
REPORT 4

(1215/12/IM and 1215/10/01)

**ELECTED MEMBERS' REMUNERATION: 2012/2013
FINANCIAL YEAR**

1. Purpose of Report

To submit for the Board's consideration, a proposal for the distribution of the 2012/2013 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 2012/2013 elected members' remuneration pool (excluding the mayoral position) at \$1,250,336. This is an increase of \$11,570 on the 2011/2012 pool (an increase of 0.934%).

The Mayor's salary, which no longer forms part of the overall pool, has been increased from \$159,600 to \$161,600 (an increase of 1.25%).

The pool of \$1,250,336 is available for distribution among the Council's elected members (excluding the Mayor but including the elected members of the Tawa and Makara/Ohariu Community Boards). A recommended distribution of the pool is submitted for the Board's consideration and referral to Council for its approval.

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 take effect on 1 July 2012.

The Council is also required to review its existing rules and policies for the reimbursement of expenses and the payment of allowances to its elected members and to submit those rules and policies to the Remuneration Authority for its approval.

Those rules and policies have been reviewed and are submitted for the Board's consideration.

3. Recommendations

Officers recommend that the Board:

- 1. Receive the information.*

2. *Note that the review that the Remuneration Authority has been undertaking on the process it currently uses for setting levels of remuneration of elected members will not be completed before 1 July 2012. The remuneration for the 2012/2013 financial year has therefore been determined under the existing mechanisms with a view to implementing any new process in time for the 2013/2014 review.*
3. *Note that the remuneration framework requires 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. *Agree to recommend to Council 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 2012/2013 financial year and that the Council's proposal be referred to the Remuneration Authority for its approval:*

| | |
|--|---------------------|
| <i>Mayor</i> | <i>\$161,600 pa</i> |
| <i>Deputy Mayor</i> | <i>\$97,430 pa</i> |
| <i>Chair, Strategy & Policy Cttee and Portfolio Leader</i> | <i>\$90,325 pa</i> |
| <i>Chair, Regulatory Processes Committee</i> | <i>\$85,220 pa</i> |
| <i>Chair, Grants Subcommittee</i> | <i>\$85,220 pa</i> |
| <i>Portfolio Leader (x 9)</i> | <i>\$80,300 pa</i> |
| <i>Councillor (x 1)</i> | <i>\$65,926 pa</i> |
| | |
| <i>Chair, Tawa Community Board</i> | <i>\$21,165 pa</i> |
| <i>Elected Member (x 5)</i> | <i>\$8,465 pa</i> |
| | |
| <i>Chair, Makara/Ohariu Community Board</i> | <i>\$13,550 pa</i> |
| <i>Elected Member (x 5)</i> | <i>\$5,295 pa</i> |

Note:

- (a) *The Mayor's salary is set by the Remuneration Authority.*
 - (b) *The level of community board members' remuneration met from the pool has been retained at 100%.*
 - (c) *The new salary rates will come into effect on 1 July 2012.*
 - (d) *The remuneration proposal will be considered by the Strategy and Policy Committee and the Makara/Ohariu Community Board at their meetings on 19th April 2012.*
6. *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.*
 7. *Agree to recommend to Council that the rules and policies for the reimbursement of expenses and the payment of allowances to elected members for the 2012/2013 financial year, as contained in Appendix 2 of this report, are confirmed and that they be submitted to the Remuneration Authority for its approval.*

4. Background

The Remuneration Authority recently advised that the remuneration pool for the elected members of the Wellington City Council (excluding the Mayor but including its community board members) will be \$1,250,336 for the 2012/2013 financial year. This is an increase of \$11,570 (i.e. 0.934%) on the size of the 2011/2012 pool.

The Mayor's salary for the 2012/2013 financial year has been fixed at \$161,600 pa, an increase of \$2,000 pa (i.e. 1.25%) on the salary the position currently attracts. This salary is set separately by the Remuneration Authority and no longer forms part of the overall remuneration pool.

