



**I, Kitea Tipuna, Tumu Whakarae Chief Executive, hereby give notice that
an Extraordinary Meeting of Council will be held on:**

Date: Wednesday, 22 May 2024
Time: 9:00 AM
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Extraordinary Council Meeting

22 May 2024

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Benita Cairns, Cr Roslyn Thomas

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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5.1 Elected Member's Allowances and Recovery of Expenses Policy Review
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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

5 GENERAL ITEMS

5.1 ELECTED MEMBER'S ALLOWANCES AND RECOVERY OF EXPENSES POLICY REVIEW UPDATE

Author: Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Appendices:

1. WDC Elected Members Allowances and Recovery of Expenses Policy - Tracked change version [↓](#)
2. WDC Elected Members Allowances and Recovery of Expenses Policy - Revised updated version [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to confirm and accept the proposed updates to the Wairoa District Council (WDC) 'Elected Members Allowances and Recovery of Expenses Policy' (the Policy) to be in alignment with the Local Government Members (2023/24) Determination 2023.

RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Council

- A) Receive the report.
- B) Accept the updates to the Elected Member's Allowances and Expenses Policy in line with the Local Government Members (2023/24) Determination 2023 attached as Appendix 1.
- C) Adopt the revised final version of the Wairoa District Council Elected Member's Allowances and Recovery of Expenses Policy 2024 attached as Appendix 2.

BACKGROUND

- 1.2 On Wednesday May 08 Council staff were notified by the Remuneration Authority of the updated Local Government Members (2023/24) Determination 2023 and to ensure the WDC Elected Members Allowances and Recovery of Expenses Policy includes these changes.
- 1.3 The Remuneration Authority sets remuneration for local government members and also sets the rules for reimbursement of costs met by members in undertaking their duties.
- 1.4 Information on the current remuneration, allowances and reimbursement costs for local authority members is contained within the following determination – *Local Government Members (2023/24) Determination 2023*.
- 1.5 Wairoa District Council does not need the Remuneration Authority's agreement for changes to the policy so long as it remains within the limits of the current determination.

- 1.6 These limitations set by the current determination is reflected in appendix 1 to the report and includes the recoverable amounts allowed for each type of allowance.
- 1.7 Council approved allowances for local government members must be included in the council's members' expenses and reimbursement policy and published to the Council's website.
- 1.8 If the updates are accepted relevant Council staff will work to communicate these changes with the Remuneration Authority and publishing the clean final version attached as appendix 2 to the report, to the Council website before Friday 24 May.

2. OPTIONS

- 2.1 The options identified are:
- a. Status quo – do not accept the updates to the policy.
 - b. Accept the updates to the policy attached as appendix 1 to the report and adopt the revised updated version of the policy attached as appendix 2 to the report.

2.2 Option b.

- 2.3 The preferred option is b, this contributes to the following community outcomes:

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

3. CORPORATE CONSIDERATIONS

What is the change?

- 3.1 The updates made to the current policy were to the specific recoverable amounts as stipulated in the updated determination and adding definitions from the determination and an introduction to the policy. These changes are visible on the tracked changes document attached as appendix 1 to this report.

Compliance with legislation and Council Policy

- 3.2 Compliant with the updated Local Government Member's (2023/24) Determination 2023.

What are the key benefits?

- 3.3 Increase in amounts allowed to be recovered. Allowances are entirely at the discretion of individual councils within the limits set by the Remuneration Authority. These currently include:
- Vehicle kilometre allowance.
 - Travel time allowance.
 - Information and Communication Technology (ICT) allowance.

- Childcare allowance.

What is the cost?

3.4 The costings recoverable for each allowance bullet pointed above is reflected in the revised version of the policy attached as appendix 2 to the report.

4. SIGNIFICANCE

4.1 This will impact elected members when applying for reimbursement and recovery of expenses from the Council.

5. RISK MANAGEMENT

5.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are: **Low**

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

No consultation required as the only changes to it are updates to the specific recoverable amounts as stipulated in the updated Determination and adding definitions and an introduction to the policy.

Further Information

[Local Government Members \(2023/24\) Determination 2023 \(SL 2023/142\) \(as at 21 March 2024\) – New Zealand Legislation](#)

References (to or from other Committees)

N/A

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

~~POLICY ON~~ ELECTED MEMBERS’ ALLOWANCES
AND RECOVERY OF EXPENSES Policy

CATEGORY:	Office of the Chief Executive	STATUS:	DRAFT
DATE POLICY ADOPTED:	[insert meeting date] 2018	APPROVAL BY:	Council
REVIEW PERIOD:	Annual	NEXT REVIEW DUE BY:	2019 August May 2025
DATE PREVIOUSLY ADOPTED:	2015	REVISION NUMBER:	32

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Applicable for the period 1 July 2018 – 30 June 2019.

