



## ELECTED MEMBER REMUNERATION EXPENSES AND ALLOWANCES POLICY 2019-2020

|   | Page |
|---|------|
| Policy objective  | 2    |
| Principles  | 2    |
| <b>A. Remuneration – Mayor and Councillors</b>              | 2    |
| <b>B. Remuneration – Community Board Chairs and Members</b> | 2    |
| <b>C. Elected Member Expenses and Allowances</b>            | 3    |
| 1. Accommodation  | 3    |
| 2. Air dollars/points                                       | 3    |
| 3. Airline clubs  | 3    |
| 4. Air Travel   | 3    |
| 5. Carparks   | 3    |
| 6. Communication Technology                                 | 3    |
| 7. Entertainment & hospitality                              | 4    |
| 8. Gifts  | 4    |
| 9. Incidentals  | 4    |
| 10. Meals   | 4    |
| 11. Professional development                                | 4    |
| 12. Stationary  | 4    |
| 13. Subscriptions & memberships                             | 4    |
| 14. Vehicles  | 5    |
| 15. Childcare Allowance                                     | 5    |
| <b>D. The Mayor</b>   | 5    |
| 1. Carparks   | 5    |
| 2. Communications Technology                                | 5    |
| 3. Subscriptions & memberships                              | 5    |
| 4. Vehicle  | 5    |
| <b>E. Fees related to Hearings</b>                          | 6    |
| Document version control                                    | 6    |

## Policy objective

This policy clarifies payment of elected member salaries, allowances and reimbursements to October 2019.

Elected Members are remunerated in accordance with legislation oversighted by the Remuneration Authority. (See Local Government Members (2019/20) (Local Authorities) Determination 2019)[The Determination]. Determinations also stipulate the parameters around the payment of allowances and other fees. Within these parameters councils can develop their own policies.

## Principles

The payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by Elected Members while acting in their role
- payable under clear rules communicated to all claimants
- over sighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering

*(Fees related to District Licencing Committee hearings are not included in this policy.)*

### A. Remuneration – Mayor and Councillors

| Role                                     | Annual remuneration |
|--|---------------------|
| Mayor                                    | \$128,099           |
| Deputy Mayor                             | \$48,602            |
| Committee Chairperson (3)                | \$46,733            |
| Appeals Committee Chairperson            | \$41,124            |
| Chairperson, Grants Allocation Committee | \$41,124            |
| Councillor                               | \$37,386            |

### B. Remuneration – Community Board Chairs and Members

| Board               | Chairperson | Member  |
|---------------------|-------------|---------|
| Ōtaki               | \$15,250    | \$7,625 |
| Paekākāriki         | \$7,947     | \$3,973 |
| Paraparaumu-Raumati | \$19,976    | \$9,988 |
| Waikanae            | \$16,325    | \$8,163 |

The following sections detail the payment of Elected Member reimbursements and allowances.

### C. Elected Member Expenses and Allowances

|                                    |  |
|------------------------------------|--|
| <b>1 Accommodation</b>             | <p>a) while at conferences or training events or other Council business – Council will pay for accommodation where applicable that balances cost-effectiveness with proximity to the event</p> <p>b) private/provided by friends/relatives – Council has no involvement</p>  |
| <b>2 Air Dollars/Points</b>        | <p>Air points/air dollars earned on travel, accommodation etc. paid for by the Council are available for the private use of members. Due to the low level of air travel this is insignificant.</p>   |
| <b>3 Airline Clubs</b>             | <p>Council doesn't pay or reimburse for these memberships.</p>   |
| <b>4 Air Travel</b>                | <p>a) Generally air travel bookings are made by staff upon approval and in accordance with Council policy.</p> <p>b) If Elected Members make their own bookings, domestic and international travel taken for Council-related business will be reimbursed up to the level of economy class fares; if the elected member wishes to travel at a different class they must meet the cost of the difference.</p>  |
| <b>5 Carparks</b>                  | <p>At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building, Paraparaumu. This permit is non-transferable and must be returned at the end of the triennium.</p>   |
| <b>6 Communications Technology</b> | <p>a) Broadband – All elected members will retrospectively receive a \$400 allowance for use of home broadband for Council business for the period 1 July 2019 to 30 June 2020 in line with the Determination. (Where an elected member has not been a member for the whole for the 2019/20 year the amount paid will be pro-rated).</p> <p>b) Consumables (ink cartridges/paper) – Council will provide these on request.</p> <p>c) Email – at the beginning of the triennium Elected Members are provided with a Council email address which is not to be used by members for any personal business.</p> <p>d) Mobiles – Councillors, Community Board Chairs and</p> |

