

**Mayor and Councillors  
COUNCIL**

10 NOVEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

**ELECTED MEMBER REMUNERATION 2016-17, ALLOWANCES  
POLICY, AND PAYMENT FOR ROLES WITH ADDITIONAL  
RESPONSIBILITY**

**PURPOSE OF REPORT**

- 1 This report:
  - (a) Informs Council of the Remuneration Authority's salary determination in respect of Elected Members for 2016/17;
  - (b) Informs Council of the Expenses and Allowances Policy 2016-19 approved by the Remuneration Authority
  - (c) Asks Council to approve a submission to the Authority concerning payment for roles with additional responsibility in the wake of changes to the governance structure for the 2016-2019 Triennium.

**DELEGATION**

- 2 Council has the authority to consider this matter.

**BACKGROUND**

*(a) Elected member salaries and payment for roles with additional responsibility*

- 3 Elected member remuneration is set by an independent statutory body, the Remuneration Authority (for further information on the Authority's role see [www.remauthority.govt.nz](http://www.remauthority.govt.nz)).
- 4 In 2012 after a two-year review and consultation with the sector the Authority released a new model for the allocation of elected member remuneration, with the intent that the new regime would see a more equitable distribution of income. The new model applied for the first time to the 2013-2016 triennium.
- 5 Under the new system the Authority set a base councillor salary and mayoral/chair remuneration for each council based on the council's size index which is driven by population, size and council expenditure. The base remuneration for each elected community board chair and members is also set by the Authority depending on the size of the population served by each community board (for more information on this model see <http://www.remauthority.govt.nz/clients-remuneration/local-government-elected-officials/>).
- 6 For 2016/17 the Authority initially advised the following rates of pay (2015/16 rates are included for comparison):

Role	2015/16 salary		2016/17 salary	
Mayor	\$113,500		\$115,770	
Councillor (base salary)	\$32,100		\$32,742	
Paekākāriki Community Board	Chair	\$7,400	Chair	\$7,548
	Member	\$3,700	Member	\$3,774
Paraparaumu-Raumati Community Board	Chair	\$18,600	Chair	\$18,972
	Member	\$9,300	Member	\$9,486
Waikanae Community Board	Chair	\$15,200	Chair	\$15,504
	Member	\$7,600	Member	\$7,752
Ōtaki Community Board	Chair	\$14,200	Chair	\$14,484
	Member	\$7,100	Member	\$7,242

## ISSUES AND OPTIONS

- 7 In addition to the base salaries the Authority invited councils earlier in 2016 to make a case for additional remuneration for roles with additional responsibilities (including deputy mayor, chairs of standing committees and community boards). The amount available for additional payment is 200% of the councillor base remuneration. Therefore the maximum amount available for this Council for roles with additional responsibility is \$65,484.
- 8 To guide councils' consideration of additional payments the Authority has produced a Base Role Description and an Additional Responsibilities Role Description for Elected Member roles (see **Appendices 1 and 2 relating to the Councillor Role**).
- 9 Based on this information Council considered this matter in May 2016 (and the same consideration was circulated through all Community Boards) and Council put forward a submission to the Authority (see **Appendix 3**). The Council submission supported the Community Boards' argument that additional pay for the Boards was merited on the grounds of the nature and extent of development in the District since 2013. Waikanae Community Board noted the enlargement of their boundary in the wake of the 2015 Representation Review. Paekākāriki Community Board noted that although they have the smallest population of any Board they still do the same type of work as all other boards, and development projects (ie Transmission Gully) would also affect them. The Authority concurred with all requests for additional payment except that relating to the Community Boards and a Determination was issued for 2016/17 to this effect (see **Appendix 4**).
- 10 The Authority's Determination was based on the governance structure of the previous triennium. The Authority has asked that if, post-election, the governance structure changes the Authority should be informed accordingly as to extra payments for any change of role.
- 11 As the new Council's governance structure has changed there is an opportunity for Council to consider the impact on workloads and responsibilities incurred

through the new structure and make a fresh submission to the Authority to this effect.

- 12 In examining how the total pool available for additional payments should be allocated it should be noted that the amount allocated for District Plan Review elected member payments is no longer relevant. The two elected members appointed as Hearing Commissioners for the PDP in the previous triennium were reappointed as independent Hearing Commissioners before the end of the triennium to allow them to continue in the role. As independent hearing commissioners they would not be paid out of this pool.
- 13 Previously the Council applied the following percentages on top of the base remuneration to recognise additional responsibilities:  
  
Deputy Mayor – 30%  
  
Standing Committee chair (x 3) – 20%  
  
Appeals Committee Chair – 10%  
  
Grants Allocation Committee Chair – 10%
- 14 The Community Boards voted for an amount each of 30% addition to members' remuneration except for Paraparaumu-Raumati Community Board which voted for an amount of 20%.

*How has the governance structure changed?*

- 15 The major changes in the new structure for 2016-2019 include the amalgamation of three standing committees into two: the new Strategy and Policy Committee largely takes over the responsibilities of the previous Environment and Community Development (ECD) Committee but now includes any workload arising from shared services initiatives and economic development, and the new Operations and Finance Committee assumes the responsibilities of the previous Corporate Business Committee, the Regulatory Management Committee and the Property Subcommittee. The Audit and Risk body, previously a subcommittee, is now a Committee in recognition of its greater workload and importance. It is not proposed to change the additional payments for the role of Chair for the Grants Allocation Committee or for the role of the Appeals Hearing Committee as their delegations and workloads have not changed.
- 16 Council is invited to consider what percentages should apply to the roles of the Standing Committee Chairs. It is not necessary to fully expend the pool. A possible division based on delegations and workload estimates is at **Appendix 5**, suggesting a slight increase from 20% to 25% for the three Committee Chairs. Council is free to not approve the increase, in which case no submission to the Authority would be required:  
  
