

Notice of the ordinary meeting of
Nelson City Council
Te Kaunihera o Whakatū

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|-----------|----------------------------------------------------------------|
| Date: | Thursday 11 March 2021 |
| Time: | 9.00a.m. |
| Location: | Council Chamber Civic House 110 Trafalgar Street, Nelson |

Agenda

Rārangi take

Mayor Her Worship the Mayor Rachel Reese
Deputy Mayor Cr Judene Edgar
Members Cr Yvonne Bowater
Cr Trudie Brand
Cr Mel Courtney
Cr Kate Fulton
Cr Matt Lawrey
Cr Brian McGurk
Cr Gaile Noonan
Cr Rohan O’Neill-Stevens
Cr Pete Rainey
Cr Rachel Sanson
Cr Tim Skinner

Quorum 7

Pat Dougherty
Chief Executive Officer

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision. For enquiries call (03) 5460436.

Council Values

Following are the values agreed during the 2019 - 2022 term:

- A. Whakautetanga: respect
- B. Kōrero Pono: integrity
- C. Māiatanga: courage
- D. Whakamanatanga: effectiveness
- E. Whakamōwaitanga: humility
- F. Kaitiakitanga: stewardship
- G. Manaakitanga: generosity of spirit

Karakia Timatanga

1. Apologies

Nil

2. Confirmation of Order of Business

3. Interests

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum

5. Mayor's Report

6. Elected Members' Reimbursement and Expenses Policy

6 - 18

Document number R15881

Recommendation

That the Council

1. ***Receives the report Elected Members' Reimbursement and Expenses Policy (R15881) and its attachment (A1546381); and***
2. ***Approves the updated Elected Members' Reimbursement and Expenses Policy (A1546381); and***
3. ***Submits the Elected Members' Reimbursement and Expenses Policy (A1546381) to the Remuneration Authority for review.***

7. Elected Member Travel and Training Budget and Criteria

19 - 27

Document number R21376

Recommendation

That the Council

- 1. Receives the report Elected Member Travel and Training Budget and Criteria (R21376) and its attachment (A1743623); and**
- 2. Approves the updated Elected Member Travel and Training Budget and Criteria (A1743623); and**
- 3. Confirms the individual councillor travel and training budget at \$5,000 for the 2019 - 2022 triennium as outlined in 6.5 of this Report (R21376).**

CONFIDENTIAL BUSINESS

8. Exclusion of the Public

Recommendation

That the Council

- 1. Excludes the public from the following parts of the proceedings of this meeting.**
- 2. *The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:***

| Item | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Particular interests protected (where applicable) |
|-------------|--------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| 1 | Community Housing settlement | Section 48(1)(a) | The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(i) |

| Item | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Particular interests protected (where applicable) |
|-------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7 | To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) |
| 2 | Roading properties | Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7 | The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person • Section 7(2)(h) To enable the local authority to carry out, without prejudice or disadvantage, commercial activities |

Elected Members' Reimbursement and Expenses Policy

1. Purpose of Report

- 1.1 To adopt the Elected Members' Reimbursement and Expenses Policy, to submit to the Remuneration Authority (the Authority) for review.

2. Summary

- 2.1 Council has had a policy regarding elected members expenses for many years. In the past two triennia it has taken a whole of triennium approach. The policy due to be considered in early 2020, however due to COVID this review was deferred as the current criteria was appropriate and a delay allowed new members to provide informed feedback.
- 2.2 Elected Members were asked for feedback in December 2020 and this has been considered in the update. The updated Elected Members' Reimbursement and Expenses will remain in place until it is reviewed in the next triennium.
- 2.3 Previously Council was required to submit this policy to the Remuneration Authority for approval. This process was amended in 2018 and the Authority will now review the policy to ensure it complies with the elected members' allowances determination.

