

***ELECTED MEMBER  
REMUNERATION AND  
EXPENSES POLICY***

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**1. REMUNERATION**

The salary pool is determined by the Remuneration Authority, on an annual basis. Council is able to choose which of two options it will use - 'salary only' or 'salary and meeting allowance'. In 2003, Council decided to use the salary only basis.

The Mayor is paid an annual salary set by the Authority. The net remuneration pool for 2011/12 is \$190,225.

Salaries will be paid by direct credit to the elected member's nominated bank account in line with the payroll fortnightly pay system.

A meeting allowance is set by the Remuneration Authority for Resource Management Hearings. This is provided for outside of the salary pool set by the Authority.

***SALARY ONLY BASIS***

The formula below is based on the assumption that the Deputy Mayor has a differing workload/responsibility but other Councillors have the same.

<b>Position</b>	<b>No of Positions</b>	<b>Annual Salaries (\$pa)</b>
Deputy Mayor	1	\$30,000
Councillors	7	\$160,225
<b>TOTALS</b>	<b>8</b>	<b>\$190,225</b>

TOTAL Remuneration Pool ( <i>Total pool</i> )	\$260,825
Net Remuneration Pool ( <i>Total remuneration pool less Mayor's salary of \$70,600*</i> )	\$190,225

Meeting fees for members of the Hearings Committee will be paid at a rate of \$85/hour (Chairman) and \$68/hour (members) for hearings convened under Council Policy or statutory requirement.

**2. REIMBURSEMENT OF MILEAGE**

**2.1 MILEAGE**

The Remuneration Authority requires that the vehicle mileage allowance is payable only in respect of the Councillor's travel for that day that exceeds the threshold distance of 30kms.

The maximum vehicle mileage allowance payable to the Councillor in any twelve months period (pro-rated for the period of this determination) is –

- \$0.70 per kilometre for the first 5,000 kilometres
- \$0.35 per kilometre for any distance over 5,000 kilometres.

2.1.1 All elected members may claim mileage for eligible travel.

2.1.2 Claims for mileage must be made on the 'Mileage Claim' form.

2.1.3 Reimbursement of mileage will be paid through the payroll system upon claim by direct credit to the member's nominated bank account.

## 2.2 ELIGIBILITY OF MILEAGE CLAIMS

Mileage may be claimed under the following circumstances. Reimbursement of private vehicle travel for attendance at:

2.2.1 Any official Mayoral function.

2.2.2 Any formal meeting attended by the Council nominated elected member representative (or in their absence, approved substitute) at meetings of organisations/committees as detailed in the Local Governance Statement.

2.2.3 Meetings, workshops and forums of Council.

2.2.4 Attendance at 'Agenda Review' meetings by the Mayor, Deputy Mayor and nominated Councillors, and other elected members requested by His Worship the Mayor to attend.

## 2.3 NON ELIGIBILITY OF MILEAGE REIMBURSEMENT

Mileage is not eligible in the following circumstances:

2.3.1 When an elected member has attended to an issue of their own volition which was of interest to the elected member but was not considered as essential to Council and/or the community. If an elected member is in doubt with regard to eligibility of mileage in this type of event, he/she should seek guidance from His Worship the Mayor prior to attending.

2.3.2 Where an elected member has made more than 1 return trip to attend the same meeting. In this situation only 1 return trip may be claimed.

2.3.3 Travel that is not related to the business of Council. For example, non Council business/personal travel interspersed with Council related business must not be claimed.

2.3.4 Meetings that are not covered within those listed under Section 2.2 of this policy.

## 3. REIMBURSEMENT OF INCIDENTALS

3.1 Reasonable expenses relating to Council business may be claimed by elected members for reimbursement. A tax invoice (GST registered) must be provided at the time of the claim.

3.2 Claims must be requested using an Expense Claim form which is available from the Creditors Officer.

### 3.3 TELEPHONE CALLS

Reimbursement of reasonable Council business related phone calls to Councillor's phones can be made on presentation of a phone account with details showing to whom the calls were made. Calls to cellphones should be prevented where practicable.

### 3.4 CELLPHONES

The Mayor only will be supplied with a cellphone for Council business. Council will pay for the rental and business related phone calls. All private calls must be paid by the Mayor.

### 3.5 TRAFFIC INFRINGEMENTS

Infringements of this nature are the responsibility of the offender.

### 3.6 STATIONERY

Council does not reimburse these costs. However, stationery is available from Council for Council business. Elected members who require items of stationery for Council business should request this through the Mayor's Personal Assistant.

## 4. REIMBURSEMENT OF CONFERENCE/SEMINAR EXPENSES

Conference and Seminars should be arranged by the Executive Assistant. In most cases registration and accommodation will be invoiced directly to Council. However, there may be some instances where elected members pay for related expenses and are entitled to claim all reasonable expenses back.

4.1 Expenses will only be reimbursed for attendance at a conference/seminar etc which Council has resolved the elected member attend.

4.2 Council will reimburse all reasonable eligible expenses on production of a tax invoice (GST registered). If a GST registered invoice/receipt is not provided, reimbursement cannot be made.

4.3 Claims must be requested using an Expense Claim form which is available from the Creditors Officer.

4.4 Eligible Expenses:

- Registration fees.
- Accommodation and personal meals that are not included in the conference/seminar fees.
- Toll calls relating to official Council business and one phone call home per day.
- Taxi expenses for transport from/to airport/arrival point to venue (courtesy vehicles should be used where available).
- Parking fees.

And any other reasonable expenses incurred whilst attending the Conference/Seminar as approved by His Worship the Mayor and the Deputy Mayor.