
REPORT 1

(1215/11/IM and 1215/10/01)

**ELECTED MEMBERS' REMUNERATION: 2008/2009
FINANCIAL YEAR**

1. Purpose of Report

To submit for the Committee's consideration, and subsequent referral to Council for its approval, a proposal for the allocation of the 2008/2009 remuneration pool and the payment of expenses and allowances to the elected members of the Wellington City Council and the Tawa and Makara/Ohariu community boards.

2. Executive Summary

The Remuneration Authority has set the Council's elected members' remuneration pool at \$1,314,700 for the 2008/2009 financial year; an increase of \$11,304 on the current pool (i.e. an increase of 0.87%).

The Mayor's salary for the 2008/2009 financial year has been fixed at \$148,167 p.a. (an increase of \$1,989 p.a.). This leaves a balance of \$1,166,533 available for distribution amongst the remaining elected members, including the elected members of the Tawa and Makara/Ohariu community boards. The increase in the Mayor's salary must be met from within the pool leaving a balance of \$9,315 "additional" money for allocation amongst the remaining elected members.

Once agreed, the Council's recommended proposal must be referred to the Remuneration Authority for its approval before the new salary rates can be implemented. The new rates will not take effect until 1 July 2008.

The Council is also required to review, on an annual basis, the rules and policies it has in place for the reimbursement of expenses and the payment of allowances to its elected members. Once approved, the Council is required to submit those rules and policies to the Remuneration Authority for its approval.

3. Recommendations

It is recommended that the Committee:

- 1. Receive the information.*

2. *Recommend to Council that it confirm the salary only model as the basis of remunerating the elected members of the Wellington City Council for the 2008/2009 financial year.*
3. *Note that the rules set by the Remuneration Authority require all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).*
4. *Recommend to Council that it agree that the following salaries be paid to the elected members of the Wellington City Council and the Tawa and Makara/Ohariu community boards for the 2008/2009 financial year and that the Council's proposal be referred to the Remuneration Authority for its approval:*

<i>Mayor</i>	<i>\$148,167 pa</i>
<i>Deputy Mayor</i>	<i>\$114,150 pa</i>
<i>Portfolio Leader (x 5)</i>	<i>\$85,600 pa</i>
<i>Chair, Regulatory Processes Committee</i>	<i>\$82,500 pa</i>
<i>Associate Portfolio Leader (x 2)</i>	<i>\$72,500 pa</i>
<i>Chair, Grants Subcommittee</i>	<i>\$72,500 pa</i>
<i>Councillor (x 4)</i>	<i>\$66,450 pa</i>
<i>Chair, Tawa Community Board</i>	<i>\$20,160 pa</i>
<i>Elected Member (x 5)</i>	<i>\$8,060 pa</i>
<i>Chair, Makara/Ohariu Community Board</i>	<i>\$12,900 pa</i>
<i>Elected Member (x 5)</i>	<i>\$5,040 pa</i>

Note:

- (a) *The allocation of the pool has been based on the new governance structure approved by the Council at its meeting on 24 April 2008.*
 - (b) *The Mayor's salary is set by the Remuneration Authority.*
 - (c) *The Tawa and Makara/Ohariu community boards have given their approval to the remuneration rates recommended for the elected members of their respective boards.*
 - (d) *The level of community board members' remuneration met from the pool has been set at 59.39% (previously set at 64.23%).*
 - (e) *The new salary rates will come into effect on 1 July 2008, after the Remuneration Authority has approved the Council's remuneration proposal.*
5. *Recommend to Council that it agree that, due to the significant increase in the workload of the Chair of the Makara/Ohariu Community Board over recent years, a job sizing assessment of that role is undertaken prior to the 2009/2010 remuneration round for elected members.*

6. *Note that only one salary is payable to an elected member and that any Councillor who serves as an appointed member of a Community Board is not entitled to any additional payment for serving on the community board.*
7. *Note that the Remuneration Authority must be advised of any dissent expressed by members of the Council or its community boards in relation to the Council's final remuneration proposal.*
8. *Recommend to Council that it confirm that the car currently supplied to the Mayor is for mayoral use only and that the Remuneration Authority be advised of this.*

Note:

The Remuneration Authority has determined that "mayoral use only" means that the car can be used by other officers, can be driven home and garaged by the Mayor but does not permit any private use.

