

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

Date: Wednesday 9 November 2016
Time: 1:00pm
Meeting Room: Reception Lounge and Council Chamber
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

INAUGURAL COUNCIL OPEN AGENDA

Membership

Chairperson Mayor A King
Members Cr M Bunting
Cr J Casson
Cr M Gallagher
Cr S Henry
Cr D Macpherson
Cr G Mallett
Cr A O'Leary
Cr R Pascoe
Cr S Southgate
Cr G Taylor
Cr L Tooman
Cr P Yeung

Quorum: A majority of members (including vacancies)

Meeting Frequency: Monthly

Lee-Ann Jordan
Governance Manager

4 November 2016

Telephone: 07 838 6439
Lee-Ann.Jordan@hcc.govt.nz
www.hamilton.govt.nz

SWEARING IN CEREMONY

Entry of Official Party and Elected Members

Whakatau (Welcome and Blessing) by Hamilton City Council Kaumatua Tame Pokaia

Inaugural Council Meeting Opened by Chief Executive Richard Briggs

Installation of Mayor Andrew King

The Mayor Andrew King will read and sign the Statutory Declaration required by the Local Government Act 2002, which will be witnessed by the Chief Executive

- Ceremonial passing of the Mayoral Chains
- Following his declaration, the Mayor will have an opportunity to address the Meeting

Installation of Councillors

The Councillors will read and sign the Statutory Declaration required by the Local Government Act 2002, which will be witnessed by Mayor Andrew King

- Following their declarations, the Elected Members will have an opportunity to address the Meeting

Singing of the National Anthem

Blessing by Bishop Helen-Ann Hartley

Official Party and Elected Members to depart

The Meeting will adjourn for afternoon tea in the Council Chamber Foyer

Meeting will reconvene in the Council Chamber at 3.00pm

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Item 5

1 Apologies

2 Confirmation of Agenda
The Council to confirm the agenda.

3 Declaration of Interest
Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4 Public Forum *(not required)*

Committee: Council

Date: 27 October 2016

Report Name: Explanation of Statutory
Matters Affecting Elected
Members

Author: Richard Briggs

Status	<i>Open</i>
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Background

As required by clause 21(5) of Schedule 7 of the Local Government Act 2002, the Chief Executive is to provide or arrange a general explanation of the Local Government Official Information and meetings Act 1987 and other legislation affecting members.

A letter from Tompkins Wake, attached to this report, provides a summary of the key relevant legislation.

Recommendation

That the report be received.

1. Attachments

- Attachment 1 - Tompkins Wake Letter - Explanation of Legislation

Signatory

Authoriser	Richard Briggs, Chief Executive
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WESTPAC HOUSE
430 VICTORIA STREET
PO BOX 258
DX GP 20031
HAMILTON 3240
NEW ZEALAND
PH: (07) 839 4771

DDI: (07) 838 6022
FAX: (07) 839 4855
MOBILE: 021 471 490
lmuldowney@tomwake.co.nz

Partner: L F Muldowney

FILE REF: 348176-2151

18 October 2016

Hamilton City Council
Private Bag 3010
Waikato Mail Centre
HAMILTON 3240

For: Richard Briggs

Dear Richard

General explanation of laws affecting elected members

1. We understand that you propose calling the first meeting of Hamilton City Council ('Council') on Thursday, 27 October 2016 following the triennial general election of members on 8 October 2016.
2. As you are aware, clause 21(5) of Schedule 7 of the Local Government Act 2002 ('LGA') requires you to provide an explanation of certain laws affecting Council's elected members at that first meeting of the Council:

21 First meeting of local authority following triennial general election of members

- (1) The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known...
- (5) The business that must be conducted at the meeting must include...
 - (c) a general explanation, given or arranged by the chief executive, of –
 - (i) the Local Government Official Information and Meetings Act 1987; and
 - (ii) other laws affecting members, including –
 - (A) the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and
 - (B) sections 99, 105, and 105A of the Crimes Act 1961; and
 - (C) the Secret Commissions Act 1910; and
 - (D) the Financial Markets Conduct Act 2013.
3. A general explanation of these laws is set out in this letter to assist you in the first meeting of Council.