Deputy Mayor – 30% (no change)  
  
Strategy and Policy Committee Chair – 25%  
  
Operations and Finance Committee Chair – 25%  
  
Audit and Risk Committee Chair – 25%  
  
Appeals Hearing Committee Chair – 10%  
  
Grants Allocation Committee Chair – 10%

- 17 If Council approves the proposed amendment the appropriate proformas would be completed and the submission forwarded to the Remuneration Authority for consideration (including information on the Mayoral vehicle). If the Authority approves the submission a variation to the 2016/17 Determination would be issued, and this process normally takes around three months.
- 18 Council is free at any time to consider changes to its governance structure, and a case can be made to recognise a change in any role meriting additional payment. For example the Grants Allocation body used to be a subcommittee but in 2015 Council approved a change in its status, making it a Committee, to reflect the fact that it managed five different granting programmes and met 7-8 times per year. The Appeals Committee, although it meets less frequently has quasi-judicial decision-making responsibilities which arguably carry more impact.

*(b) Elected Member Allowances and Expenses Policy*

- 19 Councils are also able to develop their own elected member allowances and expenses policies (within the parameters of the Authority's determination), and these policies are forwarded to the Authority for approval.
- 20 The current approved Policy is at **Appendix 6** and covers a range of reimbursements, including a communications allowance for Community Board members, as a support for use of their own computers in role-related work (Community Board Chairs are issued with a tablet).

## **CONSIDERATIONS**

### **Policy considerations**

- 21 There are no policy considerations.

### **Legal considerations**

- 22 There are no additional legal considerations.

### **Financial considerations**

- 23 There are no additional financial considerations.

### **Tāngata whenua considerations**

- 24 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Degree of significance**

- 25 This matter has a low level of significance under Council policy.

### **Engagement planning**

- 26 An engagement plan is not needed to implement this decision.

### **Publicity**

- 27 The rates of elected member remuneration and the expenses and allowances policy are posted on the Council website.



## RECOMMENDATIONS

- 28 That Council notes the Remuneration Authority's advice concerning the levels of remuneration applying from 1 July 2016 to 30 June 2017;
- 29 That Council approves the submission to the Remuneration Authority regarding rates of pay for roles with additional responsibility as per the Governance Structure for the 2016-2019 Triennium as at Appendix 5 of Report Corp-16-011:

Deputy Mayor (unchanged)

Committee Chair Strategy and Policy

Committee Chair Operations and Finance

Committee Chair Audit and Risk

Appeals Committee Chair (unchanged)

Grants Allocation Committee Chair (unchanged)

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Vyvien Starbuck-Maffey	Max Pedersen	Wayne Maxwell
<b>Democracy Services Manager</b>	<b>Group Manager Community Services</b>	<b>Group Manager Corporate Services</b>

## ATTACHMENTS

- Appendix 1 Remuneration Authority Base Councillor Role Descriptions
- Appendix 2 Additional responsibility role Description for Councillor
- Appendix 3 Council submission (May 2016) to the Authority in respect of roles for additional payment
- Appendix 4 2016/17 Determination
- Appendix 5 Spreadsheet with suggested percentage divisions
- Appendix 6 Copy of Expenses and Allowances Policy 2016-2019

### **Councillor base role description**

**The Remuneration Authority considers these responsibilities to be part of the base role of a councillor.**

### **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 regional, city and/or 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, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf. Elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.

### **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**

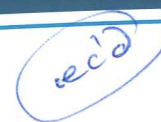
- Participating constructively and effectively in the good governance of the council as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council.
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), 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.

### **Additional councillor responsibilities role description**

#### **The following would be additional responsibilities for councillors chairing committees or holding specific portfolios**

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility.
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in their role reflects on council as a whole.
- Promoting and supporting good governance by the Council.
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role.
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the formal council delegations.
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by the council.
- Liaising with appropriate council staff in respect of the areas of council activity and business within their area of responsibility.
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across their and other areas of council activity and business.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor/Chair in chairing council meetings and other sessions of council.
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of council to ensure smooth council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in they are event of deputising for the Mayor/Chair.



16 May 2016

Ms Fran Wilde  
Chair  
Remuneration Authority  
PO Box 10084  
WELLINGTON 6143  
[info@remauthority.govt.nz](mailto:info@remauthority.govt.nz)

Dear Ms Wilde

**ELECTED MEMBERS REMUNERATION FROM 1 JULY 2016 INCLUDING ADDITIONAL PAYMENTS**

I refer to your letter of 17 March 2016 in which you provide the levels of elected member remuneration applying from 1 July 2016, and seek information concerning the mayoral vehicle usage as well as submissions for payments applying to roles with additional responsibilities.

The proformas you required to be completed follow. The information therein derives from resolutions passed at a Council meeting held on 12 May. At this meeting Council specifically considered the matter of roles with additional responsibilities and provides a suggested division of the total pool available for that purpose.

The discussion was robust and touched on peripheral yet substantive matters of remuneration parity, particularly as they concern our four community boards. The point was made, and endorsed by Council, that the remuneration for the Paekākāriki Community Board in particular, does not reflect the range and intensity of the workload carried by members. Members recognised that the formula for allocation of salary levels is population-based and so, Paekākāriki having the smallest population among Boards has that reflected in their salary range, which is half to a third less than that of the other three Boards. Nevertheless Council acknowledged the resulting inequity when it was considered that each member of the Paekākāriki Board does the same kind of work as undertaken by our other three Boards. For example, it will be seen that the Boards' claims for additional payment focus on the demands both present and anticipated of the Roads of National Significance (Wellington Corridor) project.

