



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

COUNCIL EXTRAORDINARY MEETING AGENDA

**Wednesday 10 December 2025
at 10am**

**Council Chamber
Liardet Street, New Plymouth**

Chairperson:

Mayor Max

Brough

Members:

Cr EJ

Barrett

Cr Sam

Bennett

Cr Gina

Blackburn

Cr Gordon

Brown

Cr David

Bublitz

Cr Graham

Chard

Cr Murray

Chong

Cr Christine

Fabish

Cr Damon

Fox

Cr Moira

George

Cr Te Waka

McLeod

Cr Dinnie

Moeahu

Cr Kerry

Vosseler

Cr John

Woodward

Purpose of Local Government

The reports contained in this agenda address the requirements of the Local Government Act 2002 in relation to decision making. Unless otherwise stated, the recommended option outlined in each report meets the purpose of local government and:

- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
 - Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of Council, or transfer the ownership or control of a strategic asset to or from Council.
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OPENING

The chairperson, or a person authorised by the chairperson will open the meeting.



Health and Safety Message / Te Whaiora me te Marutau

In the event of an emergency, please exit through the main entrance.

Once you reach the footpath please turn right and walk uphill, towards Pukekura Park, congregating outside the Spark building, directly next door.

Council staff will guide you to an alternative route if necessary.

If there is an earthquake – drop, cover, hold and remain where you are until further instruction is given.

Please be mindful of the glass overhead.

APOLOGIES / NGĀ MATANGARO

None noted

CONFLICTS OF INTEREST / NGĀ ARA KŌNATUNATU

1. People who fill positions of authority must undertake their duties free from real or perceived bias. Elected members must maintain a clear separation between their personal interests and their duties as an elected member. Failure to do so could invalidate a Council decision and leave the elected member open to prosecution and ouster from office.
2. An elected member is entitled to interact with the Council as a private citizen. However, they cannot use their position as an elected member to gain an advantage not available to the general public.
3. Elected and appointed members will:
 - Declare any interest whether pecuniary or non-pecuniary at a meeting where the interest is relevant to an item on that agenda.
 - Exclude themselves from any informal discussions with elected members relating to a matter they have an interest in.
 - Seek guidance from the Chief Executive if they are unclear of the extent of any interest.
 - Seek guidance or exemption from the Office of the Auditor General if necessary.

ADDRESSING THE MEETING

Requests for public forum and deputations need to be made at least one day prior to the meeting. The Chairperson has authority to approve or decline public comments and deputations in line with the standing order requirements.

PUBLIC FORUM / ĀTEA Ā-WĀNANGA

Public Forums enable members of the public to bring matters to the attention of the committee which are not contained on the meeting agenda. The matters must relate to the meeting's terms of reference. Speakers can speak for up to 5 minutes, with no more than two speakers on behalf of one organisation.

- None advised

DEPUTATIONS / MANUHIRI

Deputations enable a person, group or organisation to speak to the meeting on matters contained on the agenda. An individual speaker can speak for up to 10 minutes. Where there are multiple speakers for one organisation, a total time limit of 15 minutes, for the entire deputation, applies.

- None advised

REPORTS

- 1 Delegations and Appointments to Community Boards (2025-2028)
- 2 Appointments to External Bodies and Joint Committees (2025-2028)
- 3 Policy on Elected Member Allowances and Recovery of Expenses
- 4 Terms of Reference for Committees (2025-2028)
- 5 Adoption of Meeting Cycle for 2026
- 6 Councillor Remuneration Framework (2025-2028)

DELEGATIONS AND APPOINTMENTS TO COMMUNITY BOARDS (2025-2028)

PURPOSE

1. The matter for Council's consideration is the delegation of authority to Community Boards.

RECOMMENDATION

That having considered all matters raised in the report Council:

- a) **Delegate authority to the Waitara, Inglewood, Clifton, Kaitake and Puketapu-Bell Block Community Boards to:**
 - i) **Determine parking prohibitions and restrictions within the relevant community board area.**
 - ii) **Determine Temporary Road Closure applications under Schedule 10 of the Local Government Act 1974 where the area of the closure is within a community board area.**
 - iii) **Determine applications for non-commercial Licences to occupy and encroachment licences within the relevant community board area and that are not within the delegation of a Council Officer. In the case of a reserve, all applications must be consistent with the relevant reserve management plan and the delegation is subject to the Reserves Act 1977.**
 - iv) **Note that any decisions made by Council as delegatee of the Minister of Conservation for any decisions under the Reserves Act 1977 must be made by the elected Council and may not be delegated.**
 - v) **Approve Reserve Management Plans within their Community.**
 - vi) **Note that where matters have a strategic implication or affect more than one community board area, Council (or the relevant committee) retains the right to call in the matter for final decision.**
 - vii) **Fund minor projects from the Community Boards Discretionary Fund in line with the Community Boards Discretionary Funding Framework.**
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- b) Notes the updated Community Boards Discretionary Funding Framework (Appendix 1) (ECM9631694) which was approved collectively by the Community Board Chairpersons and the Mayor in the 2022-2025 triennium.**

SIGNIFICANCE AND ENGAGEMENT

2. The delegation of authority to the Community Boards is an administrative matter and has been assessed as being of some importance. The delegations mirror those of the 2022-2025 triennium.

DISCUSSION

Role of Community Boards

3. Section 52 of the Local Government Act 2002 defines the role of a community board as:
- a) Representing, and acting as an advocate for, the interests of its community;
 - b) Considering and reporting on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board,
 - c) Maintaining an overview of services provided by the territorial authority within the community;
 - d) Preparing an annual submission to the territorial authority for expenditure within the community;
 - e) Communicating with community organisations and special interest groups within the community;
 - f) Undertaking any other responsibilities that are delegated to it by the territorial authority.

Delegations

4. Council has a statutory obligation to consider whether or not to delegate to a community board if the delegation would enable the community board to achieve its role.¹
5. To ensure the effective and efficient consideration and implementation of parking prohibitions and restrictions within each community board area, Council officers recommend that each Community Board be delegated authority to consider and determine those matters within their community board areas.

¹ LGA - Sch7 CI32(6)

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6. Similarly, to ensure the effective and efficient consideration of temporary road closure applications under Schedule 10 of the Local Government Act 1974, Officers recommend that each Community Board be delegated authority to consider and determine applications within their community board areas.
 7. Council, or a relevant Committee may call in matters which have been delegated to Community Boards where the matter has strategic implications or affects more than one community board area.
 8. A Community Board may not acquire, hold or dispose of property, nor can it appoint or remove staff, therefore Council cannot delegate its decision making powers in relation to the acquisition or disposal of assets including leases and easements.

Reserve Management Plans

9. This is a new proposed delegation. Reserve management plans are typically delegated to community boards in other Councils to ensure effective management and community involvement in relation to local reserves.
10. The plans outline how reserves are to be managed, and developed, allowing for community input and preferences. The NPDC reserve management plan road map will progress management plans for all reserves within a community of interest (ie. Board area) and therefore delegation of reserve management plans to community boards is appropriate.
11. Reserve management plans also outline the leasing arrangements appropriate to reserves, as such the delegation of leases on reserves located within community board areas would be appropriate.

Community Boards' Discretionary Fund

12. Council has allocated \$150,000 per annum to each of the Community Boards as discretionary funding for use within their communities.
 13. Funding is allocated within the Community Boards Discretionary Fund Framework which is adopted by the Community Boards Chairpersons and the Mayor.
 14. Allocated funding may be carried over into the next financial year to enable project delivery. However, all projects must be closed financially by 30 June of the year following the allocation of funds.
 15. The framework was adopted recently following feedback provided at a joint Community Boards workshop in July 2025. (ECM 9631694)
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Community Board Plans

16. Community Board Plans set out the issues and aspirations of each Community Board. The plans facilitate an integrated approach to planning, infrastructure development and community development in each area. The current [Inglewood](#), [Waitara](#), [Kaitake](#), [Clifton](#) and [Puketapu-Bell Block](#) plans will be reviewed with consultation occurring in conjunction with the Long-Term Plan 2027-2037 pre-engagement programme.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS

17. This report covers administrative matters. Every funding allocation considers climate change impacts and considerations relating to each proposed project.

NEXT STEPS

18. Once approved, the relevant reports will be forwarded to the Community Boards for their determination.
19. There are no limitations on Council amending the delegations in the future.

FINANCIAL AND RESOURCING IMPLICATIONS

20. Procurement of goods and/or services will be undertaken in line with Council's adopted Procurement policies and procedures. Community Board members are not permitted to procure goods or services.

IMPLICATIONS ASSESSMENT

21. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
 - Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
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APPENDICES

Appendix 1 Community Boards Discretionary Funding Framework (ECM 9631694)

Report Details

Prepared By:	Carol Allen (Governance Advisor)
Team:	Governance
Approved By:	Julie Straka (Governance Manager)
Ward/Community:	Clifton, Waitara, Puketapu-Bell Block, Inglewood and Kaitake Communities
Date:	20 November 2025
File Reference:	ECM 9608340

COMMUNITY BOARDS DISCRETIONARY FUNDING FRAMEWORK

Overview

1. Through the Long-Term Plan 2024-34, New Plymouth District Council (Council) has provided discretionary funding of \$150,000 per Community Board, per annum - indexed to inflation.

Purpose

2. One of the key roles of a Community Board is to represent, and act as an advocate for, the interests of its community (Local Government Act 2002).
3. The purpose of the discretionary fund is to empower the Community Boards to respond to the needs of their communities by enabling the delivery of projects within their community.
4. The purpose of the framework is to guide the Board on Discretionary Fund decision-making. Ultimately, each Community Board has discretion over the allocation of funds in line with the eligibility criteria below.

Eligibility Criteria

5. To be eligible for funding, projects and events should align with the following criteria:

Strategic Alignment:	Projects should be clearly aligned to the Community Board Plan
Community Benefit:	Demonstrate a clear benefit to the community and its residents
Feasibility:	Be realistic and achievable within the specified timeframe and budget
Geographic Alignment:	Projects and events must benefit the community within the Community Board boundaries.

Funding Framework

6. Funds that remain unallocated or unspent at the end of a financial year will be retained in an operating reserve until utilised for discretionary fund operating expenditure requirements. Funding from the Reserve may also be transferred to relevant budgets at each Long-Term Plan to contribute to ongoing operating costs (OPEX) for Discretionary Fund Projects.

7. Allocated funds may be carried over into the following financial year to enable delivery of the project. All projects must be financially complete by 30 June of the year following allocation.
8. Community Boards may stage larger projects and allocate funding from future financial years to see completion of a project.
9. Nothing precludes the Community Board from applying to an external funding agency for additional funding for a project. Applications to external agencies will be coordinated through the Community and Economic Development Team.
10. Projects and events cannot be retrospectively funded.
11. Projects identified in Council's Long-Term or Annual Plan may be bought forward and considered for funding through the Community Board discretionary fund.
12. To make good decisions, Community Board members need to be well informed and retain an open mind, right up until the final vote. The decision-making process includes recording what decisions are made and how they've been made.
13. Good decision-making includes not contradicting the Council's strategic vision or the Community Board Plans.

