



Remuneration Authority

Remuneration Setting for Local Authorities

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1. Role of the Remuneration Authority

a. How the Authority works

Under the Local Government Act, the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority is obliged to have regard to the need to minimise potential for behaviour distortion, maintain fair relativity with other levels of remuneration elsewhere, be fair to both elected members and ratepayers, and attract and retain competent persons. Further details of the legal requirements can be found under Appendix A [Remuneration Authority Legal Framework](#).

b. Timing

The following information applies to the determination that will come into effect on 1 July 2016, except where it is stated otherwise.

Any councils that make changes to their governance structure following that election can apply to the Authority for an appropriate change in the determination ([see S. 6](#) below).

2. Establishing Base Remuneration

a. Approach

The Authority uses a “rate for the job” approach to the base remuneration of local government members, rather than meeting fees, because it has taken the view that an elected member’s role is more than attending meetings. However, remuneration for elected members involved in district/regional plan reviews can be based on a daily or hourly rate and there is also provision for fees for elected members involved in resource consent hearings.

To establish the base remuneration of all councils except Auckland, the Authority has:

- I. Undertaken a job-sizing exercise with a cross section of sample councils (for example unitary/territorial/regional, urban/rural, northern/southern). This exercise included a survey and assessment of the hours required for governance and representative activity. The most recent exercise was completed in 2015.
- II. Developed an overall size index measuring the relative size and complexity of each council’s business.

b. Mayors/Regional Chairs and Councillors

Remuneration for mayors and regional council chairs, as well as the base remuneration for councillors in each council, is derived from the job sizing exercise and the council’s place in the overall size index. Extra remuneration for councillors with additional responsibilities is set following proposals from each council, with a cap for each council on the total additional remuneration that can be paid.

c. Community Board Members

Remuneration for community board members is based on the population of their community and a job description. Extra remuneration for community boards with additional responsibilities is based on proposals from councils, with a cap for each board on the total additional remuneration that can be paid. The remuneration for community board chairs is set at twice that of members.

d. Loading for Unitary Councils

Remuneration for unitary council mayors and councillors is determined in the same way as other territorial local authorities, and then a 12.5% additional loading is applied to recognise the wider regional responsibilities of unitary councils.

e. Auckland Governance Board and Local Board Members

Positions on the governing body, including Mayor, Deputy Mayor, committee chairs and councillors have been job sized, most recently in 2015.

The Auckland Local Boards are a new structure and the Authority initially had to assess the scope of the role. Our assessment was that a local board carried fewer responsibilities than a territorial local authority but significantly greater responsibilities than community boards. A number of the Auckland Local Boards are also serving relatively large populations, compared with many councils. The initial remuneration was set accordingly and will be re-assessed in 2017.

3. Timetable for Local Government Remuneration Setting

a. Remuneration Setting in Election Year 2016

The Authority has engaged with councils during 2016 and determinations will be issued shortly to cover the period from 1 July 2016 until 30 June 2017. This will assist prospective candidates by letting them know the base remuneration for the role.

Remuneration of current members standing for re-election will end the day before the election. If they are re-elected unopposed, their base remuneration will continue. Other candidates, whether or not they are incumbents, will have their remuneration start on the day after the writs are issued officially confirming the election results. If members had extra remuneration for additional areas of responsibility during the previous term, they will revert to the basic rate after the election. For those members subsequently appointed to positions of additional responsibility, the increased remuneration will be backdated to the date of their appointment.

b. Remuneration Setting in Non-Election Years

In non-election years the Authority will:

- Re-assess each council's place in the size index based on the latest data
- Determine an increase reflecting any changes in the CPI or general wage growth and apply the increase to each council's base remuneration for councillors, mayor or chair, using the revised position on the size index

- If the reassessment results in a decrease in remuneration, hold remuneration at the existing levels until the next year or next election
- for positions with additional responsibilities, adjust remuneration pro rata to the change in base remuneration for councillors
- Issue a determination including the updated rates

It is possible that the Authority could determine a general increase for mayors and chairs that is different from the increase for councillors.