3. Recommendation

That the Council

- 1. Receives the report Elected Members' Reimbursement and Expenses Policy (R15881) and its attachment (A1546381); and***
- 2. Approves the updated Elected Members' Reimbursement and Expenses Policy (A1546381); and***

3. Submits the Elected Members' Reimbursement and Expenses (A1546381) to the Remuneration Authority for review.

4. Background

- 4.1 The Remuneration Authority is the independent body set up by Parliament to determine the remuneration of key office holders such as Judges, Members of Parliament, local government representatives, some individual office holders and board members of independent statutory bodies.
- 4.2 Allowances are at the discretion of individual councils within the limits set by the Remuneration Authority. Allowances are:
- 4.2.1 Vehicle Mileage Allowance
 - 4.2.2 Travel Time Allowance
 - 4.2.3 Communications Allowance
 - 4.2.4 Childcare Allowance

The Remuneration Authority's Determination (the Determination) for 2020/21 can be found here: <https://www.remauthority.govt.nz/clients-remuneration/local-government-elected-members/>

- 4.3 Council approved allowances for elected members must be included in the council's elected members reimbursement and expenses policy and published on its website.
- 4.4 Councils do not need the Authority's agreement for changes to their elected members' expenses and reimbursement policy as long as the policy remains within the limits of the current remuneration and allowances determination.
- 4.5 In 2016 the Remuneration Authority indicated that the policy should align with the guidelines from the Office of the Auditor General regarding controlling sensitive expenditure. These guidelines can be found here: <http://www.oag.govt.nz/2007/sensitive-expenditure/>.

5. Discussion

Proposed Changes

- 5.1 The proposed Elected Members' Reimbursement and Expenses Policy 2020 (A1546381) is attached with track changes showing suggested updates from the previous version (2016-2019). Minor editorial changes were made to update titles and to provide more clarity on the administration of the expense claims.

Item 6: Elected Members' Reimbursement and Expenses Policy

- 5.2 Additional clauses have been included to align more closely with the wording of the Determination (Section 4.2).
- 5.3 Section 6.3 allows for the Communications Allowance to be paid in a lump sum at the beginning of each financial year.
- 5.4 Section 8 Hearing Fees. Previously the Policy, and the Remuneration Authority, separated RMA Hearing Fees and District Plan Hearing Fees. The Policy has been updated in line with the Authority's Determination to broaden the definition of Hearing Fees and this includes Hearings for any District Plan.
- 5.5 Section 10.7 outlines the proposed process for approval for expenditure from the funding pool. In the past Council was required to make decisions on funding pool expenditure by resolution. This was unwieldy and limited to the Council meeting schedule so has not been the practice. It is proposed that for efficiency the Mayor and Deputy Mayor assess requests and the Group Manager Corporate Services approves the purchase order.
- 5.6 Section 10.15.1 has been updated due to the tax liability for Council when refunding gifts for a member being hosted by friends or family.
- 5.7 Section 10.17.1 has been updated to clarify claiming mileage when choosing to drive to a destination which is usually accessed by flights.
- 5.8 Section 10.17.2 has been included to clarify that any parking or traffic offences incurred while on Council business will be paid by the member.
- 5.9 Section 10.18.2 has been included to clarify that Council cannot book travel for a members' partner or family as this adds to the administrative workload. If travelling with a partner or family members will be able to link flights by contacting the airline.
- 5.10 Section 13 Mayoral Vehicle, has been included to address reimbursing the Mayor for charging an electric vehicle.
- 5.11 Section 17, Giving Gifts has been updated to reflect that the Mayor's Office manages gifts.

6. Options

- 6.1 Council may choose to adopt the policy or amend the policy so long as the policy remains within the limits of the current remuneration and allowances determination.

7. Next Steps

- 7.1 The updated Elected Members' Reimbursement and Expenses Policy will be submitted to the Remuneration Authority for review.

Item 6: Elected Members' Reimbursement and Expenses Policy

Author: **Robyn Byrne, Team Leader Governance**

Attachments

Attachment 1: A1546381 Nelson City Council Elected Members Reimbursement and Expenses Policy (track changes) [↓](#)

Nelson City Council Policy

| | |
|-----------------------------|-------------------------------------------------------------------------|
| Contact person for queries: | Manager Governance and Support Services |
| Approved by: | Council and the Remuneration Authority |
| Date: | July 2016 (updated 8 August 2019) March 2021 |
| Review date: | May 2019 October 2023 |

ELECTED MEMBERS' REIMBURSEMENT AND EXPENSES POLICY

1. Purpose and scope

- 1.1 This policy is required by the Remuneration Authority and has been prepared according to the guidelines from the Office of the Auditor General regarding controlling sensitive expenditure.
- 1.2 The policy sets out the process for elected members to claim actual and reasonable expenses for vehicle mileage, travel time, communications, resource consent hearings, in accordance with the current Local Government Members Determination. This policy also covers district licensing committee fees, training, travel, accommodation and meal costs. The aim is to avoid unjustified expenditure and to provide for adequate documentation for the administration of the claims process. Claims are to be adequately substantiated, linked to business purposes and properly approved.

