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Local Government New Zealand

te pūtahi matakōkiri

6 December 2002

NC 20-07

- MEMORANDUM -

TO: All Zone 1 Community Board Chairs

FROM: Peter Winder

SUBJECT: Call for Nominations: Zone 1 New Zealand Community Boards' Executive Committee Representative and Deputy

Introduction/Background

Nominations are called from community boards for the positions of Zone Representative and Deputy for the New Zealand Community Boards' Executive Committee.

The New Zealand Community Boards' Executive Committee is an informal committee established by previous Community Boards' conferences to promote the interests of Community Boards, enhance good practice and arrange for future conferences.

Since mid 2002 the Executive Committee has been working with *Local Government New Zealand* and a Memorandum of Understanding has been negotiated which gives the Executive Committee the status of an advisory committee to the National Council of *Local Government New Zealand*. This role involves:

1. Providing advice to the National Council of *Local Government New Zealand* on all matters involving Community Boards.
2. Liaising between *Local Government New Zealand* and Community Boards to gather information on issues and matters of national interest.
3. Keeping National Council of *Local Government New Zealand* informed of current and future issues of concern to Community Boards that may have implications for local government generally.
4. Advising on training needs of Community Boards and their members that might be included in a national capacity building strategy.

effective local governance

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No voting paper shall be valid unless signed by the Chair of the Community Board or a notified alternative.

In the event of an equality of voting, the Returning Officer will determine the outcome by the drawing of lots.

The term of office for both positions is from the time of the appointment until the end of the current triennium (February 2005).

Voting papers will be destroyed by the Returning Officer after the results of the elections have been declared.

Nominations

Two nomination forms are *attached*. One is for the New Zealand Community Boards' Executive Committee Zone 1 representative and the other is for that person's Deputy. Both forms require nomination by two Community Boards. Nominations must be in writing on these forms, and will be accepted only from members of the Zone in which the election is taking place. Nominators and seconders must also be from the Zone in which the election is taking place.

The following Community Boards are entitled to take part in the election for the Zone 1 representative:

- Auckland City Council
- North Shore City Council
- Far North District Council
- Papakura District Council
- Rodney District Council
- Kaipara District Council
- Waitakere City Council
- Manukau City Council
- Whangarei District Council.

Candidates may stand for both positions, but if they are elected to both positions they are required to vacate the Deputy's position, preferences will be reallocated amongst the remaining candidates, and the next highest polling candidate in that Zone will then be declared elected as the Deputy.

Nomination forms must be received by the Returning Officer no later than 5.00pm, **Wednesday 26 February 2003**, and may include a brief curriculum vitae (CV) outlining the relevant experience for the position being sought. Faxed nominations (followed by the originals) will be accepted. Please note that late nominations will not be accepted.

At its November 2002 meeting, the Executive Committee reviewed its structure and agreed that there should be six committee members, representing each *Local Government New Zealand* Zone, elected by Community Boards within each Zone - the same basis as the National Council. Currently members are elected by those who attend the Community Boards' conference. In future years elections will occur immediately after the triennial elections.

The Executive Committee meets four times a year in the *Local Government New Zealand* offices in Wellington. *Local Government New Zealand* meets the travel costs only of members of the Executive Committee however there are no meeting fees, which is also the case for National Council members.

Executive Committee Meeting Dates

The scheduled meeting dates for 2003 are as follows:

- Tuesday 18 February, 2003
- Thursday 10 April, 2003
- At the *Local Government New Zealand* conference in Queenstown 27 – 30 July 2003
- Monday 17 November, 2003.

Conduct of Elections

The elections for the Zone 1 New Zealand Community Boards' Executive Committee representative and a Deputy will be conducted in accordance with these guidelines.

The Returning Officer for the elections is Peter Winder, Chief Executive, *Local Government New Zealand* (or nominee). He has appointed a Deputy Returning Officer (Suzanne Howard, Internal Governance Coordinator, *Local Government New Zealand*).

Nominations are now called for. If only one nomination for the Executive Community Boards' representative and only one nomination for the Deputy representative are received, there will be no election and those persons shall be declared elected.

If more than one nomination is received for either position, voting papers will be prepared by *Local Government New Zealand* and distributed by post to Community Boards no later than Friday 14 March 2003. Voting papers will be required to be returned by post to the Returning Officer by mid May 2003. Confirmation of this date will be provided with the voting papers in the event of an election.

The election will be conducted in accordance with a Preferential Voting System provided for in the Rules of *Local Government New Zealand* for the election of the President and Vice President (Rules F4 – F13). A copy of the Rules is available on the *Local Government New Zealand* website (www.lgnz.co.nz/About Us/Constitution). Full details will be provided with the voting papers should an election take place.

Each Community Board will be entitled to exercise one vote for each position.

