

# Council Policy

Policy Title:	Elected Members Remuneration and Expenses Policy 2024
Responsibility:	Executive Manager Finance, Strategy & Governance
Review Frequency:	Three yearly, or as otherwise required
Last Reviewed:	June 2024
Next Review Due:	July 2025



## 1 Policy Objectives

- 1.1 To set Elected Members' Remuneration and Expenses as per the determination from the Remuneration Authority (the Authority).

## 2 Principles

- 2.1 Levels of remuneration will be as determined by the Authority from time to time.
- 2.2 A Chairperson salary will be paid to any Elected Member who is the Chairperson of either a Committee or Subcommittee. Where the Chairperson is not an Elected Member, no Chairperson salary will be payable.

## 3 Policy Statement

### 3.1 Payment Procedures

- 3.1.1 Salaries and standard allowances will be paid monthly through the Council payroll system.
- 3.1.2 Vehicle mileage, travel allowance, communications allowance, childcare allowance, and general expenses will be paid monthly upon presentation and processing of Claim Forms and appropriate receipts.
- 3.1.3 Administration of Elected Members' claims for expenses and meeting allowances will be co-ordinated by a member of Council's Executive Leadership Team.

### 3.2 Leave of Absence

- 3.2.1 When a Committee Chairperson has been granted a leave of absence by Council for a period of not less than eight weeks, the Deputy Chairperson may, by approval of the mayor or by resolution of Council, be paid the equivalent of the Committee Chairperson's salary, for the appropriate period.
- 3.2.2 It should be noted that an apology for not attending a meeting does not constitute leave of absence.
- 3.2.3 The Committee Chairperson, by virtue of being on a leave of absence, will forfeit that proportion of salary.

### **3.3 Salaries**

#### **3.3.1 Mayor**

3.3.2 The mayor's salary is set separately by the Authority from time to time and is not included in this Policy. However, the Mayor is entitled to claim allowances set out in Clause 3.5.1 (if the Mayor does not have a motor vehicle provided by Council), and 3.7 below.

#### **3.3.3 Councillors**

3.3.4 At the beginning of each election year the Authority advises the Council of the "governance pool" allocated to Council. This governance pool provides the total amount that can be paid in remuneration to Ruapehu District Councillors and is aligned with the ranking of Council on the Remuneration Authority's size index

3.2.2 The annual minimum base salary will be set by the Authority for all Councillors (see Appendix 1).

3.2.3 Any remaining remuneration could be used for the remuneration of Councillors who take on extra responsibilities (for example, the Chairs and Deputy Chairs) and/or it could be used to increase the base payment for all Councillors.

3.2.4 The remuneration pool must only be allocated to Councillors; it cannot be allocated to the Mayor or to Community Board members. Councillors appointed to external appointments cannot receive additional remuneration from this pool.

3.2.5 The Authority requires Council to formally adopt the Remuneration Framework, as well also setting out descriptions of Elected Member roles attracting additional responsibilities. (see Appendix 2).

#### **3.3.7 Resource Consent Hearings Commissioners**

3.3.8 No meeting allowance is payable to Elected Members, except Hearings Commissioners who are qualified under the Resource Management Act 1991 (see paragraph 3.3.2 below).

3.3.9 Elected Members who are Resource Consent Hearings Commissioners will be paid an hourly rate (for preparation and Hearing hours) for each Hearing at the rates set by the Authority from time to time. It is expected that the preparation time will not exceed the Hearing time.

#### **3.3.10 Community Boards**

3.3.11 The annual minimum base salary will be set by the Authority for Community Board Members and Chairs.

### **3.4 Allowances**

#### **3.4.1 Communications Allowance**

3.4.2 A Communications Allowance, set by the Authority from time to time, will be paid to Elected Members, including Community Board Members, to meet any costs over and above normal ownership that may be incurred because of their duties as Elected Members.

3.4.3 This allowance covers such items as increased mobile phone usage, increased internet usage, printing inks, paper, etc.

### **3.5 Vehicle Mileage Allowance**

3.5.1 A vehicle mileage allowance (mileage) is payable in respect of the Elected Member's eligible travel at rates set by the Authority from time to time. The rate set by the Authority from time to time will be paid upon presentation and processing of a Claim Form, subject to the following conditions:

- (a) Mileage can be paid to any Elected Councillor or Community Board member for travel from their residence to the meeting provided the residence is within the boundaries of the Ward they represent.  
(Note: If an Elected Member resides outside of the Ward they represent, then the mileage starts from the boundary of the Ward they represent).
- (b) Elected Members can be paid for mileage for meetings and conferences (outside of the district) when they represent Council, or when they attend any course or training approved by Council or the Mayor.  
*Example: Attendance at a LGNZ Conference or approved training.*
- (c) Mileage will be paid to Community Board members for attendance at meetings as per (a) above. However, no vehicle mileage expenses will be paid to Community Board members attending a Community Board meeting of which they are not a member, with the exception of Hearings, where members wishing to gain experience in Hearings may sit in as an Observer and be paid vehicle mileage expenses for their attendance.  
*Example: A Ōwhango-National Park Community Board Member attending a Taumarunui/Ōhura Community Board meeting.*
- (d) Vehicle mileage expenses are payable for:
  - (i) 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.
  - (ii) Visits to the Mayor by Councillors for formal discussions and formal briefings.
  - (iii) Attendance at approved seminars or training courses.
  - (iv) Publicly advertised ratepayers meetings.
  - (v) Representing the Mayor at functions or events.
- (e) Council appointed representatives (who are not Elected Members) can be paid for mileage for attending meetings and conferences as a representative of Council, on the same basis as Elected Members.