2. Principles

- 2.1 In the administration of this policy, elected members are expected to exercise proper and prudent behaviour in relation to expenditure. This includes being honest and accountable, and complying with expenditure controls. Relevant principles are:
 - There must be a justifiable business purpose
 - Expenditure decisions must preserve impartiality
 - Expenditure must be moderate and conservative, having regard to the circumstances
 - The process must be transparent and appropriate in all respects, it should be able to withstand public scrutiny and have appropriate approvals
- 2.2 Council officers will ensure good financial controls and scrutiny of expenditure in the administration of this policy and elected members are expected to exercise sound judgment and integrity.

3. Reimbursement

- 3.1 Reimbursements will be paid directly into the member's bank account.
- 3.2 Unless otherwise stated the procedure for seeking reimbursement is as follows:
 - 3.2.1 Members are required to fill out a claim form (A319932) to seek reimbursement. This form must be submitted to the Manager Governance and Support Services each quarter.
 - 3.2.2 The Governance Team will send a reminder to members at the beginning of each quarter (January, March, July and October) requesting claims to be submitted within two weeks.
 - 3.2.3 Authorisation of claims will be completed by the Manager Governance and Support Services or Team Leader Governance.
 - 3.2.4 Claims older than six months will not be processed.

4. Vehicle Mileage Allowance

4.1 A vehicle mileage allowance is paid in accordance with the current Local Government Members Determination issued by the Remuneration Authority.

4.2 A member's travel is eligible for the allowance if the member:

- is not provided with a motor vehicle by the local authority,
- is travelling in a private vehicle,
- is on local authority business, and
- is taking the most direct route that is reasonable in the circumstances.

5. Travel Time Allowance

5.1 A local authority may pay a member a travel time allowance in accordance with the current Local Government Members Determination issued by the Remuneration Authority.

6. Communications Allowance

6.1 The Local Government Members Determination issued by the Remuneration Authority allows for a communications allowance to be paid if members are required to use their own equipment and communication services.

6.2 Elected members are required to provide their own equipment and communication services and as a result are paid the maximum amount allowed by the Local Government Members Determination. This amount will be paid on a pro rata fortnightly basis.

6.3 ~~At the beginning of the triennium, the~~ allowance for each financial year (July – June) may be paid out as a lump sum to allow for purchases of equipment, ~~or. In the second and third years the allowance would be~~ paid on a pro rata fortnightly basis. If the ~~initial~~ lump sum option is to

be taken up, members must notify the Manager [Governance and Support Services by 30 June each year.](#)

6.4 As members are providing their own devices, they are required to comply with the appropriate Council Information Technology policy on the matter at the start of each triennium.

6.5 Members must ensure their devices, applications used and connectivity plans are approved by Council's IT officers for use with Council's systems. Assistance from the IT service desk is available to members for problems with email, calendars, access to shared documents and connection to wi-fi only.

7. **Childcare allowance**

7.1 ~~From 2019/20 the Authority has introduced a childcare allowance for members who have responsibility for caring for children under the age of 14 years.~~ The [Childcare](#) allowance is a contribution towards expenses incurred by a member for provision of childcare while the member is engaged on local authority business. The allowance is capped at a maximum of \$6,000 per annum, per child.

The childcare allowance is only payable if –

- (a) The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- (b) the child is under 14 years of age; and
- (c) the childcare is provided by a person who –
 - (i) is not a family member of the member; and
 - (ii) does not ordinarily reside with the member; and
- ~~(d)~~ the member provides evidence satisfactory to the local authority of the amount paid for childcare. [An invoice copy showing date/time/cost details is preferred.](#)

8. **Hearing Fees**

8.1 A local authority may pay members for involvement in [Resource Consent hearings](#)~~Hearings~~ in accordance with the [relevant](#)~~current~~ Local Government Members Determination issued by the Remuneration Authority.

8.2 Members are required to fill out a claim form (A319932) to seek payment for resource consent hearings. This form must be submitted to the Manager Consents and Compliance within two weeks of the date of the hearing. Authorisation of claims will be done by the Manager Consents and Compliance.

