



**The Ordinary Meeting of the
Kawerau District Council will be held
on Tuesday, 30 August 2022
in the Council Chambers
commencing at 9.00am**

AGENDA

GUIDELINES FOR PUBLIC FORUM AT MEETINGS

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

**Minutes of the Ordinary Meeting of the Kawerau District Council
held on Tuesday 26 July 2022
in the Council Chamber commencing at 9.00am**

Present: His Worship the Mayor M J Campbell
Deputy Mayor F K N Tunui
Councillor B J Julian
Councillor C J Ion
Councillor D Sparks (via Zoom)
Councillor S Kingi (via Zoom)
Councillor W Godfery
Councillor A Rangihika
Councillor R G K Savage

In Attendance: Chief Executive Officer (R George)
Group Manager, Operations and Services (H van der Merwe)
Group Manager, Regulatory and Planning (M Glaspey)
Group Manager, Finance & Corporate Services (P Christophers)
Economic and Development Manager (L Barton)
Communications Manager (T Humberstone)
Administration Officer (T Barnett)

Apologies

No apologies were received.

Leave of Absence

No leave of absence were received.

Opening Prayer

Pastor Kingi opened the meeting with a prayer.

Public Forum

No public forum was heard.

His Worship the Mayor requested that staff look into whether Zoom could be available for the public at the Regulatory and Services Committee meeting on 16 August.

Declarations of Conflict of Interest

No declarations of conflict of interest were received.

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 28 June 2022

Correction:

Item 6 – Central Cove – Recommence Section Sales. Resolution 2 to include the wording 'following testing'.

Resolved

Councillors Savage / Rangihika

That the minutes of the Ordinary Council Meeting held on 28 June 2022 be confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Regulatory and Services Committee – 12 July 2022

Resolved

Chair Ion / Councillor Julian

That the Minutes of the Regulatory and Services Committee meeting held on 12 July 2022 be confirmed as a true and accurate record.

3 Action Schedule (101120)

Action Item:

Group Manager, Operations and Services to arrange for the holes at the entrance to the Council Staff carpark off Islington Street to be repaired.

Resolved

Deputy Mayor Tunui / Councillor Kingi

That the updated Action Schedule of resolutions/actions requested by Council is received.

4 His Worship the Mayor's Report (101400)

Resolved

His Worship the Mayor / Deputy Mayor Tunui

That His Worship the Mayor's report for the period Wednesday 22 June 2022 to Tuesday 19 July 2022 is received.

5 Dog Control – Policy and Practices Report 2021 / 22 (Team Leader, Animal Control and Compliance) (307000)

Council discussed the report "Dog Control – Policy and Practices Report 2021 / 22".

Resolved

Councillors Rangihika / Savage

1. That that the report “Dog Control – Policy and Practices Report 2021 / 22” is received.
2. That the Council adopts and publically notifies the Dog Control – Policy and Practices Report for the 2021 / 22 year and forwards a copy to the Secretary, Department of Internal Affairs.

6 Exclusion of the Public

Resolved

Councillor Ion / Deputy Mayor Tunui

That the public is excluded from the following part of the proceedings of this meeting, namely:

1. **Request for Rent Reduction – Kawerau Sports Club**
2. **Process Required to Complete the Legalisation of East Bank Road.**

The general subject of the matter to be considered while the public is excluded; the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Information & Meetings Act 1987 for the passing of this resolution is as follows:

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1. Request for Rent Reduction – Kawerau Sports Club. 2. Process Required to Complete the Legalisation of East Bank Road	<i>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</i>	<i>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48 (1) (a) (i)</i>

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

Meeting closed 11.05am

M J Campbell

Mayor

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**Kawerau District Council Minutes of an
Audit and Risk Committee held on 9 August 2022
commencing at 1.00pm**

Present: Philip Jones – P J Associates (Chair)
His Worship the Mayor – M J Campbell
Councillor F K N Tunui
Councillor C J Ion
Councillor D Sparks
Councillor A Rangihika

In Attendance: Chief Executive Officer (R George)
Group Manager, Finance & Corporate Services (P Christophers)
Group Manager, Operations & Services (H van der Merwe)
Group Manager, Regulatory and Planning (Michaela Glaspey)
Health and Safety Officer (Paul Snook)
Administration Officer (T Barnett)

Apologies

No apologies were received.

Declarations of Conflict of Interest

No conflicts of interest were received.

1 Occupational Health and Safety Management System Status (Health and Safety Officer) (509500)

The Audit and Risk Committee reviewed the Health and Safety Officers report.

Resolved **Councillor Sparks / His Worship the Mayor**

That the report "Occupational Health and Safety Management System Status" is received.

2 Audit Management Report for year ended 30 June 2021 (Group Manager, Finance and Corporate Services) (201000)

The Audit and Risk Committee, along with Jo Smail from Audit New Zealand, discussed the Audit Management Report from the Group Manager, Finance and Corporate Services for year ended 30 June 2021.

Resolved **His Worship the Mayor / Deputy Mayor Tunui**

That the report "Audit Management Report for year ended 30 June 2021" be received.

3 Treasury Report to 31 July 2022 (Group Manager, Finance and Corporate Services) (110551)

The Audit and Risk Committee discussed the report Treasury Report to 31 July 2022 from the Group Manager, Finance and Corporate Services.

Resolved

Councillors Sparks / Ion

That the report "Treasury report to 31 July 2022" be received.

4 Review of Councils Sensitive Expenditure Policy (Group Manager, Finance and Corporate Services) (110820)

The Audit and Risk Committee discussed the proposed Sensitive Expenditure Policy from the Group Manager, Finance and Corporate Services.

Resolved

Chair Jones / Councillor Rangihika

- 1. That the report "Review of Councils Sensitive Expenditure Policy" be received.*
- 2. That the Audit and Risk Committee approves the updated Sensitive Expenditure Policy (including amendments) for adoption by Council.*

Meeting closed 1.36pm

P Jones

Chairperson

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**Minutes of the Regulatory & Services Committee
held on Tuesday, 16 August 2022
commencing at 9.00am**

Present: Councillor C J Ion (Chairperson)
Deputy Mayor F K N Tunui
Councillor B Julian
Councillor S Kingi
Councillor W Godfery
Councillor A Rangihika
Councillor R G K Savage
Councillor D Sparks

In Attendance: Chief Executive Officer (R George)
Manager, Regulatory and Planning (M Glaspey)
Manager, Operations and Services (H van der Merwe)
Communications and Engagement Manager (T Humberstone)
Economic and Community Development Manager (L Barton)
Administration Officer (T Barnett)

Apologies

Apologies from His Worship the Mayor were received.