4. Sizing Jobs

a. Council Size Index

The size index is compiled using:

- the population served by the council
- the council's expenditure

The Authority believes it is important to use standard data that can be externally verified. Both expenditure and population have been found to be key indicators of council size when sample councils have been reviewed.

Every year the Authority will recalculate the size index using the latest available statistics provided by Statistics New Zealand.

The size index does not take into account the following:

- Assets. Assets are not at present included as an indicator.
- Geographic size. Distance travelled by councillors in larger areas is now addressed in the travel-time component of the travelling expenses policy.
- The effects of fluctuating populations in tourist or holiday home areas. To a large extent the variation in population in tourist areas is recognised by the inclusion of council expenditure in the size index.

The size index applies to all councils except Auckland.

b. Job-Sizing Different Positions

The Authority uses the Korn Ferry HayGroup system of job evaluation to size positions. The evaluation takes into account time spent on governance and representation. The Authority believes that in most cases the role of mayor or regional council chair is increasingly full time, even for smaller councils, but this is not the case for councillor roles.

c. Auckland

Because Auckland accounts for a third of the country's population, and also has a different governance structure, the Authority has undertaken separate job-sizing exercises for Auckland Council and Auckland has a separate determination. An explanation of the current remuneration approach for Auckland can be found at

<http://www.legislation.govt.nz/regulation/public/2015/0174/latest/DLM6531164.html>.

5. Remuneration for Councillors

a. Approach

A description of what the Authority considers to be the basic role of a councillor can be found in Appendix B [Councillor Base Role Description](#).

The Authority uses the job sizing exercise and the councils place on the size index to inform the decision on the base councillor remuneration for each council (except Auckland).

Councillors can also receive extra remuneration for:

- positions of additional responsibility (including deputy mayor/deputy chairperson)
- taking on significant extra duties during the district/regional plan review process
- being formally appointed to a community board

There may also be additional positions such as membership of specialist panels, working parties and external bodies. Auckland councillors with additional formal responsibilities may also receive additional remuneration.

b. Fund for Additional Positions of Responsibility

The Authority has provided for each council to have a capped fund for extra remuneration for those who take on additional positions of responsibility.

A fund equivalent to twice the base remuneration of one councillor is available to every council. For example, if the base remuneration for a councillor is \$40,000, then the total fund that council could use for additional remuneration will be capped at \$80,000.

The Authority has identified that commonly required additional roles are deputy mayor/deputy chair and committee chair/portfolio holder. Anticipated responsibilities for such roles can be found in Appendix C [Additional Councillor Responsibilities Role Description](#).

Where a councillor is also formally appointed as a member or chair of a community board, a council may apply to the Authority to pay extra remuneration.

There may also be additional positions such as membership of specialist panels, working parties and external bodies. These will vary from council to council.

Before approving any additional remuneration, the Authority expects to see evidence of significant extra workload and/or responsibility required on an ongoing basis for the position. This could include the need to attend regular additional meetings or to gain a technical knowledge base for a particular field of expertise.

Deputy Mayors may be paid additional remuneration, depending on levels of delegation. The maximum total amount of additional remuneration for any council, including that of the deputy mayor, will be 200% of the base councillor remuneration for that council.

An example follows of how the extra remuneration might work:

1. Council A has 10 councillors, each starting with a base remuneration of \$40,000.

2. The Council has a total fund of up to \$80,000 (i.e. 2.0 times the base councillor remuneration) to allocate to some or all of its 10 councillors for positions with extra responsibility.
3. The Council wishes to pay its Deputy Mayor an additional \$16,000 for carrying out the responsibilities of that role. That is 40% of the base councillor remuneration of \$40,000.
4. The Council has up to \$64,000 remaining to allocate to its councillors for any positions of additional responsibility.
5. The Council wishes to pay three of its councillors an extra \$10,000 each to undertake additional responsibilities as chair of a standing committee.
6. That leaves the sum of \$34,000 that could be allocated to councillors for undertaking significant extra duties around the District Plan process.

