



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Members' Remuneration and Allowances Policy

Date of Approval	26 October 2022 (DC 2022/101)
Policy ID	PI-GLS-001 (previously A300 and A500)
Next Review	October 2025 Note: The attached schedule of remuneration and allowances (Appendix 1) is updated annually to reflect the latest determination issued by the Remuneration Authority.
Document History	08/03/24: Appendix 1 updated (mileage rates replaced with link to determination) 26/10/2022 replaced Policies A300 Remuneration – Elected Members and A500 Conferences, Seminars & Training A300 Remuneration – Elected Members first adopted 26/08/2015, revised December 2017 A500 Conferences, Seminars and Training amended 7/10/2015

Members' Remuneration and Allowances Policy

1. Relevant Legislation

- » [Local Government Act](#)
- » [Local Government Members \(2022/23\) Determination](#)
- » [Remuneration Authority Act 1977](#)

2. Purpose

The Members' Remuneration and Allowances Policy sets out remuneration and entitlement of allowances to elected and appointed members during their term of office for South Wairarapa District Council (SWDC).

This policy ensures that all remuneration and allowances paid to elected members are in accordance with the Local Government Elected Members' Determination (determination) issued by the Remuneration Authority (the Authority) for the appropriate year.

3. Scope

This policy covers the remuneration and allowances of members during their term of office for SWDC. It includes:

- » Elected members (Mayor, councillors and community board members)
- » Appointed members
 - » Appointed members of committees, subcommittees and joint committees (excludes councillors)
 - » Appointed (non-voting) youth representatives (honoraria).

This policy also sets out information regarding attendance at conferences, seminars and training. Member expenses are covered in the [Discretionary Expenditure Policy](#).

Attached to this policy is a schedule of remuneration and allowances (the schedule). It is updated annually to reflect the latest determination issued by the Authority. If any inconsistencies arise between the schedule and the determination, Council will make payments to members in accordance with the relevant determination.

4. Principles

SWDC is guided by the criteria the Authority has regard to in determining remuneration. This includes the need to:

- » attract and retain competent members
- » be fair both to the member whose remuneration is being determined and to ratepayers
- » achieve and maintain fair relativity with the levels of remuneration received elsewhere

- » minimise the potential for certain types of remuneration to distort the behaviour of members.

5. Remuneration

5.1. Elected members

In accordance with clause 6 of Schedule 7 of the Local Government Act 2002, elected members receive remuneration as determined by the Authority, outlined in the schedule. A new determination, which takes effect from 1 July, is issued each year which may result in adjustments to the level of remuneration received.

Councillors who are appointed as members on a community board receive no additional remuneration outside of the share of the councillor remuneration pool.

5.1.1. Hearings

Elected members (other than the Mayor) who sit on hearings, as defined in clause 5 of the Local Government Members Determination, are entitled to a fee per hour of hearing time. This is paid in addition to the councillor remuneration pool. Payable hearing fees are outlined in the Schedule.

5.1.2. District Licencing Committee

Remuneration for members appointed to the District Licencing Committee (DLC) is determined by section 195 of the Sale and Supply of Alcohol Act 2012. This includes entitlement to receive remuneration in accordance with the Cabinet fees framework, and to be reimbursed for actual and reasonable travelling and other expenses incurred.

The remuneration as determined by the Minister of Justice and in accordance with the Cabinet Fees Framework is outlined in the Schedule. This is paid in addition to the councillor remuneration pool.

5.2. Appointed members

Council approves the remuneration of appointed members. The remuneration of appointed committee chairs is set equivalent to the remuneration of community board chairs, and the remuneration of appointed committee members is set equivalent to the remuneration of committee members.

6. Allowances

Members are eligible to the following allowances. Any claims are required to be submitted within a reasonable timeframe.

6.1. Vehicles, mileage and travel time allowances

6.1.1. Vehicles

SWDC may provide the mayor with a vehicle for restricted private use, partial private use or full private use in accordance with [section 9](#) of the determination. The use is negotiated with the incoming Mayor at the start of each triennium.

If the vehicle is provided for partial private or full private use the mayor's remuneration will be adjusted in accordance with the determination.

6.1.2. Mileage allowance

Elected and appointed members may claim mileage allowance to reimburse for costs incurred in relation to eligible travel.

Travel is eligible if it occurs when the member is not provided with a vehicle by Council, and the member is travelling in a private vehicle, on Council business, and by the most direct route that is reasonable in the circumstances.

If a member resides outside of the South Wairarapa district and is travelling to the South Wairarapa district, the member is only eligible for a mileage allowance for travel that occurs once the member crosses the South Wairarapa district boundary.

Mileage will be paid at the full rate determined by the Authority, outlined in the schedule.

6.1.3. Travel time allowance

Elected and appointed members (other than the Mayor) can claim a travel time allowance for eligible travel within New Zealand after the first hour of eligible travel time in a day. Travel is eligible if it is on Council business, and by the quickest form of transport and most direct route that is reasonable in the circumstances.