Project Lifecycle

14. Ideas for projects can be raised by Board members or Officers. Community members can bring an idea to the Board as a deputation or ask a Board member to raise it on their behalf.
15. The Community Board must ensure that a proposal meets the Eligibility Criteria and has *in principle* support from the majority of Community Board members. (In principle support does not indicate a predetermination to proceed with a project.)
16. The Community Board will advise the Governance Advisor via email of in principle support for each proposal and request Officers commence scoping of the project.
17. There are a number of factors that determine the feasibility of a project. Officers will ensure regular communication (via the Governance Advisor) with the Community Board on the progress of investigations and potential risks to the project.

18. Upon successful completion of scoping phase, the Governance Advisor will prepare a Decision Report for the allocation of funding for the Community Boards consideration. Realistic scoping and delivery timeframes must be communicated clearly between the Board members and Council Officers.
19. Reports will:
 - a) Ensure compliance with the Local Government Act 2002 by ensuring Community Board members are aware of the implications of the Acts decision-making requirements including:
 - Financial and resourcing implications (including staff resource required and implications of any consequential reprioritisation of other projects).
 - Public consultation/input.
 - Alignment with Council's policies and planes including this framework.
 - b) Adequately outline total project costs including but not limited to:
 - Project planning and delivery costs
 - Contingency
 - Regulatory requirements
 - Any ongoing operating costs (OPEX) and how these are funded.
20. Once the Board has approved a project it is the responsibility of Officers to deliver the project as per the Boards decision, in a timely manner, and provide regular updates to the Board.
21. Procurement of goods and/or services will be undertaken in line with Council's adopted Procurement policies and procedures. Community Board members are not able to procure goods or services.

Other Matters

22. It is preferable for Community Boards to only fund projects and events on Council owned or administered land. However, a community board may choose to fund a project on private property including crown property provided that the public benefit and/or increase in public amenity can be clearly articulated. An example of project meeting this exception is an artwork on private property clearly visible by the community.

23. The discretionary fund is not a grants scheme and cannot be used to provide general funding to external organisations or individuals.
24. Funding allocations for non-Council projects and events must clearly state what particular item, service or component of a project or event is being funded.
25. Community Board funding allocations cannot be diverted to other aspects of a wider project without the consent of the Community Board.
26. External organisations will be required to invoice New Plymouth District Council. Receipts will be required before payment is made and before funding expires.
27. The Community Board can require reports or documentation from third parties to demonstrate that the funding allocation has been used for the designated purpose.
28. Projects within Council owned or administered parks and reserves must be consistent with any relevant Reserve Management Plan and Council's obligations under the Reserves Act 1977.
29. Community Board members are expected to manage conflicts of interest appropriately and in accordance with the OAG guidelines.

Conclusion

The Community Board Discretionary Fund is a vital tool for fostering community engagement and development, and providing Boards with the ability to respond to their communities' needs. By providing financial resources to address local needs and priorities, the Council empowers Community Boards to create positive and lasting impacts. Through a transparent and accountable framework, the fund ensures that resources are used effectively and equitably, benefiting the entire community.

APPOINTMENTS TO EXTERNAL BODIES AND JOINT COMMITTEES (2025-2028)

PURPOSE

1. This report recommends that Council appoint representatives to various external bodies and joint committees. The report also recommends that the Mayor be delegated authority to appoint and/or replace Council representatives on external bodies and joint committees for the remainder of the triennium.

RECOMMENDATION

That, having considered all matters raised in the report, Council:

- a) **Appoint the listed councillors to the following bodies:**
 - i) **Taranaki Arts Festival Trust – Mayor Brough**
 - ii) **Friends of Pukekura Park – Councillors McLeod and Vosseler**
 - iii) **Star Gym – Councillor Woodward**
 - iv) **Sport Taranaki – Councillor Bublitz**
 - v) **Heritage Taranaki – Councillor Fabish**
 - vi) **WOMAD NZ Community Trust – Mayor Brough**
 - b) **Nominate the following councillors for appointment to Taranaki Regional Council Committees and Joint Committees:**
 - i) **Policy & Planning Committee - Councillor Moeahu**
 - ii) **Regional Transport Committee - Mayor Brough**
 - iii) **Taranaki Civil Defence Emergency Management Group (Joint Committee) - Mayor Brough.**
 - iv) **Taranaki Passenger Transport Joint Committee - Mayor Brough, Councillor Fabish and Councillor Barrett (alternate).**
 - c) **Delegate authority to the Mayor to appoint and/or replace elected Council representatives on the above bodies, and any other party or committee requiring a Council representative during the 2025-2028 triennium.**
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SIGNIFICANCE AND ENGAGEMENT

2. The appointment of representation on external bodies and joint committees is an administrative matter and has been assessed as being of some importance.

BACKGROUND

3. This report recommends Council confirm appointment of New Plymouth District Council representatives to external bodies including committees and joint committees with other Taranaki Councils. Mayor Brough has identified the recommended appointees when determining Councils governance structure. The report also recommends Council delegate authority to the Mayor to appoint and/or replace Council representatives to any external body during the current triennium.

Taranaki Arts Festival Trust

4. The Constitution of the Taranaki Arts Festival Trust states that:

Appendix B

1. Constitution of the Board

- (c) (i) *There shall at all times be at least one (1) member of the Board who is a current New Plymouth District Councillor subject to a person with that qualification accepting such appointment. Councillor Lynn Ross Bublitz is the initial Board Member with the above qualification.*
- (ii) *The New Plymouth District Councillor who is a Board member shall hold that position until the occurrence of the New Plymouth District Council Municipal Elections at which time that person shall be eligible for re-appointment (subject to re-election) or the Board may appoint a fresh member with the same qualification.*

Friends of Pukekura Park

5. The Friends of Pukekura Park (previously "Friends of the Park") was formed in 1996 with the aim to see the special nature of Pukekura Park maintained and celebrated as unique.
 6. The society works closely with the Council's park management. Where appropriate, they encourage the public to enjoy the Park, and be involved with activities which are in keeping with the unique natural character of the Park. The society meets socially for talks, guided tours and field trips. Volunteers undertake hands-on work in the park.
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7. In accordance with [Policy 7.1.1 of the Pukekura Park Management Plan 2004](#) Council appoints Councillor(s) to provide liaison with the Friends of Pukekura Park.

Star Gym Control Committee

8. The Star Memorial Gym was opened in March 1957 as a memorial to the members of the Star Football Club and Spotswood United Club who served and fell in World War II. The clubs raised half the money for the building of the gymnasium and members donated their time to build the facility. Council became involved so that grants for war memorial funding could be given. A condition of this funding was that the New Plymouth City Council owned the land and the gymnasium. The two rugby clubs merged in the late 1980s.
9. The gymnasium (excluding the attached clubrooms) is considered to be a hall under the District Halls Strategy and is managed by a joint committee (Star Gym Control Committee) comprising Council and rugby club representatives.
10. The committee has more of an advisory role following the gymnasiums inclusion in the Council's Urban Hall system. This was an outcome of the 2010 District Halls Review.
11. The Council currently appoints one Councillor to this committee.

Sport Taranaki

12. The Sport Taranaki Trust Deed¹ provides for New Plymouth District Council (as an Appointing Entity) to appoint one Trustee. This has historically been an elected member.

Heritage Taranaki

13. [Heritage Taranaki](#) exists to preserve, celebrate and share the rich cultural and historical heritage of the Taranaki region. Heritage Taranaki was established following the disestablishment of the New Zealand Historical Places Trust branch committees around 2013/2014. Heritage Taranaki, since their establishment, have sought nomination of a Council representative.

¹ ECM8857588

The Womad New Zealand Charitable Trust Deed

The WOMAD New Zealand Charitable Trust Deed (enacted in 2006) states that:

8 Appointment of Trustees:

- d. i. There shall at all times be at least one (1) member of the Board who is a current New Plymouth District Councillor subject to a person with that qualification accepting such appointment. Councillor Alison Joan Rumball is the initial Board Member with the above qualification.*
- d. ii The New Plymouth District Councillor who is a Board member shall hold that position until the occurrence of the New Plymouth District Council Municipal Elections at which time that person shall be eligible for re-appointment (subject to re-election) or the Board may appoint a fresh member with the same qualification.*

Taranaki Regional Council Committees

- 14. The Taranaki Regional Council have confirmed their committee structure for the 2025-2028 triennium (4 November 2025). The Regional Council have invited nominations for NPDC representations to the following committees and joint committees:
 - a) Policy and Planning Committee (one nomination – meetings to be held on a Tuesday)
 - b) Regional Transport Committee (one nomination – meetings to be held on a Thursday)
 - c) Taranaki Civil Defence Emergency Management Joint Committee (one nomination – meetings to be held on a Thursday)
 - d) Taranaki Passenger Transport Joint Committee (the Mayor, one nomination plus one alternate member – meetings to be held on a Thursday). This is a new Joint Committee established in October 2024² to contribute to the planning, implementation, monitoring and reviewing of passenger transport services in the Taranaki rohe.
- 15. In previous triennia, alternate members for all TRC committees were requested. For the current triennia, alternates have not been requested for most committees. While Mayor Brough had identified preliminary alternate appointments (ECM9633349), these are no longer required and this report only recommends appointment of primary members – unless an alternate is required.

² ECM9345795

Delegation of authority for future vacancies

16. For administrative efficiency, Council Officers recommend that the Mayor be delegated authority to appoint or replace appointed elected Council representatives on these bodies and other Committees or organisations which require a Council representative during the 2025-2028 triennium. Previous Councils have made this delegation. Nothing in the delegation would prevent the Mayor appointing himself as the Council's representative on an external body.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS

17. Appointment of representatives is an administrative matter with no climate change impacts.

NEXT STEPS

18. Officers will advise each organisation of their Councillor appointee(s).

FINANCIAL AND RESOURCING IMPLICATIONS

19. Council will be considering the remuneration of Councillors at this meeting. This will include whether to remunerate positions with additional responsibility (Councillor Remuneration Framework (2025-2028) ECM9633711).
20. Councillors appointed to external bodies have not previously received additional remuneration from New Plymouth District Council for that appointment. Reimbursement of expenses (eg mileage) would be applicable.

IMPLICATIONS ASSESSMENT

21. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
 - Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
 - Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.
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Report Details

Prepared By:	Carol Allen (Governance Advisor)
Team:	Governance
Approved By:	Julie Straka (Manager Governance)
Ward/Community:	District Wide
Date:	2 November 2025
File Reference:	ECM 9608335

-----*End of Report*-----

POLICY ON ELECTED MEMBERS ALLOWANCES AND RECOVERY OF EXPENSES

PURPOSE/ TE WHĀINGA

1. This report provides a draft Policy on Elected Members Allowances and Recovery of Expenses for the 2025-2028 triennium.

RECOMMENDATION / NGĀ WHAIKUPU

That, having considered all matters raised in the report, Council:

- a) **Approve the Policy on Elected Members' Allowances and Recovery of Expenses for the 2025-2028 triennium (ECM9650009).**
- b) **Instruct Officers to further investigate and report back to Council on the likely costs and resourcing requirements of including home security provisions in the Policy.**

SIGNIFICANCE AND ENGAGEMENT / TOHUTOHU KAI WHAKAHAERE

2. In accordance with Council's Significance and Engagement Policy, this matter has been assessed as being administrative.
3. Elected member allowances and reimbursements have been budgeted for and there are no implications for levels of service. The proposed policy aligns with the Local Government Elected Members (2025/26) Determination 2025 ([the Determination](#)).