Resolved Deputy Mayor Tunui / Councillor Kingi

Declarations of Conflict of Interest

No conflict of interest was declared.

PART A – REGULATORY

1 Monthly Report - Regulatory and Planning Services (340000)

The Committee discussed a report covering Planning, Compliance and Capability activities for the month of July 2022.

Resolved Councillors Rangihika / Godfery

That the report on Regulatory and Planning Services activities for the month of July 2022 is received.

PART B – NON REGULATORY

2 Monthly Report - Finance and Corporate Services (211000)

The Committee discussed a report from the Manager, Finance and Corporate Services covering activities for the month of July 2022.

Action Items:

Report on Waste Management fees to be presented to Council.

Dates for next Creative New Zealand Grants Scheme meeting to be confirmed.

Resolved **Councillors Sparks / Savage**

That the report from the Group Manager, Finance and Corporate Services for the month of July 2022 is received.

3 Monthly Report - Operations and Services (440000)

The Committee discussed a report from the Group Manager, Operations and Services covering activities for the month of July 2022.

Action Item:

Opus report to be made available to the Disability Group.

Resolved **Councillors Kingi / Savage**

That the report from the Group Manager, Operations and Services for the month of July 2022 is received.

4 Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)

The Committee discussed a report from the Economic and Community Development Manager covering economic and community activities for the month of July 2022.

Resolved **Councillors Godfery / Rangihika**

That the report from the Economic and Community Development Manager for the month of July 2022 is received.

5 Funding applications – Christmas in the Park (CITP) 2022 (Economic and Community Development Manager) (340000)

The Committee discussed the report from the Economic and Community Development Manager covering a proposal to source external funds towards CITP 2022.

Action Item: The Committee requested that a letter of acknowledgement be sent to Chris Powley.

Resolved **Deputy Mayor Tunui / Councillor Julian**

1. *That the report "Funding Applications for CITP 2022" be received*
2. *That Council approves funding applications for the Kawerau Christmas in the Park (CITP) 2022 be prepared and submitted to:*
 - *New Zealand Community Trust for \$70K*
 - *Trust Horizon for \$5K*

6 Exclusion of the Public

Resolved **Chair Ion / Councillor Kingi**

That the public is excluded from the following part of the proceedings of this meeting, namely:

1. Netball Pavilion Tender

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Information & Meetings Act 1987 for the passing of this resolution is as follows:

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>Netball Pavilion Tender</i>	<i>1. Maintain the effective conduct of public affairs through the free and frank expression of opinions. 2. To maintain legal professional privilege (s 7(2)(g)).</i>	<i>1. That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48 (1) (a) (i)</i>

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

Meeting closed at 9.54am

C J Ion
Chairperson

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Action Schedule

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
A&R 04.02.20	Council's Risk Maturity - Improvement Programme Arrange KPMG to review Council's Risk Management Maturity profile once the tasks in progress / underway are completed.	GM F&CS	In Progress	Council has completed all areas recommended for improvement and will be engaging a consultant to further assess Council's risk maturity.	September 2022
Council 26.05.20	Results of 2020 NRB Survey (Community Satisfaction Survey) Elected Members agreed to review the way in which Council engages community satisfaction.	C&EM	Pending	Staff are reviewing alternative methods of measuring community satisfaction for the 2022-23 Annual Plan.	September 2022
Council 28.06.22	His Worship the Mayor's Report The cemetery records to be moved from the toilet block area to another area of the cemetery.	GM O&S	In Progress	A solution is being evaluated / developed.	November 2022
R&S 12.07.22	Monthly Report – Regulatory and Planning Information to be provided for the Community Update Newsletter for public awareness regarding the Civil Defence Emergency Management (CDEM) drop in centre at the i-Site. Iwi consultation needs to be organised for the Civil Defence Emergency Management (CDEM) drop in centre at the i-Site and the Spatial Plan.	GM R&P GM R&P	Complete In Progress	Information on the CDEM drop-in Centre was placed in the July Community Update Newsletter. Iwi consultation regarding the Spatial Plan is an ongoing matter that the Spatial Plan Working Group and Leadership Group are trying to address. This will be ongoing throughout the project. Staff will confirm what Iwi consultation is required regarding the CDEM drop-in Centre and update Elected Members.	July 2022 Ongoing

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
R&S 12.07.22	Monthly Report – Finance and Corporate Services Information to be provided for the Community Update Newsletter for public awareness regarding the collection of Bay of Plenty Regional Council Rates from now until August.	C&EM	In Progress	Changes to the collection of BOPRC rates is being regularly posted: <ul style="list-style-type: none"> - On KDC social media channels; - KDC Rates Instalment 1 notice; - Community Update Newsletter on 5 and 19 August; 4 April. Another advert will be published in the next Community Update Newsletter 2 September.	October 2022
Council 26.07.22	Action Schedule Investigate the holes at the entrance to the driveway on Islington Street that leads to the carpark at the back of the shops.	GM O&S	In Progress	Staff are evaluating the situation and will provide an update to Elected Members.	September 2022
R&S 16.08.22	Monthly Report - Finance and Corporate Services Report on Waste Management fees to be presented to Council. Dates for next Creative New Zealand Grants Scheme meeting to be confirmed.	GM O&S GM F&CS	In Progress Pending	Staff are preparing a report to Council. There are usually 2 meetings annually of the Creative NZ committee, which are around November and May. As this is election year, the meetings would usually be determined in conjunction with the new chair of the Creative NZ Committee.	September 2022 October 2022
R&S 16.08.22	Monthly Report - Operations and Services Opus report to be made available to the Disability Group.	GM O&S	In Progress	Staff are evaluating and will provide a report to the Disability Group.	September 2022

Meeting Date	Resolution / Action Requested	Action	Status	Comments	Estimated Completion Date
R&S 16.08.22	Funding applications – Christmas in the Park (CITP) 2022 The Committee requested that a letter of acknowledgement be sent to Chris Powley.	ECDM	Pending	A letter will be arranged once funding applications have been processed and funders have indicated level of approval Funding update: NZCT has been submitted, Trust Horizon not yet started	

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OC: Ordinary Council EC: Extraordinary Council A&R: Audit & Risk Committee R&S: Regulatory & Services Committee
 GMF&CS: Group Manager, Finance & Corporate Services GMO&S: Group Manager, Operations & Services
 GMR&P: Group Manager, Regulatory & Planning C&EM: Communication & Engagement Manager
 ECDM: Economic & Community Development Manager

Completed Items

Meeting Date	Action	Comments
R&S 17.05.22	Monthly Report – Finance and Corporate Services Update Elected Members if the Honours Board from the old NZCU building can be kept at the Museum.	Museum staff have uplifted the Honours Board from Credit Union.
Council 28.06.22	Alcohol Control Bylaw 2022 Advise Elected Members of any other bylaws that need updating.	A report was provided to the July Council Meeting.
R&S 17.05.22	Monthly Report – Operations and Services Provide a report to Elected Members on the trees that need felling.	A workshop will be held following the August Council meeting.

