



AGENDA

Ordinary meeting of the Nelson City Council

**Tuesday 12 November 2013
Commencing at 9.00am
Council Chamber
Civic House
110 Trafalgar Street, Nelson**

Membership:

Her Worship the Mayor Rachel Reese, Councillors Luke Acland, Ian Barker, Ruth Copeland, Eric Davy, Kate Fulton, Matt Lawrey, Paul Matheson (Deputy Mayor), Brian McGurk, Gail Noonan, Pete Rainey, Tim Skinner and Mike Ward

Opening Prayer

Apologies

1. Interests

- 1.1 Updates to the Interests Register
- 1.2 Identify any conflicts of interest in the agenda

2. Confirmation of Order of Business

3. Public Forum

4. Confirmation of Minutes – 29 October 2013 6-11

Document number 1626648

Recommendation

THAT the minutes of the meeting of the Nelson City Council held on 29 October 2013, be confirmed as a true and correct record.

5. Mayor's Report 12-25

Document number 1631818

Recommendation

THAT the Mayor's Report (1631818) and its attachment (1628984) be received;

AND THAT the Committee Delegations as set out in Attachment 1 (1628984) be adopted.

6. Application for Leave of Absence

6.1 Councillor McGurk

Councillor McGurk has applied for a leave of absence from 21 August to 16 September 2014 inclusive, Standing Order 3.6.1 refers.

Recommendation

THAT Councillor McGurk's application for a leave of absence, from 21 August to 16 September 2014, be granted.

7. Acknowledgement of Past Service¹

7.1 Derek Shaw

8. Schedule of Council Meetings 2014 26-40

Document number 1631840

Recommendation

THAT the report Schedule of Council Meetings 2014 (1631840) and its attachment (1632292) be received.

9. Elected Members' Travel and Training Budget 41-46

Document number 1554994

Recommendation

THAT the report Elected Members' Travel and Training Budget (1554994) and its attachment (1629741) be received;

AND THAT Council approves the Elected Members' Travel and Training Criteria 2013-2016 (1629741), incorporating any amendments made at this meeting.

AND THAT Council determines the most appropriate option for allocation of the elected members' travel and training budget.

¹ Aldo Miccio is unavailable for this Council meeting; a future date will be set for an opportunity to acknowledge his service.

10. Amendment to Remuneration of Elected Members 2013-2016 **47-54**

Document number 1630807

Recommendation

THAT the report Amendment to Remuneration of Elected Members (1630807) and its attachment (1631835) be received;

AND THAT it be recommended to the Remuneration Authority that the Remuneration Authority's Local Government Elected Members (2013/14) (Certain Local Authorities) Determination 2013 be amended to remove the position of portfolio holder and to increase the number of Committee Chairs from two to four, and that these positions be paid at a rate of \$43,375 per annum.

11. Chief Executive's Report

Note: This report will be circulated as a late item in accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Orders 3.7.5 and 2.12.4.

REPORTS FROM COMMITTEES

12. Hearings Panel – 2 October 2013 **55-59**

Recommendation

THAT the minutes and decision of a hearing of the Hearings Panel, held on 2 October 2013, be received.

PUBLIC EXCLUDED BUSINESS

13. Exclusion of the Public

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting.

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	<p>Appointment of the District Licensing Committee</p> <p>This report contains information relating to appointments to the District Licensing Committee.</p>	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons

14. Re-admittance of the public

Recommendation

THAT the public be re-admitted to the meeting.

Minutes of the Inaugural Meeting of the Nelson City Council for the 2013-2016 Triennium

Held in the Council Chamber, Civic House, Trafalgar Street, Nelson

On Tuesday 29 October 2013, commencing at 4.31pm

Present: Her Worship the Mayor (R Reese), Councillors L Acland, I Barker, R Copeland, E Davy, K Fulton, M Lawrey, B McGurk, P Matheson, G Noonan, P Rainey, T Skinner and M Ward

In Attendance: Chief Executive (C Hadley), Group Manager Infrastructure (A Louverdis), Group Manager Support Services/Acting Group Manager Community Services (H Kettlewell), Acting Group Manager Strategy and Environment (N McDonald), Chief Financial Officer (N Harrison), Kaihautū (G Mullen), Manager Communications (A Ricker), Manager Administration (P Langley), and Administration Adviser (E-J Ruthven)

Chief Executive, Clare Hadley, opened the meeting.

Opening Prayer/Karakia/Waiata

Archdeacon Harvey Ruru gave a karakia, which was followed by a waiata.

1. Apologies

There were no apologies.

2. Statutory Declarations

Document number 1617892, agenda page 5 refers.

The Chief Executive took Her Worship the Mayor's declaration, and placed the Mayoral Chains on Her Worship the Mayor.

Her Worship the Mayor took the declaration of all other councillors.

Her Worship the Mayor then assumed the Chair for the remainder of the meeting.

3. Confirmation of Order of Business

Her Worship the Mayor explained that there were two late items to be taken at the meeting, and that a procedural resolution was required before Council could deal with these items.

Resolved

THAT the item regarding Adoption of the Annual Report for the year ending 30 June 2013 Mayor's Report be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable the Annual Report to be adopted within statutory timeframes;

AND THAT the item regarding Mayor's Report be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable Council to establish its governance structure in a timely manner.

Davy/Rainey

Carried

4. Mayor's Report

Document number 1611086 v3, late item 2 refers.

Her Worship the Mayor gave an inaugural speech.

She then invited the Honourable Dr Nick Smith, Member of Parliament for Nelson to address the meeting, in order to accommodate his schedule.

Her Worship the Mayor then presented the Mayor's Report.

Resolved

THAT the Mayor's Report (1611086) and its attachments (1626142; 1625606) be received.

Her Worship the Mayor/Ward

Carried

THAT Paul Matheson be appointed as Deputy Mayor.

Her Worship the Mayor/Lawrey

Carried

THAT the Council establish four Committees as follows:

Committee	Chair	Deputy Chair	Membership
Community Services	Pete Rainey	Gaile Noonan	Ruth Copeland Matt Lawrey Paul Matheson Tim Skinner Mike Ward
Works and Infrastructure	Eric Davy	Matt Lawrey	Luke Acland Ian Barker Ruth Copeland Gaile Noonan Tim Skinner
Planning and Regulatory	Brian McGurk	Kate Fulton	Ian Barker Ruth Copeland Eric Davy Matt Lawrey Mike Ward
Governance	Ian Barker	Luke Acland	Eric Davy Kate Fulton Brian McGurk Paul Matheson Gaile Noonan Pete Rainey

Her Worship the Mayor/Matheson

Carried

THAT the nominations for appointments to the respective external organisations listed in Attachment 2 (1625606) to this report be adopted.

Her Worship the Mayor/Davy

Carried

5. Mihi Whakatau/Introductions

Her Worship the Mayor invited representatives of the iwi of Te Tau Ihu, and the Bishop of Nelson, Richard Ellena, to address the meeting, which they did.

6. Break for Refreshments

Attendance: The meeting adjourned from 5.25pm to 5.59pm.

7. Standing Orders 2013

Document number 1611628, agenda pages 6-76 refer.