The Paekākāriki Community Board in addition has seen the initiation of the Transmission Gully project, which is expected to last with corresponding impacts on the community well into 2020. The Council passed a resolution requesting that I draw this issue to your attention and respectfully ask the Authority to include consideration of it in your review of the new remuneration model that was applied to the 2013-2016 Triennium.

Kind regards,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ross Church', with a stylized, flowing script.

Ross Church, JP, BCA  
MAYOR, KĀPITI COAST DISTRICT

## Council Mayor or Chair Vehicle Information Form

Councils decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers.

Please use this form to confirm or reconfirm car provision details.

**Name of Council:** KAPITI COAST DISTRICT COUNCIL

**Does the Council supply a vehicle to the Chair or Mayor?** YES / NO

If "yes" please complete the table below.

<b>Make and model</b>	MAZDA CX5
<b>Date of Purchase</b>	21 NOVEMBER 2013
<b>Total on the road cost to Council on purchase GST inclusive</b>	\$52,712
<b>Is the car for Chair/Mayoral use only?</b>  <i>"Chair/Mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Chair/Mayor but does not permit any private use.</i>	YES / NO
<b>If "no" above then please confirm percentage of private use.</b>  <i>"Full private use" is normally assessed by the Authority at 20%. Where a larger or smaller usage is claimed supporting information is required (such as log books).</i>	20%

### Car value deduction calculation example:

If value of car = \$38,000 incl. GST and  
% of private use = 20%

$\$38,000 \times 41\% \times 20\% = \$3,116$  This is the amount to be deducted from the Chair's/Mayor's salary.



# FORM A

## Proposed positions and remuneration



Name of Council: KĀPITI COAST DISTRICT COUNCIL

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities

Name of Position	Number of positions	\$ amount for additional responsibilities	Total remuneration per position
Deputy Mayor	1	\$9,823 (30%)	\$42,565
Chair of Standing Committee – Environment and Community Development	1	\$6,548 (20%)	\$39,290
Chair of Standing Committee – Regulatory Management	1	\$6,548 (20%)	\$39,290
Chair of Standing Committee – Corporate Business	1	\$6,548 (20%)	\$39,290
Chair of Standing Committee - Appeals	1	\$3,274 (10%)	\$36,016
Chair of Standing Committee – Grants Allocation	1	\$3,274 (10%)	\$36,016
Elected Member Accredited Hearing Commissioner for the District Plan Review	2	\$150 per meeting	\$9,000*

\* this assumes a total of 30 remaining hearings between 1 July-6 October 2016 – this is a conservative estimate



## FORM B

Information about each position recommended for additional payments



NAME OF COUNCIL		KAPITI COAST DISTRICT COUNCIL
POSITION TITLE		DEPUTY MAYOR
NUMBER OF POSITIONS WITH THAT TITLE		1
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>		<p>This role includes:</p> <p>(a) Performing all the responsibilities, duties, and powers of the Mayor (1) with the consent of the Mayor at any time during his temporary absence (2) without the Mayor's consent, at any time while the Mayor is prevented by illness or other circumstances from performing his duties (3) while there is a vacancy in the office of Mayor;</p> <p>(b) deputising for the Mayor when the latter has competing commitments, including chairing meetings of the Council, addressing the media on Council issues, representing the Mayor and district at civic and community events and chairing informal meetings of Councillors;</p> <p>(c) exercising community leadership by holding meetings with individual citizens and community groups on topical issues, as requested by the Mayor and working with Council staff and those individuals or groups to resolve them.</p>

## FORM B

Information about each position recommended for additional payments



Remuneration Authority

		(d) supporting the Mayor to work closely with other elected members to ensure smooth Council decision-making., including being the first point of contact in the Mayor's office for Community Board members on any issues, and working with Council staff and Community Board members to resolve those issues.
<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>		30%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council		\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay		\$9,823 (30%)
<b>TOTAL REMUNERATION</b>		\$42,565

## FORM B

Information about each position recommended for additional payments

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL
POSITION TITLE	CHAIR OF THE ENVIRONMENT AND COMMUNITY DEVELOPMENT COMMITTEE
NUMBER OF POSITIONS WITH THAT TITLE	1
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) chairing meetings of the Standing Committee (6 weekly meeting cycle)</li><li>(b) meeting preparation and followup – attend agenda meetings with staff and with other Committee Chairs to ensure effective management of the process, and with regard to any emerging media issues. Post-meeting work with staff to ensure that key issues and decisions are clearly communication and implemented to staff, community and media;</li><li>(c) Policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, making policy recommendations, exercising good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on relevant matters.</li><li>(d) External representation – at meetings of council working parties or groups, and other external organisations and agencies. Attend official functions within the area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.</li><li>(e) Communication: Key Councillor contact and spokesperson for portfolio matters.</li></ul>

## FORM B

Information about each position recommended for additional payments



<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	20%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$6,548
<b>TOTAL REMUNERATION</b>	\$39,290



## FORM B

### Information about each position recommended for additional payments

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL	
POSITION TITLE	CHAIR OF THE REGULATORY MANAGEMENT COMMITTEE	
NUMBER OF POSITIONS WITH THAT TITLE	1	
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) chairing meetings of the Standing Committee (6 weekly meeting cycle)</li><li>(b) meeting preparation and followup – attend agenda meetings with staff and with other Committee Chairs to ensure effective management of the process, and with regard to any emerging media issues. Post-meeting work with staff to ensure that key issues and decisions are clearly communication and implemented to staff, community and media;</li><li>(c) policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, making policy recommendations, exercising good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on relevant matters.</li><li>(d) external representation – at meetings of council working parties or groups, and other external organisations and agencies. Attend official functions within the area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.</li><li>(e) communication: Key Councillor contact and spokesperson for portfolio matters.</li></ul>	

