

11 June 2025

Dear [REDACTED]

LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT Request: 2025-22

Thank you for your email of 13 May 2025 to the Carterton District Council requesting the following information:

- “1. A full list of all committees within your council, including their names, purposes, and terms of reference.
 - The hierarchical structure of committees and their relationship to council governance.
 - Details on how committees report to the council or other governing bodies.*
- 2. A list of all committee members (both elected and unelected) and the committee(s) they are part of.
 - For unelected committee members please include:
 - The scope of their remit and any specific expertise they bring.
 - Their CVs or biographies (if provided or required upon appointment).
 - Details on whether they hold voting rights in their respective committees.*
- 3. The processes or criteria used for appointing unelected committee members.
 - Any policies or guidelines on diversity, qualifications, or community representation for committee appointments.*
- 4. A breakdown of all payments, allowances, or reimbursements made to committee members (both elected and unelected), including the total paid in the most recent financial year.
 - Details of payment policies for committee members, including guidelines on allowances for meetings, travel, or other expenses.*
- 5. Any conflicts of interest declarations submitted by committee members.
 - Any policies governing transparency, public engagement, or conflict resolution within committees.*
- 6. Records of changes in committee structures or membership within the last three years.”*

Your request has been considered under the Local Government Official Information and Meeting Act 1987 (the Act). Our response to your request is in the number order below.

1. A full list of all committees within our Council is publicly available and can be viewed in our website here: [Council Committees and Working Groups | Carterton District Council](#)

The Policy and Projects Committee has the delegated authority to:

- adopt Council policies, plans and strategies;
- approve responses to government legislation proposals and policy; and
- develop a strategy for the operation of the Events Centre, and monitor its performance.

Otherwise, the other committee need to make recommendations to Council for the approval of decisions.

As per above, apart from the delegated authority vested in the Policy and Projects Committee, the other committees need to make recommendations to Council for the approval of decisions.

2. A list of all committee members (both elected and unelected and the committee(s) are attached as **Appendix A**. Regarding the members of committees who are not elected members:

- Council - there is currently a vacancy for a hapū representative on this committee who does not have voting rights.
- Risk and Assurance Committee – Marty Sebire is appointed as a hapū representative. This position has voting rights.
- Water Race Committee – There are 4 community representatives on this committee. They are Water Race ratepayers and/or users of one of the two Carterton Water Races, and are elected by Water Race ratepayers every three years. They have voting rights.
- Chief Executive Employment Review Committee
 - The CV of the independent advisor, David Hammond, attached as **Appendix B**. This position has voting rights.
 - Two tāngata whenua representatives attend this committee – Marty Sebire for Hurunui-o-Rangi Marae, and Joel Ngātuere for Ngāti Kahukuraāwhitia. These positions have voting rights.
- Investment Committee – Marty Sebire has been appointed as an independent member on this Committee. He has a financial background as an accountant, and was previously employed by Carterton District Council as the Corporate Services Manager. He is also affiliated to the local marae, Hurunui-o-Rangi, and is the hapū representative on the Risk and Assurance Committee. This position has voting rights.

- Policy and Projects Committee – there is currently a vacancy for a hapū representative on this committee, with voting rights
3. A position description is available for the independent advisor on the Chief Executive Employment Review Committee, otherwise CDC does not have a policy for appointing unelected committee members.
 4. Attached as **Appendix C** is the 'Policy on Elected Members' Allowances and Expenses' which outlines the elected members' annual communications allowance.
 5. Conflicts of interest declarations submitted by committee members, and any policies governing transparency, public engagement, or conflict resolution within committees are all publicly available and can be viewed in the following links below.

A summary of EM Pecuniary Interest can be found here: <https://cdc.govt.nz/your-council/publications/governance-documents/>

A summary of EM Registered interests can be found here: <https://cdc.govt.nz/your-council/publications/governance-documents/>

The policy that relates to governing transparency, conflict resolution, and public engagement in general can be found in the CDC Code of Conduct.

CDC Code of conduct: <https://cdc.govt.nz/your-council/publications/governance-documents/>

6. In response to the records of changes in committee structures or membership within the last three years, a review of committee membership was undertaken in 2024. The document is provided in Q2. The document "2022-25 Committee members and Portfolios" relates to the appointments to committees at the start of the Triennium 2022-25.