Local Government Official Information and Meetings Act 1987

4. The Local Government Official Information and Meetings Act 1987 ('LGOIMA') makes available to the public official information held by Council and promotes the open and public transaction of business at Council meetings.
5. The guiding principle of LGOIMA is that Council must make information available if it is requested, unless there is good reason for withholding it. The grounds for withholding information are set out in sections 6 and 7 of LGOIMA.
6. Any person may request that specified official information be made available. The Council is required to make a decision on the request no later than 20 working days after the day on which the request was received.
7. LGOIMA requires Council meetings to be publicly notified and open to the public. Any agendas, reports or minutes associated with a Council meeting or circulated to elected members must be made available to the public – unless there is good reason to withhold the information.
8. Council has the right to exclude the public from the whole or any part of a meeting for the reasons specified in section 48 of LGOIMA.

Local Authorities (Members' Interests) Act 1968

9. The Act helps protect the integrity of Council's decision-making by ensuring that people are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts.
10. The Act regulates the actions of individual members and applies to members of committees of Council (regardless of whether a committee member is also a member of the Council).
11. The two specific rules in the Act are that members cannot:
 - (a) enter into contracts with the Council worth more than \$25,000 in a financial year (the 'contracting rule'); or
 - (b) participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (the 'discussing and voting rule').
12. A pecuniary interest is an interest that involves money.

Contracting rule (section 3)

13. The contracting rule says that a member will be automatically disqualified from office if he/she is 'concerned or interested' in contracts with Council and the total payments made, or to be made, by or on behalf of the Council exceed \$25,000 in any financial year.
14. The \$25,000 limit relates to the value of all payments made for all contracts (including sub-contracts) in which a member is interested during the financial year.

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15. The Office of the Auditor-General ('OAG') can give members prior approval and, in limited cases, retrospective approval for contracts that would otherwise disqualify them under the Act.

Directly and indirectly concerned or interested in contract

16. A member is directly concerned or interested in a contract if he/she is a party to the contract.
17. A member may be indirectly concerned or interested if the contract is between the Council and another person and the member has a personal connection with that person or could personally benefit from that contract. A member can be indirectly concerned or interested in a contract in other ways as well, for example, where the member's family trust has a contract with the Council and he/she is a beneficiary of that trust.

Concerned or interested in contract through spouse or partner

18. If a member's spouse, civil union partner, or de facto partner is concerned or interested in a contract, the Act says that the member is deemed to be concerned or interested, unless:
- (a) the member and his/her spouse or partner are living apart; or
 - (b) the member did not know, and had no reasonable opportunity of knowing, that his/her spouse or partner was concerned or interested in the contract.

Concerned or interested in contract through company

19. If a contract is between the Council and a company in which the member or his/her spouse or partner has some interest or involvement, the contracting rule applies only if:
- (a) the member or his/her spouse or partner, individually or together, own 10% or more of the shares in that company or another company that controls it; or
 - (b) either the member or his/her spouse or partner is a shareholder of the company, or another company that controls it and either of them is the managing director or general manager of the company or the controlling company; or
 - (c) either the member or his/her spouse or partner is the managing director or general manager of the company and either of them is a shareholder of another company that controls that company.

Exceptions

20. A member will not be disqualified by a contract that exceeds the \$25,000 a year limit if:
- (a) the contract was entered into by a committee of the Council or a Council officer acting under delegation; and
 - (b) the member is not a member of that committee and did not know, and had no reasonable opportunity of knowing, about the contract at the time it was made.

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21. Not all contracts are subject to the Act e.g. a lease granted to the Council.

Offences and disqualification

22. A member can be disqualified if he/she breaches the contracting rule. Disqualification means that a member cannot hold office as a member of Council or any Council committee and is disqualified from being elected as member or appointed to a committee until the next general election or opportunity for appointment.
23. It is a criminal offence, punishable on conviction of a fine of up to \$200, for a person to act as a member of the Council (or a Council committee) while disqualified.

Discussing and voting rule (section 6)

24. The discussing and voting rule says that members are not allowed to participate in discussion or voting on any matter before the Council or Council committee in which they have a direct or indirect pecuniary interest, other than an interest in common with the public.

Test for a pecuniary interest

25. The test used by the OAG is:

Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.

