

Notice is hereby given that a Meeting of the Te Anau Basin Water Supply Subcommittee will be held on:

Date: Tuesday, 12 July 2016
Time: 2.00pm
Meeting Room: Southland District Council Office
Venue: 116 Town Centre
Te Anau

Te Anau Basin Water Supply Subcommittee Agenda OPEN

MEMBERSHIP

Chairperson	Keith Thompson
Deputy Chairperson	Murray Hagen
Members	Henry Douglas Bill Hunter Graham Johnston Rex Millar Ray Tibbles
Councillor	Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyère
Operations Engineer	Bill Witham

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Terms of Reference for Water Supply Subcommittees

This committee is a subcommittee of Southland District Council and is responsible to:

- Approve the annual budget
 - Review the asset management plan and financial strategy in respect of each individual scheme
 - Review quarterly operation and financial reports
 - Seek the views of consumers of the water scheme
 - Ensure the scheme is operated to best advantage of the consumers
 - Approve new connections to the scheme
 - Recommend the level of annual water charges to Council
 - Recommend changes to Council policies relating to water schemes
 - Recommend emergency works outside of budget
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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting, -

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

- 6.1 Meeting minutes of Te Anau Basin Water Supply Subcommittee, held on 16 February 2016.

Te Anau Basin Water Supply Subcommittee

OPEN MINUTES

Minutes of a meeting of Te Anau Basin Water Supply Subcommittee held in the SDC Office, Te Anau on Tuesday, 16 February 2016 at 2.00pm.

PRESENT

Chairperson	Keith Thompson
Members	Henry Douglas Graham Johnston
Councillor	Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyère
Operations Engineer Water & Waste	Bill Witham

1 Apologies

Apologies for non-attendance were lodged by Members B Hunter, R Miller and R Tibbles.

Moved Chairperson Thompson, seconded Member Johnston and **resolved:**

That the Te Anau Basin Water Supply Subcommittee accept the apologies lodged by Members B Hunter, R Miller and R Tibbles.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no persons wishing to speak in Public Forum.

5 Extraordinary/Urgent Items

Moved Chairperson Thompson, seconded Member Johnston and **resolved:**

That the Te Anau Basin Water Supply consider the following items as a matter of urgent business in order that a decision can be made before the next ordinary meeting, subject to Section 46A of the Local Government Official Information and Meetings Act 1987

Item 1: Gillespie Road Water Pressure

Item 2: Fence Repairs – 457 Gillespie Road

6 Confirmation of Minutes

Resolution

Moved Member Johnston, seconded Chairperson Thompson

Confirms the minutes of Te Anau Basin Water Supply Subcommittee meeting, held on 3 November 2015.

Reports

7.1 Action Sheet

Record No: R/16/2/2005

Issues noted from the Action Sheet included;

Newsletter

Operations Engineer advised members of an article placed in the recent First Edition outlining owner responsibilities and liabilities in regard to damage to Council water supply and service pipelined on rural properties.

Mr Witham provided a copy of the Te Anau Basin Water Supply Scheme newsletter that is to be sent to all users on the rural water supplies within the Te Anau Basin.

Clarification of Budgeted Monies

Mr Witham explained the budgets allocated for the Kakapo scheme that members had previously questioned. Members were satisfied with the explanation provided.

Resolution

Moved Member Douglas, seconded Member Johnston

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled “Action Sheet” dated 11 February 2016.**

7.2 Works and Finance Report to Te Anau Basin Water Supply Subcommittee for the period ended 30 September 2015

Record No: R/16/1/794

Works and Finance report prepared by Mr B Witham (Operations Engineer, Water and Waste), to the Te Anau Basin Water Supply Subcommittee for period ended 30 September 2015, was tabled.

In discussing the replacement of reservoir tanks (budget \$85,000) on the Kakapo scheme Mr Witham advised the project is deferred to the 2016/17 year.

Mr Witham sought the subcommittee’s input as to replacement and relocation of tanks on the Mt York scheme which are scheduled for replacement due to the state of the tanks.

Members requested Mr Witham prepare a report on this matter showing costing options for both concrete and or plastic tanks, such report to be provided for the subcommittee’s 2 June 2016 meeting.

