

Notice is hereby given that a Meeting of the Wallacetown Community Board will be held on:

Date: Thursday, 21 July 2016
Time: 7.00pm
Meeting Room: Wallacetown Community Centre,
Venue: Dunlop Street,
Wallacetown

Wallacetown Community Board Agenda

OPEN

MEMBERSHIP

Chairperson	Shaun Holland
Deputy Chairperson	Frank Shearing
Members	Trina Eade Peter Laurie George Watkinson Rae Wilson Councillor Gavin Macpherson

IN ATTENDANCE

Committee Advisor	Fiona Dunlop
Community Engineer	Moira Tinnock

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

Terms of Reference for Community Boards

This Community Board is a statutory body with delegated responsibility from Southland District Council. The board members are elected to represent their community and advocate on behalf of their community.

It can make decisions on:

- Tenders for leases of land and buildings within its area up to \$10,000. For tenders above that value, the board can make a recommendation to either the Group Manager Services and Assets or Council's Activities Performance Audit Committee.
- Managing local halls and cemeteries
- Managing reserves, plantings, drainage, footpaths, street lighting, camping grounds, wharves, jetties, lakeshores and slipways, litter control
- Stewart Island – governance of the Stewart Island Electrical Supply Authority
- Te Anau – management of the Te Anau Airport Manapouri

It can make recommendations to Council on:

- Estimates, traffic management, roading, recreation, elderly persons' housing, noxious plants control, pest destruction control, temporary road closures, local civil defence, local welfare, waste management, economic development, resource consent applications which are referred to the board for feedback, toilets and local assets.
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COMMITTEE REPORTS

COUNCILLOR'S REPORT

NEXT MEETING

Thursday 15 September 2016 (Shaun Holland)

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

Community Board 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 Wallacetown Community Board, 19 May 2016

Wallacetown Community Board

OPEN MINUTES

Minutes of a meeting of Wallacetown Community Board held in the Wallacetown Community Centre,, Dunlop Street,, Wallacetown on Thursday, 19 May 2016 at 7.00pm.

PRESENT

Chairperson	Shaun Holland
Members	Trina Eade
	Peter Laurie
	George Watkinson
	Rae Wilson
	Cr Gavin Macpherson

IN ATTENDANCE

Committee Advisor Fiona Dunlop and Community Engineer Leighton Hare.

1 Apologies

An apology for absence was received from Frank Shearing.

Moved Chairperson Holland, seconded Member Laurie **and resolved:**

That the Wallacetown Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Member Wilson, seconded Member Eade **and resolved:**

That the Wallacetown Community Board confirms the minutes of Wallacetown Community Board meeting, held on 17 March 2016 as a true and correct record of that meeting.

Reports

7.1 Works and Finance Report to Wallacetown Community Board for the period ended 31 March 2016

Record No: R/16/4/5979

Community Engineer Leighton Hare was in attendance for this item.

(George Watkinson joined the meeting at 7.05pm.)

The Community Board noted that:

- Cemetery headstone repairs have been completed by Southland Monumental Services and the family have been advised
- Cabbage trees along Kirkoswald Street have been removed.
- Anzac Day flags have been taken down. PowerNet have confirmed that the existing brackets are not suitable and recommend full replacement.
- The Anzac Day wreath was delivered and laid by Board Member Wilson
- Road cones being held by the school were uplifted by SouthRoads as requested by the Board at its meeting of 17 March 2016.

- The trees and grass area have been tidied at the rear of the cemetery.
- Operating Costs are overspent as agreed by the Community Board in relation to new fencing at Ailsa Street.

Water and Waste Services Engineer's Report

The Board noted that there had been no unplanned expenditure exceeding the \$5,000 threshold.

Development and Financial Contributions

The Board noted that the Development and Financial Contributions for the Wallacetown community to date is \$9,210 (sewerage contributions). Any spending of these funds is considered by officers 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.

Reserves

The Board noted that the Reserves Report was appended to the Community Engineers report.