26. For the rule to apply, the interest has to be actually affected by the particular decision that is to be made by the Council or committee.
27. When considering whether a member has an interest in common with the public, the following factors are relevant:
- (a) the nature of the member's interest (such as the kind of interest, its size or extent, and whether it is a direct or indirect interest);
 - (b) the size of the group of people who are also affected; and
 - (c) whether or not the member's interests and the group's interests are affected in a similar way.
28. The question of whether a group of people should be treated as 'the public' is often a matter of degree e.g. as a ratepayer, the mere fact that a member may be affected slightly differently by the adoption of an overall rate because of the value of his/her property does not generally prevent the member from having an interest which is in common with the public.

Interest through spouse or partner

29. If a member's spouse, civil union partner, or de facto partner has a pecuniary interest in a matter before the Council or committee, the member is deemed for the purposes of the Act to have the same interest.

Interest in a company through spouse or partner

30. If either the member or his/her spouse or partner is involved in a company that has a pecuniary interest in a matter before the Council or committee, the member is deemed for the purposes of the Act to have the same interest only if:
- (a) the member or his/her spouse or partner, individually or together, own 10% or more of the shares in the company or another company that owns it;
 - (b) either the member or his/her spouse or partner is a shareholder of the company, or another company that controls it; and either of them is the managing director or general manager of the company or the controlling company; or
 - (c) either the member or his/her spouse or partner is the managing director or general manager of the company, and either of them is a shareholder of another company that controls that company.

Member's obligation

31. If a matter comes before the Council or committee in which a member has a pecuniary interest, the Act says that the member must:
- (a) declare to the meeting the existence of a pecuniary interest;
 - (b) abstain from discussion and voting; and
 - (c) ensure that the disclosure and abstention are recorded in the meeting minutes.

When rule doesn't apply

32. Despite the fact that the member may have a pecuniary interest, the Act sets out a number of situations where the participation rule does not apply e.g. if a member is elected by, or appointed to represent, a particular activity, industry, business, organisation, or group of persons, and the member's pecuniary interest in a matter is no different from the interest of the activity, business etcetera that he/she represents.

Exemptions and declarations

33. If a member thinks his/her pecuniary interest is not in common with the public, they may be able to participate in the discussion or voting if the OAG:
- (a) grants an exemption (on the basis that the pecuniary interest is remote or insignificant); or
 - (b) makes a declaration allowing the member to participate.

Offence

34. It is a criminal offence, punishable on conviction of a fine of up to \$100, if a member breaches the discussing and voting rule. Once convicted, the member becomes incapable of continuing to hold office and his/her office is deemed to be vacated.

Crimes Act 1961

35. Under sections 105 and 105A of the Crimes Act, it is a crime for any elected member (as an 'official') to:
 - (a) Corruptly accept, obtain or offer to accept any bribe for the member (or for anyone else) for acting, or not acting, in that member's official capacity;
 - (b) Use or disclose information acquired in that member's official capacity, to obtain (directly or indirectly) an advantage or a pecuniary gain for himself or herself or any other person.
36. A bribe is defined in the Act to include 'money, valuable consideration, office, or employment, or any benefit, whether direct or indirect'.
37. These offences carry a maximum sentence of seven years' imprisonment. If a member is convicted and sentenced to a term of two or more years of imprisonment, the elected member's office as member of the Council is vacated under clause 1(1)(b) of Schedule 7 to the LGA.

Secret Commissions Act 1910

38. For the purposes of this Act, an elected member of Council is Council's agent. As Council's agent, it is unlawful for an elected member to give or receive, or solicit, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do anything, or to show favour or disfavour to any person, in relation to Council's affairs or business.
39. Any gift or other consideration given or offered or agreed to be given to an elected member's close relatives or associates or any other person nominated by an elected member, is deemed to have been given or offered or agreed to be given to the elected member (as Council's agent).
40. It is also an offence for an agent to present false or misleading receipts, invoices or accounts to the Council.
41. If convicted of any offence against the Act, an elected member can be imprisoned for up to seven years. If a member is convicted and sentenced to a term of two or more years of imprisonment, the elected member's office as member of the Council is vacated under clause 1(1)(b) of Schedule 7 to the LGA.