Resolved

THAT the report Standing Orders 2013 and its attachments (documents 1614752 and 1607916) be received;

AND THAT Council adopt the amended standing orders as set out in Attachment 2;

AND THAT a further review of standing orders be carried out to consider whether to implement a casting vote for the Mayor and Chairperson, and any further issues that require review.

Ward/McGurk

Carried

8. Statutory Responsibilities of Members

Document number 1611615, agenda pages 77-85 refer.

Resolved

THAT the report Statutory Responsibilities of Elected Members (1611615) and its attachments (1611615) be received.

Davy/Skinner

Carried

9. Code of Conduct 2013

Document number 1611534, agenda pages 86-95 refer.

The Chief Executive presented the report. She explained that the reference to 'Portfolio Holder' in clause 3.8 should be removed and replaced with 'Committee Chair'.

Resolved

THAT the report Code of Conduct 2013 (1611534) and its attachment (1016476 v6) be received;

AND THAT the Elected Members' Code of Conduct be adopted, with the reference to 'Portfolio Holder' in clause 3.8 being replaced with 'Committee Chair';

AND THAT the Elected Members' Code of Conduct be reviewed and returned to Council for adoption as soon as possible.

Noonan/Fulton

Carried

10. Adoption of Annual Report for the Year Ending 30 June 2013

Document number 1611971, late item 1 refers.

Chief Financial Officer, Nikki Harrison, Policy Advisor, Paul Harrington, and Bede Kearney, of Audit New Zealand, joined the meeting.

Ms Harrison presented the Annual Report for the year ending 30 June 2013. She tabled replacement pages 48, 82, 101 and 142 (1626944) and explained the changes contained within each. It was noted that tabled pages 82 and 142 were identical to the pages of the Annual Report as circulated with the agenda. It was further noted that the alterations required by Audit New Zealand had been included in the final version of the Annual Report.

Mr Kearney explained that Audit New Zealand had approved the Annual Report and had issued an unmoderated audit report.

Resolved

THAT the report Adoption of the Annual Report for the year ending 30 June 2013 (1611971) and its attachment (1615886) be received;

AND THAT the Annual Report for the year ended 30 June 2013 be adopted in accordance with s98 of the Local Government Act 2002;

AND THAT the Chief Executive be delegated the authority to make minor changes to the Annual Report 2012-13, including any suggested by Audit New Zealand.

Barker/Fulton

Carried

11. Next Meeting Date

Resolved

THAT the next meeting of the Nelson City Council be held on Tuesday 12 November 2013, commencing at 9.00am.

McGurk/Acland

Carried

There being no further business the meeting ended at 6.27pm.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Mayor's Report

1. Purpose of Report

- 1.1 To adopt delegations for the four standing committees of Council, as established at the inaugural Council meeting on 29 October 2013.

2. Recommendation

THAT the Mayor's Report (1631818) and its attachment (1628984) be received;

AND THAT the Committee Delegations as set out in Attachment 1 (1628984) be adopted.

3. Background

- 3.1 At the inaugural meeting of Nelson City Council on 29 October 2013, Council established four standing committees. These are the Community Services Committee, the Works and Infrastructure Committee, the Planning and Regulatory Committee and the Governance Committee.

4. Discussion

- 4.1 The delegated authority for each committee must be set by Council prior to each committee meeting for the first time. Council's responsibility to set committee delegations is recognised in Clause 30(3) of Schedule 7 of the Local Government Act 2002, which states that a committee is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority in relation to the committee.
- 4.2 A copy of the proposed committee delegations is included as Attachment 1.

Legislative Background

- 4.3 It is a decision of Council to set the delegations for each committee. Council is able to alter the delegations of a committee at any time by passing a further resolution.
- 4.4 However, Clause 30(6) of Schedule 7 of the Local Government Act 2002 clarifies that, once Council has delegated decision-making authority to

committees, Council is not entitled to rescind or amend a decision properly made by a committee under delegated authority.

- 4.5 Therefore, while Council may choose to alter the delegations of committees at a future point, it may not alter decisions made by committees under delegated authority.
- 4.6 For this reason, the proposed committee delegations currently limit the power of decision-making for each committee, and currently place a greater emphasis on the ability to make recommendations to Council.

General Terms of Reference for all Committees

- 4.7 Attachment 1 sets out proposed general terms of reference to apply to all committees. These set out the parameters for the membership of committees, the manner in which committees may exercise their delegated authority, and general responsibilities for all committees.
- 4.8 Each Committee will report back to Council through the committee meeting minutes being presented to Council for receipt, along with any recommendations to be debated and adopted by Council.

Individual Committee Delegations

- 4.9 Attachment 1 also sets out proposed delegations for each standing committee. The proposed delegations set out the membership of each committee, the areas of responsibility of the committee, and each committee's powers to decide and recommend to Council.

5. Other Committees of Council

- 5.1 It is expected that other committees of Council and appointments to other entities will be established in the near future. These include joint committees and entities with Tasman District Council, including the Joint Shareholders Committee, the Nelson Regional Sewerage Business Unit, the Saxton Field Working Party and the Regional Funding Forum.
- 5.2 Council is required by the Land Transport Management Act 2003 to establish a Regional Transport Committee. The membership of this committee will be considered following a Council briefing with the New Zealand Transport Agency on 21 November 2013.
- 5.3 Other committees to be established in the near future include the Resource Management Act Procedures Committee and the Remuneration Review Committee. As an interim measure, the Mayor and Deputy Mayor will attend to any matters falling within the responsibilities of these committees in the first instance. It is expected that membership of these committees will be considered at the next Council meeting.
- 5.4 Consideration is also being given to the establishment of a Property Committee, to provide strategic oversight to Council's property holdings.

Delegations and membership of such a committee will be considered at a later date.

- 5.5 The Hearings Panel – Resource Management Act and Hearings Panel – Other will continue to function as per the delegations established in the previous triennium.

6. Bylaws and Special Consultative Procedures

- 6.1 Unless explicitly specified, each committee's powers are restricted to the areas of responsibility of that committee. Any activities not covered within the areas of responsibility remain the responsibility of Council.
- 6.2 In particular, the review and development of any new bylaws will remain a function of Council at the present time.
- 6.3 However, each committee will conduct Special Consultative Procedures falling within their areas of responsibility through the power to approve statements of proposal relating to their particular areas of responsibility. Committees will also have the power to hear and deliberate on submissions and recommend a final position to full Council. The final decision on any special consultative procedures will sit with Council.
- 6.4 The Special Consultative Procedures relating to the adoption of Annual Plans and Long Terms Plans remains the responsibility of Council.
- 6.5 As the Special Consultative Procedure for the Local Alcohol Policy commenced at Council, it will continue there. There may also be other matters which Council reserves the right to consider as part of Statements of Proposals and Special Consultative Procedures.

7. Delegations Register Review

- 7.1 Once adopted, the proposed committee delegations will be incorporated into the Nelson City Council Delegations Register. The Delegations Register incorporates information regarding the manner in which Council delegates its powers, and includes delegations of Council functions committees and to the Chief Executive and other officers.
- 7.2 The Delegations Register will shortly be reviewed and presented to a future Council meeting for approval.

8. Conclusion

- 8.1 It is recommended that the proposed committee delegations as set out in Attachment 1 (1628984) are adopted.