9. **District Licensing Committee Fees**

- 9.1 A member of a local authority who acts as the Chairperson of a District Licensing Committee hearing is entitled to be paid a fee of \$78 per hour or \$624 per day.
- 9.2 A member of a local authority who is not the Chairperson of a District Licensing Committee hearing is entitled to be paid a fee of \$51 per hour or \$408 per day.
- 9.3 Members undertaking District Licensing Committee duties may be reimbursed for preparation time at the above rates.
- 9.4 For any period of District Licensing Committee time that is less than one hour, the fee must be apportioned accordingly.
- 9.5 Members undertaking District Licensing Committee work may be reimbursed for reasonable expenses as determined by the Minister of Justice in accordance with the Cabinet fees framework and set out in the District Licensing Committee expenses claim forms.
- 9.6 Members are also entitled to claim a vehicle mileage allowance for travel by the member as set out in this policy.
- 9.7 District Licensing Committee hearing fees are not payable to the Mayor of a territorial or unitary authority.
- 9.8 Members are required to fill out a claim form (A1133337 for members or A1126240 for the Commissioner) to seek payment for District Licensing Committee fees. This form must be submitted to the Manager Consents and Compliance within two weeks of the event being claimed for. Authorisation of claims will be done by the Manager Consents and Compliance.

10. Training, Travel and Accommodation

- 10.1 Council takes a whole of triennium based approach to budgeting for elected members training, travel and accommodation.
- 10.2 This provides a set amount of budget for each member for the triennium. This amount is to be spent at the members' discretion and in line with the agreed criteria for elected members' travel and training (A1743623). Additionally, the guidelines in this policy will be applied by officers when making arrangements or reimbursing expenses.
- 10.3 Any international travel must be approved by Council resolution prior to that travel taking place. This includes all travel for Sister City purposes. See the section of this policy related to international travel for further guidance.
- 10.4 Individual members will be responsible for demonstrating that their selected options align with the agreed criteria, in response to queries from Council, the public, or the media.
- 10.5 Following attendance at an event, elected members can may share a short report with fellow members via the Councillors' Newsletter by sending this to the Manager Governance and Support Services.
- 10.6 Budget expenditure will be reported quarterly six monthly at every alternate ordinary Council meeting on Council's website.

- 10.7 A one-off funding pool will be available for any other opportunities that may arise, in line with the agreed criteria. Requests for funding pool expenditure will be approved by the Mayor and Deputy Mayor with purchase order approval by the Group Manager Corporate Services. ~~Council must formally approve expenditure from this pool in advance, and in line with the agreed criteria, through a Mayor's report.~~ Priority will be given to opportunities that are open to, and will benefit, all elected members.
- 10.8 Elected members may also come back to Council for funding from the one-off funding pool over and above their individual allocation, ~~through a Mayor's report,~~ if they are facing extenuating circumstances or an extra burden in their role as elected member. Requests for expenditure to be reallocated from the funding pool will be approved by the Mayor and Deputy Mayor with purchase order approval by the Group Manager Corporate Services.
- 10.9 To book training, travel or accommodation members are requested to complete the Councillors Domestic Travel/Accommodation Request Form — and provide this to the Manager Governance and Support Services ~~to initiate the process with officers.~~ process their travel.
- 10.10 The following costs will be covered for members attending conferences, seminars and training where applicable:
- Conference/registration fees;
 - airfares;
 - accommodation;
 - meals (excluding mini bar expenses);
 - transportation (buses, taxis, transfers).
- 10.11 It is expected that registrations, travel and accommodation would be pre-booked and charged back to Council so minimal additional reimbursement would be required. Should additional expenses be incurred, members are required to fill out a claim form (A319932) to seek reimbursement.
- 10.12 Applicable claims
- 10.12.1 The purpose of the expenditure must be clearly stated on the expense claim form. Independent scrutiny of these expense claim forms (including travel) may be carried out by council officers to ensure they meet policy requirements.
- 10.12.2 Only the actual and reasonable costs of travel, or accommodation expenses and meals will be reimbursed, on the basis of original, itemised GST tax receipts ~~or documentation~~ attached to the claim form. Credit card statements or eftpos receipts do not constitute adequate documentation for reimbursement. ~~Meals up to the value of the following~~