9. *Recommend to Council that it agree that the Remuneration Authority be requested to amend the current rules which allow local authorities to pay a vehicle mileage allowance to elected members for the use of their own vehicle for business related travel, to be expanded to allow for the payment of a transport allowance for those elected members who choose not to use a motor vehicle to travel on Council related business (e.g. some way of recompensing those who choose to walk, cycle or catch public transport to attend meetings etc).*
10. *Recommend to Council that it confirm the proposed rules and policies for reimbursement of elected members' expenses and the payment of allowances for the 2008/2009 financial year, as contained in Appendix 2 of this report, and that they are referred to the Remuneration Authority for approval.*

4. Background

The Remuneration Authority has advised that the remuneration pool for the elected members of the Wellington City Council, including its community board members, will be \$1,314,700 for the 2008/2009 financial year. This is an increase of \$11,304 (i.e. 0.87%) on the size of the current pool (i.e. \$1,303,396).

The Mayor's salary for the 2008/2009 financial year has been fixed at \$148,167 pa, an increase of \$1,989 pa (i.e. 1.36%) on the salary the position currently attracts. This leaves \$1,166,533, an increase of \$9,315 on the current pool (i.e. 0.80%), available for allocation amongst the remaining elected members.

The “final” allocation of the 2007/2008 pool, as determined by the Remuneration Authority, was as follows:

Mayor	\$146,178 pa
Deputy Mayor	\$100,400 pa
Portfolio Leaders (x 6)	\$85,000 pa
Chair, Regulatory Processes Committee	\$82,000 pa
Chair, Grants Subcommittee	\$72,000 pa
Councillor (x 5)	\$66,000 pa
Chair, Tawa Community Board	\$20,000 pa
Member, Tawa Community Board (x 5)	\$8,000
Chair, Makara/Ohariu Community Board	\$12,800 pa
Member, Makara/Ohariu Community Board (x 5)	\$5,000 pa

In agreeing its new committee structure on 6 November 2007, the Council agreed that some governance related matters would be the subject of a further review in six month’s time. That review has now been completed and some changes to governance arrangements were approved by the Council at its meeting on 24 April 2008.

A proposed allocation of the 2008/2009 remuneration pool based on that new structure is now submitted for the Committee’s consideration. The remuneration rates that have been recommended for the elected members of both the Tawa and Makara/Ohariu community boards have been agreed to by the respective boards at meetings held earlier this month.

The approval of the Remuneration Authority must be obtained before the Council can implement its proposed new remuneration rates.

A summary of the remuneration framework and the Remuneration Authority’s rules and principles that the Council is required to comply with is attached as **Appendix 1**.

The ongoing payment of allowances and reimbursement of expenses to elected members, including members of community boards, also requires the annual approval of the Remuneration Authority.

The Council is therefore required to submit a copy of its proposed rules for the recovery of expenses by elected council and community board members for the Authority’s approval. A copy of the proposed rules for the 2008/2009 financial year is attached as **Appendix 2**.

5. Discussion

5.1 Decisions to be made

In preparing its proposal the Council is required to make the following decisions:

- To decide whether the remuneration pool should be allocated on a salary only basis or whether it should be a mix of salary and meeting fees.
- To agree appropriate levels/rates for the different positions/roles on the Council and its community boards and, using that information, develop a proposal for the allocation of the money within the remuneration pool, excluding the Mayor's salary which is set by the Remuneration Authority.
- To confirm or reconfirm the basis on which the Mayoral car is supplied for the incumbent's use
- To review and agree the rules and policies for the reimbursement of elected members' expenses and allowances.

5.2 Basis of remunerating its elected members

In deciding the method of remunerating its Councillors, the Council has the option of paying its members on a salary only basis or a combination of salary and meeting fees. It has chosen the salary only option since July 2003, with the agreement of the Remuneration Authority.

The salary only model has worked satisfactorily both insofar as elected members and Council officers are concerned. The major advantage of this option is that elected members receive a regular income and know exactly what their annual salary is going to be. The system is still working satisfactorily for elected members and no requests have been received to change back to the salary/meeting fee option which operated prior to July 2003.