Resolution

Moved Member Johnston, seconded Member Douglas

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled “Works and Finance Report to Te Anau Basin Water Supply Subcommittee for the period ended 30 September 2015” dated 2 February 2016.**
- b) **Requests staff prepare a report providing costing comparisons for concrete or plastic tanks that are due for the replacement on the Mount York scheme.**

8.0 Extraordinary/Urgent Items

Item 1: Gillespie Road – Water Pressure

Mr Witham raised the on-going issue with regards to the water pressure issues resulting out of repairs by the contractors where pipeline works have failed to correct water supply pressure.

Mr Witham advised the contractor has since surveyed the line and as a result offers three options to address the matter; these being;

- Relay the pipe to a depth of 5.5 metres
- Changing the pipeline off the rising main to lift the pressure
- Install a solar power to boost the pump.

In discussing this issue Members agreed options 1 to relay the pipe to 5.5 metres depth was not an option and agreed for the contractor to complete the repairs to the preferred option either solar power or changing the pipeline as they see fit, however members suggested the installation of a non-return valve off the old existing line as an alternative option if required.

Item 2: Fence Repairs - 547 Gillespie Road

Member Douglas raised the issue of the poor state of the fence surrounding the tanks at 547 Gillespie Road and wondered who's responsibility it is to have this fence replaced as stock are able to get into the site and are causing further damage to the water supply equipment.

The subcommittee agreed for staff to investigate this matter and report back to the subcommittee as to responsibilities and costs such report to be presented to the next meeting scheduled for 2 June 2016.

Resolution

Moved Cr Kremer, seconded Chairperson Thompson

That the Te Anau Basin Water Supplies Subcommittee;

- a) **Requests the contractor to complete the repairs required to Gillespie Road water pressure, by either solar power or changing the pipeline as they see fit, however investigate the installation of a non-return valve off the old existing lines as an alternative option.**
- b) **Requests staff investigate responsibilities and costing to replace fencing surrounding the schemes water tanks and equipment at 547 Gillespie Road and report back to the subcommittee at the next meeting.**

The meeting concluded at 2.50pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE TE ANAU
BASIN WATER SUPPLY SUBCOMMITTEE
HELD ON 16 FEBRUARY 2016.

DATE:.....

CHAIRPERSON:.....

Action Sheet

Record No: R/16/5/7949
Author: Jenny Labruyere, Committee Advisor
Approved by: Jenny Labruyere, Committee Advisor

Decision Recommendation Information

- 1 The Action Sheet from the subcommittee's previous meeting is circulated for Members information.

Recommendation

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled "Action Sheet" dated 6 July 2016.**

Attachments

- A Te Anau Basin Water Supply Subcommittee Action Sheet - May 2016 [View](#)

Te Anau Basin Water Supply Subcommittee Action Sheet - Including Public Excluded

Open Action Items

Author	Due Date	Subject	Notes
Bill Witham	17/05/2016	Mount York Scheme	Requests staff prepare a report providing costing comparisons for concrete or plastic tanks that are due for the replacement on the Mount York scheme.
Bill Witham	17/05/2016	Gillespie Road – Water Pressure	The subcommittee requests contractor to complete repairs to Gillespie Rd water pressure, by either solar power or changing the pipeline as they see fit, however staff are to investigate the instillation of a non-return valve off the old existing lines as an alternative option.
Bill Witham	17/05/2016	Fence Repairs - 547 Gillespie Rd	Staff to investigate who is responsible for replacement of the old stock fence surrounding the Takitimu water tanks and equipment at 547 Gillespie Rd, and also seek costings for the repair works.

Recently Closed Action Items

Author	Completion Date	Subject	Notes
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Works and Finance Report to Te Anau Basin Water Supply Subcommittee for the period ended 31 May 2016

Record No: R/16/5/7263
Author: Bill Witham, Operations Manager - Water and Waste Services
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Water and Waste Engineer's Report

- 1 The monthly operations reports from Downer are provided to the Subcommittee advisor as they are published. They include data on Downer's district-wide operations activities which are presented on a town by town basis.

