



Policy on
Elected Members
Remuneration

CONTENTS

1. POLICY SUMMARY.....	1
2. POLICY BACKGROUND.....	1
3. DEFINITIONS.....	1
4. POLICY STATEMENTS.....	1
5. PROCEDURES	2
APPENDIX ONE – ICT ALLOWANCE	4

1. Policy Summary

- 1.1 This policy provides the framework for the Mayor and Elected Members remuneration and expenditure reimbursement.

2. Policy Background

- 2.1 The Local Government Elected Members (Interim) determination 2004 requires Council to make recommendation to the authority regarding Elected Members remuneration and allowances and expenses.

3. Definitions

- 3.1 **Council** shall mean the seven elected members that form the governing body (Council) of the Waitomo District Council.
- 3.2 **Waitomo District Council (WDC)** shall mean the organisation established to administer Council affairs, conduct operations and bring effect to Council policy and strategies.
- 3.3 **Expenses** means actual and reasonable expenses including but not limited to; accommodation, rental car, air travel, taxis, meals and refreshments, entertainment (hospitality), parking, sundry vehicle costs, alternative travel options and other such costs directly related to the business of WDC.
- 3.4 **HWM** shall mean the Mayor of Waitomo District Council.
- 3.5 **CEO** shall mean the Chief Executive Officer of Waitomo District Council.
- 3.6 **Ordinary elected member** shall mean any elected member except the Mayor.

4. Policy Statements

- 4.1 This policy covers all elected members of the Waitomo District Council.
- 4.2 The Mayor shall receive the maximum salary as determined by the Remuneration Authority.
- 4.3 The total remuneration for ordinary elected members shall be the maximum remuneration pool set by the Remuneration Authority for WDC.
- 4.4 Ordinary elected members shall each receive 16% of the total remuneration pool except that the Deputy Mayor shall receive 20% of the total pool.
- 4.5 WDC will reimburse elected members mileage at \$0.70 per km for all Council meetings, WDC workshops, for attendance at meetings to which elected members are appointed as representatives by way of Council resolution including Local Government New Zealand meetings and conferences.

4.6 WDC will equip the Mayor with a cell phone and pay all expenditure related to the cell phone.

4.7 Expenses relating to electioneering purposes will **not** be reimbursed.

4.8 GENERAL EXPENSES

4.9 Actual and reasonable toll calls, accommodation and other general expenses incurred on specific Council business, will be reimbursed to elected members and Council appointed members upon presentation of itemised telephone accounts and appropriate receipts.

4.10 An Information Communications Technology (ICT) reimbursement allowance will be paid to all Elected Members to reimburse the costs incurred in utilising private ICT equipment for official Council business. The reimbursement allowance for the 2007/08 financial year is \$80.00 per month. The reimbursement allowance is set at 35% of the estimated cost of establishing and maintaining a home office ICT arrangement (see Appendix One).

4.11 VEHICLE MILEAGE EXPENSES

4.12 A vehicle mileage allowance of \$0.70 per kilometre will be paid upon presentation and processing of an Expense Claim Form, subject to the following conditions:

- Council appointed representatives (who are not elected members) can be paid for vehicle mileage expenses for attendance at meetings and conferences as a representative of Council, on the same basis as elected members.
- Elected Council members can be paid for vehicle mileage expenses while travelling to and from Council meetings within the boundaries of the Waitomo District.
- Elected Council members can be paid for vehicle mileage expenses for attendance at (outside) meetings and conferences as a representative of Council, or attendance at any course or training that Council considers will improve the members' capacity to carry out the functions of his/her office.
- Vehicle mileage expenses are payable for:
 - a) Visits to, and tours of, facilities, or sites of works for which the Council is responsible, or has involvement, or which will be the subject of business to come before the Council or any Committee; or
 - b) Visits to the Mayor by Councillors for formal discussions and formal briefings.
 - c) Attendance at approved seminars or training courses.

5. Procedures

5.1 All payments to elected members for reimbursement of expenditure or salary shall be in accordance with this policy and made under the authority of the CEO or his/her delegate.

5.2 The mayor shall approve all claims by elected members for expenditure reimbursement.

5.3 The CEO shall approve all claims by the Mayor for expenditure reimbursement.

5.4 PAYMENT PROCEDURES

5.5 Salaries will be paid fortnightly through the Council payroll system unless agreed otherwise.

5.6 Vehicle mileage and general expenses will be paid monthly upon presentation and processing of Expense Claim Forms and appropriate receipts.

5.7 Administration of elected members' claims for expenses and meeting allowances will be co-ordinated by the Senior Corporate Assistant.

5.8 TAXATION

5.9 Taxation on allowances shall be deducted at the prevailing taxation rates as determined by the Inland Revenue Department.

5.10 The Council shall furnish details of taxable payments and deductions made for everyone tax year.

Appendix One – ICT Allowance

Estimated Cost of establishing and maintaining a home office ICT arrangement for Elected Members for 2007/08

Item	\$ Per Unit	Units	
Personal Computer and All in One Printer	n/a	n/a	\$1,500.00
Telephone (Land Line) Rental	40.00	12	\$480.00
Broadband Connection	50.00	12	\$600.00
4 x Ink Cartridges	30.00	4	\$120.00
12 Reams of A4 Paper	4.50	12	\$54.00
			\$2,754.00
Official Council Business Use	35.00%		\$963.90
Monthly Allowance			\$80.33