remuneration (\$)
Mayor	136,500
Deputy Mayor and Chairperson Annual Plan, Long Term Plan, Regulatory Hearings, and District Plan Committees	60,900
Chairperson Performance and Monitoring Committee	48,720
Chairperson Katikati—Waihi Beach Ward Forum	44,153
Chairperson Kaimai Ward Forum	44,153
Chairperson Maketu—Te Puke Ward Forum	44,153
Councillor with no additional responsibilities (6)	40,724
Councillor (Minimum Allowable Remuneration)	33,453
<i>Katikati Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,173
Member	5,587
<i>Maketu Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	5,914
Member	2,957

Local Government Members (2021/22) Determination 2021		Schedule
<i>Omokoroa Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,107
Member		4,053
<i>Te Puke Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		11,173
Member		5,587
<i>Waihi Beach Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		9,201
Member		4,600
Westland District Council		
Office		Annual remuneration (\$)
Mayor		91,500
Deputy Mayor		29,724
Chairperson Capital Projects and Tenders Committee		37,814
Chairperson Planning and Regulatory Services Committee and Community Development Committee		41,772
Councillor (with no additional responsibilities) (5)		22,865
Councillor (Minimum Allowable Remuneration)		19,006
Whakatāne District Council		
Office		Annual remuneration (\$)
Mayor		134,000
Deputy Mayor		67,351
Committee Chairperson (3)		56,126
Deputy Committee Chairperson (2)		41,159
Councillor with no additional responsibilities (4)		37,417
Councillor (Minimum Allowable Remuneration)		33,375
<i>Murupara Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		8,107
Member		4,053
<i>Rangitāiki Community Board</i>		
Office		Annual remuneration (\$)
Chairperson		10,515
Member		5,258

Local Government Members (2021/22) Determination 2021	
Schedule	
<i>Tāneatua Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	8,107
Member	4,053
<i>Whakatāne-Ōhope Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	17,581
Member	8,790
Whanganui District Council	
Office	Annual remuneration (\$)
Mayor	141,000
Deputy Mayor	50,631
Chairperson Strategy and Finance Committee	46,737
Chairperson Infrastructure, Climate Change, and Emergency Management Committee	46,737
Chairperson Property and Community Services Committee and Advisory Group Chair	48,683
Advisory Group Chair (2)	42,842
Deputy Chair (3)	42,842
Councillor (with no additional responsibilities) (3)	38,947
Councillor (Minimum Allowable Remuneration)	33,404
<i>Whanganui Rural Community Board</i>	
Office	Annual remuneration (\$)
Chairperson	11,392
Member	5,696
Whangarei District Council	
Office	Annual remuneration (\$)
Mayor	156,000
Deputy Mayor	86,087
Chairperson Infrastructure Committee	75,327
Chairperson Community Development Committee	75,327
Chairperson Strategy, Planning and Development Committee	75,327
Chairperson Te Karearea Strategic Partnership Forum	75,327
Chairperson Civic Honours Committee	59,185
Councillor with no additional responsibilities (7)	53,805
Councillor (Minimum Allowable Remuneration)	49,360

Dated at Wellington this 30 day of June 2021.

<p>Local Government Members (2021/22) Determination 2021</p> <hr/>  	<p>Explanatory memorandum</p> <p>Chairperson.</p> <p>Member.</p> <p>Member.</p>
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Explanatory memorandum

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

This determination comes into force on 1 July 2021 and expires on the close of 30 June 2022.

The mandatory criteria that the Remuneration Authority must have regard to when making a determination covering members of local authorities, local boards, and community boards are listed in clause 7 of Schedule 7 of the Local Government Act 2002. In addition, section 18A of the Remuneration Authority Act 1977 requires the Authority to take into account prevailing adverse economic conditions. This is an important criterion at this time.

Although the economy has proven to be more resilient than predicted at this time last year, the further waves of COVID-19 recurring around the world continue to present a highly volatile and uncertain global environment, which is continuing to have a negative impact on many regions within New Zealand. Given this uncertainty, the Authority has taken a conservative approach to its determination of local government members' remuneration for the 2021/22 year. Some councils have received no increases, while the majority of councils have received a 1% to 1.5% increase to their remuneration. A small number of councils have been given larger increases as part of the phased implementation of the changes the Authority made in 2019 to its approach to determining local government elected members' remuneration. The implementation was delayed in 2020 as a result of the COVID-19 pandemic, so it has resumed this year.