## FORM B

### Information about each position recommended for additional payments



<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	20%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$6,548
<b>TOTAL REMUNERATION</b>	\$39,290

## FORM B

### Information about each position recommended for additional payments

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL	
POSITION TITLE	CHAIR OF THE CORPORATE BUSINESS COMMITTEE	
NUMBER OF POSITIONS WITH THAT TITLE	1	
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) chairs meetings of the Standing Committee (6 weekly meeting cycle)</li><li>(b) meeting preparation and followup – attend agenda meetings with staff and with other Committee Chairs to ensure effective management of the process, and with regard to any emerging media issues. Post-meeting work with staff to ensure that key issues and decisions are clearly communication and implemented to staff, community and media;</li><li>(c) Policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, making policy recommendations, exercising good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on relevant matters.</li><li>(d) External representation – at meetings of council working parties or groups, and other external organisations and agencies. Attend official functions within the area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.</li><li>(e) Communication: Key Councillor contact and spokesperson for portfolio matters.</li></ul>	

## FORM B

Information about each position recommended for additional payments



<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	20%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$6,548
<b>TOTAL REMUNERATION</b>	\$39,290



## FORM B

### Information about each position recommended for additional payments

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL
POSITION TITLE	CHAIR OF APPEALS COMMITTEE
NUMBER OF POSITIONS WITH THAT TITLE	1
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) chairing meetings of the Committee as required</li><li>(b) meeting preparation and followup – attend agenda meetings with staff and with other Committee Chairs to ensure effective management of the process, and with regard to any emerging media issues. Post-meeting work with staff to ensure that key issues and decisions are clearly communication and implemented to staff, community and media;</li><li>(c) policy leadership: provide guidance to the Committee on own portfolio area and strategic direction, making policy recommendations, exercising good financial stewardship. Advocate for portfolio issues, facilitate information discussions between Councillors and between Councillors and staff on relevant matters.</li><li>(d) external representation – at meetings of council working parties or groups, and other external organisations and agencies. Attend official functions within the area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.</li><li>(e) communication: Key Councillor contact and spokesperson for portfolio matters.</li></ul>

## FORM B

### Information about each position recommended for additional payments



<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	10%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$3,274
<b>TOTAL REMUNERATION</b>	\$36,016

## FORM B

### Information about each position recommended for additional payments



Remuneration Authority

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL
POSITION TITLE	CHAIR GRANTS ALLOCATION COMMITTEE
NUMBER OF POSITIONS WITH THAT TITLE	1
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) chairing meetings of the Committee (which administers five different granting programmes annually)</li><li>(b) meeting preparation and followup – attend agenda meetings with staff and with other Committee Chairs to ensure effective management of the process, and with regard to any emerging media issues. Post-meeting work with staff to ensure that key issues and decisions are clearly communicated and implemented to staff, community and media;</li><li>(c) Policy leadership: provide guidance to the Committee on grants allocation criteria and strategic direction, making policy recommendations, exercising good financial stewardship. Facilitate information discussions between Councillors and between Councillors, staff, partnership agencies, and community organisations on relevant matters.</li><li>(d) External representation – at meetings of council working parties or groups, and other external organisations and agencies. Attend official functions within the area of responsibility, and represent the Mayor when the Mayor and Deputy Mayor are unable to attend.</li></ul> <p>Communication: Key Councillor contact and spokesperson for portfolio matters.</p>

## FORM B

### Information about each position recommended for additional payments



Remuneration Authority

<b>ADDITIONAL TIME</b> <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	10%
<b>BASE COUNCILLOR SALARY</b> The 2016 base councillor salary for your council	\$32,742
<b>RECOMMENDED ADDITIONAL PAY</b> Amount recommended for additional pay	\$3,274
<b>TOTAL REMUNERATION</b>	\$36,016



## FORM B

### Information about each position recommended for additional payments



Remuneration Authority

NAME OF COUNCIL	KAPITI COAST DISTRICT COUNCIL
POSITION TITLE	ELECTED MEMBER HEARINGS COMMISSIONER FOR THE DISTRICT PLAN REVIEW
NUMBER OF POSITIONS WITH THAT TITLE	2
POSITION DESCRIPTION <i>Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations</i>	<p>This role is responsible for:</p> <ul style="list-style-type: none"><li>(a) maintaining accreditation and/all qualification as Hearing Commissioner</li><li>(b) reading and hearing submissions (including any further submissions) and supporting evidence for the District Plan hearings;</li><li>(c) seeking clarification, deliberating, and making written recommendations on how each submission should be responded to, along with any corresponding amendments to the section 32 reports;</li><li>(d) making an overall written recommendation to the Council on the District Plan issues that have been considered by Commissioners.</li></ul> <p>30 hearings estimated between 1 July and 6 October 2016</p>
ADDITIONAL TIME <i>Estimation of extra time involved in carrying out the additional responsibilities</i>	
BASE COUNCILLOR SALARY The 2016 base councillor salary for your council	\$150 per meeting
RECOMMENDED ADDITIONAL PAY Amount recommended for additional pay	\$ rate unchanged by the Authority
TOTAL REMUNERATION	\$9,000 for both Commissioners