Project List

- 2 The table below shows all of the projects that are currently planned for Te Anau Rural Water Supply in 2015/2016:

Project Name	Type	Year	Budget	Status	Officer's Comment
Regulatory Water Meter (Kakapo)	LOS	15/16	\$11,531	Deferred	Delayed until 2016/17 as previously advised.
Replace reservoir tanks ahead of schedule (Kakapo)	REN	15/16	\$85,000	Deferred	This work was planned to occur at the same time as the Eastern Bush Otahu Flat Water supply replacement to get the benefits of a larger project. However due to delays with the Eastern Bush Otahu Flat Water this project has been delayed until 2016/17 year.

Financial Considerations

Development and Financial Contributions

- 3 The table below outlines the balance of Development and Financial contributions for your Kakapo Water to 30 June 2015 plus any amounts invoiced for this financial year to date. Spending of these funds is considered by Council staff when projects are in the planning stage. Once identified as a potential funding source for a project, confirmation from the Group Manager Services and Assets is sought before undertaking the project to ensure that the relevant policy and legislative requirements are met.

Water Kakapo	\$7,502
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Loans

- 4 The table below outlines the community loans as at 30 June 2015. The interest rate applicable on these loans for the 2015/2016 year is 6.25%.

	Business Unit	Balance June 2015	Years Remaining
Electrical Upgrade	26960	\$15,399	7

Reserves

- 5 Please find the reserves report attached.

Recommendation

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled “Works and Finance Report to Te Anau Basin Water Supply Subcommittee for the period ended 31 May 2016” dated 14 June 2016.**

Attachments

- A Te Anau Basin Water Supply Financial Reports, 31 May 2016 [View](#)

Te Anau Rural Water Supply Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Income	<u>Annual Budget</u>	<u>Actual Income to Date</u>	<u>Income to Date %</u>	<u>Full Year Projection</u>
26960 Water Supply Overheads	(68,247)	(63,830)	94%	(68,370)
26961 Water Supply Ramparts	83,963	77,115	92%	84,112
26962 Water Supply Mount York	31,963	29,356	92%	32,020
26963 Water Supply Takitimu	42,791	39,301	92%	42,867
26964 Water Supply Kakapo	168,060	154,354	92%	168,359
26965 Water Supply Homestead	92,236	84,714	92%	92,400
26966 Water Supply Princhester	15,252	14,008	92%	15,279
26967 Water Supply - Dun CRAIGEN	6,812	6,256	92%	6,824
Subtotal Water & Waste Business Units	372,830	341,274	92%	373,490
Total	372,830	341,274	92%	373,490
Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26960 Water Supply Overheads	8,908	2,549	29%	3,291
26961 Water Supply Ramparts	83,963	62,439	74%	69,421
26962 Water Supply Mount York	31,963	29,132	91%	31,716
26963 Water Supply Takitimu	42,791	37,718	88%	41,273
26964 Water Supply Kakapo	71,529	52,075	73%	57,816
26965 Water Supply Homestead	32,536	24,902	77%	27,520
26966 Water Supply Princhester	15,252	13,911	91%	15,076
26967 Water Supply - Dun CRAIGEN	6,812	8,956	131%	9,502
Subtotal Water & Waste Business Units	293,754	231,682	79%	255,616
Total	293,754	231,682	79%	255,616

Te Anau Rural Water Supply Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
26963 Water Supply Takitimu	0	0	0%	0
26964 Water Supply Kakapo	96,531	0	0%	8,044
26965 Water Supply Homestead	0	9,075	0%	9,075
Subtotal Water & Waste Business Units	96,531	9,075	9%	17,120
Total	96,531	9,075	9%	17,120
Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual Adjustments to Date</u>	<u>Adjustments to Date %</u>	<u>Full Year Projection</u>
26960 Water Supply Overheads	77,155	(8,431)	(11%)	(2,001)
26965 Water Supply Homestead	(59,700)	0	0%	(4,975)
Subtotal Water & Waste Business Units	17,455	(8,431)	(48%)	(6,976)
Total	17,455	(8,431)	(48%)	(6,976)

