I hereby give notice that an ordinary meeting of the Governing Body will be held on:

**Date:** Thursday, 26 March 2020  
**Time:** 10.00am  
**Meeting Room:** Reception Lounge  
**Venue:** Auckland Town Hall  
301-305 Queen Street  
Auckland

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**Tira Kāwana / Governing Body**  
**OPEN AGENDA**

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**MEMBERSHIP**

- **Mayor:** Hon Phil Goff, CNZM, JP  
- **Deputy Mayor:** Deputy Mayor Cr Bill Cashmore  
- **Councillors:**  
  - Cr Josephine Bartley  
  - Cr Dr Cathy Casey  
  - Cr Fa’anana Efeso Collins  
  - Cr Pippa Coom  
  - Cr Linda Cooper, JP  
  - Cr Angela Dalton  
  - Cr Chris Darby  
  - Cr Alf Filipaina  
  - Cr Christine Fletcher, QSO  
  - Cr Shane Henderson  
  - Cr Richard Hills  
  - Cr Tracy Mulholland  
  - Cr Daniel Newman, JP  
  - Cr Greg Sayers  
  - Cr Desley Simpson, JP  
  - Cr Sharon Stewart, QSM  
  - Cr Wayne Walker  
  - Cr John Watson  
  - Cr Paul Young

(Quorum 11 members)

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**Sarndra O'Toole**  
Kaiarataki Kapa Tohutohu Mana Whakahaere / Team Leader Governance Advisors

23 March 2020

Contact Telephone: (09) 890 8152  
Email: sarndra.otoole@aucklandcouncil.govt.nz  
Website: www.aucklandcouncil.govt.nz

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
**Terms of Reference**

Those powers which cannot legally be delegated:

(a) the power to make a rate
(b) the power to make a bylaw
(c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan
(d) the power to adopt a long-term plan, annual plan, or annual report
(e) the power to appoint a chief executive
(f) the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement
(g) the power to adopt a remuneration and employment policy

Additional responsibilities retained by the Governing Body:

(h) approval of long-term plan or annual plan consultation documents, supporting information and consultation process prior to consultation
(i) approval of a draft bylaw prior to consultation
(j) resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of electoral officer
(k) adoption of, and amendment to, the Committee Terms of Reference, Standing Orders and Code of Conduct
(l) relationships with the Independent Māori Statutory Board, including the funding agreement and appointments to committees
(m) overview of and decisions relating to any CCO review including the implementation of any resulting changes to CCOs
(n) oversight of work programmes of all committees of the governing body.
Exclusion of the public – who needs to leave the meeting

Members of the public

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

Those who are not members of the public

General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see list below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

Members of the meeting

- The members of the meeting remain (all Governing Body members if the meeting is a Governing Body meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders require that a councillor who has a pecuniary conflict of interest leave the room.
- All councillors have the right to attend any meeting of a committee and councillors who are not members of a committee may remain, subject to any limitations in standing orders.

Independent Māori Statutory Board

- Members of the Independent Māori Statutory Board who are appointed members of the committee remain.
- Independent Māori Statutory Board members and staff remain if this is necessary in order for them to perform their role.

Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Other staff who need to because of their role may remain.

Local Board members

- Local Board members who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular Local Board area.

Council Controlled Organisations

- Representatives of a Council Controlled Organisation can remain only if required to for discussion of a matter relevant to the Council Controlled Organisation.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Affirmation</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>Apologies</td>
<td>7</td>
</tr>
<tr>
<td>3</td>
<td>Declaration of Interest</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>Confirmation of Minutes</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>Petitions</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Public Input</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Local Board Input</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>Extraordinary Business</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>Elected Members Expense Policy</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>Proposed membership for the Heritage Advisory Panel</td>
<td>39</td>
</tr>
<tr>
<td>11</td>
<td>Referred from the Audit and Risk Committee - Health, Safety and Wellbeing Update - emerging risks and issues</td>
<td>45</td>
</tr>
<tr>
<td>12</td>
<td>Summary of Governing Body information memoranda and briefings (including the Forward Work Programme) - 26 March 2020</td>
<td>51</td>
</tr>
<tr>
<td>13</td>
<td>Review of remuneration of independent members of the Audit and Risk Committee</td>
<td>59</td>
</tr>
<tr>
<td>14</td>
<td>Consideration of Extraordinary Items</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Procedural Motion to Exclude the Public</td>
<td>61</td>
</tr>
<tr>
<td>C1</td>
<td>CONFIDENTIAL: Acquisition of land in Drury South for stormwater management purposes</td>
<td>61</td>
</tr>
<tr>
<td>C2</td>
<td>CONFIDENTIAL: Review of remuneration of independent members of the Audit and Risk Committee</td>
<td>61</td>
</tr>
</tbody>
</table>
1 **Affirmation**

His Worship the Mayor will read the affirmation.

2 **Apologies**

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

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 a member and any private or other external interest they might have.

4 **Confirmation of Minutes**

That the Governing Body:

a) confirm the ordinary minutes of its meeting, held on Thursday, 27 February 2020 including the confidential section, and the extraordinary minutes of its meeting, held on Tuesday, 24 March 2020, as a true and correct record.

5 **Petitions**

At the close of the agenda no requests to present petitions had been received.

6 **Public Input**

Standing Order 7.7 provides for Public Input. Applications to speak must be made to the Governance Advisor, in writing, no later than one (1) clear working day prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of thirty (30) minutes is allocated to the period for public input with five (5) minutes speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

7 **Local Board Input**

Standing Order 6.2 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to five (5) minutes during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give one (1) day’s notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 6.1 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.
8 Extraordinary Business

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

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

(a) The local authority by resolution so decides; and

(b) The presiding member explains at the meeting, at a time when it is open to the public,-

(i) The reason why the item is not on the agenda; and

(ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

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

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

(a) That item may be discussed at that meeting if-

(i) That item is a minor matter relating to the general business of the local authority; and

(ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”
Te take mō te pūrongo

Purpose of the report

1. To adopt the revised Elected Members Expense Policy (expense policy) for referral to the Remuneration Authority for their approval.

Whakarāpopototanga matua

Executive summary

2. Each electoral term, the Remuneration Authority (the Authority) requires all councils to adopt an expense policy and forward the adopted policy to the Authority for its approval.

3. The expense policy provides the rules for elected members’ reimbursement for expenses they incur whilst performing their duties. The Authority has set parameters for the following expense reimbursements:
   (i) communications
   (ii) mileage
   (iii) travel time
   (iv) childcare.

4. The Authority has updated vehicle mileage allowance rates to reflect the new kilometre rates for self-employed people and employees published by the Inland Revenue Department on its website as at 7 June 2019.

5. There is a change to approval processes so that approval for mayor and deputy mayor expenses is now by the chair of the Audit and Risk Committee. This change has arisen from the Audit and Risk Committee and is in line with Auditor-General guidance and complies with the one-up principle. There are no other changes to provisions for these expenses.

6. A childcare allowance is a new provision and the council has discretion around if and how this is applied, within the parameters set by the Authority.

7. The expense policy also includes rules for the following which relate to sensitive expenditure and there are no recommended changes to these rules:
   (i) travel
   (ii) accommodation
   (iii) professional development
   (iv) hospitality.

8. The draft Auckland Council Elected Members Expense Policy is attached in Attachment A.

9. The council’s Head of Assurance Services has reviewed the draft expenses policy and is satisfied it is in compliance with the Local Government Members (2019/20) Determination and appropriate probity standards.
Ngā tūtohunga
Recommendation/s

That the Governing Body:

a) note the feedback from local boards as contained in Attachment B.

b) adopt the Auckland Council Elected Members Expense Policy as attached in Attachment A for referral to the Remuneration Authority for their approval.

c) agree that, subject to approval of the Auckland Council Elected Members Expenses Policy by the Remuneration Authority, the provision for childcare allowance is deemed to have commenced at the same time as members’ terms of office.

Horopaki
Context

10. The Authority sets the remuneration of elected positions in local government annually. It also sets the rules for allowances and reimbursement of costs met by members in undertaking their duties.

11. Each electoral term, the Authority requires all councils to adopt an expense policy and forward the adopted policy to the Authority for its approval. The expense policy provides the rules for elected members' reimbursement for expenses they incur whilst performing their duties.

12. The Authority sets some work-related expenses for elected members:
   - the maximum allowances payable by councils to elected members for certain activities, such as transport and communications
   - the criteria for and amounts payable to, elected members sitting on resource consent hearings.

13. The current expense policy was approved in November 2016. The Authority has requested the council provide an Elected Members’ Expense Policy to the Authority for its approval at the beginning of this term.

14. In the previous term the Authority circulated a discussion paper seeking feedback on a proposed new childcare allowance. When the Authority issued its formal 2019/20 determination it included the childcare allowance. The Explanatory Memorandum in the Determination includes:

   “This year, for the first time, the Authority has introduced a childcare allowance for members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by the member for the provision of childcare while the member is engaged on local authority business. The allowance is capped and is subject to certain conditions outlined in clause 14 of this determination.

   Payment of any or all of the allowances is at the discretion of each council. All the allowances included in this determination are reviewed annually.”

15. The rule about the childcare allowance in the Determination is:

   14 Childcare allowance

   (1) A local authority may pay a childcare allowance, in accordance with subclauses (2) and (3), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
(2) A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if—

(a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and

(b) the child is aged under 14 years of age; and

(c) the childcare is provided by a person who—

(i) is not a family member of the member; and

(ii) does not ordinarily reside with the member; and

(d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.

(3) A local authority must not pay childcare allowances to a member that total more than $6,000 per annum, per child.

(4) In this regulation, family member of the member means—

(a) a spouse, civil union partner, or de facto partner:

(b) a relative, that is, another person connected with the member within 2 degrees of a relationship, whether by blood relationship or by adoption.

16. The other change in the 2019/2020 Determination relates to vehicle mileage allowance rates to reflect the new kilometre rates for self-employed people and employees published by the Inland Revenue Department on its website as at 7 June 2019.

Tātaritanga me ngā tohutohu
Analysis and advice

Childcare allowance

17. The major proposed change to the expense policy is to include a provision for childcare allowance in line with the new provision in the Authority’s Determination.