**FORM C****Proposed additional duties  
payment for community board**

<b>NAME OF COUNCIL</b>	KĀPITI COAST DISTRICT COUNCIL
<b>NAME OF COMMUNITY BOARD</b>	PAEKĀKĀRIKI
<b>COMMUNITY BOARD CHAIR</b> <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)"</i>	YES
<b>ADDITIONAL ROLE OR RESPONSIBILITY</b> <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	<u>Other responsibilities delegated by Council:</u> <ul style="list-style-type: none"><li>- Assist with local civil defence and emergency management activities including involvement in welfare responses, as in District Civil Defence Plan and the Community Response Plan;</li><li>- Prepare an annual submission for expenditure within the community;</li><li>- Input at early stage in the Annual Planning process;</li><li>- Communication and consultation with community organisations and special interest groups;</li><li>- Work with Council and the community in regards to the development and implementation of a Local Outcome Statement;</li><li>- Provide a local community perspective on the levels of services as detailed in the LTP and on local expenditure, rate impacts and priorities;</li><li>- Receive matters for consideration as referred by Council Standing Committees;</li><li>- Receive advice of Council's receipt of all non-notified resource consents;</li><li>- Provide advice to Council and its Committees on any matter of interest or concern in relation to the sale of liquor;</li><li>- Contribute local input to the Walkways/Cycleways / Bridleways Strategy;</li><li>- Approve criteria for community grants; consider and make decisions on community grant applications; and applications for community gardens;</li><li>- Review existing or consider new Reserve Management Plans;</li><li>- Decision-making regarding all roading and traffic matters with the exception of changes to speed restrictions; (the latter involves a recommendation to either Council or the Regulatory Management Committee;</li><li>- Decision-making regarding the naming of roads, reserves, structures and commemorative places;</li><li>- Decision-making regarding the allocation of the annual board training budget;</li></ul>

**FORM C****Proposed additional duties  
payment for community board**

	<ul style="list-style-type: none"><li>- Attendance at Council or Committee meetings with the right to speak but not vote (Chair or alternate);</li><li>- Consider and make recommendations to the Campe Estate Subcommittee on grant applications.</li></ul> <p><u>Major issues:</u></p> <p>The Paekākāriki Community Board represents the smallest population of the District but is an extremely active Board. Additional payment for increased responsibilities is appropriate due to the increased demand on Board members' time in consulting with the community on a number of major development projects and initiatives that affect residents in the area, including upgrade work on the Paekākāriki seawall, Transmission Gully, the NZTA Expressway (MacKays to Peka Peka section) including traffic issues associated with the Raumati Straights roadworks, the revocation of State Highway 1, and the impact of the associated boost to economic development for eg tourism, making Paekākāriki a destination. Because of these major initiatives and development, the workload of Board members is and will be significantly increased into the next triennium.</p>
<b>ADDITIONAL TIME</b> <i>Estimated extra time involved in carrying out the extra responsibilities</i>	18%
<b>BASE COMMUNITY BOARD SALARY</b> <i>The 2016 base community board salary for this board</i>	\$3,774
<b>RECOMMENDED ADDITIONAL PAY</b> <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$679 (18%)
<b>TOTAL REMUNERATION</b>	\$4,453 (per member)



**FORM C****Proposed additional duties  
payment for community board**

<b>NAME OF COUNCIL</b>	KĀPITI COAST DISTRICT COUNCIL
<b>NAME OF COMMUNITY BOARD</b>	PARAPARAUMU-RAUMATI
<b>COMMUNITY BOARD CHAIR</b> <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)"</i>	YES
<b>ADDITIONAL ROLE OR RESPONSIBILITY</b> <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	<u>Other responsibilities delegated by Council:</u> <ul style="list-style-type: none"><li>- Assist with local civil defence and emergency management activities including involvement in welfare responses, as in District Civil Defence Plan and the Community Response Plan;</li><li>- Prepare an annual submission for expenditure within the community;</li><li>- Input at early stage in the Annual Planning process;</li><li>- Communication and consultation with community organisations and special interest groups;</li><li>- Work with Council and the community in regards to the development and implementation of a Local Outcome Statement;</li><li>- Provide a local community perspective on the levels of services as detailed in the LTP and on local expenditure, rate impacts and priorities;</li><li>- Receive matters for consideration as referred by Council Standing Committees;</li><li>- Receive advice of Council's receipt of all non-notified resource consents;</li><li>- Provide advice to Council and its Committees on any matter of interest or concern in relation to the sale of liquor;</li><li>- Contribute local input to the Walkways/Cycleways / Bridleways Strategy;</li><li>- Approve criteria for community grants; consider and make decisions on community grant applications; and applications for community gardens;</li><li>- Review existing or consider new Reserve Management Plans;</li><li>- Decision-making regarding all roading and traffic matters with the exception of changes to speed restrictions; (the latter involves a recommendation to either Council or the Regulatory Management Committee;</li><li>- Decision-making regarding the naming of roads, reserves, structures and commemorative places;</li><li>- Decision-making regarding the allocation of the annual board training budget;</li></ul>



**FORM C****Proposed additional duties  
payment for community board**

	<p>Attendance at Council or Committee meetings with the right to speak but not vote (Chair or alternate).</p> <p><u>Major issues:</u> As the Board whose area is most impacted by the MacKays to Peka Peka section of the NZTA Expressway, members have increased responsibilities and a leading role in advocating for the community (through community liaison groups and other agencies) to minimise the adverse impacts and to gain positive outcomes from the project, and to deal with associated development (such as the Paraparaumu Town Centre project, major artery road upgrades, and State Highway 1 revocation). Because of these major initiatives, the workload of Board members is and will be significantly increased into the next triennium.</p>
<b>ADDITIONAL TIME</b> <i>Estimated extra time involved in carrying out the extra responsibilities</i>	18%
<b>BASE COMMUNITY BOARD SALARY</b> <i>The 2016 base community board salary for this board</i>	\$9,486
<b>RECOMMENDED ADDITIONAL PAY</b> <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$1,707 (18%)
<b>TOTAL REMUNERATION</b>	\$11,193 (per member)