The rules set by the Remuneration Authority require all community board members to be paid an annual salary (i.e. there is no provision for the payment of meeting fees to community board members).

The Remuneration Authority has also determined that only one salary is payable to an elected member which means that any Councillor who also serves as an appointed member of a community board receives no additional payment for serving on the board.

It is recommended that the Council re-confirm the salary only model as its basis of remuneration for the 2008/2009 financial year.

5.3 Review of governance related matters

When approving its new committee structure for the 2007/2010 triennium on 6 November 2007, the Council agreed that some governance related matters would be the subject of further review within six months. That review has been completed and the new portfolio structure, based on that review, was approved by the Council at its meeting on 24 April 2008.

5.4 Distribution proposal

The Remuneration Authority has confirmed that the Wellington City Council's elected members' remuneration pool for the 2008/2009 financial year will be \$1,314,700, an increase of \$11,304 (0.87%) on the size of the current pool. The Mayor's salary which must be met from the pool has been fixed at \$148,167 pa, an annual increase of \$1,989.

This means that the pool now available for distribution amongst the remaining elected members, including community board members, is \$1,166,533 (only \$9,315 of which is "new" money).

The recommended distribution proposal has been developed after taking into account the roles and responsibilities of the various positions to be filled (e.g. the Deputy Mayor will, from 1 July 2008, be picking up responsibility for chairing the Strategy and Policy Committee from the Mayor and two new associate portfolio leader positions will be created from 1 July 2008 to reflect the significant workload in those portfolio areas) and by seeking to retain current relativities.

Based on those principles the following remuneration proposal for the 2008/2009 financial year is recommended for approval:

Mayor	\$148,167 pa
Deputy Mayor	\$114,150 pa
Portfolio Leader (x 5)	\$85,600 pa
Chair, Regulatory Processes Committee	\$82,550 pa
Associate Portfolio Leader (x2)	\$72,500 pa
Chair, Grants Subcommittee	\$72,500 pa
Councillor (x 4)	\$66,450 pa
Tawa Community Board	
Chair	\$20,160 pa*
Elected Member (x 5)	\$8,060 pa*
Makara/Ohariu Community Board	
Chair	\$12,900 pa*
Elected Member (x 5)	\$5,040 pa*

* 59.39% of the salaries for community board members are to be met from the remuneration pool.

This option has been developed on:

- a salary only basis
- the assumption that all Councillors work 40 hours a week on Council related business
- the new governance arrangements with the following levels of responsibility
Level 1 Mayor (salary determined by the Remuneration Authority)

Level 2 Deputy Mayor/Chair, Strategy and Policy Committee/Portfolio Leader, Governance/Chair, Audit and Risk Management Subcommittee

Level 3 Portfolio Leader (x 5)

Level 4 Chair, Regulatory Processes Committee

Level 5 Chair, Grants Subcommittee
Associate Portfolio Leader (x2)

Level 6 Councillor (x 4)

- the retention of the existing relativities and weightings that were established some years ago as a result of some job sizing work undertaken by Hay Group Consultants
- the position taken by Council over the last two years to meet a greater portion of the total salaries paid to community board members from the remuneration pool than the minimum 50% required.

From previous discussions with the Remuneration Authority, it is clear that the Authority expects to see different pay rates for different positions, reflecting the size and complexity of these positions.

5.5 Community Board decisions

The proposed allocation of the 2008/2009 remuneration pool has been considered by the Tawa and Makara/Ohariu community boards at their most recent meetings and both boards have given their unanimous approval to the remuneration rates which have been recommended in respect of their elected members.

In giving their approval to the recommended rates for the 2008/2009 financial year, the Makara/Ohariu Community Board has requested that, due to the significant increase in the workload of the Chair over the last two or three years, approval be given to undertake a job sizing assessment of that role prior to the allocation of the 2009/2010 remuneration pool.

The Chair's position was last evaluated in May 2002 when it was estimated by the then incumbent that up to five hours a week was spent on Makara/Ohariu Community Board matters. It is accepted that the range of issues that the board is now involved in and the amount of time spent by the Chair on those matters has increased markedly over the last few years.

The Board's request is not unreasonable and it is therefore recommended that their request be agreed to.