The Remuneration Authority sets remuneration for local government members and also sets the rules for reimbursement of costs met by members in undertaking their duties. Information on the current remuneration, allowances and reimbursement costs for local authority members is in the following determination – ‘Local Government Members (2023/24) Determination 2023’.

DEFINITIONS

Meaning of hearing
In this determination, **hearing** means—

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

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Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

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Meaning of Member:

Member means in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson).

PAYMENT OF EXPENSES – GENERAL

- ~~1.1~~ ~~1.1~~ The Wairoa District Council authorises reimbursement of reasonable and actual expenses when Elected Members are required to attend meetings outside the district working on Council business. Allowances are entirely at the discretion of Council within the limits set by the Remuneration Authority and current allowances include:
 - Vehicle kilometre allowance.

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- Travel time allowance.
- ICT allowance.
- Childcare allowance.

Allowance limits are reviewed annually by the Remuneration Authority.

- 1.2 All costs should be fair and reasonable, and supported by receipts.
- 1.3 All claims must be requested using a 'Councillor Expense Claim' form which is available from the Payroll.
- 1.4 Elected member's expenditure will be approved by the Chief Executive Officer or Acting Chief Executive Officer.
- 1.5 Elected members will need to fill in a form to book airfares, and accommodation and conference/seminar registrations. In most cases these will be invoiced directly to the Council.
- 1.6 The travel, accommodation and other costs for a partner or spouse of an Elected Member will not be met by Council, unless prior approval is granted by Council resolution.

1.7 Airpoints that are earned by official travel paid by the Council are not to be used for private benefit.

1.8 Reimbursement of payments will be paid through the payroll system upon claim by direct credit to the elected members nominated bank account.

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Commented [ST1]: Check with Kay

Commented [KL2R1]: 1.3 - No special form for Councillors just a "Reimbursement for Expenses" form that staff members use is fine

Commented [ST3]: Check with Kay

Commented [KL4R3]: 1.5 - Elected members either need an email approved by the mayor to attend a conf/course or a Council resolution - there is no 'form' at this time.

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VEHICLE MILEAGE ALLOWANCE

- 2.1 The local authority may pay a member of Council a vehicle mileage allowance for travel by the member.
- 2.2 An allowance may be paid to a member ~~under subclause (2.1)~~ for each day within the period of the current determination that -
- a) The member is not provided with a vehicle by the local authority; and
 - b) The member is travelling -
 - i. In a private vehicle; and
 - ii. On the local authority's business; and
 - iii. By the most direct route that is reasonable in the circumstances.
- ~~2.3 The allowance is payable, in relation to each day for which the member qualifies under subclause (2.2), in accordance with subclause (2.4).~~
- ~~2.4 The vehicle mileage allowance payable to a member for eligible travel before 1 December 2018 is -~~
- ~~a) For the first 10,000 kilometres for which the allowance is payable:

 - ~~i. No more than \$0.81 per kilometre for an electric vehicle~~
 - ~~ii. No more than \$0.73 per kilometre in any other case~~~~
 - ~~b) No more than \$0.37 per kilometre for any distance over 10,000 kilometres for which the allowance is payable.~~
- ~~2.5 The vehicle mileage allowance payable to a member for eligible travel on and after 1 December 2018 is: a)~~
- The allowance payable to a member for eligible travel in the determination term is based on vehicle type.
- The vehicle kilometre allowance is based on the kilometre rates for self-employed people and employees published by Inland Revenue on the website.
- For a petrol or diesel vehicle
- i. 95 cents 76 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and

- ii. ~~34 cents 26 cents~~ per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination
- b) For a petrol hybrid vehicle
 - i. ~~95 cents 76 cents~~ per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
 - ii. ~~20 cents 18 cents~~ per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination
- c) For an electric vehicle
 - i. ~~95 cents 76 cents~~ per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
 - ii. ~~11 cents 9 cents~~ per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination

2.6 Traffic infringements are the responsibility of the person breaching the law.

~~2.7 Reimbursement of mileage will be paid through the payroll system upon claim by direct credit to the elected member's nominated bank account.~~

TRAVEL TIME ALLOWANCE

3.1 No travel time allowance shall be paid.

COMMUNICATIONS ICT ALLOWANCES

4.1 If Council determines that particular IT communications equipment and services are required by members to perform their functions and members choose or are required to use their own IT communications equipment Council may pay an allowance for the period of the current determination in accordance with this clause.