**FORM C****Proposed additional duties  
payment for community board****Remuneration Authority**

<b>NAME OF COUNCIL</b>	KĀPITI COAST DISTRICT
<b>NAME OF COMMUNITY BOARD</b>	WAIKANAE
<b>COMMUNITY BOARD CHAIR</b> <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)"</i>	YES
<b>ADDITIONAL ROLE OR RESPONSIBILITY</b> <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	<u>Other responsibilities delegated by Council:</u> <ul style="list-style-type: none"><li>- Assist with local civil defence and emergency management activities including involvement in welfare responses, as in District Civil Defence Plan and the Community Response Plan;</li><li>- Prepare an annual submission for expenditure within the community;</li><li>- Input at early stage in the Annual Planning process;</li><li>- Communication and consultation with community organisations and special interest groups;</li><li>- Work with Council and the community in regards to the development and implementation of a Local Outcome Statement;</li><li>- Provide a local community perspective on the levels of services as detailed in the LTP and on local expenditure, rate impacts and priorities;</li><li>- Receive matters for consideration as referred by Council Standing Committees;</li><li>- Receive advice of Council's receipt of all non-notified resource consents;</li><li>- Provide advice to Council and its Committees on any matter of interest or concern in relation to the sale of liquor;</li><li>- Contribute local input to the Walkways/Cycleways / Bridleways Strategy;</li><li>- Approve criteria for community grants; consider and make decisions on community grant applications; and applications for community gardens;</li><li>- Review existing or consider new Reserve Management Plans;</li><li>- Decision-making regarding all roading and traffic matters with the exception of changes to speed restrictions; (the latter involves a recommendation to either Council or the Regulatory Management Committee;</li><li>- Decision-making regarding the naming of roads, reserves, structures and commemorative places;</li><li>- Decision-making regarding the allocation of the annual board training budget;</li></ul>

**FORM C****Proposed additional duties  
payment for community board**

	<p>Attendance at Council or Committee meetings with the right to speak but not vote (Chair or alternate).</p> <p><u>Major issues:</u> The Board's workload is considerably increased through involvement in the following projects: Town Centre development, State Highway 1 revocation (associated with the NZTA Expressway); work already underway on new bus routes; ongoing urban transport issues eg the rail head; work on the community outcomes consultation re the Expressway impact on Waikanae Beach and the rest of the community. As a result of the 2015 Representation Review outcomes the Waikanae Ward boundary was extended with an associated increase in Ward population and this will also increase the Board's workload.</p>
<b>ADDITIONAL TIME</b> <i>Estimated extra time involved in carrying out the extra responsibilities</i>	18%
<b>BASE COMMUNITY BOARD SALARY</b> <i>The 2016 base community board salary for this board</i>	\$7,752
<b>RECOMMENDED ADDITIONAL PAY</b> <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$1,395 (18%)
<b>TOTAL REMUNERATION</b>	\$9,147 per member



**FORM C****Proposed additional duties  
payment for community board**

<b>NAME OF COUNCIL</b>	KĀPITI COAST DISTRICT COUNCIL
<b>NAME OF COMMUNITY BOARD</b>	ŌTAKI
<b>COMMUNITY BOARD CHAIR</b> <i>Confirmation the board chairperson is carrying out the additional roles as set out in Appendix B of the Remuneration Authority's April 2013 document "Local Authority Elected Member Remuneration Setting 2013 (excl. Auckland)"</i>	YES
<b>ADDITIONAL ROLE OR RESPONSIBILITY</b> <i>Describe the role and list the additional responsibilities. NB extra pay cannot normally be sought for individual board members - it should be for the whole board</i>	<u>Other responsibilities delegated by Council:</u> <ul style="list-style-type: none"><li>- Assist with local civil defence and emergency management activities including involvement in welfare responses, as in District Civil Defence Plan and the Community Response Plan;</li><li>- Prepare an annual submission for expenditure within the community;</li><li>- Input at early stage in the Annual Planning process;</li><li>- Communication and consultation with community organisations and special interest groups;</li><li>- Work with Council and the community in regards to the development and implementation of a Local Outcome Statement;</li><li>- Provide a local community perspective on the levels of services as detailed in the LTP and on local expenditure, rate impacts and priorities;</li><li>- Receive matters for consideration as referred by Council Standing Committees;</li><li>- Receive advice of Council's receipt of all non-notified resource consents;</li><li>- Provide advice to Council and its Committees on any matter of interest or concern in relation to the sale of liquor;</li><li>- Contribute local input to the Walkways/Cycleways / Bridleways Strategy;</li><li>- Approve criteria for community grants; consider and make decisions on community grant applications; and applications for community gardens;</li><li>- Review existing or consider new Reserve Management Plans;</li><li>- Decision-making regarding all roading and traffic matters with the exception of changes to speed restrictions; (the latter involves a recommendation to either Council or the Regulatory Management Committee;</li><li>- Decision-making regarding the naming of roads, reserves, structures and commemorative places;</li><li>- Decision-making regarding the allocation of the annual board training budget;</li></ul>

**FORM C****Proposed additional duties  
payment for community board****Remuneration Authority**

	Attendance at Council or Committee meetings with the right to speak but not vote (Chair or alternate).  <u>Major issues:</u> The Board's workload is about to increase substantially with the commencement of the next section of the Kāpiti Expressway (Peka Peka to Ōtaki Bypass project).
<b>ADDITIONAL TIME</b> <i>Estimated extra time involved in carrying out the extra responsibilities</i>	%18
<b>BASE COMMUNITY BOARD SALARY</b> <i>The 2016 base community board salary for this board</i>	\$7,242
<b>RECOMMENDED ADDITIONAL PAY</b> <i>Amount recommended for additional pay per board member (to a maximum of 30%)</i>	\$1,304 (18%)
<b>TOTAL REMUNERATION</b>	\$8,546

## APPENDIX 4

### Kapiti Coast District Council

Office	Annual salary (\$)
Mayor	111,448
Deputy Mayor	42,565
Committee Chairperson (3)	39,290
Appeals Committee Chairperson	36,016
Chairperson, Grants Allocation Committee	36,016
Councillor	32,742

#### District Plan Review meetings

\$150 per day

#### Conditions (District Plan Review meeting fees)

Total maximum amount payable for all councillors for period beginning 1 July 2016 and ending 30 June 2017 must not exceed \$15,000.

