



Extraordinary Meeting of the Hawke's Bay Regional Council

Date: Wednesday 22 April 2020
Time: 9.00am
Venue: Online by Zoom invitation

Agenda

ITEM	SUBJECT	PAGE
1.	Welcome/Apologies/Notices	
2.	Conflict of Interest Declarations	
3.	Confirmation of Minutes of the Regional Council Meeting held on 15 April 2020	
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5.	Cancellation of Consultation for the Remission of Penalties on Rates Policy (Fixed Term)	5
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7.	2020-21 Annual Plan Update <i>late item to come</i>	
Information or Performance Monitoring		
8.	CE's Verbal Report on the HBRC Operational Response to COVID-19	
9.	Verbal Update on the Regional Business Partners Covid-19 Collaborative Response	
10.	Councillor Verbal Covid-19 Situation Updates	
11.	Significant Organisational Activities Update <i>late item to come</i>	
12.	Discussion of Minor Matters Not on the Agenda	23

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Item 4

Reason for Report

1. This item provides the means for councillors to raise minor matters they wish to bring to the attention of the meeting.
2. Hawke's Bay Regional Council standing order 9.13 states:
 - 2.1. "A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion."

Recommendations

3. That Council accepts the following "Minor Items Not on the Agenda" for discussion as Item 12

Topic	Raised by

Leeanne Hooper
GOVERNANCE LEAD

James Palmer
CHIEF EXECUTIVE

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Item 5

Subject: CANCELLATION OF CONSULTATION FOR THE REMISSION OF PENALTIES ON RATES POLICY (FIXED TERM)

Reason for Report

1. This report asks Hawke's Bay Regional Council to cancel the narrow and specific consultation on the one-off Remission of Penalties on Rates Policy (Fixed Term) and associated Statement of Proposal for consultation.
2. These matters will now be considered and addressed more broadly through revisiting the 2020-21 Annual Plan in light of current events ie; Covid-19 pandemic situation, the drought and Bovine TB.

Officers' Recommendation(s)

3. Council officers recommend that Council cancels the consultation on the one-time Remission of Penalties on Rates Policy (Fixed Term) and associated Statement of Proposal for consultation while it considers the impact of the Covid-19 pandemic situation, the drought and Bovine TB and the resulting changes to the 2020-21 Annual Plan.

Background

4. On 26 June 2019, Regional Council approved new dates for when its rate invoices will be sent out and when rates are due to be paid, effective from 1 July 2020.
5. Up until this year, rate assessments/invoices were sent out mid-September and due 1 October each year, however HBRC allowed ratepayers until 31 January the following year to pay before a penalty was applied. The change meant that rate assessments/invoices would be sent out early to mid-August, and the final due date would be 20 September. After that date a late-payment penalty (10%) would be applied.
6. The objective of moving the final date for rate payments was to remove the payment pressure on ratepayers over the holiday period and improve Council's cash flow from earlier recovery. Rates are a significant source of income for Council. Typically, Council currently receives approximately 70% of the rates revenue in January and February – seven to eight months into the financial year.
7. In recognising that the change in date may make it financially challenging for some ratepayers, a special one-off Remission of Penalties on Rates Policy (Fixed Term) was developed to provide support to ratepayers that met the required conditions and criteria.
8. The Local Government Act 2002, Section 102 (4) requires an amendment to a rates remission and postponement policy be consulted on using the provisions of Section 82. The policy is both a remission and postponement policy as defined by the Local Government (Rating) Act 2002 and Local Government Act 2002.
9. On 25 September 2019 Council adopted the special Remission on Penalties on Rates Policy, subject to consultation.
10. On 25 March 2020, Council adopted an Amended Statement of Proposal for Penalty Rates Remission that reflected changes to the submission process due to the Covid-19 response situation. At the Council meeting on 1 April 2020 a resolution was amended that Council agrees that staff may make further changes to the submission and associated hearing processes, as required by the Covid-19 response. Consultation on the policy was due to run from 14-28 April 2020.

Current Situation

11. With the Covid-19 pandemic situation, the drought and Bovine TB, Regional Councillors are very keen to help ease the financial stress of its ratepayers and are keen that HBRC does not impose a rate increase in the next financial year.

