

# COUNCIL MEETING AND ADMINISTRATIVE PROCEDURES POLICY



<b>Responsibility:</b>	Use - all Group Managers and delegated staff Policy update - The Group Manager Corporate
<b>First adopted:</b>	23 November 1989 (Resolution 63/89)
<b>Historic revision dates:</b>	February 1990, April 1990, June 1990, July 1990, August 1990, March 1995, January 1997, November 2000, June 2001, November 2001, May 2002, November 2002, January 2003, February 2003, July 2003, May 2004, October 2004, November 2004, March 2005, March 2006, October 2006, April 2007, November 2009 and November 2010.
<b>Next review date:</b>	November 2013
<b>Review frequency:</b>	Three yearly, following triennial election or more frequently as required. Salaries are recommended to the Remuneration Authority on an annual basis.
<b>Approval authority:</b>	Leadership Team
<b>Consultation required:</b>	Group Managers and staff responsible for contract management
<b>Record number:</b>	DocSet ID number: 167898
<b>Associated documents:</b>	TBA – DocSet ID number: TBA

## Policy Objectives

To assist Council to meet its statutory responsibilities and provide good practice.

To outline the process for recommending remuneration to the Remuneration Authority for Elected Members and Community Board Members, and to comply with Inland Revenue Department rules for such payments.

To set out certain procedures in relation to conduct of meetings.

To set out circumstances, where it is considered appropriate for Council to send messages of sympathy.

To define circumstances regarding the use of the Council logo and Crest.

## Principles

Council will act for the betterment of the community.

## Definitions

### Chief Executive

That person appointed pursuant to Section 42 of the Local Government Act 2002.

### Citizen

People who are living in the District or are ratepayers of the District.

## **Councillors**

Members of the public elected by the community by Ward to represent the community.

## **Deputy Mayor**

The person appointed by Council resolution as Deputy Mayor.

## **Mayor**

The person elected by the community as Mayor as part of a Triennial Election of Local Government.

## **Remuneration Authority**

The organisation set up to determine the remuneration of elected members of Council.

## **Background**

To set out certain administrative and meeting procedures of Council.

## **Policy Statement**

### **1. ADOPTION OF STANDING ORDERS**

Pursuant to Clauses 27(1) and (2) of Schedule 7 to the Local Government Act 2002, Council will adopt standing orders.

### **2. DRESS FOR COUNCIL AND COMMITTEE MEETINGS**

Dress for Councillors attending Council and Committee meetings shall be a suitable standard of dress to meet the occasion.

### **3. ORGANISATIONS PRESENTING REPORTS TO COUNCIL**

All reports for presentation to Council shall be written. No verbal reports will be permitted.

### **4. COMMITTEES**

#### **4.1 Committee Structure**

Council has appointed committees. The current Committee Structure is attached as Appendix 1.

#### **4.2 Powers, Duties and Functions of Committees**

Council has delegated certain powers, duties and functions to committees. These responsibilities are attached as Appendix 2.

### **5. COUNCILLOR APPOINTMENTS TO OTHER ORGANISATIONS**

Council has made certain appointments to community organisations. These organisations are attached as Appendix 3.

### **6. COUNCILLOR REMUNERATION**

#### **6.1 Elected Members' Salaries**

The Remuneration Authority sets each Council's remuneration pool and the salary of the Mayor. Council and Tirau Community Board jointly recommend the allocation of the Councillor/Community Board Pool between Elected Members to the Remuneration Authority. The Remuneration Authority makes the final Determination.

Elected Members' Remuneration is "salary only", paid fortnightly.

The Mayor is provided with a vehicle with full private use.

Councillors appointed to outside organisations do not receive remuneration for this representation. This is covered in their annual remuneration. Other appointees to outside organisations do not receive remuneration for their representation.

The Tirau Ward Councillor is appointed a member of the Tirau Community Board. This Elected Member does not receive separate remuneration for this appointment. It is included in the Councillor remuneration.

## **6.2 Elected Members' Allowances**

Council systems and processes will be used to pay Elected Member expenditure, incurred in the ordinary course of Council business, and in accordance with Council's Policies and Delegations.

The Mayor approves all Elected Member's allowance and expense claims.

The Application for Approval of Expenses Rules (including reimbursing Allowance) applicable to elected Members of Local Authorities is submitted to the Remuneration Authority annually for approval.