The Tawa Community Board also noted the fact that no additional payments can be made to the two Northern Ward Councillors who have been appointed as members to the Board.

5.6 Mayoral car

The Mayor is currently provided with a council vehicle on the basis that the vehicle will be used for "mayoral use only".

The Remuneration Authority has determined that “mayoral use only” means that the car can be used by other officers, can be driven home and garaged by the Mayor but does not permit any private use.

If the car is used for part or full private use an amount is deducted from the Mayor’s annual salary. The amount to be deducted is calculated by the Remuneration Authority.

The Council is required, as part of the remuneration process, to confirm or reconfirm the basis on which the car is supplied for the Mayor’s use.

The Mayor has indicated that the car continues to be used for mayoral use only and that she wishes to continue with that arrangement.

5.7 Payment of allowances and reimbursement of expenses

Councillors will recall that the Remuneration Authority completed an extensive review of the rules around the payment of allowances and the reimbursement of expenses to elected members for all local authorities in late 2007. The reason for the review was a concern, on their part, to ensure that the rule provisions of individual councils did not provide elected members with additional financial benefits (i.e. income) above the reimbursement of actual costs incurred for legitimate business reasons.

The Council’s rules and policies were reviewed against the concerns expressed by the Remuneration Authority at that time and, as a result, the following amendments to those rules and policies were recommended and approved by the Council at its meeting on 8 November 2007:

- that covered car parks be provided for the use of elected members, as and when required, to enable them to undertake their governance and representation responsibilities
- that the allowance payable to elected members towards the monthly rental and usage charges for broadband be reduced from \$60 per month to \$50 per month
- that the monthly technology allowance of \$45 per month payable to the Chairs of the Tawa and Makara/Ohariu community boards be changed to a reimbursement of up to \$45 per month, payable on the production of appropriate receipts.

The Remuneration Authority approved these proposed rule changes on 19 December 2007 and they have subsequently been implemented.

The Council’s current rules and policies for the payment of allowances and the reimbursement of expenses for elected members appear to be working satisfactorily. It is therefore recommended that the Council’s current rules and policies as outlined in the attached application form (**Appendix 2**) be confirmed and that the application be referred to the Remuneration Authority for its approval.

Both the Makara/Ohariu and Tawa community boards have given their approval to the Council's current rules and policies in this regard (as set out in Appendix 2) and support their referral to the Remuneration Authority for its approval.

5.8 Payment of mileage allowances

The Council has, on a number of occasions since 2003, unsuccessfully raised with the Remuneration Authority the need to amend the current mileage allowance rules to allow elected members to be paid an allowance when using transport, other than a private motor vehicle, on Council related business.

The Council's intention is that this would include the payment of a mileage allowance for all forms of transport, including public passenger transport. The proposal is that this allowance would be calculated on a mileage travelled basis, similar to the rules which currently apply for the payment of car mileage allowances.

In the Council's view the fact that the payment of mileage allowances does not apply for other active modes of transport is inconsistent with sustainable transport policy and a number of the Government's transport strategies. With the current price of fuel and increasing global warming concerns the argument in favour of such a policy is much stronger now than it was five years ago when the Council first raised the issue with the Remuneration Authority. Any policy that encourages the use of bicycles or walking instead of cars for travelling on Council business should be strongly encouraged.

Another supporting argument in favour of such a change is that in setting the mileage allowance rates the Remuneration Authority have acknowledged that the rate (currently 70 cents per kilometre) is set to reflect both cost recovery and an element of remuneration in respect of travelling time.

Whilst not provided for elected members in New Zealand, the payment of mileage allowances for travelling on transport other than the private motor vehicle for business related meetings etc is provided for in some overseas countries. In the United Kingdom for instance employees at the University of Glasgow and the members of the House of Commons are entitled to be paid a mileage allowance when using their bicycle or motorbike when travelling on work related business. The mileage rate currently payable for both organisations is: 20p per travelled mile for bicycles and 24p per travelled mile for motor bike.

This issue was considered by both the Tawa and Makara/Ohariu community boards at their meetings earlier this month and, apart from one dissenting voice, they were in support of the Council making another approach to the Remuneration Authority in this regard.