Reserve Balances - Annual Plan

Te Anau Rural Water Supply	Opening Balance	Current Budget	Forecast Budget	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Water													
<i>Reserve</i>													
Te Anau Rural WSGeneral - RES	2,806	63,757	63,757	66,311	68,972	71,744	74,632	77,641	80,777	84,044	87,448	90,994	90,994
Total Water Reserve	<u>2,806</u>	<u>63,757</u>	<u>63,757</u>	<u>66,311</u>	<u>68,972</u>	<u>71,744</u>	<u>74,632</u>	<u>77,641</u>	<u>80,777</u>	<u>84,044</u>	<u>87,448</u>	<u>90,994</u>	<u>90,994</u>
Total Water Balance	<u>2,806</u>	<u>63,757</u>	<u>63,757</u>	<u>66,311</u>	<u>68,972</u>	<u>71,744</u>	<u>74,632</u>	<u>77,641</u>	<u>80,777</u>	<u>84,044</u>	<u>87,448</u>	<u>90,994</u>	<u>90,994</u>
Total Te Anau Rural Water Supply Reserve Balance	2,806	63,757	63,757	66,311	68,972	71,744	74,632	77,641	80,777	84,044	87,448	90,994	90,994

Item 7.2 Attachment A

Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10233
Author: Sheree Marrah, Finance Manager
Approved by: Anne Robson, Chief Financial Officer

Decision Recommendation Information

Purpose

- 1 The purpose of this report is to inform Community Boards and Community Development Area Subcommittees of the recent changes to Council's Elected Members' Remuneration and Reimbursements Policy and the associated impact on them. The revised policy amendments were adopted by Council on 8 June 2016 and are effective from 1 July 2016.

Executive Summary

- 2 The Remuneration Authority (RA) sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. Council recently reviewed its Elected Members' Remuneration and Reimbursements Policy as a result of some minor changes required by the RA to mileage and travel time allowances.
- 3 In undertaking the review, Council staff recommended a number of additional amendments to the policy to allow reimbursement of expenses and the payment of allowances to Community Board members and Council Subcommittee members.
- 4 The revised policy includes the provision of mileage and travel time allowances as well as expenditure reimbursements for Community Board and Subcommittee members, in line with Councillors.

Background

- 5 The RA sets the framework for the remuneration and reimbursement of local government elected members, namely the Mayor, Councillors and Community Board members. The RA sets the maximum level of expenses and allowances available to elected members. Council's policy is required to be in alignment with the maximum levels set by the RA.
- 6 The previous Council policy mistakenly excluded Community Board members from receiving allowances. As Council had no other formal policy on reimbursement and allowances for Council Subcommittee members, it was recommended that Subcommittees also be included in this policy.
- 7 The specific provisions relevant to Community Boards and Council Subcommittees incorporated into the revised policy are as follows:
 - **Mileage allowance**, can be claimed in line with Councillors, where travel exceeds 30 kilometres within a day. The **mileage allowance** will be paid to elected members at a rate of 74 cents per kilometre (consistent with the IRD rates) for the first 5,000 kilometres. The rate for travel in excess of 5,000 kilometres will remain at 37 cents per kilometre. The 30 kilometre round trip threshold (ie, 15 kilometres each way) applies to visits to Council offices (or other regular meeting venues deemed to be a

Council office for the purpose of this policy). For other Council requested travel by elected members, no threshold will apply.

- **Travel time allowance**, can be claimed in line with Councillors, at a rate of \$37.50 per hour, where travel time exceeds 1 hour within a day.
- The policy states that where Community Board or Subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of mileage and travel time allowances.
- **Reimbursement for costs** can be claimed for courses, seminars and training associated with the role of an elected member. Associated travel and accommodation costs may also be reimbursed if in accordance with the policy.
- Community Board and Council Subcommittee members will not be eligible to claim the communication allowance stated in the policy.

- 8 In order to claim an allowance a claim form will need to be completed by the elected member (see sample claim forms attached). For reimbursements a claim form will need to be completed and supporting invoices/receipts attached. Completed forms will be submitted to the relevant Committee Advisor to arrange for approval and payment.

Funding

- 9 Although the revised change in mileage and travel time allowances for Community Board and Council Subcommittee members has not specifically been budgeted for in 2016/2017, it is anticipated that this will not be a significant cost to the communities as the majority of elected members live within 15 kilometres of their nearest Council office and travel less than one hour to attend meetings.
- 10 Payment of allowances and reimbursements will be funded from local operating budgets of the relevant Community Board or sub-committee.

Policy

- 11 A copy of the revised policy, effective from 1 July 2016, is included as attachment A to this report.