BACKGROUND / WHAKAPAPA

4. In undertaking their roles, elected members may incur expenses which cannot reasonably be expected to be funded from their salaries.
5. The Remuneration Authority (the Authority) is responsible for setting allowances and expense reimbursement rules for the Mayor, Councillors and Community Board members¹. These rules are formalised through an annual Local Government Elected Members Determination which specifies:
 - a) The types of allowances permitted (including vehicle mileage, travel time, information and communications technology, and childcare).
 - b) The maximum rates payable for each allowance.

¹ LGA Sch7 Cl6

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- c) The conditions for reimbursement of actual and reasonable expenses incurred while performing council business.

Council has to determine how allowances and reimbursements will be administered

- 6. The Authority has set the framework and limits (through the Determination) and every Council is required to adopt a policy that governs how they will administer their allowances and reimbursements.
- 7. The Authority's agreement to the policy is only required if Council's policy proposes exceeding the limits set in the Determination.
- 8. Once adopted, the policy must be placed on the Council's website. The Authority does not need to review the policy.

Allowances and reimbursements are audited

- 9. Council Officers process allowances and reimbursements on a monthly basis. Payments are reported through sensitive expenditure reporting to the Finance, Audit and Risk Committee on a six monthly basis.
- 10. Council's auditors can, and do, review the allowances and reimbursements made to elected members.

Home security systems

- 11. The Authority has introduced a reimbursement allowance to cover the installation and monitoring of a security system at a member's primary place of residence within their local authority area. This initiative responds to rising incidents of harassment and threats against elected officials and aims to provide greater assurance for their safety and wellbeing. The Authority has based the reimbursement allowance on a similar provision for members of Parliament.
 - 12. Payment is provisional on:
 - a) Inclusion of the provision in Council's policy.
 - b) Completion of a security threat and risk assessment authorised by Council.
 - 13. The maximum reimbursement is \$4,500 for the purchase and installation of a security system, and up to \$1,000 annually for monitoring, call-outs, and repairs.
 - 14. The Authority may also approve payment for additional security measures if these have been recommended in the assessment.
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15. Council Officers recommend that the home security provision is not included in the Policy at this point in time. Instead, further investigation into potential costs and resourcing requirements should be undertaken and reported back to Council with a recommendation on whether a provision should be included in the Policy. This recommendation is based on:
- a) Costs are not currently provided for in the Annual Plan or Long-Term Plan budgets.
 - b) The level of interest from elected members is unknown.
 - c) The process and costs for undertaking or authorising a security threat and risk assessment are currently unknown.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

16. This is an administrative matter and there are no climate change impacts or considerations.

NEXT STEPS / HĪKOI I MURI MAI

17. Once adopted, Council Officers will place the policy on the Council's website. Council Officers will guide elected members through the claim process as required.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

18. The financial implications for allowances and reimbursements is variable as historically not all elected members claim their full entitlements. Funding provided in the Annual and Long-Term Plans based on historic financial patterns but can be adjusted, if necessary, as the term proceeds.
19. Should Council wish to include provision for the home security allowances, further funding will be required.

IMPLICATIONS ASSESSMENT / HĪRANGA AROMATAWAI

20. This report confirms that the matter concerned has no particular implications and has been dealt with in accordance with the Local Government Act 2002. Specifically:
- Council staff have delegated authority for any decisions made;
 - Council staff have identified and assessed all reasonably practicable options for addressing the matter and considered the views and preferences of any interested or affected persons (including Māori), in proportion to the significance of the matter;
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- Council staff have considered how the matter will promote the social, economic, environmental, and cultural well-being of communities in the present and the future.
 - Unless stated above, any decisions made can be addressed through current funding under the Long-Term Plan and Annual Plan;
 - Any decisions made are consistent with the Council's plans and policies; and
 - No decisions have been made that would alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or would transfer the ownership or control of a strategic asset to or from the Council.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Elected Members Allowances and recovery of expenses policy (ECM ECM9650009)

Report Details

Prepared By:	Ashlee Carter (Governance Adviser)
Team:	Governance
Approved By:	Julie Straka (Manager Governance)
Ward/Community:	District Wide
Date:	22 November 2025
File Reference:	ECM 9650010

-----End of Report -----

NEW PLYMOUTH DISTRICT COUNCIL
POLICY ON ELECTED MEMBERS’
ALLOWANCES AND RECOVERY OF EXPENSES
FOR THE
2025-2028 ELECTORAL TERM¹

POLICY PURPOSE

This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

DOCUMENTATION OF POLICIES

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Council Policy Register
- Travelling Overseas Policy
- Approval to Attend Professional Development Events

POLICY STATEMENTS

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on the Council’s behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

All expense reimbursements are for actual and reasonable expenses incurred by members undertaking Council business. All expenses incurred by elected members, which require reimbursement to be requested, are to be prudent, conservative and in line with the Auditor-General’s guidance on sensitive expenditure.

The process for reimbursement of claims is based on the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy.
- Cost reimbursements will be made via the payroll system.

¹ This policy will apply from the date that elected members come into office after the 11 October 2025 local body elections.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy or another policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination. This includes the provision of pro-rata allowances where an elected member serves a part year.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff. The Council publicly reports on the sensitive expenditure of elected members and the Chief Executive.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

All claims must be lodged no later than one month after the close of the financial year in which the expense was incurred.

APPROVALS

The Chairperson of the Finance, Audit and Risk Committee approves all Mayoral expenses prior to reimbursement. In the Chair's absence the Deputy Chair of the Finance, Audit and Risk Committee can approve Mayoral expenses.

The Mayor must approve all other elected member expenses prior to reimbursement. In the Mayor's absence the Deputy Mayor may approve elected member expenses with exception of their own expenses which will be approved by the Chairperson of the Finance, Audit and Risk Committee .

All approvals are to be checked by the Manager Governance prior to being submitted for payment. In the Manager Governance's absence, the General Manager Te Tiriti Partnerships will check the approvals.

DEFINITIONS

"Actual" means as evidenced by receipts attached to the claim form.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chairperson of the Finance, Audit and Risk Committee.

"Council business" includes formal Council and Community Board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. Council business does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

“Sensitive Expenditure” is spending by an organisation that could be seen as giving some private benefit that is in addition to the business benefit to the entity of the spending.

ALLOWANCES AND EXPENSES BY TYPE OF EXPENSE/ALLOWANCE

Expense/Allowance	Position	Description
Travel and attendance at conferences/seminars/training programmes	All elected members	Payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at approved events, held both within New Zealand and overseas, subject to: • related expenditure being accommodated within existing budgets, and • the appropriate approvals as outlined in this policy and any other relevant policy. Reimbursement for purchases from hotel mini-bars and charges for in-room video or movies are excluded. All travel and accommodation arrangements are to be made through the Governance Team or Mayor’s Office with the Council’s preferred travel agents, at the most cost effective available at the time of booking, unless all travel costs are being met privately or by an outside party.
Domestic air travel	All elected members	Domestic air travel for Council business where travel by air is the most cost effective and practicable travel option.

Expense/Allowance	Position	Description
International air travel	All elected members	International air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
Airline club	Mayor	Given frequent travel requirements for the role, payment of an Air New Zealand Koru Club subscription.
Airpoints	All elected members	Air points may be accrued when travelling on Council business.
Private accommodation provided by friends/relatives	All elected Members	Payment of \$60 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Exceptional circumstances for Council related meetings	All elected members	Staff may arrange overnight accommodation when travel or business requirements do not allow for the elected member return on the same day, e.g. if it is unreasonable to travel to their home after a late meeting.
Car	Mayor	A vehicle will be available for their private use. A deduction will be made from their salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage. Where the Mayor elects not to have a Council provided vehicle, the mileage reimbursements set out elsewhere in this policy shall apply.
Car parking	Mayor	Use of a permanently assigned carpark at the Civic Centre for use on Council business.

Expense/Allowance	Position	Description
Car parking	All elected members excluding the Mayor	Use of limited assigned carpark at Civic Centre for use on Council business provided the vehicle registration has been lodged with the Governance Team.
Parking expenses	All elected members	Reimbursement of casual car parking costs related to Council business held at any Council premises. Reimbursement requires a written claim accompanied by a receipt.
Taxis and Ride-Hailing services	All elected members	Taxis and ride-hailing services (such as Uber) may be used for Council business, instead of private vehicles or public transport, for the following reasons: a) safety/security reasons, and b) when travelling outside New Plymouth if the service is the most appropriate form of transport. The services may not be used if significant travel distances mean that the provider is not the most cost effective option. Rental cars booked through the Governance Team or Mayor's Office should be considered as an option in such circumstances. Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of receipts.
Rental Cars	All elected members	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option. These are to be booked through the Governance Team or Mayor's Office except in exceptional circumstances.

Expense/Allowance	Position	Description
Vehicle mileage	All elected members	Vehicle mileage will be paid for travel on Council business at the maximum rate per kilometre as set out in the current Remuneration Authority Determination. Mileage will be paid to eligible members on receipt of a written mileage claim.
Travel time	All elected members	Reimbursement at the rate set out in the current Remuneration Authority Determination.
Entertainment and hospitality	Mayor and Councillors	Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.
General community related expenses	Mayor, Councillors, Community Board Chairs	From time to time costs may arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance should have the prior approval of the Manager Governance. The items should be appropriate to the occasion and expenditure must be moderate and conservative.
Childcare allowance	Mayor, Councillors, Community Board Chairs	Reimbursement for childcare expenses incurred while the elected member is engaged on Council business. A maximum of \$7,500 can be reimbursed for each child under 14 years of age. Reimbursement is subject to the matters contained in the current Remuneration Authority Determination.

Expense/Allowance	Position	Description
Communications equipment	Mayor, Councillors, Community Board Chairs	The Council will provide a laptop. Where the member declines the provision of Council hardware the Communications equipment allowance applicable to community board members will apply.
Communications equipment	Community Board Members	Provision of an annual allowance for any or all equipment personally provided, as follows: i) \$400 for the use of one personal computer, tablet, or laptop including any related docking station. ii) \$50 for the use of a multi-functional or other printer.
Landline and broadband connection	Mayor	Full reimbursement of home telephone line rental and associated toll calls. or As per the reimbursement for councillors, community board members/chairs.
Landline and broadband connection	Councillors, Community Board Chairs and Members	Monthly reimbursement (on production of invoice) of the connection/usage costs that can be identified as relating to Council business. or \$800 per annum for landline and broadband connection.

Expense/Allowance	Position	Description
Communications Equipment & expenses	Mayor	Provision of a Council provided mobile phone. Or Provision of \$200 per annum for the use of a personal phone, plus \$500 allowance towards Council generated calls, text and data through mobile phones.
Communications Equipment	Councillors and all Community Board Chairs and Members	\$200 per annum for the use of a personal mobile telephone.
Mobile phone expenses	Councillors, Deputy Mayor Community Board Chairs and Community Board members	\$500 allowance towards Council generated calls, text and data through mobile phones.
Stationery and consumables	Mayor, Councillors, Community Board Chairs and members	Supply of reasonable amounts of stationery for Council business.

Policy contact

The policy holder is the Governance Team within Te Tiriti Partnerships.

Review

This policy shall be reviewed at the beginning of each electoral term.