4

Information for Nominees

Persons interested in more information about the responsibilities of office, may wish to contact those below for information:

- Peter Dow (the current administrator for the Executive Committee),
Christchurch City Council, phone (03) 372 2728, email
peter.dow@ccc.govt.nz
- Denise Bush, *Local Government New Zealand*, phone (04) 924 1205, email
denise.bush@lgnz.co.nz

Enquiries regarding the nomination and voting procedures should be directed to
Suzanne Howard at *Local Government New Zealand*, phone (04) 924 1222, email
suzanne.howard@lgnz.co.nz



Peter Winder
Chief Executive
Local Government New Zealand

UPDATE ON THE MCLAREN PARK (HENDERSON SOUTH) COMMUNITY PROJECT (City Development Committee, 13 February 2003)

PURPOSE OF THE REPORT

The purpose of this report is to update the Committee on the progress of the working party to establish the McLaren Park Community Project (MPCP) and strengthen community services in the Henderson South/McLaren Park area.

BACKGROUND

The MPCP is aimed at strengthening community services for the Border Road/Henderson South/McLaren Park area. The project was established after a report was presented to the City Development Committee on 13 May 2002 outlining significant unmet community needs in the MPCP area. The report recommended that a working party be established to assess the various options for the ongoing provision of services in the area.

The Committee resolved that;

"Council endorse the formation of a working party to explore needs and options in the Henderson Valley area." 1012/2002

The working party (including representation from Councillor Yates, Community Board members, local principals and council staff) identified the MPCP area as one of the most disadvantaged communities in Waitakere City in terms of socio-economic status and access to services. The area currently has unmet need for youth activities, holiday and after school programmes for young people and pre-school programmes. There is also need for support and activities for parents, including drop in facilities, training and education and advocacy services.

On 9 September 2002 the City Development Committee endorsed the recommendation of the working party that;

"funding targeted for Waipareira Community House to deliver services in the Border Road, be used to contract a consultant for an eight-month period to provide services in Border Road and Henderson South and to assess the feasibility of establishing a community development project along the lines of the Ranui Action Project model, and that a report on the outcome of the assessment be brought back to the City Development Committee." 2766/2002

STRATEGIC CONTEXT

The MPCP contributes to Council's Well-being and Urban Village strategic and policy objectives by helping provide networks of appropriate and accessible public buildings as key community focal points and through a wide range of low cost, low impact community activities. Council's role in the MPCP is also in keeping with its support for community led initiatives in the area of social development.

ISSUES

The MPCP working party have now finalised the scoping and objectives for the project which aims to strengthen community services and develop a plan for future service delivery in the MPCP area. Caroline McCurdie has been contracted from January to June 2003 as a part time community worker to provide services in the MPCP area and assess the feasibility of establishing a community development project along the lines of the Ranui Action Project. Caroline will be based at the

Bruce McLaren Intermediate School for the duration of the contract to encourage participation and interest from the community and existing service providers in the area.

The MPCP community worker will provide a final report outlining findings and recommendations for future community development in the MPCP area, including the following information:

- Feasibility assessment of establishing a community development project along the lines of the Ranui Action Project model;
- Planning for future service delivery in the MPCP area and identification of potential community leaders to support the development of the project both in the present and future;
- Strengthening and increasing the current provision of relevant community services in the Henderson South area;
- Enhancing community well-being and encourage community's "sense of ownership" of community services and activities;
- Identifying community needs (social, educational) and profile of community demographics;
- Fostering and coordinating community participation in the MPCP (cultural focus, public meeting, visioning, including participation from current initiatives/services in area); and
- Identifying community initiatives and strengths and organisations who can provide community services/activities.

RESOURCES

Funding is available in 2002/03 for the provision of community services in the Border Road/Henderson South/McLaren Park area. Council staff resources are already provided for Community House and co-coordinator support within current work programmes.

CONCLUSION

The MPCP working party have recently approved the contracting of a short term community worker to be based within the Henderson South/McLaren Park community. The working party including council staff will continue to support the project. The community worker will aim to strengthen the provision of services within the Henderson South area with participation from the community to improve well-being outcomes for the community. A report will be developed including the feasibility of establishing a community project along the lines of the Ranui Action Project model and a plan for future community service delivery options in the Henderson South area.

RECOMMENDATIONS:

1. That the information be received.
2. That a report on the progress of the McLaren Park Community Project and the feasibility of establishing a community development project along the lines of the Ranui Action Project model be provided to the Committee after receipt of the consultant's report in June 2003.

Report prepared by Polly O'Brien, Project Leader, Community Resources.

ELECTED MEMBERS REMUNERATION - HIGHER SALARIES COMMISSION DETERMINATION

PURPOSE OF THE REPORT

The purpose of this report is to advise the Council of the Determination on Remuneration of Elected Members released on the 23 December 2002 and set out the options the Council has in respect of that Determination. All options have been discussed at two Workshops of Councillors and one Workshop of Community Board Members. This report will also be forwarded to all Community Boards at their March meetings and they will make their decision and notify the Higher Salaries Commission separately.

BACKGROUND

Until the enactment of the Local Government (Elected Member Remuneration and Trading Enterprises) Amendment Act 2001 (the Act), Elected Members' salaries and meeting allowances were set by a determination of the Minister of Local Government. The determination set maximum salaries and meeting allowances for local authority Elected Members. For each determination the remuneration was linked to the population of each local authority. Waitakere City's determination fell into the over 150,000-population category. Each incoming Council needed to resolve Elected Member salaries and meeting allowances up to the maximum permitted. Over the course of a triennium the Minister would revise the determination and Council would need to consider the issue in the light of the new determination.