Rachel Reese
Mayor of Nelson

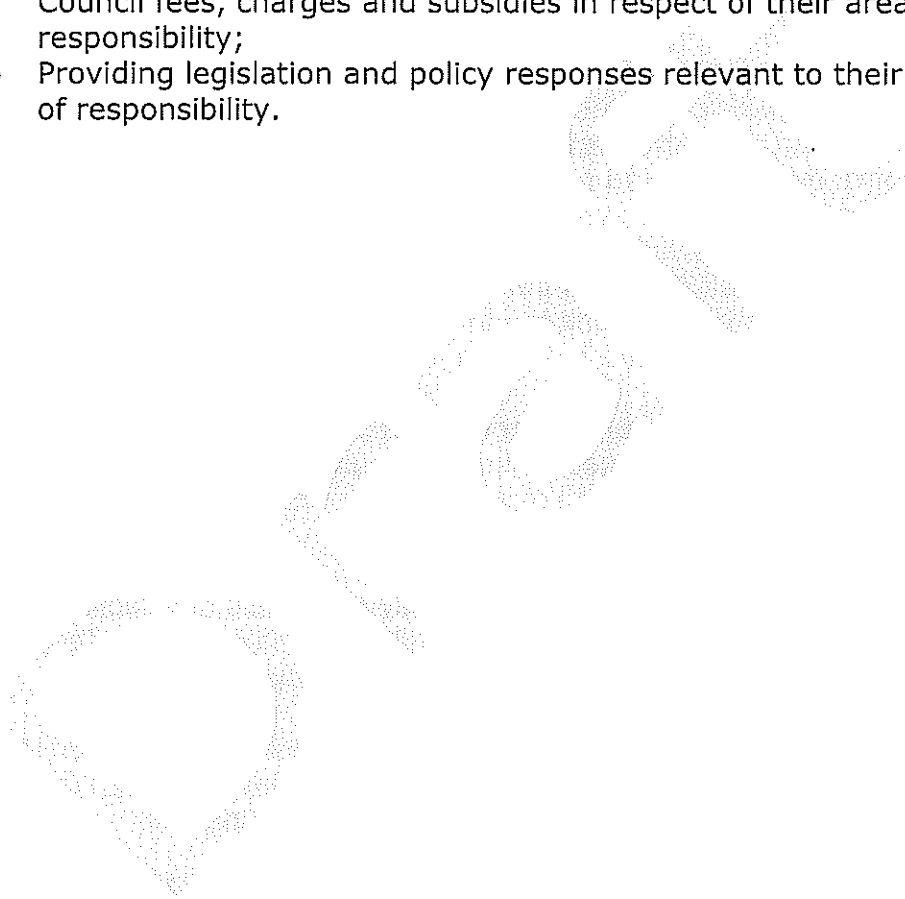
Attachments

Attachment 1: Proposed Committee Delegations ([1628984](#))

**General Terms of Reference
(applicable to all committees of Nelson City Council)**

1. Committees must have at least three members, at least one of whom must be an elected member of Nelson City Council. The Mayor is a member of every standing committee. Nelson City Council officers may not be appointed as committee members.
2. A person who is not an elected member of Nelson City Council may be appointed to or co-opted onto any committee or sub-committee, within the constraints of relevant legislation, if they have skills, attributes or knowledge that will assist the work of the committee.
3. Committees are not obliged to exercise their delegations. Where there is significant difference of opinion amongst committee members, the Committee should consider referring the matter to Council for debate and determination.
4. Committees may appoint sub-committees and/or further delegate their responsibilities. Any further delegations of an on-going nature are to be recorded in writing and included within the Delegations Register.
5. Any policies set by Committees under delegated authority must comply with any applicable legislation, and must not conflict with Council policy or provide for expenditure for which Council has made no allocation.
6. A committee may consider new policy proposals not allowed for in Council's estimates of expenditure, Annual Plan or Long Term Plan, with a view to recommending its adoption by Council.
7. A committee may consider new expenditure not allowed for in Council's estimates of expenditure, Annual Plan or Long Term Plan, with a view to recommending its adoption by Council.
8. Where a committee has the delegated authority to formulate policy in respect of any matter, it shall also have the delegated authority to make decisions on any application made to the Council in accordance with or pursuant to that policy, unless or until such authority is specifically delegated to any other committee or officer.
9. A committee should be conscious of the needs and wishes of the community when setting policy, and to that end may consult with interested groups or organisations, within the context of consultation processes established by Council.

10. Unless explicitly specified, each committee's powers are restricted to the areas of responsibility of that committee.
11. All committee have the following responsibilities:
 - Identifying and monitoring outcomes, visions, performance measures and indicators in their areas of responsibility, for input into the Council's Long Term Plan and Annual Plans;
 - Developing policy within their areas of responsibility;
 - Monitoring performance, including budget and performance targets and indicators for the Long Term Plan within their areas of responsibility;
 - Making recommendations to Council in relation to the setting of Council fees, charges and subsidies in respect of their areas of responsibility;
 - Providing legislation and policy responses relevant to their areas of responsibility.



Committee Delegations

Works and Infrastructure Committee

Chairperson: Councillor Davy

Deputy Chairperson: Councillor Lawrey

Membership: Councillors Acland, Barker, Copeland, Noonan and Skinner, and Her Worship the Mayor

Areas of Responsibility:

- The provision, operation and maintenance of roads, streets, bridges, cycleways and walkways (including footpaths, landscaping and ancillary services and facilities, street lighting, and traffic management control)
- The provision, operation and maintenance of water, wastewater and storm water, including collection, treatment, reticulation and disposal
- The provision, operation and maintenance of solid waste services, including kerbside solid waste and recycling collection services, landfills and transfer stations, and community education
- The operation and maintenance of building services and structures
- To the extent required to serve the areas of responsibility of the Works and Infrastructure Committee, any land acquisition, sale, leasing or disposal, management and development

Powers to Decide:

- To perform all functions, powers and duties relating to the areas of responsibility conferred on Council by relevant legislation.
- Hear and consider applications for road stopping.
- The approval of tenders for new capital and renewal projects, within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan.
- Approval of leases and licences relating to any land falling within the areas of responsibility.
- To approve statements of proposals, hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility.
- Lodge and present submissions to external bodies on policies and legislation relevant to the areas of responsibility.

Powers to Recommend:

- Asset and Activity Management Plans falling within the areas of responsibility.
- Any actions required under the Public Works Act 1981 falling within the areas of responsibility.
- Land sales and purchases falling within the Committee's area of responsibility.
- Development or review of policies and strategies relating to areas of responsibility.
- Final decisions on Special Consultative Procedures falling within the areas of responsibility.
- Any other matters within the areas of responsibility noted above.

1633020

Planning and Regulatory Committee

Chairperson: Councillor McGurk

Deputy Chairperson: Councillor Fulton

Membership: Councillors Barker, Copeland, Davy, Lawrey, and Ward, Her Worship the Mayor, and up to one additional co-opted or appointed member.