18. The draft expense policy sent to local boards for their feedback included provision for a childcare allowance based on a member claiming it only for the time the member attends a formal meeting. Following feedback from the Hibiscus and Bays Local Board that there were practical difficulties with this approach, the childcare provision was reconsidered.

19. The purpose of the childcare allowance is to acknowledge that this is a cost that is due to the role a member has in undertaking council business. It could be a barrier to people standing as candidates for election.

20. The practical reality is that where a commercial childcare centre is used, a child is enrolled for defined periods, for example on a weekly basis. It is not possible to leave a child at a childcare centre just for the duration of a council meeting.

21. For a governing body member, when the cost of childcare is added up over a full year, based on the number of meetings to be attended and other commitments as an elected member, the total exceeds the $6,000 per annum per child maximum allowance (a Governing Body member role is deemed to be full-time). It is therefore reasonable to apply the full $6,000 allowance rather than require the member to lodge a claim in respect of each childcare event.

22. The childcare provisions have therefore been re-drafted to require a member to sign a declaration up front about their expected childcare costs arising from their duties attending to council business over the year. An allowance would be paid to the member on that basis.
23. The draft expense policy includes a guide that Governing Body members and Local Board chairs, being deemed to be full-time, may be eligible for the full annual allowance, local board deputy chairs eligible for sixty percent and local board members eligible for fifty percent. However, the actual allowance will depend on the individual circumstances which are declared.

24. It is important to note that the provision is an ‘allowance’ which contributes to costs. It is not reimbursement of full costs. Full reimbursement requires evidence of personal expenditure, such as receipts. Another example of an ‘allowance’ is the communication allowance which is payable to a member who uses personal technology. It is not reimbursement of actual costs but is a set allowance which contributes to meeting the costs.

25. The provision for childcare allowances in the draft expense policy is now:

**Childcare allowance**

3.5 Elected members who are the parent, guardian or usually have responsibility for the day to day care of the child may receive the allowance set out in the Remuneration Authority Determination as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

3.6 The childcare allowance may only be claimed for childcare not provided by a family member (spouse, civil union partner or de facto partner or any relative that is connected to the members within two degrees of relationship, whether by blood relationship or by adoption) who does not ordinarily reside with the member.

3.7 The allowance is only claimable:

   a) for children under the age of 14 years
   b) for expenses incurred by the member, net of any subsidies
   c) if the childcare arrangements are to enable the member to undertake council business.

3.8 The total that Auckland Council may contribute is $6,000 per annum per child.

3.9 Where childcare is arranged just for the duration of the council business, such as when a babysitter is engaged, an hourly rate of up to $20 will be accepted on the basis of a signed receipt or signed logbook.

3.10 Where a member arranges childcare with a professional registered company, the member may claim the full annual allowance, or part thereof, as follows:

   a) The member will sign a declaration at the commencement of each period in a determination made by the Remuneration Authority, and whenever their childcare arrangements change, setting out the childcare arrangements that they deem to be necessary for them to undertake council business and the related costs. The declaration will include evidence of attendance or enrolment at the childcare centre.

   b) As a guide:

      - governing body members and local board chairs, being deemed to be full-time, might claim the full annual allowance
      - deputy chairs of local boards might claim sixty percent of the full annual allowance
      - members of local boards might claim fifty percent.
3.11 On a case by case basis the General Manager Democracy Services or General Manager Local Board Services may make exceptions to the above provisions within the limits set by the Remuneration Authority or require additional evidence of expenditure.

Other changes to the expense policy

26. Other changes in the draft expense policy are:

(i) approvals for the mayor and deputy mayor travel expenses have been changed to the chair of the Audit and Risk Committee, through discussion with the Audit and Risk Committee and council’s auditors

(ii) an added section on health, safety and well-being which includes access to:

- flu vaccinations
- ergonomic assessments
- personal support services e.g. Employee Assistance Programme.

27. The council’s Head of Assurance Services has reviewed the draft policy and is satisfied it is in compliance with the Local Government Members (2019/20) Determination and appropriate probity standards.

Tauākī whakaaweawe āhuarangi

Climate impact statement

28. The policy encourages the use of public transport and cycling:

“Auckland Council promotes public transport and cycling as the preferred ways of moving around Auckland. Elected members are expected to use public transport in the first instance, but may also use their private car or council vehicles when on council business.”

29. While there are good cost efficiency reasons for this, it also demonstrates climate impact awareness.

Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera

Council group impacts and views

30. There are no impacts on the wider group.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe

Local impacts and local board views

31. The draft policy was reported to all local boards. The feedback from local boards is attached in Attachment B.

32. All boards supported the draft policy apart from the Rodney and Waitematā Local Boards. The Rodney Local Board felt that remuneration should be increased for all in order to cover other hardships as well, and that singling out childcare was arbitrary. The Waitematā Local Board felt the childcare payment should be a reimbursement of actual costs with rates that reflect the minimum living wage.

33. Some boards sought additional changes. The Albert-Eden, Pukeāpāpā and Waitematā Local Boards have requested a mileage allowance for active modes of transport such as cycles and micro-mobility vehicles. The Remuneration Authority provides a vehicle mileage allowance for petrol, diesel, hybrid and electric vehicles. The New Zealand Transport Agency defines a bike or a “cycle” as “a vehicle with two or more wheels….”. Staff are seeking from the Remuneration Authority their advice on the issue raised by local boards regarding active modes of transport. It is not possible to pay an allowance that is not provided by the Remuneration Authority.
**Tauākī whakaaweawe Māori**

**Māori impact statement**

34. The childcare allowance recognises that the cost of childcare deters some people from standing for election. The provision of the allowance may encourage more people, including Māori to consider standing.

**Ngā ritenga ā-pūtea**

**Financial implications**

35. The key difference with the revised policy is the introduction of the childcare allowance. The cost cannot be accurately estimated at this time as factors such as number of children in childcare and for which elected members wish to claim is not known at this time. Rough calculations put a total cost of childcare allowance to be in the order of $300,000 per annum.

**Ngā raru tūpono me ngā whakamaurutanga**

**Risks and mitigations**

36. The expenditure that is the subject of this policy is sensitive expenditure. The policy needs to withstand public scrutiny and where there is discretion there needs to be a conservative approach. Staff believe that the conditions placed on reimbursement and the processes for approval are appropriate in this context.

37. Staff note that each member’s expenses are provided to the public on the council’s website and that these are audited annually by Audit New Zealand.

**Ngā koringa ā-muri**

**Next steps**

38. Following approval by the Governing Body the policy will be forwarded to the Remuneration Authority for approval.

**Ngā tāpirihanga**

**Attachments**

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Elected Members Expense Policy</td>
<td>15</td>
</tr>
<tr>
<td>B</td>
<td>Local board feedback</td>
<td>33</td>
</tr>
</tbody>
</table>

**Ngā kaihaina**

**Signatories**

<table>
<thead>
<tr>
<th>Author</th>
<th>Warwick McNaughton - Principal Advisor - Democracy Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorisers</td>
<td>Rose Leonard - Executive Officer</td>
</tr>
<tr>
<td></td>
<td>Phil Wilson - Governance Director</td>
</tr>
<tr>
<td></td>
<td>Stephen Town - Chief Executive</td>
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</tbody>
</table>
AUCKLAND COUNCIL

ELECTED MEMBERS' EXPENSE POLICY

March 2020

Adopted by the Governing Body on 26 March 2020
Approved by the Remuneration Authority on (date)

V 1.0
Attachment A

Item 9

Version control

V1.0 – Presented to and approved by the Governing Body on 26 March 2020.

– Approved by the Remuneration Authority on [date].
Table of contents

1 Purpose and scope ................................................................................................................. 1
2 Overarching principles ......................................................................................................... 1
3 Allowances and benefits ...................................................................................................... 2
   General provisions ............................................................................................................... 2
   Communication technology .................................................................................................. 2
   Childcare allowance ........................................................................................................... 2
4 Health, Safety and Well-being ............................................................................................. 2
   Flu vaccinations .................................................................................................................... 3
   Ergonomic assessments ........................................................................................................ 3
   Personal support .................................................................................................................. 3
5 Travel rules and processes ................................................................................................... 3
   Booking travel ..................................................................................................................... 3
   Mixing business and private travel ....................................................................................... 4
6 Land and sea transport ........................................................................................................ 4
   Parking at home office ........................................................................................................ 4
   Travel around Auckland ........................................................................................................ 4
   Taxis and rental cars ............................................................................................................ 5
7 Air travel ............................................................................................................................... 5
8 Accommodation ................................................................................................................... 5
9 Travel expenses ................................................................................................................... 6
   Travel expenses reimbursed ............................................................................................... 6
   Travel expenses not reimbursed .......................................................................................... 7
   Other international travel expenses ..................................................................................... 7
   Upgrades ............................................................................................................................. 9
10 Travel insurance ................................................................................................................ 9
    Coverage ............................................................................................................................ 9
    Provisions for pre-existing medical conditions ................................................................. 9
    Claims procedure ............................................................................................................... 9
11 Professional development programmes and conferences ................................................... 10
12 Catering, hospitality and entertainment .......................................................................... 10
    Principles .......................................................................................................................... 10
    Catering ............................................................................................................................. 11
    Civic receptions/functions and official delegations ............................................................ 11
    Hosting official visitors ..................................................................................................... 11
    Flowers and gifts ............................................................................................................... 11
13 Approval process .............................................................................................................. 12
    Approval for local and domestic travel including expense claims .................................. 12
    Approval for international travel ....................................................................................... 12
    Approval of expense claims post international travel ..................................................... 13
    Claiming expenses ............................................................................................................ 13
14 Breach of expense and reimbursement rules ..................................................................... 14
Elected members’ expense policy

1 Purpose and scope

1.1 The purpose of this policy is to:

- identify elected members’ allowances and entitlements
- explain the approval process for reimbursement of expenses incurred by elected members whilst undertaking their duties.

1.2 Auckland Council’s Democracy Services Department administers this policy. For queries on the policy please contact:

Jo Iles
Business Hub Manager Democracy Services Mobile: 027 207 0893
jo.iles@aucklandcouncil.govt.nz

1.3 Other Auckland Council documents containing information relevant to this policy include the:

- elected members’ code of conduct
- elected members’ technology policy
- catering guide
- vehicle use guide

1.4 This policy may be reviewed regularly and is current until superseded.

2 Overarching principles

2.1 The guiding principles for expenditures are those contained in the Office of the Controller and Auditor-General good practice guide “Controlling sensitive expenditure: Guidelines for public entities”. The expenditure shall be subject to standards of probity and financial prudence that are to be expected of a public entity and able to withstand public scrutiny, both perceived and actual.