## **6.3 Domestic Travel**

Travel allowances will be paid to Elected Members (except the Mayor) only when travelling a total of 5km or more from their residence to and from an approved meeting venue. Approved meetings are those approved by Council or Community Board, or the Elected Member is a Council or Community Board representative, or is travelling on behalf of the Mayor.

There is no maximum restriction on the value of the mileage claim. Income tax will be withheld by Council, for payment to Inland Revenue Department, for mileage claims paid to Elected Members.

The mileage allowance used for reimbursement is that approved by the Remuneration Authority. This is currently 74cent/km.

Only the Mayor is provided with use of a Council motor vehicle. He has full private use.

Taxi transport will be reimbursed when receipts are provided for travel to approved meetings.

Council car parking is provided at the Council Offices at no cost. Elected Members can be reimbursed for parking when travelling on business.

## **6.4 International Travel**

International travel, for Elected Members, for council related business, must be approved by the Council. Travel is to be booked through the Executive Assistant. Business class travel shall be allowed where the member has to undertake Council business the same day; otherwise economy travel shall be used.

Council pays for Koru Club membership for the Mayor.

## **6.5 Rental Cars**

Council recommends the use of a rental car by Elected Members where the cost of a rental car is less than a mileage allowance payable for the same trip. Members should look to car pool where possible.

## **6.6 Elected Members' Expenses**

In addition to the salary all expenses incurred which are directly associated with an event or meeting that either the Mayor, Council or Community Board has authorised the Elected Member to attend, excluding those of a personal nature, will be reimbursed.

Elected members will be inducted with these Policies and Procedures after each election. Policies set by Council reflect public sector norms of reasonableness and conservatism.

Council provides an annual training budget for Elected Members. Course and conference expenditure is approved by the Mayor.

Wherever practical, Council will arrange and pay for the cost of public transport (air, rail, road and sea ferry), accommodation and meals associated with attendance at an approved meeting. Where this is not possible the Elected Member shall be reimbursed for the cost incurred in purchasing these services. Accommodation is booked through the Executive Assistant.

All actual or reasonable out-of-pocket expense claims must be supported wherever possible by a tax invoice or receipt and authorised for reimbursement by the Mayor. Expenses incurred by the Mayor shall be authorised for payment by the Deputy Mayor.

Council will provide members with consumables and meet other direct costs incurred in performing their duties, provided that the expense claim is supported by a tax invoice.

The Mayor is provided with a business use mobile phone. Private calls are reimbursed to Council.

No private accommodation is paid by Council for Elected Members, their friends or relatives except as detailed in Section 6.9.

No allowance for entertaining or hospitality is provided to Elected Members but reasonable business related expenses can be reimbursed after approval by the Mayor, or in case of the Mayor, the Deputy Mayor.

Home telephone rental and call costs and other communication and technology provided by the Elected Members are not paid for or reimbursed by Council.

## **6.7 Elected Members' Employment Status**

Council will tax Elected Members' remuneration and vehicle kilometre allowance as withholding payments, unless individual Elected Members provide written advice from the Inland Revenue Department that they have individual tax status.

## **6.8 Information Regarding Individual Elected Members**

Information concerning individual Elected Members will only be given out on request, where to do so would be in the interests of the Council as a whole.

Elected Member remuneration is required to be declared in Council's Annual Report.

## **6.9 LGNZ Conference**

The annual Local Government New Zealand conference is normally attended by the Mayor, the Deputy Mayor and either one or two Elected Members, depending on whether the conference is being held in the South or the North Islands respectively. Their attendance will be authorised by Council. Council does not reimburse travel expenses incurred through the attendance of partners. Council will pay only for accommodation, meals and related expenses, for those partners.

## **7. MESSAGES OF SYMPATHY**

The Chief Executive will direct appropriate staff to action the following:

### **7.1 Families of Long-Standing Citizens**

Council will send a suitable message of sympathy to the family of any deceased citizen who has made a significant and long-standing contribution to the community.

### **7.2 Councillors, Community Board Members and Staff**

Council will send a message of sympathy to any Council Member, Standing Committee member, Community Board member or Council staff member, in the event of a death of a partner or parent or child of that member, or in the event of the death of any such member of the immediate family.

It is the responsibility of Councillors to bring to the attention of the Chief Executive when an occasion has arisen for action to be taken under any of the above-mentioned circumstances.

## **8. FLAGS**

Appropriate flags will be flown from the flagpole outside the Council buildings in Tokoroa and Putaruru.