Areas of Responsibility:

- Developing and monitoring policies relating to:
 - Environmental matters
 - Public health and safety
 - Resource management
 - Discharges, including noise, natural and physical hazards
 - Building control
 - Parking
 - Animals and dogs
 - Amusement Devices
 - Food handling
 - Maritime and harbour safety and control
 - Marine pollution and coastal management
- Reviewing and developing amendments where necessary to the Land Development Manual, the Regional Policy Statement and the Nelson Resource Management Plan
- Environmental monitoring
- Performance monitoring of Council's regulatory activities
- Heritage policies and strategies

Powers to Decide:

- To perform all functions, powers and duties relating to the areas of responsibility conferred on Council by relevant legislation.
- To approve statements of proposals, hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility.
- Lodge and present submissions to external bodies on policies and legislation relevant to the areas of responsibility.

Powers to Recommend:

- Activity Management Plans falling within the areas of responsibility.
- Any alterations necessary to the Land Development Manual, the Regional Policy Statement and Nelson Resource Management Plan.
- Development or review of policies and strategies relating to the areas of responsibility.
- Final decisions on Special Consultative Procedures falling within the areas of responsibility.
- Any other matters within the areas of responsibility noted above.

DRAFT

Governance Committee

Chairperson: Councillor Barker

Deputy Chairperson: Councillor Acland

Membership: Councillors Davy, Fulton, McGurk, Matheson, Noonan, and Rainey, Her Worship the Mayor, and up to two additional co-opted or appointed members

Areas of Responsibility:

- Coordination and development of all policies specified in the Local Government Act 2002 for Annual Plan and Long Term Plan development
- Rating systems and policies, including policies regarding rates relief, rates remission and rates postponement
- Council's Treasury function
- Audit of Council's Annual Report and annual accounts (with approval of these by full Council)
- Development contributions
- Oversight of audit process and management of financial risks
- Liabilities and corporate risk management
- All matters relating to Council Controlled Organisations and Council Controlled Trading Organisations, including statements of intent, half yearly reports, and the appointment of directors
- Monitoring the performance of Council-Controlled Organisations and Council Controlled Trading Organisations
- Monitoring Business, economic development and tourism in Nelson
- Monitoring of Council's financial and service performance
- Monitoring of health and safety in the organisation
- Reviews of specific activity areas within Council
- Forestry
- Civil Defence Emergency Management activities
- Rural Fire activities
- Oversight of Council's Health and Safety obligations
- Iwi Memorandum of Understanding
- Sister City relationships and issues

Powers to Decide:

- To write off outstanding accounts receivable or remit fees and charges of amounts over \$2500.
- To approve statements of proposals, hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility.
- Lodge and present submissions to external bodies on policies and legislation relevant to the areas of responsibility

Powers to Recommend:

- To monitor and report on the overall financial performance of Council
- Activity Management Plans falling within the areas of responsibility
- To recommend the Annual Report to Council for adoption
- To review rating systems, including any necessary public consultation, for recommendation to full Council
- To undertake representation reviews for recommendation to full Council
- Sale or purchase of any land or buildings
- To approve, alter, amend or otherwise require documents from Council Controlled Organisations and Council Controlled Trading Organisations, including statements of intent, half yearly reports and appointments of directors.
- Development or review of policies and strategies relating to areas of responsibility
- Final decisions on Special Consultative Procedures falling within the areas of responsibility.
- Iwi memorandum of understanding
- Any other matters within the areas of responsibility noted above

Community Services Committee

Chairperson: Councillor Rainey

Deputy Chairperson: Councillor Noonan

Membership: Councillors Copeland, Lawrey, Matheson, Skinner, and Ward, Her Worship the Mayor and up to one co-opted or appointed member.

Areas of Responsibility:

- Arts and culture grants
- Arts Strategy
- Council-run events
- Festivals and Events, including related policies
- Community Development, including related policies
- The provision and operation of recreation and leisure facilities and services, including reserves, parks, sportsfields, swimming pool facilities and motorcamps
- The provision and operation of cemeteries and crematoria
- The provision and operation of libraries
- The provision and operation of community housing
- Heritage facilities
- The provision and operation of the Marina and Marina activities
- Youth Council

Powers to Decide:

- Community Assistance Grants
- Events Strategy Fund Applications up to \$100,000
- Approval of projects within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan
- The approval of tenders for new capital and renewal projects, within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan.
- To approve statements of proposals, hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility.
- Lodge and present submissions to external bodies on policies and legislation relevant to the areas of responsibility

Powers to Recommend:

- Asset and Activity Management Plans falling within the areas of responsibility
- Development or review of policies and strategies relating to areas of responsibility
- Final decisions on Special Consultative Procedures falling within the areas of responsibility.
- Any other matters within the areas of responsibility noted above



Schedule of Council Meetings 2014

1. Purpose of Report

- 1.1 To adopt a schedule of Council meetings for the 2014 calendar year, in accordance with clause 19(6), Schedule 7 of the Local Government Act 2002.

2. Recommendation

THAT the report Schedule of Council Meetings 2014 (1631840) and its attachment (1632292) be received.

3. Background

- 3.1 A draft schedule of meetings for 2014 is included as Attachment 1. This schedule can also be viewed in the Councillors' Meetings Outlook calendar.
- 3.2 Adoption of a schedule of meetings in accordance with clause 19(6), Schedule 7 of the Local Government Act 2002 constitutes notification of 2014 meetings to councillors, thereby providing a degree of certainty by which councillors can plan other activities around Council business.

4. Discussion

Council and Committee meetings

- 4.1 The draft schedule of meetings includes full Council and Committee meetings generally occurring in a six weekly cycle. The meeting cycle proposed is: Works and Infrastructure Committee in week one, Planning and Regulatory Committee in week two, Governance Committee in week three, Community Services Committee in week four, and a full Council meeting in week six.
- 4.2 Council and Committee meetings have generally been scheduled for Thursdays, commencing at 9.00am (or at 1.00pm where two Committee meetings are scheduled for the same day).
- 4.3 Some adjustments to this cycle have been made to allow for deadlines around the Annual Plan, Local Alcohol Policy, and the Local Approved Products Policy for Psychoactive Substances consultations to be achieved. This means that, on some Thursdays more than one

Committee meeting has been scheduled and a few Committee meetings have been moved to Tuesdays, in order to allow the following Thursday to be utilised for an additional Council meeting.

- 4.4 The draft schedule also includes dates for the Community Assistance Funding round.

Workshops

- 4.5 Two Council workshops have been set in every six weekly cycle. These have been scheduled on Tuesdays.
- 4.6 Every effort will be made to ensure that these dates are utilised as the first option for any workshops or additional meetings, and additional dates outside of these will only be scheduled as a last resort. It is also possible that not all of these dates will be required, and every effort will be made to ensure that councillors are given as much notice as possible if these dates are not to be utilised.

Hearings Panel Meetings

- 4.7 The schedule includes fortnightly Hearings Panel meetings, occurring on Wednesdays. These recurrent bookings allow for matters requiring a decision of the Hearings Panel – Resource Management Act to occur in a timely manner. These bookings may also be utilised for Resource Management Act matters heard by independent commissioner(s).
- 4.8 Every fourth Hearings Panel meeting (that is, roughly once every two months) has been reserved for considering matters outside of the Resource Management Act 1991, for example the fencing of swimming pools, or hearing applications for street naming. It is anticipated that there will be a relatively large number of applications for exemptions to the Fencing of Swimming Pools Act 1987, and these specific dates have been provided to ensure this process moves as efficiently as possible.