2.2 Elected members may incur expenses while on council business, for which they can be reimbursed. Reimbursement and use of council-supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

2.3 To be reimbursable, expenses must:

- have a justifiable council-related business purpose; council business means representing the council at formal council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity or electioneering
- be moderate and reasonable having regard to the circumstances, i.e. able to pass the test of being prudent use of ratepayers’ money under public scrutiny
- be actual and justified by an original tax receipt
- be approved by the relevant authoriser
- be within relevant budget provisions
- be presented on the approved Auckland Council claim form and signed as true and correct
- be consistent with the rules set by the Remuneration Authority, who has responsibility under the Local Government Act 2002 to determine remuneration, expense and allowance rules for local authority members.
2.4 Transparency and accountability guide the reimbursement of elected members’ expenses. The council’s internal audit work programme includes regular testing of expense claims and allowances paid to elected members and staff. External auditors also regularly review elected members’ expenses. To ensure transparency, Democracy Services publishes elected members’ remuneration, expenses, mobile technology and professional development costs on the council’s website on a quarterly basis. The information is located at: https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/elected-members-remuneration-declarations-interest/Pages/elected-members-remuneration.aspx

3 Allowances and benefits

General provisions
3.1 Each year, the Remuneration Authority sets the base remuneration and allowances for all Auckland Council elected members. The Remuneration Authority Determination can be found at: https://www.remauthority.govt.nz/clients-remuneration/local-government-elected-officials/

Communication technology
3.2 Members who choose not to use council communication technology may receive the communications allowance set out in the Remuneration Authority Determination. These will be automatically paid pro rata in the elected members’ fortnightly payment cycle.

3.3 The council will not pay the communications allowance if an elected member’s private hardware and software are outdated and/or incompatible with Auckland Council’s systems. This is because in this case Auckland Council cannot provide the information and support needed for the elected member to perform his/her duties.

3.4 Rules governing the use of council equipment are set out in the Auckland Council Elected Members’ Technology Policy.

Childcare allowance
3.5 Elected members who are the parent, guardian or usually have responsibility for the day to day care of the child may receive the allowance set out in the Remuneration Authority Determination as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.

3.6 The childcare allowance may only be claimed for childcare not provided by a family member (spouse, civil union partner or de facto partner or any relative that is connected to the members within two degrees of relationship, whether by blood relationship or by adoption) who does not ordinarily reside with the member.

3.7 The allowance is only claimable:
   a) for children under the age of 14 years
   b) for expenses incurred by the member, net of any subsidies
   c) if the childcare arrangements are to enable the member to undertake council business.

3.8 The total that Auckland Council may contribute is $6,000 per annum per child.

3.9 Where childcare is arranged just for the duration of the council business, such as when a
Elected members' expense policy

babysitter is engaged, an hourly rate of up to $20 will be accepted on the basis of a signed receipt or signed logbook.

3.10 Where a member arranges childcare with a professional registered company, the member may claim the full annual allowance, or part thereof, as follows:

a) The member will sign a declaration at the commencement of each period in a determination made by the Remuneration Authority, and whenever their childcare arrangements change, setting out the childcare arrangements that they deem to be necessary for them to undertake council business and the related costs. The declaration will include evidence of attendance or enrolment at the childcare centre.

b) As a guide:

- governing body members and local board chairs, being deemed to be full-time, might claim the full annual allowance
- deputy chairs of local boards might claim sixty percent of the full annual allowance
- members of local boards might claim fifty percent.

3.11 On a case by case basis the General Manager Democracy Services or General Manager Local Board Services may make exceptions to the above provisions within the limits set by the Remuneration Authority or require additional evidence of expenditure.

4 Health, Safety and Well-being

4.1 Elected members have access to the following services which are important to their health, safety and well-being.

Flu vaccinations

4.2 Elected members are entitled to the flu vaccination employee benefit as set out by the Remuneration Authority. Elected members can book this service through the intranet when it is made available to staff every autumn.

Ergonomic assessments

4.3 An elected member experiencing discomfort, pain, or injury in the workplace, may arrange an ergonomic assessment through their support staff.

Personal support

4.4 The Employee Assistance Programme (EAP) is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting a member and their work life.

4.5 Manawa Rahi is a conflict resolution service which focuses on resolving an issue by equipping the member to make decisions.

4.6 The well-being portal, Re:NEW, is a centralised location help members achieve goals, whether it be fitness, healthy eating or building great relationships.

5 Travel rules and processes

Booking travel

5.1 All business-related bookings are arranged via Democracy Services or Local Board
Services support staff.

5.2 Travel should be booked as far as practical in advance of the actual travel date to enable best price to be obtained.

**Mixing business and private travel**

5.3 The council will pay for the Mayor’s partner to accompany the Mayor when his/her partner is also taking part in council business.

5.4 The council will not pay for any other elected member’s partner or family member to accompany them on council-related travel.

5.5 Democracy Services and Local Board Services support staff can arrange bookings for family members of an elected member if they are travelling together provided a personal credit card is given for payment at the time of booking.

5.6 Elected members can have a stop-over or undertake private travel before, during or at the end of travel paid for by the council provided there is no additional cost to the council. They can also vary their route for private travel at their own expense. They must pay the cost of any private travel before travel is undertaken.

5.7 If the duration of the business trip extends over a weekend, elected members may return home for the weekend, provided the cost of doing so is less than the cost of staying.

### 6 Land and sea transport

6.1 In accordance with the Remuneration Authority determination the Mayor can be provided with a vehicle for business and private use.

**Parking at home office**

6.2 Parking is provided at no cost to elected members at their main place of work: for Governing Body members at the Te Wharau o Tamaki / Auckland House 135 Albert Street, for Local Board members at their Local Board office.

**Travel around Auckland**

6.3 Auckland Council promotes public transport and cycling as the preferred ways of moving around Auckland. Elected members are expected to use public transport in the first instance, but may also use their private car or council vehicles when on council business.

6.4 For public transport, including ferry, elected members are encouraged to use a HOP card, then print their account statement from the HOP card website and highlight any transaction for which they are seeking reimbursement.

6.5 Road tolls and parking fees incurred when on council business will be reimbursed.

6.6 If elected members use their private car, mileage allowances will be reimbursed according to the rules set out in the Remuneration Authority Determination, at the maximum rate. To satisfy the Inland Revenue Department’s requirements, mileage payments are subject to deduction of tax at the appropriate rate.

6.7 Elected members’ use of private vehicles on council business is not covered by the council’s insurance.
Elected members’ expense policy

6.8 For the avoidance of doubt an elected member is not required to be a member of a committee or sub-committee to claim mileage for attendance.

6.9 Mileage expenses for elected members conducting District Licensing Committee business are subject to the rules for District Licensing Committee members set up by central government.

Taxis and rental cars

6.10 Taxis are not the preferred mode of transport around Auckland due to cost. However, a taxi or a car sharing, or pooling scheme can be used for safety/security reasons or if other means of travel are more costly, impractical or an inefficient use of time. Elected members who choose to use a taxi or a car sharing, or pooling scheme must pay for the fare and claim the cost, detailing the reason for use.

6.11 A rental or private car can be used by elected members for work-related travel outside the Auckland region if other means of travel are more costly, impractical or an inefficient use of time. The class of the car should be the most economical considering the requirements of the trip (e.g. length of journey, number of passengers).

6.12 Rental cars hired for council business are not to be used for personal travel.

6.13 The council’s insurance policy provides insurance for the use of rental cars anywhere within New Zealand. It is not necessary to purchase further insurance from the rental agency.

6.14 Rental cars must be refilled with fuel before returning them to avoid the high refuelling charges of hire companies.

7 Air travel

7.1 Elected members can fly with any airline provided the flight booked is at best value for the council and scheduled to best meet the business needs of the elected member. Flight choice will not be influenced by the elected members’ own airline loyalty memberships.

7.2 All travel is economy class. An elected member can upgrade to business class in instances when he/she will fly more than six hours continuously and will be engaged in council business within 24 hours of arrival. If upgraded, the elected member must not convert the whole, or part of, the ticket into cash or any other benefit and travel on a cheaper ticket class.

7.3 The council will pay one airline club membership for the Mayor and Deputy Mayor given their frequent travel needs. The council will not pay for any other airline frequent flyer or club membership.

8 Accommodation

8.1 Auckland Council can procure preferential public sector rates at many New Zealand and Australian hotels. These rates are significantly lower than standard rates offered to business customers and are often lower than rates offered through conference organisers. For this reason, all accommodation, including that for conferences must be booked through Democracy Services and Local Board Services support staff.

8.2 Accommodation reserved should be of the standard business range. Staff will advise about options.
8.3 Elected members' responsibilities include:

- checking the accuracy of the accommodation account when checking out
- signing the account to indicate it is correct
- retaining a copy of the accommodation account for reconciliation purposes

8.4 When travelling on council business an elected member may stay in private accommodation. When this occurs, the elected member can be paid an allowance of NZ$60 including GST per night to cover accommodation, breakfast and dinner expenses. This allowance is intended to be paid to the accommodation provider to cover at least a portion of the costs he/she may incur.

8.5 Elected members sometimes attend evening events as official representatives of Auckland Council. If the event will conclude after 10.30pm and travel back to the elected member’s residence is impractical, the council will reimburse the cost of overnight accommodation at a standard business range hotel or motel.

8.6 Whenever practical the elected member should obtain prior written approval.

9 Travel expenses

Travel expenses reimbursed

9.1 The business-related travel expenses outlined in the table below will be reimbursed by Auckland Council when an elected member is away from his/her home for one night or more.

9.2 Expenses are only payable for days the member is on official business, including a weekend if official business requires this.