- ~~will be paid per day, except for the circumstances set out in 1011.12.5 below: breakfast \$15-\$20, lunch \$10-\$15, dinner up to \$35~~
- 10.12.3 Alcohol purchases will be reimbursed if consumed in moderation (one glass of wine or beer) and accompanying an evening meal only or with prior approval for a specific occasion.
- 10.12.4 Council will not reimburse any mini-bar expenses ~~as itemised charge-backs not readily available which provides a lack of transparency for these costs.~~
- 10.12.5 Separate meal expenses may not be claimed if a meal is provided as part of another package paid by Council, including conference fees.
- 10.12.6 As members receive a communications allowance which covers mobile devices, no reimbursements are available for telephone calls or internet access while travelling.
- 10.13 Air Travel
- 10.13.1 Where a member requires air travel, to the extent practical, this should be booked well ahead of the actual travel to be most cost-effective. Discounted economy or economy class is to be used for journeys of up to 4 hours of uninterrupted flight duration, unless there is a medical, safety or business related reason to make business class preferable. In the rare event business class travel is necessary a clearly explained rationale is required.
- 10.14 Accommodation
- 10.14.1 Where a member requires overnight accommodation, this should be cost-effective, but in a convenient location.
- 10.15 Staying with friends or family
- 10.15.1 Where a member chooses to stay with friends or relatives at their destination there is to be no payment made for accommodation or related costs. Gifts for hosts will not be reimbursed due to the tax liability created in doing so. ~~It is accepted as reasonable for Council to reimburse the cost of a moderate gift or equivalent contribution for the host. Actual and reasonable GST tax receipts must be provided to claim for these costs. The cost must be reasonable in relation to the length of the stay and prior approval must be sought from the Manager Administration Governance and Support Services, or an Administration Adviser.~~
- 10.16 Travel at destination
- 10.16.1 The use of taxis is expected to be moderate, conservative and cost-effective relative to other forms of transport available. Taxis are not to be used for travel between the place of work work and home, unless there are exceptional circumstances and this must be approved in advance by Manager Governance and Support Services.
- 10.16.2 Where a member requires a rental vehicle at their destination, it is expected that the most economical type and size of rental car is used, consistent with the requirements of the trip. The driver is expected to pay any fines (parking or traffic offences) incurred whilst using a rental vehicle for business purposes. Private use of a rental vehicle is not

permitted, except in exceptional circumstances, and the member must reimburse Council for any additional cost.

10.17 Use of own vehicle

10.17.1

Members who decide to travel significant distances by road using their own vehicle instead of by air (for example to Christchurch), can claim reimbursement on a per kilometre basis at the current IRD mileage rate, up to the maximum amount of ~~will receive cost reimbursement at the level of the cheapest available return flight, rather than the kilometre reimbursement.~~ A lesser amount may be agreed between the parties.

Reimbursement for travel time will not be applicable in this situation.

10.17.2 The driver is expected to pay any fines (parking or traffic offences) incurred while using any vehicle for business purposes.

10.18 Extended stays before or after the work-related event

10.18.1 Members may choose to book flights for times extending beyond the work-related event, for example to return at the end of a weekend following a conference ending on a Friday, provided there is no additional cost to Council and the arrangement did not give rise to any perception of inappropriateness. The private travel must only be incidental to the Council purpose of the travel. Any costs associated with non-work time are at the expense of the member, apart from reasonable costs that would normally be associated with travel for the work-related purpose, such as transport directly between an airport and the venue.

~~10.18.1~~ 10.18.2 Private travel for members' spouses or family cannot be booked by Council and reimbursed by members.

10.19 International Travel

10.19.1 All international travel must be approved by Council resolution prior to that travel taking place. This includes all travel for Sister City purposes.

10.19.2 The following costs will be covered for members travelling internationally on Council business:

- Airfares (including departure tax);
- accommodation;
- meals;
- transportation (buses, taxis, transfers);
- Travel insurance;
- Costs for any visas;
- Conference/registration fees

10.20 Travelling spouses, partners or other family members

10.20.1 As a general principle, travel costs of accompanying spouses, partners, or other family members will not be paid by Council. In the rare circumstances that involvement of a spouse directly contributes to a clear business purpose, the spouse's travel costs (including what costs

will and will not be covered) must be approved by Council resolution prior to that travel taking place.

11. Cash advances

11.1 ~~Cash~~It is not expected that cash advances will not be ~~made~~ available to members.