What is not included

- 4.9 Meetings taking place between now and the end of 2013 are not included here, however elected members have been notified of these dates already.
- 4.10 The draft schedule of meetings currently does not include meetings of the Regional Transport Committee, the Joint Shareholders Committee, the Civil Defence Emergency Management Group, and the Nelson Regional Sewerage Business Unit. Dates for these meetings are dependent upon the availability of New Zealand Transport Agency and Tasman District Council representatives, and are expected to be set shortly.
- 4.11 The draft schedule of meetings also currently does not include meetings of external agencies to which councillors have been appointed. These dates are currently being gathered, and will be added to the meetings calendar as they become available.

- 4.12 Relevant training dates for councillors will also be added to the meetings calendar as they become available.

5. Conclusion

- 5.1 The attached draft schedule of meetings for 2014 provides a degree of certainty for councillors, and is recommended to be adopted.

Penny Langley
Manager Administration

Attachments

Attachment 1: Draft Schedule of Meetings for 2014 [1632292](#)

January 2014

January 2014							February 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

	Monday	Tuesday	Wednesday	Thursday	Friday
30 Dec - 3 Jan	30 Dec	31	1 Jan 14	2	3
6 - 10 Jan	6	7	8	9	10
13 - 17 Jan	13	14	15 8:30a.m. 5:00p.m. Hearings Panel	16	17
20 - 24 Jan	20	21	22	23	24
27 - 31 Jan	27	28	29 8:30a.m. 5:00p.m. Hearings Panel (Chamber)	30	31

February 2014

February 2014							March 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Feb	3 Feb Nelson Anniversary	4	5	6 Waitangi Day	7
	10 9:00a.m. 5:00p.m. Annual Plan 2014/15 workshop - all elected members	11 9:00a.m. 5:00p.m. Annual Plan 2014/15 workshop - all elected members	12 9:00a.m. 5:00p.m. Hearings Panel	13 9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	14
10 - 14 Feb	17 9:00a.m. 5:00p.m. TENTATIVE: Standing Orders training (Chamber)	18	19	20 9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward 1:00p.m. 4:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Raine	21
	24 9:00a.m. 5:00p.m. TENTATIVE: Standing Orders training (Chamber)	25	26 9:00a.m. 5:00p.m. Hearings Panel - non-RMA matters	27 9:00a.m. 5:00p.m. Council meeting - all elected members	28
24 - 28 Feb					

March 2014

March 2014							April 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Mar	3 Mar	4 9:00a.m. 5:00p.m. Council workshop	5	6 9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copel 1:00p.m. 5:00p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGu	7
	10	11	12 9:00a.m. 5:00p.m. Hearings Panel	13	14
10 - 14 Mar	17	18	19	20 9:00a.m. 5:00p.m. Council meeting - all elected members	21
	24	25 9:00a.m. 5:00p.m. Council workshop - all elected members	26 9:00a.m. 5:00p.m. Hearings Panel	27 9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	28
17 - 21 Mar	31	1 Apr	2	3	4
	31 Mar - 4 Apr				

April 2014

April 2014							May 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
31 Mar - 4 Apr	31 Mar	1 Apr	2	3	4
				9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward	
7 - 11 Apr	7	8	9	10	11
			9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 12:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	
14 - 18 Apr	14	15	16	17	18
		9:00a.m. 5:00p.m. Council workshop - all elected members		9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward	Good Friday 8:00a.m. 8:30a.m. School holidays begin
21 - 25 Apr	21	22	23	24	25
	Easter Monday		9:00a.m. 5:00p.m. Hearings Panel - non-RMA matters		
28 Apr - 2 May	28	29	30	1 May	2

May 2014

May 2014							June 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

	Monday	Tuesday	Wednesday	Thursday	Friday
28 Apr - 2 May	28 Apr	29	30	1 May	2
				9:00a.m. 5:00p.m. Council meeting - all elected members	8:00a.m. 8:30a.m. School holidays end
5 - 9 May	5	6	7	8	9
		9:00a.m. 5:00p.m. Council workshop - all elected members	9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	
12 - 16 May	12	13	14	15	16
		9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward	9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 hearings - all elected members	9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 hearings - all elected members	9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 hearings - all elected members
19 - 23 May	19	20	21	22	23
	9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 hearings - all elected members	9:00a.m. 5:00p.m. Council workshop - all elected members	9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 1:00p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	
26 - 30 May	26	27	28	29	30
		9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward		9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 deliberations - all elected members	9:00a.m. 5:00p.m. Council meeting - Annual Plan 2014/15 deliberations - all elected members

June 2014 - July 2014

June 2014							July 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

	Monday	Tuesday	Wednesday	Thursday	Friday
	2 Jun	3	4	5	6
2 - 6 Jun			9:00a.m. 5:00p.m. Hearings Panel		
	9	10	11	12	13
9 - 13 Jun				9:00a.m. 5:00p.m. Council meeting - all elected members	
	16	17	18	19	20
16 - 20 Jun			9:00a.m. 5:00p.m. Hearings Panel - non-RMA matters	9:00a.m. 12:30p.m. Council meeting - all elected members 1:00p.m. 5:00p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland,	
	23	24	25	26	27
23 - 27 Jun		9:00a.m. 5:00p.m. Council workshop		9:00a.m. 12:30p.m. Council meeting - all elected members 1:00p.m. 5:00p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker,	
	30	1 Jul	2	3	4
30 Jun - 4 Jul					
	7	8	9	10	11
7 - 11 Jul					

July 2014

July 2014							August 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

	Monday	Tuesday	Wednesday	Thursday	Friday
30 Jun - 4 Jul	30 Jun	1 Jul	2	3	4
			9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 12:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	
7 - 11 Jul	7	8	9	10	11
	8:00a.m. 8:30a.m. School holidays begin			9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward	
14 - 18 Jul	14	15	16	17	18
			9:00a.m. 5:00p.m. Hearings Panel		8:00a.m. 8:30a.m. School holidays end
21 - 25 Jul	21	22	23	24	25
				9:00a.m. 5:00p.m. Council meeting - all elected members	
28 Jul - 1 Aug	28	29	30	31	1 Aug
		9:00a.m. 5:00p.m. Council workshop - all elected members	9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	

July 2014 - August 2014

August 2014							September 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

	Monday	Tuesday	Wednesday	Thursday	Friday
28 Jul - 1 Aug	28 Jul	29	30	31	1 Aug
4 - 8 Aug	4	5	6	7 9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward	8
11 - 15 Aug	11	12	13 9:00a.m. 5:00p.m. Hearings Panel	14 9:00a.m. 12:30p.m. Governance Committee meeting- Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	15
18 - 22 Aug	18	19 9:00a.m. 5:00p.m. Council workshop - all elected members	20	21 9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward	22

September 2014

September 2014							October 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 Sep	1 Sep	2	3	4 9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	5
	8 9:00a.m. 5:00p.m. Community Assistance hearings and deliberations	9 9:00a.m. 5:00p.m. Community Assistance hearings and deliberations	10 9:00a.m. 5:00p.m. Hearings Panel	11 9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward	12
8 - 12 Sep	15	16	17	18 9:00a.m. 12:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	19
	22	23 9:00a.m. 5:00p.m. Council workshop - all elected members	24 9:00a.m. 5:00p.m. Hearings Panel	25 9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward	26
15 - 19 Sep	29 8:00a.m. 8:30a.m. School holidays begin	30	1 Oct	2	3
22 - 26 Sep					
29 Sep - 3 Oct					