## **9. COUNCIL LOGO AND CREST**

The tree logo will be used for everyday Council activities and the Crest will be reserved for ceremonial occasions.

## **Relevant Delegations**

Nil

## **References and Relevant Legislation**

- Local Government Act 2002
- Local Government Act 2002 Amendment Act 2010
- Local Government Official Information and Meeting Act 1987
- NZS 9202:2003 "Model Standing Orders for Meetings of Local Authorities and Community Boards"
- Resource Management Act 1991
- Council Delegations Manual
- Governance Statement
- Code of Conduct for Members
- Tokoroa Agricultural and Pastoral Association Empowering Act 1968

## **Annotations**

<b>Res No</b>	<b>Date</b>	<b>Subject/Description</b>
33/89	23/11/09	Memorial Sportsground – Tokoroa A&P Association adopted
63/89	23/11/89	Dress for Council Meetings adopted
683/90	26/07/90	"Recognition" and "Sympathy" adopted.
90/35	03/07/90	(TCB) Planning Matters adopted

Council Meeting and Administrative Procedures Policy

---

132/90	22/02/90	"Flags" adopted.
321/90	26/04/90	Recording of Councillors in attendance adopted
557/90	28/06/90	Witness on Oath adopted
737/90	23/08/90	Citizenship Ceremonies adopted
160/95	09/03/05	Councillor Employment Status and Expense Reimbursement adopted.
195/95	23/03/95	"Logo and Crest" adopted.
18/97	23/01/97	Organisations Presenting Reports to Council adopted
454/00	07/11/00	Salary, Meeting and Travel Allowance adopted
248/01	28/06/01	Standing Orders adopted
403/01	01/11/01	Day and Time of Meetings adopted
404/01	01/11/01	Standing Committees adopted
405/01	01/11/01	Other Committees adopted
406/01	01/11/01	Powers, Duties and Functions of Committees adopted
407/01	01/11/01	Councillor Portfolios adopted
408/01	01/11/01	Council Representation on Tirau Community Board adopted
409/01	01/11/02	Salaries adopted
T43/01	06/11/01	Tirau Community Board Remuneration adopted
182/02	30/05/02	The following reconfirmed and/or amended: 248/01, 63/89, 321/90, 557/90, 737/90, 403/01, 18/97, 454/00, 404/01, 405/01, 406/01, TCB 90/35, 407/01, 408/01, 409/01, T43/01, 33/89
183/02	30/05/02	683/90, 132/90, 195/95 Confirmed
409/02	28/11/02	Economic Development Committee discharged
12/03	30/01/03	Salaries to remain at status quo adopted
13/03	30/01/03	Members' Expenses to remain at status quo adopted
29/03	12/02/03	Councillor Expenses adopted
254-8/03	25/07/03	Standing Order Amended to including "Chairperson's Casting Vote"
267/03	10/07/03	Part 2 of 405/01 revoked and confirmation of membership of Audit Committee.
145/04	13/05/04	"Standing Orders" replaced to adopted NZS9292:2003, with amendments (Report 2004-2054).
394/04	28/10/04	"Councillors' Salaries", "Travel Allowance" revoked and replaced with above. "Councillor Expenses" reconfirmed. "Meeting Allowance" and "Tirau Community Board Remuneration" revoked
401/04	10/11/04	"Standing Orders" Clause 3.7.5 amended (Report 2004-2211).
419/04	25/11/04	182/02, 12/03, 13/03 and 391/04 revoked (excluding part relating to Police/Traffic Report).29/03 reconfirmed. Replacement resolutions adopted.