Please note, the Council proactively publishes LGOIMA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email 13 May 2025. You have the right to ask an Ombudsman to review this decision. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Geoff Hamilton', with a stylized flourish at the end.

Geoff Hamilton
Chief Executive
Carterton District Council

RELEASED UNDER LGOIMA

Committee	Members/Chair	Terms of Reference
Risk and Assurance Committee	Philip Jones (Independent Chair) Deputy Mayor S Cretney (Deputy Chair) Mayor R Mark (ex-officio) Cr G Ayling Cr D Williams Cr S Laurence Hurunui-o-Rangi Marae representative – Marty Sebire	Four elected members (+ Mayor ex-officio)
Policy and Projects Committee	Cr S Cretney (Chair) Cr S Gallon (Deputy Chair) <u>All other elected members</u> Hurunui-o-Rangi Marae representative	All elected members
Investment Committee	Cr S Laurence (Chair) Deputy Mayor S Cretney (Deputy Chair) Mayor R Mark (ex-officio) Cr L Newman Marty Sebire (Independent member)	4 - Mayor (ex-officio) or Deputy Mayor, and up to three EMs, plus one independent voting member. A non-voting independent member can also be appointed
Water Race Committee	Councillor Deller (Chair) John Booth (Deputy Chair) Mayor Ron Mark (ex-officio) Cr S Gallon Cr S Cretney John McFadzean Neil Wadham Grant Smith	Three EMs (+ Mayor ex-officio)
Hearings Committee	Cr R Cherry-Campbell (Chair) Cr B Deller (Deputy Chair) Mayor Ron Mark (ex-officio) Cr S Laurence	Three EMs (+ Mayor ex-officio)
Sport NZ Rural Travel Fund Committee	Cr B Deller (Chair) Cr D Williams (Deputy Chair) Cr S Gallon Cr L Newman Mayor Ron Mark (ex-officio)	Four EMs (+ Mayor ex-officio)
Community Grants Committee	Cr R Cherry-Campbell (Chair) Deputy Mayor S Cretney (Deputy Chair) Cr D Williams Cr L Newman Mayor Ron Mark (ex-officio)	Four EMs (+ Mayor ex-officio)
RSA Grants Committee (Carterton and District Returned and Services Memorial Trust)	Deputy Mayor S Cretney Cr D Williams	

Committee	Members/Chair	Terms of Reference
Chief Executive Performance Review Committee	Cr Dale Williams (Chair) Deputy Mayor Steve Cretney (Deputy Chair) David Hammond – Independent Advisor All other elected members Representation from tāngata whenua <ul style="list-style-type: none"> Hurunui-o-Rangi Marae Ngāti Kahukuraāwhitia 	All elected members, and an independent appointed advisor

Advisory Group	Amendments 26 June 2024	Terms of Ref
People and Places Advisory Group	Cr R Cherry-Campbell (Chair) Cr L Newman (Deputy Chair) Cr S Laurence Cr B Deller Mayor Ron Mark (ex-officio)	Up to 4 EMs + the Mayor
Walking and Wheels Cycling Advisory Group	Cr L Newman (Chair) Cr S Laurence (Deputy Chair) Deputy Mayor S Cretney Mayor Ron Mark (ex-officio)	Up to 3 EMs + the Mayor
WWTP Advisory Group	Cr D Williams (Chair) Cr B Deller (Deputy Chair) Cr S Gallon Cr G Ayling Mayor Ron Mark (ex-officio)	4 EMs + the Mayor
Rural Advisory Group	Cr B Deller (Chair) John Booth (Deputy Chair) – appointed Cr S Gallon Cr D Williams Cr G Ayling Mayor Ron Mark (ex-officio)	Up to 4 EMs + the Mayor
Economic Development Advisory Group		TBA

GWRC Committee	Member	Alternate
Wellington Regional Transport	Mayor	Deputy Mayor
Wellington Region Leadership Committee	Mayor	Deputy Mayor
Civil Defence and Emergency Committee	Mayor	Deputy Mayor
Wairarapa Committee	Mayor	Deputy Mayor
Upper Ruamahanga River Management Advisory Group	Cr Brian Deller Deputy Mayor S Cretney	N/A

