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**MINUTES**

**THURSDAY 26 APRIL 2007**

**5.33PM**

**Council Chamber  
First Floor, Town Hall  
Wakefield Street  
Wellington**

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**PRESENT:**

Mayor Prendergast  
Councillor Ahipene-Mercer  
Councillor Cook  
Councillor Foster  
Councillor Gill  
Councillor Goulden  
Councillor McKinnon  
Councillor Morrison  
Councillor Pepperell  
Councillor Ritchie  
Councillor Ruben  
Councillor Wade-Brown  
Councillor Wain

**APOLOGIES:**

Councillor Armstrong  
Councillor Shaw

052/07C **APOLOGIES**  
(1215/11/IM)

**Moved Mayor Prendergast, seconded Goulden, the motion that apologies for absence be received from Councillors Armstrong and Shaw and an apology for an early departure from Councillor Goulden**

**The motion was put and declared CARRIED on voices.**

**RESOLVED:**

*THAT Council:*

1. *Accept apologies for absence from Councillors Armstrong and Shaw.*
2. *Accept apologies for an early departure from Councillor Goulden.*

053/07C **CONFIRMATION OF MINUTES**  
(1215/11/IM)

**Moved Mayor Prendergast seconded Councillor Pepperell the motion that Council approve the minutes of the meeting held on Thursday 12 April 2007 having been circulated, be taken as read and confirmed as an accurate record of that meeting.**

**The motion was put and declared CARRIED on voices.**

**RESOLVED:**

*THAT Council*

1. *Approve the minutes of the meeting held on Thursday 12 April 2007 having been circulated, be taken as read and confirmed as an accurate record of that meeting.*

054/07C **PUBLIC PARTICIPATION**  
(1215/11/IM)

**NOTED:**

There was no public participation.

055/07C **ANNOUNCEMENTS BY THE MAYOR**  
(1215/11/IM)

**NOTED:**

The Mayor advised that Report 2 Strategy and Policy Committee -Meeting of Thursday 5 April 2007 ITEM 061/07P Khouri Avenue Reserve Land Exchange would be withdrawn from the agenda due to the following reasons.

Council has received another letter from Mr Murray Burns (for and behalf of the Khouri Avenue Residents) requesting that Council delays making the final reserve exchange decision until they have received our reply and had time to approach the Ombudsman to investigate their concerns.

Based on legal advice the Khouri Ave Reserve Land Exchange report has been delayed until next month's meeting (23 May 2007).

This delay will give Mr Burns and the local residents time to receive and consider our reply to his letter.

It is important to note that Council has followed the process outlined in section 15 of the Reserves Act correctly and the Department of Conservation has confirmed this.

056/07C **PETITIONS**  
(1215/11/IM)

**NOTED:**

There were no petitions.

057/07C **CONFLICT OF INTEREST DECLARATIONS**  
(1215/11/IM)

**NOTED:**

There were no conflicts of interest.

## **Reports from Committees – Part A**

### **Committee Decisions requiring Council approval**

058/07C **REGULATORY PROCESSES COMMITTEE**  
**Meeting of Tuesday 20 March 2007**  
(1215/11/IM)

(REPORT 1)

1. **ITEM 019/07RP PROPOSED ROAD STOPPING ADJACENT TO 31 THE RIGI, KELBURN**  
(1215/53/IM) (REPORT 2)

**Moved Councillor Gill, seconded Councillor McKinnon, the substantive motion**

**The substantive motion was put.**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Resolves to publicly notify that the portion of The Rigi, Kelburn, adjoining 31 The Rigi described as Part Lot 5 Deposited Plan 3692, comprising 67m<sup>2</sup> as shown in Appendix 1 of these minutes, be declared stopped in accordance with the Tenth Schedule of the Local Government Act 1974 and in so declaring that the following matters are to be noted and actioned:*
  - a) *The area of stopped road (on SO 304122 see Appendix 2 of the officers report) will be amalgamated with adjoining land being Part Lot 5 Deposited Plan 3692 respectively held in Computer Freehold Register WN253/95.*
  - b) *That all the service authority requirements in respect of their assets/services located within the area of road to be stopped be complied with.*
  - c) *That all costs associated with compliance with the above conditions be met by the proponent. These include all survey, administration and legal costs for this application.*
2. *Authorises the Chief Executive Officer to negotiate and complete terms of sale.*