With the enactment of the Act responsibility for setting Elected Members remuneration was passed to the Higher Salaries Commission. The Commission is required to determine remuneration, allowances and expenses payable to all Elected Members, whilst having regard to:

- The need to minimise potential for remuneration to distort the behaviour of Members.
- The need to achieve and maintain fair relativity with the levels of remuneration received elsewhere.
- The need to be fair to both the person whose remuneration is being determined and ratepayers.
- The need to recruit and retain competent persons.

The Higher Salaries Commission presented a Discussion Paper in May 2002 and called for submissions from local authorities and the public on proposals for remunerating local authority Elected Members. The Council and its Community Boards considered the Discussion Paper at workshops held for that purpose and made submissions.

The Higher Salaries Commission has now released its determination, and has given Councils until 10 March 2003 to advise the Commission whether they will stay with their current "conditions of remuneration and expenses" until the 2004 local government elections, or adopt the new "remuneration and expenses" proposed by the Commission.

STRATEGIC CONTEXT

Council is committed to increasing community participation in democratic processes. The way Elected Members are remunerated and the quantum of that remuneration will have considerable bearing on who can and who cannot stand for election. It has long been recognised that the role of an elected member can require a substantial investment of time and commitment to the role, and that this commitment can make it difficult to hold down either full or part time employment. The interests of a diverse and young community such as Waitakere are unlikely to be best served should the only candidates putting themselves forward for election be those who have private income available to subsidise their Council duties.

ISSUES

This is the final determination - it is not a discussion paper. The only room for change is where a Council identifies an error in the data that has been used as an input into the formula for setting the indicative pool - data like population numbers, assets and expenses. The Commission requested and received a copy of the Council's 2001/2002 annual report in order to verify the figures used.

The Commission has asked the Council to verify whether or not it will take up the Commission's new remuneration proposals, and how it will allocate the pool. A response is required by 10 March 2003. The Commission will not give extensions beyond this date, as they are concerned at the time that might be needed to investigate proposals where there is dissent.

There are two questions:

to accept the pool; or
stay with the status quo; and

if the decision is made to accept the pool, how it will be allocated between the Deputy Mayor, Councillors, Committee Chairs, Community Board Chairs and Community Board Members.

What is in and what is outside, the pool:

It is particularly difficult to try to work out how the indicative pool compares with existing levels of remuneration as the indicative pool does not include many categories of expenses that are currently aggregated as "costs of democracy".

- Payments to community and iwi /Maori representatives on standing Committees or special Committees are outside the indicative pool. These payments are contractual matters that lie with Council and are not within the Commission's brief. This Council will now be able to set a salary for the Chair of Te Taumata Runanga and other remuneration as appropriate for appointed Members to Te Taumata and any other Committee of the Council. Any determination made by the Council on this remuneration will not affect the indicative pool established by the Higher Salaries Commission for Waitakere City. In light of discussions in 2002 this report recommends establishing a salary for the Chair of Te Taumata Runanga and proposes a continuation of meeting allowances for other Members. If the Council adopts the recommendation for a salary for the Chair it will need to decide what level that salary should be and if the Chair of Te Taumata should also receive a meeting fee. The level of salary recommended in this report is the difference in the amount payable to a Standing Committee Chair and the amount payable to an Elected Member who does not have any Chair responsibilities. This reflects the level of additional work required of a Chair but does not include compensation for the other duties required of a Councillor. Noting that the Chair of Te Taumata Runanga also has the general responsibilities of any other Member of this Committee the Chair should also receive the meeting fee payable to those other Members.
- The indicative pool includes half the cost of the remuneration of Community Board Members. The other half is outside the pool limit - it can be thought of as a "top-up".
- The Mayor's salary (including the value of any deduction for a motor vehicle) is included in the indicative pool amount (although separately specified.)
- Any income Councillors earn from resource consent hearings, or from being a director of a LATE/Council controlled organisation, is outside the pool
- Expenses, including mileage allowances, are outside the pool, although the actual amounts/rates that can be claimed are to be set by the Commission. This report recommends amounts/rates for submission to the Higher Salaries Commission.

New or existing system:

The decision the Council will need to make first is to:

Stay with the current remuneration system through to October 2004; or

Move to the new system.

If the Council considers staying with the status quo it should take into account that Elected Members may not then receive any remuneration adjustment between now and October 2004. The Commission will most likely make annual determinations - as they do with parliamentarians and other sectors - and a Council that stays with the status quo may be badly disadvantaged, depending on the results of those determinations.

If the decision is taken to move to the new system the Council will need to:

1. Establish the following salaries:

- Deputy Mayor
- Committee Chairs
- Councillors
- Community Board Chairs
- Community Board Members

The Council must not only inform the Commission whether or not it will accept the new remuneration regime, but if so, how remuneration will be distributed - that is what the payments will be for the Deputy Mayor, Committee Chairs, Councillors, Community Board Chairs and Members. These payments do not have to be equal - Councillors that are on Committees with heavy workloads could be given a higher level of remuneration than those with smaller workloads. Committee Chairs maybe remunerated differently according to their respective responsibilities.