12. The changes that will be needed to the 2020-21 Annual Plan process to implement a 0% rate increase are being considered and may result in changes to the Funding Impact Statement for the 2020-21 Annual Plan. This may include further changes to payment dates, application of penalties and timing of the application of penalties.
13. The consultation on the one-off Remission of Penalties on Rates Policy (Fixed Term) will now be considered as part of the wider 2020-21 Annual Plan process. The objective being to provide assistance to ratepayers over the coming year(s). If the one-off Remission of Penalties on Rates Policy (Fixed Term) is required following the reconsideration of the 2020-21 Annual Plan, consultation will be conducted at this time.

Decision Making Process

14. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 14.1. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy. If the one-off Remission of Penalties on Rates Policy (Fixed Term) is required following the reconsideration of the 2020-21 Annual Plan, consultation will be conducted at that time.
 - 14.2. The persons affected by this decision are all ratepayers in the region.
 - 14.3. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That Hawke's Bay Regional Council:

1. Receives and considers the "Cancellation of consultation for the Remission of Penalties on Rates Policy (Fixed Term)" staff report
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Cancels the consultation on the one-time Remission of Penalties on Rates Policy (Fixed Term) and associated Statement of Proposal for consultation while it considers the impact of the Covid-19 pandemic situation, the drought and Bovine TB and the resulting changes to the 2020-21 Annual Plan.

Authored by:

Mandy Sharpe
PROJECT MANAGER

Bronda Smith
CHIEF FINANCIAL OFFICER

Approved by:

Jessica Ellerm
GROUP MANAGER
CORPORATE SERVICES

Attachment/s

There are no attachments for this report.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Subject: MĀORI COMMITTEE MEMBERS' REMUNERATION

Item 6

Reason for Report

1. This item seeks Council's decision confirming the remuneration for Taiwhenua representative members on the Māori Committee, including for the Co-chairs.

Officers' Recommendation(s)

2. Council officers recommend that councillors consider the relevant information and figures provided by staff alongside their insights as elected representatives and/or Committee Chairs in order to agree fair, reasonable remuneration rates for the Taiwhenua representative members and Co-Chairs of the Māori Committee. Further, staff also recommend that councillors have regard, in accordance with Local Government Act Schedule 7, for the need to:
 - 2.1. minimise the potential for certain types of remuneration to distort the behaviour of the person in relation to their position, and
 - 2.2. achieve and maintain fair relativity with the levels of remuneration received elsewhere, and
 - 2.3. be fair both
 - 2.3.1. to the persons whose remuneration is being determined
 - 2.3.2. to ratepayers, and
 - 2.4. attract and retain competent persons.

Background /Discussion

3. Remuneration for the tāngata whenua members of the Māori Committee was most recently reviewed in 2017-18, at the same time as the Regional Planning Committee tangata whenua remuneration was reviewed.
4. The 2017 review by Mr David Shannon (attached) proposed a meeting fee of \$400 per day plus reimbursement of eligible travel and accommodation costs. A February 2018 workshop of the Māori Committee tāngata whenua members agreed with the findings and Council subsequently, on 27 June 2018, resolved:
 - 4.1. Agrees, with effect from 1 July 2018, that Tāngata Whenua Members of the Māori Committee will be paid a meeting fee of \$400 per day plus payment of disbursements (travel and accommodation, where required).
5. The 2017 Shannon report did also suggest remuneration for the Māori Committee Chair in recognition of the additional responsibilities associated with that position, on a per meeting basis of \$600.
6. Previously, for the period from 1 November 2013 to his retirement from the role at the end of September 2019, Māori Committee Chairman Mike Mohi was paid the same as a Council Committee Chairman as a reflection of the additional tasks and responsibilities he undertook in performing a role similar to the current Te Pou Whakarae for the Council.
7. Given the Council now employs a Te Pou Whakarae and Māori Partnerships Team which has taken over the additional tasks and responsibilities the past Māori Committee Chairman undertook, it is appropriate to re-set the remuneration for the member(s) elected to that role for the 2019-22 triennium.