12. Reimbursement

12.1 Reimbursements will be paid directly into the member's bank account.

13. Mayoral Vehicle

13.1 A vehicle will be provided to the Mayor as per the Remuneration Authority Determination. A fuel card and all maintenance will be paid by the Council. In the case of an electric vehicle, where a charging facility is not provided on Council premises a monthly reimbursement can be claimed for charging at the Mayor's home. The rate of this reimbursement will be reviewed annually by the Manager Governance and Support Services and Manager Accounting Services.

14. Tipping

14.1 Tipping is discretionary, and usually undocumented, expenditure. Tipping will not be reimbursed whilst a ~~C~~councillor is in New Zealand for business purposes. Tipping will only be reimbursed during international travel in places where tipping is local practice.

15. Koha

15.1 A Koha is a gift, a token, or a contribution given on appropriate occasions. The size of the koha is to be determined by the individual occasion. Koha are not to be confused with any other payments that Council makes to an organisation. All koha need to be approved in advance. Members must approach the ~~Office of the Mayor~~Manager Governance and Support Services to initiate this process. The giving of koha is likely to attract withholding tax.

16. Meals for Meetings Held in Nelson

16.1 For meetings which continue through normal meal times, members will be provided with a basic meal.

16.2 For Hearings, members may be reimbursed for the cost of lunch as appropriate. Members are required to fill out and submit a claim form (A319932) to obtain this reimbursement.

17. Giving Gifts

17.1 There may be occasions where a gift is given as a token of recognition of something provided by the recipient or as a customary gesture, such as a gift to a Sister City. The provision of gifts is managed by the Mayor's Office.

18. Mayor's Credit Card

- 18.1 Council provides a credit card for Mayoral use. Use of the credit card must comply with the Nelson City Council Credit Card Use Policy (A18269)

19. Related policies

- 19.1 Elected Members Travel and Training Criteria (-A1743623)
- 19.2 Elected Members Code of Conduct (A1745031)
- 19.3 Nelson City Council Credit Card Use Policy (A18269)

20. Related forms

- 20.1 Elected Members Expenses claim form (A319932)
- 20.2 District Licensing Committee Members Expenses claim form (A1133337)
- 20.3 District Licensing Committee Commissioner Expenses claim form (A1126240)

Elected Member Travel and Training Budget and Criteria

1. Purpose of Report

- 1.1 To review and agree the criteria for elected member travel and training for the remainder of the triennium.

2. Summary

- 2.1 Council is currently using criteria for travel and training which was determined in the previous triennium. The budget and criteria were due to be considered in early 2020, however due to COVID this review was deferred as the current criteria was appropriate and a delay allowed new members to provide informed feedback.
- 2.2 Elected Members were asked for feedback in December 2020 and this has been considered in the update. The updated budget and criteria will remain in place until it is reviewed in the next triennium.

3. Recommendation

That the Council

- 1. Receives the report Elected Member Travel and Training Budget and Criteria (R21376) and its attachment (A1743623); and***
- 2. Approves the updated Elected Member Travel and Training Budget and Criteria (A1743623); and***
- 3. Confirms the individual councillor travel and training budget at \$5,000 for the 2019 - 2022 triennium as outlined in 6.5 of this Report (R21376).***

4. Background

- 4.1 The budget for elected members' travel and training covers travel, accommodation, incidental expenses and registration costs for Council-related attendance at governance training and sector opportunities such as meetings, conferences and events.

Item 7: Elected Member Travel and Training Budget and Criteria

- 4.2 In the last two triennium Council allocated an individual budget for each elected member to allow them to be responsive to opportunities. This approach has worked well and ensured the budget was utilised cost effectively and in line with consistent criteria, while also allowing individual members flexibility in training and meeting options.
- 4.3 Council must now consider the criteria for travel and training expenditure and if it can be improved, as well as review the budget amongst elected members for this triennium.
- 4.4 Travel and training budgets do not apply to external appointments to subcommittees or committees, on the basis that these appointees are selected for their existing skills and remunerated on this basis. Where Council is organising any in-house training, or training in relation to any new or amended legislation, appointees may attend with written approval of the relevant governing committee chair or the Mayor. To meet any additional specific training demands, \$1,000 per annum has been included in the Long Term Plan budgets.