If a member resides outside of the South Wairarapa district and is travelling to the South Wairarapa district on Council business, the member is only eligible for a mileage allowance for travel that occurs once the member crosses the South Wairarapa district boundary and after the first hour of eligible travel time within the South Wairarapa district.

Travel time allowance will be at the rate determined by the Authority, outlined in the schedule.

The maximum amount of travel-time allowance that can be paid for eligible travel in a 24-hour period is eight hours.

6.2. ICT allowance

Elected and appointed members are eligible for an allowance in recognition of use of personal communication equipment and services for Council business as outlined in the schedule.

The allowance payable to the Mayor and councillors is the full maximum amount. A partial allowance is payable to community board and appointed committee members, at a rate of 45% for chairs and 33% for members.

The allowance will be pro-rated in election years, and in any year where a member does not serve the full year.

6.3. Childcare allowance

Elected and appointed members may claim a childcare allowance as a contribution towards expenses incurred by the member for childcare when the member is engaged on Council business.

Members are eligible for an allowance if:

- » they are the parent or guardian of the child or usually have responsibility for the day-to-day care of the child
- » the child is under 14 years of age
- » the childcare is provided by a person who is not a parent or partner of the member and does not ordinarily reside with the member
- » evidence of payment made is attached to the expense claim.

The maximum allowable allowance is outlined in the schedule.

7. Expenses

Elected and appointed members are able to claim for other actual and reasonable expenses in accordance with the [Discretionary Expenditure Policy](#).

8. Conferences, seminars and training

All members are entitled to payment of actual and reasonable registration expenses incurred for attendance at conferences, seminars or training events which contribute to the member's ability to carry out Council business. Expenses incurred during attendance (e.g. travel, accommodation and meals) are able to be claimed in accordance with the [Discretionary Expenditure Policy](#).

The selection of members to attend conferences, seminars or training is made based on the identified development needs of the member.

9. Definitions

Appointed member is a person who is not elected but is appointed to a formal committee of Council (including subcommittees or joint committees) or a community board (e.g. youth representative). It does not include community representatives or external members appointed to an advisory or user group (or similar).

Council business is any business of the local authority, including formal Council, community board and committee meetings (including subcommittees and joint committees), meetings of working parties/groups whereby that member is appointed, cross-council forums, workshops, seminars, conferences, training courses, hearings, Council site visits, meetings with staff, community groups and members of the public.

Elected member is a person who is declared to be elected under the Local Electoral Act 2001, or who, as the result of further election or appointment under that Act of the Local Government Act 2002, is an office holder in relation to the local authority. It includes the Mayor, councillors and community board members.

Hearing means:

- a) a hearing arising from a resource consent application made under [section 88](#) of the RMA
- b) a meeting for determining a resource consent application without a formal hearing

- c) a hearing arising from a notice of requirement (including one initiated by the local authority)
- d) a pre-hearing meeting held under [section 99](#) of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- g) a hearing on an objection against a charge fixed by a local authority under [section 36](#) of the RMA.

Hearing time means time spent on any of the following:

- a) conducting a hearing:
- b) formal deliberations to decide the outcome of a hearing:
- c) participating in an official group site inspection related to a hearing:
- d) determining a resource consent application where a formal hearing does not take place:
- e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c)):
- f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Appendix 1 – 2023/24 Schedule of Remuneration and Allowances

This schedule sets out the rates of remuneration and allowances for 2023/24. The schedule is updated annually to reflect the latest determination issued by the Remuneration Authority.

Payments are made in advance, paid on the 5th of each month by direct credit.

Remuneration of the mayor and councillors

Mayor	\$105,157 per annum
Deputy Mayor	\$35,926 per annum
Councillors	\$26,259 per annum
Total remuneration pool for councillors	\$245,998 per annum

Remuneration of community boards

Chairperson	\$6,697 per annum
Member	\$3,349 per annum

Remuneration of appointed members (excluding District Licencing Committee)

Chairperson (equivalent to community board chairs)	\$6,697 per annum
Member (equivalent to community board members)	\$3,349 per annum
Appointed youth representative (non-voting)	\$50 per meeting attended (honoraria)

Note: The meeting fee of a youth representative is to be paid from the relevant Community Board or Māori Standing Committee budget.

District Licencing Committee

Chair	\$624 per day (\$78 per hour for part days)
Member	\$408 per day (\$51 per hour for part days)

Fees related to RMA Hearings

Elected member who is chairperson of a hearing	\$116 per hour of hearing time
Elected member not chairperson of a hearing	\$93 per hour of hearing time

The Mayor or a member who is acting as mayor and is paid the mayor's remuneration will not receive meeting fees for hearings.

Refer to: [Local Government Members \(2023/24\) Determination 2023](#) for details relating to:

- Vehicle Mileage Allowance
- Travel time allowance
- Annual ICT allowance
- Childcare allowance