It is important to realise that Community Board Members must now be on salaries only - they cannot be paid meeting allowances. In preparing the model that this Council wants for consideration by the Higher Salaries Commission the Council will need to estimate the total cost of salaries for Community Board Chairs and their Members so that they can estimate the amount to be added to the indicative pool being half that of the total salary level of Community Board Members, including Board Chairs.

2. Determine if Councillors should have meeting fees or just a straight salary. If meeting fees are to be established, the Council will need to determine what formula is used to set them.

If the Council wishes to stay with meeting allowances for Councillors, it may be that the Commission considers the current rate per meeting per day too high. If the Council stays with meeting allowances it will have to carefully manage the budgets, as once the expenditure cap is reached there is no more funding for Elected Members meeting fees. In this report, the recommendation is that salaries only be paid and that the practise of paying meeting fees be discontinued. Should the Council not accept this recommendation and want to stay with paying meeting fees then the amounts recommended for salary payments will have to be reduced. To pay a meeting fee of \$195, as is paid at present, (note: the Higher Salaries Commission may consider this too high), then the total sum required from the total available for salaries is \$312,000 based on 1600 meeting fees payable over approximately 154 meetings held each year. This number does not include Hearings. If a meeting fee of say \$100 is proposed then the sum required would be \$160,000.

3. Determine an expenses policy for Councillors and Community Board Members relating to such things as mileage, phone/mobile phones, computers, JetStream and stationery.

Resource Management Hearings:

It is noted that the statutory hearings (defined as only resource management hearings) are outside the indicative pool. The Commission has determined a rate of \$60.00 per hour for payment to Elected Members when sitting on these Hearings. This is payable only for the length of the meeting and does not include any pre or post meeting work. In the recommended salary levels in the attached spreadsheet, those Councillors appointed as Members of the Hearings Committee are marked with an asterix. They can expect additional remuneration from that shown in the schedule of approximately \$1,980 based on 11 Hearings per annum with an average Hearing duration of 3 hours at the \$60.00 per hour rate approved by the Higher Salaries Commission. This computation is based on the average for Hearings held over the last two years.

Indicative Pool:

The Higher Salaries Commission has issued the following determination for the payment of Elected Members' remuneration in Waitakere City:

For Waitakere City the indicative pool is	\$976,311
The Mayor's salary (including motor vehicle)	\$121,045
The indicative pool remaining for Councillors and Community Boards after the Mayor's salary has been deducted	\$855,266

The Commission has directed that whatever salary is determined for Community Board Members (excluding Councillors appointed to Community Boards), that half that figure be paid from outside the pool. This means that half the salary paid to Community Board Members will essentially top up the indicative pool.

Request to Reduce the Indicative Pool:

Should the Council wish to, it may request the Higher Salaries Commission to reduce the indicative pool. This requires a unanimous vote of the Council.

Allowances for Expenses:

The Council must also recommend to the Higher Salaries Commission the method for claiming and payment of expenses. One way is to propose a monthly allowance for elected members to cover the costs of technology and communications associated with Council business. The amounts recommended to the Higher Salaries Commission are set out below and Elected Members will be required to claim the appropriate approved allowance on their monthly claim forms.

Elected Members will incur expenses that arise as a direct result of carrying out the role as an elected representative. Some expenses may be claimable as an expense reimbursement through Waitakere City. Other expenses may be claimable in an annual tax return.

Elected Members need to be aware of their responsibility for all taxation issues. Each will need to keep evidence of expenditure incurred for which the appropriately selected reimbursing allowance is claimed in case Inland Revenue seeks justification of the claim.

Councillors and Community Board Members currently get paid a monthly allowance of \$100 as a phone/fax allowance to facilitate and maintain their communication links with the Council for Council business purposes.

An addition a further \$20 per month is paid to those Councillors who have agreed to maintain an electronic e-mail link to the Council for Council business purposes.

Councillors would previously have had a pecuniary interest in voting on reimbursing allowances because there are no maximums prescribed in Statute. However, the Higher Salaries Commission now have jurisdiction over the determination and have requested representations from the Council. Elected Members are advised that when a determination has been made they have a choice whether to claim payment of it, claim part of it or not make any claim at all.

The Council has recently completed a programme to supply all Councillors with personal computers or access to the Council's system from their private or business computer where that is preferred and possible. Some Councillors also have private cell phones that aid communications. These tools are very important to ensure best use of Elected Member's time and to facilitate efficient business of the Council.

Computerised communication links are used by the Council to transfer urgent Council correspondence and Council, Committee and Community Board notices, agendas and minutes when appropriate.

The Council has not included Community Board Members in this current technology upgrade although Community Board Chairs will be assisted to the extent of providing remote access where possible.

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Two way communications are very important and it is necessary to ensure that Councillors and Community Board Members can utilise their time as efficiently as possible.