TERMS OF REFERENCE FOR COMMITTEES (2025-2028)

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is approval of Terms of Reference for the Committees established by the Mayor, following the 2025 Triennial election.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council:

- a) Note the Committees, established by the Mayor under s41A of the Local Government Act 2002, and the Mayor's appointees to those committees (listed below):

- i) **Te Huinga Taumatua**
Co-Chairperson Cr Gordon Brown
Co-Chairperson TBC (iwi representative)
Members Mayor Max Brough
Cr Sam Bennett
Cr Gina Blackburn
Cr Te Waka McLeod
Five iwi representatives with one nomination from each of:
 - Te Rūnanga o Ngāti Tama
 - Te Rūnanga o Ngāti Mutunga
 - Te Rūnanga o Ngāti Maru (Taranaki) Trust
 - Te Kāhui o Taranaki Trust
 - Te Kotahitanga o Te Ātiawa Trust
 - ii) **Finance, Audit and Risk**
Chairperson TBC (External appointee)
Deputy Chairperson Cr Graham Chard
Members Mayor Max Brough
Cr EJ Barrett
Cr David Bublitz
Cr Moira George
Cr Dinnie Moeahu
Cr John Woodward
TBC (1 external lawyer)
TBC (1 external accountant)
-

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- | | |
|---|--|
| <p>iii) Public Engagement
 Chairperson
 Deputy Chairperson
 Members</p> | <p>Cr Murray Chong
 Cr John Woodward
 Mayor Max Brough
 Cr EJ Barrett
 Cr Graham Chard
 Cr Christine Fabish
 Cr Damon Fox
 Cr Kerry Vosseler</p> |
| <p>iv) Going for Growth
 Chairperson
 Deputy Chairperson
 Members</p> | <p>Cr Moira George
 Cr David Bublitz
 Mayor Max Brough
 Cr Gina Blackburn
 Cr Murray Chong
 Cr Damon Fox
 Cr Te Waka McLeod
 Cr Kerry Vosseler</p> |
| <p>v) Hearings Commission
 Chairperson
 Members</p> | <p>Cr Gordon Brown
 Cr Sam Bennett
 Cr Kerry Vosseler
 Cr Gina Blackburn
 Cr Christine Fabish
 Cr Damon Fox</p> |
-
- b) Adopt the Terms of Reference (contained in Appendix 1 ECM9650012) for the Committees referred to in Clause a).**
 - c) Note the appointment of Councillor Brown and Councillor Woodward as the New Plymouth District Council appointees on the Stadium Taranaki Joint Committee (previously the Yarrow Stadium Joint Committee) and note the Joint Committees Terms of Reference Appendix 1 ECM9650012)**
 - d) Reconfirm the Terms of Reference (Appendix 1 ECM9650012) for the District Licensing Committee noting Council approved the Commissioners and list member appointments by resolution in November 2025 and August 2023.**
 - e) Delegate the authority listed in the attached Terms of Reference to the Committees.**
 - f) Delegate authority to the Mayor to formalise the appointment of external appointees to Committees.**
-

- g) Note that the Mayor has authority¹ to appoint replacement members where a vacancy occurs in a Committee, replace appointed members and/or appoint additional members.**
- h) Delegate authority to the Mayor, Deputy Mayor and the Chief Executive to jointly appoint Hearings Commissioner(s) to:**
- i) hear and determine matters requiring a hearing;**
 - ii) determine consenting matters which cannot be determined by Officers and where a hearing is not required**
- under the Resource Management Act 1991.**
- i) Delegate authority to the Mayor and Chairperson and Deputy Chairperson of the Going for Growth Committee to approve submissions to external bodies/organisations:**
- i) on legislation and**
 - ii) Central and Local Government consultations and engagements**
- except those addressing technical or operational matters**

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance.
Options	This report identifies and assesses the following reasonably practicable options for addressing the matter: 1. Confirm the Terms of Reference and delegations in relation to the Council's Committee structure. 2. Confirm amended Terms of Reference and delegations in relation to the Council's Committee structure.
Affected persons	The persons who are affected by or interested in this matter are elected members and Committee appointees.
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No

¹ LGA s41A

COMPLIANCE / TŪTOHU	
Significant Policy and Plan Inconsistencies	No

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

2. Mayor Brough has established a New Plymouth District Council Committee structure, and made appointments to those Committees, for the 2022-2025 term.
3. The powers conferred on the Mayor to establish Committees and appoint members do not include adoption of a Committee's Terms of Reference, or the delegation of authority to a Committee.
4. This report provides recommendations to implement the Committee structure established by the Mayor. Appendix One provides the proposed Terms of Reference.

BACKGROUND / WHAKAPAPA

5. Mayor Brough has:
 - a) Re-established the Finance, Audit and Risk Committee and Te Huinga Taumatua and the Hearings Commission for the 2025-2028 term.
 - b) Established two new Committees: Going for Growth and Public Engagement.
6. As a new meeting structure, it will take time for the new cycle to embed. The Terms of Reference (and the meeting cycle) will be reviewed and amended as required.

Finance, Audit and Risk Committee

7. Council Officers recommend that Terms of Reference and delegations from the previous term be retained in the interim period.
8. Mayor Brough will appoint an external chairperson to this committee. Expressions of Interest have been sought and an appointment will be made in due course.
9. While Council has previously appointed independent and external appointees to the Finance, Audit and Risk Committee, an independent Chairperson is likely to provide:
 - a) Enhanced neutrality and impartial oversight

- b) Increased community confidence and transparency
 - c) Access to specialist skills and experience
 - d) Stronger oversight of risk and compliance
 - e) Enhanced governance and strategic alignment.
10. This is the first time that the Committee will have had an independent Chairperson and it is likely that, given their anticipated experience, the Terms of Reference may be reviewed during the Triennium.
11. Mayor Brough will also appoint an external lawyer and accountant to the Committee. This will ensure diversity of skills within the committee.
12. The Strategic Projects Committee has not been re-established. The previous Committee's authority to review post project evaluations of strategic projects and provide comment where appropriate has been incorporated into the Finance, Audit and Risk Committee Terms of Reference. Council Officers will report Council's strategic projects through full Council or Council (briefing) meetings.

Te Huinga Taumatua

13. Council Officers recommend that Terms of Reference and delegations from the previous term be retained in the interim.
14. With the change in meeting cycle and structure, particularly with Te Huinga Taumatua meeting every second meeting cycle, Council Officers expect that the operations and focus of the Committee will evolve in the short term. The Committee is expected to make stronger use of the ability to bring matters forward for Council's consideration, rather than the relying on Council Officers initiating matters for the Committee's consideration.
15. Council Officers will work with Te Huinga Taumatua members to support the evolution of the Committee's work. Recommendations for future amendments to the Terms of Reference are likely.
-

Public Engagement Committee

16. The purpose of the Committee is to provide organisations and members of the public with an opportunity to speak directly to elected members in a setting that is not constrained by the time limits and discussion restrictions of Standing Orders governing public forums.
17. The Committee will facilitate scheduled speaking opportunities, enabling constructive dialogue and engagement on matters of public interest.
18. Establishment of the Public Engagement Committee does not remove the public forum and deputation opportunities within Standing Orders.

Going for Growth Committee

19. The purpose of this committee is to drive financial wellbeing and provide strategic direction to help drive sustainable economic growth. The Committee will work with iwi, businesses and Council to promote opportunities for creating a thriving, resilient local economy. The committee will focus on:
 - a) Building a business-friendly district
 - b) Enabling residential, regional and small to medium-sized enterprise (SME) development
 - c) Leveraging events and partnerships.

Hearings Commission

20. Subsequent to Mayor Brough's appointment of Committees (6 November 2025), a need has arisen for two hearings under the Dog Control Act (1996). To ensure that these matters can be considered in a timely manner, Mayor Brough has also established a Hearings Commission. The Commission's terms of reference (attached in Appendix 1 (ECM9650012) mirror those of the 2022-2025 triennium.

Yarrow Stadium Joint Committee/ Stadium Taranaki

21. In 2023, New Plymouth District Council and Taranaki Regional Council reviewed and updated the Terms of Reference for the Yarrow Stadium Joint Committee. This followed a hiatus since the Stadium's temporary closure in 2018.
 22. Taranaki Stadium Trust owns the stadium and associated facilities which are managed by New Plymouth District Council. The Trust, a council-controlled organisation of the Taranaki Regional Council, is responsible for capital costs and major maintenance in respect of the stadium.
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23. The Joint Committee is responsible for the long-term maintenance and development of the Stadium and approval of the Stadium asset management plans. The Committee also has oversight of the Stadium's annual budget.
 24. In early 2025, the naming rights agreement came to an end and the stadium was renamed Stadium Taranaki. The Joint Committee is now referred to as the Stadium Taranaki Joint Committee.

Waste Services Joint Committee

25. The 2022-2025 Mayoral Forum reviewed and approved a Terms of Reference for a new Waste Services Joint Committee (WSJC). This Committee will replace the previous Taranaki Solid Waste Committee.
26. The new Committee includes membership from New Plymouth District Council, South Taranaki District Council, Stratford District Council and one representative from Ngā Iwi o Taranaki. South Taranaki District Council will act as the administering authority for the WSJC.
27. Council will be required to establish the Joint Committee (along with the other Councils). However, this cannot be done until a Joint Committee Agreement has been prepared. Council Officers are currently working through this process.

Other Committees

28. There are several committees and working parties from the previous triennium which have not been re-established. Some of these will be considered further in due course.

Resource Management Act Hearings and Matters

29. The Resource Management Act 1991 (RMA) requires hearings (under that Act) to be conducted by appropriately accredited persons.
 30. There are no New Plymouth District Council elected members who have undertaken the specialised training and hold current accreditation.
 31. This report recommends that the Council delegate authority to the Mayor, Deputy Mayor and Chief Executive to determine the Commissioner(s) for each individual hearing including delegation of decision-making authority. This mirrors a delegation from previous triennia, with the Deputy Mayor sign-off replacing that role previously held by the previous Chairpersons of the Strategy and Operations Committee.
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32. An additional delegation is proposed to formalise situations where a hearing is not or may not be required but a Council Officer does not hold the delegation to consider and determine the matter. An example of this situation is an objection [under s357 of the RMA](#) (an objection where a Commissioner could determine the matter on papers without a formal hearing being convened. This saves time and costs for all parties.

Submission authorisation

33. This report also recommends delegation of authority to the Mayor, and Chairperson and Deputy Chairperson of the Going for Growth Committee to approve submissions to external bodies and organisation on legislation and Central and Local Government consultations and engagements (except those addressing technical or operational matters). This delegation is recommended as the timing of consultation periods has not historically aligned with Council meeting dates. This mirrors a delegation of the previous triennium where the Mayor and Chairperson of the Strategy and Operations Committee were authorised to approve submissions.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

34. The matters considered in this report are administrative and no climate change impacts have been considered.

NEXT STEPS / HĪKOI I MURI MAI

35. Council Officers will work with the Committee Chairpersons to ensure the Committee structure and meeting cycles are implemented.
36. Training and/or guidance will be provided for committee members as required.

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

37. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance. The delegation of authority and the Committee Terms of Reference are administrative processes and decisions can be reversed if and when required.

OPTIONS / KŌWHIRINGA

38. There are two reasonably practicable options:

Option 1 Confirm the Terms of Reference and delegations in relation to the Council's Committee structure.