059/07C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 5 April 2007**  
(1215/11/IM)

(REPORT 2)

1. **ITEM 061/07P KHOURI AVENUE RESERVE LAND EXCHANGE**  
(1215/52/IM) (REPORT 2)

**NOTED:**

It was noted that this item was withdrawn from the agenda and would be considered by Council on 23 May 2007.

- 060/07C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 12 April 2007**  
(1215/11/IM) (REPORT 3)

1. **ITEM 079/07P VESTING OF ROAD RESERVE UNDER SECTION 111 OF THE RESERVES ACT 1977 AS ROAD – 275 MIDDLETON ROAD, GLENSIDE**  
(1215/52/IM) (REPORT 6)

**Moved Mayor Prendergast, seconded Councillor Ruben the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Pursuant to Section 111 of the Reserves Act 1977 agree to seek approval of the Minister of Conservation that the Road Reserve be declared Road and to vest 417 square metres more or less being Lot 30 Deposited Plan 10905 comprised in Computerised Freehold Register WN192/26 as Legal Road in the Wellington City Council.*

2. **ITEM 080/07P DECLARING PRIVATE ROAD TO BE PUBLIC ROAD – KNOLL STREET, ISLAND BAY**  
(1215/52/IM) (REPORT 7)

**Moved Mayor Prendergast, seconded Councillor Morrison, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Councillor Foster.

Majority Vote: 12:1

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Pursuant to Section 349(1)(a) of the Local Government Act 1974 agree to declare the private road, known as Knoll Street, Island Bay, Being 508 square metres more or less being Part Lot 651 on Deposited Plan 251 comprised in Computerised Freehold Register WN92/259 as public road.*
2. *Pursuant to Section 111 of the Reserves Act 1977 agree to vest 67 square metres more or less being Part Reserve Plan 1591 comprised in Computerised Freehold Register Title WN4/1168 as Public Road.*

061/07C **STRATEGY AND POLICY COMMITTEE**  
**Meeting of Thursday 19 April 2007**  
(1215/11/IM)

(REPORT 4)

1. **ITEM 086/07P OTARI-WILTON'S BUSH – FINAL MANAGEMENT PLAN**  
(1215/52/IM)(REPORT 1)

**Moved Councillor Wade-Brown, seconded Councillor Foster, the substantive motion.**

**The substantive motion was put.**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The substantive motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

*1 Approve the final Otari-Wilton's Bush Management Plan and it being forwarded to the Minister of Conservation for final sign-off under the Reserves Act 1977.*

2. **ITEM 088/07P PAYMENT OF ALLOWANCES AND REIMBURSEMENT OF EXPENSES TO ELECTED MEMBERS (1215/52/IM)(REPORT 3)**

**Moved Mayor Prendergast, seconded Councillor Foster, the substantive motion.**

**The substantive motion clause 2 reference to mobile phones was put:**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Councillor Goulden

Majority Vote: 12:1

**The substantive motion clause 2 reference to mobile phones was declared CARRIED.**

**The substantive motion clause 2 (minus reference to mobile phones) was put.**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The substantive motion clause 2 (minus reference to mobile phones) was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

- 1. Confirm its current rules and policies for the payment of allowances and the reimbursement of expenses to its elected members (including members of its community boards), application form (attached at Appendix 3 to these minutes, and that the application be referred to the Remuneration Authority for its approval.*

Note: The cover letter to accompany the application form will convey the view of the Strategy and Policy Committee that mileage allowances not applying to active modes is inconsistent with sustainable transport options.