Financial Markets Conduct Act 2013

42. The Financial Markets Conduct Act 2013 regulates the offer, issue and re-sale of financial products, which includes shares, debt securities and derivatives.
43. Council is unable to issue shares, but has the ability to issue debt securities and derivatives, and may from time to time sell financial products. In the event that Council does issue financial products or, in certain cases, sells financial products that it holds,

members will be potentially subject to personal liability for breaches of the offer and other provisions of the Act.

Yours faithfully
TOMPKINS WAKE



L F Muldowney
Partner

Committee: Council

Date: 09 November 2016

Report Name: Mayor's Report - Committee
Structure and Appointments
for 2016-19

Author: Lee-Ann Jordan

Status	<i>Open</i>
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Committee Structure and Appointments

Section 41A of the Local Government Act 2002 (LGA) provides for the Mayor to appoint a deputy mayor, establish committees of the Council, and appoint a chairperson to each committee established.

The Mayor has elected to seek Council approval of his proposed structure. He will present this to the Council at the 9 November 2016 meeting.

First Council Meeting

Clause 21(5)(d) in Schedule 7 of the LGA requires Council to fix the date and time of its first meeting, or adopt a schedule of meetings. After discussion with staff, it is proposed that the first Council meeting take place at 9:30am on Wednesday, 30 November 2016. A schedule of meetings for 2017 will be proposed at the first Council meeting.

Recommendations

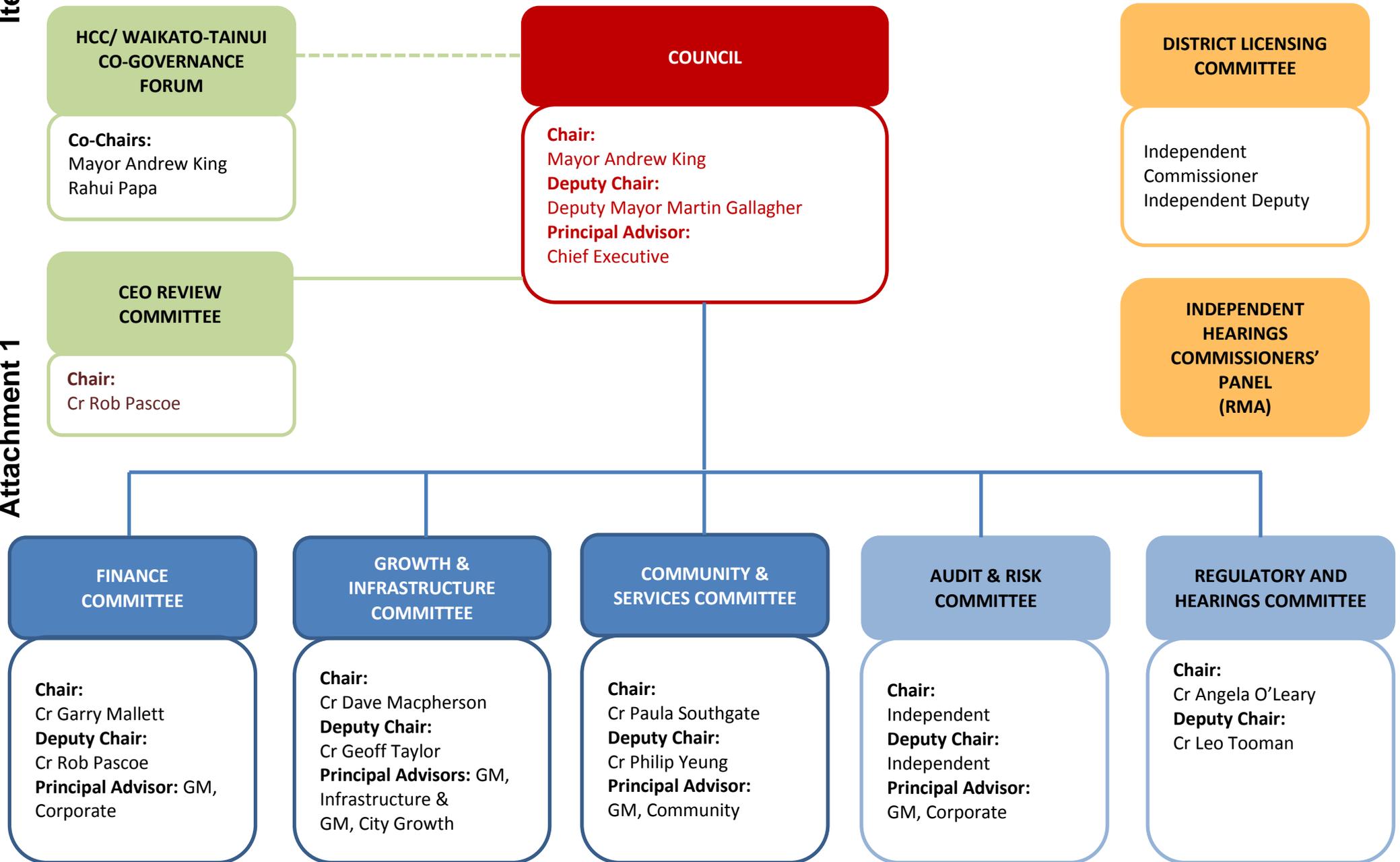
That Council:

