

# Raupo governance update

**Meeting:** Raupo Drainage Committee  
**Date of meeting:** 16 September 2020  
**Reporting officer:** Gavin Dawson, Governance Advisor

## Purpose/Ngā whāinga

To provide an update on governance and organisational matters related to the Committee.

## Recommendation/Ngā tūtohunga

That the Raupo Drainage Committee:

- a) Approves the establishment of the Raupo Drainage Operations Working Group (the “Working Group”) with the following purposes, roles, and limits:
  - 1) Membership is made of the Members of the Raupo Drainage Committee (the “Committee”).
  - 2) It shall be a forum where feedback and advice can be provided to the Council staff member responsible for administering and co-ordination of the Raupo drainage area on maintenance matters under existing budgets.
  - 3) It shall be a forum where feedback and advice can be provided to other Council officers on matters raised by them from time to time.
  - 4) The Working Group can escalate matters to the Committee for discussion and consideration.
  - 5) No quorum for meetings of the Working Group is required as it is an advisory body to the Committee only.
  - 6) For clarity, the forum does not have delegated authority to make decisions.

## Context/Horopaki

On the 21 May 2020 (the “previous meeting”) the Committee Governance Advisor undertook to report back on the following matters as there was limited information available at the time:

- The establishment of the Raupo Drainage Operations Working Group (the “Working Group”)
- Committee Member remuneration and expense allowances.

Research and analysis has now been completed and clear advice and information can be provided to better inform any next steps.

## Discussion/Ngā kōrerorero

### Establishment of the Working Group

The Committee agreed to form the Working Group at the previous meeting, pending a further report and proposed Terms of Reference for the Working Group (see meeting minutes from 21 May 2020 in this agenda pack).

The intent was to move the existing informal operations group at the time, to a formal model within the existing Committee Terms of Reference (attachment A). This would ensure that there were adequate measures in place to improve the level of transparency, accountability, and give effect to local government and governance best practice standards.

Further investigation into the establishment of the Working Group can confirm the following:

- 1) The establishment of the Working Group would not need a decision from the Council as the Working Group would operate under delegations already provided for in the current Raupo Drainage Committee Terms of Reference
- 2) A formal Terms of Reference for the Working Group does not need to be drafted and adopted by the Committee, as the Working Group would operate under delegations already provided for in the current Raupo Drainage Committee Terms of Reference
- 3) A recommendation of the Committee which clearly stated the parameters of the Working Group would provide a fit for purpose, and clear and measured approach to meeting the intent of the decision and meet best practice standards
- 4) It is still an option to have a formal Terms of Reference for the Working Group agreed on by the Committee. However, this could be considered an unnecessary step, as the Committee already has the delegations to act and does not require the consent of the Council on the matter

### **Committee Member remuneration and expense allowances**

There was some uncertainty around who on the Committee could be paid and what expenses they could claim.

It can now be confirmed that an opt in arrangement for Committee members was established around 2005. This arrangement included a monthly remuneration rate of \$50.00 and any expenses incurred while on Committee business could be claimed back from the Council. The arrangement is still in place today and any payments are drawn from the Raupo drainage targeted rate.

A review of the circumstances around the payment of non-elected members has been commenced as the matter of remuneration has been raised by other Council community committees. There is a need to establish the costs of a new Non-Elected Member policy and the appropriate criteria worked through, the matter will go to the Council for consideration once further work has been completed.

It is anticipated that a Council briefing, and a final decision will be delivered this financial year. The current remuneration arrangement for the Committee will remain in place until the adoption of a new policy and remuneration arrangement and budget is available.

There is currently no budget allocated for this purpose in this year's annual plan, however, including an amount in the 2012/31 Long Term Plan is being progressed.

### **Significance and engagement/Hirahira me ngā whakapāpā**

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

### **Next steps/E whaiake nei**

Any decisions made regarding the establishment of the Working Group will be recorded and the appropriate arrangement made to have those decisions implemented by the Committee Governance Advisor.

The Committee Governance Advisor will provide an update on the progress made in relation to Committee Member remuneration and expense allowances at the November meeting of the Committee.