#### Mayoral car

Full private use

### *Ōtaki Community Board*

Office	Annual salary (\$)
Chairperson	14,484
Member	7,242

### *Paekākāriki Community Board*

Office	Annual salary (\$)
Chairperson	7,548
Member	3,774

### *Paraparaumu–Raumati Community Board*

Office	Annual salary (\$)
Chairperson	18,972
Member	9,486

### *Waikanae Community Board*

Office	Annual salary (\$)
Chairperson	15,504
Member	7,752

## ELECTED MEMBERS - PAYMENTS FOR ADDITIONAL RESPONSIBILITIES 2016-2019 TRIENNIUM

*Baseline facts and assumptions:*

Total pool = 200% of base Councillor salary of \$32,742 = **\$65,484**

### A) COUNCILLORS (SAME AS 2013-2016 RATES)

Base Salary = \$32,742

Pool
<b>\$65,484</b>

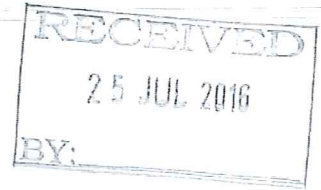
Position	% increase	\$ extra	resulting salary	no	total extra payments
Deputy Mayor	30%	\$9,823	\$42,565	1	\$9,823
Cttee Chair <b>(3)</b>	25%	\$8,186	\$40,928	3	\$24,557
Grants Chair	10%	\$3,274	\$36,016	1	\$3,274
Appeals Chair	10%	\$3,274	\$36,016	1	\$3,274
TOTAL EXTRA PAYMENT TO COUNCILLORS					<b>\$40,928</b>
difference to pool					\$ 24,556



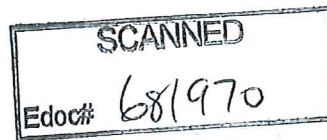




20 July 2016



Mr Patrick Dougherty  
Chief Executive  
Kapiti Coast District Council  
Private Bag 601  
PARAPARAUMU 5254



Dear Mr Dougherty

**Elected Members Allowance and Reimbursement Policy 1 July 2016 – 30 June 2019**

Please find enclosed your Council's approved Elected Members Allowance and Reimbursement policy.

**Information about allowances and withholding tax**

Whilst the Remuneration Authority does not give tax advice, we understand that communications and mileage allowances are no longer subject to withholding tax. We further understand that Local Government New Zealand will shortly circulate a communication to that effect. To avoid the need to re-submit your policy we have deleted references to taxation as part of our approval.

**Making information available to the public**

Some councils have chosen not to specify current allowance rates in their policy. We recommend that those councils provide a link on their website to the Remuneration Authority's determination to help members of the public to find the current rates if they wish to do so.

Yours sincerely



Angela Foulkes  
Deputy Chair

cc Vyvien Starbuck-Maffey, Democracy Services Manager

REMUNERATION AUTHORITY

Signed: 

Date: 19/7/2016

May 2016

Remuneration Authority  
P O Box 10084  
WELLINGTON 6143

**APPLICATION FOR APPROVAL OF EXPENSE RULES (INCLUDING REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF LOCAL AUTHORITIES THE PERIOD 1 JULY 2016 TO 30 JUNE 2017**

1. PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM
2. INCLUDE ANY EXPENSES RULES/ALLOWANCES PAYABLE TO MEMBERS OF ANY COMMUNITY BOARDS

**SECTION 1 – NAME OF LOCAL AUTHORITY**

Kāpiti Coast District Council

Contact person for enquiries:

Name: Vyvien Starbuck-Maffey: Democracy Services Manager

Email: [vyvien.starbuck-maffey@kapiticoast.govt.nz](mailto:vyvien.starbuck-maffey@kapiticoast.govt.nz)

Telephone: 04 296 4700

Extension: X728

**SECTION 2 – DOCUMENTATION OF POLICIES**

List the local authority's policy documents which set out the policies, rules and procedures relating to the expenses and allowances payable to Elected Members.

Document name

Reference no. (if any)

Date

(These documents do not need to be submitted with this application but you may do so if you wish.)

### **SECTION 3 – AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowances payable in lieu of expense reimbursements

- are in line with Council policies
- have a justified business purpose
- are payable under clear rules communicated to all claimants
- have senior management oversight
- are approved by a person able to exercise independent judgement
- are adequately documented
- are reasonable and conservative in line with public sector norms
- are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the Elected Member
- are subject to internal audit oversight.

### **SECTION 4 – VEHICLE PROVIDED**

Are any Elected Members provided with use of a vehicle, other than a vehicle provided to the Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority?