Option 2 Confirm amended Terms of Reference and delegations in relation to the Council's Committee structure.

Both options have been assessed together.

Financial and Resourcing Implications / Ngā Hīraunga ā-pūtea, ā-rauemi

39. Elected members are remunerated from a salary pool. The allocation of the pool reflects positions of responsibility and will be the subject of a subsequent report.
40. Council has a policy setting out guidelines for the [remuneration and reimbursement of expenses to external appointees of Council Committees and Working Parties.](#)
41. The policy does not apply to individuals appointed to a Committee on a contractual basis or individuals appointed to a body required by statute with a remuneration framework in place.
42. External appointees referenced in this report are expected to fall into the exemption categories. Remuneration, where required, will be met from within existing budgets.

Risk Analysis / Tātaritanga o Ngā Mōrearea

43. The implementation of a new committee structure is likely to result in unanticipated consequences such as lack of clarity around delegations, or cross-over of delegations. These matters will be rectified on a case-by-case basis as the Terms of Reference can be amended at any time.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

44. Implementation of a Committee structure is an administrative matter.
45. The matters considered by the Committees will contribute to all of the community outcomes.

Statutory Responsibilities / Ngā Haepapa ā-ture

46. The Local Government Act 2002 requires the Council to:
 - i) Ensure that the governance structures and processes are effective, open and transparent.²

² s39(b)

- ii) Hold the meetings that are necessary for the good government of its District.³

47. The Mayor has the power⁴ to establish a Committee structure and make appointments to Committees. The Mayor does not have authority determine a Committees Terms of Reference, including the delegation of authority.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

48. Implementation of a Committee structure is an administrative matter.

Participation by Māori / Te Urunga o Ngāi Māori

49. There has been no participation by Māori in the preparation of this report. Council Officers anticipate that feedback on the structure, and particularly the operation of Te Huinga Taumatua, will be provided in due course. Council will respond to that feedback as appropriate. Council can amend the Terms of Reference at any time.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

50. The committee structure, and the proposed Terms of References will enable community views and preferences to be part of the Council's decision-making processes.

Recommended Option

This report recommends option 1 for addressing the matter.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Committee Compositions, Terms of Reference and Delegations (2025-2028) (ECM9650012)

Report Details

Prepared By:	Julie Straka (Manager Governance)
Team:	Governance
Approved By:	Gareth Green (Chief Executive)
Ward/Community:	District Wide
Date:	22 November 2025
File Reference:	ECM 9650011

-----End of Report -----

³ Sch 7 cl19(1)

⁴ s41A - LGA

TE HUINGA TAUMATUA [COMMITTEE]

Tumuaki:	Co-Chairperson:	Cr Gordon Brown
	Co-Chairperson:	TBC (iwi representative)
	Members	Mayor Max Brough
		Cr Gina Blackburn
		Cr Te Waka McLeod
		Cr Sam Bennett
		Five iwi representatives with one nomination from each of:
		Te Rūnanga o Ngāti Tama
		Te Rūnanga o Ngāti Mutunga
		Te Rūnanga o Ngāti Maru (Taranaki) Trust
		Te Kāhui o Taranaki Trust
		Te Kotahitanga o Te Ātiawa Trust

New Plymouth District Council and the Iwi of the New Plymouth District are committed to working together in partnership to enhance the Council's decision-making processes for the benefit of the people of the New Plymouth District.

Tikanga:

- The primary obligations under the Treaty of Waitangi rest with the Crown as a party to the Treaty. The Crown's obligations have been incorporated into the Local Government Act 2002 particularly s4 which describes the nature of the Crown's responsibility and the principles and requirements of local government to facilitate participation by Māori in local authority decision-making processes. The Committee will work towards those obligations by:
 - Observing the purpose of local government and the principles relating to local authorities.
 - Enabling contribution to decision-making processes by Māori.
 - Fostering the development of Māori capacity to contribute to decision-making processes.
-

Kaupapa: Purpose

- To identify, report and decide (where delegated authority) on the issues and priorities of cultural, economic, environmental and social importance to Māori of the New Plymouth District.

3. To provide strategic guidance and advice to the Council on matters of importance to Māori.
4. To foster the development of Māori capacity to contribute to Council's decision-making processes.
5. To jointly determine Māori cultural issues and priorities of importance for integration into long-term planning in line with the Strategic Framework
6. To receive deputations and public fora on matters of importance to Māori and other relevant reports as appropriate.
7. To attend briefings and/or presentations at the invitation of the Mayor.

Matters within the delegated authority of the committee include, but are not limited to:

8. Road naming and re-naming (under the Council's Policy on Naming and Renaming of Roads, Private Roads and Rights-of-Way).
 9. Naming and re-naming of Council administered reserves and walkways (under the Council's General Policies for Council Administered Reserves).
 10. Determination of grants under the Community Funding Investment Policy as follows:
 - a) Marae Development Grant applications over \$10,000.
 - b) Manaaki Urupā Grant applications over \$10,000.
 - c) Whanake Grant applications.
 - d) Cultural Heritage Protection Grants over \$10,000.
 11. Any individual matter referred by the Council or another committee for final decision.
-

Procedural matters

1. Committee Structure

Membership

The Committee shall be comprised of 10 members including the two Co-Chairpersons. The membership will be made up as follows:

Iwi Representatives	Being one Iwi representative nominated from each of Te Rūnanga o Ngāti Tama Trust, Te Rūnanga o Ngāti Mutunga Trust, Te Rūnanga o Ngāti Maru (Taranaki) Trust, Te Kotahitanga o Te Atiawa Trust and Te Kāhui o Taranaki Trust
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Council members	The Mayor plus four elected Councillors
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Co-Chairpersons

- Two Co-Chairpersons will be appointed. One Co-Chairperson selected from the New Plymouth District Council elected members and one Co-Chairperson selected from the Iwi representatives. The Mayor may be appointed as a Co-Chairperson.
- The Co-Chairpersons will chair alternate meetings of Te Huinga Taumatua. The Co-Chairpersons may amend the chairpersonship rotation by mutual agreement where one Co-Chairperson is unavailable. If both Co-Chairpersons are unavailable, the meeting will elect a chairperson from the committee members present for that meeting.
- The presiding chairperson of a meeting of the Te Huinga Taumatua will determine points of order and meeting procedure in line with the Council's adopted standing orders and the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

The Mayor will formalise the appointment of Co-Chairpersons and members under s41A of the Local Government Act 2002. Appointment of the Iwi Representative. Co-Chairperson will endorse a recommendation from the Iwi Representatives.

2. Quorum

Three members of the New Plymouth District Council appointees plus three Iwi member appointees

3. Meeting Frequency

Every second month

4. Decision-making

A consensus approach to decision-making will be used. Decisions by the Committee (including recommendations to the Council) must be made at a meeting by open voting.

5. Standing Orders

The New Plymouth District Council Standing Orders will apply to meetings of the Te Huinga Taumatua.

6. Reporting Line

Where the committee does not have delegated authority to make a final determination, recommendations will be forwarded to the Council, or the Strategy and Operations Committee as appropriate.

Whakamahi: Operation

The following operational matters are relevant:

- The Council will provide advice and administrative support to the committee
- The Council will remunerate the Iwi committee members consistent with its Remuneration and Reimbursement for External Appointments to Council Subcommittee and Working Parties Policy
- The Council will provide access to meeting spaces for committee members when required
- There may be requirements for members to attend briefings and/or presentations relevant to the committee purpose.
- The Committee will meet within the Council's regular meeting cycle after the Strategy and Operations Committee in each meeting round.

Definitions:

Open voting: Voting that is conducted openly and in a transparent manner, whether or not the meeting is open to the public. Secret ballots are specifically excluded.

Iwi Representative: A person nominated by:

- Te Rūnanga o Ngāti Tama Trust
- Te Rūnanga o Ngāti Mutunga Trust
- Te Rūnanga o Ngāti Maru (Taranaki) Trust
- Te Kotahitanga o Te Atiawa Trust

- Te Kāhui o Taranaki Trust

Nominees will be formally appointed by the Mayor.

FINANCE, AUDIT & RISK COMMITTEE

Chairperson:	TBC (Independent Chairperson)
Deputy Chairperson	Cr Graham Chard
Members	Mayor Max Brough
	Cr EJ Barrett
	Cr David Bublitz
	Cr Moira George
	Cr Dinnie Moeahu
	Cr John Woodward
	TBC (1 external lawyer)
	TBC (1 external accountant)

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. The desirable skills include finance, accounting, legal expertise, risk management and information services.

Quorum: Five members

Meeting Frequency: Every second month

Purpose

1. The purpose of the Committee is to assist the Council to fulfil its governance, risk management and control objectives by:
 - Providing objective advice and recommendations to the Council on the effectiveness of the Council's governance, risk management, financial management and control frameworks and processes.
 - Setting and monitoring the implementation of the Council's external and internal audit programmes and processes.
 - Monitoring legislative compliance and the appropriateness of systems, processes, and controls in place to prevent, detect and investigate the risk of fraud.
 - Obtaining assurance about the processes used to ensure the completeness and quality of financial and operational information provided to the Council, and the appropriateness of NPDC's existing accounting policies and principles.

- Review business plans for strategic projects and provide comment to Council as considered appropriate including recommendations for monitoring.

Areas of Responsibility

Monitoring

2. Monitor Council's financial and non-financial performance against the Long-Term Plan and Annual Plan.
3. Monitor Significant Capital Projects delivery against the Long-Term Plan and Annual Plan.
4. Monitoring of Organisational Health and Safety Performance
5. Review post project evaluations of strategic projects and provide comment where appropriate.

Annual Audit and Risk Committee work programme

6. In conjunction with Council staff, approve and monitor implementation of an annual work programme for guiding the Committee's activities.
7. Approve any amendments to the work programme as appropriate.

Risk management

8. Review the Risk Management Framework annually.
9. Monitor the effectiveness of the Risk Management Framework through regular reporting on how Council's strategic and significant risks have been identified and are being managed, along with changes to the risk registers.
10. Complete 'deep dives' on topics scheduled in the annual work programme.
11. Review and monitor Council's business continuity planning and emergency management arrangements.
12. Monitor the adequacy and appropriateness of Council's insurance arrangements.

Statutory Reporting

13. Review and monitor the integrity of the interim and annual report including statutory financial statements and any other formal announcements relating to the Council's financial performance, focusing particularly on:

- a) compliance with, and the appropriate application of, relevant accounting policies, practices and accounting standards
- b) compliance with applicable legal requirements relevant to statutory reporting
- c) the consistency of application of accounting policies, across reporting periods, and the Council group
- d) changes to accounting policies and practices that may affect the way that accounts are presented
- e) any decisions involving significant judgement, estimation or uncertainty
- f) the extent to which financial statements are affected by any unusual transactions and the manner in which they are disclosed
- g) the clarity of disclosures including contingent liabilities and contingent assets
- h) the basis for the adoption of the going concern assumption
- i) significant adjustments resulting from the audit.

External audit

- 14. Engage with Council's external auditors before the audit commences regarding the scope and cost of the planned external audit work programme, areas of focus, error and materiality levels.
- 15. Review the interim and final management letters provided during the course of the external audit, and recommend their approval to Council if satisfied with their findings and management's responses.
- 16. Review the draft annual financial statements and recommend their adoption or otherwise to Council.
- 17. Monitor management's implementation of recommendations made during the external audit.