Options for consideration

8. In confirming the per meeting remuneration for Māori Committee members, Council may wish to consider increasing that in line with the recent 13% increase in RPC tangata whenua remuneration. If agreed, the per meeting fee would increase to \$452 per meeting, paid in accordance with submitted and approved Travel Claim forms, including reimbursement for associated travel costs. Note that Māori Committee representatives' attendance at 'other' Council Committee meetings they have been appointed to is paid at the same rate as for attendance at Māori Committee meetings.
 - 8.1. \$400 per meeting x 11 representatives (not including Co-chairs) x 6 meetings equates to \$4,400 per year.
 - 8.2. \$452 per meeting x 11 representatives (not including Co-chairs) x 6 meetings equates to \$4,972 per year.
 - 8.3. Māori Committee representatives are appointed to the Hearings, Corporate & Strategic, Regional Transport and Environment & Integrated Catchments committees and the Climate Change Working Party. For representatives' attendance at those meetings, it is estimated the associated remuneration would equate to between \$10,000 and \$12,000 per year.
9. In determining an appropriate level of remuneration for the Māori Committee Co-chairs it is suggested that Council takes into consideration the tasks that a Committee Chair undertakes, and accountability expectations placed on them, in addition to those of committee members, as per the attached Role Description alongside relativities to RPC tangata whenua and councillor remuneration. Options for Māori Committee Co-chair remuneration, include:
 - 9.1. Setting remuneration on a per meeting basis, as per the Shannon report, of either \$600 or \$678 (13% increase) per meeting. This remuneration would be paid in accordance with approved Travel Claim forms, including reimbursement for associated travel costs, in the same way that Māori Committee members are paid. The same per meeting amount is paid for attendance at Council and all Council Committee meetings.
 - 9.1.1. \$600 per meeting x approximately 18 meetings (includes Council meetings) per year equates to \$10,800 per year.
 - 9.1.2. \$678 per meeting x approximately 18 meetings (includes Council meetings) per year equates to \$12,204 per year.
 - 9.2. Setting remuneration on a per annum 'salary' basis, at the same rate as the RPC Tangata Whenua Co-chair, currently \$27,500 per annum plus reimbursement of associated travel costs paid on submission and approval of a Travel Claim form.
 - 9.3. Setting remuneration on a per annum 'salary' basis, at the same rate as a Councillor with no additional responsibility, currently \$62,000 per annum, split evenly between the two Co-chairs and equating to \$31,000 each plus reimbursement of associated travel costs paid on submission and approval of a Travel Claim form.
 - 9.4. Setting remuneration on a per annum 'salary' basis, set at the same rate as a Councillor Committee Chair, currently under application to the Remuneration Authority for approval at \$74,296.60, split evenly between the two Co-chairs, equating to \$37,148.30 each. Again, reimbursement of associated travel costs will also be upon submission and approval of a Travel Claim form.

Financial and Resource Implications

10. Remuneration of the tangata whenua representatives on the Māori Committee is accommodated within the Māori Partnerships budgets set by Council. Any increases agreed will need to be included in budget forecasting for the 2020-21 Annual Plan and 2021-31 Long Term Plan.

Decision Making Process

11. Council and its committees are required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 11.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 11.2. The use of the special consultative procedure is not prescribed by legislation.
 - 11.3. The decision is not significant under the criteria contained in Council's adopted Significance and Engagement Policy.
 - 11.4. The decision is not inconsistent with an existing policy or plan.
 - 11.5. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, Council can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Recommendations

That Hawke's Bay Regional Council:

1. Receives and considers the "Māori Committee Members' Remuneration" staff report.
2. Agrees that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion and make decisions on this issue without conferring directly with the community or persons likely to have an interest in the decision.
3. Sets the remuneration rate for Taiwhenua representative members of the Māori Committee at **either** \$400 **or** \$452 per meeting plus reimbursement of approved, associated travel costs, for effect from 1 March 2020. (*refer to paragraphs 4.1 & 8 above*)
4. Sets the remuneration rate for the Māori Committee Co-chairs, for effect from 4 March 2020 (being the date of appointment) at:

Either

- 4.1. \$27,500 each **or** \$31,000 each **or** \$37,148 each per annum (*refer to paragraphs 9.2, 9.3 & 9.4 above*)

OR

- 4.2. \$600 **or** \$678 per meeting (*refer to paragraph 9.1 above*)

and

- 4.3. plus reimbursement of approved, associated travel costs.