---

|           |  |  |
|-----------|--|--|
|           |  | <p>Community Board members, who use their own mobile phone for Council-related business, are entitled to a \$150 equipment allowance and \$400 service allowance for the 2019/20 year. (Where an elected member is not a member for the whole for the 2018/19 year the amount paid will be pro-rated). A member may opt, instead of receiving the \$400 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls.</p> <p>e) Tablets and Printers – Councillors and Community Board Chairs will be provided with tablets at the beginning of the triennium for Council-related use, although a reasonable degree of private use is acceptable. <b>For Community Board Members a communications allowance of \$240 shall be paid to each member per annum to cover the use of a personal computer and printer.</b></p> |
| <b>7</b>  | <b>Entertainment &amp; hospitality</b> | Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor, the Chief Executive and the Financial Controller.  |
| <b>8</b>  | <b>Gifts</b>                           | Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.  |
| <b>9</b>  | <b>Incidentals</b>                     | Reasonable expenses incurred in the pursuit of Council business will be reimbursed on presentation of an expense claim supported with the relevant invoices/receipts.  |
| <b>10</b> | <b>Meals</b>                           | This excludes Council catering for meetings. Reasonable costs for meals and sustenance are reimbursed when travelling on Council business on presentation of receipt/s.  |
| <b>11</b> | <b>Professional development</b>        | Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.   |
| <b>12</b> | <b>Stationery</b>                      | Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.  |
| <b>13</b> | <b>Subscriptions &amp; memberships</b> | The costs of these will not be met by the Council.   |

---

---

**14 Vehicles**

- a) Mileage - Reimbursements apply according to the following conditions:
- i. Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected member.
  - ii. The travel must be by the most direct route that is reasonable in the circumstances.
  - iii. For a petrol or diesel vehicle:  
79 cents for the first 14,000 km per annum,  
30 cents for travel over 14,000 km per annum.
  - iv. For a petrol hybrid vehicle:  
79 cents for the first 14,000 km per annum,  
19 cents for travel over 14,000 km per annum.
  - v. For an electric vehicle:  
79 cents for the first 14,000 km per annum,  
9 cents for travel over 14,000 km per annum.
- b) Private use of vehicle – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage would be cheaper than air travel.
- c) Rental cars – the Council will not meet the costs of using these.
- d) Taxis - the Council will reimburse reasonable costs for the use of taxis associated with training events and Council business.
- 

**15 Childcare allowance**

- a) Childcare – Reimbursements apply according to the following conditions:
- i. The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and
  - ii. the child is under 14 years of age; and
  - iii. the childcare is provided by a person who is not a family member and does not ordinarily reside with the member; and
  - iv. the member provides evidence satisfactory to the authority of the amount paid for child care.
  - v. Childcare allowance will be paid at a rate of \$120 per day retrospectively for the month; not exceeding a total amount of \$6000 per annum OR
  - vi. An annual amount of \$6000 paid retrospectively for the year.
-

**D. The Mayor**

|          |  |  |
|----------|--|--|
| <b>1</b> | <b>Carparks</b>                        | The Mayor has a dedicated parking space.   |
| <b>2</b> | <b>Communications Technology</b>       | The Mayor is provided with a mobile phone for the triennium with reasonable private use being acceptable.  |
| <b>3</b> | <b>Subscriptions &amp; memberships</b> | The subscription for the Mayor's role as Justice of the Peace will be paid by the Council.   |
| <b>4</b> | <b>Vehicle</b>                         | The Mayor is provided with a vehicle for private and business use during the term of office. <i>[A local authority may provide (a) a motor vehicle or (b) a vehicle mileage allowance. If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination.]</i> |

**E. Fees related to Hearings**

|          |                              |  |
|----------|------------------------------|--|
| <b>1</b> | <b>Chairperson</b>           | A member of a local authority who acts as the chairperson of a hearing is entitled to a fee of up to \$100 per hour. |
| <b>2</b> | <b>Member</b>                | A member of a local authority who is not the chairperson of a hearing is entitled to a fee of up to \$80 per hour.   |
| <b>3</b> | <b>Mayor or Acting Mayor</b> | These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances. |

**DOCUMENT VERSION CONTROL – AMENDMENTS DURING 2016-2019 TRIENNIUM**

| <b>NO</b> | <b>AMENDMENT/S SUMMARY</b> | <b>ADOPTED BY COUNCIL</b> |
|-----------|----------------------------|---------------------------|
| <b>1</b>  |                            |                           |
|           |                            |                           |
|           |                            |                           |
|           |                            |                           |

Signed.....Date:.....  
CHIEF EXECUTIVE