The allocation of the 2011/2012 pool as determined by the Remuneration Authority, and the salary that is currently being paid to the Council's elected members, is as follows:

| | |
|---|-------------|
| Mayor | \$159,600 |
| pa | |
| Deputy Mayor | \$96,700 pa |
| Chair, Strategy and Policy Committee and Portfolio Leader | \$89,650 pa |
| Chair, Regulatory Processes Committee | \$84,585 pa |
| Chair, Grants Subcommittee | \$84,585 pa |
| Portfolio Leaders (x 9) | \$79,700 pa |
| Councillor | \$65,430 pa |
| Chair, Tawa Community Board | \$20,551 pa |
| Member, Tawa Community Board (x 5) | \$8,220 pa |
| Chair, Makara/Ohariu Community Board | \$13,155 pa |
| Member, Makara/Ohariu Community Board (x 5) | \$5,142 pa |

The Council is now required to decide how the 2012/2013 pool is to be allocated and to forward its agreed proposal to the Remuneration Authority for consideration and approval. The approval of the Remuneration Authority is required before the Council can implement its proposed 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 the reimbursement of expenses to elected members also require the approval of the Remuneration Authority on an annual basis.

The Council is therefore required to submit for the Remuneration Authority's approval a copy of its proposed rules for the recovery of expenses by elected members. A copy of the proposed rules is attached as Appendix 2.

5. Discussion

5.1 *Review of remuneration setting process*

In September 2011 the Remuneration Authority initiated its promised review of the process it currently uses for setting elected members remuneration with the release of a discussion document. The Council submitted its views on the issues raised in the document in November 2011.

The Remuneration Authority had hoped to have the review completed in time for the 2012/2013 remuneration round but it has now become clear that the level of engagement required with local government to ensure the smooth implementation of the review could not take place prior to July this year. The Authority intends to issue a response to the submissions to the review in the next few weeks and will engage with elected members through the latter half of the year.

The remuneration for the 2012/2013 financial year has therefore been set using the existing mechanisms with a view to implementing any new process in time for the 2013/2014 review.

5.2 *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 any vehicle is supplied for the Mayor's use.
- To review and agree the rules and policies for the reimbursement of elected members' expenses and allowances.

5.3 *Basis of remunerating its elected members*

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 Authority has also determined that only one salary is payable to an elected member. Any Councillor who is an appointed member of a community board is therefore not entitled to receive a separate salary for serving on the board.

The Council is required to meet at least 50% of the total salary costs for elected community board members from the remuneration pool. The rules do allow a greater percentage of those costs to be met from the pool and the Council has, since the 2009/2010 financial year and with the approval of the Remuneration Authority, agreed to meet the full (i.e. 100%) salary costs for community board members from within the pool.

The Council's decision to meet a higher percentage of the salary costs for elected community board members (above the mandatory 50%) from the pool results in a "saving" to the city's ratepayers (a "saving" of \$51,757 for the 2012/2013 year if the full 100% is met from the pool).

5.4 *Distribution of the remuneration pool*

The Remuneration Authority is responsible for setting the size of the pool for local authorities throughout the country and individual Councils are required to recommend to the Authority how the pool should be allocated among its elected members. The Council's recommended allocation requires the approval of the Remuneration Authority before any new pay rates can be implemented.

The size of the pool is both the maximum and minimum amount that can be spent on elected members' remuneration and apart from in 2008, when exceptional circumstances prevailed, it has been mandatory for councils to allocate the full pool. The Council has no control over the size of the pool and is required to pay its members at the rates finally determined by the Remuneration Authority.

5.5 *Distribution proposal*

The Remuneration Authority has confirmed that the Wellington City Council's elected members' remuneration pool for the 2012/2013 financial year (excluding the Mayor) will be \$1,250,366, an increase of \$11,570 (.934%). The Mayor's salary, which no longer forms part of the overall pool, has been fixed at \$161,600 pa.