Recommendation

That the Te Anau Basin Water Supply Subcommittee:

- a) **Receives the report titled “Elected Members’ Expense Reimbursements and Allowances” dated 4 July 2016.**

Attachments

- A FINAL Elected Members’ Remuneration and Reimbursements Policy (effective 1 July 2016) [View](#)
- B Elected Member Allowance Claim Form [View](#)
- C Elected Member Expense Reimbursement Claim Form [View](#)

POLICY: **ELECTED MEMBERS' REMUNERATION AND REIMBURSEMENTS POLICY**

GROUP RESPONSIBLE: Financial Services

DATE APPROVED: 25/6/08, 26/5/10, 26/1/11, 6/4/11, 29/6/11, 9/10/13, 16/4/14, 8/6/16

EFFECTIVE DATE: 1 July 2016

FILE NO: 10/4/3/1, 18/1/6/4, 240/10/7/8, 240/10/1/5, 240/10/1/6
140/20/1/4, 240/10/7/8, R/16/5/7922

POLICY DETAIL:

1.0 SCOPE

1.1 This policy provides the framework for:

- (a) Remuneration of the Mayor and Councillors;
- (b) Expenditure reimbursement and allowances for the Mayor and Councillors;
- (c) The salary of Community Board members; and
- (d) Expenditure reimbursement and mileage and travel time allowances for Community Board members;
- (e) Expenditure reimbursement and mileage and travel time allowances for the elected members of Council subcommittees.

2.0 BACKGROUND

- 2.1 Remuneration for the Mayor, Councillors and Community Board members, and also the rules relating to allowances and expenses are determined by the Remuneration Authority and reviewed on an annual basis. Southland District Council is required to respond to the authority regarding remuneration and its policy for allowances and expenses.
- 2.2 The attached schedule (**Appendix A**) outlines the dollar amounts which will be paid. This schedule may be updated from time to time to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.
- 2.3 The Elected Members' Remuneration and Reimbursements Policy is intended to reflect the relevant period's Local Government Elected Members Determination. If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant Local Government Elected Members' Determination.

3.0 DEFINITIONS

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

Council shall mean the 13 elected members that form the governing body (Council) of the Southland District Council.

Chair shall mean the individual appointed the role of chairperson by formal resolution in the case of Council committees or elected to this role in the case of community boards.

Chief Executive shall mean the Chief Executive of Southland District Council.

Community Board Member shall mean any elected member of the eight community boards throughout the Southland District. These are: Edendale-Wyndham, Otautau, Riverton/Aparima, Stewart Island/Rakiura, Te Anau, Tuatapere, Wallacetown and Winton.

Subcommittee Member shall mean any elected member of a Council appointed subcommittee, including but not limited to the 9 Community Development Area (CDA) subcommittees throughout the Southland District. The CDAs are: Athol, Balfour, Browns, Centre Bush/Limehills, Colac Bay, Dipton, Garston, Gorge Road, Lumsden, Manapouri, Mossburn, Nightcaps, Ohai, Orepuki, Riversdale, Thornbury, Tokanui, Waikaia, Woodlands.

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

Councillor shall mean any of the 12 elected members of Council, including the Deputy Mayor, but excluding the Mayor.

Council office shall mean any of the seven Council offices throughout the Southland District. These are: Invercargill, Wyndham, Riverton, Stewart Island, Te Anau, Otautau and Winton. Where Community Board or subcommittee meetings are held at a regular venue other than a Council office, this location will be deemed to be a Council office for the purposes of this policy.

Elected member shall mean any of the Councillors, Community Board members, Community Development Area subcommittee members or other Council appointed subcommittee members.

Expenses means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of Southland District Council.

Mayor shall mean the Mayor of Southland District Council.

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

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

Southland District Council means the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.

Travel includes journeys made by air and sea, travel by taxi and travel by hire vehicle or private vehicle.

Travel arrangements include accommodation, travel and seminar registration.

4.0 REMUNERATION

4.1 Mayor and Councillors

4.1.1 The Mayor shall receive the full salary allowable by the determination of the Remuneration Authority, outlined in **Appendix A**.

4.1.2 In addition to the base salary, Councillors can receive extra remuneration for:

- (a) Positions of additional responsibility (including Deputy Mayor and Chair of various committees) and/or
- (b) Taking on significantly extra duties during the District Plan process.