4.2 The amounts ~~that may be paid for the determination term are as follows; and matters in respect of which the allowance is payable are as follows:~~

- a) ~~\$400 for the use of a personal computer, tablet or a laptop, including any related docking station~~
- b) ~~\$50 for the use of a multi-functional or other printer~~
- c) ~~\$200 for the use of ICT consumables (e.g., paper, ink cartridges)~~
- d) ~~\$200 for the use of a mobile telephone~~
- e) ~~\$800 for the use of home internet or broadband connection~~
- f) ~~Up to \$500 for the use of a personal telephone plan~~

4.3 ~~Reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.~~

4.4 ~~If the member is not a member for the whole of the determination term, subclauses 4.2 and 4.3 apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:~~

~~$(a \div b) \times c$~~

~~Where –~~

- a. ~~Is the number of days that the member held office in the determination term.~~
- b. ~~Is the number of days in the determination term.~~
- c. ~~Is the relevant amount specified in subclauses 4.2 to 4.4~~

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- a) For the use of a personal computer, tablet, or laptop, including any related docking station \$200
 b) For the use of a multi-functional or other printer \$40
 c) For the use of a mobile telephone \$150

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4.3 If Council requests a member to use the member's own internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of \$400 for the determination period.

4.4 If Council requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to

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- a) An allowance for that use of \$400 for the determination term; or
 b) Reimbursement of actual costs of phone calls made on local authority business upon production of the relevant telephone records and receipts

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4.5 If Council supplies a mobile phone and related mobile telephone service to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

4.6 4.5 If the member is not a member for the whole of the determination term, subclauses (4.2) to (4.5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula: $(a \div b) \times c$ Where a is the number of days that the member held office in the determination term b is the number of days in the determination term c is the relevant amount specified in subclauses (4.2) to (4.5)

Childcare Allowance

Eligible elected members can claim up to \$6,000 per year for each child if the childcare meets the criteria. Elected members are eligible for the allowance if:

- They are engaged on local authority business at the time of the childcare.
- They are the parent or guardian of the child or usually has day-to-day responsibility for care of the child; and
- The child is under 14 years of age.

The childcare must be provided by someone who:

- Is not a spouse, civil union partner, or de facto partner of the member.
- Is not a parent of the child.
- Does not ordinarily reside with the member or child.

Elected members must provide satisfactory evidence to the Council of the amount paid for childcare.

HEARING FEES

The definition of 'hearing' and 'hearing time' is outlined in the Local Government Members (2023/24) Determination 2023. (2018/19) (Local Authorities) Determination 2018.

5.1 A member of Council who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.

5.2 A member of Council who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.

5.3 For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.

5.4 The mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2) of the Local Government Members (2018/19) (Local Authorities) Determination 2018 are not entitled to the allowances under subclauses (5.1) and (5.2). The Mayor or a member who may act as Mayor must be paid the remuneration and

allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances and hearing fees under subclauses 5.1 and 5.2.

THE COMMON SEAL of THE WAIROA DISTRICT COUNCIL

was affixed this _____ day of _____ 2018 in the presence of:

MAYOR

CHIEF EXECUTIVE OFFICER

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ELECTED MEMBERS ALLOWANCES AND RECOVERY OF EXPENSES POLICY



WAIROA
DISTRICT COUNCIL

Stored: Hyperlink
Approved by: Ordinary Council
Department: Office of the Chief Executive
Policy Author:
Date Approved:
Next Review Date: 22/05/2025 (Annually)
Revision No: 3
Legislation related policies: Local Government Members (2023/24)
Determination 2023

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OVERVIEW

The Remuneration Authority sets remuneration for local government members and also sets the rules for reimbursement of costs met by members in undertaking their duties. Information on the current remuneration, allowances and reimbursement costs for local authority members is in the following determination – ‘Local Government Members (2023/24) Determination 2023’. This policy reflects the limitations set within the current Local Government Members (2023/24) Determination 2023.

PAYMENT OF EXPENSES – GENERAL

The Wairoa District Council authorises reimbursement of reasonable and actual expenses when elected members are working on Council business. Allowances are entirely at the discretion of Council within the limits set by the Remuneration Authority and current allowances include:

- Vehicle kilometre allowance.
- Travel time allowance.
- ICT allowance.
- Childcare allowance.

Allowance limits are reviewed annually by the Remuneration Authority.

All costs should be fair and reasonable and supported by receipts.

All claims must be requested using a ‘HR-12 Reimbursement for Expenses’ Form available from the Human Resources Department - HR@wairoadc.govt.nz

Elected members expenditure will be approved by the Chief Executive or Acting Chief Executive.