## **Reports from Committee - Part B**

### **Committee decisions for Council to note**

062/07P **RECEIPT OF INFORMATION FOR NOTING FROM COMMITTEES**  
(1215/11/IM)

**Moved Mayor Prendergast seconded Councillor Cook the substantive motion that Council, receive the information for noting from the Regulatory Processes Committee meeting of Wednesday 11 April 2007, Strategy and Policy Committee meetings of Thursday 5 April 2007, Thursday 12 April 2007 and Thursday 19 April 2007.**



**The substantive motion was put:**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepprell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The substantive motion was declared CARRIED.****RESOLVED:**

*THAT Council:*

1. *Receive the information for noting from the Regulatory Processes Committee meeting of Wednesday 11 April 2007, Strategy and Policy Committee meetings of Thursday 5 April 2007, Thursday 12 April 2007 and Thursday 19 April 2007.*

**REGULATORY PROCESSES COMMITTEE**

*Meeting of Wednesday 11 April 2007*

*(1215/11/IM)*

*(REPORT 5)*

1. **ITEM 023/07RP GRANTING OF LEASES TO GROUPS OCCUPYING COUNCIL RECREATION RESERVE**  
*(1215/53/IM) (REPORT 1)*

*THAT the Regulatory Processes Committee:*

1. *Receive the information.*
2. *Approve, subject to the conditions noted below, the granting of fresh leases to the following groups under the Reserves Act 1977:*

<b>Group</b>	<b>Type of Lease</b>	<b>Location</b>	<b>Term (years)</b>	<b>Annual Rent (GST exclusive)</b>
<i>Wellington Harrier Athletic Club</i>	<i>Premises</i>	<i>Alexandra Rd, (Town Belt)</i>	<i>10</i>	<i>\$247 Maintenance fee</i>
<i>Olympic Harrier Club</i>	<i>Ground</i>	<i>Alex Moore Park</i>	<i>10 +10</i>	<i>\$187</i>
<i>Vogelmorn Tennis Club</i>	<i>Ground</i>	<i>Vennell St</i>	<i>10 +10</i>	<i>\$1,197</i>

Wellington Car Club	Ground	Mt Albert Park (Town Belt)	5 +5	\$194
Wellington Municipal Croquet Club	Premises	Alexandra Rd (Town Belt)	10	\$161 Maintenance fee

*Note that any approval to grant fresh leases will be conditional on:*

- (a) *consultation with appropriate Iwi being completed;*
- (b) *each proposed lease being publicly notified in accordance with sections 119 and 120 of the Reserves Act 1977 together with any conditions set out in any approved Management Plans (e.g. Town Belt Management Plan);*
- (c) *each Group reimbursing Council for any costs incurred in advertising;*
- (d) *there being no objections or sustained objections resulting from the required consultation or notification.*

2. ***ITEM 024/07RP REPORT ON THE ADMINISTRATION OF WELLINGTON CITY COUNCIL'S POLICY AND PRACTICES IN RELATION TO THE CONTROL OF DOGS FOR THE YEAR 1 JULY 2005 TO 30 JUNE 2006 (SECTION 10A DOG CONTROL ACT 1996) (1215/53/IM) (REPORT 2)***

*THAT the Regulatory Processes Committee:*

1. *Receive the information.*
2. *Agree to accept the Report on the Administration of Wellington City Council's Policy and Practices in Relation to the Control of Dogs for the year 1 July 2005 to 30 June 2006.*
3. *Note that the report is to be publicly notified with a copy provided to the Department of Internal Affairs as per legislative requirement.*

***STRATEGY AND POLICY COMMITTEE***

***Meeting of Thursday 5 April 2007***

***(1215/11/IM)***

***(REPORT 6)***

1. ***ITEM 064/07P REPORT OF THE GRANTS SUBCOMMITTEE MEETING OF WEDNESDAY 14 MARCH 2007 (1215/52/IM) (REPORT 3)***

*THAT the Strategy and Policy Committee:*

1. *Agree that three year negotiated contracts be offered to the following organisations, commencing in the 2007/08 financial year:*