Authored by:

Leeanne Hooper
GOVERNANCE LEAD

Approved by:

Joanne Lawrence
GROUP MANAGER OFFICE OF THE
CHIEF EXECUTIVE AND CHAIR

Pieri Munro
TE POU WHAKARAE

James Palmer
CHIEF EXECUTIVE

Item 6

Attachment/s

- [!\[\]\(95b42f0077faf7439a26242a54e021ec_img.jpg\) 1](#) D Shannon tangata whenua Remuneration Review report
- [!\[\]\(e097ab4c08b8186dd0908330bbc2dc28_img.jpg\) 2](#) Māori Committee Chair Role Description

REPORT

To the Hawke's Bay Regional Council

On the Remuneration of Regional Planning Committee Tangata Whenua and Māori Committee Roles of the Hawke's Bay Regional Council

December 2017

Prepared by

David Shannon

Remuneration Advisor

Remuneration of Regional Planning Committee Tangata Whenua and Māori Committee Roles of the Hawke's Bay Regional Council

Management of the Hawkes Bay Regional Council has requested a review of the remuneration of selected Regional Planning Committee Tangata Whenua and Maori Committee roles in comparison to the broader pay market. This Advisor has previously reviewed the job sizes and remuneration of a wide range of roles across all employment sectors – including a large number of Local Councils and Maori organisations. This enables him to undertake this review based on that past experience in conjunction with reviewing applicable current market data.

This report examines the data available that may be drawn on with regard to the establishment of appropriate levels of remuneration for Board related roles. This report has been produced exclusively for the Hawkes Bay Regional Council. The data and conclusions drawn herein cannot be applied effectively to any other role or organisation.

Remuneration of elected councillors is beyond the scope of this report.

Review of Board-Related Positions

The Hawkes Bay Regional Council wishes to consider the appropriate level of remuneration of selected **Board-Related roles** in relation to the broader pay market. The roles were assessed relative to the respective committees' own current terms of reference. This assessment does not anticipate any future versions of those terms of reference if/when they are reviewed from time to time.

This report examines the data available that may be drawn on with regard to the establishment of appropriate levels of remuneration for the designated roles. The Advisor interviewed selected representatives of Council and the two identified Board-Related bodies to obtain the information on the job requirements required for this review. This report has been produced exclusively for the Hawke's Bay Regional Council. The data and conclusions drawn herein cannot be applied effectively to any other role or organisation.

As noted in previous correspondence, as these are not full-time roles, it is not practical to apply a standard committee-based job sizing approach in assessing these roles as is typically used for Council staff positions. However, application of a job sizing process can establish a broad relativity between these roles and selected Council-based positions in order to broadly align them with market-based levels of pay. To achieve this objective, research was undertaken into various sources relating to Council positions through a range of available source materials and comparisons to other relevant positions in the experience of this Advisor.

Reference has then been made to the most appropriate market data available. In this case that is a survey of Public Sector data as at 2017. There is no more useful survey or database on Public Sector related roles presently in New Zealand. Further data is provided from a database of All Organisation roles which includes both Public and Private Sector roles.

Experience shows that the setting of remuneration levels based on research into market data is a process which varies widely from organisation to organisation. The rates themselves vary from zero – which is common among Not for Profit Organisations – to substantial sums in the private financial sector. Even within organisations such as Local Councils, the “work requirements” for different members may vary significantly making the setting of a single rate of remuneration even more difficult and different employees may be paid quite differently based on their individual contributions to the organisation.

Market Research

The remuneration of the positions covered in this review consists essentially of a meeting fee of which is set well below the bottom end of national remuneration rates. It is further noted that the Daily/Meeting Rates applicable to the positions addressed in this review have been at this level for some time now and have not previously been addressed in terms of market relativity.

As noted previously, it is not practical to use a full job sizing approach in assessing Board roles as is typically used for Council staff positions. The roles addressed in this review are not full time and are generally advisory in nature as opposed to “outcomes” or “task” oriented. Rather than applying a job sizing approach, research was undertaken into various sources relating to comparable Board-based positions through a range of available source materials. There is no useful remuneration survey or database specifically based on Board-related roles of this nature available in New Zealand at this time.