Meeting Council
Meeting Date: 30 August 2022
Subject: His Worship the Mayor's Report
File No. 101400

1 **Purpose**

The purpose of this report is to outline meetings, functions and events that I have hosted, attended and/or participated in from the period Wednesday, 20 July to Tuesday 23 August 2022.

July

- Monthly Council Meeting
- Hui with Tuwharetoa Kaumatua, Te Haukakawa (Boycie) Te Rire
- Toi EDA's Business Talent and Attraction Workshop
- Local Government NZ AGM, via Zoom
- Kawerau Rotary Club, Change of Officers

August

- Joint Councils Workshop for Local Alcohol Policy
- Hon. Minister Stuart Nash visit to Whakatane
- Council Workshop
- Audit & Risk Committee Meeting
- Hui with Tuwharetoa Kaumatua, Te Haukakawa (Boycie) Te Rire
- Council Workshop

2 **RECOMMENDATION**

That His Worship the Mayor's report for the period Wednesday, 20 July to Tuesday 23 August 2022 be received.



Malcolm Campbell, JP
Mayor

Meeting: Council

Meeting Date: 30 August 2022

Subject: Review of Council's Sensitive Expenditure Policy

File No.: 110820

1 Purpose

The purpose of this report is to adopt Council's updated sensitive expenditure policy following implementation of the recommendations of Council's auditors, and consideration by Council's Audit and Risk Committee.

2 Background

The sensitive expenditure policy is essentially a guide for staff and elected members when dealing with expenditure that is deemed to be sensitive.

Examples of sensitive expenditure include:

- Travel and accommodation
- Hospitality
- Gifts

Council expenditure is public money and therefore should withstand scrutiny by the public.

The Sensitive Expenditure Policy was previously updated to include:

- limits for the cost of meals that Council would reimburse
- guidance for entertainment and when giving gifts is appropriate
- requirement that all sensitive expenditure be approved on a "one-up" basis (that is approved by the supervisor or manager)
- Elected or staff members are permitted to consume food (not alcohol) from the mini-bar where it is not possible or easy to get a meal

The policy was last adopted by Council in July 2020. The only additional change recommended by the Audit and Risk Committee was to increase the limit claimable for breakfast.

3 Sensitive Expenditure Policy

The Sensitive Expenditure Policy has been developed to ensure that elected members and staff adhere to the appropriate processes and limits when incurring sensitive expenditure.

The policy specifically includes guidance for:

- Motor vehicles for business travel

- Air travel
- Accommodation and meals
- Telephones and communication
- Entertainment and hospitality
- Gifts
- Donations and Koha
- Authorisation for reimbursement of expenses
- Sale of surplus assets

The policy is appended to this report and includes the following changes as recommended in the OAG good practice guide:

- Claims relating to sensitive expenditure need to be submitted promptly after the expenditure is incurred.
- Claims relating to sensitive expenditure need to be in English or Te Reo Māori (or independently translated before payment).
- If claims for sensitive expenditure required a business case and budget before the expenditure was authorised, an explanation should be provided for any incurred expenditure that is more than the agreed budget.
- Travel policies and procedures should require initial consideration of technology-enabled solutions as opposed to travel in person.
- Policies and procedures should cover rideshare options charged through an app linked to a credit card. If the app is set up to use a personal credit card, the policy should cover processes to distinguish legitimate work expenses from personal expenses.
- Policies and procedures outline that tipping should not in any circumstances be extravagant. Entities should not meet the costs of tipping by staff while they are on entity business in New Zealand, and to pay for tips during international travel only in places where tipping is local practice.
- Any expenditure on farewells or retirements is to be pre-approved at an appropriate level of management, and to be moderate, conservative and in-line with the number of years of service.
- The District Council's well-being policies outline contributions to social clubs must be prudent and reasonable in terms of the benefit obtained by the organisation.
- The District Council's well-being policies limit sponsorship of a staff member to those that provide publicity for the organisation and its objectives.
- The District Council ensures that their policy specifically states that receiving cash gifts is unacceptable in any circumstances.

4 Policy and Plan Considerations

There are no policies or plans that are inconsistent with this proposal.

5 Legal Considerations

There is no legal requirement for Council to adopt a sensitive expenditure policy. However, Council's fundamental legal obligation is always to act fairly and reasonably, and in accordance with the law. To ensure that this always occurs when undertaking any sensitive expenditure, it is preferable that a policy is adopted to provide the necessary processes and guidance for staff and elected members to act fairly and reasonably.

6 Significance and Engagement

There is nothing in the sensitive expenditure policy which would require Council to consult the community.

7 RECOMMENDATIONS

1. That the report "Review of Council's Sensitive Expenditure Policy" be received.
2. That Council approves the updated Sensitive Expenditure Policy (including any further amendments).



Peter Christophers BBS, ACA

Group Manager Finance and Corporate Services

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COUNCIL POLICY

TITLE:	SENSITIVE EXPENDITURE POLICY
MEETING:	30 August 2022
OFFICER RESPONSIBLE	Group Manager Finance and Corporate Services
FILE REFERENCE:	112010
REVIEW:	30 June 2025

1. BACKGROUND

The money spent by Kawerau District Council ("Council") is public money and must meet standards of probity that will withstand scrutiny by the public and/or Parliament.

Sensitive expenditure is any expenditure incurred by Council that provides, has the potential to provide or may be perceived as providing some private benefit to an individual staff member in addition to its business purpose. It also includes expenditure which could be considered to be unusual for Council's purpose and function.

Examples of expenditure which may be regarded as sensitive include, travel, accommodation and hospitality, particularly, but not exclusively, on overseas trips.

2. PURPOSE

This policy has been developed in order to ensure that Council adheres to appropriate processes for the authorisation and control of sensitive expenditure.

Excluded from this policy are:

1. Elected Members' remuneration and expenses. Remuneration is governed by the Local Government Elected Members Determinations issued by the Remuneration Authority and reimbursement of expenses by Council's policy as approved by the Remuneration Authority.
2. Items specifically provided for in Employment Agreements.
3. Severance payments.