Additional remuneration will be made at the rates outlined below, which have been approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of a base councillor salary
Policy Review Committee chair	+ 20% of a base councillor salary
Venture Southland director	+ 15% of a base councillor salary
Activities Performance Audit Committee chair	+ 25% of a base councillor salary

4.1.3 In addition, 50% of a base councillor salary will be retained for allocation to members of the Resource Management Committee for District Plan review. This will be payable to all members of the Resource Management Committee at the rate of \$100 per day for District Plan review meetings.

4.2 Community Board Members

4.2.1 Remuneration for Community Board members and chairs will be made at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**.

4.3 Subcommittee Members

4.3.1 No remuneration is payable to those appointed to subcommittees of Council.

5.0 EXPENDITURE REIMBURSEMENTS

5.1 Elected members will perform their roles in a manner that is most cost-effective for households and businesses. Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

- 5.2 Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.
- 5.3 If applicable, where reimbursements are claimed it must be specified whether amounts are GST exclusive or GST inclusive.
- 5.4 All actual reimbursements will be submitted on the appropriate form and supported by relevant invoices and/or documentation.
- 5.5 Expense claims will be approved as follows

Claim by the:	Approved by
Mayor	The Chair of the Activities Performance Audit Committee
Deputy Mayor	The Mayor
Councillors	The Mayor or Deputy Mayor

- 5.6 Expense claims for Community Board and Subcommittee members will be approved by the Mayor, Deputy Mayor or Chair of the Activities Performance Audit Committee.
- 5.7 No costs will be reimbursed where they are chargeable to others, including private companies.
- 5.8 Expenses for electioneering will not be reimbursed.

6.0 MILEAGE ALLOWANCE

- 6.1 The Mayor will be provided with a vehicle that will also be available for his/her private use. A deduction will be made from his/her salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.
- 6.2 A mileage claim can be made where an elected member has been required or invited by Council to a meeting on Council business and is travelling in his/her own vehicle and is taking the most direct route reasonable in the circumstances.
- 6.3 Where possible every effort should be made to share transport and reduce costs.
- 6.4 Mileage claims are based on travel from the elected member's normal residence to the meeting place.
- 6.5 In accordance with the Remuneration Authority's determination mileage allowance will be paid as follows:
- For travel to any Council office, mileage allowance will be paid for kilometres travelled beyond 15 km each way (ie, a 30 km round trip). This distance is calculated from the elected member's place of residence to the Council office.
 - For all other Council related travel, mileage allowance will be paid for the total kilometres travelled from the elected member's place of residence.
- 6.6 For travel to any Council office where distance does not exceed 15 km each way (ie, a 30 km round trip), no mileage allowance will be paid.
- 6.7 The mileage rate will be paid at the full rate determined by the Remuneration Authority, outlined in **Appendix A**.

7.0 TRAVEL TIME ALLOWANCE

- 7.1 Travel time will be paid to all elected members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, outlined in **Appendix A**.
- 7.2 In accordance with the Remuneration Authority's determination this allowance will only be paid where travel time exceeds 1 hour within a day.
- 7.3 In accordance with the Remuneration Authority's determination, payment of travel time allowance will not be paid for positions which are considered to be full time. Therefore, travel time allowance will not be paid to the Mayor.

8.0 COMMUNICATIONS ALLOWANCE

- 8.1 An allowance will be paid to Councillors where they supply their own hardware for use in Council business. No allowance is payable in respect of items provided by Southland District Council.
- 8.2 The allowance for communications and technology will be paid at the full allowable rate determined by the Remuneration Authority, outlined in **Appendix A**. The Mayor shall be provided with a mobile phone, laptop or tablet and accessories, and a broadband connection in lieu of the allowance.
- 8.3 No communications allowance is payable to Community Board members and members of Council subcommittees.

9.0 CONFERENCES, SEMINARS AND TRAINING

- 9.1 Conferences, courses, seminars or training events must contribute to the elected members' ability to carry out council business.
- 9.2 All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, held both within New Zealand and overseas, subject to:
- (a) Related expenditure being accommodated within existing budgets, and
 - (b) The appropriate approvals as outlined in this policy.
- 9.3 In respect of the Mayor, prior approval of the Deputy Mayor or Chair of Activities Performance Audit Committee is required for travel within New Zealand for Council business; attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.
- 9.4 In respect of Councillors; attendance at these events when held in New Zealand must be approved by the Mayor and either the Deputy Mayor or Chair of Activities Performance Audit Committee.
- 9.5 In respect of Community Board and Community Development Area Subcommittee members; attendance at these events when held in New Zealand, prior approval must be obtained from the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee.