In undertaking this review, information was examined from the following sources:

- Market data on broadly comparable full-time local government and public sector positions as at March 2017.
- Cabinet Office Circulars – Fees Framework for Members of Statutory and Other bodies Appointed by the Crown.
- Strategic Pay’s surveys of salaries, payments, honorarium and other fees paid to Board members in a range of organisations.
- The Advisor’s experience in working with employees of a range of organisations in different sectors of the New Zealand market – in particular local councils.
- The Advisor’s experience in working with both urban and rural local Councils across New Zealand and knowledge of the Surveys of Remuneration in the Public Sector and Local Government published by Strategic Pay Limited.

Responsibilities of Board-based positions

In considering the situation at Hawkes Bay Regional Council, the Advisor also reviewed the data in a Survey of Director Positions which includes a much more comprehensive view of such roles and their responsibilities. Notably, this survey acknowledges that Directors “normally” put in much more time than merely that required for “meetings.” In particular, this data reflects the considerable time outside meetings dedicated to Board-related work by these members.

Particular attention is called to this “outside meeting” requirement of these positions. The Committee members are expected to spend a not inconsiderable amount of time outside the formal meetings consulting with their constituents. This would involve both the informing of these constituents as to the proceedings, decisions and actions of the Committees as well as gathering the relevant commentary, suggestions and demands from these constituents to take to the next Committee meeting.

Another factor to consider in reviewing these roles is the requirement for previous and other current involvement in relevant community activities and their relationships with other persons and organisations across the community. The persons selected for the roles on the Maori Committee and Regional Planning Committee are expected to be knowledgeable on the functions of those committees and fully capable of communicating effectively between their constituents and committees on the proceedings, decisions and outcomes of the meetings.

This would more appropriately reflect the considerable time outside meetings dedicated to Board business – and is also designed to reflect some of the personal liability assumed by such members in the conduct of business on behalf of the Organisation. Consideration of that additional time and effort has been given in this review in order to align the Council's positions with the relevant market data.

Current Remuneration Levels

The current rates of remuneration accorded to the positions covered in this review are as follows. Note that the payments are “per meeting day,” which is has been a long-standing basis of remuneration for non-elected committee members.

Regional Planning Committee Tangata Whenua representatives - \$400 per meeting plus \$400 for a preparation day plus payment for mileage and accommodation. The RPC's regular meetings have been held at monthly intervals during 2017 and are proposed to be six-weekly during 2018. Past and current practice has seen the RPC tangata whenua representatives meet alone (without councillors) the afternoon prior to the full committee meeting. On this basis in 2017, there were eleven regular committee meetings scheduled, each with a corresponding pre-meeting hui for tangata whenua representatives. This would result in a total meeting fee payment for each member who attends all sessions of \$8800 annually.

Maori Committee - \$270 per meeting. The Advisor was informed that there are 10 meetings annually¹. This results in a total pay for each member who attends all meetings of \$2700 annually. It is understood that this meeting frequency may vary.

Alignment of Committee Positions with Council Positions.

As noted previously, this Advisor has experience in the job sizing of a wide range of positions in and affiliated with Local Councils across New Zealand. The SP5 job evaluation system was then applied to these Committee roles with the understanding that the outcome can only be *indicative* of their relative sizes in the broad Local Government Sector.

Results of Job Sizing Review

Maori Committee Member – Assessed at Grade 17

Factor 1 – Accountability – Level 6: Substantial impact, input to strategy

Factor 2 – Work Complexity – Level 5: Assess, analyse, evaluate monitor and compare research & write, promote, devise, interpret policy/legislation procedures

Factor 3 – Responsibility for People – Level 1: No direct reports or requirement for supervising others

Factor 4 – Relating to Others – Level 4: Facilitating, persuading influencing on more sensitive issues. Element of choice, builds relationships.

Factor 5 – Expertise – Level 5: Advisory, technical roles with emphasis on applying skills in relevant discipline. Jobs at this level advise, plan, design, resolve, apply.

