

# Ngā whakamahuki ā ngā Pou Kaunihera

## District Leaders Information

### Members' Remuneration

Salaries for members of Rotorua Lakes Council from 1 July 2021 as set by the Remuneration Authority are:

Mayor's salary	\$152,000p.a.
Base Councillor salary	\$57,696p.a.
Lakes Community Board salary	\$8,524p.a.
Rural Community Board salary	\$9,527p.a.

Councils can make representations to the Authority for additional remuneration for:

- Community boards that have additional levels of responsibility, and
- Councillor positions of additional responsibility (including deputy mayors) and
- Recognition of intermittent duties during the District Plan process.

Additional remuneration for the Deputy Mayor, committee chairpersons or leaders will be determined by the Remuneration Authority who consider additional remuneration proposals made by councils outlining levels of additional responsibilities for elected members.

The maximum total additional amount that may be used to augment salaries for positions of additional responsibilities is 2 times the base councillor salary.

- Subject to meeting qualifying criteria, councillors can claim a travel allowance for attendance at official council or committee meetings. Salaries are currently paid monthly with travel allowances and expense reimbursements paid monthly. The amounts are reviewed by the Remuneration Authority annually.

### Mayor & Councillors' Responsibilities

The following role description as identified by the Remuneration Authority in setting the elected members' remuneration is a guide for what is expected.

#### Mayor

The Mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of the Council. The Mayor also has the following roles:

- Presiding at Council meetings including ensuring the orderly conduct of business during meetings (as determined by standing orders).
- Advocating on behalf of the community involving the promotion of the community and representation of its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Spokesperson for the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing of committees
- Fulfilling the responsibilities of a Justice of the Peace (while the Mayor holds office).
- Providing leadership to the other members of the Council and the people of the area.
- Leading the development of the Council's plans, policies, and budgets for consideration by the members of the Council.

#### Deputy Mayor

The Mayor has the power to appoint the Deputy Mayor. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

### Councillor – Base role description

#### Collective duties of the Council

- Representing the interests of the Council.
- Formulating the Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by Council over a ten-year period.
- Determining the expenditure and funding requirements of Council activities through the LTP and annual planning processes.

- Overseeing, developing and/or approving all Council policies, administrative, legal, financial and strategic, including formal district planning matters within the Council's geographical area of responsibility.
- Monitoring the on-going performance of Council against its stated objectives and policies (including formal sign-off of the Annual Report).
- Ensuring prudent use of Council resources.
- Law-making (bylaws).
- Overseeing Council compliance with any relevant Acts of Parliament.
- Employing, setting performance requirements for, and monitoring the on-going performance of the Council's Chief Executive (under the Local Government Act 2002).

### Representation and advocacy

- Bringing the views of the community into Council decision-making processes.
- Being an advocate for community groups and individuals at Council meetings.
- Balancing the need to advocate for specific interests against the needs of the wider community.
- Listening to the concerns of local residents and ratepayers on issues pertaining to the Council.
- Maintaining contact with community representatives and other local stakeholders.
- Participating in any relevant consultative processes with the local community and/or other organisations.

### Governance

- Participating constructively and effectively in the good governance of the Council as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the Council.
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, Committee Chairs/portfolio holders and Councillors.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the Council processes set out in the Standing Orders that determine how Council meetings are run.
- Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints.
- Participating in the setting and monitoring of Council policies, budgets, strategies and service delivery through annual and long-term planning processes.
- Ensuring familiarity with agendas and other Council reports before Council meetings.
- Being familiar with and complying with the statutory requirements of an elected Councillor.
- Complying with the Code of Conduct adopted by the Council.

- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

### Core Competencies

- Genuine interest, understanding (and passion) of/for the issues faced by Rotorua Lakes Council citizens.
- Ability to relate to a wide range of people at many levels and across many disciplines and cultures.
- Ability to hear and understand the varying positions of others and consider these in decision making.
- Ability to express ideas clearly.
- Ability to understand, focus on and resolve complex issues through long term planning.
- Ability to understand financial and reporting statements.
- Understands the differing roles of governance and management.
- Ability to think "district-wide" on issues to come to decision.
- Results focused.
- Knowledge of and commitment to the Local Government Act 2002.

### Experience and Background

- May have experience relevant to the challenges facing the district.
- May have extensive community networks.
- Be familiar with the existing Rotorua Lakes Council's 2021/31 Long Term Plan.

### Personal Qualities

- Demonstrates integrity and ethical behaviour.
- Is independent, inquisitive and innovative.
- Has the ability to see all sides of an argument.
- Ability to develop and maintain positive working relationships with Councillors and staff.
- Committed to the Rotorua district.
- Respect for others.
- Flexible working hours; evening and weekend work is required.
- Actively demonstrate commitment to the Elected Members' Code of Ethics.

### Council Structure

Council's current committee structure and meeting arrangements were determined by Council in December 2019, and this structure provides an open and accountable governance system.

Elected members are guided and advised, formally and informally, through a number of mechanisms. The Local Government Act 2002, and other legislation, provides the framework within which members are elected and must operate.

Council has adopted a Local Governance Statement which includes a code of conduct to help ensure transparency and a high standard of behaviour. Model standing orders are also used to guide meeting procedures and assist sound decision making processes.