Waiohine River Plan Advisory Group	Cr B Deller	Deputy Mayor
------------------------------------	-------------	--------------

External Committee/Entity	Elected Member Appointee
Wairarapa District Plan Review Committee	Cr B Deller Cr R Cherry-Campbell
Joint District Licensing Committee	Cr B Deller Cr D Williams
Wairarapa Economic Development Strategy Governance Group	Mayor R Mark Cr R Cherry-Campbell (Alternate)
Wairarapa Trails Action Group	Cr L Newman Cr S Laurence
Wairarapa Road Safety Council	Cr S Laurence
Zone 4 (LGNZ)	Mayor R Mark
Wairarapa Climate Change Caucus	Cr R Cherry-Campbell Cr G Ayling
Wellington Regional Waste Minimisation and Management Joint Committee (WCC) and Wellington Regional Waste Forum	Deputy Mayor S Cretney Mayor R Mark (alternate)
Mayors' Taskforce for Jobs	Mayor R Mark Deputy Mayor S Cretney
Mangatarere Project Team	Deputy Mayor S Cretney Cr S Laurence
Destination Wairarapa	Roger Wigglesworth (independent)
Carterton Creative Communities Funding Committee	Cr G Ayling Cr S Laurence (alternate)
Wairarapa Policy Working Group	Cr R Cherry-Campbell Deputy Mayor S Cretney
Remutaka Transport Group	Mayor R Mark
Carter Society	Deputy Mayor S Cretney J Greathead (independent)
Cobblestones Charitable Trust	Joseph Gillard (independent)
Future for Local Governance in Wairarapa Working Group	Deputy Mayor S Cretney Cr R Cherry-Campbell
Wairarapa Water Resilience Strategy Working Group	Mayor R Mark Cr B Deller
Combined Wairarapa Council Working Group	Mayor R Mark Deputy Mayor S Cretney Cr R Cherry-Campbell
Local Water Done Well Oversight Group	Mayor R Mark Cr B Deller (alternate)

David Hammond

Lead Tribe Leadership Consulting & Search



Ko O Te Peke Te Ake te māunga
Ko Oinoka te awa
Ko Hammond tōku hapū
Ko Onuku te marae
Nō Akaroa ahau
Ko David Hammond tōku ingoa

David is from a farming Settler family in Akaroa, who have lived there since 1851

Business Experience:

David Hammond (MBA, M.Sc.) is a unique consultant working through the recruitment industry with his blend of being a former Chief Executive, his commercial business advisory consulting practice as well as recruitment across C-Suite and Boards. By professional background he has 10 years Chief Executive experience in the cauldron of the public sector managing \$105M revenue and \$1.5b assets under political and extreme transparency contexts.

In his consulting practice David works with Founders to take their companies, or, NFPs, to the next level, he combines whole-of-company and also CEO KPI development, whole of organisation redesign, entire leadership, governance and Director review and restructuring, organisation reviews, and confidential services to develop Chief Executive and executive remuneration frameworks and professional development.

Services David Provides

- Company strategic advisory and working with Founders
- Whole Board, and, individual Director Reviews
- Lead Staff Restructures
- Confidential services to sort out CEO KPIs, contracts, Performance & Remuneration policies
- Review the structure of governance and cttees
- Whole-of-organisation 'Pulse Checks'
- Executive and Board Search and placement
- Strategic facilitation with SLTs and Boards
- Development of Board and SLT Charters

Mob: [REDACTED]

Email: david@tribegroup.com

Select Achievements:

- Development of organisational, leadership structure and shareholder strategies for commercial Founder-led companies.
- Development of Chief Executive frameworks and KPIs for FIFA, NZ Football, PSGEs, health sector and commercial Founder-led companies.
- International Chair of a Steering Group bringing standard, essential governance principles across 23 nations' independent Boards for an organisation as diverse as Mali, Ukraine, Cambodia and the USA.
- Facilitate Strategic Planning Days and advisory for Boards and SLTs including companies and organisations such as Te Pukenga.
- 33% of David's client base are Māori entities and the consulting work spans strategy, CEO frameworks and whole-of-organisation redesign.
- Development of the national Community Health Services Strategic Plan 2017-23 for St John and the St John national Social Isolation Strategy 2018. David also appointed the St John Chancellor (Board Chair) and independent Board 2020-21 as well as C-Suite.
- Appointments: c.50 CEOs and 50 Board members in the past several years, as well as many C-Suite.
- Restructure of both governance and senior staffing of National Hauora Coalition for Dame Tariana Turia and Dame Cindy Kiro. Establishment of the new Board – CEO framework and Board Charter as well.
- Restructured the entire organisation of Māngere Budgeting Trust after the high-profile exit of the CEO and rebuilt the staffing, governance, developed their first Strategic Plan and Board Charter.
- Set up the operating and governance model of the most disaggregated form of local government and service delivery in NZ. Totally innovative and bucked the trend. Led to rates decreases of -6%.
- Led the review of a Council Infrastructure Company CCO. Recommendations were implemented.
- Competent in tikanga, some te reo, speaks Arabic.