<b>Organisation Name</b>	<b>Amount 2007/08</b>
<i>Age Concern Wellington Inc</i>	<i>\$10,000.00</i>
<i>ESOL Home Tutors Wellington Inc</i>	<i>\$10,000.00</i>
<i>Mokai Kainga Maori Centre Charitable Trust</i>	<i>\$42,500.00</i>
<i>Wellington Activity Centre</i>	<i>\$25,000.00</i>
<i>Wellington Boys and Girls Institute Inc</i>	<i>\$100,000.00</i>
<i>Wellington People's Centre Inc</i>	<i>\$17,540.00</i>
<i>ZEAL (Under Body &amp; Soul Trust)</i>	<i>\$100,000.00</i>

2. *Note that funding approved for these contracts will be taken from the existing grants pool.*

**STRATEGY AND POLICY COMMITTEE**

**Meeting of Thursday 12 April 2007**

*(1215/11/IM)*

*(REPORT 7)*

1. **ITEM 074/07P BUS PRIORITY PLAN**  
*(1215/52/IM) (REPORT 1)*

*THAT the Strategy and Policy Committee:*

1. *Receive the information.*
2. *Note and reaffirm Council's Transport Strategy's three year priorities include "we will improve the performance of the city's passenger transport system through bus priority measures".*
3. *Reconfirm that bus lanes make an important contribution to the viability of public transport, and that viable public transport is critical to the functioning of Wellington's transport system, as well as having significant environmental and economic benefits.*
4. *Notes the information on potential bus lanes.*
5. *Requests officers to provide further information on the benefits and costs of individual proposals, and in particular the level of congestion delay experienced by buses, so that a clearer prioritised programme can be developed.*
6. *Request that officers investigate taxis using bus lanes to a view of trialling the concept.*

2. **ITEM 075/07P DRAFT JOHNSONVILLE TOWN CENTRE PLAN  
(1215/52/IM) (REPORT 2)**

*THAT the Strategy and Policy Committee:*

1. *Agree to release the draft Johnsonville Town Centre Plan for public consultation over May/June 2007.*
2. *Endorse the anticipated funding implications outlined in the draft action plan before agreeing to consult.*
3. *Note that the results of consultation and a final plan, including a detailed action plan programme and draft plan change, will be reported back to the Committee before the end of the year for further consideration.*

3. **ITEM 081/07P ASSET OWNER APPROVAL FOR A PRIVATE STORM  
WATER EASEMENT THROUGH TOWN BELT LAND IN FAVOUR  
OF 42 THE CRESCENT, ROSENEATH  
(1215/52/IM) (REPORT 8)**

*THAT the Strategy and Policy Committee:*

1. *Receive the information.*
2. *Approve the granting of the easement for a private storm water pipeline over Lot 2 DP 10507 being part of the Wellington Town Belt, in favour of Part Lot 2 DP 801 pursuant to the Town Belt Management Plan 1995 and Section 48 of the Reserves Act 1977.*

**STRATEGY AND POLICY COMMITTEE**

**Meeting of Thursday 19 April 2007**

**(1215/11/IM)**

**(REPORT 8)**

1. **ITEM 087/07P DRAFT PARKING POLICY  
(1215/52/IM)(REPORT 2)**

*THAT the Strategy and Policy Committee:*

1. *Receive the information.*
2. *Note that there are pressures and hotspots within the current system due to the excessive demand for on-street parking.*
3. *Note that because of the competing uses of public road space, there are challenges and opportunities to meet agreed council strategic objectives.*

4. *Note that the draft Parking Policy aims to manage a limited and very important resource, the public road space, in an equitable and balanced manner to ensure that the best outcomes for the city are achieved.*
5. *Agree to the draft Parking Policy, attached as Appendix 1 to the officer's report, as amended, for the purposes of undertaking public consultation.*
6. *Agree to the draft Implementation Plan, attached as Appendix 2 to the officer's report, for the purposes of undertaking consultation.*
7. *Agree that officers will report back to the Strategy and Policy Committee with a revised Policy following consultation.*
8. *Agree that officers will report back to the Strategy and Policy Committee with a revised Implementation Plan following consultation.*
9. *Note that officers will report back to SPC on the scope of surveys that will inform the parking implementation plan.*

063/07C **QUESTIONS**  
(1215/11/IM)

**NOTED:**

There were no questions.

