

Elected Member Remuneration 2012/13

*Adopted – Council 22 May 2012
- Wanaka Community Board 29 May 2012*

QLDC Elected Member Remuneration 2012/13

Council must now confirm to the authority how it intends to allocate the pool for the next year ending 30 June 2013. This requires a resolution from both Council and the Wanaka Community Board. The recommendation retains the same allocation method as approved for the period up to 30 June 2012, i.e. the status quo.

Financial Effect

The financial effect of the proposed allocation method of the pool amount will see no change in remuneration for all existing positions (except the Mayor). The mayoral salary has been increased by the Authority to \$100,500 from 96,700 (an increase of 3.9%).

QLDC Elected Member Expenses and Allowances Policy

The Remuneration Authority also requires that the Council recommend a policy on the rules which apply to the reimbursement of expenses and/or payment of allowances to elected members. The policy is included as Appendix 2 and is unchanged from the previous year and includes the payment thresholds required by the Authority:

Mileage Allowance

- A threshold of 30km distance for any one event (i.e. only travel in excess of 30km for any one event will qualify for payment)
- A threshold of 2 hours for travel time allowance with an annual maximum of 100 hours per elected member

Please note that the determination for the 2011/12 year has the following maximum for mileage: a rate of 74 cents per km for the first 5,000km per annum, which reduces to 35 cents per km rate in excess of 5,000km. This is expected to be retained for 2012/13.

Communication Allowance

- An annual maximum of \$750 payable to each elected member

Policy on the Rules which apply to the Reimbursement of Expenses and/or Payment of Allowances to Elected Members

Reimbursements to Elected Members

From time to time, elected members incur expenses on Council's behalf which need to be reimbursed. Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy. The rules which apply to the supply or cost reimbursement of elected members' communication and associated equipment are attached as Appendix 1. Cost reimbursements will be made via the payroll system.

The procedures for reimbursement are as follows:

- (a) A reimbursement claim form is to be completed by the claimant. (These are available from the Finance Officer). The claim form is to set out the reason for the expenditure and the amount.
- (b) Where GST is to be claimed this must be supported by tax invoices.
- (c) In any event, the claim form must be supported by invoices or evidence of the amount, details of the goods or services etc. Should the expense be on for which no invoice can be obtained, a note explaining this can be attached in lieu of an invoice.
- (d) All amounts claimed are to be in New Zealand currency. Where foreign currency is involved, each invoice must have written on it the NZD amount which is being claimed, together with the exchange rate used. Note that the exchange rate to be used is that which applied to the actual transaction.
- (e) The reimbursement claim form is to be checked by the Finance Officer, who will prove the details of the general ledger code to which the amount is to be charged.
- (f) The Finance Officer will forward the claim form to the Chief Executive for final approval.

Mileage Allowance

Council will reimburse elected members for all qualifying mileage incurred whilst on Council business. Council business for mileage allowance purposes is defined as attendance at:

- Formal meetings, informal briefings, working parties called by the Council, Wanaka Community Board, Mayor, Chief Executive or Chair of a standing committee.
- Conferences or seminar if attendance approved by Council or Wanaka Community Board

- Official meetings of other bodies by the official Council appointee(s) to such bodies (includes appointments made by Wanaka Community Board).
- Events where the Mayor (or official delegate) is specifically invited to officiate in a formal capacity.

The policy will require all mileage undertaken by elected members on Council business to be recorded in a logbook or running sheet. This will form the basis for a monthly claim, which will need to be signed off and submitted for payment. Travel will need to be recorded in enough detail to allow the claim to be audited, and as a minimum will require details of date, purpose and distance. Reimbursement will be based on the mileage rates and thresholds as approved from time to time by the Remuneration Authority.

The policy also incorporates payment thresholds as required by the Remuneration Authority. The thresholds apply as follows:

- A threshold of 30km distance for any one event (i.e. only travel in excess of 30km for any one event will qualify for payment)
- A threshold of 2 hours for travel time allowance with an annual maximum of 100 hours per elected member

In implementing this policy, it is understood that all efforts will be made by management and elected member to minimise claims. For management this will mean that meetings will be scheduled with a view to minimising travel requirements and for elected members it will mean that there is an expectation that vehicles will be shared wherever possible and the use of public transport is encouraged.

Internal Control

Accounting staff will carry out random checks on elected member claim forms.

Individual Elected Member Remuneration

Period:	2012/13.
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OPTION 1A:	Salary Only Basis
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	Hrs p/wk	Role Weighting	Number of Positions	Total Annual Salaries (\$ p.a.)	Top Up	New Remuneration (\$ p.a.)	Existing Remuneration (\$ p.a.)	Diff. \$	Diff. %
Councillors									
Councillor	20	1.0	6	\$174,989		\$29,165	\$29,165	\$0.00	0.00%
Committee Chairs									
Committee Chair	22	1.25	3	\$120,305		\$40,102	\$40,102	\$0.00	0.00%
Community Board Chair									
Deputy Mayor/Community Board Chair/Committee Chair	24	1.40	1	\$48,997		\$48,997	\$48,997	\$0.00	0.00%
Councillor/Community Board Chair	22	1.25	0	\$0	\$0	\$0	\$0	n/a	n/a
Community Board Member+									
Board Member + Committee	9	0.7	0			\$0	\$0	n/a	n/a
Community Board Member									
Community Board Member	6	0.7	4	\$24,499	\$24,499	\$12,249	\$12,249	\$0.00	0.00%
TOTAL A			14	\$368,790	\$24,499				
							Note 1		
				Proposed	Existing	% movement			
		Total Remuneration pool		469,290	465,490	0.82%			
		less Mayors salary		100,500	96,700	3.93%			
		Sub Total		368,790	368,790				
		add WCB top up		24,499	24,499				
		Net Remuneration Pool		393,289	393,289	0.00%			
		Note 1:		Excludes meetings for statutory hearings now excluded from remuneration pool					

**QLDC rules for supply or cost reimbursement of Elected Members' communication and associated equipment
(based on Remuneration Authority guidelines)**

	LANDLINE	MOBILE PHONE	BROADBAND CONNECTION
Mayor, Chairs of Standing Committees	Reimburse all council related toll calls	Council provides. (Private outgoing calls to be refunded to council) Or Reimburse half cost of a basic plan appropriate for the expected business use and all council related outgoing calls	Supply dedicated connection and meet all costs of appropriate mid level plan Or Reimburse half cost of mid level connection plan.
District Councillors, Community Board Members appointed to Standing Committees	Reimburse all council related toll calls	Reimburse all council related outgoing calls	Supply dedicated connection and meet all costs of appropriate mid level plan Or Reimburse half cost of mid level connection plan
Community Board Members	Reimburse all council related toll calls	Reimburse all council related outgoing calls	Nil

	PC/LAPTOP	FAX AND / OR PRINTER	CONSUMABLES
Mayor, Chairs of Standing Committees, District Councillors	Council provides dedicated items-retained council ownership	Council provides dedicated item-retained council ownership	Supply reasonable quantities to meet council business usage
	Or Pay an annual allowance (\$333) based on 50% of the annual depreciation deductions (33.3%) up to a maximum purchase price of \$2,000 for equipment provided by the individual		Or Reimburse reasonable expenses.
Community Board Members	Nil	Nil	Supply reasonable quantities to meet council business usage

The maximum amount payable for communications allowance is \$750 per annum per elected members