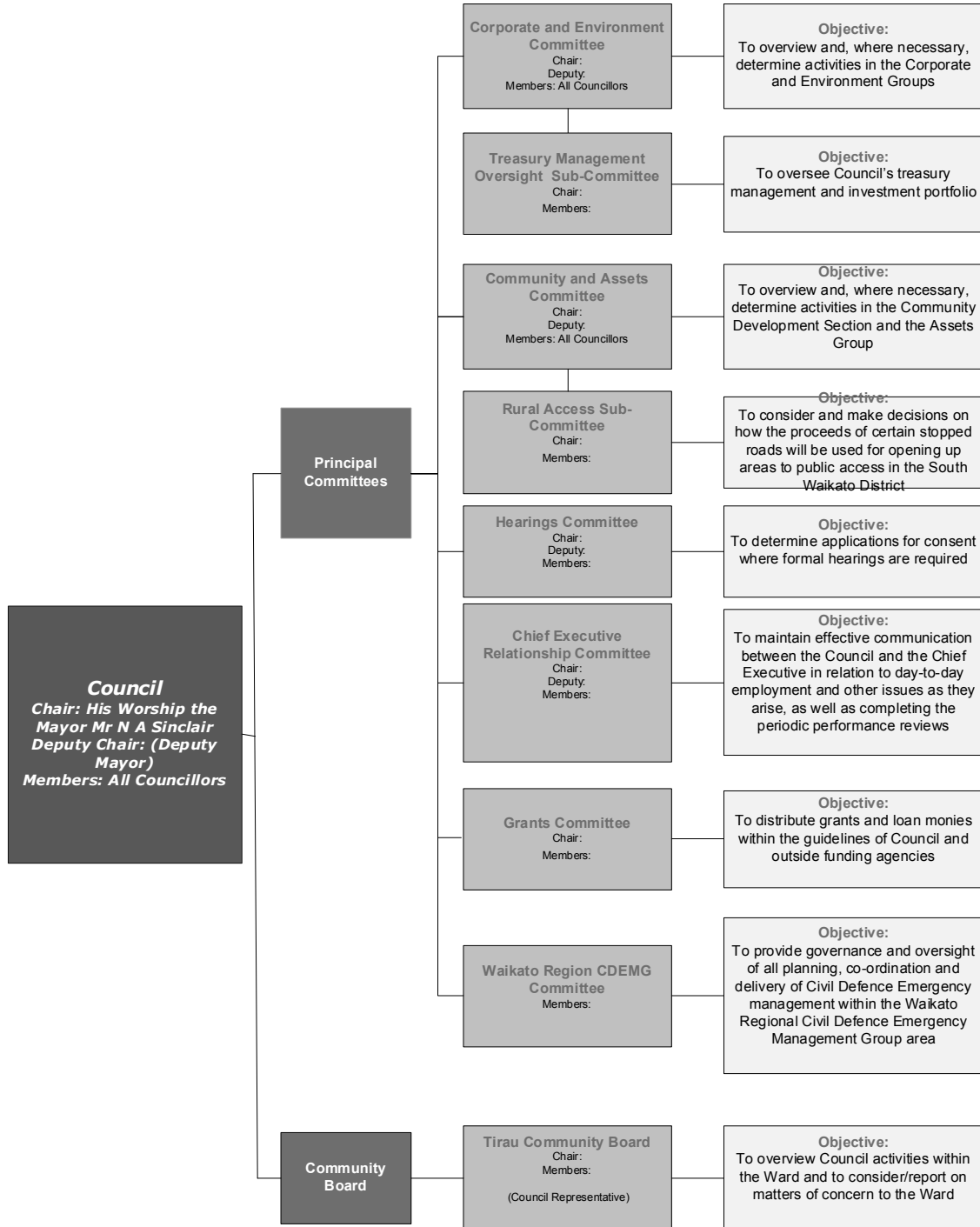
**Council Meeting and Administrative Procedures Policy**

---

132/06	23/03/06	Reconfirmed/amended
560/06	26/10/06	Updated to include Chief Executive Relationship Committee and update Corporate and Committee Structure.
<b>07/142</b>	<b>26/04/07</b>	<b>Travel Allowance and Remuneration (Appendix 5) and amended</b>

# Appendix 1 – Committee Structure

## Council Committee Structure





## **Appendix 2 – Powers, Duties and Functions of Committees**

### **Corporate and Environment Committee**

#### **Reporting to**

Council

#### **Constitution**

Full Council

#### **Meeting Frequency**

Six-weekly

#### **Objective**

To overview and, where necessary, determine activities in the Corporate and Environment Groups.

#### **Scope of Activity**

- Enforcement of statutes, bylaws and rules including resource management, health, plumbing and drainage, sale of liquor, noise, air pollution, dangerous goods, dog control, animal/stock control, litter, general bylaws, building and traffic enforcement, emergency management and Civil Defence.
- Development of appropriate control mechanisms identified by Council or referred by staff.
- Initiate, discontinue or give instructions on legal proceedings within the scope of the Committee activities.
- To monitor the financial and corporate governance arrangements of Council.
- To attend "pre-audit" and "exit discussions" meetings with audit service provider.
- To review Annual Report content prior to audit and presentation to Council.
- To review proposed changes to Council's other published financial documents, including the Long Term Financial Strategy.
- To consider internal control issues that may arise.
- To monitor performance of Council's investment portfolio.
- To monitor the development of the Long Term Council Community Plan.
- To consider and determine such reports as are placed before the Committee regarding the activities of the Corporate and Environment Group.
- To consider and determine matters which would normally fall within the Scope of Activity of the Community and Assets Committee.