5. Discussion

Travel and Training Criteria

- 5.1 A tracked-changed version of the Travel And Training Budget Criteria (Attachment 1, A1743623) have been updated to provide clarity and reflect changes in the Elected Members' Reimbursement and Expenses Policy where decisions on expenditure from the funding pool are made by the Mayor, Deputy Mayor and Group Manager Corporate Services.

Training Needs Analysis

- 5.2 Attached for information is a brief checklist for elected members who may wish to perform a self-assessment regarding areas of importance for their role as governors of Nelson City (Attachment 2, A1743884). It is the responsibility of elected members to determine their own training needs. If a member wishes to request further training, this should be raised with the Office of the Mayor as per the Elected Members' Reimbursement and Expenses Policy.

Training Resources

- 5.3 Listed below for information are several organisations that offer relevant training for members.
- 5.3.1 Institute of Directors www.iod.org.nz
- 5.3.2 Local Government New Zealand (LGNZ) www.lgnz.co.nz
- 5.3.3 NZ Institute of Management and Leadership
www.nzimleadership.co.nz
- 5.3.4 RMA Making Good Decisions certification
www.opusetc.co.nz/making-good-decisions

Item 7: Elected Member Travel and Training Budget and Criteria

6. Budget allocation

- 6.1 The total travel and training budget for this triennium is \$130,290. This does not include induction costs as they were covered under a separate cost code.
- 6.2 Travel and training has been allocated following the current criteria and to date \$31,000 has been spent, however it can be re-allocated should Council alter its direction for budgets and criteria for this triennium.

Mayoral budget

- 6.3 The Mayor has a higher travel and training budget allocation, recognising the greater demands of the role. A separate budget of \$24,000 is allocated for the Mayor's role with Local Government New Zealand and includes the following proposed programme:

| | \$ per year |
|----------------------------------------------------------------------------|--------------------|
| LGNZ Zone 5 and 6 meetings – 2 per year | \$1,000 |
| LGNZ Regional Sector meetings – 4 per year | \$2,000 |
| LGNZ Metro Sector <i>or</i> Rural & Provincial Sector meeting – 3 per year | \$1,500 |
| LGNZ Conference | \$2,500 |
| Local Government Advisory Group meeting – 1 per year | \$500 |
| Central Government Local Government Forum – 1 per year | \$500 |
| General travel and training | \$4,000 |

- 6.4 The estimated annual cost of the Mayor's travel and training is \$12,000 per annum, this reflects no change from the previous triennium.

Individual member budgets

- 6.5 During the two previous triennia members were allocated \$5,000 each for travel and training opportunities for the triennium, with an expectation that 50% is spent on conference/sector-related activities and 50% on training. Expenditure varied with some members no budget and some members requesting additional funding from the funding pool. On average, members spent \$2,750 of individual budgets (\$33,000 of the \$60,000 budget).

Budget Summary

- 6.6 After deducting the Mayor's requirements as outlined above (\$36,000), and individual budgets of \$5,000 per member (\$60,000), the balance remaining for the triennium, i.e. the funding pool, is \$34,290.

Item 7: Elected Member Travel and Training Budget and Criteria

| Total travel and training budget for 2019-2022 | \$130,290 | % Spend to date |
|-------------------------------------------------------|------------------|------------------------|
| Mayoral budget | \$36,000 | 21% |
| Member budgets x 12 at \$5,000 each | \$60,000 | Total 12% |
| Funding pool | \$34,290 | 50% |

- 6.7 Budget expenditure is circulated to members six monthly and then updated on Councils website.

Budget underspend

- 6.8 Historically the travel and training budget has been underspent, which reflects that Council was not realising the full benefit of elected members developing or maintaining their governance skills, and keeping their sector knowledge current.
- 6.9 Last triennium, Council spent \$109,706 of a total budget of \$130,290 (not including induction costs). However, within that overall spend, the Mayor had an additional call on travel (\$900) overspend and the funding pool was overspent by \$7,900.

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Attachments

- Attachment 1: A1743623 Elected Members Travel and Training Budget Criteria (track changes) [↓](#)
- Attachment 2: A1743884 Training Needs Analysis for Elected Members [↓](#)

Elected Members Travel and Training Budget and Criteria 2016–2019

Set out below are the criteria agreed by Council for the expenditure of individual travel and training budgets allocated to elected members, and of the travel and training budget pool. This should be read in conjunction with the Elected Members Reimbursement and Expenses Policy (A1546381) and the online [Councillors Domestic Travel/Accommodation Request Form](#)

Criteria

When selecting training, meeting or conference and event opportunities (events), individual members are responsible for ensuring and demonstrating that their selected options align with these criteria.