It is therefore recommended that the Council approach the Remuneration Authority again with a request that the current rules which allow elected members to be paid a mileage allowance when using their private motor vehicle for Council related business be amended to allow the payment of an allowance

to elected members when using all forms of transport, including public transport, when travelling on Council related business.

5.9 Unanimity of the Council's decision

In submitting its proposal the Council is required to notify the Remuneration Authority with details of:

- (i) any dissent at Council, and
- (ii) any dissent from community boards.

A community board and any Councillor also have the ability to express any opposing views they might have on the Council's final proposal direct to the Remuneration Authority if they so wish.

If the Council's recommendations are unanimous and reasonable it is unlikely that the Authority will withhold its approval. However, the Authority has the power to amend any proposal if the level of dissatisfaction is high or if it considers the proposal is unreasonable.

6. Conclusion

The Council is required to submit its 2008/2009 elected members' remuneration proposal and its rules and policies for the reimbursement of expenses and the payment of allowances to its elected members to the Remuneration Authority for its approval.

The recommended proposals have been considered by both the Tawa and Makara/Ohariu community boards and they have indicated their support, without dissent.

The new remuneration rates which will come into force on 1 July 2008 cannot be implemented until the Remuneration Authority has given its approval.

Contact Officer: *Ross Bly, Special Projects and Electoral Officer.*

Supporting information

1) Strategic Fit/Strategic Outcome

This project supports Long-term outcome 7.2.2 “Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system”.

2) LTCCP/Annual Plan reference and long term financial impact

The project relates to C534: Elections, Governance and Democratic Process.

3) Treaty of Waitangi implications

There are no Treaty of Waitangi implications.

4) Decision-making

This is not a significant decision.

5) Consultation

Consultation between the Remuneration Authority and the Tawa and Makara/Ohariu Community Boards is ongoing. No public consultation or consultation with Maori is required.

6) Legal implications

There are no legal implications.

7) Consistency with existing policy

This report is consistent with existing Wellington City Council policy

SUMMARY OF THE REMUNERATION FRAMEWORK - ITS RULES AND PRINCIPLES

Basis of the remuneration system

- The Remuneration Authority approves a “remuneration pool” for each local authority, the size of which is determined on a number of consistent and transparent criteria (set by the Authority).
- The factors used by the Remuneration Authority to determine the size of the remuneration pool (for a territorial authority) are:
 - Population (50% weighting)
 - Expenditure (33% weighting)
 - Assets Gross (17% weighting)
- The Mayor’s salary is set by the Remuneration Authority and must be fully met from the pool.
- The balance of the pool is available for distribution to the Council’s remaining elected members, including any community board members.
- There are two options available to Council for distributing the pool
 - A salary only model, or
 - A salary: meeting fee split (e.g. 75% salary and 25% meeting fee).
- All community board members must be paid a salary (i.e. the payment of meeting fees is not an option).
- The Remuneration Authority must issue at least one determination every three years. In normal circumstances an annual determination will be made.

General principles which apply

- The size of the remuneration pool is both the maximum and minimum amount payable to elected members.
- All proposals must be approved by the Remuneration Authority prior to implementation.
- The maximum number of hours any individual member may be paid for is 40 hours per week (i.e. 2080 hours per annum).
- Different salary and meeting fee weightings, to those originally provided by the Remuneration Authority, may be proposed.

APPENDIX 1

- Any divergent views of Councillors and community board members, in respect of the Council's proposed allocation of the pool, must accompany the proposal submitted for the Remuneration Authority's approval.
- The Remuneration Authority is under no obligation to approve any scheme and will look at each proposal on its merits. Any proposal that is likely to result in distortions in behaviour or lack of fairness in relativity will not be approved by the Authority.
- The Remuneration Authority will not determine how the remuneration for elected members should be funded.
- Any amendment to a determination requires the prior approval of the Remuneration Authority.
- All Councils are required to publish in their Annual Report:
 - the remuneration scheme adopted (i.e. salary or salary/meeting fee split)
 - the actual payments received by each elected member, and
 - the total amount of expenses reimbursed to each elected member.

What remuneration is included in the pool?