Te Kaunihera-ā-Rohe o Taratahi

CARTERTON
DISTRICT COUNCIL

Board / Chief Executive Support Services

TribeLeadership
Executive Search

Prepared by:
David Hammond
Head of Consulting & Public Sectors
+64
david@tribegroup.com



Mō Tribe | About Tribe

AoG Approved Supplier - Ranked 'BEST'

Trading name:	Tribe Group
Full legal name (if different):	Tribe (New Zealand) Limited
Physical address:	Auckland: Shed 10, City Works Depot, 90 Wellesley Street West, Auckland, New Zealand Wellington: Level 1, 354 Lambton Quay, Wellington
Postal address:	PO Box 91132 Victoria Street West, Auckland, 1142
Registered office:	C/- de Lacey and Associates, Level 3, 5 Short Street, Newmarket
Business website:	www.tribegroup.com
Type of entity (legal status):	Limited Liability Company
New Zealand Business Number:	4397499
Level of public liability insurance currently held:	\$5,000,000 per occurrence
Maximum public liability insurance amount per claim per annum:	\$5,000,000 per occurrence and in the aggregate for Products Liability
Level of professional indemnity insurance currently held:	\$2,000,000 any one claim and in the aggregate

Tihei mauri ora.

E whakapono ana matou ki tenei pono –
“Ki te kāpuia e kore e whati.”

E ngā waka, e ngā reo, e ngā mana, tena
koutou katoa.





E ngā iwi o te motu, e ngā hau e wha,
Ka mihi matou ki a koe.

Ko to matou ingoa ko Tribe Recruitment.
Mihi mai, whakatau mai, haere mai,
Ki te panui i te tono.

Tribe Group was founded in 2014 and consists of 4 operating brands – Tribe Recruit, Tau Mai (Te Ao Māori), Tribe Tech (Tech recruitment only), and Tribe Leadership (Executive Search).

We total around 70 staff, with offices in Auckland, and Wellington, and some staff located remotely in regional centres.

Tribe Values:

-  **Be First (ta'etuku)**
-  **Be Brave (toa)**
-  **Be there for Others (kaitiaki)**
-  **Be Yourself (ponu)**

Profile:



David Hammond
Head of Consulting &
Public Sectors

+64 [REDACTED]
david@tribegroup.com

Ko o te peke te ake te
māunga
Ko Oinoka te awa
Nō Akaroa ahau
Ko David Hammond
tōku ingoa

David comes from
Akaroa in the South
Island where his family
had been farming since
1850. These pepiha
landmarks stood above
the farm or ran through
it.

David Hammond

David Hammond (M.Sc., MBA) came originally from Akaroa where the family has been dairy farming since 1850. David is a unique consultant working through the recruitment industry with his blend of being a former Chief Executive of three councils, his O.D. consulting practice as well as recruitment of some 50 Chief Executives and similar number of Board Member placements.

David is a Board Chair and experienced in governance, and by professional background he has 10 years Chief Executive experience managing P&L of \$105m and assets of \$1.5b in both rural and city council settings (Ruapehu District, Thames-Coromandel District and Nelson City). This “lived experience” at that level means that he engages both Boards and CEOs in a deeper and more real way, and knows the CEO job inside out.

What this means is that David knows CEO KPIs very well in the sector and what is reasonable and what is not.

In his O.D. practice David combines strategic facilitation with the SLT and Board, Strategic Plan development, whole of organisation redesign, entire leadership and governance review and restructuring, organisation reviews, and confidential services to develop Chief Executive KPIs and the framework of CEO performance, remuneration and professional development.