Project List

The Board noted that the table below indicated that the project listed below was deleted by the Board at its meeting on 21 January 2016.

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Stormwater	Outfall Improvement - West and South	LOS	2015/16	\$60,000	Deleted	Community Board deleted this project.

The Board had a discussion on various issues in the report. Items to be reported back to the Board by Officers were as follows:

- How many people are not connected to the sewage system?
- Bringing to the Water and Waste Departments attention, a blockage at the sewage pump possibly caused by fat being dumped in the system.
- A request for more detailed financial information/format on a regular basis additional to what is supplied in the Community Engineers report.
- Where has the \$9,210 come from that is mentioned in the Development and Financial Contributions section of the report and where is it kept?
- The Board noted that there had been no unplanned expenditure exceeding the \$5,000 threshold relating to water and waste services but they wanted clarification on how payment is made to the contractor.

The Board were advised that the issues above would be followed up after the meeting via an email.

Resolution

Moved Member Wilson, seconded Member Laurie **and resolved:**

That the Wallacetown Community Board:

- a) **Receives the report titled “Works and Finance Report to Wallacetown Community Board for the period ended 31 March 2016” dated 12 May 2016.**

7.2 Bylaw Review Process

Record No: R/16/4/5236

The Board noted that the purpose of the report was to inform of the review of various Bylaws. Following the circulation of the agenda, officers have removed the Keeping of Animals, Poultry and Bees Bylaw 2010 from the schedule of Bylaws to be reviewed. The Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008 will still be reviewed with a new timetable for the review.

The following are drivers for each review:

- The Cemetery Bylaw 2006 requires review in 2016 to remain current.
- A review of the Control of Advertising Signs Bylaw 2008 is recommended to enable alignment with the District Plan. This will provide clarity for the public and address issues across the District relating to signage. The proposed bylaw review would address the placement of signs in the road reserve, for example sandwich boards on footpaths. Changes to the bylaw are intended to increase the ease of doing business with Council and provide clarity and consistency.
- A review of the Keeping of Animals, Poultry and Bees Bylaw 2010 is recommended to address local issues. This bylaw was reviewed in 2010 however, since this time additional issues have arisen. The keeping of animals in urban areas has become an area of contention in some communities.

The Board were advised of a new timetable for review process of the Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008.

The Board also noted that Community views would be considered during the formal consultation and pre-consultation engagement.

Also noted was that Community Boards and Community Development Area Subcommittees are asked to make submissions during the consultation period and individual members can engage during pre-consultation sessions in May.

Resolution

Moved Member Wilson, seconded Member Eade **recommendation a and new recommendations b and c (as indicated) and resolved:**

That the Wallacetown Community Board:

- a) **Receives the report titled “Bylaw Review Process” dated 12 April 2016.**

b) Notes the new timetable (as follows) for the Bylaw Review process for the Cemetery Bylaw 2006 and the Control of Advertising Signs Bylaw 2008:

Date	Task
7 April 2016	Develop memo to Community Boards (CBs) and Community Development Area Subcommittees (CDAs) with timeline
23 May - 13 June 2016	Pre-consultation engagement through 'Community Conversation' sessions.
29 June 2016	Council meeting to endorse draft bylaws for public consultation.
30 June 2016	Notification given to Area Offices, Knowledge Management and customer services. Committee Advisors to liaise with CB and CDAs
30 June 2016	Draft bylaws advertised
30 June – 21 July 2016	Submission period
17 August 2016	Council meeting (Submission Hearings)
7 September 2016	Council meeting (Deliberations)
28 September 2016	Council meeting (Adoption of bylaws)
October 2016	Communication of adopted bylaws.
November – December 2016	Present report to CBs and CDAs on new bylaws

c) Notes that Council is to commence a review of the Keeping of Animals, Poultry and Bees Bylaw 2010 and will provide updates when consultation timetable has been confirmed.

