

The Board
Meeting Agenda
Waitara Library and Service Centre

Date: 5 August 2019**Time:** 3.00pm**Chairperson:** Pauline Lockett

Number	Item	Action
1.0	Karakia	
2.0	Apologies: None advised <i><u>Recommendation:</u> That the apologies be accepted.</i>	Resolution
3.0	Interest Register and Conflicts of Interest <ul style="list-style-type: none"> • Trustees to verbally advise all changes to the interest Register and to amend the Register as attached; and, • Trustees to advise the Chair of any conflict with any matter that is part of the agenda and/or papers presented. 	Board members to advise the Chair
4.0	Minutes of the Previous Meeting: Meeting held on the 14 June 2019 Amendments to the minutes, if any. <i><u>Recommendation:</u> That the Board members receive and note the minutes of the meeting held on the 14 June 2019.</i> <u>Action List</u>	Resolution Review
5.0	Draft Policies NPDC staff will present verbally on the development processes for the draft policies and management of the Waitara Perpetual Community Fund.	
6.0	Draft Work Plan for Discussion Attached <i><u>Recommendation:</u> That the Board members receive and adopt the draft work plan.</i>	
7.0	Terms of Reference – Reconsideration Further consideration to be given to meeting allowances and expense reimbursement	
8.0	Closing Karakia	

Date of Next Meeting: tbc

Register of Interests

Section 9 of the New Plymouth District Council (Waitara Lands) Act 2018 states that Board members must disclose any actual or potential conflict of interest to the Board. The Board is required to maintain an interests register. The Act also provides that a member of the Board is not precluded from discussing or voting on a matter merely because the member has an actual or potential conflict of interest, so long as the conflict has been disclosed before consideration of the matter. This does not preclude any member from abstaining in discussion or debate on any matter due to a conflict of interest.

PAULINE LOCKETT

Appointment Date	Organisation	Role	Comments

GRAHAM ARMSTRONG

Appointment Date	Organisation	Role	Comments

PAT BODGER

Appointment Date	Organisation	Role	Comments

DONNA ERIWATA

Appointment Date	Organisation	Role	Comments

Register of Interests

DARREL NICHOLAS

Appointment Date	Organisation	Role	Comments

MAWHATURIA WHITE

Appointment Date	Organisation	Role	Comments

RAWIRI DOORBAR (Alternate member)

Appointment Date	Organisation	Role	Comments

MARION JAMES (Alternate member)

Appointment Date	Organisation	Role	Comments

THE BOARD

File Reference: ECM 8045387
Meeting Date: Friday 14 June 2019 at 1pm
Venue: Waitara Library and Service Centre
Members Present: Graham Armstrong, Pat Bodger, Donna Eriwata, Pauline Lockett, Darrel Nicholas, Mawhaturia White,

Alternate members present:

Marion James

Staff in Attendance:

Callum Williamson, Greg Stephens, Aroha Chamberlain, Julie Straka

1. **Welcome**

Mayor Holdom and Aroha Chamberlain opened the meeting with a mihi whakatau and a karakia respectively.

2. **Election of Chairperson**

A nomination for Chairperson was received for Pauline Lockett.

In the absence of any further nominations, Ms Lockett was elected Chairperson of the Board.

Pauline Lockett assumed the Chair.

3. **Terms of Reference**

The draft terms of reference, contained in the agenda, were considered.

Resolved:

That having considered the draft terms of reference, the Board provide the following feedback to Te Kōwhatu Tū Moana and the Council:

The Board supports the draft Terms of Reference subject to the following:

- Inclusion of a clause requiring members to lodge any apologies with the Chairperson and Secretary no less than 24 hours prior to a meeting. This will enable sufficient notice being provided to the relevant alternate member.
- Amending clause 5 (Casting Vote) to read:
 - a) The Chairperson has a deliberative vote
 - b) In the event of an equality of vote:
 - i) The chairperson does not have a casting vote; and

ii) The motion is deemed to have failed.

- Amend Clause 11.3 to read "No meetings are paid without deduction of withholding tax.

Carried

4. **Workplan**

This report outlined the functions of the board, the drafting of policies required and recommended the initiation of an assessment of issues of importance to the Waitara community.

Resolved:

That having considered all matters raised in the report, the Board:

- a) Hold a workshop to gather information in relation to the drafting of policies relating to the investment of the Waitara Perpetual Community Fund and the determination of an annual release from the Waitara Perpetual Community Fund for consideration at a subsequent meeting
- b) Initiate an assessment of issues of importance to the Waitara community, beginning with a collation of existing documents and the formulation of a consultation timeframe.

Carried

5. **Name of "The Board"**

This report advised of opportunities for the Board to rename itself.

Resolved:

That having considered all matters raised in the report, the Board consider the matter at a subsequent meeting.

Carried

6. **Next meeting**

Resolved:

That having considered all matters raised in the report, the next meeting of the Board be held on Friday 26 July 2019 at 3pm in the Waitara Library and Service Centre.

Carried

The Board meeting closed at 2pm.