A council does not have to set extra remuneration for all additional areas of responsibility if it chooses to operate with a flat structure. For example, it may set only one additional payment for the deputy mayor/deputy chair.

c. RMA Hearings

Councillors undertaking resource consent hearings under the Resource Management Act are entitled to additional fees for that work, but those fees are not drawn from the council's fund for positions of additional responsibility. See [Fees for RMA and HASHA hearings in S.9](#) below.

6. Process for Approving Additional Remuneration

a. Timing

Proposals for post-election expenditure from each council's fund have now been submitted to the Authority as part of its review prior to the 2016 election. These proposals included any amendments to additional remuneration previously approved by the Authority. The Authority is now considering those proposals prior to issuing a determination which will apply from 1st July 2016.

Following the election, if there is no change to positions of additional responsibility, reconfirmation of the expenditure will not be required and no further determination will be issued until 1st July 2017.

The Authority will consider proposals made to it by councils requesting new arrangements and will either issue an amending determination or consult further with these councils. All proposals must be submitted to the Authority regardless of the additional level of remuneration proposed. The Authority expects councils to consider their full year's work programme when making proposals.

In all cases where there is a change, councils need to wait till an amended determination is gazetted by the Authority before they can make extra payments to elected members. This could take around three months. However, all payments will be back dated to the time when a councillor assumed a particular role.

b. Representation Reviews

Changes in councillor numbers following a representation review will not affect the base councillor remuneration level for each councillor, or the size of the fund available for councillor positions of additional responsibility. The only impact of a reduction in councillor numbers would be a reduction in the total remuneration costs for the council, with fewer councillors receiving the base councillor remuneration. Conversely more councillors would result in a higher total remuneration cost for the council.

c. Mid-Year Changes to Governance Structures

If a council changes its committee structure during the period covered by a determination, resulting in some councillors having additional/amended/reduced responsibilities, approval must be sought from the Authority for any changes in remuneration.

A council cannot exceed its fund available for additional councillor responsibilities. If a council's fund had previously been fully allocated, then any new position will require a reduction in the amounts of extra remuneration for other positions that were previously approved by the Authority.

If a council did not originally allocate its entire fund for additional councillor responsibilities, but wishes to do so by appointing an additional committee chair during the triennium, the Authority would need to be convinced that the new role did not result in a reduction of duties/workload of the other chairs.

The Authority does not need to be advised of a reduction in the number of positions of additional responsibility if no changes are proposed to levels of extra remuneration for other positions. Any funds saved from such a reduction do not need to be reallocated.

The Authority will consider requests to change structures as they are received. The process of developing and producing a determination will normally take at least three months and may take longer with the intervention of the summer break. Councils need to wait till an amended determination is gazetted by the Authority before they can make extra payments to elected members, but all payments will be back dated to the time when the councillor assumed the particular role.

d. Criteria

The Authority has traditionally accepted proposals in respect of additional remuneration that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

A council cannot generally make a request for an increase in the size of the total fund for additional councillor responsibilities if, in the course of the year, it appears that it is not sufficient to meet needs.

Notwithstanding that, additional remuneration may be considered for unexpected duties in exceptional circumstances. This might be, for example, unforeseen circumstances when the usual incumbent of a role has had to take significant time off work because of extended illness or extended holiday. In this case, a council would need to seek approval from the Authority

and provide a clear rationale for such payment. It is expected that funds for these acting duties would normally be sourced from savings made by adjusting the remuneration of the usual incumbent in the role, to reflect their decreased responsibility. This adjustment would comprise the difference, or a proportion of the difference, between a councillor's base remuneration and the additional component for the additional responsibility.

e. Allocation, Increase and Carry-Over of Additional Fund

A council is not required to distribute its entire fund. Any unallocated funding cannot, however, be carried over to the next financial year, with the exception of funding for additional duties to support the district or regional plan review process.