9.3 For overseas travel, reimbursable expenses are subject to the daily expense guideline rates for the country of travel. Guideline rates are published on the council intranet. The council uses the guideline rates of Ministry of Foreign Affairs and Trade.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>On the basis of actual and moderate expenditure, or according to the daily rates for international travel</td>
</tr>
<tr>
<td></td>
<td>Meal expenses cannot be claimed if:</td>
</tr>
<tr>
<td></td>
<td>a complimentary meal is provided by an airline</td>
</tr>
<tr>
<td></td>
<td>a meal is prepaid through an accommodation package (e.g. hotel breakfast)</td>
</tr>
<tr>
<td></td>
<td>the cost of the meal is included in the cost of a seminar or conference</td>
</tr>
<tr>
<td></td>
<td>Elected members are entertained by their hosts</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Before travel, any anticipated entertainment events must be specified on the travel booking form and must at all times, be directly related to council business – see section 11</td>
</tr>
</tbody>
</table>
### Alcohol
- The council will not pay for any alcohol, except for the approved entertainment of third parties – see paragraph 11.9. However, such expenditure is regarded as sensitive expenditure and accordingly should be at a moderately-priced level to avoid any perception of lavishness.

### Car parking
- Airport parking if it is more economical for the elected member to leave his/her car at the airport rather than take a taxi or using car sharing and pooling schemes.

### International driver’s licence fee
- If a rental car is used as part of the trip.

### Telephone and data expenses
- Short calls home from overseas
- Prudent data usage to access emails and the internet overseas
- Calling from overseas can be expensive from hotels or roaming cell phones and should be kept to a minimum. Democracy Services Business Hub staff will advise on the most cost-effective way to call home, which may include a calling card.

### Laundry
- Actual and required laundry expenses
  - for trips in excess of three days
  - if an accident necessitates it

### Tips (gratuities) – International travel
In some countries tipping airport baggage handlers, taxi drivers, hotel porters and waiters/waitresses is expected. The council will reimburse moderate tips only where tipping is local custom. It is accepted that the elected member will not have receipts for these, but a record should be kept to accompany any claim.

### Visa and vaccination fees
- If needed for travel to some international countries

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**Travel expenses not reimbursed**

9.4 The council will not reimburse any of the expenses listed in the table below.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini bars</td>
<td>Any alcohol items consumed from mini bars</td>
</tr>
<tr>
<td>Movies</td>
<td>Any in-room movies</td>
</tr>
<tr>
<td>Traffic infringements</td>
<td>Any speeding fines and any other traffic infringement notices incurred while on council business</td>
</tr>
<tr>
<td>Passport application fees</td>
<td>Elected members are responsible for obtaining or renewing their passport and ensuring that it will not expire within six months following the return date of travel</td>
</tr>
</tbody>
</table>

---

**Other international travel expenses**

9.5 Elected members undertaking international travel should use their personal credit card and submit an expense claim on their return. However, in countries where
credit cards are not widely accepted, and cash is needed for incidental expenses (e.g. taxi fares), foreign exchange (cash advances) can be issued. Support staff from Democracy Services and Local Board Services will coordinate these requests on the elected member’s behalf.

9.6 Cash advances are kept as low as possible to ensure compliance with Auckland Council’s cash handling procedures, which aim to minimise risks of theft and loss. In any event the maximum cash advance cannot exceed the expected total cost of daily meals and incidentals.

9.7 On return all cash advances and foreign exchange must be reconciled within 10 working days. The reconciliation, together with all receipts and unspent cash, should be returned to Democracy Services or Local Board Services support staff.
Elected members' expense policy

Upgrades

9.8 If an elected member accepts airline, accommodation or any other upgrades while travelling on council business, he/she must declare them in accordance with the Elected Members’ Code of Conduct.

10 Travel insurance

Coverage

10.1 The council’s travel insurance policy covers all travel in New Zealand and overseas. It covers an elected member who travels to represent the council for periods not exceeding three months and performs ‘low risk’ work activities such as marketing and representation functions. The insurance also covers the Mayor’s partner if he or she is approved to travel with the Mayor – see paragraph 4.3. Partners accompanying the elected member in a private capacity are not covered.

10.2 The primary travel purpose must be council business. The travel insurance extends to provide cover for normal tourist and holiday activities that form part of or are added to the business trip, provided the council business-related portion of the travel is substantially larger than the portion allocated to personal or holiday activities.

10.3 The travel insurance certificate details the types of cover provided and the monetary limits of the cover. Auckland Council’s travel coordinator, upon request, can provide detailed information on any aspect of the insurance cover. There is no cover under this travel insurance for any loss or event or liability which is covered under any other insurance policy, Act of Parliament or reciprocal health agreement between governments.

10.4 The council’s insurance policy provides cover for the use of rental cars both in New Zealand and overseas.

Provisions for pre-existing medical conditions

10.5 The travel insurance may not provide cover for medical expenses incurred for the treatment of an injury or sickness the traveller is suffering prior to the departure date of travel. Should elected members suffer from a serious condition or be aware of a pre-existing injury or sickness that may necessitate treatment whilst overseas, specific arrangements must be made with the insurer to confirm whether or not cover for treatment will be provided.

Claims procedure

10.6 If an event gives rise to a claim, the traveller must immediately follow these steps:

- Do as much as they can to prevent any further loss or expense.
- If the traveller is to be hospitalised, evacuated or repatriated, or has lost their luggage or money, they must contact the "Overseas Emergency Assistance" number provided on their itinerary, advising they are on Auckland Council business.
- As soon as possible after suffering injury or sickness, obtain and follow proper medical advice from a legally qualified medical practitioner.
- Lodge a claim with the insurance company providing all medical certificates, accounts, receipts and information required by the insurance company to support the claim (original documents must be produced).
- Forward a written claim against any person, party, hotel or transporter who...
11 Professional development programmes and conferences

11.1 Auckland Council recognises the need for elected members to broaden their knowledge and experience through specialised development programmes. Any professional development activity paid for by Auckland Council must be relevant to council business. It can include conferences, internal and external courses or workshops. Because related travel and expenditure such as accommodation and meals are classified as sensitive expenditure, the policy aims to balance elected members' development needs with prudent use of ratepayer funds and to provide transparency and confidence to the public through publication of expenses.

11.2 Auckland Council has a professional development programme, Kura Kāwana for its elected members, for which the budget is set annually. The purpose of this programme is to support elected members in the delivery of their governance role. Bookings to attend the activities included in this programme can be arranged via Democracy Services and Local Boards Services support staff without the need for additional approval.

11.3 If an elected member wants to undertake domestic professional development activities outside the council professional development programme for elected members, he/she must complete the Kura Kāwana external training approval form and submit it to the Governance Support Manager (if you are a governing body member) or your Relationship Manager (if you are a local board member). Your request will be processed and forwarded onto the General Manager Democracy Services or General Manager Local Board Services for approval. The request must detail the business benefit, cost and location of the activities, and confirm that the activities comply with the policy principles outlined in section 2.

11.4 Once approved, Democracy Services and Local Board Services support staff will organise the necessary registrations, bookings and payments.

11.5 If the professional development activity requires international travel a business case must be prepared and approved as outlined in paragraph 12.5.

12 Catering, hospitality and entertainment

Principles

12.1 These rules cover expenditure incurred by all elected members on council business while entertaining members of the public, official visitors to Auckland Council, attendance at conferences, workshops, meetings and functions. Entertainment and hospitality can cover a range of items including, but not limited to, tea, coffee, biscuits, catering such as meals and alcohol, and gifts.

12.2 Any expenses claimed for alcohol when entertaining must be moderate and conservative in terms of quantity and price and satisfy the principles set out in paragraph 2.3.

12.3 There may be occasions where the proposed expenditure is not specifically covered by these rules. If this situation arises, elected members must discuss the proposed expenditure with either the General Manager Democracy Services, the General Manager Local Board Services, the Governance Director or the Chief Executive, and obtain written approval prior to entering into any arrangement or incurring
Elected members’ expense policy

expenditure.

Catering

12.4 If there is a justifiable business purpose, catering may be provided for a meeting or event. Catering includes tea and coffee for morning and afternoon tea and meals if the event or meeting must take place over usual meal times.

12.5 The catering guide applies when catering is required for a meeting or event. The policy specifies that all catering within any council premise must be provided by Auckland Council Catering Services, unless it is not practical for them to do so.

12.6 Elected members are welcome to use the council cafes at their personal cost. Catering may be provided in these venues from time to time to support formal meetings and events.

Civic receptions/functions and official delegations

12.7 To minimise costs, it is likely most civic events and hosting of official delegations will be held at council premises. Use of the council’s committee and meeting rooms for such events are subject to the approval of either the General Manager Democracy Services, General Manager Local Board Services, Governance Director or Chief Executive.

12.8 Relevant staff will make the arrangements in accordance with these rules on behalf of elected members.

12.9 Serving alcohol may be permissible at some council events. The expenditure on alcohol must be approved by the General Manager Democracy Services or General Manager Local Board Services, after they are satisfied that:

- the costs relating to alcohol are moderate and conservative
- the ratio of alcohol to food is sensible
- the event meets the requirements of the Sale and Supply of Alcohol Act 2012
- the purpose of serving refreshments at the event is to extend hospitality

12.10 Only the Catering Manager has the authority to purchase alcohol. Alcohol will be supplied at functions and events in accordance with the provisions of the Sale and Supply of Alcohol Act 2012.

Hosting official visitors

12.11 Elected members may occasionally host official visitors. In most circumstances this will be managed via the International Relations or Civic Events teams.

12.12 If an elected member is required to host a guest at a dinner or purchase a gift in recognition of an event, this expenditure can be claimed back and reimbursed provided prior approval has been obtained. For Councillors prior approval is to be obtained from the General Manager Democracy Services. For Local Board Members prior approval is to be obtained from the General Manager Local Board Services or the relevant Relationship Manager.

Flowers and gifts

12.13 Generally, council will not contribute to flowers, gifts, gift vouchers or cards for birthdays, weddings, bereavements, births and farewells. The Mayor, Deputy Mayor, Chief Executive, Governance Director, General Manager Democracy Services or General Manager Local Board Services may give prior approval for an
elected member’s contribution in specific circumstances.

12.14 When approved, the gifts and expenditure should be moderate and conservative. Whenever possible, the purchase of gifts should reflect sustainable procurement.

13 Approval process

Approval for local and domestic travel including expense claims

13.1 A business case is not required for routine local and domestic travel (including mileage and expenses) undertaken for council business. Travel is booked as described under section 4.