7.3 Draft Unmanned Aerial Vehicles Policy

Record No: R/16/4/5666

The Board noted that this report presents the draft Use of Unmanned Aerial Vehicles Policy and a recommendation is sought from Community Boards and Community Development Area Subcommittees regarding local areas that should be considered for restriction or prohibition of unmanned aerial vehicle use.

Also noted was that under new rules introduced by the Civil Aviation Authority, that Council can grant or decline consent for the use of Unmanned Aerial Vehicles on property that it owns or controls. The draft Policy sets a framework to allow Council to do this.

The Board further noted that the draft Policy contains broad conditions which would apply throughout the Southland District. Feedback is requested from Community Boards and Community Development Area Subcommittees to determine whether Council should consider prohibition or restriction in specific local areas.

The Board considered the areas in the Wallacetown boundaries and confirmed that there are no local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.

Resolution

Moved Member Watkinson, seconded Member Laurie **recommendations a to c and d with changes (as indicated) and resolved:**

That the Wallacetown Community Board:

- a) **Receives the report titled “Draft Unmanned Aerial Vehicles Policy” dated 19 April 2016.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Confirms that it has no ~~Recommend any~~ local areas that should be considered as restricted or prohibited areas for the use of unmanned aerial vehicles.**

7.4 Remuneration for Chairs and Members of Community Boards

Record No: R/16/5/6272

The Board noted that the report advised the rates of remuneration that apply for Community Board chairs and members from 1 July 2016 until 30 June 2017.

The amount payable to Council’s Community Board members and chairs is determined by the Remuneration Authority (the Authority). This year, the Authority has applied the same approach that was developed in 2013, basing remuneration rates on job size.

Resolution

Moved Chairperson Holland, seconded Cr Macpherson **and resolved.**

That the Wallacetown Community Board:

- a) **Receives the report titled “Remuneration for Chairs and Members of Community Boards” dated 12 May 2016.**

Areas of Responsibility

Members commented that there were trees that needed to be trimmed/topped and in particular the trees in Cumnock Street. Letters are to be sent regarding the trees in Dunlop Street that need to be cut back.

The Board noted that they need to look at the streets in Wallacetown to see what ones need upgrading. Once this information is collated then an approach to the Council will be made.

Concern was raised regarding a car blocking the footpath in Dunlop Street in the vicinity of the shop. A letter is to be sent to the advising of the inconvenience being caused.

Another area of concern was the footpath in front of the Wallacetown Tavern as it needs clearing of the road debris and other rubbish.

Councillor's Report

Councillor Macpherson updated the Board on various Council matters. He particularly highlighted the following:

- Approval for the Curio Bay wastewater scheme
- Policy Review Committee at its meeting on 18 May 2016 had been updated on various issues from Venture Southland
- Policy Review Committee approved the Draft Reserves Management plan policy for consultation which will come to the Community Boards and Community Development Area Subcommittees in due course.

Next Meeting

The Board noted that the next meeting of the Board would be held at 7pm on Thursday 21 July 2016.

The meeting concluded at 8.32pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE
WALLACETOWN COMMUNITY BOARD HELD
ON THURSDAY 19 MAY 2016.

DATE:.....

CHAIRPERSON:.....

Elected Members' Expense Reimbursements and Allowances

Record No: R/16/7/10239
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 Wallacetown Community Board:

- 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:
- (a) 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.
 - (b) 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.



SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER MILEAGE/TRAVEL TIME ALLOWANCE CLAIM SHEET

Item 7.1 Attachment B

Name _____

Address _____

CB/CDA _____

Signature _____

I hereby claim travelling allowances for the use of my car for:

- a) Attending Council meetings.
- b) Attending Committee meetings of the Council.
- c) Carrying out other Council business (only at the request of Council).

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.

Date _____

Date	Travel From - To	Meeting Details/Purpose	Total km travelled	Less threshold ¹ (30km for a return trip)	Total km payable	Total Travel Time (hours)	Less threshold (1 hour per day)	Travel Time ² Payable	Overnight stay (Y/N)

¹ A 30 km round trip threshold applies to visits to Council offices (or other regular meeting venues deemed to be a Council office for the purpose of the Elected Members Remuneration and Reimbursements Policy TRIM ref R/16/5/7922). For other Council related travel, no threshold applies.