Elected Members must be able to demonstrate to the Manager Governance and Support Services that:

1. The event is held in New Zealand.
2. The event is relevant to local government.
3. The event is preferably, but not exclusively, supported by Local Government New Zealand or aligned organisations.
4. The event supports the elected member in contributing effectively and appropriately, in their governance role, to present and future needs of Nelson City Council.
5. The event is the most cost effective option to achieve the identified outcomes and if not, why it is preferred over more cost effective options.
6. The event is within the remaining available budget.
7. Their travel and training meets the criteria outlined in 1-6, in response to any public or media enquiries about their travel and training, which will be directed to the individual member.
- 7.8. If the Manager Governance and Support Services is not satisfied the above criteria is met, the request will be referred to the Mayor, Deputy Mayor and Group Manager Corporate Services for a decision.

Individual Travel and Training Budgets

Individual member travel and training budgets are to be used for training that supports individual statutory roles, as well as sector/conference opportunities for networking and sharing of information. This budget is spent at the discretion of individual members.

To ensure balance between governance training and conference/sector opportunities, it is generally expected that half of the individual budget is to be spent on conference/sector-related activities (the Mayor is expected to attend all LGNZ conferences). Members may spend a higher proportion of their budget in this area, upon request to the Mayor, Deputy Mayor and Chief Executive.

Examples of individual budget spend specific to individual roles:

- District Licensing Committee training
- Chairperson training
- Audit and Risk training
- Institute of Directors courses

Examples of individual budget spend on conference/sector related activities:

- Local Government New Zealand Conference
- Forums specific to personal government interests, or related to a members' role on a Council Committee, Subcommittee or Group

Travel and Training Funding Pool

There is a funding pool for opportunities that are open to, and will benefit, all elected members. Spending from the pool aims to improve governance capability of Council as a whole. Decisions on spending from the funding pool are made by [full Council resolution upon request to the Chief Executive, the Mayor and Deputy Mayor with purchase order approval by the Group Manager Corporate Services.](#)

All elected members are encouraged to use the funding pool for training such as:

- Media Training
- RMA Making Good Decisions certification
- Institute of Directors courses
- LGNZ Equip training

Members can also request the use of funds from the funding pool for the following reasons:

1. To make up funding shortfall in the instance that an individual members' budget has been spent and they are facing extenuating circumstances or they undertake a new role and additional training or travel is warranted.
2. For first term members for any additional governance training required.
3. For attendance to fulfil a civic or representative role usually undertaken by the Mayor, and at which an elected member has been required to deputise.
4. International travel opportunities undertaken by the Mayor and/or councillors as elected representatives of Nelson City.

Training/Induction Areas for Elected Members

Government

- The New Zealand system of government
- Roles, functions and objectives of local government
- Composition and structure of councils
- Community engagement and consultation
- Strategic planning
- Role of Council members
- Role of staff
- Services provided by councils

Legal Responsibilities

- Responsibilities of Council members
- Delegations
- Code of Conduct
- Health and Safety
- Risk management
- Conflicts of Interest, register of interests
- Local Authorities (Members' Interests) Act 1986
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Legal protections for Council members
- Public excluded information
- External oversight – Ombudsman, District Court, Minister for Local Government etc.

Financial Management

- Financial governance responsibilities of members
- Rating system, debt/rate caps, rates review
- Long term financial planning
- Long term asset management planning
- Annual reports
- Annual plans
- Audit committees

Council and Committee Meetings

- Council and Committee meetings
- Public access to meetings and documents
- Workshops
- Agendas and minutes
- Standing Orders
- Chairing meetings
- Decision-making requirements

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Nelson City Council

- Council assets and infrastructure
- Nelson environment
- Population and growth
- Planning cycle and project management approach
- Key Nelson issues
- Civil Defence
- Relationships with iwi
- Employment of the Chief Executive
- Council Controlled Organisations and Council Controlled Trading Organisations (incl. those joint with Tasman District Council)
- Key stakeholders, community organisations, relationships e.g NMIT, New Zealand Transport Agency etc.
- Community Outcomes
- Media training

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