13.2 Pre-approval may be given for a schedule of travel arrangements on an annual basis. An example is a commitment to attend scheduled Local Government New Zealand meetings in Wellington due to the member’s appointment to the National Council.

13.3 The list of authorised approvers for local and domestic travel and expense claims is as follows:

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>The Chair of Audit and Risk Committee</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>The Chair of Audit and Risk Committee</td>
</tr>
<tr>
<td>Councillors</td>
<td>The Governance Director or the General Manager Democracy Services</td>
</tr>
<tr>
<td>Local Board Members</td>
<td>The Governance Director or the General Manager Local Board Services</td>
</tr>
</tbody>
</table>

13.4 The relevant staff from the Mayor’s Office, Democracy Services or Local Board Services will check the documentation for completeness and adherence to the policy and then forward it to the relevant approver for sign-off.

Approval for international travel

13.5 Activities involving international travel require a business case. Staff can prepare the business case on behalf of the elected member. The business case must outline:

- the purpose of the trip
- who wishes to attend
- why the elected member is an appropriate attendee
- expected benefits
- demonstrated prudent use of ratepayer’s money
- itinerary
- all anticipated costs
- which budgets will meet the costs
- how the outcomes of the trip should be reported back on return (for instance a written summary or a presentation at a political meeting)
The list of authorised approvers for international travel is as follows:

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor</td>
<td>The Chair of Audit and Risk Committee and the Chief Executive</td>
</tr>
<tr>
<td>Deputy Mayor</td>
<td>The Chair of Audit and Risk Committee and the Chief Executive</td>
</tr>
<tr>
<td>Councillors</td>
<td>The Mayor or Deputy Mayor or the Chair of a Committee of the Whole and the Chief Executive or Governance Director</td>
</tr>
</tbody>
</table>
| Local board members | If the travel is financed from the local board’s budget:  
- The whole local board, by way of a public report and resolution  
- and the Chief Executive or Governance Director  
If the travel is financed by Local Board Services or from another central budget:  
- The Mayor or Deputy Mayor or the Chair of a Committee of the Whole  
- and the Chief Executive or Governance Director |

Approval of expense claims post international travel

If expenses are in line with current policy and the approved business case, the list of authorised approvers is as follows:

<table>
<thead>
<tr>
<th>Elected member</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor and Deputy Mayor</td>
<td>The Chief Executive or Governance Director</td>
</tr>
<tr>
<td>Councillors</td>
<td>The Governance Director or the General Manager Democracy Services</td>
</tr>
<tr>
<td>Local board members</td>
<td>The Governance Director or the General Manager Local Board Services</td>
</tr>
</tbody>
</table>

If expenses are outside of these parameters, they need to be approved by the business case approvers - see paragraph 12.6.

Claiming expenses

All reimbursements to elected members are made via the payroll system. To be reimbursed, elected members must submit their expense claims monthly. Before the end of each financial year Democracy Services will inform all elected members of the cut-off date to submit claims for that financial year.

For financial reporting and transparency purposes claims need to be accounted for within the financial year that they are incurred, which ends on 30 June. The cut-off date for submitting claims at year end will be early July so that elected members can claim all expenses to 30 June of that financial year.
13.11 On election years, at the end of the electoral term, Democracy Services will inform all elected members of the final cut-off date by which expense claims must be submitted.

13.12 Democracy Services will not accept claims after the cut-off date. If elected members miss the cut-off date they can claim relevant expenses through their tax returns.

14 Breach of expense and reimbursement rules

14.1 If an elected member breaches this policy, he/she must reimburse the council for any costs the council may have wrongfully incurred.

14.2 A breach of the policy may lead to an investigation pursuant to the Elected Members’ Code of Conduct.
Expense Policy – Local Board feedback

<table>
<thead>
<tr>
<th>Local board</th>
<th>Date</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert-Eden</td>
<td>4 Dec 19</td>
<td>That the Albert-Eden Local Board:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) support the draft Auckland Council Elected Member Expense Policy 2019, noting the amended wording regarding the childcare allowance and health, safety and wellbeing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) express concern that the provisions for reimbursement of travel around Tamaki Makaurau does not adequately reimburse the costs for those who utilise active transport whilst on council business and in particular, the local board request that an appropriate transport allowance be set for those that use modes of transport other than private cars such as cycles, e-bikes, public transport and micro-mobility, to cover relevant costs such as charging, depreciation, public transport costs; and in addition the process for claiming back these expenses should be of similar user-friendliness as that for private cars.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) thank Emma Reed – Local Board Advisor, for her attendance.</td>
</tr>
<tr>
<td>Aotea / Gt Barrier</td>
<td>3 Dec 19</td>
<td>That the Aotea / Great Barrier Local Board:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) endorse the draft Auckland Council Elected Member Expense Policy 2019.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) thank the Governing Body for expanding the childcare policy to include provision for areas where there is no existing registered child care provider nor child care facilities.</td>
</tr>
<tr>
<td>Devonport- Takapuna</td>
<td>10 Dec 19</td>
<td>That the Devonport-Takapuna Local Board:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) support the principles set out in the draft Auckland Council Elected Members’ Expense Policy 2019.</td>
</tr>
<tr>
<td>Franklin</td>
<td>3 Dec 19</td>
<td>That the Franklin Local Board:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) endorse the draft Auckland Council Elected Member Expense Policy 2019.</td>
</tr>
<tr>
<td>Henderson-Massey</td>
<td>3 Dec 19</td>
<td>That the Henderson-Massey Local Board:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a) receive and provide any feedback on the draft Auckland Council Elected Member Expense Policy 2019.</td>
</tr>
</tbody>
</table>
| Hibiscus & Bays | 12 Dec 19 | That the Hibiscus and Bays Local Board:

a) support the draft Auckland Council Elected Member Expense Policy 2019 with the following exceptions:

i) express concern that the childcare allowance policy in the Elected Members Expenses Policy 2019:
   
   A) is not within the spirit of the Local Government Members (2019/2020) Determination 2019;
   
   B) does not sufficiently realise the practicality of childcare arrangements; and
   
   C) assumes a level of flexibility that does not exist in formal childcare services offered by a professional registered company.

ii) express concern that the Governing Body have defined the childcare allowance to be applied only for times when elected members are attending official meetings or workshops of the council. The duties and legitimate business carried out by elected members is more diverse and varied than this narrow description.

iii) request that the childcare allowance policy in the Elected Members Expenses Policy 2019 be broadened to include all legitimate council business that can also be claimed for with mileage reimbursement.

iv) request that the Governing Body establish a working group to include elected members who would be eligible under the child care allowances proposed in the Elected Members Expenses Policy 2019, to provide clarity and better definition on the child care provisions in the draft policy, including what is within the scope of Council business, prior to any confirmation of the Elected Members Expenses Policy 2019.

b) note that this resolution be circulated to all local boards for their information.
<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Resolution</th>
</tr>
</thead>
</table>
| Howick            | 9 Dec 19| That the Howick Local Board:  
|                   |         | a) endorse the draft Auckland Council Elected Member Expense Policy 2019. |
| Kaipātiki         | 11 Dec 19| That the Kaipātiki Local Board:  
|                   |         | a) Support the draft Auckland Council Elected Members Expense Policy 2019 |
| Māngere-Ōtāhuhu   | 4 Dec 19| That the Māngere-Ōtāhuhu Local Board:  
|                   |         | a) receive the draft Auckland Council Elected Member Expense Policy 2019. |
| Manurewa          | 5 Dec 19| That the Manurewa Local Board:  
|                   |         | a) endorse the draft Auckland Council Elected Member Expense Policy 2019. |
| Maungakiekie-Tāmaki | 3 Dec 19| That the Maungakiekie-Tāmaki Local Board:  
|                   |         | a) endorse the draft Auckland Council Elected Member Expense Policy 2019  
|                   |         | b) support the childcare allowance noting that it has the potential to increase the diversity and availability of potential elected members to stand for public office at Auckland Council. |
| Ōrākei            | 5 Dec 19| That the Ōrākei Local Board endorse the draft Auckland Council Elected Member Expense Policy 2019. |
| Ōtara-Papatoetoe  | 3 Dec 19| That the Ōtara-Papatoetoe Local Board:  
|                   |         | a) provide feedback on the draft Auckland Council Elected Members’ Expense Policy 2019.  
|                   |         | b) reconfirm its support for the inclusion of childcare allowances reimbursement in the Elected Members’ Expense Policy. |
| Papakura          | 4 Dec 19| That the Papakura Local Board:  
|                   |         | a) agree in principle with the draft Auckland Council Elected Member Expense Policy 2019. |
| Puketapapa        | 5 Dec 19| That the Puketapapa Local Board:  
|                   |         | a) provide feedback on the draft Auckland Council Elected Member Expense Policy 2019.  
<p>|                   |         | b) expresses its concern that the provisions for reimbursement of travel around Auckland do not adequately reimburse the costs of those utilising active transport. In particular it |</p>
<table>
<thead>
<tr>
<th>Item 9</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request</strong></td>
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</table>
| **Rodney**  | 11 Dec 19 | That the Rodney Local Board:  
| | | a) do not endorse the addition of a childcare allowance to the draft Auckland Council Elected Member Expense Policy 2019 for the following reasons;  
| | | i) many elected members face hardship, whether from geographical remoteness or caring for dependents, and the Remuneration Authority should increase the amount to all, not a few, in order to reduce barriers to participation  
| | | ii) the elected member remuneration does not include provision for any leave entitlements or other benefits, save for those universally claimable in the course of business, so singling out childcare allowances is arbitrary and not in keeping with the principle that members are self-employed. |
| **Upper Harbour** | 5 Dec 19 | That the Upper Harbour Local Board:  
| | | a) receive the draft Auckland Council Elected Members’ Expense Policy 2019. |
| **Waiheke** | 4 Dec 19 | That the Waiheke Local Board:  
| | | a) thank the Governing Body for responding to the previous Waiheke Local Board’s feedback and notes the draft Auckland Council Elected Member Expense Policy 2019.  
| | | b) delegate Chairperson Handley, after consultation with local board members, to provide comment on the draft Auckland Council Elected Member Expense Policy 2019 to the Governing Body. |
| **Waitakere Ranges** | 5 Dec 19 | That the Waitakere Ranges Local Board:  
| | | a) receive the draft Auckland Council Elected Member Expense Policy 2019. |
| Waitematā  | 3 Dec 19 | That the Waitematā Local Board:  
|           |          | a) provide feedback on the draft Auckland Council Elected Member Expense Policy 2019  
|           |          | b) reiterates its previous submission on the proposed policy on child care allowances namely that the local board supports reimbursement of the actual child care payment to a minimum of the hourly living wage with the $6,000 annual limit increased proportionately (Resolution number WTM/2019/76)  
|           |          | c) expresses its view that the remuneration authority, in future, provide that care allowances should apply where an elected member is the prime care giver of a person requiring care  
|           |          | d) expresses its concern that the provisions for reimbursement of travel around Auckland do not adequately reimburse the costs of those utilising active transport. In particular it requests that an appropriate mileage allowance be set for those using cycles or micro-mobility vehicles that would cover the costs of charging and depreciation on such vehicles  
|           |          | e) request that obtaining reimbursement for public transport costs is made as easy as that for claiming vehicle expenses; for example public transport expenses of less than $10 should not require a receipt  
|           |          | f) request that this resolution be circulated to all local boards.  
| Whau      | 3 Dec 19 | That the Whau Local Board:  
|           |          | a) receive the draft Auckland Council Elected Members’ Expense Policy 2019.  