² Travel time allowance is only paid where travelling time for Council business exceeds one hour within a day.

<u>OFFICE USE ONLY</u>				
Mileage (under 5,000kms pa)	_____	kms @ 74 ³ cents	\$ _____	Authorised as appropriate
Mileage (over 5,000kms pa)	_____	kms @ 37 cents	\$ _____	
Travel Time	_____	hrs @ \$37.50	\$ _____	Authorised for payment
TOTAL			\$ _____	
Business Unit	_____	Account	_____	
Purchase Order number	_____	(for payments via Accounts Payable only)		Copy provided to Payroll / Accounts Payable (delete one)

³ In accordance with the Local Government Elected Members Determination 2016 (effective from 1 July 2016 to 30 June 2017).



SOUTHLAND DISTRICT COUNCIL ELECTED MEMBER EXPENSE REIMBURSEMENT CLAIM SHEET

Item 7.1 Attachment C

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				\$

<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

Works and Finance Report to Wallacetown Community Board for the period ended 31 May 2016

Record No: R/16/5/7888
Author: Moira Tinnock, Community Engineer
Approved by: Ian Marshall, Group Manager Services and Assets

Decision Recommendation Information

Community Engineer's Report

- 1 Community Engineer and Animal Control Officer have undertaken a driveover of Wallacetown to identify sites where signage is required as per Dog Control Bylaw.

Water and Waste Services Engineer's Report

- 2 The monthly operations reports from Downer are provided to the Board's Committee Advisor as they are published. They include data on Downer's district-wide operations activities which are presented on a town-by-town basis.
- 3 For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

Financial Considerations

Development and Financial Contributions

- 4 The Development and Financial Contributions for the Wallacetown community to date is \$9,210 in Sewerage Contributions. 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.

Reserves

- 5 Please find the Reserves Report attached.

Project List

- 6 The table below shows all of the projects that are currently planned for Wallacetown in 2015/2016:

Activity	Project	Type	Year	Budget	Status	Officer's Comments
Stormwater	Outfall Improvement - West and South	LOS	2015/16	\$60,000	Deleted	Community Board deleted this project.

Recommendation

That the Wallacetown Community Board:

- a) Receives the report titled “Works and Finance Report to Wallacetown Community Board for the period ended 31 May 2016” dated 8 July 2016.

Attachments

- A Wallacetown Financial Reports, 31 May 2016 [View](#)

Wallacetown 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>
29100 Administration - Wallacetown	8,161	7,499	92%	8,179
29102 Operating Costs - Wallacetown	12,433	4,535	36%	12,843
29107 Street Works - Wallacetown	13,908	12,780	92%	13,939
29125 Cemetery - Wallacetown	17,548	19,202	109%	22,666
29128 Beautification - Wallacetown	20,422	18,751	92%	20,453
29132 Eilerslie Square	4,152	3,815	92%	4,161
29146 Playground - Ailsa Street	3,000	2,757	92%	3,007
Subtotal Local Business Units	79,624	69,339	87%	85,249
29113 Stormwater Drainage Wallacetow	4,362	4,075	93%	4,507
Subtotal Water & Waste Business Units	4,362	4,075	93%	4,507
Total	83,986	73,414	87%	89,756