Communications allowance

In the face of COVID-19, most local authorities have had to operate far more extensively in a virtual world. Members are increasingly required to work from home or away from their councils' offices and both members and the public can now attend meetings that are streamed online or via an audio link. This means that members are requiring more reliable, stronger, faster, and fit-for-purpose information and communication services and equipment to support their work. It is the Authority's preference that councils supply the full range of information and communication technology (including mobile telephone and related mobile telephone service) to their members

Explanatory memorandum **Local Government Members (2021/22) Determination
2021**

for use on local authority business rather than requiring members to use their own personal equipment and services. However, if a local authority requires its members to use their own personal equipment, consumables, and services, the Authority has increased the communications allowance to reflect the growing costs of working remotely.

Childcare allowance

The childcare allowance has been in place since 2019 and the Authority has reviewed it, taking into account feedback from a number of local authorities. The Authority has amended the allowance to remove any perceived discrimination based on family status. However, the upper limit of the reimbursement allowance has not changed and remains at \$6,000 per annum.

Vehicle kilometre allowance

The vehicle kilometre reimbursement allowance has been adjusted to reflect the current rates prescribed by the Inland Revenue Department.

All other allowances and hearing fees remain at their 2019 levels until the expiry of this determination.

Governance remuneration pool table

The table below sets out the local government governance remuneration pool, which will apply on and after 1 July 2021, for the councillors of each local authority.

Part 1

Remuneration pools for councillors of regional councils

Council	Governance remuneration pool (\$)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	964,061
Hawke's Bay Regional Council	557,483
Manawatu–Wanganui Regional Council	638,974
Northland Regional Council	580,951
Otago Regional Council	703,598
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	921,454
West Coast Regional Council	322,503

**Local Government Members (2021/22) Determination
2021**

Explanatory
memorandum

**Part 2
Remuneration pools for councillors of territorial authorities**

Territorial authority	Governance remuneration pool (\$)
Ashburton District Council	383,524
Auckland Council	2,556,478
Buller District Council	268,362
Carterton District Council	223,635
Central Hawke's Bay District Council	271,273
Central Otago District Council	280,627
Chatham Islands Council	149,700
Christchurch City Council	1,843,200
Clutha District Council	357,816
Dunedin City Council	1,111,450
Far North District Council	759,201
Gisborne District Council	637,845
Gore District Council	290,725
Grey District Council	252,564
Hamilton City Council	1,200,366
Hastings District Council	798,640
Hauraki District Council	355,461
Horowhenua District Council	439,649
Hurunui District Council	252,564
Hutt City Council	835,500
Invercargill City Council	514,483
Kaikōura District Council	201,271
Kaipara District Council	364,815
Kāpiti Coast District Council	505,129
Kawerau District Council	223,635
Mackenzie District Council	178,908
Manawatu District Council	383,524
Marlborough District Council	589,302
Masterton District Council	392,878
Matamata–Piako District Council	392,878
Napier City Council	724,920
Nelson City Council	609,333
New Plymouth District Council	786,354
Ōpōtiki District Council	215,148
Otorohanga District Council	201,271
Palmerston North City Council	786,354
Porirua City Council	551,900
Queenstown–Lakes District Council	430,295
Rangitikei District Council	290,725
Rotorua District Council	749,084
Ruapehu District Council	299,336

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Explanatory memorandum	Local Government Members (2021/22) Determination 2021	Governance remuneration pool (\$)
Territorial authority		
Selwyn District Council		486,420
South Taranaki District Council		420,941
South Waikato District Council		374,170
South Wairarapa District Council		245,998
Southland District Council		402,232
Stratford District Council		268,362
Taranua District Council		318,044
Tasman District Council		630,773
Taupō District Council		477,066
Tauranga City Council		1,111,450
Thames–Coromandel District Council		449,004
Timaru District Council		458,358
Upper Hutt City Council		430,295
Waikato District Council		749,493
Waimakariri District Council		495,775
Waimate District Council		223,635
Waipa District Council		477,066
Wairoa District Council		243,210
Waitaki District Council		336,753
Waitomo District Council		215,148
Wellington City Council		1,585,152
Western Bay of Plenty District Council		486,420
Westland District Council		223,635
Whakatāne District Council		467,712
Whanganui District Council		523,837
Whangarei District Council		823,214