The Board

Work Plan for the 12 Months Ending 31 July 2020 - Draft Only

Activity	2019			2020								
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Annual Terms of Reference - Review											22nd	
Annual Review of Policies											22nd	
Board Meetings - Suggested Dates	5th	24th	21st	25th		27th	24th	23rd	20th	25th	22nd	27th
Draft Policies for Discussion	5th											
* Funding for Organisations												
* Investment Policy												
* Annual Release Policy												
* Communications Policy												
* Risk Profile												
Feedback and Adoption of Policies Presented on the 5th August		24th										
Presentation from the Chair of the NPDC Governance Board re the PIF	5th											
Presentation from the Finance Team on NPDC Policies etc re the PIF		24th										
Understanding Funding Activities												
* Wheelhouse Presentation		24th										
Funders Workshop - attendees			21st									
* Waitara Community Board												
* Te Ara Whakamua O Whaitara												
* TSB Community Trust												
* TET												
Community Consultation												
* How, when, where				25th		27th	24th					
Determination of Issues of Importance for Waitara							24th					

ITEM 7 TERMS OF REFERENCE – THE BOARD

RECOMMENDATION

That the Board reconsider the draft Terms of Reference and provide any updated feedback to Te Kōwhatu Tū Moana and the Council.

Background

1. The Council and Te Kōwhatu Tū Moana will adopt the terms of reference for the Board.
2. Both parties are seeking the input of the Board prior to confirming the Terms of Reference.
3. At The Board's first meeting (June 2019), The Board endorsed a draft Terms of Reference.
4. At the Chairperson's request, The Board is being asked to reconsider the Terms of Reference in relation to:
 - i) Communications allowances
 - ii) Meeting allowances
5. As a result of the request, the Board's proposed Terms of Reference have not yet been forwarded to the Council or Te Kōwhatu Tū Moana.

Rationale for allowances

6. The report considered by the Board (June 2019) aligned various allowances to the Council's policies for elected members and external members appointed to Committees.
7. Allowances are set out in the Council's Policy on Elected Members' Allowances and Recovery of Expenses.
8. All allowances will be funded from the Waitara Perpetual Fund.

Communications allowances

9. Clause 11.2 of the draft Terms of Reference provided for the Chairperson and members of the Board to be reimbursed as set out in the current New Plymouth District Council's Rules for the Recovery of Expenses for:

- Vehicle mileage
 - Taxis
 - Travel, accommodation and attendance at conferences / seminars / training programmes
10. A copy of the policy is attached to this report as Appendix 1.
 11. Council officers are considering options for agenda distribution and communication with the Board members including hardware and software.
 12. Including the availability of a Communications allowance will assist members with who have incurred costs (such broadband) and who may be required to provide their own device, such as an iPad, at their own cost.
 13. It is recommended that the also include provision for Communications Allowances as set out in the Rules for the Recovery of Expenses.

Meeting Allowances

14. The proposed meeting fee payment was aligned to the Council's "Remuneration and Reimbursement for External Appointments to Council Subcommittees" policy. The policy sets guidelines for the remuneration and reimbursement of expenses to external appointees of Council Committees and Working Parties who are not elected members of the authority. A copy of the Policy is attached as Appendix 2.
15. The policy makes reference to the gazetted Local Government Elected Members Determination for members to be reimbursed as if they were members of a resource consent hearing.
16. The reference in the draft Terms of Reference was not intended to draw a parallel between the work of a resource consent hearing panel (chairperson or members) and the work of the Board. The intent of the policy is to set a clear figure for Committee appointees.
17. The current allowance, in the gazetted determination, is \$100/hour for the Chairperson and \$80/hour for members. A minimum fee of one hour and a maximum fee rate of three hours is payable.
18. As an example, this policy is used to reimburse members of Te Huinga Taumatua, a committee comprised of NPDC elected members and elected Iwi representatives.
19. Reimbursement methods for other Boards are currently being investigated.

APPENDIX 1

NEW PLYMOUTH DISTRICT COUNCIL
POLICY ON ELECTED MEMBERS’
ALLOWANCES AND RECOVERY OF EXPENSES
FOR THE ELECTORAL TENURE COMMENCING
15 OCTOBER 2016-2019 ¹
UPDATED DECEMBER 2017
(ECM7545384)

INTRODUCTION

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

Contact person for queries: Julie Straka (Governance Lead)
Email: julie.straka@npdc.govt.nz
Phone: 06 759 6060

DOCUMENTATION OF POLICIES

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Council Policy Register
- Travelling Overseas Policy
- Approval Attendance at Conferences

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

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

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims are approved by the Governance Lead and full original receipts are required
- cost reimbursements will be made via the payroll system.

¹ The exact date from when this policy will apply is the day that elected members come into office after the 8 October 2016 local body elections.

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

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination. This includes the provision of pro-rata allowances where an elected member serves a part year.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

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

All claims must be lodged no later than one month after the close of the financial year in which the expense was incurred.