3.5.2 See Appendix 1 for rates.

### **3.6 Travel Time Allowance**

3.6.1 For Elected Members (excludes the mayor), a travel time allowance is payable, as set by the Authority, from time to time.

3.6.2 See Appendix 1 for threshold and Travel Time Allowance rates.

### **3.7 General Expenses**

3.7.1 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.

### **3.8 Taxation**

3.8.1 Council shall furnish details of taxable payments and deductions made for every tax year.

## **Relevant Delegations**

As per Delegations Manual.

## Annotations

Date	Description
26/11/08	Policy Reviewed
13/10/08	Policy Reviewed – Post Election
26/03/09	Policy Reviewed
19/04/10	Policy Reformatted – No textual changes
23/11/10	Policy Reviewed and new Clause 5 “Communications Allowance” added
30/06/11	Policy Reviewed and Vehicle Expenses Amended per Remuneration Authority’s Determination) Clause 3.1 amended and new Clause 7 under 3.1 added.
24/04/12	Policy Reviewed and Payment Procedures 1.3 Amended and Meeting Allowances, new clause (b) and (c) under 3.2 added.
Jun 2013	Policy Reviewed as result of New Determination by Remuneration Authority. Meeting allowances no longer payable. Rates updated.
01/10/13	Following Remuneration Authority Approval of Deputy Mayor and Committee Chair apportionment of Additional Pay, policy finalised for approval by Remuneration Authority. Applies post October 2013 Election.
May 2014	Determination from Remuneration Authority received
July 2015	Determination from Remuneration Authority confirmed.
	Determination from Remuneration Authority confirmed and updated Policy approved. Clause 8.1 deleted by Authority
Sept 2018	Policy reviewed and amended as per Remuneration Authority’s Determination 2018.
Sept 2022	Determination from Remuneration Authority confirmed and Policy updated as per Local Government Members (2022/23) Determination 2022.
Dec 2022	Policy updated as per Local Government Members (2022/23) Determination 2022 effective 15 October 2022 following the Local Government Elections.
Sept 2023	Policy updated as per Local Government Members (2023/24) Determination 2023
June 2024	Policy updated as per Local Government Members (2024/25) Determination 2024

## Policy Version Control

Policy drafted by	Policy team
Policy reviewed by	Executive Manager Finance, Strategy & Governance
Policy reviewed and recommended by the Information System Governance Group (ISGG)	N/A
Policy reviewed and recommended by the Audit and Risk Committee	N/A
Policy reviewed and adopted by Council	

## Appendix 1 – Rates Set by Remuneration Authority

The 2024/25 financial year determination for Ruapehu District Elected Members is as follows:

Position Title	Number of Members per Position	Annual Salary 2024/25
Deputy Mayor	1	\$51,850.00
Councillor Base Remuneration	8	\$40,139.00
<b>Total Governance Pool</b>		<b>\$372,959.00</b>

Community Board	Position	Number of Members per Position	Annual Salary 2023/24
Ōwhango-National Park Community Board	Chair	1	\$6,622
	Member	4	\$3,311
Taumarunui-Ōhura Community Board	Chair	1	\$15,001
	Member	4	\$7,501
Waimarino–Waiouru Community Board	Chair	1	\$15,001
	Member	4	\$7,501

Expense / Allowance	1 July 2024 to 30 June 2025
Mileage Allowance Petrol or Diesel	Mileage for eligible travel will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination \$0.95 per km (first 14,000 km) \$0.34 per km thereafter
Mileage Allowance Hybrid	\$0.95 per km (first 14,000 km) \$0.20 per km thereafter
Mileage Allowance Electric Vehicle	\$0.95 per km (first 14,000 km) \$0.11 per km thereafter
Travel Time Allowances	Travel time allowance as per the rate set by the Remuneration Authority of \$40 per hour for each hour of eligible travel time, after the first hour of eligible travel time travelled in a day.
Threshold time on daily travel	The total amount of travel time payable within a 24-hour period is 8 hours.
Communication (ICT) Allowance	Councillors may claim an allowance in accordance with the following limits: (a) Use of a personal computer, tablet, or laptop, including any related docking station: \$400 (b) Multi-functional or other printer: \$50 (c) Mobile phone: \$200 (d) ICT Consumables: up to \$200 (e) Internet connection for the purpose of Council business: \$800 (f) Council related mobile phone services: \$500
Childcare Allowance	Reimbursement childcare costs incurred by the member for childcare provided while the member is engaged on Council business in accordance with provisions set by the Remuneration Authority. Note: the total allowance paid is not to exceed \$6,000 per member, per annum.

Hearing Fees	Councillors acting as a member of a Hearing Panel for an eligible hearing (e.g., Resource Consent Hearing or District Plan Change hearing) to be paid the applicable hourly fee in accordance with the provisions set by the Remuneration Authority: Chairperson of Hearing Panel: \$116 per hour Hearing Panel Member: \$93 per hour
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## Appendix 2 – Additional Responsibilities

Position Title	Additional Responsibilities
Deputy Mayor	<p>Assist the Mayor in carrying out the statutory and leadership role of the Mayor.</p> <p>If the Mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace).</p> <p>Ensure that the Mayor's view is conveyed to committee and other meetings when they are absent on Council business.</p>