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

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

Issued under the authority of the Legislation Act 2012.
Date of notification in *Gazette*:



Expenses, Reimbursements and Allowances Policy July 2021

The following is the expenses regime for elected members of the Otago Regional Council.

Principles

- Reimbursement of expenses incurred is available where required by virtue of membership for Council and Committee meetings, workshops, consent hearings, Council approved representation and Council organised events, and Chair-approved constituency activity including invitations from constituency groups, or general Council invitations.
- Claims are to be made by Councillors in the GO Expense claim system (GO). Expense claims will not be automatically generated by staff. Claims will be approved by the General Manager Corporate Services.
- When an expense claim is submitted in GO the Councillor certifies that the expenses are incurred on legitimate Council business in accordance with Council policy, that the amounts were incurred and paid for by the Councillor and no claim for reimbursement of any sum will be made from another source for these costs.
- Travel shall be shared where practicable. Where by virtue of private arrangements a Councillor chooses not to utilise Council provided or shared travel, expenses shall not be reimbursed.
- Accommodation and travel arrangements to be made through the Governance Support Officers or Executive Assistant Governance, Culture and Customer Experience.
- Basis of reimbursement is actual and reasonable.
- Claims are to be supported by itemised GST invoices / receipts.
- No alcohol can be claimed, with the exception being a Councillor required to do so as a hosting requirement and the expenditure is pre-approved by the Chairperson.
- Costs of spouse/partner accompaniment to be met privately.
- Where Council provided transport is available and not used, mileage allowance is not claimable.
- Claims for travel to be based on distance from normal residences, or such shorter distance as may be involved.
- Mileage is for travel in a private motor vehicle and by the most direct route that is reasonable in the circumstances.
- Travel time is to be by the quickest form of transport and most direct route that is reasonable in the circumstances.
- Claims should be made as soon as is practicable following the meeting or activity claimed for.



Specific Considerations

Hearing Fees

The amount payable to a Councillor who acts as Chair of a hearing panel is \$100 per hour. The amount payable to a Councillor who is a member of a hearing panel, but not the Chair, is \$80 per hour. Other conditions that apply to these payments including the hearings that apply and time that may be claimed are as determined by the Remuneration Authority.

Motor Vehicle Mileage Allowance

The maximum motor vehicle mileage allowance authorised by the Remuneration Authority will be paid for qualifying travel.

Travel Time Allowance

A travel time allowance as authorised by the Remuneration Authority will be paid for qualifying travel.

Communications

- iPads (or a similar device of Council's choice) will be supplied to each Councillor, with an appropriate data connection. Ownership is retained by the Council.
- An appropriate printer will be supplied on request for the use of each Councillor. Ownership is retained by Council. Cost of reasonable consumables for Council use to be met by the Council.
- Where a Councillor prefers to utilise their own equipment, allowances are available as per the Remuneration Authority's 2021/22 Determination. This equipment and internet connection must be of a standard acceptable to Council.
- A communication allowance of \$700 per annum will be paid as per the Remuneration Authority's 2021/22 Determination. This covers:
 - use of personal mobile phone equipment \$200,
 - use of a member's own mobile phone service (call and data costs) \$500.
- The communications allowance will be paid 6-monthly in arrears (in April and October).

Childcare allowance

A childcare allowance as authorised by the Remuneration Authority will be paid when a member is engaged on qualifying Council business. Claims are to be on an actual reimbursement basis and supported by itemised GST invoices / receipts.