DEFINITIONS

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

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

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

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

ALLOWANCES AND EXPENSES BY TYPE OF EXPENSE/ALLOWANCE

Expense/Allowance	Position	Description
Travel and attendance at conferences/seminars/training programmes	All elected members	<p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at approved events, held both within New Zealand and overseas, subject to:</p> <ul style="list-style-type: none"> • related expenditure being accommodated within existing budgets, and • the appropriate approvals as outlined in this policy and any other relevant policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by Governance Team staff with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
Domestic air travel	All elected members	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.
International air travel	All elected members	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, eg where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
Airline club	Mayor	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
Air points	All elected members	No air points accumulated while on council business can be utilised for personal use.
Private accommodation provided by friends/relatives	All elected Members	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Exceptional circumstances for council related meetings	All elected members	Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, eg if it is unreasonable for an elected member to travel to their home after a late meeting.

Expense/Allowance	Position	Description
Car	Mayor	<p>The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.</p> <p>Where the Mayor elects not to have a Council provided vehicle, the mileage reimbursements set out elsewhere in this policy shall apply.</p>
Car parking	Mayor	Use of a permanently assigned carpark at the Civic Centre for use on council business.
Car parking	All elected members	Use of limited assigned carparks at Civic Centre for use on council business provided the appropriate car parking pass is displayed in the vehicle.
Parking expenses	All elected members	Reimbursement of casual car parking costs related to community board or council business held at any council premises. This will be on receipt of a written claim accompanied by a receipt.
Taxis	All elected members	<p>Taxis may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> a) safety/security reasons, and b) when travelling outside New Plymouth if a taxi is the most appropriate form of transport. <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by the Governance Team should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Rental Cars	All elected members	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
Vehicle mileage	All elected members	<p>Vehicle mileage will be paid for travel on Council business.</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a written mileage claim, and approved by the Governance Lead.</p>

Expense/Allowance	Position	Description
Travel time	All elected members	Reimbursement at \$37.50 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend a Council or Community Board related meeting or event with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.
Entertainment and hospitality	Mayor and Councillors	Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.
General community related expenses	Mayor, Councillors, Community Board Chairs	From time to time the Mayor, councillors and community board chairs may have costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should have the prior approval of the Governance Lead. The items should be appropriate to the occasion and expenditure should be moderate and conservative.
Communications equipment	Mayor, Councillors	The Council will provide a tablet to the Mayor and every councillor.
Communications equipment	Community Board Chairs and Members	Provision of an annual allowance for any or all equipment provided by the elected member, as follows: i) \$200 for the use of 1 personal computer, tablet, or laptop including any related docking station ii) \$40 for the use of a multi-functional or other printer
Communications Equipment	All elected members	\$150 per annum for the use of a mobile telephone
Landline and broadband connection	Mayor	Full payment of home telephone line rental and associated toll calls.
Landline and broadband connection	Councillors	Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to council business. or \$ 400 per annum for landline and broadband connection.

Expense/Allowance	Position	Description
Landline and broadband connection	Community Board Chairs and Members	Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to council business. or \$ 400 per annum for landline and broadband connection.
Mobile Phone	Mayor and Deputy Mayor	Provision of mobile phone.
Mobile phone expenses	Mayor and Deputy Mayor	Cell phone based rental and all associated call charges.
Mobile phone expenses	Councillors, Community Board Chairs and Community Board members	An annual \$400 allowance towards council generated calls, text and data through mobile phones
Stationery and consumables	Mayor, Councillors, Community Board Chairs and members	Supply of reasonable amounts of stationery for council business.

APPENDIX 2

Remuneration and Reimbursement for External Appointments to Council Subcommittees

Policy Purpose

1. The purpose of the policy is to set out guidelines for the remuneration and reimbursement of expenses to external appointees of Council Subcommittees and Working Parties who are not elected members of the authority.

Definitions

2. For the purposes of the policy the following definitions apply:

Subcommittee/Working Party: A committee established by Council resolution, with delegated authority and with or without recommendatory powers.

External Appointee: A member of a Council Subcommittee or Working Party who is not acting as an elected member of the local authority.

Background

3. In accordance with the provisions set out in the Local Government Act 20021 the Council may establish a Subcommittee or Working Party and may appoint or discharge any member of a Council Subcommittee or Working Party.
4. The members of the Subcommittee or Working Party are not required to be an elected member of the local authority.

Policy Statements

Rates of Remuneration and Reimbursement

5. Members of Council Subcommittees and Working Parties who are not elected representatives will be remunerated and reimbursed in accordance with the rates sets out in the Local Government Elected Members Determination, and the Rules for the Recovery of Expenses as approved by the Remuneration Authority, as if they were members of a resource consent hearing. The provisions of the Fees and Travelling Allowances Act 1951 shall apply.
6. A minimum fee rate of one hour and a maximum fee rate of three hours will be paid to the external appointees, per meeting.

Process for Remuneration and Reimbursement

7. The meeting allowance will be automatically paid to the external appointee.

8. Travelling expenses and other direct costs shall be payable upon the production of receipts.
9. Claims for expenses must be lodged with the Council Secretariat.

Policy Contact

10. The policy holder is the Secretariat Team within the Strategy and Policy Group.