#### **Power to Act**

Pursuant to Clause 32 of Schedule 7 to the Local Government 2002 Council delegates all of its responsibilities, duties and powers to the Corporate and Environment Committee, with the following exceptions:

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- (d) The power to adopt a long-term council community plan, annual plan, or annual report; or
- (e) The power to appoint a chief executive; or
- (f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.
- (g) The adoption of bylaws, reviewed district plans or district plan changes.

#### **Management Responsibility**

Group Managers Corporate and Environment

## **Community and Assets Committee**

### **Reporting to**

Council

### **Constitution**

Full Council

### **Meeting Frequency**

Six-weekly

### **Objective**

To overview and, where necessary, determine activities in the Community Development Section and the Assets Group.

### **Scope of Activity**

- To formulate policy, planning and evaluation of performance in activities that foster recreation, arts, culture and heritage and community development.
- To consider proposals of an economic and/or community development nature.
- To monitor and review economic and community development strategies.
- To monitor a sound physical infrastructure for the District, including policy, planning and evaluation of performance.
- To consider and determine such reports as are placed before the Committee regarding the activities of the Community and Assets Group.
- To consider and determine matters which would normally fall within the Scope of Activity of the Corporate and Environment Committee.

### **Power to Act**

Pursuant to Clause 32 of Schedule 7 to the Local Government 2002 Council delegates all of its responsibilities, duties and powers to the Community and Assets Committee, with the following exceptions:

- (a) The power to make a rate; or
- (b) The power to make a bylaw; or
- (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or
- (d) The power to adopt a long-term council community plan, annual plan, or annual report; or
- (e) The power to appoint a chief executive; or
- (f) The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.
- (g) The adoption of bylaws, reviewed district plans or district plan changes.

### **Management Responsibility**

Group Manager Assets

## **Hearings Committee**

### **Reporting To**

Council

### **Constitution**

Four Councillors

Mayor – ex officio

### **Meeting Frequency**

As required

### **Objective**

To determine applications for consent where formal hearings are required.

### **Scope of Activity**

- To hear and determine applications under the Resource Management Act 1991 which have not been delegated to Council Officers.
- To hear and determine applications under the Sale of Liquor Act 1989 which are not required to be referred to the Liquor Licensing Authority and which have not been delegated to Council Officers.
- To hear appeals against the classification of dogs.
- For the avoidance of doubt this Scope of Activity does not delegate authority for hearings required for the adoption of Bylaws, District Plan Changes, District Plan Reviews or Annual Plan or Long Term Council Community Plan hearings.

### **Power to Act**

Yes – but limited to the matters listed within the Committee’s Scope of Activity.

### **Management Responsibility**

Group Manager Environment

## **Grants Committee**

### **Reporting To**

Council

### **Constitution**

Four Councillors  
Community representatives as required  
Mayor – ex officio

### **Meeting Frequency**

As required

### **Objective**

To distribute grant and loan monies within the guidelines of Council and outside funding agencies.

### **Scope of Activity**

To consider and make grant allocations and loans within guidelines set down by the funding agency, including Creative New Zealand and the South Waikato District Council, and ensure the schemes are administered equitably.

### **Power to Act**

As Above

### **Management Responsibility**

Community Development Manager

## **Waikato Region Civil Defence Emergency Management Group**

### **Reporting to**

Council

### **Constitution**

Mayor

(All local authorities in the Waikato Region are represented on this Joint Committee).

### **Meeting Frequency**

To be determined

### **Objective**

To provide governance and oversight of all planning, co-ordination and delivery of Civil Defence Emergency Management within the Waikato Region Civil Defence Emergency Management Group area.

### **Scope of Activity**

- In relation to relevant hazards and risks; -
  - Identify, assess, and manage those hazards and risks; and
  - Consult and communicate about risks; and
  - Identify and implement cost-effective risk reduction.
- Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Waikato region.
- Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Waikato region.
- Respond to and manage the adverse effects of emergencies in the Waikato region.
- Carry out recovery activities.
- When requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management demands within their areas (having regard to the competing civil defence emergency management demands within the Waikato region and any other requests for assistance from other civil defence emergency management groups).
- Within the Waikato region, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act.
- Monitor and report on compliance within the Waikato region with the Act and legislative provisions relevant to the purpose of the Act.
- Develop, approve, implement and monitor the Waikato Civil Defence Emergency Management Group plan and regularly review the plan.
- Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan.
- Promote civil defence emergency management in the Waikato region that is consistent with the purpose of the Act.