f. District/Regional Plan Review Process

Councils can apply for additional remuneration for district/regional plan review responsibilities. Confirmation will be required as to whether there is a finite timeframe for carrying out a review, and the years in which a significant part of that review is to be carried out must be identified. For the purposes of setting its determination, the Authority requires work on district/regional plan reviews to be expressed as an hourly or daily rate. If the funding set aside for duties relating to the district/regional plan process is not fully spent, the remainder cannot be reallocated to councillors to top up their base remuneration. However, funding for additional duties that has been approved by the Authority for the plan review process can be carried over into the following financial year. Approval for that carryover must be sought from the Authority before the end of May in the current year of funding. If the unallocated funding is not spent in the next financial year, councils may apply for outstanding amounts to be carried over into a further financial year as long as the council's accounts reflect the carryovers. This exception allowing funding carryover for the district/regional plan review process recognises the lengthy and often intermittent nature of that process. Councillors' work around those plans can fall unevenly across years. The Authority expects councils to consider how this work might fall when making their proposals.

7. Remuneration for Mayors and Regional Council Chairs

a. Approach

Remuneration for mayors and regional chairs is based on the [job sizing exercise described in S.4](#) above and the council's relative place in the size index.

No additional remuneration can be provided to mayors or chairs, with the exception of fees for resource consent hearings in exceptional circumstances (see [Fees for RMA and HASHA hearings in S.9](#) below).

8. Remuneration for Community Board Members

a. Base Remuneration

Base remuneration is set for each community board, using the population the community board serves and a core job description. The base remuneration assumes that each member of that board has similar responsibilities. These are set out in Appendix D [Community Board Member Base Role Description](#).

A council's size index, used for the remuneration of mayors/regional chairs and councillors, is not used to size community board remuneration, which is related solely to population size.

The primary function of community boards is representation, so the Authority has taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a smaller number of people, thus the remuneration of members of a community board serving a large population will be greater than that of members of a board serving a small population. This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members. The Remuneration Authority draws on annual population estimates provided by Statistics New Zealand. Where a councillor is also formally appointed as a member or chair of a community board, a council may apply to the Authority to pay extra remuneration.

b. Increase in Remuneration to Reflect Additional Board Responsibility

If a community board has additional levels of responsibility, then the Authority may approve additional remuneration for that board after receiving proposals from the relevant council. Additional levels of responsibility can be recognised only for the board as a whole, and not for individual members.

Additional remuneration for community boards is not drawn from the pool of 2.0 times the basic councillor remuneration that can be used for councillor positions of additional responsibility – any additionality for a community board is over and above the maximum amount of the councillor fund.

The Authority will not automatically approve extra remuneration for community boards. Each proposal will be considered on a case by case basis. Evidence will be required to show how any community board is operating significantly above and beyond the role of community boards as outlined in section 52 of the [Local Government Act 2002](#). Factors that the Authority will take into account include:

- the implications for overall workload, such as significant additional hours required
- whether the additional responsibility is an ongoing one

It is not expected that any core council responsibilities would be delegated from a council to its board(s) as that would be seen as reducing the role of the council. A description of what may constitute additional responsibilities for community boards is outlined in Appendix E [Possible Additional responsibilities for Community Boards](#).

For community boards that serve areas with fluctuating populations in tourist or holiday areas, the Authority would need evidence that those populations created significantly increased responsibilities and workload for community boards.

The maximum percentage that can be added to the base community board member remuneration is 30%. However, the maximum would only be approved for roles where significant additional responsibility had been proven.

An example of how additional remuneration might be approved for a community board follows.

- I. Community Board A has a base remuneration of \$7,000 for each board member. The maximum additional remuneration for each board member, except the board chair, would be \$2,100 (i.e. 30% of \$7,000).
- II. Extra remuneration of \$1,500 each has been approved by the Remuneration Authority for Community Board A's additional roles of responsibility. All board members, except the board chair, would each receive total remuneration of \$8,500.
- III. The board chair would receive total remuneration of \$17,000 (i.e. twice the remuneration of a board member).

c. Chairs

The remuneration of an elected chair of a community board will be twice the remuneration of a community board member (including additional remuneration for that board's members, if any). The Authority will require confirmation that the chair will carry out the additional responsibilities for that role, as described in Appendix F [Additional Responsibilities of Chair of a Community Board](#).

The deputy chair of a community board is remunerated as a board member. That reflects the Authority's view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration. A deputy chair will be able to receive additional remuneration for any additional role of responsibility that the board might collectively have.