Incidental Costs

Incidental costs such as accommodation, meals, parking, fares and other such costs incurred on Council business are recoverable on an actual and reasonable basis. Such claims are to be supported by itemised GST invoices / receipts and approved by the Chief Executive or General Manager Corporate Services. As stated in the Principles, it is Council's preference that accommodation and travel arrangements are booked by Council through the Governance Support Officers or Executive Assistant Governance, Culture and Customer Experience.

Where a Councillor chooses to stay privately when otherwise Council provided accommodation would be provided, an allowance of \$65 per night is payable.



Unforeseen Expenses and Costs

Any unforeseen expenses or costs of any Councillor related to Council activities (except for constituency work which must be approved by the Chairperson) may be reimbursed at the discretion of the Chief Executive or General Manager Corporate Services.

Chairperson

In recognition of the Chairperson's wider Council role, the following additional entitlements are available:

- Provision of a Council vehicle in accordance with the Remuneration Authority's use formula.
- Provision of a cell phone including call and data costs (if this is taken up, the communications allowance outlined above is not applicable).
- Membership of Air New Zealand Koru Club.

7.3. Review of Outstanding Actions of Council and Committee Resolutions

Prepared for:	Governance, Communications and Engagement Committee
Report No.	GOV2128
Activity:	Governance Report
Author:	Amanda Vercoe, General Manager Governance, Culture and Customer
Endorsed by:	Sarah Gardner, Chief Executive
Date:	5 August 2021

PURPOSE

- [1] To provide an overview of the actions that have been added to the Council work programme over the last 12 months.

EXECUTIVE SUMMARY

- [2] The Council Actions Register is made up of resolutions from Council and its committees that request new or additional work to be done and/or a report back provided.
- [3] The actions are reported against the agendas of the Council/committee meetings in which they are made, alongside progress updates (when relevant).
- [4] Included in this paper is the full Actions Register as it currently stands.
- [5] Over the last financial year, the actions register has grown considerably. Often actions on the register are outside of the relevant annual plan/long-term plan, not budgeted or resourced, and require reprioritisation of existing work to complete.
- [6] Going into Year 1 of the Long-term Plan 2021/31, which represents a significant increase in service delivery, it will be important to keep in mind the link between the Strategic Directions and Long-term Plan 2021-31 and any new or additional actions that are created via resolutions.
- [7] A tip sheet for crafting resolutions is attached, which propose shared expectations for staff and governance when creating recommendations and resolutions.

RECOMMENDATION

That the Committee:

- 1) **Notes** this report.
- 2) **Notes** the complete Council and committee Action Register.
- 3) **Notes** the shared tip sheet for crafting recommendations and resolutions.

BACKGROUND

- [8] Not applicable.

DISCUSSION

[9] Not applicable.

OPTIONS

[10] Not applicable.

CONSIDERATIONS**Strategic Framework and Policy Considerations**

[11] Actions on the Action Register should align with the Strategic Directions and Long-term Plan 2021-31.

Financial Considerations

[12] Actions on the Action Register should give consideration to how they will be funded.

Significance and Engagement Considerations

[13] Not applicable.

Legislative and Risk Considerations

[14] Not applicable.

Climate Change Considerations

[15] Not applicable.

Communications Considerations

[16] Staff will share the complete Actions Register with the Governance, Communications and Engagement Committee every six months.

NEXT STEPS

[17] To continue to work together to streamline governance processes.