3. PRINCIPLES

All money spent by Council is public money and is not the property of elected members or members of staff to do with as they wish. Consequently, expenditure should be subject to high standards of probity and financial prudence and be able to withstand scrutiny by the public or Parliament.

Under those standards, decisions made must apply the principles that the expenditure:

- Has a **justifiable business purpose**
- Maintains **impartiality**
- Is made with **integrity**
- Is **moderate and conservative**, taking into account the circumstances in which it is incurred
- Is made **transparently**
- Is **appropriate** in every respect

In deciding whether sensitive expenditure is to be authorised, members of staff must apply all the above principles. None should be regarded as being more important than, or applied in isolation from, the others.

In all cases, claims for reimbursement of expenditure must be made on Council's approved claim form, detailing people attending, the trip's destination and business purpose. All claims must be backed up by GST receipts where appropriate. Claims relating to sensitive expenditure need to be submitted promptly after the expenditure is incurred.

Claims relating to sensitive expenditure need to be in English or Te Reo Māori (or independently translated before payment)

If claims for sensitive expenditure required a business case and budget before the expenditure was authorised, an explanation should be provided for any incurred expenditure that is more than the agreed budget.

Policies on specific types of expenditure which may be considered sensitive follow.

4. TRAVEL AND ACCOMMODATION

4.1 General

1. Expenses relating to attendance at courses, conferences and seminars relevant to an employee's duties will be reimbursed on an actual and reasonable basis.
2. Prior attending any course, seminar or training there needs an initial consideration of technology-enabled solutions as opposed to travel in person. The physical attendance at a course/seminar by a staff needs the prior approval of their manager.
3. All costs associated with the training must also be approved by the staff member's supervisor and their needs proof that the expenses are legitimate work expenses.

This will include meals, accommodation, travel, transport and any other associated costs.

This is for costs charged directly to Council, and those reimbursed to the staff member.

The supervisor must ensure that these costs comply with this policy and is within their delegation to approve.

4. Council will not reimburse any bar (including "mini-bar") expenses that are incurred by the staff member. These expenses should be paid for directly but if they are charged back to Council they are to be paid by the staff member. However, if a staff or elected member has incurred mini-bar expenses for food

as it was not easy to have a meal, then the employee's supervisor may approve the mini-bar expenses.

5. All travel and accommodation must be approved in advance.
6. Council will not pay round sum allowances to cover travel and accommodation.
7. Costs should be invoiced direct to Council whenever possible, otherwise they will be reimbursed to the individual (staff or elected member).
8. All claims for reimbursement must be submitted on Council's standard expenses claim form and include details of the business reason for the expense being incurred.
9. Relevant GST receipts for all expenditure must be attached to the form which will be approved and authorised by the relevant Manager.
10. As a rule Council will not reimburse tips given by staff. However, if staff or elected members are required to travel overseas where it is customary to give tips, then the cost of tips will be reimbursed but must be reasonably and not extravagant.
11. Expenses will be measured against what is reasonable in the opinion of the employee's Manager. In the event of any dispute, the final decision will lie with the Chief Executive Officer ("CEO")

4.2 Motor Vehicles

1. When one is available, staff should use a Council vehicle for business travel.
2. If use of a rental car is authorised, it must be booked through the Chief Executive Officer's Secretary ("CEOS").
3. The car hired will be the most economical type and size appropriate for the people carried and distance travelled.
4. The car will be hired only for the duration of the business trip and may not be used for private purposes.
5. In the event that an employee is authorised to use his/her own car, the actual distance travelled on Council business will be reimbursed at the approved IRD rate. **N.B.** If such a business journey commences from and/or finishes at the employee's home, IRD rules require that the normal distance travelled between home and work be deducted from the total distance travelled.
6. Any parking fines or other traffic fines incurred during business travel will be the responsibility of the driver and will not be reimbursed by Council. The only exception will be if travel is undertaken in a Council vehicle and the fine results from an aspect of the condition of the vehicle is outside the driver's control.
7. The cost of taxis or shuttles will be reimbursed for journeys between an airport and the business destination. If accommodation is not within walking distance of a business destination, taxis may be used only if public transport is unavailable or impractical.

4.3 Air Travel

1. All air travel must be approved in writing and be booked through the CEOS at the lowest fare available at the time of booking.
2. No subscriptions will be paid to airline travel clubs and no airpoints or similar benefits may be claimed on business travel.

Overseas air travel will be in economy class for journeys.

4.4 Accommodation and Meals

1. Accommodation must be booked through the CEOS and will, whenever possible, be arranged at hotels offering special Government rates with chargeback facilities.
2. If a staff member stays with a friend or relative Council will not pay an allowance for accommodation. However, it will reimburse any reasonable additional costs that were incurred to stay with the friend or relative (such as taxi or bus fare) as long as these costs don't exceed the amount that would have been incurred for hotel accommodation.
3. Meals will be reimbursed on an actual and reasonable basis, unless they are provided as part of the accommodation or other package.

The following are expenditure limits for meals that will be paid for by Council:

- Breakfast \$30.00
- Lunch \$30.00
- Dinner \$45.00

If the conference or meeting necessitates expenditure for meals that exceed these limits, then approval can be given by the Chief Executive Officer.

Only expenses incurred by employees for business purposes will be met or reimbursed by Council. Should an employee wish to take annual leave in conjunction with any business trip or have a spouse/partner accompany them to any function this must be authorised in advance. If authorisation is given, all costs in excess of the minimum required for the employee's business purpose will be considered to be private costs and therefore the responsibility of the individual employee. Such costs include, but are not limited to, additional car hire or air fares, spouse/partner's travel, accommodation and meals.

5. TELEPHONES & COMMUNICATIONS

1. Staff will be supplied with a cellphone to be billed to Council's account where it is required for their job.
2. Private calls, including to home, may be made using a Council cellphone. Any charges that exceed the limit of Council's policy and/or are not reasonable will be charged to the individual.
3. Should a member of staff be delayed while returning from a business trip, calls made in order to advise the employee's family of the delay and expected time of return will not be considered private calls.

4. Private use of Council telephones, internet or e-mail facilities during normal working hours, for example to deal with a family emergency, will be permitted, but must be kept to a minimum. Staff found to be abusing this privilege will be subject to disciplinary action.

Fuller guidance on what is considered appropriate and inappropriate usage can be found in the separate E-mail and Internet Management Policies.