Regional Planning Committee Member – Assessed at Grade 19

Factor 1 – Accountability – Level 6: Substantial impact, input to strategy

Factor 2 – Work Complexity – Level 6: Discern, discriminate, formulate solutions, systems, policies, initiate, create, develop, design, resolve; provision of specialist advice, innovative, creative thinking

Factor 3 – Responsibility for People – Level 1: No direct reports or requirement for supervising others

Factor 4 – Relating to Others – Level 4: Facilitating, persuading influencing on more sensitive issues. Element of choice, builds relationships.

Factor 5 – Expertise – Level 6: Solve operational problems, resolve complex issues, recommend alternative courses of action. Tending to innovation and application of theoretical principles.

Note Please

The above alignments with the job sizing process were made by one of New Zealand's most experience job evaluation consultants who has undertaken this process for literally hundreds and hundreds of jobs across most employment sectors but with particular experience in local government roles. While one may be tempted to challenge the specific wordings applied above, this Advisor stands by these ratings in relation to those other roles reviewed in other organisations.

¹ In 2018 there are six meetings of the Maori Committee scheduled.

Market Data on Council-Based Positions

The Council's current remuneration consists solely of the meeting fees of \$400 and \$270 as noted above. While Board roles cannot be directly compared to full-time employee positions, a broad comparison is useful as a starting point in aligning these roles with market data. The following comparisons are made.

Note: these comparisons are made purely on the basis of being Council-employed and job sized through the process outline above. *The broad comparisons to full-time Policy Advisor and Senior Policy Advisor roles are NOT intended to indicate a "similarity" in the nature of these roles.* Rather, it is to give an idea of what kinds of positions typically sit at Grades 17 and 19 in a large number of local councils across New Zealand. Many examples of other positions in local councils could be given to illustrate which roles sit at these levels in terms of job size, but it is felt that the majority of those comparisons would be meaningless to the readers of this report. This comparison is admittedly further complicated by the very "part-time" nature of these roles. In undertaking these job sizings, the roles had to be viewed as "full time."

Maori Committee Member at Grade 17 is aligned broadly at the level of a Policy Advisor in a local Council – responsible for investigation, research and review of policies and strategic/business planning processes. The data is that for all jobs sized at Grade 17 in the sectors indicated.

The figures below are in terms of **Total Remuneration** which includes the value of any additional benefits which may be accessible. The Daily rate is calculated on 260 working days in the year.

- Public Sector Median data - \$94,300 – Daily Rate of \$363
- All Organisations, Median data - \$100,500 – Daily Rate of \$386

Regional Planning Committee Member at Grade 19 is aligned broadly at the level of a Senior Policy Advisor in a local Council – responsible for leading the investigation, research and review of policies and strategic/business planning processes. The data is that for all jobs sized at Grade 19 in the sectors indicated.

The figures below are in terms of **Total Remuneration** which includes the value of any additional benefits which may be accessible. The Daily rate is calculated on 260 working days in the year.

- Public Sector Median data - \$109,700 – Daily Rate of \$422
- All Organisations, Median data - \$117,900 – Daily Rate of \$453

Work Required Outside Formal Meetings

As noted previously, the work and output of these committee members is not restricted to attendance at the designated meetings. They are expected to both “gain” input from the various members of their communities and “give” output from their Committee meetings back to those communities.

It is anticipated that this “give-back” requirement could require an equal time commitment to that in the formal meetings, though it would be difficult to accurately measure the informal involvement of the jobholder in his or her community in the performance of this responsibility. While some interviewees “hinted” at this requirement to undertake “work” outside of committee meetings, it was never clarified to a degree where it could be directly evaluated as part of the position’s responsibilities.

Another aspect of these roles that should be acknowledged but that does not lend itself easily to monetary reward is the element of ‘public goodwill’ gained by these persons in their work with the Council. The public acknowledgement of their efforts and achievements in itself provides a certain element of “reward” that may find further value when these persons become candidates for other, different roles in the community outside of Council.

Recommendations on Reward Structure

Following the above discussions and analysis of the market data, the following reward structure is recommended for these positions. These sums consider both the actual meeting times and the community consultation required to prepare for the meetings.