Wallacetown Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
29100 Administration - Wallacetown	8,161	7,088	87%	7,768
29102 Operating Costs - Wallacetown	4,500	7,498	167%	7,873
29107 Street Works - Wallacetown	9,554	7,438	78%	8,234
29125 Cemetery - Wallacetown	15,365	19,873	129%	21,154
29128 Beautification - Wallacetown	20,422	14,815	73%	16,517
29132 Ellerslie Square	4,152	3,692	89%	4,038
29146 Playground - Ailsa Street	3,000	2,902	97%	3,152
Subtotal Local Business Units	65,154	63,307	97%	68,737
29113 Stormwater Drainage Wallacetow	4,287	2,667	62%	3,003
Subtotal Water & Waste Business Units	4,287	2,667	62%	3,003
Total	69,441	65,974	95%	71,740
Capital Expenditure	<u>Annual Budget</u>	<u>Actual Spent to Date</u>	<u>Spent to Date %</u>	<u>Full Year Projection</u>
Subtotal Local Business Units	0	0	0%	0
29113 Stormwater Drainage Wallacetow	60,000	0	0%	5,000
Subtotal Water & Waste Business Units	60,000	0	0%	5,000
Total	60,000	0	0%	5,000

Wallacetown Community Financial Report

91.67% Of Year

For the Period Ended May 2016

Funding Adjustments (Contributions, Loans, Provisions, Reserves, Forestry Dividend)	<u>Annual Budget</u>	<u>Actual</u> <u>Adjustments to</u> <u>Date</u>	<u>Adjustments</u> <u>to Date %</u>	<u>Full Year</u> <u>Projection</u>
29102 Operating Costs - Wallacetown	(7,933)	0	0%	(661)
29107 Street Works - Wallacetown	(4,354)	0	0%	(363)
29125 Cemetery - Wallacetown	(2,183)	0	0%	(182)
Subtotal Local Business Units	(14,470)	0	0%	(1,206)
29113 Stormwater Drainage Wallacetow	59,925	0	0%	4,994
Subtotal Water & Waste Business Units	59,925	0	0%	4,994
Total	45,455	0	0%	3,788

Reserve Balances - Annual Plan

Wallacetown	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
Local													
<i>Reserve</i>													
Wallacetown Cemetery Bequest	70,117	72,086	72,405	74,680	74,671	76,808	79,035	79,018	81,338	83,755	83,699	86,215	86,215
Wallacetown General - RES	214,784	166,292	166,292	138,375	145,755	153,444	161,455	169,802	178,499	187,560	197,001	206,837	206,837
Wallacetown Robert Powell Bequ	105	319	-	-	233	475	727	990	1,264	1,550	1,848	2,158	2,158
Total Local Reserve	<u>285,006</u>	<u>238,697</u>	<u>238,697</u>	<u>213,055</u>	<u>220,659</u>	<u>230,727</u>	<u>241,217</u>	<u>249,810</u>	<u>261,101</u>	<u>272,865</u>	<u>282,548</u>	<u>295,210</u>	<u>295,210</u>
Total Local Balance	<u>285,006</u>	<u>238,697</u>	<u>238,697</u>	<u>213,055</u>	<u>220,659</u>	<u>230,727</u>	<u>241,217</u>	<u>249,810</u>	<u>261,101</u>	<u>272,865</u>	<u>282,548</u>	<u>295,210</u>	<u>295,210</u>
Stormwater													
<i>Operating</i>													
Wallacetown Stormwater - OPR	11,296	7,796	7,796	7,799	7,802	7,805	7,809	7,813	7,817	7,821	7,825	7,829	7,829
Total Stormwater Operating	<u>11,296</u>	<u>7,796</u>	<u>7,796</u>	<u>7,799</u>	<u>7,802</u>	<u>7,805</u>	<u>7,809</u>	<u>7,813</u>	<u>7,817</u>	<u>7,821</u>	<u>7,825</u>	<u>7,829</u>	<u>7,829</u>
Total Stormwater Balance	<u>11,296</u>	<u>7,796</u>	<u>7,796</u>	<u>7,799</u>	<u>7,802</u>	<u>7,805</u>	<u>7,809</u>	<u>7,813</u>	<u>7,817</u>	<u>7,821</u>	<u>7,825</u>	<u>7,829</u>	<u>7,829</u>
Total Wallacetown Reserve Balance	296,302	246,493	246,493	220,854	228,461	238,532	249,026	257,623	268,918	280,686	290,373	303,039	303,039