6. ENTERTAINMENT AND HOSPITALITY

As Council's functions are not commercial in their nature, there are likely to be limited circumstances in which entertainment and hospitality expenses are incurred. Reciprocal hospitality when attending courses, conferences or seminars and staff entertainment, for example at Christmas or other special event, are occasions when such expenditure may occur. Also Council may need to entertain a third party in order to facilitate investment and/or development for the district. The following guidelines are to be applied when incurring such expenditure.

1. Staff meals in celebration of a special event will be considered reasonable. It is expected that such events are unlikely to occur more frequently than one or two times a year for any member of staff/department.
2. An employee should obtain guidance on permissible levels of expenditure from the relevant Manager in advance.
3. Where a Manager or the Council entertains a prospective investor/developer, approval will be obtained from the Chief Executive Office and/or Mayor. The staff involved in the entertainment will need to ensure that costs are reasonable.

Although not involving expenditure by Council, when an employee is offered entertainment or hospitality by third parties, such as suppliers or contractors, the following matters have to be considered:

1. Acceptance of entertainment or hospitality offered by a third party must be approved in advance by the CEO.
2. Entertainment or hospitality offered during a tender process by any third party who has submitted, or is likely to submit, a tender should be politely declined. The terms of this policy should be explained in order not to give offence by declining.
3. Any doubt on the appropriate response to an offer of entertainment or hospitality must be discussed with the employee's Manager.

7. GIFTS

As a general rule, Council does not offer gifts to third parties. However, Council may feel that a gift is necessary to facilitate an important relationship with a third party which will be to the future benefit of the district and ratepayers. In these circumstances the gift will need to be approved by the Mayor or Chief Executive Officer. The value of the gift should not exceed \$500.00.

The following guidelines refer to the offer of gifts from third parties to Council employees.

1. One-off gifts, valued at \$100 or less, may be retained by an employee.
2. A gift whose value exceeds the \$100 limit may be accepted, but only on behalf of the organisation and must be declared to the employee's Manager and the CEO, who will decide on the most appropriate course of action. Depending on the nature of the gift, it may be retained for use by Council.
3. No gifts should be accepted during a tender process from any supplier/contractor who has submitted, or is likely to submit, a tender. So that the reasons for declining the offer of a gift are clearly understood, the terms of this policy should be explained in order to avoid giving any offence.
4. The receiving cash gifts is not acceptable in any circumstances and must be declined if offered.

8. DONATIONS AND KOHA

A donation, including the gifting of koha, is a payment made voluntarily without the expectation of receiving anything in return.

Donations and koha must be:

1. Lawful in all respects.
2. For purposes consistent with Council's business.
3. Of a size that is appropriate in the circumstances.
4. Made by normal commercial means, not in cash.
5. Non-political.

Approvals of donations and koha are restricted to the CEO and Managers.

9. REIMBURSEMENT OF EXPENSES INCURRED BY THE CHIEF EXECUTIVE, MAYOR AND ELECTED MEMBERS

Approval for reimbursement of expenses that are incurred while on Council business should be made by the individual that is "one-up" in the organisation.

Therefore reimbursement of expenses that are incurred by Chief Executive will be approved by the Mayor. Expenses incurred by councillors will also be approved by the Mayor.

Reimbursement of expenses incurred by the Mayor will need to be approved by two Councillors.

10. FAREWELLS, FUNCTIONS AND RETIREMENTS

Any expenditure on farewells, retirements and significant functions such as Christmas that are paid for by Council are to be pre-approved by the Chief Executive, and to be moderate, conservative and in-line with the number of years of service (for farewells/retirements).

Council may also contribute towards a farewell gift, the value of which will be dependent on the numbers of years of service. The amount must also be pre-

approved by the Chief Executive.

11. SPONSORSHIP OF INDIVIDUAL STAFF AND STAFF ORGANISATIONS

Council will sponsor a staff member, if they are competing at a national or international level and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

Council will generally not sponsor staff organisations (such as staff sports teams) unless they are involved in a national competition and there is a perceived benefit to the organisation. The sponsorship must be conservative, reasonable and approved by the Chief Executive.

12. SALE OF SURPLUS ASSETS

From time to time Council will dispose of assets, usually when they have reached the end of their useful lives or have become surplus to its requirements. When disposing of assets, the procedures to be followed must be transparent, fair and designed to maximise the return to Council.

Whenever appropriate, assets may be traded in against their replacements. Otherwise, the following should be noted:

1. Assets to be disposed of should be valued in advance and the value declared for guidance.
2. Smaller value assets for sale, for example computers, will be advertised within the District on two occasions per year, when required.
3. Larger value assets, for example vehicles, may be auctioned off to the public by using an auction house or a site such as "Trade Me" if this is reasonably expected to yield a better price.

Meeting: Council
Meeting Date: 30 August 2022
Subject: Alcohol Control Bylaw – Submissions Received
File No.: 320100

1 Purpose

The purpose of the paper is for Council to receive the attached submission for the Proposed Alcohol Control Bylaw ('Bylaw').

2 Background

On 12 July 2022, Council approved the statement of proposal document for the Bylaw and the commencement of the special consultative procedure and engagement.

The special consultative process commenced on 18 July 2022 and closed on Friday 19 August 2022. During this period, KDC provided 3 opportunities for the community to engage directly with Council staff. Only four individuals attended these consultation offerings.

Four submissions were received during the consultation period and are attached for your information.

A meeting was set for today to hear those who wished to speak to their submissions. Those who submitted on the Proposed Bylaw have not requested to speak to their submission, so the hearing will not progress.

The Alcohol Control Bylaw 2022 is scheduled for adoption at the Regulatory & Services Committee meeting on 13 September 2022.

3 Consultation Sessions

Three consultation sessions were held in which a total of four individuals attended. Three of these individuals raised concerns around drinking at Porritt Park Playground (between Porritt and Ward Street) and along the river on Porritt Drive. Individuals commented on the elderly residents in this area not feeling safe and the number of bottles and cans being left behind.

Everyone was encouraged to make a submission regarding their concerns. None of these individuals made a personal submission, however one made a submission on behalf of Grey Power. No comments were made regarding the concerns raised during the consultation sessions.

4 Submissions

Three of the four submissions were in support of the proposed Bylaw. The fourth submission was questioning the effect of the Bylaw on those businesses located within the Alcohol Free Area. Clarification is sought on whether the Bylaw would stop them from having a few beers after work at a bbq/christmas function.

The Bylaw is being introduced to control the consumption of alcohol in public places. The definition of a public place is a place that is open to or being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it; but does not include licensed premises.

While a business is open to the public, the Bylaw will apply, however after hours the business is a private property and the Bylaw does not apply.