Te take mō te pūrongo
Purpose of the report

Whakarāpopototanga matua
Executive summary
2. To re-establish the Heritage Advisory Panel in the 2019-2022 term, an open expression of interest process was followed in line with the terms of reference and applications were assessed on the basis of their:
   • association with a heritage sector group or organisation or
   • ability to provide expert advice on built and cultural heritage issues, and
   • understanding of the heritage sector of Auckland.
3. The terms of reference states that the mayor appoints panel members with the endorsement of the governing body to give effect to the membership of the panels.
4. A total of 29 applications were received. These were reviewed to identify a balance of experts and community advocates and some diversity with respect to geographic spread, age and ethnicity.
5. Subject to endorsement of the proposed membership, the inaugural Heritage Advisory Panel meeting has been provisionally scheduled for 7 April 2020.

Ngā tūtohunga
Recommendation/s
That the Governing Body:

a) endorse the proposed membership of the Heritage Advisory Panel:
   • Alexander Jorgensen: Expert - law / archaeology / iwi engagement
   • Bridget Graham: Community Advocate Onehunga
   • Caleb Hamilton: Expert - cultural heritage
   • Dave Veart: Expert – Archaeology
   • Elizabeth Aitken Rose: Expert – university lecturer / planner
   • John Burns: Expert – legal
   • Lisa Truttman: Expert – consultant historian
   • Margot McRae: Community Advocate Devonport
   • Nicola Short: Expert – built heritage
   • Noelene Buckland: Community Advocate CBD
   • Sally Hughes: Community Advocate Character Coalition
   • Sherry Reynolds: Heritage NZ
Item 10

• Steve Bielby: Expert – Property Development
• to be identified: Students x 2

b) endorse the recommendation that the terms of reference be updated so that as long as the panel continues, a full open selection process be undertaken every two terms.

Horopaki Context

6. Auckland Council recognises that historic heritage contributes significantly to Auckland’s quality of life. The protection and management of the region’s historic heritage is a matter that Auckland’s communities are passionate about.

7. The re-establishment of the Heritage Advisory Panel in the 2019-2022 term with a membership of community representatives and leading professionals is expected to raise the profile of historic heritage both within the council and among the public. This panel will advise the council to build a shared understanding of how the historic heritage of Auckland should be identified, managed, protected, conserved, appreciated and celebrated.

8. The focus of the Heritage Advisory Panel is on historic heritage which includes cultural heritage, historic sites, structures, places, objects and areas and their surrounds, and archaeological sites.

9. Previously, membership of the panel has been rolled over with this being the first occasion since the panel's inception that nominations have been called for. It is recommended that a refresh is now carried out every two terms should the panel continue in future terms.

10. The terms of reference outlines that the selection of panel members will follow an open process and that members of the panel are selected on the basis of their:
• association with a heritage sector group or organisation or
• ability to provide expert advice on built and cultural heritage issues, and
• understanding of the heritage sector of Auckland.

11. The terms of reference states that the mayor appoints panel members with the endorsement of the governing body to give effect to the membership of the panels.

12. An expression of interest process was promoted to previous panel members, the heritage sector and was publicised alongside recruitment for the demographic advisory panels to give it wider exposure to the community. Applications were open from early December 2019 and closed on 10 January 2020.

13. A total of 29 applications were received. The terms of reference allow for between 10-16 members including at least two members with lived experience in Te Ao Māori and knowledge of the contemporary issues facing Māori communities in Auckland.

Tātaritanga me ngā tohutohu
Analysis and advice

14. The following factors were considered when reviewing applications:
• previous membership - balancing the desire to retain some experience while refreshing the membership
• need to have a balance of experts and community advocates
• members’ ability to contribute to the expected work programme
• the range of skills desirable within the panel
• the geographic spread of panel members
• diversity with respect to age and ethnicity.

15. The mayor proposes the make-up of the Heritage Advisory Panel is:
• four community advocates from the Character Coalition, CBD, Devonport and Onehunga
• eight experts covering archaeology, legal, built heritage, consultant historian, cultural heritage, expert law / archaeology / iwi engagement and university lecturer.
• a Heritage NZ representative.
• two university students (to be identified).

16. Of the seven previous panel members who applied to rejoin the panel, it is recommended that five be reappointed as they have skills or attributes that are not otherwise available within the pool of applicants.

17. Of the five community advocates who applied to join the panel, it is recommended that three be appointed to represent different geographic locations.

18. Of the seventeen experts who applied to join the panel, it is recommended that five be appointed to complement other skills and expertise already within the panel.

19. In addition, two places within the panel have been reserved for university students which leaves one place should an additional member with lived experience in Te Ao Māori and knowledge of the contemporary issues facing Māori communities in Auckland be identified.

20. The mayor proposes the following membership of the panel:

<table>
<thead>
<tr>
<th>Panel member</th>
<th>Background</th>
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<tbody>
<tr>
<td>Alexander Jorgensen</td>
<td>Expert - law / archaeology / iwi engagement</td>
</tr>
<tr>
<td>Bridget Graham</td>
<td>Community Advocate Onehunga</td>
</tr>
<tr>
<td>Caleb Hamilton</td>
<td>Expert - cultural heritage</td>
</tr>
<tr>
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<td>Expert – built heritage</td>
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<tr>
<td>Noelene Buckland</td>
<td>Community Advocate CBD</td>
</tr>
<tr>
<td>Sally Hughes</td>
<td>Community Advocate Character Coalition</td>
</tr>
<tr>
<td>Sherry Reynolds</td>
<td>Heritage New Zealand</td>
</tr>
<tr>
<td>Steve Bielby</td>
<td>Expert – Property Development</td>
</tr>
<tr>
<td>To be identified</td>
<td>Students x 2</td>
</tr>
</tbody>
</table>

21. This report is procedural in nature and any climate impacts will be negligible. The report is unlikely to result in any identifiable changes to greenhouse gas emissions. The effects of climate change will be considered in future advisory board recommendations.
Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera
Council group impacts and views

22. The advisory panel has received presentations from council-controlled organisations during the previous term including from Panuku Development Auckland and Auckland Transport. These have been initiated both by the council-controlled organisations and have been requested by the panel. There have been a range of matters discussed and it is anticipated that this will continue.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe
Local impacts and local board views

23. While the panel offers strategic advice on regional issues primarily to the governing body and staff, panel members have previously welcomed the opportunity to engage with local boards through their meetings.

24. Local board members have often been present at meetings particularly when an issue was on the agenda that was relevant to their area. The previous chair’s practise was to directly seek their views as well as include them in the discussion.

25. In the first term of the panel a six-monthly meeting was set aside where all the local board heritage champions were invited to raise issues directly with the panel.

26. These previous initiatives will be raised with the panel to see how they wish to engage with local boards.

27. Local board members may also directly engage with the panel to seek strategic advice on heritage matters.

Tauākī whakaaweawe Māori
Māori impact statement

28. The terms of reference allow for two panel members with lived experience in Te Ao Māori and knowledge of the contemporary issues facing Māori communities in Auckland. Targeted promotion of the opportunity was carried out through Te Waka Anga Mua and the Māori Heritage team.

Ngā ritenga ā-pūtea
Financial implications

29. Advisory Panel members are paid a meeting fee and expenses unless they are already paid by their organisation. This is covered under the existing Advisory Panel budget.

Ngā raru tūpono me ngā whakamaurutanga
Risks and mitigations

30. The protection and management of the region’s historic heritage is a matter that Auckland’s communities are passionate about so the risk of not re-establishing the Heritage Advisory Panel could lead to significant dissatisfaction within the community.

Ngā koringa ā-muri
Next steps

31. The panel’s inaugural meeting is provisionally scheduled for 7 April 2020.
Ngā tāpirihanga
Attachments
There are no attachments for this report.

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Carol Hayward - Principal Advisor Panels</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Noel Reardon - Manager Heritage</td>
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<tr>
<th>Authorisers</th>
<th>Rose Leonard - Executive Officer</th>
</tr>
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<tr>
<td></td>
<td>Phil Wilson - Governance Director</td>
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<tr>
<td></td>
<td>Stephen Town - Chief Executive</td>
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Te take mō te pūrongo

Purpose of the report
1. To receive the Health, Safety and Wellbeing Update – emerging risks and issues referred by the Audit and Risk Committee.

Whakarāpopototanga matua

Executive summary
2. The Audit and Risk Committee considered the Health, Safety and Wellbeing Update – emerging risks and issues at its meeting on 24 February 2020.
3. The Audit and Risk Committee resolved as follows:

“Resolution number AUD/2020/5
That the Audit and Risk Committee:

a) note the council’s response to the novel coronavirus threat and challenges for frontline staff facing antisocial behaviour from members of the public

b) refer this report to the Governing Body and draw the attention of elected members to their duties under the Health and Safety at Work Act 2015

c) note that this report will be provided to all local boards for their information.”

4. Clause b) of the recommendation refers the report to the Governing Body, in its role as the person or organisation conducting a business or undertaking and is in line with duties outlined in the Health and Safety at Work Act 2015.

5. The original Health, Safety and Wellbeing Update – emerging risks and issues to the Audit and Risk Committee is appended as Attachment A to this report.