Internal audit

- 18. Review the Internal Audit Charter, including the mandate for the internal audit function.
- 19. In conjunction with the Chief Executive, or their nominee, agree the Internal Audit Plan (including any subsequent changes).

20. Review completed internal audit reviews and monitor the progress of implementation of recommendations by management.
21. Approve any changes to the Internal Audit Plan during the year (allowing the Chief Executive and Committee Chair to agree time-sensitive changes in between meetings).

Legal Compliance

22. Monitor legal compliance by Council staff and actions being undertaken to address identified deficiencies.

Other matters

23. Review the effectiveness of the internal control environment established by management to safeguard Council's financial and non-financial assets.

Delegated authority

24. Determining the Internal Audit Plan (including any subsequent changes) in conjunction with the Chief Executive.
25. Determining the Annual Work Programme (including any subsequent amendments) in conjunction with Council staff.

Procedural Matters

26. At the start of each meeting, the Chairperson will confirm with Management if there have been any breaches of the Code of Conduct and/or the Fraud or Corruption Policy, and if any protected or other disclosures alleging such breaches have been received. This is to ensure that such incidents are investigated and reported appropriately.

Notes

27. Remuneration for the external members is determined through a contract for service.

PUBLIC ENGAGEMENT COMMITTEE

Chairperson:	Cr Murray Chong
Deputy Chairperson:	Cr John Woodward
Members:	Mayor Max Brough
	Cr EJ Barrett
	Cr Graham Chard
	Cr Christine Fabish
	Cr Damon Fox
	Cr Kerry Vosseler

Quorum: 4 members

Meeting frequency: Every second month

Purpose

1. The purpose of the Committee is to provide organisations and members of the public with an opportunity to speak directly to elected members in a setting that is not constrained by the time limits and discussion restrictions of Standing Orders governing public forums and deputations.
 2. The Committee will facilitate scheduled speaking opportunities enabling constructive dialogue and engagement on matters of public interest.
-

Delegated authority

3. To receive and hear presentations from members of the public and organisations.
4. The committee may engage in discussion with the presenter within the allocated speaking time.
5. The Chairperson has discretion to decline to hear, or to terminate, a presentation for the reasons set out under deputation restrictions in Council's Standing Orders.
6. To provide feedback and recommendations to the Council and Council Officers on matters raised during engagement sessions.

Matters not delegated

7. The Committee has no delegated decision-making authority.
 8. The Committee cannot commit the Council to any course of action.
-

Notes

- a) Council Officers, in conjunction with the Committee Chairperson and Deputy Chairperson, will prepare guidance for members of the public wishing to present to the Committee. The guidance may be amended as deemed necessary by the Chairperson and Deputy Chairperson. The guidance will include, but not be limited to:
 - i) How to book speaking slots in advance of the meeting. [An online booking tool may be implemented].
 - ii) A requirement for speakers to identify the topic they wish to speak on, and the names of speakers, when booking their speaking slot.
 - iii) Speaking time durations (whether single or multiple speakers) per presentation per meeting, noting that these will be longer than public for a provide for.
- b) Establishment of the Public Engagement Committee does not remove the public forum and deputation opportunities within Standing Orders.
- c) Requests for action, including preparation of reports for Council's consideration, will be referred to the Chief Executive (or their nominee) for consideration.

GOING FOR GROWTH COMMITTEE

Chairperson:	Cr Moira George
Deputy Chairperson:	Cr David Bublitz
Members:	Mayor Max Brough
	Cr Gina Blackburn
	Cr Murray Chong
	Cr Damon Fox
	Cr Te Waka McLeod
	Cr Kerry Vosseler

Quorum: 4 members

Meeting frequency: Every second month

Purpose

The purpose of the Committee is to :

- a) Support a thriving, diverse, and resilient local economy by providing a forum for the business, development and tourism communities to provide feedback directly to elected members.
 - b) Promote sustainable and inclusive economic growth that benefits the whole District.
 - c) Signal a clear intent for NPDC to take a more active leadership role in supporting growth, investment, and business confidence across the district.
-

Delegated authority

The Committee has delegated authority to:

- a) Seek suggestions and observations from the business and development communities to:
 - i) Ensure NPDC's strategies, services, and systems actively support business and economic development.
 - ii) Strengthen economic partnerships between Council, iwi, business, and central government.

- b) Receive monitoring and update reports from the business and development community (such as the Ngāmoutu District Growth Advisory Panel (NPDGAP) update reports).
- c) Receive monitoring and update reports from Council Officers in relation to Central Government legislative and policy changes (relating to the Committee's purpose), and Council strategies and plans that are not within the Terms of Reference of another Committee.
- d) Provide feedback to Council Officers (as part of the meeting processes) on early stage proposals to guide decision-making.
- e) Engage with the business, development, events and partnership communities outside of formal meeting processes (such as hosting business roundtables and sector engagement sessions) to hear directly from business leaders, investors, developers and entrepreneurs.
- f) Provide guidance to Management on Governance expectations in relation to small, specific, targeted growth, and economic activity matters.

Notes

Requests for reports, arising from presentations at Committee meetings, will be considered in line with Council's Standing Orders. [currently SOs9.2 and 9.3]

HEARINGS COMMISSION

Chairperson
Members

Cr Gordon Brown
 Cr Sam Bennett
 Cr Kerry Vosseler
 Cr Gina Blackburn
 Cr Christine Fabish
 Cr Damon Fox

Quorum: One Chairperson and two members
 The Chairperson will appoint at least two members to each hearing on a hearing-by-hearing basis.

Meeting frequency: As required

Purpose

1. The purpose of the Committee is to hear and determine matters under legislation or existing Council policies or bylaws that provides for the right to appeal, to the elected Council, a decision of a Council Officer excluding matters under the Resource Management Act 1991 and the Sale and Supply of Alcohol Act 2012.
-

Delegated authority

2. Authority to hear and determine matters under legislation or existing Council policies or bylaw that provides for the right to appeal, to the elected Council, a decision of a Council Officer **excluding** matters under the Resource Management Act 1991 and the Sale and Supply of Alcohol Act 2012.
3. The Chairperson has authority to appoint at least two members to each of hearing on a case-by-case basis.

Limitations

4. Matters under the Resource Management Act 1991 are heard and considered by Independent Hearings Commissioner(s).
5. Matters under the Sale and Supply of Alcohol Act 2012 are determined by the District Licensing Committee.
6. Matters requiring a decision of the full Council including, but not limited to:

- Annual and Long-Term Plans
- Adoption of Bylaws, Strategies, Policies and Plans.
- Submission processes including Special Consultative Procedures
- Representation Reviews

DISTRICT LICENCING COMMITTEE

Commissioner:	Mr Neil Volzke
Commissioner:	Mr Malcolm Greig
List Members:	Mr Malcolm Greig, Mr Neil Volke, Mr Glen West, Mr Paul Walden, Mr John Rowe, and Ms Channa Perry.

Quorum:	The Commissioner plus two list members (determined by the Commissioner).
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Purpose:	To deal with licensing matters for the District.
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Delegations:	As set out in the Sale and Supply of Alcohol Act 2012 and/or the District Licensing Committee Administration Policy
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Notes

Paul Waldren, Glen West, Channa Perry and John Rowe were appointed as List members on 1 August 2023 for a five year term.

Neil Volzke and Malcolm Greig were appointed as Commissioners and list members for a five year period from November 2025.



NPDC



4.2

Waste Services Joint Committee

Terms of Reference

1. Purpose

The Waste Services Joint Committee (WSJC) is a joint committee of the, New Plymouth, South Taranaki and Stratford District Council and Ngā Iwi o Taranaki whose purpose is to coordinate and oversee the effective management of solid waste and the implementation of waste reduction initiatives. WSJC aims to collaborate in the delivery of waste minimisation solutions and disposal of waste where there is efficiency and effectiveness in doing so.

2. Objectives

- To develop and implement strategies for reducing waste generation and improving solid waste management.
- To advise on the services contracts, waste disposal and minimisation strategies and implementation of the District Councils' Waste Management and Minimisation Plans.
- To facilitate collaboration among stakeholders, including government bodies, businesses, and community organisations.
- To identify and adopt innovative technologies and practices for sustainable waste solutions.
- To advocate on behalf of Taranaki communities to central government and other agencies on waste management and minimisation where there are matters of common interest.

3. Membership

Voting membership

WSJC will consist of the following voting members:

- One elected representative plus one alternate from the New Plymouth District Council;
- One elected representative plus one alternate from the South Taranaki District Council;
- and
- One elected representative plus one alternate from the Stratford Council; and
- One appointed representative plus one alternate from Ngā Iwi o Taranaki.

Each member will have one vote on all resolutions.

Officer representatives

Each council and Ngā Iwi o Taranaki may nominate up to two staff members to support the Committee by providing technical advice and expertise. These officer representatives will be present at meetings and may be granted speaking rights at the discretion of the Chair.

4. Meetings

Administering Authority

The South Taranaki District Council is the administering authority for WSJC. The meetings of the Committee will be run in accordance with the Administering Authority's Standing Orders, Code of Conduct and the Local Government Official Information and Meetings Act 1987 will apply.

Chairperson

A Committee member (elected by WSJC in accordance with the Administering Authority's Standing Orders) will chair meetings and hold the position of Chair for the three year local government triennium.

Deputy Chair

A Committee member (elected by WSJC in accordance with the Administering Authority's Standing Orders) will be elected Deputy Chair and hold the position for the three year local government triennium.

Quorum

A quorum will consist of half the members if the number of members (including vacancies) is even or a majority if the number (including vacancies) is odd.

Timing

Meetings will be held quarterly and on occasions when a need for decision making occurs.

5. Roles and Responsibilities

- Regularly report back to the New Plymouth, South Taranaki and Stratford District Councils and Ngā Iwi o Taranaki on matters discussed at WSJC meetings.
- Make recommendations in relation to services contracts, waste disposal and minimisation strategies for consideration by the member's nominating organisation.
- Make recommendations in relation to the District Councils' Waste Management and Minimisation Plans for consideration by the member's nominating organisation.
- Manage and/or disperse monies as provided for by the New Plymouth, South Taranaki or Stratford District Councils.
- Review and monitor the implementation of waste management initiatives.
- Evaluate the effectiveness of waste management programs and make recommended improvements as needed.

6. General

Disestablishment

The Committee may only be disestablished by mutual agreement of all members.

Media or public communication

The Chair of the Committee has the responsibility to liaise with the media on behalf of the Committee.

Remuneration of members

Remuneration and expenses are the responsibility of the member's nominating organisation. The Adminstrating Authority will be responsible for the remuneration and expenses of appointed representatives of Ngā Iwi o Taranaki in accordance with their relevant policy on remuneration of external members.

Review and Amendments

The terms or reference will be reviewed every three years in line with the local government triennium or as required. Each new version will be numbered and dated. Each member's nominating organisation must be provided with the opportunity to review and adopt any new version.