YES/NO

*(If Yes – provide full details here.)*

## SECTION 5 – MILEAGE ALLOWANCES

1. Rate(s) of allowances paid per kilometre (as approved and updated by the Remuneration Authority from time to time):

*74 cents for the first 5,000kms per annum*

*37 cents for any distance over 5,000kms per annum*

2. How rate calculated (if different from maximum set by Remuneration Authority)

3. Restrictions on mileage claims  
(Summarise any restrictions on mileage claims)

*Must relate to attendance at Council/Committee, Community Board Meetings, conferences/seminars relating to local government or attendance at Community Organisation meetings as an Elected Member representative.*

*The travel claimed must be by the most direct route that is reasonable in the circumstances.*

*30 kilometres threshold for mileage claims for any one trip to the Council office (ie Civic Administration building in Paraparaumu).*



## SECTION 6 – TRAVEL AND ACCOMMODATION

(Mileage Claims – refer Section 5)

### **Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? YES/NO

*(If Yes, state policy. Include any policy on the use of taxi chits/taxi cards)*

*Only the actual costs of taxis or other transport are reimbursed.*

### **Carparks**

Are carparks provided? YES/NO

*(If Yes, summarise policy including any restrictions on private use)*

*Only for the Mayor.*

### **Use of rental cars**

Are rental cars ever provided? YES/NO

### **Air Travel Domestic**

Summarise the rules for domestic air travel.

*The actual cost of domestic air travel relating to Council business is reimbursed.*

*Generally only economy class is fully reimbursed.*

### **Air Travel International**

Summarise the rules for international air travel (including economy class, business class, stopovers)

*The actual cost of international air travel relating to Council business is reimbursed.*

*Generally only economy class is fully reimbursed.*

### **Airline Clubs/Airpoints/Airdollars**

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed? YES/NO

*(If Yes, summarise policy)*

Are airpoints or airdollars earned on travel, accommodation etc., paid for by the local authority available for the private use of members? YES/NO

*(Due to the low level of Air Travel this is insignificant).*



## SECTION 6 (CONTINUED)

### **Accommodation costs whilst away at conferences, seminars, etc.**

Summarise the rules on accommodation costs.

*Actual and reasonable costs for accommodation costs while away on Council business are reimbursed where applicable.*

### **Meals and sustenance, incidental expenses**

Summarise the rules on meals, sustenance and incidental expenses incurred when travelling. *(If allowances are payable instead of actual and reasonable reimbursements, state amounts and basis of calculation).*

*Actual and reasonable costs for meals and sustenance when travelling on Council business are reimbursed.*

### **Private accommodation paid for by local authority**

Is private accommodation (for example an apartment) provided to any member by the local authority?

YES/NO

*(If Yes, give details)*

### **Private accommodation provided by friends/relatives**

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business?

YES/NO

*(If Yes, state quantum, basis of calculation and compare with standard allowances payable)*

## SECTION 7 – ENTERTAINMENT AND HOSPITALITY

Are any hospitality or entertainment allowances payable or any expenses reimbursed?

YES/NO

*(If Yes, summarise policy, including amounts of any allowances and basis of calculation)*

*Only actual and reasonable expenses are reimbursed. Approval by the Mayor, Chief Executive and Group Manager Finance.*

## SECTION 8 – COMMUNICATIONS AND TECHNOLOGY

### Equipment and technology provided to elected member

Is equipment and technology provided to Elected Members for use at home on Council business? Only the Councillors and Chairs of Community Boards.

Mobile device (e.g. tablet or iPad) YES/NO

Fax YES/NO

Printer YES/NO

Broadband YES/NO

Second landline to house YES/NO

Consumables and stationery YES/NO

Mobile Phone (Mayor only) YES/NO

Other equipment or technology\* YES/NO

*(\*If Yes, specify)*

Are any restrictions placed on private use of any of the above?

YES/NO

*(If Yes, describe rules)*

*Reasonable private use is acceptable.*

### SECTION 8 (CONTINUED)

Home telephone rental costs and telephone calls (including mobiles)

Are telephone rental costs reimbursed in whole or part? YES/NO

*Mayor only for telephone rental (whole)*

*(If Yes, state percentage)* %

Are telephone call expenses reimbursed in whole or part? YES/NO  
*(If Yes, describe process)*

*Only mobile phone and toll calls relating to Council business are reimbursed.  
Approval by Chief Executive and Financial Controller*

### Allowances paid in relation to communication and/or technology provided by an elected member

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? YES/NO  
*(If Yes, in each case describe rules and explain how allowance calculated)*

For Community Board Members (excluding Community Board Chairs) a communications allowance of \$190 shall be paid to each member per annum to cover the use of a personal computer and printer.

### SECTION 9 – PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS

Are any expenses reimbursed or allowances paid in respect of members' attendance at professional development courses, conferences and seminars? YES/NO  
*(If Yes, describe – including how any allowances are calculated)*

*Actual and reasonable expenses are reimbursed.*

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? YES/NO  
*(If Yes, describe – including how any allowances are calculated)*

*Mayor – Justice of Peace subscription.*

#### SECTION 10 – OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? YES/NO  
(If Yes, describe – including how any allowances are calculated)

*Where an elected member chooses to use their own vehicle for travel to conferences then the Council may reimburse the equivalent airfare rather than pay the mileage allowance for the distance travelled (whichever is the lowest in cost).*

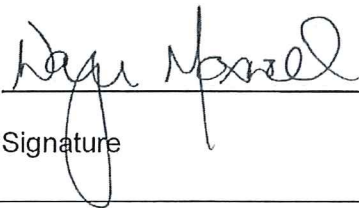
#### SECTION 11 – TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? YES/NO  
(If Yes, specify amount and nature of allowance)

#### SECTION 12 – SIGNATURE

I seek approval from the Remuneration Authority, in relation to the **period 1 July 2016 to 30 June 2017**, of the expense reimbursement rules and payments of allowances applicable to Elected Members as set out in this document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's Determination.



Group Manager Corporate Services

Signature

Designation

Date \_\_\_\_\_