064/07C **RESOLUTION TO EXCLUDE THE PUBLIC**  
(1215/11/IM)

**Moved Mayor Prendergast, seconded Ahipene-Mercer, the motion that the public be excluded.**

**The motion was put:**

Voting for: Mayor Prendergast, Councillors Ahipene-Mercer, Cook, Foster, Gill, Goulden, McKinnon, Morrison, Pepperell, Ritchie, Ruben, Wade-Brown and Wain.

Voting against: Nil.

Majority Vote: 13:0

**The motion was declared CARRIED.**

**RESOLVED:**

*THAT Council:*

1. *Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, resolve that the public be excluded from the following part of the proceedings of this meeting namely:*

***Report 9. Strategy and Policy Committee, Meeting of Thursday 5 April 2007***

*Grounds: Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.*

*Reason: Section 7(2)(i) To enable the Council to carry out, without prejudice or disadvantage, negotiations of a commercial nature.*

***Report 10. Regulatory Processes Committee, Meeting of Wednesday 11 April 2007***

*Grounds: Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.*

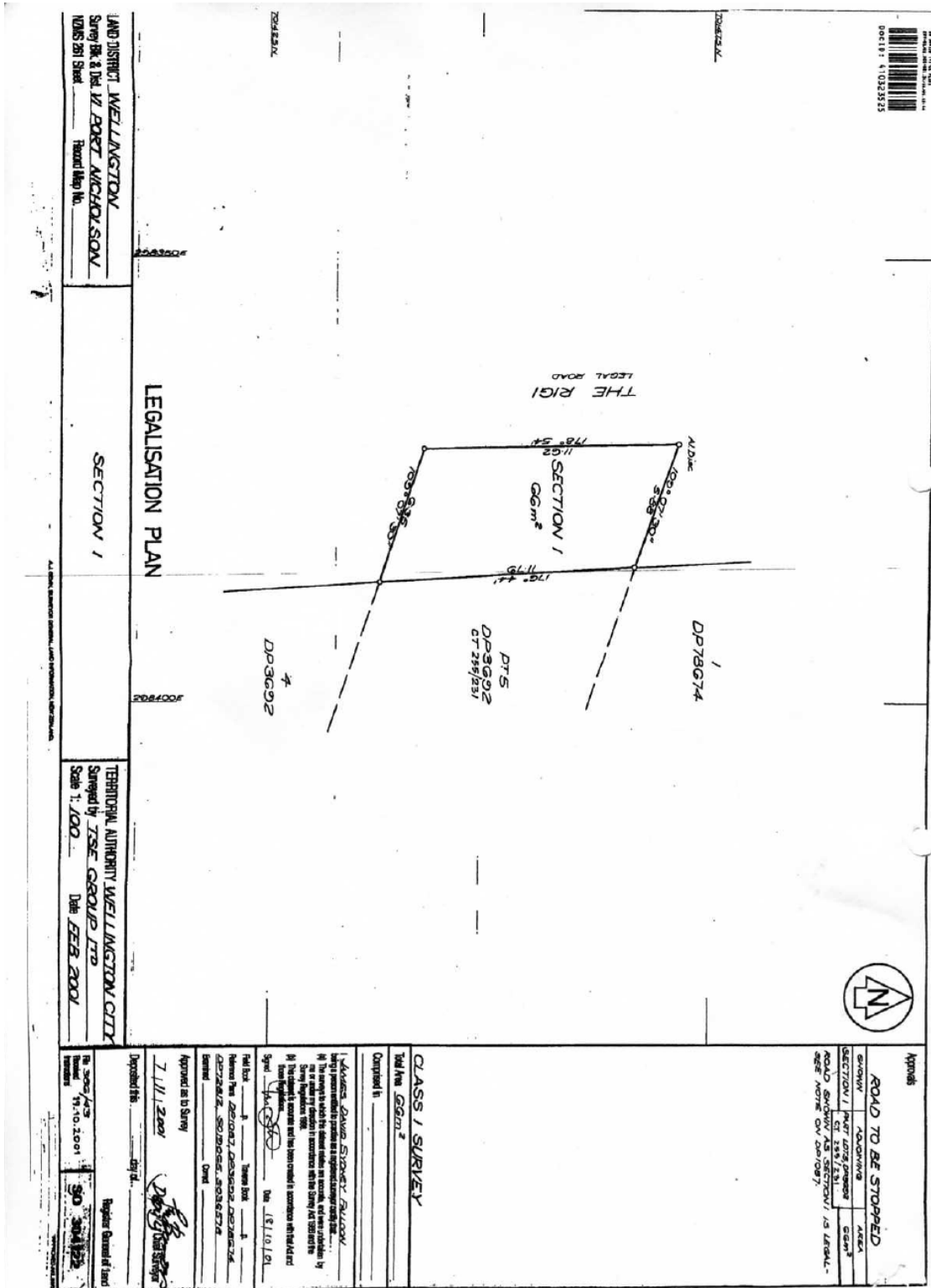
*Reason: Section 7(2)(g) maintain legal professional privilege*  
*Section 7(2)(i) To enable the Council to carry out, without prejudice or disadvantage, negotiations of a commercial nature.*