The quantum for reimbursement for the use of private motor vehicles has for many years been a contentious issue. The approach recommended in this report is to request the Higher Salaries Commission to agree to pay the rates calculated by the Automobile Association based on their estimation of the running costs as follows:

KM per Year	Up to 1300cc	1301 - 1600cc	1601 - 2000cc	Over 2000cc
10,000	54.3	66.9	83.4	1.03
14,000	45.0	54.3	66.6	82.0
40,000	24.0	27.6	33.8	40.9

RECOMMENDED DETERMINATION FOR ALLOWANCES:

1. That Councillors and Community Board Members receive a monthly allowance to cover reimbursement of the following costs incurred as appropriate:
 - Reimbursement of one domestic line rental and one domestic line maintenance charge related to telephone, fax and e-mail operation and the call minder facility (currently \$45.20);
 - Reimbursement of one cell phone on the basis of the Waitakere City call plan including the call minder facility (currently \$35.00) when a cell phone is made available to be used on Council business;
 - Reimbursement of the best flat rate monthly fee available to the Council for JetStream 400 or its equivalent (currently \$49.00) (not currently available to Community Board Members except Community Board Chairs).
2. That Councillors and Community Board Members claim reasonable business related call costs on telephone or cell phone on a monthly basis provided they are supported by presentation of an account detailing to whom the calls have been made.
3. That Councillors be paid a flat monthly fee of \$20.00 to cover all consumerables (not currently available to Community Board Members except Community board Chairs) for computers including laptops, printers, facsimiles etc.
4. That Councillors will be supplied with either a personal computer at home or a laptop if necessary. Those Councillors who provide their own computer equipment be paid an additional monthly allowance of \$50.00 (not currently available to Community Board Members).
5. No other telephones, fax machines or cell phones will be provided to Elected Members except that the Mayor will be provided with a cell phone and the Council will pay for all expenses except private calls.
6. When on approved Council business all actual and reasonable expenses will be met by the Council.
7. That the rate for reimbursing Elected Members travel when using their own motor vehicle on Council business be as follows:

KM per Year	Up to 1300cc	1301 - 1600cc	1601 - 2000cc	Over 2000cc
10,000	54.3	66.9	83.4	.103.0
14,000	45.0	54.3	66.6	82.0
40,000	24.0	27.6	33.8	40.9

and that the Council also pay the approved rate to Appointed Members. Any infringement fees e.g. parking and speeding infringements are by law the responsibility of the offender.

All

RESOURCES

Financial Summary

HSC indicative pool for Waitakere City	\$976,311
Less Mayor's salary as determined by the HSC	- 121,045
New indicative pool for Councillors and Community Board Members	= 855,266
 Plus 50% Community Board outside pool	
2002 budget for salary and meeting fees plus 2.8% divided by 2	+ 140920
 Total pool available excluding Mayor / including Councillors and Community Boards	= 996,186
Total Community Board pool	- 281840
Councillors pool	\$714,346
2002/2003 budget for Councillors salaries and meeting fees	\$735,114

In summary, the Mayor receives an increase from \$99,100 to \$ 121,045. But the Mayor has a motor vehicle supplied that is available for private use and he must take a deduction of 12% of the cost of the vehicle if this private use is to continue. That reduction is calculated as 12% of \$63,365 = \$7,604. The Mayor's new salary would therefore be \$113,441, an increase of \$14,341 or 14.5%.

If the total sum currently able to be paid to Community Board Members is increased by the inflation rate (2.8%) then the remuneration pool available to pay Councillors is reduced from \$735,114 to \$714,346. The fees paid to Elected Members appointed to the Hearing Committee and to Hearing commissioners are in addition to this sum. In effect there is unlikely to be any reduction for Councillors and as it is rare for Councillors to have attended every meeting for which a meeting fee was payable. Salaries payable as recommended should compensate all Councillors at no less than they would have received in a full year at current rates and, for some, there will be modest increases.

When reviewing remuneration last year in preparation for the submission to the Higher Salaries Commission there was a school of thought that the Community Board Chairs salaries were not relative to the stepped scale applied to Council, that is, they were higher than could be justified. It is noted for the Council's information that the previous determination for Community Board Chairs by the Minister of Local Government was based on population only. No account was taken of relative workloads. The Council may now wish to review the level of payments to take account of this relativity.

Salaries:

Payment of salaries is made monthly. Payment is a fixed sum, based on the annual salary figure recommended by the Minister of Local Government, in accordance with the Local Government Act.

According to the determination of Council 2439/2001 dated 31 October 2001 the current salary rates payable are as follows:

Mayor	\$99,100
Deputy Mayor	\$33,440
Chairs of Committees	\$33,440
All Councillors	\$16,720
Community Boards: Henderson and Waitakere, Chairs	\$14,340
Members	\$ 6,450
Massey and New Lynn, Chairs	\$19,110
Members	\$10,500

* Note: with variations for Chairs of subcommittees based on 100%, 87.5% and 75% as approved by the Council.

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The Council is only permitted to pay to any individual person, one of these salaries.