- a) receives the report;
- b) approves the Mayor's committee structure and appointments as attached to this report; and
- c) agrees that the first Council meeting take place at 9:30am, 30 November 2016 in the Council Chamber.

1. Attachments

2. Attachment 1 - Mayor King's Committee Structure and Appointments

Mayor's Proposed Committee Structure and Appointments – 2016-2019



Committee: Council

Date: 09 November 2016

Report Name: Governance Structure for the
2016-2019 Triennium

Author: Lee-Ann Jordan

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Local Government Act 2002</i>
Financial status	<i>There is no budget allocated – Administrative</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.</i>

1. Purpose of the Report

- To approve the Governance Structure for the 2016-2019 triennium, and address changes required to some Council policies and plans to reflect the new structure.

3. Executive Summary

- The Mayor will present his proposed committee structure and appointments to this meeting, as a separate report.
- It is the responsibility of Council to approve the delegations and terms of reference that enables effective decision-making under the committee structure approved by Council.
- This report sets out draft delegations and terms of reference for Council and the committees, based on the Mayor's proposed structure, which will be recorded in a new governance structure document ('the Governance Structure').
- The report also addresses changes that will be required to a number of current policies and plans should the Governance Structure be approved. This is to ensure the necessary alignment between these strategic documents.

8. Recommendations from Management

That Council:

- a. receives the report;
- b. approves the Governance Structure attached to this report.
- c. approves the updating of Council policies required to reflect the approved Governance Structure.
- d. notes that the following policies and plans are to be reviewed and that staff report back to Council in February 2017 with recommendations:
 - i. Event Sponsorship Policy;
 - ii. External Funding Policy;
 - iii. Hamilton Rangitahi Youth Action Plan;
 - iv. Heritage Plan and Funding Guidelines; and
 - v. Public Art Plan and Development Guide.

9. Attachments

- 10. Attachment 1 - Draft Governance Structure 2016-19 *(to be circulated under separate cover)*

11. Discussion

12. Governance structure

- 13. Under section 41A of the LGA, the Mayor has the discretionary powers to appoint the deputy mayor, design a committee structure and appoint chairs to those committees ('the Mayor's committee structure'). Mayor King will present his proposal to this Council meeting for approval as a separate report.

- 14. Once the Mayor's committee structure is approved, Council:

- determines the terms of reference of, and delegations of Council to, committees at the same time that they are established; and
- appoints elected members as its representatives on various external committees and organisations.

A draft Governance Structure recording these matters for the 2016-19 triennium is attached for Council's consideration and approval.

- 15. The delegations made by the Council to each committee are a matter for the full Council to decide under clause 32, Schedule 7 of the LGA. Further, the LGA allows the Council to:

- Discharge or amend the membership of a committee established by the Mayor;
- Establish additional committees; and
- Replace any chairpersons appointed by the Mayor.

Such changes require a Council resolution.