APPENDIX 1







Approx

ROAD TO BE STOPPED		
SHOW	ACCOMMODATION	AREA
SECTION 1	PART LOT 2, PARCEL 51	66m <sup>2</sup>
ROAD SHOW	AS SHOWN / AS LEGAL - SEE NOTE ON 26/10/01	

**CLASS 1 SURVEY**

Total Area 66m<sup>2</sup>

Created by: *[Signature]*

Checked by: *[Signature]*

Approved as to Survey: *[Signature]* 7/11/2001

Proposed by: *[Signature]*

Registered General Land: *[Signature]*

Scale: 1:100 Date: FEB 2001

THE RIGI LEGAL ROAD

SECTION 1

LAND DISTRICT, WELLINGTON

Survey No. 8 THE RIGI LEGAL ROAD

1000 501 Street

Record Map No.

# APPENDIX 3

Local Government Act 2002  
(Schedule 7, ss.6 to 13)

Remuneration Authority  
P O Box 10084  
Wellington 6143

Date: 27 April 2007

## APPLICATION FOR APPROVAL OF EXPENSE RULES ( INCLUDING REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF LOCAL AUTHORITIES FOR PERIOD 1 JULY 2007 TO 30 JUNE 2008

1. PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM
2. INCLUDE ANY EXPENSES RULES/ALLOWANCES PAYABLE TO MEMBERS OF ANY COMMUNITY BOARDS

### SECTION 1 - NAME OF LOCAL AUTHORITY

Contact person for enquiries:

Name: Ross Bly

Designation: Special Projects and Electoral Officer

Email: ross.bly@wcc.govt.nz

Telephone: (04) 801-3484 (DDI)

Extension:

### SECTION 2 - DOCUMENTATION OF POLICIES

List the local authority's policy documents which set out the policies, rules and procedures relating to the expenses and allowances payable to elected members.

Document name	Reference no. (if any)	Date
Policy on Payment of Elected Members' Allowances and Reimbursement of Expenses		April 2006
Elected Members' Mileage Policy		April 2006
Mobile Phone Policy		April 2006
Councillor Information Technology Policy		April 2006
Councillor Stationery and Computer		April 2006

Consumables Policy  
Wellington City Council Travel and Accommodation Standard S-014

February 2007

(These documents do not need to be submitted with this application but you may do so if you wish.)