Ngā tūtohunga

Recommendation/s
That the Governing Body:

a) note the report and the responsibility of elected members with regards to their duties under the Health and Safety at Work Act 2015

b) note that the report has been provided to all local boards for their information.
Ngā tāpirihanga
Attachments

<table>
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<th>No.</th>
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<tbody>
<tr>
<td>All</td>
<td>Original Report to the Audit and Risk Committee on 24 February 2020</td>
<td>47</td>
</tr>
</tbody>
</table>

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Sarandra O‘Toole - Kairarataki Kapa Tohutohu Mana Whakahaere / Team Leader Governance Advisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authoriser</td>
<td>Stephen Town - Chief Executive</td>
</tr>
</tbody>
</table>
Health, Safety and Wellbeing update - emerging risks and issues

File No.: CP2020/01290

Te take mō te pūrongo
Purpose of the report
1. To update and provide assurance regarding Health, Safety and Wellbeing processes and emerging risks and issues.

Whakarāpopotangata matua
Executive summary
2. Staff are in the process of reviewing existing health, safety and well-being reporting processes, with a view to ensuring that reports to the committee are meaningful and relevant. This updated reporting format will be in place by the next quarterly report.
3. This report is focused on Auckland Council’s response to the novel coronavirus (COVID-19) threat and the challenges faced by frontline staff who have to deal with antisocial and, potentially violent behaviour on the part of members of the public.
4. Staff are able to answer any wider questions regarding Auckland Council’s health, safety and well-being performance at the committee meeting.

Ngā tūhohunga
Recommendation/s
That the Audit and Risk Committee:
a) note the council’s response to the novel coronavirus threat and challenges for frontline staff facing antisocial behaviour from members of the public.

Horopaki
Context
5. Under the Health and Safety at Work Act 2015 all elected members are deemed officers and must exercise due diligence in relation to health and safety. These quarterly reports provide information to assist elected members to carry out that role.

Tātaritanga me ngā tohutohu
Analysis and advice
Response to novel coronavirus (COVID-19)
6. Council has put in place a crisis management team (CMT) to plan and direct Auckland Council’s response to the novel coronavirus threat, led by Ian Maxwell (Acting Director Customer and Community Services). The CMT has representatives from key customer facing business units, Auckland Emergency Management, Communications & Engagement, and People & Performance (including Health, Safety & Well-being). Wherever possible, representatives from council-controlled organisations (CCOs) are involved.
7. The guiding principle is that the council will follow the direction set by the Ministry of Health to determine the appropriate approach to manage our response to the threat posed by the virus.
8. The CMT's preparations are guided by the premise that there will be three possible stages to the COVID-19 virus' level of infection in New Zealand. They are:
   - Stage I - no virus present in New Zealand
   - Stage II - virus present in the small number of patients, who are restricted to quarantine in medical facilities
   - Stage III - widespread prevalence across the New Zealand population
9. We are currently at Stage I, and it is likely that we will reach Stage II. The Ministry of Health's assessment is that it is unlikely New Zealand will get to Stage III. Our current actions are focused on Stage I responses, but preliminary plans are being made in anticipation of Stage II and thought is being given to the implications of Stage III (e.g. impacts on mass gatherings and other Council events).
10. Responses to date include:
   - MOH posters promoting awareness of the importance of washing and drying hands are being circulated across the organisation’s premises.
   - Paper towels (as opposed to air dryers) are being placed in all staff and public washrooms, with which staff have regular contact (e.g. Libraries).
   - Plans are in place in the event we get to Stage II for increased cleaning of surfaces.
   - Assessment of PPE. Based on MOH guidelines, we do not believe it is appropriate or helpful to provide facemasks. If staff choose to wear them, that choice will be respected.
   - People & Performance have put in place guidance and a register for recording staff details, where a staff member needs to self-isolate.
   - Appropriate messages, led by the Mayor, have reinforced the importance of tolerance and abhorrence of any racist or xenophobic messages. Increased training is available to staff to deal with this.

Staff exposure to antisocial behaviour
11. Increasingly, council staff are exposed to antisocial behaviour by members of the public. This has noticeably increased in recent years. The behaviour ranges from violent confrontations between members of the public to unacceptable behaviour between members of the public and directed towards staff and places them in situations where they are having to manage these complex situations and ensure their own personal safety.
12. The reasons for this are many and include increasing homelessness, a failure of support agencies to cater for community needs, and the simple reality that many of our public facing facilities are deliberately set up to encourage visitors. Council has responded to these challenges as best it can, whilst trying to ensure its facilities and amenities remain accessible to local communities.
13. To give an indication of the scale of the issue in the period 1 October 2019-31 December 2019:
   - There were 533 incidents reported to the council’s security team.
   - The main staff affected are in libraries (approximately 280 incidents) and regional parks, pools and leisure (approximately 105 incidents), together with staff in customer services, and community centres.
   - These figures do not include incidents encountered by Regulatory staff, involved in such areas as animal and noise control, licensing, and building regulation.
   - The immediate response to these incidents has involved 25 trespassed notices being served, 18 trespass authorisations issued, and 151 CCTV investigations conducted.
   - Police have been involved in 60 incidents.
14. The response to the issues has included:

- Appropriate training being provided within each department to manage conflict situations, including interactions that involve violence.
- Departments have provided appropriate security and other support where this is warranted.
- As part of ongoing building refurbishment programme, facilities such as Libraries are including safety design considerations, for example, safe spaces or panic rooms, which can only be accessed by staff.
- Employee Assistance Program support is provided for affected staff individually and groups of employees who are exposed to traumatic events or incidents.
- The Corporate Health, Safety and Well-being team are working to prepare a corporate standard to provide guidance on staff having to deal with antisocial behaviour (including violence) from members of the public.

**Tauākī whakaaweawe āhuarangi**

**Climate impact statement**

15. The decisions contained in this report do not have an impact on climate change.

**Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera**

**Council group impacts and views**

16. CCOs are involved in the CMT for the novel coronavirus where appropriate.

**Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe**

**Local impacts and local board views**

17. Local boards have oversight of many of facilities where measures are being or will be put in place to address any issues with novel coronavirus and antisocial behaviour, and will be involved as appropriate.

**Tauākī whakaaweawe Māori**

**Māori impact statement**

18. No additional Māori impact.

**Ngā ritenga ā-pūtea**

**Financial implications**

19. Currently, any additional cost associated with extra cleaning, provision of towels and sanitisers, and salary cost associated with self-isolation is being managed within existing budgets.

**Ngā raru tūpono me ngā whakamaurutanga**

**Risks and mitigations**

20. The risk of non-compliance with health and safety is recorded in the council’s top risk register. Controls are in place to monitor and respond to critical risks through the Risk Manager System.

**Ngā koringa ā-muri**

**Next steps**

21. Continue to monitor the development of the virus and plan accordingly.
22. Develop a pan-Council standard on dealing with antisocial behaviour, while supporting departmental plans. Developed for the council parent and offered to CCOs.

Ngā tāpirihanga

Attachments

There are no attachments for this report.

Ngā kaihaina

Signatories

<table>
<thead>
<tr>
<th>Author</th>
<th>Andre Lubbe - Head of Employment Relations</th>
</tr>
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<tbody>
<tr>
<td>Authorisers</td>
<td>Patricia Reade - Director People and Performance</td>
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<tr>
<td></td>
<td>Phil Wilson - Governance Director</td>
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</tbody>
</table>
Te take mō te pūrongo
Purpose of the report
1. To note the progress on the forward work programme appended as Attachment A.
2. To receive a summary and provide a public record of memoranda or briefing papers that may have been held or been distributed to Governing Body members.

Whakarāpopototanga matua
Executive summary
3. This is a regular information-only report which aims to provide greater visibility of information circulated to Governing Body members via memoranda/briefings or other means, where no decisions are required.
4. The following workshops/briefings have taken place:

<table>
<thead>
<tr>
<th>Date</th>
<th>Workshop/Briefing</th>
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<tbody>
<tr>
<td>4/3/20</td>
<td>Local Government New Zealand Paper on Localism. Further feedback was presented to Local Government New Zealand in conjunction with the Auckland Zone meeting held on 13 March 2020</td>
</tr>
</tbody>
</table>

5. These documents can be found on the Auckland Council website, at the following link:
   http://infocouncil.aucklandcouncil.govt.nz/
   o at the top left of the page, select meeting/Te hui “Governing Body” from the drop-down tab and click “View”;
   o under ‘Attachments’, select either the HTML or PDF version of the document entitled ‘Extra Attachments’.
6. Note that, unlike an agenda report, **staff will not be present to answer questions about the items referred to in this summary.** Governing Body members should direct any questions to the authors.

Ngā tūtohunga
Recommendation/s
That the Governing Body:
a) note the progress on the forward work programme appended as Attachment A of the agenda report
Ngā tāpirihanga

Attachments

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<th>No.</th>
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<tbody>
<tr>
<td>A</td>
<td>Forward Work Programme</td>
<td>53</td>
</tr>
<tr>
<td>B</td>
<td>Workshop Notes: Local Government New Zealand Paper on Localism</td>
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<td>C</td>
<td>Further feedback to Local Government New Zealand on localism</td>
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Ngā kaihaina