As with councillor remuneration, the Authority has traditionally accepted council proposals relating to community boards that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

9. RMA and HASHA Hearings

a. Hearings

Elected members undertaking resource consent hearings under the [Resource Management Act 1991](#) (RMA) or the [Housing Accords and Special Housing Areas Act 2013](#) (HASHA) are entitled to additional fees for that work. These fees are not part of the fund for positions of additional responsibility that is allocated to each council. Note also that while there is a cap on the total extra amount that councils can pay for positions of additional responsibility, there is no cap on the payment of fees for resource consent hearings.

Hearings fees for non-council initiated resource consent hearings form part of the Authority's Determination. The hourly rate is reviewed each year. The current rate of \$80 an hour for a

hearing member and \$100 an hour for a hearing chair will remain until it is changed by a future determination.

The Authority does not have any jurisdiction over fees related to alcohol licensing hearings.

b. Preparation Time

Councillors undertaking hearings under the RMA or HASHA are also paid for preparation time. Preparation time to be reimbursed should not exceed the time of the actual hearing. For example, if a hearing lasts for three hours then no more than three hours of preparation time may be paid. Preparation time may include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings. Reimbursement will be at the same rates as those for actual hearings time.

c. Committee Chair Chairing Hearing

If the chair of a council's Hearings Committee undertakes resource consent hearings and is paid additional fees for that, those fees are in addition to what that person can be paid for the additional responsibility as chair of the Hearings Committee.

d. Mayors/Regional Chairs

Generally, mayors and regional chairs are not able to receive fees for participating in resource consent hearings. Fees might be considered in exceptional circumstances if there is a shortage of experienced hearing commissioners on the council and there is a significant hearing of a lengthy duration, which would create undue time pressure on the mayor or chair. In such circumstances no fees should be paid without seeking prior approval from the Authority.

10. Vehicle Provision and Mileage Allowance

a. Vehicle Mileage

Elected members are able to claim compensation for using private vehicles on council business. In making its decisions on vehicle allowances, the Authority uses Automobile Association calculations of car running costs and the IRD mileage rate.

Elected members are able to receive up to 74 cents per kilometre allowance for the first 5000 kilometres travelled on council business, and 37 cents per kilometre for any remaining council travel. When travelling to and from council offices, the first 15 kilometres in each direction (i.e. 30km for a round trip) will not receive compensation. This is in recognition of the fact that all workers need to pay for their own commute to work each day. For a full description of the rationale behind the travel allowance, see Appendix G [Vehicle Mileage Allowance 2016](#).

b. Vehicle Mileage for Mayors/Regional Chairs

Councils decide whether or not a car is to be supplied for the mayor or chair, taking into consideration what is the most cost effective for the council and ratepayers. Vehicle mileage for the use of a private car by the mayor/chair cannot be claimed if a council car is provided. If the mayor/chair is provided with a vehicle, salary will be reduced to reflect private usage, which is normally assessed at 20%. Where a larger or smaller usage is claimed, supporting

information such as a log book will be required. The methodology for this reduction is detailed in Appendix H [Establishing the Private Use Value for a Vehicle](#).

The Authority will need to be informed whenever a mayor's or chair's car changes, or private usage of that car changes substantially. Details of the new car's cost and details of any substantial changed private usage will need to be provided before the next annual Determination.

The Authority will not, however, adjust the mayor's or chair's remuneration unless the change in car or private use is significant enough to warrant a change. Changing a car for a later similar model and make would not normally trigger a remuneration change.

c. Use of Other Transport Modes

The Authority has previously considered and discarded the idea of a mileage allowance for other forms of transport. The Authority is aware that where costs are incurred by self-employed people, these costs can be offset against income in their tax returns. Such ability to offset costs, together with the travel time entitlement, removes any disincentive for other travel preferences created by mileage compensation for the use of motor vehicles.

d. Long Distance Meetings

If an elected member is required to attend a long distance conference or meeting, alternative transport arrangements can be made. For example, it may be more economical and/or time efficient for member to fly to a destination rather than drive for several hours. Any alternative arrangements would need to be consistent with the council's overall travel policy.

