

SOUTH WAIRARAPA DISTRICT COUNCIL

17 MAY 2017

AGENDA ITEM C2

REMUNERATION POLICY (A300) REVIEW REPORT

Purpose of Report

To inform Council of the proposed changes to Policy A300: Remuneration.

Recommendations

Officers recommend that the Council:

1. *Receive the Remuneration (A300) Policy Review Report.*
2. *Approve the Remuneration Policy.*
3. *Agree the next review date should be May 2020.*

1. Executive Summary

The policy A300: Remuneration is due for review in May 2017.

This policy is not on the list of policies that require Community Board review.

Minor changes have been made to the policy and need approval by Council.

2. Background

The policy A300: Remuneration was due for review in May 2017.

The policy has been reviewed and only minor changes have been made:

1. Proposed change to the title of the policy to "Remuneration – Elected Members" to more accurately reflect the purpose of the policy as it does not cover remuneration of the other employees of the District Council.
2. Addition of the words "Tax Invoices" to clause 3.1.2 under the heading of "Rules for Elected Members Expenses" to ensure we comply with GST legislation regarding GST record keeping.
3. Update the title of the Hearings Committee to reflect its current title.

4. Add details of the authority for remuneration for members of the District Licensing Authority which is now covered by the Sale and Supply of Liquor Act 2012.
5. Update review dates at the bottom of each page.

Any changes made are shown as tracked changes on the attached document.

3. Appendices

Appendix 1 – Remuneration Policy

Contact Officer: Jennie Mitchell, Corporate Services Group Manager

Reviewed By: Paul Crimp, Chief Executive Officer

Appendix 1 – Remuneration Policy



Remuneration – Elected Members

1. RATIONALE:

Elected Members are required to be accountable and responsible for governance of the District and to ensure it is run in a viable and successful business like manner.

Elected Members are therefore remunerated for their time, expertise, and efforts.

2. PURPOSE:

To set out in general terms the remuneration and allowances payable to the Mayor, Councillors, Community Board members and non-elected members of Council committees and appointees to outside organisations.

3. GUIDELINES:

3.1 Elected Members

3.1.1 In terms of clause 6 of Schedule 7 of the Local Government Act 2002 and the Remuneration Authority Act 1977, the Remuneration Authority sets the remuneration for all Elected Members of the Council and Community Boards.

A new determination is issued by the Remuneration Authority annually and takes effect on the 1st July.

3.1.2 The remuneration approved for South Wairarapa Council and Community Boards is as per the remuneration authority at the time.

Councillors appointed to Community Boards receive no additional remuneration.

Expenses

Actual and reasonable expenses and allowances as outlined in the Rules have been approved by the Remuneration Authority.

Rules for Elected Members Expenses

1. *Elected Members will be reimbursed for actual and reasonable expenses on production of [Tax Invoices or receipts](#).*
2. *Vehicle mileage will be payable to all Elected Councillors, Community Board members and non-elected members of Council committees for travel to and from officially notified meetings and any other Council business that may be required and authorised by the Mayor and/or Chief Executive Officer for return trips over 30kms only for visits to the council or community board office. For other travel by members on council business no threshold will apply.:*
3. *The approved mileage rate shall be set by the Remuneration Authority.*

3.2 Non-elected Members

3.2.1 The Council has approved the payment of salaries and meeting fees to non-elected members of Council committees and appointees to outside organisations.

- Salaries
All Council Committee Chairpersons Equivalent to
Community
Board Chair
- Meeting fees (Set by council as required)
- Council committee members and appointments to outside organisations. The Chairpersons of Council committees do not receive meeting fees. \$162 per day

Expenses

Expenses and mileage may be claimed on the same basis as for Elected Members.

3.3 Resource Consents

Fees payable to members of the Council's ~~Planning~~ Hearings Committee ~~and the Applications Sub-committee~~ are set by the Remuneration Authority (LGE Members Determination).

[Note: The Mayor as current Chair, does not receive any fees.]

3.4 District Licensing Authority

Remuneration for Councillors acting as members of the District Licensing Authority is determined by Section 183 of the Sale and Supply of Liquor Act 2012. This includes entitlement to be reimbursed for actual and reasonable travelling and other expenses incurred in carrying out his or her office as a member.

3.43.5 Communication Allowance

A communication allowance will be paid to the Mayor and Councillors at 50% of the maximum amount set under s13(3) of the Local Government Elected Members Communication Allowance determination. This will be pro-rated in election years.