### **SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowances payable in lieu of expense reimbursements,—

- are in line with council policies
- have a justified business purpose
- are payable under clear rules communicated to all claimants
- have senior management oversight
- are approved by a person able to exercise independent judgement
- are adequately documented
- are reasonable and conservative in line with public sector norms
- are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the elected member
- are subject to internal audit oversight.
  - Comprehensive policy documents, copies of which have been included in our previous applications to the Remuneration Authority for approval of allowances and reimbursement of work related expenses for elected members.
  - The basis of reimbursement is “actual and reasonable” expense only.
  - In the case of one-off expenditure such as travel to conferences, the prior approval of Council must be given.
  - Full documentation of the policies are included in the Elected Members Handbook, copies of which are issued to all members.
  - Periodic reviews of all expense reimbursements are undertaken by the City Secretary on a random basis.
  - All expense claims are approved by the City Secretary. Full receipts are required.
  - Policies set by the Council reflect public sector norms of reasonableness and conservatism.
  - Allowances have been calculated as carefully as possible to approximate expenditure to which allowances relate.
  - Work undertaken by Risk Assurance includes random checks on expense claims and allowances paid to elected members and staff.

### SECTION 4 - VEHICLE PROVIDED

Are any elected members provided with use of a vehicle, **other than** a vehicle provided to the Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority?

NO

*(If Yes - provide full details here.)*

### SECTION 5 - MILEAGE ALLOWANCES

1. Rate(s) of allowances paid per kilometre:

70 cents per kilometre

2. How rate calculated (if different from maximum set by Remuneration Authority)

Not applicable.

3. Restrictions on mileage claims

*(Summarise any restrictions on mileage claims)*

- Reimbursement will only be made when travelling to Council-approved meetings and functions.
- Reimbursement can only be claimed for actual travel by private motor vehicle or by public transport.
- Claims for reimbursement must reflect the most direct route between the elected member's normal place of residence and the venue of the Council approved meeting or function.
- Travel expenses funded or claimed in full or in part from or by any other person, body corporate or through the tax system cannot be claimed.
- Travel expenses that would be incurred regardless of whether or not an elected member attends a Council meeting or function are not claimable.
- Where an elected member uses the car park under the Civic Centre daily, as a permanent park to attend his/her place of employment, then no mileage costs can be claimed for attending meetings.
- All mileage claims will be subject to audit by Democratic Services or Risk Assurance.

**SECTION 6 - TRAVEL AND ACCOMMODATION**

*(Mileage Claims - refer Section 5)*

**Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? YES

*(If Yes, state policy. Include any policy on the use of taxi chits/taxi cards)*

- No allowances are paid.
- Costs of travelling by public transport to and from Council-approved meetings and functions and for attendance at conferences or seminars approved by the Council are reimbursed (on production of receipts).
- Taxi chits are provided when required.

**Carparks**

Are carparks provided? YES

*(If Yes, summarise policy including any restrictions on private use)*

- Car park provided 24/7.
- No restrictions on private use.
- Car licence plates must be registered with Democratic Services and security staff

**Use of rental cars**

Are rental cars ever provided? YES (but very rarely)

*(If Yes, summarise policy including any restrictions on private use)*

- If travel to a conference has been approved by Council and the cost of a rental car is cheaper than mileage allowance or air fare.

**Air Travel Domestic**

Summarise the rules for domestic air travel.

- For travel to conferences/seminars etc approved by Council (in advance) where travel by air is the most economic way.
- All travel booked through Democratic Services.
- Compliance in all respects with the Council's Travel and Accommodation Standard. (See Section 2).

**Air Travel International**

Summarise the rules for international air travel (including economy class, business class, stopovers)

- For travel approved by in advance by the Council.
- All travel booked through Democratic Services.
- Economy class for flights up to 8 hours.
- Business class travel approved for flights over 8 hours.
- Compliance in all respects with the Council’s Travel and Accommodation Standard. (See Section 2).

**Airline Clubs/Airpoints/Airdollars**

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed? NO

*(If Yes, summarise policy)*

NO

Are airpoints or airdollars earned on travel, accommodation etc., paid for by the local authority available for the private use of members?

**SECTION 6 (CONTINUED)**

**Accommodation costs whilst away at conferences, seminars, etc.**

Summarise the rules on accommodation costs.

- Actual and reasonable costs reimbursed.
- Designated hotels to be used where possible.
- All accommodation booked through Democratic Services.