October 2014

October 2014							November 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

	Monday	Tuesday	Wednesday	Thursday	Friday
	29 Sep	30	1 Oct	2	3
29 Sep - 3 Oct					
	6	7	8	9	10
6 - 10 Oct			9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 5:00p.m. Council meeting - all elected members	8:00a.m. 8:30a.m. School holidays begin
	13	14	15	16	17
13 - 17 Oct		9:00a.m. 5:00p.m. Council workshop - all elected members		9:00a.m. 12:30p.m. Works and Infrastructure Committee meeting - Councillors Davy, Lawrey, Acland, Barker, Copeland, Noonan, Skinner	
	20	21	22	23	24
20 - 24 Oct			9:00a.m. 5:00p.m. Hearings Panel - non-RMA matters	9:00a.m. 12:30p.m. Planning and Regulatory Committee meeting - Councillors McGurk, Fulton, Barker, Copeland, Davy, Lawrey, Ward	
	27	28	29	30	31
27 - 31 Oct		9:00a.m. 5:00p.m. Council workshop - all elected members		9:00a.m. 12:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGurk, Matheson, Noonan, Rainey	

November 2014

November 2014							December 2014						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
3 - 7 Nov	3 Nov	4	5 9:00a.m. 5:00p.m. Hearings Panel	6 9:00a.m. 12:30p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copeland, Lawrey, Matheson, Skinner, Ward	7
	10	11	12	13	14
10 - 14 Nov					
	17	18	19 9:00a.m. 5:00p.m. Hearings Panel	20 9:00a.m. 5:00p.m. Council meeting - all elected members	21
17 - 21 Nov					

December 2014

December 2014							January 2015						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 Dec	1 Dec	2	3	4	5
		9:00a.m. 5:00p.m. Council workshop - all elected members	9:00a.m. 5:00p.m. Hearings Panel	9:00a.m. 12:30p.m. Governance Committee meeting - Councillors Barker, Acland, Davy, Fulton, McGu 1:00p.m. 5:00p.m. Community Services Committee meeting - Councillors Rainey, Noonan, Copel	
8 - 12 Dec	8	9	10	11	12
15 - 19 Dec	15	16	17	18	19
			8:00a.m. 8:30a.m. School holidays begin 9:00a.m. 5:00p.m. Hearings Panel - non-RMA matters	9:00a.m. 5:00p.m. Council meeting - all elected members	
22 - 26 Dec	22	23	24	25	26
29 Dec - 2 Jan	29	30	31	1 Jan 15	2

Elected Members' Travel and Training Budget

1. Purpose of Report

- 1.1 To decide how the budget for elected members' travel and attendance at events and seminars will be allocated.

2. Recommendation

THAT the report Elected Members' Travel and Training Budget (1554994) and its attachment (1629741) be received;

AND THAT Council approves the Elected Members' Travel and Training Criteria 2013-2016 (1629741), incorporating any amendments made at this meeting.

AND THAT Council determines the most appropriate option for allocation of the elected members' travel and training budget.

3. Background

- 3.1 The 2013/14 budget for elected members' travel and training is \$47,337. This budget covers travel, accommodation, incidental and registration costs for Council-related attendance at meetings, events and training. In the year to date, \$3,260 of the budget has been spent, leaving a balance of \$44,000 for the period 1 November 2013 to 30 June 2014.
- 3.2 Historically, the annual travel and training budget has been underspent. In addition, the approach to managing the budget has meant governance time has been spent on low priority decisions about low level expenditure during Council meetings. This has resulted in frustration in obtaining approval for expenditure in a timely manner. Accordingly, councillors may wish to consider a new approach to managing the budget.
- 3.3 Council must now decide how it will allocate the travel and training budget among elected members.

4. Discussion

- 4.1 The Mayor has an obligation to attend certain meetings and seminars. The estimated annual cost of the Mayor's attendance at these meetings is \$7,400, based on the following proposed programme:

	\$ per year
LGNZ Zone 5 and 6 meetings – 3 per year	1,500
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 July 2014 (registration due June 2014)	2,400

- 4.2 The purpose of the induction programme for the 2013-2016 triennium is to support all elected members in building a new Council team. The estimated cost of the programme is \$20,000, and covers such training as Mayor's, New and Re-Elected Members, Standing Orders, and Financial Governance.
- 4.3 Taking into account the costs set out in 4.1 and 4.2 above, the balance remaining for the period 1 November 2013 to 30 June 2014 is \$16,600.
- 4.4 Council must now decide the basis for allocating the remaining budget to training, meeting and event opportunities (events) that are relevant to each elected member's role and responsibilities within Council. Council must also decide the process for approving such expenditure.

Option 1 – Advance Council Approval

- 4.5 Council approves the expenditure set out in paragraphs 4.1 and 4.2. Council must formally approve expenditure on any other events in advance, and in line with agreed criteria that reflect the purpose of local government and cost effectiveness considerations. A proposed set of criteria is included as Attachment 1.
- 4.6 This option allows full Council to ensure its training and travel budget is allocated in line with consistent criteria.
- 4.7 It does not allow elected members to be responsive to any training opportunities or meeting requests that arise at short notice. It also means significant governance time is spent on low priority decisions about low level expenditure during Council meetings. For this reason Council officers do not recommend Option 1.

Option 2 – Advance and Retrospective Approval

- 4.8 Council approves all the allocation of the budget as outlined in Option 1. Where the timeframe does not allow advance approval by Council, event opportunities may be taken up at the elected member's discretion. In this instance, approval from Council is sought retrospectively through a Mayor's Report to full Council.
- 4.9 This option allows elected members to be responsive to any opportunities that arise at short notice.
- 4.10 It does not allow full Council to ensure that its training and travel budget is allocated in line with consistent criteria, nor does it allow timely monitoring of budget expenditure. This option risks an uneven spread of the budget across all councillors. It also means significant governance time is spent on low priority decisions about low level expenditure during Council meetings. For these reasons Council officers do not recommend Option 2.

Option 3 – Advance and Delegated Approval

- 4.11 Council approves the allocation of budget as outlined in Option 1. Where the timeframe does not allow advance approval by Council, event opportunities may be approved by the Mayor and Chief Executive.
- 4.12 This option allows elected members to be responsive to any opportunities that arise at short notice. It allows the Mayor and Chief Executive to assess each opportunity in line with consistent criteria, and to retain an overview of expenditure before it is committed.
- 4.13 It does not allow full Council to ensure that its training and travel budget is allocated in line with consistent criteria. Councillors may also wish to consider whether it is appropriate for the Chief Executive to have responsibility for approving or declining elected members' training opportunities and meeting attendance. This option may also result in some governance time spent on low priority decisions during Council meetings. For these reasons Council officers do not recommend Option 3.