David CEO Record in Local Government

Was David a good local government CEO to give this council advice? Under him:

- Rates decreased -6%, Commercial rates by -11%**
- Confidence in the council itself increased by 18%.**
- Staff engagement post-restructure rose to higher levels than before**
- Operational costs dropped to the lowest per property of any Waikato council as assessed by the Taxpayers Union.**
- Customer service performance raised to the highest satisfaction ratings:**
 - Parks : 96%**
 - Libraries: 99%**
 - Water Services: 91%**
- Public satisfaction in council decision-making improved 15% to be 10% higher than the national average**
- Satisfaction in the rates-spend improved 17% (up to 83%)**

Relevant Work Experience:

Council Chief Executive Council Committee (Current)

David was appointed to Rotorua Lakes Council in 2024 as strategic advisor to the Chief Executive Committee. His roles are:

- Develop the Chief Executive KPIs
- External advisor on Committee and evaluation of performance reporting
- Develop the CEO Performance, Remuneration and Professional Development Policy
- Review the Terms of Reference for the Chief Executive Committee
- Advise on remuneration and Chief Executive benefits
- Develop the timeline and process for the Chief Executive Committee

Elite Sport (Current)

For NZ Football David's current role is:

- Advise on remuneration and Chief Executive benefits
- Develop the Chief Executive KPIs
- External advisor on Committee and evaluation of performance reporting
- Develop the CEO Performance, Remuneration and Professional Development Policy
- Review the Terms of Reference for the Chief Executive Committee
- Develop the timeline and process for the Chief Executive Committee

For FIFA Oceania David has reviewed the remuneration and benefits structure of the FIFA Chief Executive in 2023.

Māori PSGE and other Organisations

David is working across Māori PSGE and other organisations delivering the same services outlined on this page for:

- Whakatōhea Iwi Trust (current)
- Te Hiku Hauora (completed but annual)
- National Hauora Coalition (current)

David was also engaged by the Waitangi National Trust for the recruitment of CEO, Board Members and review of the Board Member remuneration. (Completed)

For National Hauora Coalition David undertook the entire recruitment of Trustees, Board and restructured the organisation. He has developed the KPI framework for the Chief Executive and the Board Charter for Dame Paula Rebstock (Board Chair).

Commercial

David is Company Strategic Advisor assisting the transition of companies from start-up to scale-up, and working with Founders to transition their roles to hand-over to new leadership structures to grow the company. An example is G&S Technology (Founder company moving to scale-up):

- Developed the Managing Director role and his KPIs
- Developed the whole-organisation KPIs and those for SLT
- Restructured the Company Directors and removed Directors from the Board
- Restructured the Executive remuneration and incentives
- Advised on the shareholder strategy
- Developed a "Founder Role Description" to clarify this role

Offer of Services:

██████████
Democratic Services Officer

For Carterton District Council

Email: ██████████@cdc.govt.nz

Kia ora ██████████

Re. Independent Advisor – Chief Executive Employment committee

Thank you so much for sending through the excellent material on this role. I hope the first few pages of this Offer of Services have been helpful. I represent Tribe Leadership Executive Search – part of Tribe Group with Auckland and Wellington Offices.

Can I say up-front that I would be excited to support you. I love this work. By approach I am pragmatic but do put the detailed scrutiny into this work. I like to get that balance right. A lot of this comes down to being trusted in the role by Council and by the Chief Executive as well. I don't turn up for "coffee and scones" but I am quite active in working hard to be a good support as well as being available out-of-hours for you to call and draw on my thinking and advice. I think that is essential in this role. It is a "value-add" to the proposal. Another value-add that I bring is contemporary templates for this work which I am happy to share and adapt as needed.

I am not from the area but I am from a dairy farming background and worked across Ruapehu, South Waikato, lived in Thames and in Southland, which gives a really good flavour for rural and provincial New Zealand. I know the council from my past being on the Wanganui-Manawātū Chief Executives Forum and Shared Services Company, and have just put in place a Chief Executive for the Investment Company of Ngāti Kahungunu ki Wairarapa.