Maori Committee

Committee Member	6 ² meetings at \$400 = \$2,400 annually
Committee Chair	6 meetings at \$600 = \$3,600 annually

Regional Planning Committee

Committee Member	8 ³ meetings + 8 prep days at \$500 = \$8,000 annually
Committee Chair	8 meetings + 8 prep days at \$700 = \$11,200 annually

² 6 meetings scheduled for 2018

³ 8 meetings scheduled for 2018

External Rewards Sources

The work performed by these two bodies is primarily for the benefit of their external 'constituents' or appointing bodies. In this case, another consideration that should be made, though it may present challenges of its own, is the possibility of those external constituents bearing some degree of the total costs involved. As the benefits to be gained through the successful achievement of projects or activities undertaken as a result of the work of these two bodies will be to those local constituents, consideration should be given to an analysis of those comparative benefits and the appropriateness of participation in the reward structure by those bodies who benefit most directly. Consideration of this approach would require consultation with a sample of those bodies who are the constituents benefitting most from the committees' work.

Conclusion

The above discussion has provided a comparison of the current levels of remuneration for the two roles in question: Maori Committee members and Regional Planning Committee members. The data indicates a modest increase in the current allowances may be in line depending on Council's policies on payments to external persons.

One other factor that appears to be under consideration is the potential for any additional payments for specific qualifications or experience that individuals may bring to these roles. However, nothing substantial has been determined at the present time, so no consideration is given in this review. Council is encouraged to undertake further investigation into the existence and extent of such qualifications or experience.

Acknowledgement of Assistance Provided

This Advisor would like to particularly acknowledge and thank the following persons for the support and assistance they provided in the research and preparation of this report.

For the Hawkes Bay Regional Council

- James Palmer – Chief Executive
- Gavin Ide – Manager Strategy and Policy
- Liz Lambert – Group Manager External Relations
- Rick Barker – Acting Chair of the Council
- Fenton Wilson - Councillor

For the Regional Planning Committee

- Toro Waaka – Co-Chair
- Tania Hopmans – Deputy Chair - Tangata Whenua membership

For the Māori Committee

- Mike Mohi - Chair
- Mike Paku – Deputy Chair

And particularly, Joyce-Anne Raihania, Senior Policy and Strategic Advisor – Maori, for her consistent valuable support in organising this review and the interviews with the people named above.

Māori Committee Chair Role Description

The purpose of the Committee Chair's role is to coordinate, lead and direct the business of the committee, in a manner consistent with the powers delegated by Council under its terms of reference.

Responsibilities in addition to those of a committee member include:

- Chairing meetings of the Committee within their area of responsibility.
- Representing the Committee to a high standard in the areas of Council activity and business within their area of responsibility, recognising that conduct in the role of Committee Chair reflects on Council as a whole.
- Promoting and supporting good governance.
- Developing a clear understanding of the terms of reference of their Committee, and of the scope and range of the specific areas of activities and business within their area of responsibility to allow them to carry out their role as Committee Chair.
- Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to Chair Committee meetings and effectively participate in any other sessions within their area of responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee Chair.
- Ensuring any meetings they Chair act within the powers delegated by the Council.
- Managing the progress of business during meetings, including ensuring adherence to the Council's Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they Chair.
- Commenting to the media (or other agencies) as the Council spokesperson on issues arising that pertain to their Committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council.
- Liaising with appropriate Council staff in respect of the areas of Council activity and business within the Committee Chair area of responsibility.
- Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across specific areas of Council activity and business within the Committee Chair area of responsibility.
- Working closely with elected members of Council to ensure smooth Council decision making.
- Keeping abreast of all issues concerning Council activity and business within their area of responsibility.
- Assisting Council's Te Pou Whakarae to coordinate the nominations and appointments by Taiwhenua / Executive to the Māori Committee at the end of each triennium, for re-establishment of the Committee for the next triennium.

HAWKE'S BAY REGIONAL COUNCIL

Wednesday 22 April 2020

Subject: DISCUSSION OF MINOR MATTERS NOT ON THE AGENDA

Reason for Report

1. This document has been prepared to assist Councillors note the Minor Items Not on the Agenda to be discussed as determined earlier in Agenda Item 4.

Item	Topic	Raised by
1.		
2.		
3.		

Item 12