ATTACHMENTS

1. Combined Actions Register 2021 07 29 [7.3.1 - 7 pages]
2. ORC Governance Resolutions July 2021 [7.3.2 - 1 page]

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
26/08/2020	Council Meeting	GOV1937 Electoral System for 2022 and 2025 Local Body Elections	In Progress	Work with Electoral Officer to include a poll asking for voter preference for STV/FPP alongside voting papers for the 2022 local elections.	General Manager Governance, Culture and Customer, Governance Support Officer	1/09/2020 Liz Spector - Contacted Electoral Officer Anthony Morton of Electionz for information. He will update our file, noting the request to conduct the poll with the 2022 election. He indicated additional cost of approx \$75,000, not including additional comms that will be necessary. 14/09/2020 Liz Spector - Public Notice in ODT on 12/9/20 to meet legislative requirements and to advise ORC intends to conduct a poll on voting systems alongside the 2022 local body elections.	1/01/2022		
30/09/2020	Council Meeting	OPS1018 National Wilding Pine Funding Round 2020-24	In Progress	Seek discussions through the Chair with appropriate Ministers and Territorial Authorities about certain wilding trees being able to be controlled or encouraged to be controlled in areas where they may become a source issue in the future.	General Manager Operations, Manager Biosecurity and Rural Liaison	19/10/2020 Liz Spector - To start.			
14/10/2020	Regulatory Committee	GOV1945 Regulatory Group - Quarterly Activity Report	In Progress	Request the Chair and CEO to actively pursue better cellular coverage in Otago with Central Government and LGNZ to ensure staff and residents can fully engage in online data, monitoring and information opportunities and requirements.	Chairperson		11/03/2021		147
14/10/2020	Implementation Committee	OPS1014 Biosecurity Implementation Improvement Update - Pest Management	In Progress	Bring a paper to the Implementation Committee detailing pros and cons of Options 2 and 3 to determine future use of rabbit control assets.	General Manager Operations, Manager Biosecurity and Rural Liaison	19/10/2020 Liz Spector - Work on this report to start.	10/02/2021		176
25/11/2020	Council Meeting	GOV1949 Amendments to Delegations Manual	In Progress	Bring an annual review of the Delegations Manual to Council at its second meeting of 2022.	General Manager Corporate Services and CFO, Legal Counsel	9/07/2021 Nick Donnelly - Legal Counsel is maintaining the delegations manual and this will be provided to Council for review in February 2022 as requested.	28/02/2022		
26/11/2020	Audit and Risk Subcommittee Public Excluded	CS1964 Risk Report	In Progress	Bring policy reviews to the Audit & Risk Subcommittee, including a whistleblower policy.	General Manager Corporate Services and CFO	4/05/2021 Nick Donnelly - The staff Policy Review Group has been progressing a review of Council policies. A summary of this work and an overview of the policies in place will be presented to the Audit and Risk Subcommittee September 2021 meeting. 9/07/2021 Nick Donnelly - September meeting has now been moved to October	14/10/2021		

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
1/12/2020	Strategy and Planning Committee	P&S1885 ORC Role in South Dunedin/Harbourside Adaptation collaboration with DCC	In Progress	Progress collaboration with DCC to deliver the South Dunedin/Harbourside natural hazards adaptation programme as in Option 3 and report back to Council.	Chairperson	26/01/2021 Liz Spector - Date to be set for initial meeting between Chair Noone, Mayor Hawkins and staff. 6/05/2021 Dianne Railton - Chair Noone advised he had spoken with DCC Mayor Hawkins who is waiting on a formal position from Councillors 12/07/2021 Dianne Railton - That Chair Noone formally write to DCC requesting a discussion held on the action point South Dunedin Harbourside Adaptation Programme 4/08/2021 Dianne Railton - Chair Noone wrote to the DCC and a meeting has been scheduled in the Mayor's office on Tuesday 31 August, which Cr Noone, Sarah Gardner and Gavin Palmer will attend.	28/02/2021		158
9/12/2020	Council Meeting	GOV1956 Chief Executive Key Performance Indicators Update	Assigned	Include future performance review timelines in a report to Audit & Risk Subcommittee to ensure the process is being dealt with in a timely manner.	Chairperson		30/06/2021		36
9/12/2020	Council Meeting	GOV1956 Chief Executive Key Performance Indicators Update	Assigned	Seek external assistance, possibly through LGNZ, for the CEO review/KPI setting process.	Chairperson		30/06/2021		36
17/02/2021	Audit and Risk Subcommittee Public Excluded	CS2108 Risk Report	In Progress	The revised Risk Register should be completed under a new framework by the 22 September 2021 subcommittee meeting.	General Manager Corporate Services and CFO	4/05/2021 Nick Donnelly - The review of the risk register is being under taken. An update is provided in the agenda for the May 2021 Audit and Risk Subcommittee meeting. The review intention is to present the revised risk register to the September 2021 Subcommittee meeting. 9/07/2021 Nick Donnelly - September meeting has been moved to October.	14/10/2021		
24/03/2021	Council Meeting	GOV2113 Local Government New Zealand Annual Conference 2021 Attendance	Assigned	Provide a report to on the 2021 LGNZ Annual Conference to the Governance, Communications and Engagement Committee, August 2021.	Chairperson		11/08/2021		
13/05/2021	Governance, Communications and Engagement Committee	COMS2101 Community Survey Implementation Plan	Assigned	Deliver a community survey for ORC, sample size 1700, between August and October 2021. Versus Research will be contracted to deliver the annual survey for next 3 years. Res GCE21-101	General Manager Regulatory and Communications, Manager Communication Channels		31/10/2021		
13/05/2021	Audit and Risk Subcommittee	Risk Review Update	Assigned	Provide a report to A & R detailing any actions taken that address recommendations of external reviews and track each item until action has been completed. RES AR21-104	General Manager Corporate Services and CFO		14/10/2021		
13/05/2021	Audit and Risk Subcommittee Public Excluded	Deloitte ORC Audit Plan	In Progress	Provide a brief staff paper to the next A & R meeting about how fraud risks are assessed and how this is addressed through policy and process. Res AR21-107	General Manager Corporate Services and CFO, Manager Finance - Reporting	9/07/2021 Nick Donnelly - Report will be provided to October 2021 A&R meeting.	14/10/2021		