No additional submission points were received.

5 Other Considerations

5.1. Swimming Pool Complex

The swimming pool complex is within the proposed Alcohol-Free Area. This has not changed from the Liquor Control Bylaw 2009. Currently, KDC allows the swimming pool complex to be hired out, after hours, for private events. To date, Council has allowed hirers to possess and consume alcohol within the swimming pool complex, without giving effect to the Liquor Control Bylaw 2009.

There have been no known incidents at the swimming pool complex after hours that have raised this matter; however, it does place KDC in a vulnerable position, particularly regarding reputational risk, where a person is injured during a private hire which allowed alcohol in breach of the Bylaw.

Having identified this risk, a legal opinion was sort around KDC's obligations when offering a private hire of the swimming pool complex. The draft legal opinion has also been attached for your information. At the time of writing, we are working through the draft opinion provided.

In brief, the legal opinion recommends not allowing alcohol on the premises and if KDC continues to allow, then we need to incorporate an application process with minimum standards including alcohol specific standards, such as minimising consumption and swimming while intoxicated. It must be noted these types of rules will be difficult to enforce.

Although not covered within the legal advice received, our legal advisor stated the appropriate way to address the swimming pool complex is through our hireage rules, not to specifically address through the Bylaw.

Information was also sort from other Councils regarding their offering for after hour hires. Of the three responses received none allowed alcohol on their premises and each required the additional hire of a lifeguard for after hour hireage. Responses from Whakatane, Otago and Manawatu.

A decision on the after hour hire of the swimming pool complex does not have to be made in line with the proposed Bylaw. However, it must be noted that a consequence of the proposed Bylaw is that a dispensation or special licence would be required if KDC continued to allow alcohol events at the swimming pool complex.

5.2. Minor Amendment

One minor amendment was made to the proposed Bylaw during the consultation process. The amendment was the change of wording on map 1 from:

- Tamarangi Drive from Parimahana Drive to the Town Centre (including Liverpool Street and Islington Street).

To:

- Tamarangi Drive from Parimahana Drive to Short Street (including Liverpool Street and Islington Street).

The maps were correct, and the statement of proposal contained the correct information outlining this specific change in the Bylaw to incorporate Tamarangi Drive up to Short Street.

6 RECOMMENDATIONS

1. That the report "Alcohol Control Bylaw – Submissions Received" be received.
2. That Council receive the submissions to the consultation document for the proposed Alcohol Control Bylaw.

Michaela Glaspey

Group Manager Regulatory and Planning

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Kawerau District Council

Proposed Alcohol Control Bylaw 2022 Submissions



Four Submissions received as at the closing date Friday, 19 August 2022

1	Submitter	Alcohol Bylaw Community Feedback	Response
	Angelique Nicoll 37 Dommert Street Kawerau 3127	Wishes to speak Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Sent via email 22/08/2022

<p>0213031303 angienicoll69@gmail.com</p>	<p>I fully support a district liquor ban for Kawerau to enhance added security and safety to all members of the public.</p> <p>This ban will also allow our police to enforce a ban as well as utilise legislations to prosecute residuous offenders.</p> <p>Lastly, this ban will restrict and monitor underage drinking.</p>	<p>Response Sent via email 22/08/2022</p>
<p>2 Submitter Lynn Hughes Kawerau and Districts Grey Power Association Inc. P.O. Box 209, Kawerau, 3169 021 028 14720 lynhughes63@gmail.com</p>	<p>Alcohol Bylaw Community Feedback</p> <p>Wishes to speak Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>To whom it may concern</p> <p>Re: Alcohol Control Bylaw 2022</p> <p>Kawerau and Districts Grey Power Association Inc. is pleased to put forth this submission to the Kawerau District Council re their Alcohol Control Bylaw 2022.</p> <p>Members are pleased to hear about the purpose for this update i.e. to help protect the public from nuisance and offensive behaviours, particularly within their outlined boundaries within the town.</p> <p>This protection will help to maintain decorum within social areas and promote the feeling of public safety throughout our town. In regulating where and when alcohol is</p>	

	<p>consumed, the incidence of alcohol-related crime and disorder will also give our Police Force more wherewithal to stymie unsociable and insensitive behaviours. Thus, public health and safety will thrive better within our rohe adding to peoples' general feeling of well-being and personal safety.</p> <p>Alcohol-related disorder has certainly needed dealing to before now, and the general feeling of discomfort or ill-ease to say the least, when moving around the central town area regardless of the time, will be lifted. To have this feeling of relief for personal safety and care allows more people to move around with a better sense of freedom and comfort.</p> <p>Alcohol-free zones will enable more reasonable movement of everyone around the town – everyone's democratic and civil rights are protected and a sense of calm should prevail.</p> <p>Thank you from the senior citizens and members from Kawerau.</p>	
<p>3</p>	<p>Submitter Evelyn Moses Budget Advisory Service Rangitaiki Inc. P.O. Box 26, Kawerau 3169 07 323 6653 020 418 50281 info@basri.org.nz</p>	<p>Alcohol Bylaw Community Feedback</p> <p>Wishes to speak Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>As a working entity situated within the Town Centre, (one of the designated areas for the banning of alcohol consumption), Budget Advisory Service Rangitaiki Incorporated expresses its support and approval of the</p>
		<p>Response Sent via email 22/08/2022</p>

updating and revamping of the Alcohol Control Bylaw 2022.

With consideration for our physical presence (front and back) and the siting of our building for use by our clients, the new provisions should enable a safer and more free-flow movement of people going about their business. Any left-over evidence of this unruliness and bad behaviour will also be minimised at least.

This updated bylaw also explains more clearly how to go about obtaining a special license should an event allow for provision of alcohol under a special exemption.

We like how the Police may support safer movement of people through the Town Centre at any time, and how infringement notices may be issued more readily as the need arises. We support how infringement penalties are outlined as part of the bylaw so that there will be consequences for unsociable or offensive behaviours, resulting from alcohol over-indulgence spilling out into the streets here.

Any way that public health and safety can be promoted is a good path to follow. This updated bylaw may well help to minimise this anti-social harm or even threat of harm. We appreciate that these means may also help our police in their role of protecting the public.