ADOPTION OF MEETING CYCLE FOR 2026

MATTER / TE WHĀINGA

- The matter for consideration by the Council is adoption of the schedule of Council and Committee Meetings for 2026.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report:

- Council adopt the following meeting schedule for 2026:

Meeting Round 1	Council Briefing	Thursday 22 January
	Council	Thursday 29 January

Meeting Round 2	Public Engagement	Wednesday 4 February
	Community Boards	Monday 9 – Monday 16 February
	Finance, Audit and Risk	Wednesday 18 February
	Council Briefing	Thursday 19 February
	Council	Thursday 26 February

Meeting Round 3	Going for Growth	Wednesday 4 March
	Community Boards	Tuesday 10- Monday 16 March (adj for Taranaki Anniversary)
	Te Huinga Taumatua	Wednesday 18 March
	Council Briefing	Thursday 19 March
	Council	Thursday 26 March

Meeting Round 4	Public Engagement	Wednesday 8 April
	Community Boards	Monday 13 – Monday 20 April
	Finance, Audit and Risk	Wednesday 22 April
	Council Briefing	Thursday 23 April
	Council	Thursday 30 April

Meeting Round 5	Going for Growth	Wednesday 6 May
	Community Boards	Monday 11 – Monday 18 May
	Te Huinga Taumatua	Wednesday 20 May
	Council Briefing	Thursday 21 May
	Council	Thursday 28 May

Meeting Round 6	Public Engagement	Wednesday 3 June
	Community Boards	Monday 8 – Monday 15 June
	Finance, Audit and Risk	Wednesday 17 June
	Council Briefing	Thursday 18 June
	Council	Thursday 25 June

Meeting Round 7	Going for Growth	Wednesday 8 July
	Community Boards	Monday 13 – Monday 20 July
	Te Huinga Taumatua	Wednesday 22 July
	Council Briefing	Thursday 23 July
	Council	Thursday 30 July

Meeting Round 8	Public Engagement	Wednesday 5 August
	Community Boards	Monday 10 – Monday 17 August
	Finance, Audit and Risk	Wednesday 19 August
	Council Briefing	Thursday 20 August
	Council	Thursday 27 August

Meeting Round 9	Going for Growth	Wednesday 2 September
	Community Boards	Monday 7 – Monday 14 September
	Te Huinga Taumatua	Wednesday 16 September
	Council Briefing	Thursday 17 September
	Council	Thursday 24 September

Meeting Round 10	Public Engagement	Wednesday 7 October
	Community Boards	Monday 12 – Monday 19 October
	Finance, Audit and Risk	Wednesday 21 October
	Council Briefing	Thursday 22 October
	Council	Thursday 29 October

Meeting Round 11	Going for Growth	Wednesday 4 November
	Community Boards	Monday 9 – Monday 16 November
	Te Huinga Taumatua	Wednesday 18 November
	Council Briefing	Thursday 19 November
	Council	Thursday 26 November

Meeting Round 12 (Adj for Christmas)	Public Engagement	Wednesday 2 December
	Community Boards	Monday 7– Monday 14 December
	Finance, Audit and Risk	Wednesday 9 December
	Council Briefing	Thursday 10 December
	Council	Thursday 17 December

- b) Note that the Community Boards will determine their meeting days and times.**
- c) Confirm that:**
 - i) Council, Finance Audit and Risk Committee, Going for Growth Committee and Te Huinga Taumatua meetings will commence at 10am.**
 - ii) The Public Engagement Committee will alternate the start time of its meetings (either 2pm or 5.30pm).**
- d) Delegate authority to the Mayor (for Council) and the Committee Chairpersons to amend the meeting times if required.**

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHIRAHIRA

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being administrative in nature. There are no financial or levels of service implications.

DISCUSSION

3. Following the Mayoral determination of a committee structure, this report recommends ordinary meeting dates for 2026. The Local Government Act 2002 requires Council to hold the meetings that are necessary for the good governance of the district.¹
4. The committee structure for the 2025-2028 term is significantly different to the previous triennium.
5. Council will meet monthly (the fourth Thursday of every month). The four committees will meet every second month meaning that two committee meetings are held in each cycle. An image of the new structure, and how meetings fall within a four-week period is attached in Appendix 1 (ECM9638180)
6. A Council (briefing) meeting will be scheduled on the third Thursday of every month. No decisions (other than consideration of any apologies) are expected to be made at these meetings. They will be a slightly more formal version of a workshop.
7. With the exception of the Public Engagement Committee, meetings will commence at 10am. The Public Engagement Committee will alternate meeting start times between 2pm and 5.30pm to maximise opportunities for public engagement.

¹ Sch7 cl19(1) LGA

-
8. Community Boards will adopt their own meeting dates and times, but will meet monthly and generally fall into week two of the meeting cycle.
 9. Extraordinary meetings and workshops will be called if necessary.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

10. The meeting cycle is an administrative matter. There are no climate change impacts associated to this report.

NEXT STEPS / HĪKOI I MURI MAI

11. Once Council has adopted a meeting schedule, Council Officers will issue electronic meeting notices to elected members and staff.

APPENDICES / NGĀ ĀPITI HANGA

Appendix 1 Proposed Meeting Structure Graphics 2026 (ECM 9638180)

Report Details

Prepared By:	Ashlee Carter (Governance Advisor)
Team:	Governance
Approved By:	Julie Straka (Manager Governance)
Ward/Community:	District Wide
Date:	14 November 2025
File Reference:	ECM 9638189

-----End of Report -----

Proposed Meeting Structure 2026**Cycle 1**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 1)			Public Engagement (2pm)		
Week 2 (of cycle 1)	Kaitake Community Board	Clifton Community Board Inglewood Community Board	Puketapu-Bell Block Community Board		Waitara Community Board
Week 3 (of cycle 1)			Finance, Audit and Risk	Council Briefing	
Week 4 (of cycle 1)				Council	

Cycle 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 2)			Going for Growth		
Week 2 (of cycle 2)	Kaitake Community Board	Clifton Community Board Inglewood Community Board	Puketapu-Bell Block Community Board		Waitara Community Board
Week 3 (of cycle 2)			Te Huinga Taumatua	Council Briefing	
Week 4 (of cycle 2)				Council	

NB: Council meets on the last Thursday of every month, and a 4-week meeting cycle has been built around that meeting date.

Cycle 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 1)			Public Engagement (5.30pm)		
Week 2 (of cycle 1)	Kaitake Community Board	Clifton Community Board Inglewood Community Board	Puketapu-Bell Block Community Board		Waitara Community Board
Week 3 (of cycle 1)			Finance, Audit and Risk	Council Briefing	
Week 4 (of cycle 1)				Council	

Cycle 4

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 (of cycle 2)			Going for Growth		
Week 2 (of cycle 2)	Kaitake Community Board	Clifton Community Board Inglewood Community Board	Puketapu-Bell Block Community Board		Waitara Community Board
Week 3 (of cycle 2)			Te Huinga Taumatua	Council Briefing	
Week 4 (of cycle 2)				Council	

COUNCILLOR REMUNERATION FRAMEWORK (2025-2028)

MATTER / TE WHĀINGA

1. The matter for consideration by the Council is recommendation of a Councillor remuneration framework (2025-2028 triennium) to the Remuneration Authority.

MAYORAL RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU
That having considered all matters raised in the report Council recommend to the Remuneration Authority that for New Plymouth District Council:

[Step 1]

- a) Designate the following positions as roles with additional responsibility:
 - i) Deputy Mayor
 - ii) Standing Committee Chairpersons (2)
 - iii) Deputy Chairperson Going for Growth Committee
 - iv) Deputy Chairperson Public Engagement Committee
 - v) Deputy Chairperson Finance, Audit and Risk Committee
 - vi) Councillor appointees to community boards
- b) Approve the role descriptions for the roles with additional responsibilities (set out in the report)

[Step 2]

- c) Apply the following remuneration ratios to the specified roles:

Position	Ratio
Deputy Mayor	1.45
Standing Committee Chairpersons (2)	1.45
Deputy Chairpersons (3)	1.20
Councillor appointees to community boards	1.05

SIGNIFICANCE AND ENGAGEMENT / TOHUTOHU KAI WHAKAHAERE

2. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being administrative. There is little or no impact on the community and it is procedural in nature with the process being governed by the Remuneration Authority rules and guidance.

EXECUTIVE SUMMARY / WHAKARĀPOPOTOTANGA MATUA

3. Council is required to recommend a framework for Councillor remuneration to the Remuneration Authority (the Authority). The Authority has already set the Mayoral and Community Board salaries.
4. New Plymouth District Council's post-election pool for 2025/2026 is \$999,087. This is pro-rated for the remainder of this financial year.
5. Council must allocate the entire pool. The Authority will consider Council's proposed framework and give final approval via gazette notice.

BACKGROUND / WHAKAPAPA

Council is required to set a remuneration framework for Council

6. For every Council, the Authority determines a governance remuneration pool based on:
 - a) a structured pay scale (the size of the governance role, an estimate of Councillors time commitment and a comparison with parliamentary salaries (to ensure relativity).
 - b) a size index (reflecting the complexity and scale of each Council's governance responsibilities including population, operating expenditure, asset value, and socioeconomic deprivation).
7. Council is required to determine how they will distribute the pool among councillors, including additional payments (if any) for roles with additional authority. The Authority will consider Council's recommendation and will approve the final allocation (through gazette notice).
8. The [Local Government Act 2002](#)¹ states that the Authority must determine the remuneration payable to the Mayor, Deputy Mayor and Committee Chairpersons. The Authority may also determine, if requested by Council, the remuneration of councillors with additional specified responsibilities.

¹ LGA Sch7 Cl6

Recommendations following implementation of the new Governance Structure

9. Mayor Brough has established a new Governance Structure for the 2025-2028 triennium. The structure is less complex than previous structures which has resulted in fewer roles with additional responsibilities.
10. The new structure has four Committees. Three of those committees will be chaired by a Councillor.
11. The external appointments of the Finance, Audit and Risk Committee Chairperson, and the Iwi nominated Co-Chair of Te Huinga Taumatua will be remunerated from outside of the Governance Pool.
12. In addition to the Deputy Mayor and Committee Chairperson roles, this report proposes the Deputy Chairpersons of committees and the Councillor appointees be defined as roles with additional responsibility.

The impact of rotating the Deputy Mayor role

13. Mayor Brough has advised he would be rotating the Deputy Mayor role between the Going for Growth, Te Huinga Taumatua and Public Engagement Standing Committee Chairpersons. The rotation is on a six-month basis. The memo of appointment (ECM9633349) set out Mayor Brough's intention that there will be additional remuneration (beyond that of a Standing Committee Chairperson) for the period the Standing Committee Chairperson holds the Deputy Mayor role. The memo acknowledged that this was ultimately a decision that the Council would have to make when determining a Remuneration Structure.
14. Following Mayor Max's decision that the Deputy Mayor role would be rotated, Council Officers received Councillor enquiries regarding the process for appointing, removing of a Deputy Mayor and the appointment of a new Deputy Mayor. That advice is attached in Appendix 2 (ECM9654112).
15. The Remuneration Authority have confirmed verbally that they do not require the names of the Standing Committees to be explicitly referenced in Council's recommendation. This is evidenced in previous [determinations](#)². The Authority also confirmed that the ratio for the Deputy Mayor role and a Standing Committee Chair role could be the same.
16. On that basis, this report recommends that the framework acknowledge the roles of Deputy Mayor and two Standing Committee Chairpersons on the same ratio. This also enables administrative efficiency in not having to alter pay rates at each six-month rotation for a Deputy Mayor.