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
13/05/2021	Audit and Risk Subcommittee Public Excluded	Deloitte ORC Audit Plan	In Progress	Upon receipt of the questionnaire from Deloitte, appropriate steps are taken by the Chair to seek feedback from Governance to formulate answers and respond to Deloitte. Res AR21-108	Chairperson, Councillor	9/07/2021 Nick Donnelly - Deloitte is preparing the questionnaire to go to the Chair of A&R who will then complete and return to them.	30/07/2021		6
13/05/2021	Audit and Risk Subcommittee	Safety and Wellbeing	In Progress	Investigate how other entities monitor personal vehicle usage and report back on best practice. Res AR21-101	General Manager Corporate Services and CFO	29/07/2021 Nick Donnelly - This will be reported to the 11 November A&R meeting	11/11/2021		
13/05/2021	Audit and Risk Subcommittee Public Excluded	Council Insurance - Disclosures	In Progress	Provide a paper to Council outlining the insurance risk disclosures. Res AR21-111	General Manager Corporate Services and CFO, Legal Counsel	27/07/2021 Nick Donnelly - Insurance indemnity briefing to be provided on 25 August 2021	29/09/2021		
13/05/2021	Audit and Risk Subcommittee	Risk Review Update	In Progress	Track documents/items marked as non-compliant as identified in the Warrant of Fitness and/or Mandatory Documents Register by adding an additional column in the register. Res AR21-104	General Manager Corporate Services and CFO, Legal Counsel	28/07/2021 Peter Kelliher - An additional column to track non-compliant documents/items will be added to the Annual Legislative Warrant of Fitness and Mandatory Documents Register which will be presented to the Audit & Risk Subcommittee early 2022.	28/02/2022		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Develop a region-wide methodology for water improvement funding for the 2022/23 Annual Plan. Res FIN21-106	General Manager Corporate Services and CFO		30/06/2022		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Conduct an Implementation Committee workshop to discuss liaison and/or strategy groups prior to the 8 September 2021 Implementation Committee meeting. Res FIN21-106	General Manager Operations	27/07/2021 - This workshop is scheduled for 12 September.	8/09/2021		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Staff to ensure opportunities exist to allow all interested parties to be fully involved in any scheme performance review process. Res FIN21-108	General Manager Operations		1/06/2022		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Establish a harbour facilities and management plan in a collaboration with iwi, community boards and groups, DCC and Port Otago with a budget of \$100k in each of financial years 2 and 3 of the LTP2021-31. Staff and Councillors to determine ToRs. Res FIN21-109	General Manager Strategy, Policy and Science				
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Report back on options for an independent review of the existing rating basis for all flood protection and drainage schemes and provide potential cost details by the end of December 2021. Res FIN21-109	General Manager Corporate Services and CFO		31/12/2021		