- The Mayor's salary, as determined by the Remuneration Authority and the remuneration for the remaining elected members of Council.
- The total salary costs for any appointed community board members.
- At least half the salary costs for elected community board members. Up to 100% of these remuneration costs can be met from the pool.

What remuneration is excluded from the pool?

- Meeting fees paid to elected members in respect of resource consent hearings.

Note: A member who acts as the chairperson of a resource consent hearing is entitled to a fee of \$85 per hour of hearing time. A member who is not the chairperson of the resource consent hearing is entitled to a fee of \$68 per hour of hearing time. For any period of hearing time that is less than one hour, the fee must be apportioned accordingly. These fees have been set by the Remuneration Authority.

- The costs incurred in the reimbursement of expenses (i.e. mileage allowances, cell phones etc).
- The payment of Trustees/Directors fees to those elected members appointed to the Council's Council Controlled Organisations.

Mileage allowances

Where an elected member needs to use their own vehicle on council business, they are entitled to be paid a mileage allowance of up to 70 cents per kilometre. This rate has been set by the Remuneration Authority to reflect both cost recovery and an element of remuneration in respect of travelling time.

**Remuneration Authority
P O Box 10 084
Wellington 6143**

Date: April 2008

**APPLICATION FOR APPROVAL OF EXPENSE RULES (INCLUDING
REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF
LOCAL AUTHORITIES FOR PERIOD 1 JULY 2008 TO 30 JUNE 2009**

SECTION 1 - NAME OF LOCAL AUTHORITY

Wellington City Council

Contact person for enquiries:

Name: Ross Bly

Designation: Special Projects and
Electoral Officer

Email: ross.bly@wcc.govt.nz

Telephone: (04) 801-3484 (DDI)

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
Policy on Payment of Elected Members' Allowances and Reimbursement of Expenses		November 2007
Elected Members' Mileage Policy		November 2007
Mobile Phone Policy		November 2007
Councillor Information Technology Policy		November 2007
Councillor Stationery and Computer Consumables Policy		November 2007
Wellington City Council Travel and Accommodation Standard	S-014	February 2007
Schedule of elected member allowances and expenses		May 2007

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.
 - Comprehensive policy documents, copies of which have been included in our previous applications to the Remuneration Authority for approval of allowances and reimbursement of work related expenses for elected members.
 - The basis of reimbursement is “actual and reasonable” expense only.
 - In the case of one-off expenditure such as travel to conferences, the prior approval of Council must be given.
 - Full documentation of the policies is included in the Elected Members Handbook, copies of which are issued to all members.
 - Periodic reviews of all expense reimbursements are undertaken by the City Secretary on a random basis.
 - All expense claims are approved by the City Secretary. Full receipts are required.
 - Policies set by the Council reflect public sector norms of reasonableness and conservatism.
 - Allowances have been calculated as carefully as possible to approximate expenditure to which allowances relate.
 - Work undertaken by Risk Assurance includes random checks on expense claims and allowances paid to elected members.

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? No

SECTION 5 - MILEAGE ALLOWANCES

1. Rate(s) of allowances paid per kilometre:

70 cents per kilometre

2. Restrictions on mileage claims

- Reimbursement will only be made when travelling to Council-approved meetings and functions.
- Reimbursement can only be claimed for actual travel by private motor vehicle or by public transport.
- Claims for reimbursement must reflect the most direct route between the elected member's normal place of residence and the venue of the Council approved meeting or function.
- Travel expenses funded or claimed in full or in part from or by any other person, body corporate or through the tax system cannot be claimed.
- Travel expenses that would be incurred regardless of whether or not an elected member attends a Council meeting or function are not claimable.
- All mileage claims are subject to audit by Democratic Services and/or Risk Assurance.

SECTION 6 - TRAVEL AND ACCOMMODATION

Taxis and other transport

Are the costs of taxis or other transport reimbursed or an allowance paid? Yes

- No allowances are paid.
- Costs of travelling by public transport to and from Council-approved meetings and functions and for attendance at conferences or seminars approved by the Council are reimbursed (on production of receipts).
- Taxi chits are provided when required for official Council purposes. The Council has an approved taxi service provider for local usage.

Car parks

Are car parks provided? Yes

- Car parks are provided as and when required to enable elected members to carry out their governance and representation responsibilities
- Car licence plates must be registered with Democratic Services and security staff

Use of rental cars

Are rental cars ever provided?