16. **Consequential changes following approval of the Governance Structure**
17. If the new Governance Structure is approved, minor reference and name changes will be required to the following Council policies to reflect the updated decision-making body:

Policy	Current Reference	Amended Reference
Appointment and Remuneration of Board Members of COs, CCOs and CCTOs Policy	CCO Subcommittee	Finance Committee
Disability Policy	Strategy and Policy Committee	Community and Services Committee

18. In addition, the following policies and plans will need to be reviewed in more detail to ascertain the changes required to align with the approved Governance Structure:

- Event Sponsorship Policy;
- External Funding Applications Policy;
- Public Art Plan and Development Guide;
- Hamilton Heritage Plan and Hamilton Heritage Fund Guidelines; and
- Hamilton Rangitahi Youth Action Plan.

Staff propose to report back to the Council on the review of these policies and plans in February 2017.

19. Council's *Delegations to Positions Policy*, recording the Council's delegations to the Chief Executive and other specified senior staff, will be reviewed and updated to reflect the new governance structure and presented to the next Council meeting for approval.
20. Council also has the responsibility to consider the remuneration allocated to those elected members undertaking additional responsibilities. This is discussed in a separate report to this meeting for the consideration and approval of Council.

Signatory

Authoriser	Richard Briggs, Chief Executive
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Committee: Council

Date: 09 November 2016

Report Name: Revised 2016/2017
 Remuneration - Elected
 Members

Author: Lee-Ann Jordan

Report Status	<i>Open</i>
Strategy, Policy or Plan context	<i>Remuneration set by Remuneration Authority</i>
Financial status	<i>There is budget provision in the Annual Plan</i>
Assessment of significance	<i>Having regard to the decision making provisions in the LGA 2002 and Council's Significance Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.</i>

1. Purpose of the Report

- To seek Council approval of the amended allocation of the fund available to remunerate positions with additional responsibilities, based on approval of the proposed 2016-19 Governance Structure.

3. Executive Summary

- The Remuneration Authority ('the Authority') is the independent body set up by Parliament to approve the remuneration of key office holders, including local government representatives.
- The Authority set the base remuneration for the Mayor and Councillors for the period of 1 July 2016 to 30 June 2017, and has previously provided guidance on the minimum and maximum range for some positions of additional responsibility carried out by elected members.
- On 28 April 2016 Council approved the remuneration payable to elected members undertaking additional responsibilities for the 2016/17 year from the fund available to Hamilton City Council to supplement base remuneration ('the additional responsibilities fund'). In July 2016, the Authority approved Council's allocation of that fund for the 2016/17 year.
- Following the elections in October 2016, a new Governance Structure is being presented at this meeting, requiring Council to review the allocation of the additional responsibilities fund in order to reflect changes from the 2013-16 structure.
- The Authority's approval must be sought if there are changes to how the additional responsibilities fund is allocated. The proposed (amended) allocation takes effect once gazetted by the Authority. Remuneration for members undertaking additional responsibilities would then be back-dated, as appropriate, to the commencement of the respective roles.
- Applying the same percentage increases to the Councillor base salary, as agreed by Council in April 2016, it is proposed to allocate \$105,660 of the additional responsibilities fund. This represents an increase of \$21,132 from the allocation that was approved by the Authority in July 2016, and would allow for \$35,222 to remain unallocated.

10. Recommendations

That Council:

- a) receives the report;
- b) approves that the following amended remuneration for positions with additional responsibilities be submitted to the Remuneration Authority for their approval:
 - Deputy Mayor = base Councillor Salary of \$70,441 + 30% = \$91,573
 - Committee Chairs (x4) = base Councillor Salary of \$70,441 + 20% = \$84,529
 - Deputy Committee Chairs (x4) = base Councillor Salary of \$70,441 + 10% = \$77,485
- c) notes that this would leave approximately \$35,222 unallocated that can be used during the 2016/17 financial year to remunerate additional responsibilities, subject to obtaining the Authority's prior approval.

11. Attachments

12. There are no attachments for this report.

13. Background

14. Earlier this year, the Authority:
 - a. issued information on the base remuneration for the Mayor and councillors; and
 - b. confirmed that the additional responsibilities fund is \$140,882 in total,
 in relation to the period from 1 July 2016 to 30 June 2017. A report detailing this information was presented to the Council on [28 April 2016](#).

15. At the April meeting, the Council resolved the following:

That Council:

...