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Establish and fund a scoping study for an Otago Lakes Strategic Plan, in association w/relevant stakeholders, that creates lake management plans aimed at improving the environmental and amenity value of the water bodies and acquire the science, partnerships, and information for these purposes with an initial budget of \$100k in each of years one and two of the LTP2021-31. Res FIN21-109	General Manager Strategy, Policy and Science		31/12/2021		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Consider the potential of realtime data and citizen science input when upgrading or investing in assets. If this requires extra funding, those purchases should be brought back to Council for consideration. Res FIN21-109	General Manager Strategy, Policy and Science		31/12/2021		
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Chairperson Noone and CE Gardner to meet with University of Otago for the purpose of progressing the existing MoU and report back to Council. Res FIN21-109	Chairperson		13/05/2021		84
26/05/2021	Finance Committee	CS2126 Long Term Plan 2021-2031 Deliberation and Recommendations	Assigned	Provide a paper discussing re-establishment of the Otago Regional Council Environmental Awards. Res FIN21-111	General Manager Regulatory and Communications		31/12/2021		
9/06/2021	Data and Information Committee	SPS2126 Otago Greenhouse Gas Profile 2018/19 financial year	Assigned	Refer the Greenhouse Gas Profile 2018/19 to the 13 Oct 21 Strategy & Planning Committee to review the 5m tree rule and other methods of capturing carbon sequestering of tussocks, soil and other horticultural activity. Res DAIC21-101	General Manager Strategy, Policy and Science, Manager Strategy		13/10/2021		
9/06/2021	Data and Information Committee	SPS2126 Otago Greenhouse Gas Profile 2018/19 financial year	Assigned	Refer the Greenhouse Gas Profile 2018/19 to the Otago Mayoral Forum to establish a collaborative operation with the Otago Territorial Local Authorities. Res DAIC21-101	General Manager Governance, Culture and Customer		30/09/2021		
9/06/2021	Data and Information Committee	HAZ2106 Active faults in the Dunedin City and Clutha Districts	Assigned	Provide a report to the Strategy and Planning Committee by 31/12/2031 on options for incorporating the GNS Science active fault report and other fault information held by ORC into planning frameworks across Otago. DAIC21-106	General Manager Operations, Manager Natural Hazards		31/12/2021		
9/06/2021	Implementation Committee	BIO2110 Biosecurity Compliance Policy	Assigned	Include an explanation in the draft Biosecurity Compliance and Enforcement Policy that the Crown, under existing legislation, is exempt from the same compliance rules enforced upon individuals and/or other agencies. Res IMP21-102	General Manager Operations, Manager Biosecurity and Rural Liaison		23/06/2021		43