Yes

- If travel to a conference out of Wellington has been approved by Council and the cost of a rental car is cheaper than paying a mileage allowance or air fare.

Air Travel Domestic

Summarise the rules for domestic air travel.

- For travel to conferences/seminars etc approved by Council (in advance) where travel by air is the most cost effective travel option.
- All travel must be booked through the Democratic Services Unit.
- Compliance in all respects with the Council's Travel and Accommodation Standard. (See Section 2).

Air Travel International

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

- All travel must be approved in advance by the Council.
- All travel must be booked through the Democratic Services Unit.
- Economy class for flights up to 8 hours.
- Business class travel approved for flights over 8 hours.
- Compliance in all respects with the Council's Travel and Accommodation Standard. (See Section 2).

Airline Clubs/Airpoints/Airdollars

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed?

No

Are airpoints or airdollars earned on travel, accommodation etc., paid for by the local authority available for the private use of members

No

Accommodation costs whilst away at conferences, seminars, etc.

Summarise the rules on accommodation costs.

- Actual and reasonable costs reimbursed.
- Designated hotels to be used where possible.
- All accommodation booked through Democratic Services.
- Compliance in all respects with the Council's Travel and Accommodation Standard. (See Section 2).

APPENDIX 2

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.)

- Reimbursement of meal costs, either payment of the agreed meal allowance or reimbursement based on actual and reasonable costs.
- No reimbursements for purchases from hotel mini-bars and charges for in-room video or cable movies.
- No reimbursement for meals provided by others.
- No incidental allowances are paid for travel within New Zealand.
- Compliance in all respects with the Council's Travel and Accommodation Standard. (See Section 2).

Private accommodation paid for by local authority

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

No

Private accommodation provided by friends/relatives

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

Yes

- Elected members travelling on Council business who choose to stay privately are paid an allowance of \$60 per night, which includes the cost of accommodation breakfast and dinner.

SECTION 7 - ENTERTAINMENT AND HOSPITALITY

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

No

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?

PC or Laptop	Yes
Fax	No
Printer	Yes
Broadband	Yes
Second landline to house	No
Consumables and stationery	Yes
Mobile Phone	Yes

APPENDIX 2

Other equipment or technology*	No
Are any restrictions placed on private use of any of the above?	Yes
<ul style="list-style-type: none">• Equipment not to be used for electioneering purposes.	
Home telephone rental costs and telephone calls (including mobiles)	
Are telephone rental costs reimbursed in whole or part?	Yes
Are telephone call expenses reimbursed in whole or part?	Yes
<ul style="list-style-type: none">• Reimbursement of up to \$85 per month or the actual amount of the account, whichever is the smaller, is made to elected members for mobile phones provided (excluding community board members).• This reimbursement includes the monthly rental costs.• The Mayor has landline and a mobile phone provided and paid for by the Council.	
Allowances paid in relation to communication and/or technology provided by elected member	
Are any allowances paid in relation to communications and/or technology provided by the member relating to council business?	Yes
<ul style="list-style-type: none">• A reimbursement allowance of \$50 per month is paid to elected members (excluding community board members) towards the monthly rental and usage charges for broadband.• The calculation of the allowance is based on the average costs charged by a range of service providers.	
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
<ul style="list-style-type: none">• No allowances are paid.• Course registration fees are paid subject to the approval of the City Secretary.	
Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations?	No

APPENDIX 2

SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? Yes

- A home-based technology reimbursement of up to \$45 per month is paid to the Chairs of the Tawa and Makara/Ohariu Community Boards to reimburse the incumbents of those positions a portion of the communication costs (i.e. business related telephone calls, internet connection, fax machines etc) incurred by them in carrying out their duties. (receipts to be provided)

SECTION 11 - TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? Yes

- Withholding tax is deducted from the mileage allowances paid but is not deducted from any of the other allowances paid (i.e. the broadband allowance).

SECTION 12 - SIGNATURE

I seek approval from the Remuneration Authority, in relation to the period 1 November 2007 to 30 June 2008, 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.

_____	City Secretary	_____ -04-08
Signature	Designation	Date