Elected members need either correspondence/email approved by the Mayor or a Council resolution to attend a conference/seminar and book airfares and accommodation. In most cases these will be invoiced directly to the Council.

The travel, accommodation and other costs for a partner or spouse of an elected member will not be met by Council, unless prior approval is granted by Council resolution.

Air points that are earned by official travel paid by the Council are not to be used for private benefit.

Reimbursement of payments will be paid through the payroll system upon claim by direct credit to the elected members nominated bank account.

VEHICLE MILEAGE ALLOWANCE

The local authority may pay a member of Council a vehicle mileage allowance for travel by the member.

An allowance may be paid to a member for each day within the period of the current determination that –

- a) The member is not provided with a vehicle by the local authority; and
- b) The member is travelling –
 - i. In a private vehicle; and
 - ii. On the local authority's business; and
 - iii. By the most direct route that is reasonable in the circumstances.

The allowance payable to a member for eligible travel in the determination term is based on vehicle type. The vehicle kilometre allowance is based on the kilometre rates for self-employed people and employees published by Inland Revenue on the website.

For a **petrol or diesel vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 34 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

For a **petrol hybrid vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 20 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

For an **electric vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 11 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

Traffic infringements are the responsibility of the person breaching the law.

TRAVEL TIME ALLOWANCE

No travel time allowance shall be paid.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ALLOWANCES

If Council determines that particular Information and Communication Technologies (ICT) and services are required by members to perform their functions and members choose or are required to use their own IT communications equipment Council may pay an allowance for the period of the current determination in accordance with this clause.

1.1 The amounts that may be paid for the determination term are as follows:

- a) \$400 for the use of a personal computer, tablet or a laptop, including any related docking station.
- b) \$50 for the use of a multi-functional or other printer.
- c) \$200 for the use of ICT consumables (e.g., paper, ink cartridges).
- d) \$200 for the use of a mobile telephone.

- e) \$800 for the use of home internet or broadband connection.
 - f) Up to \$500 for the use of a personal telephone plan.
- 1.2 Reimbursement of actual costs of telephone calls made on local authority business will be based on production of the relevant telephone records and receipts.
- 1.3 If the member is not a member for the whole of the determination term, subclauses 1.1 and 1.2 apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

Where –

- a. Is the number of days that the member held office in the determination term.
- b. Is the number of days in the determination term.
- c. Is the relevant amount specified in subclauses 1.1 to 1.3.

CHILDCARE ALLOWANCE

Eligible elected members can claim up to \$6,000 per year for each child if the childcare meets the criteria. Elected members are eligible for the allowance if:

- They are engaged on local authority business at the time of the childcare.
- They are the partner of guardian of the child or usually has day-to-day responsibility for care of the child; and
- The child is under 14 years of age.

The childcare must be provided by someone who:

- Is not spouse, civil union partner or de facto partner of the member.
- Is not a parent of the child.
- Does not ordinarily reside with the member or child.

Elected members must provide satisfactory evidence to the Council of the amount paid for childcare.

HEARING FEES

The definition of 'hearing' and 'hearing time' is outlined in the definitions below and in the Local Government Members (2023/24) Determination 2023.

- 2.1 A member of Council who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- 2.2 A member of Council who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- 2.3 For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- 2.4 The Mayor or a member who may act as Mayor must be paid the remuneration and

allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances and hearing fees under subclauses 2.1 and 2.2.

DEFINITIONS

<p>Meaning of hearing</p>	<p>In this determination, hearing means –</p> <ul style="list-style-type: none"> (a) A hearing arising from a resource consent application made under section 88 of the RMA; or (b) A meeting for determining a resource consent application without a formal hearing; or (c) A hearing arising from a notice of requirement (including one initiated by the local authority); or (d) A pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or (e) A hearing as part of the process of the preparation, change, variation or review of a district or regional plan or regional policy statement; or (f) A meditation hearing in the Environment Court as part of an appeal from a decision of a local authority; or (g) A hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.
<p>Meaning of hearing time</p>	<p>In this determination, hearing time means the time spent on any of the following:</p> <ul style="list-style-type: none"> (a) Conducting a hearing; (b) Formal deliberations to decide the outcome of a hearing; (c) Participating in an official group site inspection related to a hearing; (d) Determining a resource consent application where a formal hearing does not take place; (e) Preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c)); (f) Writing a decision arising from a hearing or communicating for the purpose of the written decision.
<p>Meaning of Member</p>	<p>Member means in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who as the result of further election or appointment under that Act or the Local Government Act 2002 is an office holder in relation to the local authority or board (for example, a chairperson).</p>

REFERENCES

[Local Government Members \(2023/24\) Determination 2023](#)