A number of allocation options have been considered. Because the amount of "new" money available for distribution is relatively small (and the fact that the governance structure and the individual roles and responsibilities have not changed since the last review in November 2010) it is recommended that the additional money be allocated on the following basis:

- apply a 3% salary increase for elected members of the Tawa and Makara/Ohariu Community Boards (totalling \$2,999 of the increase), and
- apply the balance (i.e. \$8,571) to the remaining elected members (excluding the Mayor) which will equate to an "across the board" increase of .75%.

The following remuneration proposal for the 2012/2013 financial year is therefore recommended for approval:

| | |
|---|--------------|
| Mayor | \$161,600 pa |
| Deputy Mayor, Chair Performance Review Committee, Audit and Risk Management Subcommittee and Portfolio Leader | \$97,430 pa |
| Chair, Strategy and Policy Committee and Portfolio Leader | \$90,325 pa |
| Chair, Regulatory Processes Committee | \$85,220 pa |
| Chair, Grants Subcommittee and Portfolio Leader | \$85,220 pa |
| Portfolio Leader (x 9) | \$80,300 pa |
| Councillor | \$65,926 pa |
| | |
| Chair, Tawa Community Board | \$21,165 pa |
| Elected Member (x 5) | \$8,465 pa |
| | |
| Chair, Makara/Ohariu Community Board | \$13,550 pa |
| Elected Member (x 5) | \$5,295 pa |

The proposal has been developed based on the following principles:

- the payment to be on a salary only basis for all positions
- the assumption that all Councillors work 40 hours a week on Council related business
- the existing committee structure with the following levels of responsibility

Mayor (salary determined by the Remuneration Authority)

| | |
|---------|--|
| Level 1 | Deputy Mayor/Chair, Performance Review Committee, Chair, Audit and Risk Management Subcommittee and Portfolio Leader |
| Level 2 | Chair, Strategy and Policy Committee and Portfolio Leader |
| Level 3 | Chair, Regulatory Processes Committee Chair, Grants Subcommittee and Portfolio Leader |
| Level 4 | Portfolio Leader (x 9) |
| Level 5 | Councillor |

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

- the retention of the salary gap between portfolio leaders and Councillors with no chair or portfolio responsibilities at 82%
- all Portfolio Leaders remunerated at the same level
- the level of community board members' remuneration met from the pool retained at 100%

5.6 Community Board decisions

If timing has allowed for it, it has been the practice for these recommendations to be referred to the Tawa and Makara/Ohariu Community Boards for their consideration and input before a final decision on the Council's recommended proposal is made.

The recommended proposal will be considered by the Makara/Ohariu Community Boards at its next meeting 19 April 2012.

5.7 Reimbursement of expenses

The Council is required to review, on an annual basis, the rules and policies it applies for the reimbursement of expenses and the payment of allowances to its elected members, including its community board members. These rules and policies must be approved by the Remuneration Authority prior to their implementation by the Council.

The current rules and policies appear to be working satisfactorily and there is no proposal to recommend any changes to them at this time. 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.

5.8 Unanimity of the Council's decision

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

- (i) details of any dissent at Council, and
- (ii) details of any dissent from either of its community boards.

A community board or any individual Councillor has the right 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. It does however have the power to amend any proposal if the level of dissatisfaction is high or if the proposal is considered unreasonable.

6. Conclusion

The Council is required to submit both its proposal for the distribution of the 2012/2013 indicative pool and its rules and policies for the reimbursement of expenses and the payment of allowances to its elected members' with the Remuneration Authority, by Monday 7 May 2012.

The new remuneration rates which will come into force on 1 July 2012 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 Outcome 7.2.B – More actively engaged: 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 is no Treaty of Waitangi implications.