- b) *Notes that the Authority has set the annual base salary for Hamilton City Council elected members as follows: Mayor - \$156,412 and Councillor \$70,441.*
 - c) *Notes that the Authority has set a pool of \$140,882 (i.e. 2 times a Councillor's base salary) to cover Councillors' additional responsibilities.*
 - d) *Approves that the following remuneration for positions with additional responsibilities be submitted to the Remuneration Authority for their approval:*
 - *Deputy Mayor = base Councillor Salary of \$70,441 + 30% = \$91,573*
 - *Committee Chairs = base Councillor Salary of \$70,441 + 20% = \$84,529*
 - *Deputy Committee Chairs = base Councillor Salary of \$70,441 + 10% = \$77,485*
 - *Sub-committee Chairs = base Councillor Salary of \$70,441 + 10% = \$77,485*
 - e) *Notes that this would leave approximately \$56,354 unallocated and can be used during the year to remunerate additional responsibilities.*
16. The Authority approved the Council's allocation of the additional responsibilities fund, as recorded in the [Local Government Elected Members \(2016/17\) \(Certain Local Authorities\) Determination 2016](#).

Item 8

- 17. Given the new Governance Structure for 2016-19, which is also being presented at this meeting, the Council needs to review remuneration arrangements for elected members undertaking additional responsibilities and submit a new proposal to the Authority for consideration.
- 18. In considering allocation of the additional pool, the Authority previously stipulated:
 - Maximum additional payment to a deputy mayor is 40% of base salary; and
 - Payments to committee chairs to be between 5 and 25% of base salary.
- 19. Council has previously recognised the additional work undertaken by deputy chairs of committees, and proposed an increased percentage to the relevant elected members’ remuneration for this role.
- 20. It should be noted that each elected member will only be entitled to one payment for additional responsibilities. Consequently, if a Councillor is undertaking two roles, they will get paid the additional remuneration for the higher paying role only.
- 21. The Authority has advised that Council is not required to distribute its entire additional responsibilities fund. Unallocated funds (approximately \$35,222) are retained and could be allocated at a later date to Councillors undertaking extra duties, subject to obtaining the Authority’s approval. Any unspent funds cannot, however, be carried over to the next financial year, with the exception of funds for additional duties to support a District Plan process.
- 22. The Authority has further advised that any part of the fund not fully spent cannot be reallocated to Councillors to top-up their base salary.

23. Discussion

24. \$84,528 of the additional responsibilities fund is currently allocated to reflect the 2013-16 governance structure. The approved Governance Structure for the new triennium has changed the number of committees and members undertaking additional responsibilities. The following adjusted allocation of the additional responsibilities fund, based on the percentage increases approved by the Council on 28 April 2016, is presented for Council’s consideration:

Position	Base Councillor salary \$	Current Base salary % increase	Change to total \$ current allocation of additional responsibilities	Proposed Remuneration \$
Deputy Mayor	70,441	30%	-	91,573
Committee Chairperson x 4*	70,441	20%	+\$28,176	84,529
Committee Deputy Chairperson x 4*	70,441	10%	+\$14,088	77,485
Subcommittee Chairperson x 3	70,441	10%	-\$21,132	-

* Finance Committee, Growth and Infrastructure Committee, Community and Services Committee, and Regulatory and Hearings Committee

- 25. The new structure will utilise \$105,660 of the \$140,882 additional responsibilities fund – an increase of \$21,132 from the current allocation, reflecting the changed structure.
- 26. Any changes to how the additional responsibilities fund is allocated, including using the unallocated part of that fund, requires the Authority’s approval and to be gazetted before

extra payments can be made. The Authority has indicated that it is planning an amended determination at the end of November 2016 to capture new arrangements submitted by councils after the October elections. Once gazetted, all payments would be back-dated to the time when a Councillor commenced the particular role.

27. The Authority has requested the following standard supporting information for each position with additional responsibilities, together with the Council resolution:

- Position description outlining the additional responsibilities, delegations and reporting obligations
- Estimated additional hours;
- Benefit to the ratepayer; and
- The extent to which the duties can vary.

It is proposed that information provided previously to the Authority in support of the Governance Structure be reviewed, updated where appropriate and submitted by the Governance Manager.

Signatory

Authoriser	Richard Briggs, Chief Executive
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