11. Travel Time Allowance

a. Criteria

Councillors or community board members are entitled to claim an allowance for time travelled on council business, provided the journey is by the quickest form of transport reasonable in the circumstances and the travel time exceeds one hour.

The allowance is available each day for any business on behalf of the council or board or between the member's residence and an office of the council or board.

b. Rate

As of 1st July 2016, the rate will be \$37.50 per hour in respect of any qualifying travel that exceeds one hour on any day.

12. Communications Allowances

a. Approach

The Authority's view is that elected officials should not carry the costs of communicating with councils or with ratepayers. It is the responsibility of each council to decide the

communications equipment needed to carry out its business effectively and efficiently and decisions about equipment for individual councillors should flow from that.

b. Council-Owned Equipment

The Authority believes it is efficient if a council provides each elected official with a phone (mobile or landline), a PC and/or a tablet, and a compatible scanner & printer. The council should also cover the costs of any consumables required. Equipment should remain the property of the council and shall be replaced or updated at least triennially.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected officials can use personal devices and the nature of the technology required will be a local decision.

c. Member-Owned Equipment

Where councils decide to provide an annual allowance to those using their own devices and/or connections, the following will apply:

- personal computer \$150
- electronic tablet \$150
- printer (with or without a scanner) \$40
- internet connection \$250
- mobile phone \$60

An allowance of up to \$400 pa may also be provided to cover the costs of council-related calls, texts and data.

d. Unusual Circumstances

In some areas of the country a regular landline or mobile coverage is not available. Where such circumstances exist the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

The full policy covering the provision of communication devices is available as Appendix I [Provision of and Allowances for Communication Devices](#).

13. Forms to Use for 2016

The following forms are for Council use for 2016:

- [Form A - Proposed positions and remuneration](#)
- [Form B - Information about each position recommended for additional payments](#)
- [Form C - Proposed additional duties payment for community board](#)
- [Council Mayor or Chair vehicle information form 2016 \[DOC, 43KB\]](#)

APPENDIX A Remuneration Authority Legal Framework

The main acts relating to remuneration for elected local authority members are:

- The [Local Government Act 2002, clause 6 of Schedule 7](#) which provides for:
 - The Remuneration Authority to set the remuneration, allowances and expenses of mayors, and other elected members on local authorities, community boards and Auckland Council local boards.
 - To set scales of salaries, allowances, ranges of remuneration, different forms of remuneration; prescribe rules for the application of those scales, ranges or different forms of remuneration; differentiate between individuals occupying equivalent positions in different, or in the same, local authorities or community boards; set pay arrangements that apply to individuals or groups occupying equivalent positions.
 - Place a levy on local authorities, to be set by the Minister responsible for the Remuneration Authority, to cover the costs of the Remuneration Authority in setting the remuneration of local authority members.
- The [Remuneration Authority Act 1977, ss. 18, 18A](#) which sets out the criteria to which the Authority must have regard in setting pay for local body elected members and the other groups and individuals for which it sets pay. These are:
 - Fair relativity with comparable positions
 - The need to be fair both to the individuals whose pay is being set, and to ratepayer
 - The requirements of the job
 - The need to recruit and retain competent individuals
 - Any prevailing adverse economic conditions (which may lead the Authority to set remuneration at a rate lower than might otherwise have been the case)

The Local Government Act 2002 also requires the Authority to minimise the potential for certain types of remuneration to distort behaviour.