Meeting Allowances

Meeting Allowances are currently paid when an Elected Representative attends a meeting that is eligible for payment. In order for the meeting to be eligible, it had to comply with the definitions of the Local Government Act 1974, Section 114c. Any policy now developed will probably have to include similar provisions in order to obtain the approval of the Higher Salaries Commission.

That Section defined the parameters of a meeting as being:

1. Every local authority shall hold meetings as are necessary for the good governance of its District.
2. Every member of a local authority or of any committee of a local authority shall, unless unlawfully excluded, have the right to attend any meeting of the local authority or committee.
3. Every meeting of a local authority shall be called, publicly notified, and conducted in accordance with:
 - a. This act;
 - b. Part VII of the Local Government Official Information and Meetings Act 1987;
 - c. The Standing Orders of the Local Authority.

Some examples of eligible meetings (provided all the parameters of the above section are met), are:

- Council meetings;
- Standing Committee meetings;
- Formally appointed Sub committee meetings;
- Meetings of outside bodies where the elected representative is attending as the representative formally appointed by the Council;
- Attendance at a conference where the elected representative is attending as the representative formally appointed by the Council;
- Community Board meetings;
- Attendance by a Community Board Member at a Council/Committee Meeting through resolution from the respective Council/Committee.

Some examples of unpaid meetings (which are considered as being covered by the salary) are:

- Workshops and working party meetings;
- Tours of inspection;
- Agenda run throughs;
- Meetings with residents groups;
- Civic functions and receptions;
- Community Associations' meetings;
- Public meetings called by elected representatives themselves;
- External meetings where a Member is not appointed by the Council;
- When attending a function on behalf of, or in place of the Mayor;

There was a limitation to the payment of meeting allowances. The Local Government Act 1974 stated that only one Council and one Community Board meeting allowance per day is to be paid. If the Council prefers to continue paying meeting fees it will have to decide the quantum and the policy for payment (including what is to be paid for and what is not). The Higher Salaries Commission will approve a regime and that may include a decision on whether to pay more than one meeting fee per day, which would remove the limitation that currently applies. It should be noted though that the effect of paying more than one meeting fee per day would be to reduce the sum available in the pool for meeting fees more quickly.

Meeting Allowance Rates

The current meeting allowances vary between the Community Board's and the Council Committees.

According to the most recent determination of the Council 2439/2001 dated 31 October 2001 the current meeting fees payable based on the Minister of Local Government' recommendation are:

Mayor	\$ Nil
Councillor attendance at a Council meeting	\$195
Te Taumata Members	\$195
Community Board Meetings -Henderson and Waitakere	\$130
Massey and New Lynn	\$155

Other appointed Members are paid at the rate applicable to the Councillors attending that meeting.

Payment Of Meeting Allowances

Payment of meeting allowances is made monthly. Democracy Services ensure that all standard eligible Council Committee and Community Board meetings are paid by noting the attendance recorded in the Minutes of these meetings and checking those against Councillors' claims.

There are also other meetings that may be eligible for payment. These may be appointments to an outside organisation, committee, workshop, conference etc. In order for payment to be received, the elected representatives claim form must be completed. There is a variance in attitude towards claims with some Elected Members preferring not to claim for some meetings that they attend and for which there is a meeting fee entitlement. This also applies to some Appointed Members.

It is noted that where a Councillor 'stands in' temporarily for another Councillor at meetings, that Councillor is not entitled to payment unless the Council has approved his or her appointment as a 'stand in'.

RECOMMENDED DETERMINATION FOR SALARIES AND MEETING ALLOWANCES:

Under the new system it will be more difficult to manage the payment of meeting allowances than a single salary payment and there is a real possibility that the fund available for the payment of these allowances would run out before the end of the year. If the allowance is intended to ensure a quorum then it follows that if no payment is available a quorum might not be achieved. In this event, those meetings in May and June are the most likely to be affected and this includes all the meetings for the hearing and determination of the Council's Long Term Council Community Plan and Annual Plan.

The Higher Salaries Commission sets the Mayor's salary. In the schedule with recommendations below, the starting point for consideration uses the following formula:

Deputy Mayor set at 60% of that established for the Mayor (but, in this case, with a small deduction to balance with the Indicative Pool); Chairs of Standing Committees – City Development, Finance and Operational Performance; Environmental Management and Hearings; (100% on the current formula) set at 85% of the Deputy Mayor's salary; Chairs of Special Projects and Tenders set at 87.5% of Standing Committee Chairs (as per current formula); Chairs of Emergency Management, Recreation and Sport Allocation, Creative Communities, Regional Arts and Culture, Council Controlled Organisations (which, if included, will require the Council to resolve to revoke its previous decision not to pay the Chair of this Committee a salary), Long Term Council Community Plan and Annual Plan Special and Performance Management set at 75% of Standing Committee Chairs (as per current formula with the addition of the CCO Subcommittee); and Councillors without chair responsibilities set at 70% of Standing Committee Chairs. These percentages have been recalculated as percentages of the Mayor's salary.

Payments for all Resource Management Hearings would be in addition to these salaries and paid at the rate of \$60 per hour of meeting time as set by the Higher Salaries Commission. This would add remuneration to those Councillors appointed to the Hearings Committee and the appointed Community Board's representative. A Chair's salary will still be payable to the Chair of the Hearings Committee because only applications for Resource Consents attract the \$60 per hour fee. All other Hearings such as those under Bylaws etc do not attract the separate fee.

Note: The current requirement that Councillors only get paid one salary will continue to apply, for example, Elected Members who Chair two Committees would only draw the salary payable for the more senior of those roles.

The recommended salaries do not provide for deductions for Elected Members' not carrying out their assigned duties, attendance at meetings or leave of absence. The Council may wish to consider some appropriate way of monitoring performance. The Code of Conduct that is required under the Local Government Act 2002 and is currently being prepared for Council consideration may be a way of dealing with this issue. All percentages are a percentage of the Mayor's salary.

Recommended Salaries (with no meeting allowances payable):		Total Cost
Mayor - determined by the Higher Salaries Commission	121,045	121,045
Deputy Mayor @ 60%	72,600	72,600
Chairs of Standing Committees (Elected Members) @ 51%	61,700	185,100
Chairs Special Projects, Tenders @ 44.625%	54,000	54,000
Chairs Emergency Management, Recreation & Sport, Creative Communities, Regional Arts & Culture, Council Controlled Organisations and Performance Management @ 38.250%	46,300	231,500
Councillors @ balance	42,787	171,146
Community Boards: Chairs - Henderson and Waitakere	18,885	37,770
Members	8,635	77,715
Chairs - Massey and New Lynn	23,845	47,690
Members	13,185	118,665
		\$1,117,231
Less 50% Community Boards		140,920
Total (=Total Indicative Pool)		\$976,311

CONCLUSION

The Commission will make the determination for each Council - it will review the proposals put forward by the Council and make a final determination including all the detail before 1 July 2003.

The Determination issued by the Higher Salaries Commission was circulated to all Elected Members in December 2002.

Both the Commission and Local Government New Zealand have received a lot of questions since the Determination was released and a number of bulletins have been issued about the detail of the Determination. All these bulletins have been circulated to Elected Members at the time they were received.

RECOMMENDATIONS

1. That the information be received;
2. That the Council opt to move to the new system of remuneration as determined by the Higher Salaries Commission.
3. That the Council adopt a system of salaries only and not make payments to Elected Members for attendance at meetings.
4. That the Council revoke Resolution No. 3373/2002 and agree to pay a Chairs salary to the Chair of the Council Controlled Organisation Subcommittee at the 75% level.

5. That the following salaries for Community Boards be recommended to the Higher Salaries Commission:

Community Boards: Chairs - Henderson and Waitakere	18,885	37,770
Members	8,635	77,715
Chairs - Massey and New Lynn	23,845	47,690
Members	13,185	118,665

6. That the following salaries for Councillors be recommended to the Higher Salaries Commission:

Mayor - determined by the Higher Salaries Commission	121,045	121,045
Deputy Mayor @ 60%	72,600	72,600
Chairs of Standing Committees (Elected Members) @ 51%	61,700	185,100
Chairs Special Projects, Tenders @ 44.625%	54,000	54,000
Chairs Emergency Management, Recreation & Sport, Creative Communities, Regional Arts & Culture, Council Controlled Organisations and Performance Management @ 38.250	46,300	231,500
Councillors @ balance	42,787	171,146

7. That the following reimbursing expenses be recommended to the Higher Salaries Commission:

- 7.1. That Councillors and Community Board Members receive a monthly allowance to cover reimbursement of the following costs incurred as appropriate:

- Reimbursement of one domestic line rental and one domestic line maintenance charge related to telephone, fax and e-mail operation and the call minder facility (currently \$45.20);
- Reimbursement of one cell phone on the basis of the Waitakere City call plan including the call minder facility (currently \$35.00) when a cell phone is made available to be used on Council business;
- Reimbursement of the best flat rate monthly fee available to the Council for JetStream 400 or its equivalent (currently \$49.00) (not currently available to Community Board Members).

- 7.2. That Councillors and Community Board Members claim reasonable business related call costs on telephone or cell phone on a monthly basis provided they are supported by presentation of an account detailing to whom the calls have been made.

- 7.3. That Councillors be paid a flat monthly fee of \$20.00 to cover all consumerables (not currently available to Community Board Members) for computers including laptops, printers, facsimiles etc.

- 7.4. That Councillors will be supplied with either a personal computer at home or a laptop if necessary. Those Councillors who provide their own computer equipment be paid an additional monthly allowance of \$50.00 (not currently available to Community Board Members).

- 7.5. No other telephones, fax machines or cell phones will be provided to Elected Members except that the Mayor will be provided with a cell phone and the Council will pay for all expenses except private calls.

8. When on approved Council business all actual and reasonable expenses will be met by the Council.

9. That the rate for reimbursing Elected Members for travel, using their own motor vehicle on Council business, be as follows:

KM per Year	Up to 1300cc	1301 - 1600cc	1601 - 2000cc	Over 2000cc
10,000	54.3	66.9	83.4	.103
14,000	45.0	54.3	66.6	82.0
40,000	24.0	27.6	33.8	40.9

and that the Council also pay the approved rate to Appointed Members.

10. That the Chair of Te Taumata Runanga be paid a salary of \$18,913 being the difference between the salary payable for a Standing Committee Chair and a Councillor without Chair responsibilities as well as the meeting fee payable to Appointed Members of Council Committees with effect from 1 July 2003; and
11. That all other Appointed Members of Council's Committees and Subcommittees (except the hearings Committee) be paid a meeting fee of \$195.00.

Report prepared by: Darryl Griffin, Manager Democracy and Support Services.

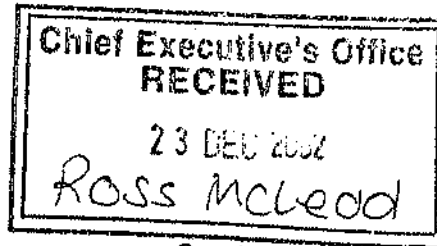
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HIGHER SALARIES COMMISSION



554691

18 December 2002



24/12/02

Mr Harry O'Rourke
Chief Executive
Waitakere City Council

Dear Mr O'Rourke

Enclosed is a full set of papers relative to the proposed remuneration framework for regional and local government. Included are:

1. A letter outlining changes to indicative pools, rationale and approaches to be taken to various elements of the package.
2. Four sets of charts for Territorial Local Authorities, Regional Councils, Unitary Councils and Special Cases.
3. A form covering Councils' choices relative to management of the pool which is to be returned to the Higher Salaries Commission when completed and signed off.

Please copy these for all elected members of your Councils and Community Boards.

The entire package will also be available via a link to the LGNZ website – www.lgnz.co.nz.

Yours sincerely

H D Peacock
Chairman

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Chief Executive	
Corporate Services	
Community Development	
Environment	
Energy & Gas	
Health Services	
Highways	
Information Services	
Legal Services	
Other	

HIGHER SALARIES COMMISSION



18 December 2002

To: All Mayors/Regional Council Chairs
All Elected Members (including Community Boards)
All Chief Executives

REMUNERATION OF ELECTED MEMBERS

Background

The Commission has previously advised that in order to determine the remuneration of elected members it wishes to apply a consistent and transparent basis amongst elected members so far as reasonably possible. You are also aware that as a preliminary step in the process of the Commission ultimately making its determination for elected members, the Commission is allocating an indicative pool of money amongst each authority.

One of the primary purposes of the allocation of the indicative pool is to introduce a reasonable degree of consistency of approach amongst the remuneration ultimately determined as being payable to members.

The Commission has now derived the amount of the indicative pool for each council for the year 1 July 2003 to 30 June 2004. The indicative pools have been derived in four different groups, namely:

- Territorial Authorities
- Unitary Authorities
- Regional Authorities
- Others

The basis for each of these groups is detailed below and the results and formula are shown in the appendices. These can all be viewed on the Local Government New Zealand website www.lgnz.co.nz.

Territorials

There were three criteria used in deriving each council's number of points, namely population, expenditure and assets. The model used gives a weighting in total of 50% of the points in respect of population, 33% in respect of expenditure and 17% for assets. A point is given for each person and the other criteria were scaled down so that in total the correct weightings were achieved over all the Territorials.

A19

P.O. Box 10084, Wellington, New Zealand, Morrison Kent House,
105 The Terrace, Telephone (04) 499-3068, Fax (04) 499-3065.

For councils whose rate of population increase over the five years 1997 to 2002 was greater than average or where the population had declined, the number of points was increased by this difference, i.e., if the average increase in population over all councils had been say 4% and a council's actual experience was 7% or -3%, that council had their points increased by 3%.

The tables shown in the variables page were then used to calculate the indicative pool and the Mayor's salary for each council.

The calculations for each council have been shown in full. It must be stressed that if the data supplied to the Commission is incorrect in respect of expenses or assets then the indicative pool and Mayor's salary will need to be recalculated by the Commission in respect of that council. The figures for other councils will not be changed.

The data will need to be checked against each council's Annual Report. Please send a copy of your 2001/2002 Report to the Commission by 31 January 2003.

Unitaries

The basis applicable to elected members of Unitaries is exactly the same as for Territorials except that we have added a margin of 12.5% to the results to reflect an adjustment that we consider fairly recognises the added responsibilities arising from the Unitaries being both a Territorial and a Regional Council.

The application of the loading for rate of change is slightly different in that the average increase in Unitaries was slightly less than for the Territorials.

Regionals

The model used four criteria with no loading for rate of change. These criteria were:

<u>Criteria</u>	<u>Weighting</u>
Population	30%
Expenditure	25%
Assets	15%
Capital value	30%

The data used, the results and the basis are shown in the attachments.

Others

The Commission reached the view that the criteria that were adopted for establishing an indicative pool for assisting in the determination of the remuneration of elected members for most authorities outlined above, were not appropriate as a procedural step to assist in determining the remuneration for elected members of some authorities. With these authorities an indicative pool has been derived by the Commission on a different basis.

A20