9.6 Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

10.0 TRAVEL AND ACCOMMODATION

10.1 Where possible all travel arrangements will be made through the Executive Assistant to the Mayor.

10.2 Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

10.3 Travel will be arranged in a manner that represents public value in consideration of location, timing and cost. As appropriate, Council may choose to arrange air travel, travel by hire vehicle, travel by sea, travel by taxi or travel by bus.

10.4 Taxi chits issued for travel to approved meetings or conferences will be used only for business purposes of Council. Where a taxi chit has been obtained for purposes other than travel to approved meetings and conferences, any claim must be accompanied by appropriate documentation and reasons for the claim.

10.5 Unless otherwise approved, all international air travel will be economy class. Stopovers during international air travel will be approved on a case-by-case basis.

10.6 Frequent flyer points earned by elected members on Council business may be used for private travel.

10.7 Due to the significant amount of air travel undertaken by the Mayor, Council will pay for membership of an Airline Club (such as the Koru Club).

10.8 Private accommodation may be used on occasions where it is considered appropriate and is approved by the Mayor, Deputy Mayor or Chair of Activities Performance Audit Committee. If private accommodation is used, reimbursement will be fair and reasonable and will not exceed the cost of obtaining accommodation or meals from another source such as a motel or hotel.

10.9 Where Council approves the attendance of the spouse/partner of the Mayor or any Councillor at conferences or meetings, fair and reasonable actual costs will be reimbursed.

APPENDIX A**SCHEDULE OF REMUNERATION AND REIMBURSEMENT AMOUNTS****Remuneration of the Mayor and Councillors**

Mayor	\$104,301 ¹
Deputy Mayor	\$36,019
Policy Review Committee Chair	\$30,874
Venture Southland Director	\$29,587
Activities Performance Audit Committee Chair	\$32,160
Councillor	\$25,728

Available to Resource Management Committee during the District Plan, 50% of a Councillor salary, paid \$100 per day.

Expenditure Reimbursement for the Mayor and Councillors

Mileage Rate (first 5,000 km per annum)	0.74 per km
Mileage Rate (above 5,000 km per annum)	0.37 per km

Personal Computer	\$150 per annum
Electronic Tablet	\$150 per annum
Printer	\$40 per annum
Telephone	\$60 per annum
Internet Connection (maximum)	\$250 per annum
Telephone/Mobile Phone Calls (maximum)	\$400 per annum

Salary of Community Boards

	<i>Chairperson</i>	<i>Member</i>
Edendale/Wyndham Community Board	\$4,510	\$2,255
Otautau Community Board	\$7,175	\$3,588
Riverton/Aparima Community Board	\$6,355	\$3,178
Stewart Island/Rakiura Community Board	\$2,665	\$1,333
Te Anau Community Board	\$10,250	\$5,125
Tuatapere Community Board	\$4,305	\$2,153
Wallacetown Community Board	\$2,665	\$1,333
Winton Community Board	\$8,815	\$4,408

Travel time allowance is paid at a rate of \$37.50 per hour for travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Southland District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances.

¹ Before adjustment for private use of motor vehicle of \$4,247.

Item 7.3 Attachment B

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Item 7.3 Attachment B

³ In:

SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET



Name _____

Address _____

CB/CDA _____

Signature _____

I certify that the following information is correct in respect of the amount claimed and that I have not received, nor am I entitled to receive, reimbursement from any other source.

I confirm all invoices/receipts are attached for expense reimbursements requested in this claim.

Date _____

Date	Supplier	Expense Type (Training/Travel etc)	Details/Purpose	Total claim (GST incl)
TOTAL				\$

Item 7.3 Attachment C

Item 7.3 Attachment C

<u>OFFICE USE ONLY</u>			
	Business Unit	Account	TOTAL
Training		23512	\$
Travel		23515	\$
Accommodation & Meals		23511	\$
Other			\$
TOTAL			\$
Purchase Order number	_____		

Authorised as appropriate _____

Authorised for payment _____

Copy provided to Accounts Payable

Item 7.3 Attachment C