### **Power to Act**

- A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.
- Without limiting the generality of the above, a Group may:
  - Recruit and train volunteers for civil defence emergency management tasks;
  - Conduct civil defence emergency management training exercises, practices and rehearsals;
  - Issue and control the use of signs, badges, insignia and identification passes authorised under the Act, regulations made under this Act, or any civil defence emergency management plan.
  - Provide, maintain, control and operate warning systems.

- Provide communications, equipment, accommodation and facilities for the exercise of any of its functions and powers during an emergency.
- Exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

**Management Responsibility**

Group Manager Environment

## **Chief Executive Relationship Committee**

### **Reporting to**

Council

### **Constitution**

Mayor (Chair)

Deputy Mayor

One Councillor

### **Meeting Frequency**

As required

### **Objective**

To maintain effective communication between Council and the Chief Executive in relation to day-to-day employment and other issues as they arise, as well as completing the periodic performance reviews.

### **Scope of Activity**

- Approve the employment agreement and variations to the agreement between Council and the Chief Executive and setting key performance indicators in the performance agreement.
- Working with the Chief Executive on the implementation of the performance agreement.
- Making any decision about the remuneration of the Chief Executive.
- Conducting any statutory performance reviews under Clauses 34 and 35 of Schedule 7 of the Local Government Act 2002.
- Deciding on any other issues that may arise in relation to the employment or performance of the Chief Executive.
- Fulfilling Council's contractual obligations to the Chief Executive.
- Authority to employ advisors with a budget confirmed as part of setting the annual financial forecasts.

### **Power to Act**

As Above

### **Management Responsibility**

Chief Executive

## **Treasury Management Oversight Sub-Committee**

### **Reporting to**

Corporate and Environment Committee

### **Constitution**

Chair – Chair of the Corporate and Environment Committee

Two Councillors

Mayor – ex officio

Chief Executive

Group Manager Corporate

### **Meeting Frequency**

As required

### **Objective**

To oversee Council's treasury management and investment portfolio.

### **Scope of Activity**

- The oversight of all matters relating to treasury and investment management.

### **Power to Act**

Nil

### **Management Responsibility**

Group Manager Corporate



## **Rural Access Sub-Committee**

### **Reporting to**

Community and Assets Committee

### **Constitution**

Mayor

Three Councillors

One representative of Fish and Game, either Ian or Linda Rogerson, of Rotorua

### **Meeting Frequency**

As required

### **Objective**

To allocate funding received from the closure and the sale of specific public roads.

### **Scope of Activity**

- To consider and make decisions on how the proceeds of certain stopped roads will be used for opening up areas to public access in the South Waikato District.

### **Power to Act**

Full delegated authority for allocation decisions made within the Scope of Activity.

### **Management Responsibility**

Chief Executive

## **Tirau Community Board**

### **Reporting to**

Council and Standing Committees as appropriate.

### **Constitution**

Four elected members.

Ward Councillor.

### **Meeting Frequency**

Six weekly.

### **Objective**

Overview Council activities within the community (Tirau Ward) and consider and report on matters of concern to the community.

### **Scope of Activity**

- To consider and report on all matters referred to it by Council.
- To consider and convey the concerns of community organisations and special interest groups within the community.
- Overview road work, water supply, sewerage, storm water drainage, parks and recreational facilities, community activities and traffic management within the community.
- To provide community input to District planning and regulatory issues.
- To ensure community input to Council and Committee processes.
- To make annual submissions to Council on budgetary and annual planning process as they may impact on the community.

### **Power to Act**

Such matters as may from time to time be delegated by Council.

### **Management Responsibility**

Chief Executive

## **South Waikato Sport and Events Centre Tender Evaluation Sub-Committee**

TBA

### **Appendix 3 – Appointments to Outside Organisations**

<b>Organisation</b>
Pride in Putaruru
Economic Development Trust
Putaruru Timber Museum Trust
South Waikato Achievement Centre
Senior Citizens
Safer Communities
Rangiura Home
TCOSS
Sports and Leisure Board
SW Arts Trust
EW Regional Land Transport Committee
Waikato River Trails
Youth Council
Trades Training Industry Liaison