4	Submitter	Alcohol Bylaw Community Feedback	Response
	<p>Haydn Parks Local Business 81 Fenton Mill Road 027 491 7390 Mr.cooper.nz@gmail.com</p>	<p>Wishes to speak Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>I am seeking clarification regarding the proposed Alcohol Control Bylaw 2022 Will this affect people from having Alcohol and consuming it on private property in the highlighted zones on your maps.</p> <p>Meaning private consumption and not for sale.</p> <p>Personally, and occasionally, I will have a couple of beers after work or on hot days and or with fellow workers, have a BBQ, Christmas function etc.</p> <p>I know many Businesses around the CBD and Liverpool Street who will put a shout on occasionally and this has been the way for 40 + years.</p> <p>If the new bylaw now prevents this, I will oppose it and would suggest Council approach each business in the highlighted zone and make them aware of the proposed loss of right to have a drink on their property before making a final decision.</p> <p>Common sense tells me this is not Councils intention, but on occasion I have been wrong in my assumptions at times so clarification please.</p>	<p>Sent via email 22/08/2022</p>

		<p>Appreciate councils Mahi on the Alcohol Control Bylaw 2022</p> <p>Kind Regards, Haydn</p>	
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HOLLAND BECKETT
L A W

24 August 2022

Kawerau District Council
Private Bag 1004
KAWERAU 3169

BY EMAIL
Michaela.Glaspey@kaweraudc.govt.nz

Tēnā koe Michaela

After Hours Hire of Pool Complex

1. You have asked for our advice about the obligations of Kawerau District Council (**the Council**) under the Health and Safety at Work Act 2015 (**the Act**) in relation to the after hours use of its pool complex (**the Complex**). In particular, you have asked how this might influence decisions around whether alcohol is permitted to be consumed at the Complex.

Duties on the Council

2. The Council owes two sets of duties that are of relevance:
 - (a) **Primary Duty:** as a person conducting a business or undertaking (**PCBU**), the Council owes a duty when carrying out that role to take all reasonably practicable steps to ensure the safety of all people affected by the business or undertaking. This duty applies to the business or undertaking of the Council, but is also limited to those things that the Council *can* do – it does not have a primary duty for the business or actions of others.
 - (b) **Duty as Person Controlling Workplace:** in addition, as the person who “manages or controls a workplace” the Council owes a separate duty to do everything reasonably practicable to ensure that the means of entering and exiting the Complex and “anything arising from the workplace” are without risks to the health and safety of any purpose.
3. The language of what is ‘reasonably practicable’ runs throughout the Act. The Act defines this as what is “reasonably able to be done” at that time, with regard to the likelihood of a risk or hazard occurring, the seriousness of the harm that may result, what the Council knew, and the availability of, ways of eliminating or minimising that risk/ hazard, and the cost of doing so. What will be reasonably practicable in a particular case will depend on (1) what the Council was capable of doing; (2) whether it was reasonable for it to do it; and (3) whether it was foreseeable in some sense that this could have a practical impact.
4. The duties under the Act cannot be delegated and a person cannot contract out of these duties. However, where people owe overlapping duties, a person will only be responsible to the extent that they had the ability to influence or control something. This means that the Council is only responsible for failing to take actions that they are able to take, not things that simply happen in a workplace that they control.
5. In addition to these direct duties, the Council must also **use due diligence to ensure that any organisation that deals with, particularly those to whom it hires the Complex, are taking appropriate steps to ensure the safety of people who are using the Complex.**

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Practical Advice

6. What this means in practice is that the Council must do three things to comply with its duties under the Act:
- (a) Take those steps that are open to it, to make the business it operates safe (which relates to ensuring that the Complex is managed safely during its opening hours);
 - (b) Take whatever further steps are necessary to ensure that the Complex itself is safe for any hirer who uses it; and
 - (c) Take whatever steps are necessary to ensure that people who hire the Complex are able to and will use it in a safe manner.
7. Items (a) and (b) will simply be part of the usual business of the Council in managing the Complex, but item (c) will be unique to after hour hire. We would consider that at a minimum this would require the Council to:
- (a) Request a copy of the Health and Safety plan or other document from the hirer, that shows their policy for how the event will be managed – to ensure that they have taken adequate steps to make it safe. This is not simply a tick box exercise. The Council should consider the content of this plan in determine whether or not the Complex should be hired out in these circumstances;
 - (b) In reviewing the hirer’s plan, the Council should have a set of minimum standards that it requires the hirer to meet – for example having a trained life guard present during an event. The Council could also have an additional service of hiring a life guard for events to make compliance with this requirement easier to achieve.

Existing Policy and Alcohol Licences

8. Turning to the specific issues raised in your request for advice, it is our view that the current policy does not go far enough to meet the Council’s duties around hire of the Complex. We consider that the Council should:
- (a) Operate a formal ‘application’ process where people apply to hire the Complex and must provide information, particularly around health and safety, to secure a booking. The Council could make this easier by providing a template health and safety plan that people can adopt to comply with these requirements – making it achievable for community groups.
 - (b) Have a set of minimum standards for health and safety that go beyond the material covered in cl 19 and include at least:
 - (i) A requirement for a life guard to be present for events involving more than a certain number of people, perhaps 20; and
 - (ii) A mandated adult to child ratio for events.

9. The Council may also choose to impose rules around other high risk activities such as running, diving or bombing, and the use of inflatables or other vessels, to align with the usual practice during the day for those activities.
10. There is also the interface between this policy and the policy for granting special alcohol licences. Clearly, the combination of alcohol and swimming is high risk. In our view, it would be reasonably open to the Council to prohibit this either under its hireage policy or its special licencing policy to ensure that special licences are not issued for events being held at the Complex.
11. On the other hand, if it were to permit hire of the Complex for a 'wet' event, then the Council would need to be satisfied that the provisions around the consumption of alcohol by the hirer would still be sufficiently safe for the Council to approve it. This would require some strong minimum standards to be set around alcohol consumption that would need to address limits on the level of alcohol that would be served to people and/or rules prohibiting people who had consumed alcohol from entering the water, at least for a period of time. These kinds of rules would naturally be difficult to enforce. These difficulties may lead the Council to simply prohibit alcohol in this context.

Conclusion

12. Our fundamental advice is that the Council owes non-delegable duties as the person who controls the Complex. This means that they must at a minimum exercise due diligence in choosing to hire out the Complex and take reasonable steps to limit things that might be unsafe.
13. Having reviewed the documentation provided, we consider that the Council should move to an application process – so that it is clear that it is able to withhold permission for events it does not consider sufficiently safe. It should also set some additional minimum standards to ensure external groups using the Complex manage it safely.
14. We consider that the presence of alcohol in events held at the Complex is likely to be unduly risky. Accordingly, we recommend against allowing this. However, if it is to be allowed, then we consider the minimum standards referred to above must address how this can be managed in as safe a manner as possible.