APPENDIX B Councillor Base Role Description

The Remuneration Authority considers these responsibilities to be part of the base role of a councillor:

Collective Duties of the Council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the on-going performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant acts of Parliament
- Employing, setting performance requirements for, and monitoring the on-going performance of the council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf. Elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive)

Representation and Advocacy

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

Governance

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and Councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation

- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected Councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

APPENDIX C Additional Councillor Responsibilities Role Description

The following would be additional responsibilities for councillors chairing committees or holding specific portfolios:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in their role reflects on council as a whole
- Promoting and supporting good governance by the Council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the formal council delegations
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by the council
- Liaising with appropriate council staff in respect of the areas of council activity and business within their area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across their and other areas of council activity and business
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor/Chair in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in they are event of deputising for the Mayor/Chair

APPENDIX D Community Board Member Base Role Description

These responsibilities considered part of the basic role for community board members and the board chair:

Representation and Advocacy

- Representing and acting as an advocate for the interests of their community
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board
- Communicating with community organisations and special-interest groups in the community
- Bringing the views of their community to the attention of council
- Listening to the concerns of their community on issues pertaining to the community board
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council
- Maintaining contact with various community representatives and other local stakeholders
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community

Governance

- Participating constructively and effectively in the good governance of the community board as a whole
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board
- Understanding and respecting the differing roles of community board chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and Councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Ensuring familiarity with agendas and other community board reports before meetings of the community board
- Being familiar with and complying with the statutory requirements of a community board member
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary

APPENDIX E Possible Additional Responsibilities of Community Boards

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council
- Preparing an annual submission to the council for expenditure within the community
- Formally participating in any relevant consultative processes with the local community and/or other organisations
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act)
- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

APPENDIX F Additional Responsibilities of Chair of a Community Board

- Chairing meetings of the community board
- Representing the community board to a high standard in the areas of activity and business delegated
- Promoting and supporting good governance by the community board
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for which they have responsibility
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility
- Providing leadership to the community board in helping form a consensus that is representative of the community
- Working closely with other members of the community board to ensure smooth community board decision-making
- Keeping abreast of all issues facing the community board

APPENDIX G Vehicle Mileage Allowance

This note explains the principles adopted by the Remuneration Authority in setting the terms and conditions of the Vehicle Mileage Allowance, as well as explaining the logic behind the per kilometre rates. It is updated using the 2014/15 Automobile Association data.

Principles

The Authority adopted the following principles when considering the setting of the Vehicle Mileage Allowance:

Principle 1: The Authority does not intend to meet the costs of an elected member getting to and from work, where the elected member lives within normal commuting distance of the nearest office of the local authority. This is because:

- a) The pay scales that the Authority uses to set elected member remuneration are based on pay scales used for other public service positions, where there is no doubt that the costs of travel to and from work is the responsibility of the job holder, and
- b) It is normal practice for people engaged in providing regular services to a single body to meet their own costs of travel to and from the place of employment.

Principle 2: Any mileage allowance should meet the reasonable additional costs incurred by the elected member in using their own vehicle for travel required on council business. This includes travel to and from the place of work in excess of normal commuting distance.

Principle 3: The Authority will apply averages in setting per kilometre rates and normal commuting distances. This means that the Authority will use average vehicle operating costs for average sized and specified cars travelling on average roads, and average kilometres travelled per annum by the population as a whole.

Principle 4: Wherever possible the Authority will use independent sources of information.

Threshold Distance

The application of Principle 1 requires the Authority to consider what a “normal commuting distance”. Taking into account that commuting distances in the country tend to be longer than in urban areas, but not wishing to penalise country elected members, the Authority looked at average commuting distances in cities and large towns.

The Authority considered that it would be fair to regard a normal commuting distance as being 15 kilometres. The Authority recognises that this is an average and that, even in urban areas, some people commute more than 15 kilometres.

This means that any elected member living within 15 kilometres of their nearest office will meet their own cost of getting to and from work.

Members living more than 15 kilometres away from their nearest office may claim the allowance for distances in excess of the normal commuting distance. This means that they can claim for distances in excess of 30 kilometres (i.e. the round trip normal commuting distance). If the mileage allowance were to apply for total distance travelled for people living more than 15 kilometres away for work, then that would be unfair on those living within 15 kilometres, who are meeting their own commuting costs.

The threshold for people living within the normal commuting distance is set at twice the distance between their home and place of work, so that both groups of people can claim mileage for any travel outside of normal commuting distance.

Per Kilometre Rates

Principle 4 using data on the costs of owning and running a car – this is regularly published by the Automobile Association, which has also supplied us with background data which enables deeper analysis.