Option 4 – Whole of Triennium Approach

- 4.14 Rather than approving travel and training against an annual budget, Council takes a whole of triennium approach and approves the allocation of the travel and training budget for the period 1 November 2013 to 30 June 2016.
- 4.15 The total inflated budget for the period is \$146,435. After deducting expenditure to 31 October 2013 (\$3,260), three yearly cycles of the Mayor's requirements outlined in 4.1 above (\$22,200), and a one-off allocation for the induction training outlined in 4.2 above (\$20,000), the balance remaining for the full term is \$100,975.

- 4.16 It is proposed that the budget is allocated across elected members for the period 1 November 2013 to 30 June 2016. The Mayor receives a higher allocation recognising the greater demands of the role. A separate funding pool is set aside for one-off opportunities, for which full Council approval is required.

	Total for the 3 year period 1 Nov 2013-30 Jun 2016
	\$
Mayor	\$12,000
Councillors x 12 @ \$5,000 ea	\$60,000
One-off funding pool	\$28,975

- 4.17 The amount allocated to each individual councillor assumes attendance at one LGNZ conference during the triennium. It also allows a remaining amount to be spent at the members' discretion and in line with individual statutory roles, on events such as District Licensing Committee training, and Resource Management Act decision making training.
- 4.18 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.
- 4.19 Following attendance at an event, elected members will provide a report back to the Chief Executive for sharing with fellow councillors via the Councillors' Newsletter.
- 4.20 Budget expenditure will be reported at every alternate Council meeting. Under-spent budget will be carried forward to the next financial year, up to the financial year ending 30 June 2016.
- 4.21 A one-off funding pool will be available for any other opportunities that may arise, in line with the agreed criteria. 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.
- 4.22 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.
- 4.23 A similar approach is taken by Porirua City Council, although its allocation of \$2,000 per year to individual members is targeted at conference attendance only.
- 4.24 Option 4 allows Council to ensure the budget is utilised cost effectively and in line with consistent criteria, while allowing individual members flexibility in training and meeting options. It allows members to be responsive to last minute opportunities, and ensures an even spread of

expenditure across councillors. It also frees up governance time to focus on higher priority decisions during Council meetings. For these reasons, Council officers recommend Option 4.

5. Conclusion

- 5.1 To support the cost effective allocation of the travel and training budget, and its alignment to the purpose of local government, it is recommended that Council approves the elected members' travel and training criteria 2013-2016 set out in Attachment 1, incorporating any amendments made at this meeting.
- 5.2 It is recommended that Council determines the most appropriate option for allocation of the elected members' travel and training budget.

Penny Langley
Manager Administration

Attachments

Attachment 1: Elected Members' Travel and Training Criteria 2013-2016
[1629741](#)

No supporting information follows.

Elected Members' Travel and Training Criteria 2013-2016

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 for one-off opportunities.

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

Councillors must be able to demonstrate 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 member in contributing effectively and appropriately, in their governance role, to present and anticipated 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 with 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.

Amendment to Remuneration of Elected Members 2013-2016

1. Purpose of Report

- 1.1 To approve a recommendation for amendment to the remuneration of elected members to be forwarded to the Remuneration Authority for consideration.

2. Recommendation

THAT the report Amendment to Remuneration of Elected Members (1630807) and its attachment (1631835) be received;

AND THAT it be recommended to the Remuneration Authority that the Remuneration Authority's Local Government Elected Members (2013/14) (Certain Local Authorities) Determination 2013 be amended to remove the position of portfolio holder and to increase the number of Committee Chairs from two to four, and that these positions be paid at a rate of \$43,375 per annum.

3. Background

- 3.1 The base salary for councillors is set by the Remuneration Authority, as is the salary for the Mayor. The Mayor's salary is not a subject for this report. The base salary for councillors is \$35,700 per annum.
- 3.2 Over and above this base salary there is an amount of money available to Council to remunerate councillors for additional duties. The total amount of money available to cover any and all additional remuneration of councillors is \$53,550. This is equivalent to 1.5 times the base salary.
- 3.3 The Remuneration Authority also provides guidance on what it considers as appropriate additional duties deserving of additional remuneration. For any proposal from Council to be approved, it must comply with this guidance.
- 3.4 In July 2013 Council made a recommendation to the Remuneration Authority for the remuneration of Elected Members. This was amended

slightly by the Remuneration Authority and incorporated into the Local Government Elected Members (2013/14) (Certain Local Authorities) Determination 2013.

3.5 The Determination sets the remuneration as:

Deputy Mayor	\$49,980
Committee Chair (2)	\$41,769
Portfolio Holder (4)	\$40,341
Councillor	\$35,700
Pool for plan change work	\$8,568

3.6 At the inaugural meeting of this triennium on 29 October 2013, Council resolved to establish four committees.

3.7 The Determination allows for Council to pay only two committee chairs and 4 portfolio holders, the latter being a position that no longer exists. For this reason we must now make a recommendation to the Remuneration Authority to seek an amendment to the Determination.

4. Discussion

4.1 The issue of remuneration could be solved easily by making a recommendation to the remuneration authority which increases the number of committee chairs from 2 to 4 and removes the position of portfolio holder.

4.2 In the current determination, there are 6 roles accounted for. The total additional remuneration offered across these roles is \$30,702.

4.3 It would seem straightforward to take this amount and divide it across the four committee chair positions. This would result in an additional \$7,675 per position per annum. The total amount of remuneration received by a committee chair would be \$43,375 per annum.

4.4 When making a recommendation to the Remuneration Authority a position description must be supplied to support the rationale for the need for additional remuneration. It is expected that the descriptions provided by Council in July will continue to be acceptable to the Remuneration Authority. These descriptions are included as Attachment 1.

4.5 Nothing has changed with respect to the allocation of additional remuneration for the position of Deputy Mayor or to the allocation of money to district plan review meetings.

4.6 There is no need to alter anything contained in the Nelson City Council Expenses Policy for Elected Members 2013-2016.

4.7 The proposed new remuneration to be recommended to the Remuneration Authority would look like this:

Deputy Mayor	\$49,980
Committee Chair (4)	\$43,375
Councillor	\$35,700
Pool for plan change work	\$8,568

4.8 The Remuneration Authority advises that if our recommendation is approved the rates will be backdated to the date that Council passes a resolution on this matter (i.e. the date of this meeting 12 November 2013). However, this approval and subsequent amendment to the Determination is unlikely to occur before the end of 2013. On this basis, all councillors will be paid at the base salary rate until an amended Determination is made.

5. Conclusion

5.1 That it be recommended to the Remuneration Authority that the Remuneration Authority's Local Government Elected Members (2013/14) (Certain Local Authorities) Determination 2013 be amended to remove the position of portfolio holder and increase the number of committee chairs from 2 to 4, and that these positions be paid at a rate of \$43,375 per annum.

Penny Langley
Manager Administration

Attachments

Attachment 1: Elected Member Position Descriptions [1631835](#)

No supporting information follows.

**NELSON CITY COUNCIL
ELECTED MEMBER POSITION DESCRIPTION
COUNCILLOR**

Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the ongoing performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- Employing, setting performance requirements for, and monitoring the ongoing performance of the council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.)

Representation and advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community

- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

**NELSON CITY COUNCIL
ELECTED MEMBER POSITION DESCRIPTION
COMMITTEE CHAIR**

Responsibilities in addition to those of a councillor:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of Committee Chair reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as Committee Chair
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee Chair
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by council

- Liaising with appropriate council staff in respect of the areas of council activity and business within the Committee Chair area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the Committee Chair area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.