**Meals and sustenance, incidental expenses**

Summarise the rules on meals, sustenance and incidental expenses incurred when travelling. (If allowances are payable instead of actual and reasonable reimbursements, state amounts and basis of calculation.)

- Reimbursement of meal costs, either payment of the agreed meal allowance or reimbursement based on actual and reasonable costs.
- No reimbursements for purchases from hotel mini-bars and charges for in-room video or cable movies.
- No reimbursement for meals provided by others.
- No incidental allowances are paid for travel within New Zealand.

## APPENDIX 3

### **Private accommodation paid for by local authority**

Is private accommodation (for example an apartment) provided to any member by the local authority? NO  
*(If Yes, give details)*

### **Private accommodation provided by friends/relatives**

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business? YES  
*(If Yes, state quantum, basis of calculation and compare with standard allowances payable)*

- Elected members travelling on Council business who choose to stay privately are paid an allowance of \$60 per night, which includes the cost of accommodation breakfast and dinner.

### **SECTION 7 - ENTERTAINMENT AND HOSPITALITY**

Are any hospitality or entertainment allowances payable or any expenses reimbursed? NO  
*(If Yes, summarise policy, including amounts of any allowances and basis of calculation)*

### **SECTION 8 - COMMUNICATIONS AND TECHNOLOGY**

#### **Equipment and technology provided to elected member**

Is equipment and technology provided to elected members for use at home on council business?

PC or Laptop	YES
Fax	NO
Printer	YES
Broadband	YES
Second landline to house	NO
Consumables and stationery	YES
Mobile Phone	YES
Other equipment or technology*	NO

*(\*If Yes, specify)*

Are any restrictions placed on private use of any of the above? YES  
*(If Yes, describe rules)*

- Equipment not to be used for electioneering purposes.

**SECTION 8 (CONTINUED)**

**Home telephone rental costs and telephone calls (including mobiles)**

Are telephone rental costs reimbursed in whole or part? YES (for mobile phones)

*(If Yes, state percentage)* Please see below.

Are telephone call expenses reimbursed in whole or part? YES  
*(If Yes, describe process)*

- Reimbursement of up to \$85 per month or the actual amount of the account, whichever is the smaller, is made to elected members for mobile phones provided (excluding community board members).
- This reimbursement includes the monthly rental costs of \$28.

**Allowances paid in relation to communication and/or technology provided by elected member**

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? YES  
*(If Yes, in each case describe rules and explain how allowance calculated)*

- A reimbursement allowance of \$60 per month is paid to elected members (excluding community board members) towards the monthly rental and usage charges for broadband.
- The calculation of the allowance is based on the average costs charged by a range of service providers.

**SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS`**

Are any expenses reimbursed or allowances paid in respect of members' attendance at professional development courses, conferences and seminars? YES

*(If Yes, describe - including how any allowances are calculated)*

- No allowances are paid.
- Course registration fees are paid subject to the approval of the City Secretary.



## APPENDIX 3

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? NO  
*(If Yes, describe - including how any allowances are calculated)*

### SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? YES  
*(If Yes, describe - including how any allowances are calculated)*

- A home-based technology allowance of \$45 per month is paid to the Chairs of the Tawa and Makara/Ohariu Community Boards to reimburse the incumbents of those positions a portion of the communication costs (i.e. business related telephone calls, internet connection, fax machines etc) incurred by them in carrying out their duties.

Footnotes:

1. Include in this section any expense reimbursements or allowances paid not covered by earlier sections of this form.
2. Include in this section reimbursements of expenses of spouses/partners or allowances paid to them.
3. Include in this section details of any accident insurance provided if the proceeds are payable to the elected member or estate.

### SECTION 11 - TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? YES  
*(If Yes, specify amount and nature of allowance)*

- Withholding tax is deducted from the mileage allowances paid but is not deducted from any of the other allowances paid (i.e. the mobile phone or broadband allowances).

**SECTION 12 - SIGNATURE**

I seek approval from the Remuneration Authority, in relation to the period 1 July 2007 to 30 June 2008, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's determination.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**