Signatories

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<thead>
<tr>
<th>Author</th>
<th>Sarndra O’Toole - Kaiarataki Kapa Tohutohu Mana Whakahaere / Team Leader Governance Advisors</th>
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<tbody>
<tr>
<td>Authoriser</td>
<td>Stephen Town - Chief Executive</td>
</tr>
<tr>
<td>Area of work and Lead Department</td>
<td>Reason for work</td>
</tr>
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<td>----------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
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<tr>
<td>Americas Cup 2021</td>
<td>Locations, infrastructure and funding</td>
</tr>
<tr>
<td>Chief Executive’s Performance Objectives</td>
<td>The Appointments and Performance Review Committee has the delegation to recommend performance objectives; The Governing Body must then consider the recommendations and make a decision.</td>
</tr>
</tbody>
</table>
| Appointment of Chief Executive  | Statutory requirement                                                            | Decision around process to recruit a new chief executive  
Decision to appoint a new chief executive |                                                                                                 |
| City Rail Link                  | Construction of the City Rail Link in the central city                           | Decisions to approve matter associated with City Rail Link  
Decisions to note any matters raised by the Audit and Risk Committee about the project | As and when required                                                                             |
| Review of council-controlled organisations | Overview of and decisions relating to any council-controlled organisations review including the implementation of any resulting changes to council-controlled organisations | Decision on appointment of a council-controlled organisations review panel  
Consider draft report on the key issues, feedback from the community and stakeholders  
Decision on final report and recommendations |                                                                                                 |
| Annual Budget (Annual Plan)     | Statutory requirement                                                            | Decision to approve consultation documents, supporting information and process prior to consultation  
Decision to adopt Annual Budget                                                                |                                                                                                 |
| 10-year Budget (Long-term Plan) | Statutory requirement                                                            | Decision to approve consultation documents, supporting information and process prior to consultation  
Decision to adopt the 10-year Budget (Long-term Plan)                                                |                                                                                                 |
<p>| Annual Report                   | Statutory requirement                                                            | Decision to adopt the Annual Report                                                                       |                                                                                                 |</p>
<table>
<thead>
<tr>
<th>Area of work and Lead Department</th>
<th>Reason for work</th>
<th>Committee role (decision and/or direction)</th>
<th>Expected timeframes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee Forward Work Programmes</strong></td>
<td>Responsibility for oversight of work programmes of all committee of the Governing Body.</td>
<td>Decisions to note the forward work programmes</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
</tr>
<tr>
<td><strong>Review of Code of Conduct</strong></td>
<td>The experience of working with the current Code of Conduct indicates that it could be further improved. In particular, it could be clearer about complaint, investigation and resolution processes, as well as available sanctions</td>
<td>Decision to adopt new Elected Members Code of Conduct</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
</tr>
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<td><strong>Environmental Services</strong></td>
<td>Ark in the Park</td>
<td>Decision to appoint GB representatives to Ark in the Park.</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
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<td><strong>Progress to date:</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Appointment of councillor representatives February 2020</td>
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<td><a href="#">Link to decision</a></td>
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<tr>
<td><strong>Terms of Reference</strong></td>
<td>The Terms of Reference enables the governing Body to delegate to committees those power necessary for them to carry out their responsibilities to the most efficient and effective levels. Any changes to the Terms of Reference must be done by the Governing Body.</td>
<td>Decision to adopt the Terms of Reference. Decision to adopt changes to Terms of Reference</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
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<td><strong>Progress to date:</strong></td>
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<td>Terms of Reference approved November 2019</td>
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<td><a href="#">Link to decision</a></td>
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<td>Terms of Reference amended to include working parties November 2019</td>
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<td><a href="#">Link to decision</a></td>
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<td>As and when required</td>
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<tr>
<td><strong>Standing Orders</strong></td>
<td>Statutory requirement under the Local Government Act 2002, Schedule 7, clause 27</td>
<td>Decision to amend standing orders</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
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<td></td>
<td>Originally adopted 16/12/2010</td>
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<tr>
<td><strong>Tūpuna Maunga o Tāmaki Makaurau Operations Plan</strong></td>
<td>Section 60 of Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014 requires the Tūpuna Maunga o Tāmaki Makaurau Authority (Tūpuna Maunga Authority) and Auckland Council to: agree an operational plan as part of the annual or long-term plan process. This requires the council to consult on a summary of the Draft Tūpuna Maunga o Tāmaki Makaurau Operational Plan (the Draft Tūpuna Maunga Plan). The Governing Body is also required to adopt the final plan.</td>
<td>Decision to adopt Operations Plan and summary</td>
<td>Jan Feb Mar Apr May June July Aug Sep Oct Nov Dec</td>
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<td><strong>Progress to date:</strong></td>
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<td>Adopt draft plan and summary for consultation February 2020</td>
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<td><a href="#">Link to decision</a></td>
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<td>Reason for work</td>
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<tr>
<td>Health, Safety and Wellbeing</td>
<td>The Governing Body has the role of the person or organisation conducting a business or undertaking.</td>
<td>Decision to receive quarterly Health, Safety and Wellbeing report</td>
<td></td>
</tr>
<tr>
<td>Alcohol Control Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<tr>
<td>Animal Management Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<tr>
<td>Cemeteries and Crematoria Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<tr>
<td>Food Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<tr>
<td>Freedom Camping</td>
<td>Explore the need for and options for regulating freedom camping in Auckland Regulatory response may be required following completion of research and pilot</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<td>Navigation Safety Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<td>Outdoor Fire Safety Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<td>Property Maintenance Nuisance Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
<td>Decision to approve statement of proposal # Decision to Make/Amend/Revoke the bylaw # public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<td>* public notification is required for bylaw reviews even if no change to the bylaw is recommended.</td>
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<td>Signage Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
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<td>Trading and Events Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
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<td>Traffic Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
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<td>Solid Waste Bylaw Review</td>
<td>Legislative requirement to review the bylaw and policy after five years.</td>
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<tr>
<td>Mayoral Housing Taskforce Steering Group</td>
<td>Oversee the progress and implementation of the June 2017 Mayoral Housing Taskforce report.</td>
<td>Decision to setup, agree and approve membership of group</td>
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<td>Decision to receive six-monthly updates</td>
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<td>Auckland Council Top Risk Register</td>
<td>The Audit and Risk Committee will refer the risk register to the Governing Body every quarter.</td>
<td>Decision to note the top risk register and risk heat map</td>
<td>Deferred to April</td>
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<td>Decision to receive quarterly reports</td>
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<tr>
<td>Te Tiriti o Waitangi / Treaty of Waitangi</td>
<td>The Crown negotiates settlements with iwi on a confidential basis and from time to time invites Council to express its views. The Te Tiriti o Waitangi / Treaty of Waitangi Settlement Working party is accountable to the Governing Body and reports its findings to the Governing Body</td>
<td>Decision to approve submissions to the Crown as and when required</td>
<td>As and when required</td>
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<td>Decision to approve establishment and on-going implementation of co-management and other governance arrangements</td>
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*Summary of Governing Body information memoranda and briefings (including the Forward Work Programme) - 26 March 2020*
<table>
<thead>
<tr>
<th>Area of work and Lead Department</th>
<th>Reason for work</th>
<th>Committee role (decision and/or direction)</th>
<th>Expected timeframes Highlight the month(s) this is expected to come to committee in 2020</th>
</tr>
</thead>
</table>
| Local government elections      | Evaluation of 2019 election and preparation for 2022 election | Consider evaluation report of 2019 election  
Decision on submission to Justice Select Committee Inquiry into 2019 election  
Decision on voting system for the 2022 election and whether to establish Māori wards | Jan  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep  
Oct  
Nov  
Dec  

**Progress to date:**  
Decision on evaluation and Māori wards February 2020  
[Link to decision](#)  
Decision on submission in Inquiry into 2019 election February 2020  
[Link to decision](#) |
| Elected members expense policy  | Responsibility to adopt expense policy rules for Remuneration Authority approval | Decision on elected members expense policy |  
Deferred to April |
Decisions on Service Levels and Funding  
Decisions on Governance Framework Review implementation as required |  
Deferred to April |
Review of remuneration of independent members of the Audit and Risk Committee

File No.: CP2020/03416

Te take mō te pūrongo
Purpose of the report
1. To inform the Governing Body of the process followed to review the remuneration of the external members of the Audit and Risk Committee.

Whakarāpopototanga matua
Executive summary
2. In the confidential agenda of today’s meeting of the Governing Body, there is a report tabled with respect to the review of the remuneration of external members of the Audit and Risk Committee. That report sets out how the review was performed and makes recommendations to the Governing Body as to the remuneration of the external members.
3. That report is in the confidential section of the agenda, as it contains private information pertaining to the external members’ remuneration.
4. There are three external appointments to the Committee – Ms. Sue Sheldon (Chair) and Mr. Bruce Robertson and Mr. Paul Conder (Members).
5. The remuneration of the external members of the Committee was last reviewed in 2013.
6. In performing this review, we have considered the following factors, which is consistent with the guidance issued by the Cabinet Office as contained in the Revised fees Framework for members appointed to bodies in which the Crown has an interest". (CO (19) 1 – updated 29 January 2020):
   • Fees should fairly compensate the external members and reflect the amount of time involved in preparation and meeting attendance to discharge their duties.
   • Fees should be set on a fair but conservative basis to reflect a discount for the element of public service involved.
   • The Chair has additional responsibilities to discharge. Remuneration paid to the Chair should reflect this additional responsibility.
   • Fees should reflect the complexity of issues the external appointees are required to consider and advise on, together with the expertise and experience to perform this role.
   • The period that has elapsed since the fees were last reviewed.
7. The approach to the review was:
   • An assessment of what the Auckland Council external chair and members have been remunerated over the past three years, and the basis for that remuneration.
   • Benchmarking to the private sector (NZX listed companies), considering conservatism to reflect the public sector dimension.
   • Benchmarking to other local government entities in New Zealand (with a premium for Auckland to reflect its size and complexity).
   • A recognition of the quality of senior expertise provided by the external members.
   • A recognition of the premium that should be applied to the Chair role, to reflect that is where the greatest responsibility for the role and process occurs - in line with all other governance roles, where the chair rate is typically twice the remuneration of other members.
Ngā tūtohunga
Recommendation/s
That the Governing Body:

a) note that there is a confidential report included in the agenda which contains information on remuneration of external members of the Audit and Risk Committee.

Ngā tāpirihanga
Attachments
There are no attachments for this report.

Ngā kaihaina
Signatories

<table>
<thead>
<tr>
<th>Authors</th>
<th>Mark Maloney - Head of Internal Audit</th>
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<td>Emma Mosely - Head of Assurance Services</td>
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<tr>
<th>Authorisers</th>
<th>Phil Wilson - Governance Director</th>
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<tbody>
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<td>Stephen Town - Chief Executive</td>
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Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Governing Body

a) exclude the public from the following part(s) 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 follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

<table>
<thead>
<tr>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Particular interest(s) protected (where applicable)</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
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<tbody>
<tr>
<td>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
<td>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). In particular, the report contains information relating to land acquisition that could prejudice the council's position in discussions with landowners and stormwater suppliers.</td>
<td>s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
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<td>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
<td>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. In particular, the report contains information that is private to the independent appointed members of the Audit and Risk Committee.</td>
<td>s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</td>
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</table>