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
9/06/2021	Data and Information Committee	SPS2132 Coastal Monitoring Programme	Assigned	Present a paper to the Strategy and Planning Committee in 2022 outlining monitoring options for a State of the Environment network and seek Council approval to implement the programme. Res DAIC21-103	General Manager Strategy, Policy and Science, Manager Science		30/06/2022		
10/06/2021	Regulatory Committee	GOV2122 Regulatory Group - Quarterly Activity Report	Assigned	Provide an update on closed landfills in Otago to the next Regulatory Committee meeting (8/9/21). Res REG21-101	General Manager Regulatory and Communications		8/09/2021		
10/06/2021	Regulatory Committee	GOV2122 Regulatory Group - Quarterly Activity Report	Assigned	Provide an update on allocations amounts within the outstanding deemed permits. Res REG21-101	General Manager Regulatory and Communications		8/09/2021		
10/06/2021	Regulatory Committee	GOV2122 Regulatory Group - Quarterly Activity Report	Assigned	Arrange a confidential briefing on updates to Plan Change 7 and Plan Change 8. Res REG21-102	General Manager Strategy, Policy and Science		11/08/2021		
23/06/2021	Council Meeting	OPS2103 Facilitation of Landholder Access to Poisoned Rabbit Bait	Assigned	Report back to Council on outcome of the carrot bait trial no later than 31 December 2021. Res CM21-136	General Manager Operations, Manager Biosecurity and Rural Liaison		9/12/2021		
23/06/2021	Council Meeting	OPS2103 Facilitation of Landholder Access to Poisoned Rabbit Bait	Assigned	Report the outcome of consultation with pest control contractors no later than 31 December 2021. Res CM21-136	General Manager Operations, Manager Biosecurity and Rural Liaison		9/12/2021		
23/06/2021	Council Meeting	GOV2125 Adoption of Long Term Plan 2021/31	Assigned	That the Chair is to confirm Council's position regarding public transport in a letter to the Mayor of Dunedin City Council. Res CM21-121	Chairperson		25/08/2021		
23/06/2021	Council Meeting	PPT2112 Adoption of 2021-31 Regional Public Transport Plan	Assigned	That the Chair meet at an early opportunity with the Mayor of DCC with their respective Chief Executives, to discuss passenger transport and a joint approach going forward. Res CM21-125	Chairperson		25/08/2021		
23/06/2021	Council Meeting	REG2108 Consent Fees Policy	Assigned	Staff review the Financial Support for Resource Consent Processing Fees policy at the end of the 2021/2022 year, and report back to Council on any recommended changes. Res CM21-126	General Manager Regulatory and Communications		9/12/2021		
23/06/2021	Council Meeting	GOV2116 Zero Carbon 2030 Alliance Memorandum of Understanding	Assigned	Staff will update Council on discussions and activities related to the Zero Carbon 2030 Alliance. Res CM21-127	General Manager Governance, Culture and Customer, Senior Advisor - Mayoral Forum		9/12/2021		
23/06/2021	Council Meeting	GOV2125 Adoption of Long Term Plan 2021/31	In Progress	Refer this draft motion to be considered by the Implementation Committee: Provide a quarterly report to the Implementation Committee starting with the 9 December 2021 agenda on progress made on gravel extraction consents. (will be a Notice of Motion). Res CM21-122	Councillor		31/08/2021		

COMBINED ACTIONS REGISTER AT 5/08/2021

Meeting Date	Meeting Type	Item	Status	Action Required	Assignees	Action Taken	Date Due	Date Completed	Days Overdue
23/06/2021	Council Meeting	GOV2125 Adoption of Long Term Plan 2021/31	In Progress	Refer this draft motion to be considered by the Implementation Committee: Provide a quarterly report to the Implementation Committee on development of work programmes for river management to be included in future annual plan budgets (Will be a Notice of Motion). Res CM21-122	Councillor		31/08/2021		
23/06/2021	Council Meeting	GOV2125 Adoption of Long Term Plan 2021/31	In Progress	Refer this draft motion to be considered by the Implementation Committee: Provide the Implementation Committee with a report on timeframes and process to better develop asset management plans for plantings alongside river banks (Will be a Notice of Motion on 8/09 Imp Committee). Res CM21-122	Councillor		31/08/2021		

ORC Governance: Tips on crafting recommendations and resolutions

July 2021

For staff – good recommendations should:

- identify all decisions that are needed
- stand alone and make sense independently of the report (e.g. write the option out in full, rather than referring to an option in the report)
- be supported by statements in the body of the paper, don't include new material
- be accurate, clear, logical, and unambiguous
- be within the power/delegation of the committee to make
- set out the steps or work required, identifying who is to do the work, by when (be realistic)
- rescind earlier decisions where necessary
- be in alignment with the Strategic Directions and Long-term Plan 2021-31, or if not, provide an explanation.

Staff should also consider having alternative draft resolutions prepared for each option that has been identified in the paper, in case councillors chose not to follow the staff recommendations.

For councillors – good resolutions should:

- describe the intended action with enough specificity so that it will be clear whether the action has been completed or not.
- Be specific about who is going to complete the action – councillors/a committee/Chief Executive and provide a timeframe for completion, or report back to the relevant committee
- speak to the current resolution if you are amending it, ie make grammatical sense with the one which it seeks to amend.
- Should stand alone and if the resolution refers to choosing Option A/B/C, this should still follow the rules above (ie be specific and include who, and by when)
- For resolutions requesting an action, alignment with the Strategic Directions and Long-term Plan 2021-31 should be considered.