**NELSON CITY COUNCIL
ELECTED MEMBER POSITION DESCRIPTION
DEPUTY MAYOR**

Responsibilities in addition to those of a councillor:

- Supporting the Mayor in his/her role and deputising for him/her in his/her absence
- Keeping abreast of all issues facing council, to allow for relative ease when deputising for the Mayor, should that need arise
- Representing the council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on council as a whole
- Representing the council in a strong, competent and articulate manner in the council area and to any external agencies or groups
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise.

MINUTES AND DECISION OF A HEARING OF THE HEARINGS PANEL, NELSON CITY COUNCIL

**Held in the Nelson City Council Chamber, Civic House, Trafalgar
Street, Nelson, on 2 October 2013, commencing at 9.00am**

Hearings Panel:

Chair: Councillor I Barker

Panel: Councillor M Ward

In Attendance:

Reporting Officer: Marie Albertson, Pool Compliance Officer

Minutes Secretary: Kathy Mardon

Mr Dugald Ley (applicant)

1.0 Report Number 1606559

Report taken as read

2.0 Applications for Exemption under Fencing of Swimming Pools Act 1987

2.1 (Item 2.2 of Agenda)

Applicant: Dugald and Janette Ley, 10 Newman Drive, Nelson

Report Number: 1591254

Councillor Ward expressed concerns about the situation where an older child might leave the door unlocked; the purpose of the Act is to prevent these sorts of accidents, by requiring a self-locking door.

The Reporting Officer explained that it is impossible, currently, to find a product on the market that would allow sliding doors to self close. She commented that the Act provides for exemptions where it is unreasonable or impossible to comply. The applicant has been co-operative in making improvements.

Councillor Ward asked if a "limited" approval could be given, asking the applicant to consider other possibilities.

The Reporting Officer explained that the Council carries out 3-yearly inspections; it could be a condition of this exemption that changes be considered at that time of inspection.

Mr Ley explained that he had carried out other works to make the environment comply. In reply to a question from Councillor Barker, he confirmed that the key is kept in a secure place, but could be kept in a different location if required. The key lock is about 2.1m high.

The Reporting Officer confirmed that the property has alternative access to the outdoor area.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by Dugald and Janette Ley , of 10 Newman Drive, Nelson be granted, with the following conditions:

- 1. THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, the current locking device remains locked at all times, unless young children are supervised by a responsible person.***
- 2. AND THAT should any appropriate self-closing device become available, or if alterations are made to the door, consideration be given to making the door compliant.***

Barker / Ward

Carried

2.2 (Item 2.1 of Agenda)

Applicant: David Couch, 5 Allisdair Street, Marybank

Report Number: 1602664

The Reporting Officer explained that the pool was originally compliant. The door has heavy double glazed panels, and there is no self-closing device on the market. The owner has been co-operative about other improvements. The locking device is a tower bolt, and the key is kept separate.

The door is the main access to the pool from the house, but is not the main door to the property. Two other self-closing gates give access to the pool.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by David Couch, at 5 Allisdair Street, be granted with the following conditions:

- 1. THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, the current locking device remains locked at all times, unless young children are supervised by a responsible person.***
- 2. AND THAT should any appropriate self-closing device become available, or if alterations are made to the door, consideration be given to making the door compliant.***

Barker / Ward

Carried

2.3 Applicant: John Dixon, 148B Glen Road, Wakapuaka

Report Number: 1601505

The Reporting Officer explained that there are two other doors that lead on the pool from the property. All doors have tower bolts.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by John Dixon at 148B Glen Road, be granted with the following conditions:

- 1. THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, the current locking device remains locked at all times, unless young children are supervised by a responsible person.***
- 2. AND THAT should any appropriate self-closing device become available, or if alterations are made to any of the doors that access the pool, consideration be given to making the door/s compliant.***

Barker / Ward

Carried

2.4 Applicant: Darryl and Maree Kerr, 14 Paremata Street

Report Number: 1591141

The Reporting Officer commented that the owners have eliminated as much of the risk as possible. The downstairs studio has a sliding door with a tower bolt, and the downstairs windows are fitted with window stays. The studio is used, infrequently, for guests. There is a good line of sight on the pool area from the upstairs windows.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by Darryl and Maree Kerr, of 14 Paremata Street be granted with the following conditions:

- 1. THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, the current locking device remains locked at all times, unless young children are supervised by a responsible person.***
- 2. AND THAT should any appropriate self-closing device become available, or if alterations are made to the door, consideration be given to making the door compliant.***

Barker / Ward

Carried

2.5 Applicant: Barbara Martin, 11 John Sutton Place

Report Number: 158352

The Reporting Officer explained that this application relates to a spa pool, which is not yet in place. It meets all the guidelines.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by Barbara Martin, 11 John Sutton Place, be granted

AND THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, no conditions be attached to the decision.

Barker / Ward

Carried

2.6 Applicant: Mark and Angela Pattinson, 104D Princes Drive

Report Number: 1592749

The Reporting Officer explained that a new home is to be built on the property, which will include a spa pool on the deck. It meets all criteria, and with the

proposed screen in place, will be compliant. It will be inspected before receiving Code Compliance.

Resolved:

THAT the application for exemption in accordance with Section 6(1) of the Fencing of Swimming Pools Act 1987 by Mark and Angela Pattinson, 104D Princes Drive, be granted, with the following condition:

THAT in accordance with Section 6(2) of the Fencing of Swimming Pools Act, the screen, as proposed, be installed.

Barker / Ward

Carried

GENERAL

Delegated Authority of the Panel:

The Hearings Panel has a specific delegation from the Council under Delegation 8.8.3 to "consider and determine applications for exemptions from the Fencing of Swimming Pools Act, 1987." (Delegations Register July 2012)
Section 6 of the Fencing of Swimming Pools Act 1987 states

- (1) *A territorial authority may, by resolution, grant an exemption from some or all of the requirements of this Act in the case of any particular pool where the territorial authority is satisfied, having regard to the particular characteristics of the property and the pool, any other relevant circumstances, and any conditions it imposes under subsection (2) of this section, that such an exemption would not significantly increase danger to young children.*
- (2) *In granting an exemption under subsection (1) of this section, the territorial authority may impose such other conditions relating to the property or the pool as are reasonable in the circumstances.*
- (3) *Any exemption granted or conditions imposed under this section may be amended or revoked by a territorial authority, by resolution.*

The Hearing Panel has considered the evidence and the Reporting Officer's report in each case.

In assessing the applications, the Panel was mindful that the purpose of the Act is "to promote the safety of young children by requiring the fencing of certain swimming pools."

The Panel was particularly focused on ensuring that any exemption, and the conditions it imposes, would not create a situation which would significantly increase danger to young children.

3.0 Street Naming Application

Applicant: Bishopdale Subdivision, RM035322

Location: Off Vista Drive

Report Number: 1605801

Resolved:

THAT the name of "Marie Place" be approved for Road 2 in Stage 2B of the Bishopdale Subdivision, RM035322.

Barker / Ward

Carried

The Hearing closed at 11.30am

**Ian Barker
Chair, Hearings Panel**

Date: