

QLDC Council  
12 December 2019

Report for Agenda Item | Rīpoata moto e Rāraki take : 11

Department: Chief Executive's Office

Title | Taitara: Chief Executive's Report

**PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO**

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The purpose of this report is to report on items of general interest.

**RECOMMENDATION | NGĀ TŪTOHUNGA**

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That Council:

1. **Note** the contents of this report;
2. **Adopt** the meeting schedule for 2020;
3. **Adopt** the Terms of Reference for the Planning and Strategy Committee; Infrastructure Committee; Community and Services Committee; Audit, Finance and Risk Committee; Appeals Subcommittee; Chief Executive Performance Review Committee; Governance Subcommittee; District Licensing Committee and Dog Control Committee;
4. **Agree** to the introduction of a childcare allowance within the 'Reimbursement of Expenses and/or Payment of Allowances to Elected Members';
5. **Adopt** the amended 'Reimbursement of Expenses and/or Payment of Allowances to Elected Members';
6. **Appoint** Councillor Clark as the Council representative on Te Roopu Taiao for the 2019-22 triennium

Prepared by:



Name: Mike Theelen  
Title Chief Executive  
2/12/2019

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## CONTEXT | HOROPAKI

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### Meeting Schedule

1. The Local Government Act 2002 provides that *“a local authority must hold the meetings that are necessary for the good government of its region or district”*. It further states that *“if local authority adopts a schedule of meetings, the schedule may cover any future period that the local authority considers appropriate and may be amended.”*
2. It has generally been the practice of this Council to adopt a schedule of meetings for a full calendar year at a Council meeting before year end. A proposed schedule has been prepared containing dates of all full Council, standing committee and Wānaka Community Board meetings. Meeting days are Thursday, with committee and Wānaka Community Board meetings beginning at 10.00am and full Council meetings at 1.00pm.
3. Meetings run on a 5-6 week-long cycle and there are eight full cycles in the schedule with a full Council meeting at the beginning and end of the year. It is proposed to hold two full Council meetings in Wānaka in 2020, being the Council meetings to be held on 23 April and 8 October. Every Standing Committee appears once in a meeting round, although meetings of the Infrastructure Committee and Audit, Finance and Risk Committee are only scheduled to occur quarterly.
4. It is noted that the meeting schedule, once adopted, can be varied subject to the provisions of the Local Government Official Information and Meetings Act 1987.

### Terms of Reference for Committees

5. In the 2016-19 triennium, the Council established Standing Committees based upon the main activity areas of Council, as well as several special purpose subcommittees. In the 2019-22 triennium, the Council has made appointments to the committees but has not adopted their Terms of Reference.
6. Staff have reviewed the existing Terms of Reference and consider that little change is needed for most committees beyond the change in membership. However, an inconsistency emerged following the establishment of the Traffic and Parking Subcommittee in 2018 with the delegations of the Wānaka Community Board and further work is needed to address this. A report on this will be presented to the Council meeting scheduled for 30 January 2020.
7. The Elected Member Conduct Committee Terms of Reference are covered in a separate report on this agenda.

### Amendment to ‘Reimbursement of Expenses and/or Payment of Allowances for Elected Members’ Policy

8. In its 2019/20 determination, the Remuneration Authority has introduced the option for councils to adopt a childcare allowance for elected members.
9. QLDC supports the introduction of such a policy within its wider ‘Reimbursement of Expenses and/or Payment of Allowances for Elected Members’ Policy and a proposed

policy has been developed based upon the criteria set out by the Remuneration Authority. This is attached and the key aspects of the new policy are as follows:

*The Council will reimburse elected members for all eligible childcare expenses incurred while the member is engaged in Council business up to a **total of \$6,000 per annum**. In order for childcare expenses to be considered eligible they must meet the following criteria:*

- > *The elected member is a parent or guardian of the child in care, or is a person who usually has responsibility of the day-to-day care of the child (other than on a temporary basis); and*
- > *The child is aged under 14 years of age; and*
- > *The childcare is provided by a person who:*
  - > *Is not a family member of the elected member; and*
  - > *Does not ordinarily reside with the elected member; and*
- > *The elected member provides a copy of the tax invoice as proof of amount paid for the childcare.*

*For the purpose of this policy, a **family member of the elected member** is defined as:*

- > *A spouse, civil union partner, or de facto partner;*
- > *A relative, that is, another person connected with the member within 2 degrees of a relationship, whether by blood or by adoption.*

10. Council business is defined as:

- > *Formal meetings, informal briefings, working parties called by the Council, Wānaka Community Board, Mayor, Chief Executive or Chair of a standing committee.*
- > *Conferences or seminar if attendance approved by the Council or Wānaka Community Board.*
- > *Official meetings of other bodies by the official Council appointee(s) to such bodies (includes appointments made by Wānaka Community Board) such as representation at a Community or Residents' Association meeting.*
- > *Events where the Mayor (or official delegate) is specifically invited to officiate on a formal capacity.*

### **Councillor Representation on Te Roopu Taiao**

11. Te Roopu Taiao (The Councils/Tangata Whenua Joint Management Committee) was established in the 1990's to develop relationships between the local authorities and tangata whenua of Murihiku especially in matters concerning environmental resource management. The Committee is made up of Councillor and officer representatives from councils throughout the region. It meets four times per year and it is appropriate to appoint a Councillor representative to attend these meetings alongside the General Manager Planning and Development. Councillor Clark has expressed an interest in filling this role and is willing to do so for the triennium. Accordingly, it is recommended that the Council confirm this appointment.

## ATTACHMENTS | NGĀ TĀPIRIHANGA

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- A Meeting schedule for 2020
- B Terms of Reference for Committees and Subcommittees
- C Policy for 'Reimbursement of Expenses and/or Payment of Allowances for Elected Members' (amended to include a childcare expenses policy)