Ngā mihi
HOLLAND BECKETT LAW

Tim Conder / Associate
 DDI 07 928 7093
 E tim.conder@hobec.co.nz
 Supervising Partner Vanessa Hamm

Meeting: Council

Meeting Date: 30 August 2022

Subject: Elected Members' Remuneration – 2022/23

File No.: 101310

1 Purpose

The purpose of this report is to inform members of the remuneration decisions by the Remuneration Authority for the period 1 July 2022 to the declaration date following the council elections – 8 October 2022 (including the salaries for the positions of additional responsibility) and the remuneration pool available, along with the Mayor's salary for the period following the elections up to 30 June 2023.

2 Background

The features of the remuneration determinations as determined by the Remuneration Authority are:

- The Remuneration Authority sets the base salaries for elected members.
- These base salaries including the Mayor's salary have been determined by a "size index" which is based on the size and complexity for each council.
- The Remuneration Authority determines the Mayor's salary as well as the remuneration "pool" for the deputy mayor and councillors. Each Council will be expected, from the period immediately following the elections, to determine how the whole pool will be used for elected members' remuneration – staff will submit a report to the new council.
- Meeting fees are not an option for remunerating members.
- The salary determination once approved by the Remuneration Authority will be backdated to the declaration date.

The Remuneration Authority determined the following remuneration (annual) for elected members from 1 July 2022:

<u>Office</u>	<u>Salary</u>
Mayor	\$94,809 (before deduction for vehicle)
Deputy Mayor	\$36,702
Committee Chair	\$32,770
Councillor	\$26,216

3 Interim remuneration for KDC Mayor and Councillors following elections

<u>Office</u>	<u>Salary (per annum)</u>
Mayor	\$107,246 (before deduction for vehicle)
Councillors	\$20,965*

*This will be the salary paid to elected members until Council has determined the new salaries from the remuneration pool and those salaries have been approved by the Remuneration Authority.

Remuneration Pool (deputy mayor and councillors) \$261,260

The Remuneration Authority has stated that councils must use all the funds in the pool to remunerate elected members, there will be a significant increase, of approximately 15.2%, in elected members' remuneration following the elections.

4 Elected Members' Allowances

The Remuneration Authority also determines allowances for elected members, which will be:

- Vehicle mileage allowance is \$0.83 per kilometre (\$0.83 for electric vehicles) for eligible travel and there is no minimum distance before mileage may be claimed.
- Travel time allowance of \$40.00 per hour (after the first hour) is payable for time spent travelling on council business (as long as it is the quickest and most direct route). The mayor is not eligible for this payment.
- Hearing fees are payable when: conducting a hearing, formally deliberating, participating in a site inspection and preparing for a hearing (NB KDC appoints commissioners for hearings).
- A communications allowance (if Council decides not to provide the required communication devices) are as follows:
 - \$400 pa for PC, Laptop or tablet
 - \$250 pa for printer and consumables
 - \$700 pa for mobile phone and service
 - \$800 pa for internet service(To be eligible for these allowances, elected members must have these devices/services and they are available/used for council business).

5 Reimbursement of Expenses

Council will reimburse elected members all reasonable expenses incurred when on council business as long as a receipt is provided.

6 **RECOMMENDATION**

That the report 'Elected Members' Remuneration – 2022/23" be received.



Peter Christophets, BBS, ACA

Group Manager, Finance & Corporate Services

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**The Ordinary Meeting of the Kawerau District Council
will be held on Tuesday, 30 August 2022
in the Concert Chambers commencing at 9.00am**

A G E N D A

Apologies

Leave of Absence

Opening Prayer

Public Forum

Declarations of Conflict of Interest

1 CONFIRMATION OF COUNCIL MINUTES

1.1 Ordinary Council – 26 July 2022

Pgs. 1-3

Recommendation

That the minutes of the Ordinary Council Meeting held on 26 July 2022 be confirmed as a true and accurate record.

2 RECEIPT OF COMMITTEE MINUTES

2.1 Audit and Risk Committee – 9 August 2022

Pgs. 5-6

Recommendation

That the Minutes of the Audit and Risk Committee meeting held on 9 August 2022 be confirmed as a true and accurate record.

2.2 Regulatory and Services Committee – 16 August 2022

Pgs. 7-9

Recommendation

That the Minutes of the Regulatory and Services Committee meeting held on 16 August 2022 be confirmed as a true and accurate record.

3 Action Schedule (101120)

Pgs. 11-13

Recommendation

That the updated Action Schedule of resolutions/actions requested by Council be received.

4 His Worship the Mayor's Report (101400)

Pgs. 15

Recommendation

That His Worship the Mayor's report for the period Wednesday 20 July 2022 to Tuesday 23 August 2022 is received.

5 Review of Council's Sensitive Expenditure Policy (Group Manager, Finance & Corporate Services) (110820)

Pgs. 17-26

Attached is a report on Review of Council's Sensitive Expenditure Policy.

Recommendation

1. *That the report "Review of Council's Sensitive Expenditure Policy" be received.*
2. *That Council approves the updated Sensitive Expenditure Policy (including any further amendments).*

6 Alcohol Control Bylaw – Submissions received (Group Manager, Regulatory & Planning) (320100)

Pgs. 27-39

Attached is a report on Alcohol Control Bylaw – Submissions received.

Recommendation

1. *That the report "Alcohol Control Bylaw – Submissions received" be received.*
2. *That Council receive the submissions to the consultation document for proposed Alcohol Control Bylaw.*

7 Elected Members' Remuneration 2022/23 (Group Manager, Finance & Corporate Services) (101310)

Pgs. 41-43

Attached is a report on Elected Members' Remuneration 2022/23.

Recommendation

1. *That the report "Elected Members' Remuneration – 2022/23" be received.*

8 Exclusion of the Public

Recommendation

That the public is excluded from the following part of the proceedings of this meeting, namely:

1. **Confirmation of Confidential Council Minutes – 26 July 2022**
2. **Capital Projects 2021-22 (Group Manager, Operations & Services)**

The general subject of the matter to be considered while the public is excluded; the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Information & Meetings Act 1987 for the passing of this resolution is as follows:

General Subject of the matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<p>1. Confirmation of Confidential Council Minutes – 26 July 2022.</p> <p>2. Capital Projects 2021-22 (Group Manager, Operations & Services).</p>	<p>Maintain the effective conduct of public affairs through the free and frank expression of opinions.</p>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.</p> <p>Section 48 (1) (a) (i)</p>

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information & Meetings Act 1987 and the particular interest or interests protected by Section 7 (2) (b) (i) of that Act.

R B George
Chief Executive Officer

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