² Reference Clutha District Council and Hurunui District Council for example.

Descriptions of Positions with Additional Responsibility

17. Council Officers propose the following descriptions of roles with additional responsibilities.

Role	Description
Deputy Mayor Proposed ration: 1.45	Appointment as Deputy Mayor (on a rotational basis) to fulfil the matters set out in Schedule 7 Cl(17) of the Local Government Act 2002.
Standing Committee Chairperson (2) Proposed ratio 1.45	Preside over Committee meetings, ensuring that the committee acts within the powers delegated by the Council, and the Committee's Terms of Reference. Role holders are expected to attend the necessary pre-agenda meetings. Four standing committees have been appointed (Public Engagement, Finance, Audit and Risk, Going for Growth and Te Huinga Taumatua). The Chairperson of the Finance, Audit and Risk Committee is an external appointee and will be remunerated through a contract for service outside of the Governance Pool. The Chairpersons of the Public Engagement, Te Huinga Taumatua and Going for Growth Committees will be appointed as Deputy Mayor on a six-monthly rotation. During their term as Deputy Mayor the Councillor will be eligible for the Deputy Mayor remuneration. Outside of that time they will be eligible for the Standing Committee Chairperson remuneration.

Role	Description
Deputy Chairperson Public Engagement Committee Proposed ratio: 1.20	To assist the Committee Chairperson as required. To act as Committee Chairperson in the absence of the Chairperson
Deputy Chairperson Going for Growth Committee Proposed ratio: 1.20	
Deputy Chairperson Finance, Audit and Risk Committee Proposed ratio: 1.20	
Councillor appointees to Community Boards (5) Proposed ratio: 1.05	The Local Government Commission Determination restricts which Councillors can be appointed to each community board (based on ward structure). There is an obligation that the nominated Councillor will accept the role. Councillor appointees to Community Boards are an active conduit of information between the activities of the board and the Council. Councillor appointees guide community board members on making a difference in their communities.

Risk Assessment

18. If Council's governance structure changes throughout the triennium, the remuneration allocation will need to be considered. This would involve Council making a recommendation to the Authority for approval.
19. A complicated remuneration framework is more likely to require amendments throughout the triennium following any changes to roles with additional responsibility. This would mean further reports to Council throughout the term and subsequent approval by the Authority. As such, a more complicated framework is less likely to provide a stable framework.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

20. There are no climate change impacts or considerations.

NEXT STEPS / HĪKOI I MURI MAI

21. Council Officers will forward Council's recommendation to the Remuneration Authority for approval and gazetting.
22. Councillors will be remunerated at the base salary (\$58,770 pa) from the day after the declaration was made until the Remuneration Authority has gazetted an amended determination. Provided Council's recommendation is provided to the Authority by 30 January 2026, that amendment is expected to be gazetted in early March.
23. Once gazetted, salaries are backdated to the date of appointment.

FINANCIAL AND RESOURCING IMPLICATIONS / NGĀ HĪRAUNGA Ā-PŪTEA, Ā-RAUEMI

24. The Remuneration Authority sets a remuneration pool for all Councillors which the Council funds through the Long-Term and Annual Plans.
25. Allowances and expense reimbursements do not form part of the pool and are based on a policy which will be adopted through a subsequent report. Council budgets separately for the payment of elected member allowances and recompensing expenses. Further, payments to externally appointed members also fall outside of the pool.

APPENDICES

- Appendix 1 Proposed Remuneration Framework (ECM9650604)
- Appendix 2 Legal advice rotating Deputy Mayors (ECM9654112)

Report Details

Prepared By: Julie Straka (Manager Governance)
 Team: Governance
 Approved By: Bernie O'Donnell (General Manager Te Tiriti Partnerships)
 Ward/Community: District Wide
 Date: 2 November 2025
 File Reference: ECM 9633711

-----End of Report -----

Before completing this worksheet, read the instructions sheet in the tab below for detailed guidance.

For example, ratios can be 1.05, 1.25, 1.5, 2.0 times a councillor with no additional responsibility's remuneration. A ratio cannot be less than 1.

1) Enter the legal name of the local authority, as listed in schedule 2 of the Local Government Act 2002:	New Plymouth District Council
2) Enter the date on which the official result of the 2025 election was declared for the local authority:	17 October 2025
3) Enter number of elected members (excluding the mayor or regional council chair) on the council:	14
4) Enter local authority's governance remuneration pool as shown in the current local government members determination (\$):	999,087
5) Enter councillor minimum allowable remuneration as shown in the current local government members determination (\$):	58,770

[illegible]

Grand Total (\$):	999,087
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Balance of pool (\$):	0
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A brief description must be provided for each position of responsibility ie: specify the additional responsibilities over and above the councillor with no additional responsibilities role - covering duties, delegations, deputising and reporting obligations and the extra time involved in carrying out the additional responsibilities.

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2025 Local Elections

To Julie Straka, New Plymouth District Council

26 November 2025

From Mike Wakefield

Subject Process requirements relating to appointment of Deputy Mayor

PRIVILEGED AND CONFIDENTIAL

6.2

Advice sought

1. You have sought advice on the process for appointing and removing a Deputy Mayor. In particular you have asked:
 - (a) whether the Mayor has the authority to appoint and subsequently replace a Deputy Mayor without a resolution of the Council;
 - (b) what is the nature of the distinction between a Mayor's authority to appoint and replace a Deputy Mayor, and the Council's power to remove a Deputy Mayor; and
 - (c) whether a period of appointment of a Deputy Mayor can be confirmed in advance (i.e. whether there can be a schedule of rotating appointments of named councillors, with the relevant period for each specified).

Summary

2. The Local Government Act 2002 (**LGA**) contains two independent mechanisms for appointing/electing, and removing, Deputy Mayors:
 - (a) **By the Mayor:** appointment of the Deputy Mayor under s41A(3)(a) of the LGA; removal of the Deputy Mayor as inherent in the power to appoint: s45 of the Legislation Act 2019 (**LA**);
 - (b) **By the Council:** election of the Deputy Mayor under cl 17(1) of Schedule 7 of the LGA; removal of the Deputy Mayor under cl 18(1) of the LGA.
3. The Council's power to elect a Deputy Mayor (para 2(b) above) may **not** be exercised if the Mayor has appointed a Deputy Mayor (para 2(a) above): s41A(7)(a) of the LGA. However, the Council may remove a Deputy Mayor which has been appointed by the Mayor: s41A(4)(a) of the LGA. In short:
 - (a) The Council may only elect a Deputy Mayor if the Mayor declines to do so;
 - (b) Both the Mayor and the Council can remove a Deputy Mayor appointed by the Mayor.

4. The Mayor has authority to appoint and subsequently replace a Deputy Mayor, without a resolution of the Council. "Replacement" is simply removal and reappointment of a different person. The Mayor has both these powers: see para 2(a) above.
5. We see no reason why a Mayor's proposed removals and appointments (i.e. replacements) of the Deputy Mayor cannot be determined in advance through the Mayor adopting a schedule of successive "terms" for each Deputy Mayor. The Mayor will always have the power to alter that schedule at any time (which, legally, would be simply changing the appointments/removals).

Discussion

Background

6. On 6 November 2025, Mayor Brough exercised his power under s41A of the LGA to make various Mayoral appointments, including the appointment of Deputy Mayors on a rotating basis. Under the appointment, three (named) elected members will hold that position for two 6-month terms each.¹
7. Questions have been raised as to whether a resolution of the Council is required to authorise these appointments, and whether such "pre-appointments" are possible at all.

The Mayor has the authority to appoint and remove a Deputy Mayor without a resolution of the full council The power to appoint the Deputy Mayor, among other powers, was conferred specifically on Mayors by the Local Government Act 2002 Amendment Act 2012. Section 41A(3) operates as a set of standalone powers held by a Mayor, in addition to powers which may be exercised by the full Council, even over the same subject matter, elsewhere in the LGA. Section 41((3)(a) confers on the Mayor a power to appoint the Deputy Mayor.

9. The power to appoint a person to an office inherently includes the power to remove that person from office. This is specified in s 45 of the Legislation Act 2019 (LA). The LA contains provisions applying to the interpretation of all legislation and applies generally, as opposed to only in cases of doubt about the interpretation of a statute.
10. There is no express power in s 41A for the Mayor to remove the Deputy Mayor from office. However, this power exists by virtue of s 45 of the LA. This applies only to a Deputy Mayor who was appointed by the Mayor.
11. Therefore, the Mayor has power both to appoint and remove a Deputy Mayor, without a resolution of the Council in either case. The Mayor can appoint a new Deputy Mayor, in place of the one removed i.e. appointing to replace the Deputy Mayor.

Distinction between Mayoral and council powers: The council may only elect a Deputy Mayor if the Mayor declines to appoint. Both the Mayor and the council may remove a Mayoral appointment.

1 Mayor Brough had earlier expressed a wish for there to be three co-Deputy Mayors, however this is not possible under the LGA.

12. Clause 17 of Schedule 7 of the LGA contains a power for the council to elect a Deputy Mayor. Clause 18 of Schedule 7 contains a power for the council to remove a Deputy Mayor, after certain process requirements for the meeting are satisfied. These powers are separate to the Mayor's powers to appoint and remove in s 41A.
13. Section 41A of the LGA clarifies the relationship between the Mayoral powers and the (full) council's powers in relation to appointment/election and removal of Deputy Mayors:
 - (a) The council's power to elect a deputy mayor only applies if the Mayor has declined to exercise their power of appointment: s 41A(7)(a). The Mayor therefore has the "first option" on appointment;
 - (b) There is no equivalent provision in s 41A which says the Mayor has an exclusive right or priority in terms of removal of a Deputy Mayor. Therefore, both the Mayor and the council may remove a Deputy Mayor appointed by the Mayor (the council having followed the necessary process in clause 18 of Schedule 7).

Rotating appointments specified in advance are lawful

14. Section 41A does not prescribe or limit the exercise of the Mayor's power to appoint or remove a Deputy Mayor, so long as only one Deputy Mayor occupies the position at any one time. Therefore, the Mayor has full discretion to replace a Deputy Mayor (i.e. remove a Deputy Mayor and appoint a different Deputy Mayor in their place) as they wish.
15. We see no reason why a Mayor's proposed removals and appointments (i.e. replacements) of the Deputy Mayor cannot be determined in advance through the Mayor adopting a schedule of successive "terms" for each Deputy Mayor. There is nothing in s 41A which says or implies that a decision to remove or make a new appointment can only be made during the term of the incumbent Deputy Mayor. If the Mayor wishes the role of Deputy Mayor to be held on a rotating basis, it seems practical and transparent for that to be determined in advance of all proposed appointments. The Mayor will always have the power to alter that schedule at any time (which, legally, would be simply changing the appointments/removals).
16. We have reviewed the Mayor's document entitled "Mayoral Appointments". It is clear that there is to be only one Deputy Mayor at any time, with the role to rotate between different elected members across the triennium. We consider this is lawful. The appointment document does not expressly "remove" Deputy Mayors from that position, however we consider it is implicit in their "period of appointment" and the fact that there is the appointment of a new person as Deputy Mayor at the conclusion of their term that they are removed from that date.

CLOSING

The chairperson, or a person authorised by the chairperson, may make a statement to close the meeting.