Professionally in the services you are seeking I work actively across council, elite sport, Māori sector and commercial. Reputation has to be sound to be invited to support some of these organisations. I think that the broadness of that experience means that I bring "good-practice" from these other sectors into local government, including high-performance. I look forward to connecting soon.

Kind regards

David Hammond

TribeLeadership

Executive Search

Tribe
Shed 10, Upper Deck, City Works Depot,
90 Wellesley St West,
Auckland 1010.

tribegroup.com

David Hammond

Lead Tribe Leadership Consulting & Search



Ko O Te Peke Te Ake te māunga
Ko Oinoka te awa
Ko Hammond tōku hapū
Ko Onuku te marae
Nō Akaroa ahau
Ko David Hammond tōku ingoa

David is from a farming Settler family in Akaroa, who have lived there since 1851

Business Experience:

David Hammond (MBA, M.Sc.) is a unique consultant working through the recruitment industry with his blend of being a former Chief Executive, his commercial business advisory consulting practice as well as recruitment across C-Suite and Boards. By professional background he has 10 years Chief Executive experience in the cauldron of the public sector managing \$105M revenue and \$1.5b assets under political and extreme transparency contexts.

In his consulting practice David works with Founders to take their companies, or, NFPs, to the next level, he combines whole-of-company and also CEO KPI development, whole of organisation redesign, entire leadership, governance and Director review and restructuring, organisation reviews, and confidential services to develop Chief Executive and executive remuneration frameworks and professional development.

Services David Provides

- Company strategic advisory and working with Founders
- Whole Board, and, individual Director Reviews
- Lead Staff Restructures
- Confidential services to sort out CEO KPIs, contracts, Performance & Remuneration policies
- Review the structure of governance and ctees
- Whole-of-organisation 'Pulse Checks'
- Executive and Board Search and placement
- Strategic facilitation with SLTs and Boards
- Development of Board and SLT Charters

Mob: [REDACTED]

Email: david@tribegroup.com

Select Achievements:

- Development of organisational, leadership structure and shareholder strategies for commercial Founder-led companies.
- Development of Chief Executive frameworks and KPIs for FIFA, NZ Football, PSGEs, health sector and commercial Founder-led companies.
- International Chair of a Steering Group bringing standard, essential governance principles across 23 nations' independent Boards for an organisation as diverse as Mali, Ukraine, Cambodia and the USA.
- Facilitate Strategic Planning Days and advisory for Boards and SLTs including companies and organisations such as Te Pukenga.
- 33% of David's client base are Māori entities and the consulting work spans strategy, CEO frameworks and whole-of-organisation redesign.
- Development of the national Community Health Services Strategic Plan 2017-23 for St John and the St John national Social Isolation Strategy 2018. David also appointed the St John Chancellor (Board Chair) and independent Board 2020-21 as well as C-Suite.
- Appointments: c.50 CEOs and 50 Board members in the past several years, as well as many C-Suite.
- Restructure of both governance and senior staffing of National Hauora Coalition for Dame Tariana Turia and Dame Cindy Kiro. Establishment of the new Board – CEO framework and Board Charter as well.
- Restructured the entire organisation of Māngere Budgeting Trust after the high-profile exit of the CEO and rebuilt the staffing, governance, developed their first Strategic Plan and Board Charter.
- Set up the operating and governance model of the most disaggregated form of local government and service delivery in NZ. Totally innovative and bucked the trend. Led to rates decreases of -6%.
- Led the review of a Council Infrastructure Company CCO. Recommendations were implemented.
- Competent in tikanga, some te reo, speaks Arabic.

Policy on Elected Members' Allowances and Expenses

For the period beginning on 1 July 2024 and ending on 30 June 2025

Introduction

In addition to determining the remuneration of elected members, the Remuneration Authority is required to approve the Council's policy on allowances and expenses payable to elected members.

In developing this policy, key factors have been fairness to elected members and ratepayers, and administrative efficiency.

This policy should be read in conjunction with the Council's Sensitive Expenditure Policy.

Policy on allowances and expenses

Parking

Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost.

Use of public transport

Elected members who travel by public transport in relation to Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred shall be provided.

Vehicle kilometre allowance

Subject to the interpretation and exceptions listed below, elected members are entitled to a per kilometre allowance in accordance with the Inland Revenue guidelines when using a private vehicle for Council business. This is reviewed annually.