4) Decision-making

This is not a significant decision

5) Consultation

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)
 - Operational expenditure (33% weighting)
 - Gross assets controlled (17% weighting)
 - Rate of population change
- The Mayor’s salary is set by the Remuneration Authority and does not form part of the pool.
- The indicative pool is available for distribution to the Council’s elected members, excluding the Mayor but 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).

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.
- 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.

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- 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 annual remuneration costs for the elected members of Council (excluding the Mayor).
- 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?

- The Mayor's salary, as determined by the Remuneration Authority.
- 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 \$100 per hour of hearing time. A member who is not the chairperson of the resource consent hearing is entitled to a fee of \$80 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. transport and communication allowances 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 can be paid a mileage allowance of up to 74 cents per kilometre but only if the

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distance travelled by the member on any one day exceeds the “threshold distance”. The “threshold distance” can be set by the local authority but must not be less than 30 kilometres.

A local authority may also pay a travel time allowance if the travel is on council business and is by the quickest form of transport available in the circumstances but only if the travel time of the member on the day exceeds the threshold time”. The threshold time can be set by the local authority but must not be less than 2 hours.

A member who can properly be regarded as being a full-time member is not entitled to be paid a travel time allowance.

Note

The Council at its meeting on 26 March 2009 resolved to discontinue the payment of a mileage allowance to its elected members.

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Remuneration Authority
P O Box 10 084
Wellington 6143

Date: May 2012

APPLICATION FOR APPROVAL OF EXPENSE RULES (INCLUDING REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF THE WELLINGTON CITY COUNCIL FOR PERIOD 1 JULY 2012 TO 30 JUNE 2013

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 | | October 2010 |
| Elected Members' Mileage Policy | | October 2010 |
| Mobile Phone Policy | | October 2010 |
| Councillor Information Technology Policy | | October 2010 |
| Councillor Stationery and Computer Consumables Policy | | October 2010 |
| Wellington City Council Travel and Accommodation Standard | S-014 | August 2010 |
| Schedule of elected member allowances and expenses | | November 2010 |
| Elected Member's Payment Standard | | August 2010 |

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 Manager, Democratic Services on a random basis.
 - All expense claims are approved by the Manager, Democratic Services. 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

No mileage allowances are payable. Elected members are required to claim the costs of using their private vehicles on Council related business as part of their individual taxation arrangements.

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/bus/train 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).

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

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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/Internet Connection | No |
| Second landline to house | No |
| Consumables and stationery | Yes** |
| Mobile Phone rental and call charges | No |
| Mobile Phone hardware | Yes** |
| Other equipment or technology | No |

**** Not provided to community board members**

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

- Equipment not to be used for electioneering purposes and some restrictions on using Council supplied computer equipment (for security and cost reasons)

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Home telephone rental costs and telephone calls (including mobiles)

Are telephone rental costs reimbursed in whole or part? No

Are telephone call expenses reimbursed in whole or part? Yes

- See section next below on the payment of communication allowances.
- The Mayor has a landline and a mobile phone provided and paid for by the Council. The costs of any personal calls are reimbursed to 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

- The Councillors are provided with a cell phone and a computer for Council related work.
- The members are offered two allowance options:
 - members are entitled to a total annual allowance of \$360 (i.e. \$30 per month); or
 - members are entitled to claim reimbursement for any Council related communication costs, over and above any normal costs, (e.g. Council related telephone calls and the cost of any increased internet usage), payable on receipt of appropriate documentation and in accordance with the Council's expense rules.

(Note: Does not apply to community board members).

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 allowances are paid.
- Course registration fees are paid subject to the approval of the Manager, Democratic Services.

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? No

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SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid? Yes

- A home-based technology allowance of \$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.

SECTION 11 - TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax? No

SECTION 12 - SIGNATURE

I seek approval from the Remuneration Authority, in relation to the period 1 July 2012 to 30 June 2013, 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.

| | | |
|------------------|---------------------------------|-------------|
| _____ | Manager, Democratic Services | May 2012 |
| Signature | Designation | Date |