Where an elected member travels in a petrol or diesel vehicle, the rate payable is \$1.04 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and 35 cents thereafter.

Where an elected member travels in a petrol hybrid vehicle, the rate payable is \$1.04 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and 21 cents thereafter.

Where an elected member travels in an electric vehicle, the rate payable is \$1.04 cents per kilometre for the first 14,000 kilometres of Council travel in a financial year, and 12 cents thereafter.

Childcare allowance

Elected members are eligible for a childcare allowance, being a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if:

- 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
- The child is aged under 14 years of age; and
- The childcare is provided by a person who:
 - is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - Does not ordinarily reside with the member; and
- The member provides evidence satisfactory to the Council of the amount paid for childcare.

Total childcare allowances paid to an elected member will not exceed \$6,000 per annum, per child.

Information or Communication Technology (ICT) allowance

It is expected that elected members will have their own home computer with internet connection, a home telephone, and a mobile phone, and that these items are available for use for their Council-related business.

Elected members having such items available for Council business are eligible to receive an annual communications allowance of:

- \$400 for the use of a personal computer, tablet, or laptop, including any related docking station
- \$50 for the use of a printer
- \$200 for the use of a mobile phone
- Up to \$200 for the use of information or computer technology (ICT) consumables
- \$800 for using own internet service for the determination term
- \$500 for council-related toll and mobile phone charges for the determination term (or reimbursement of the actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts).

The Council will normally provide a mobile phone for the Mayor and cover all expenses associated with the use of that phone on Council business. The phone remains the property

of the Council, and the communication allowance payable to the Mayor will be reduced to reflect the provision of the phone.

If the member is not a member for the whole of the determination term, the communications allowance will be pro-rated for the number of days that the member held office in the determination term.

Conferences, courses, seminars

Elected members who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation, and meals paid for.

Approval for Councillor attendance at these events must be approved by the Mayor; approval for attendance by the Mayor is by the Council or Deputy Mayor.

Payment

Claims for kilometres travelled or reimbursement of other expenses must be made on the forms provided and submitted monthly, no later than three months after the date concerned, and include all relevant receipts as appropriate.

Communications allowances will be paid annually, at the end of each financial year to which they relate. They should be claimed on the form provided. Members may claim for part-years where they are elected within a financial year or are not successfully re-elected.

Childcare allowances will be paid on submission of a childcare allowance claim from the member, on the form provided. The claim must set out the actual costs incurred and paid by the member and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

Payment will be made by direct credit at the next Council payment run.

Fees related to attending external hearings

A member who acts as the chairperson of a hearing external to Carterton District Council is entitled to be paid a fee of up to \$116 per hours of hearing time related to the hearing.

A member who is not the chairperson of a hearing external to Carterton District Council is entitled to be paid a fee of up to \$93 per hour of hearing time related to the hearing.

Taxation

Taxation on allowances shall be deducted at the prevailing taxation rates set by the Department of Inland Revenue.

Interpretation

With respect to childcare allowances, kilometre allowances and to reimbursement of public transport and parking costs, the term 'Council business' includes attendance at the following:

- official meetings of the Council and any committee and sub-committee of Council
- Council workshops
- meetings and workshops of advisory groups established by Council
- meetings and workshops of external bodies to which the elected member has been appointed by Council
- statutory hearings
- an external event or meeting where there has been:
 - a resolution of Council or a committee
 - an authorisation by the Mayor, or
 - with respect to the member of a committee, an authorisation by the Chairperson of that committee
- visits to, and tours of, facilities or sites or works for which the Council is responsible, or has involvement, or which will be the subject of business to come before the Council or any committee
- seminars and training courses where the elected member's attendance has been authorised.

Kilometres may include travel to and from the member's residence, if the member:

- is not provided with a Council vehicle
- is travelling on a private vehicle, on Council business (defined above), and by the most direct route that is reasonable.

Exceptions

- 'Council business' does not include events where the primary focus is on social activity.
- If the Council is providing transport, and an elected member chooses for personal reasons to travel separately, they will not be entitled to a vehicle allowance.
- Where an elected member chooses for personal reasons to travel by private vehicle to an approved conference or seminar outside of the Wellington region, they will be entitled to no more than the cheapest equivalent air fares available for the day(s) of travel, where such fares are less than the kilometre allowance.