The latest Automobile Association publication of car running costs is dated 2014/15. That data is based on the New Zealand average distance travelled of 14,000 kilometres per year for new vehicles over a 5 year period.

That report contains the following data:

Vehicle	Engine size	RRP	Average Cost	Operating Costs (cents per km)		
				14,000 km per year	19,000 km per year	24,000 km per Year
Compact	1501cc - 2000cc	To \$42,000	\$34,284	65c	55c	49c
Medium	2001cc - 3500cc	To \$60,000	\$47,462	80c	67c	60c
Large	3500cc +	To \$75,000	\$66,893	109c	90c	80c

Bearing in mind that Principle 2 requires that additional costs be met by the allowance and that, on average, people drive 14,000 km per annum for personal use, then one can calculate:

- The cost of personal use, being the cost for the first 14,000 km per year, and
- The additional costs that will be incurred if an elected member needs to travel over 14,000 km in a year because of council business. This additional cost can be worked out by calculating the cost of the first 14,000 km in a year and the cost of the total distance in a year (including council travel) – the difference is the additional cost of council travel. This difference can then be expressed as a rate per km.

These calculations are shown below (based on the data from the AA report) where an extra 5,000 km a year is travelled on council business:

Vehicle	Cost rate for first 14,000 km	Personal Cost of first 14,000 km	Cost rate for 19,000 km	Cost of 19,000 km	Cost of additional 5,000km	Additional cost per km
Compact	65c per km	\$9,100	55c per km	\$10,450	\$1,350	27c
Medium	80c per km	\$11,200	67c per km	\$12,730	\$1,530	31c
Large	109c per km	\$15,260	90c per km	\$17,100	\$1,840	37c

Below are comparative calculations where an extra 10,000km a year is travelled on council business:

Vehicle	Cost rate for first 14,000 km	Personal Cost of first 14,000 km	Cost rate for 24,000 km	Cost of 24,000 km	Cost of additional 10,000km	Additional cost per km
Compact	65c per km	\$9,100	49c per km	\$11,760	\$2,660	27c
Medium	80c per km	\$11,200	60c per km	\$14,400	\$3,200	32c
Large	109c per km	\$15,260	80c per km	\$19,200	\$3,940	39c

It can be seen from the above that the additional cost per km incurred for the council travel is 32 cents if a councillor:

- drives a medium sized car, and
- normally does 14,000 km per year for personal travel, and
- does an extra 10,000 km in a year on council business.

Even if the councillor drives a large car (which is above average size) the additional cost per km is only 39 cents.

Using additional data supplied by the Automobile Association we have examined yearly costs associated with much higher additional yearly mileage by assuming higher depreciation rates, more frequent tyre replacement and higher repair costs. Yearly costs are shown in the following table for a car costing \$50,000 and owned for 5 years:

Km per year	14,000	30,000	40,000
Value of car after 5 years	\$18,100	\$8,700	\$4,900
Costs per annum			
Licence and WOF	\$337	\$337	\$337
Insurance	\$911	\$911	\$911
Interest and depreciation	\$6,975	\$8,591	\$9,269
Total Fixed Costs	\$8,223	\$9,840	\$10,518
Fuel	\$2,702	\$5,790	\$7,720
Tyres	\$507	\$1,086	\$1,448
Repairs	\$635	\$1,361	\$1,815
Total Running Costs	\$3,933	\$8,417	\$11,219
Total Costs	\$12,156	\$18,256	\$21,737
Cost per km	86.8c	60.9c	54.3c
Personal cost		<u>\$12,156</u>	<u>\$12,156</u>
Additional Cost		\$6,100	\$9,581
Additional cost per km		38c	37c
Reimbursement using standard Remuneration Authority rates			
		\$7,770	\$11,470

Conclusion

Taking into account all the above data, the Authority believes that the mileage rate of 74 cents for the first 5,000 kilometres of council travel and 37 cents for distances in excess of 5,000 kilometres is fair compensation for any additional costs incurred by an elected member in using their own car for council business travel.

It should be noted that the 5,000 kilometre allowance is based on a full year. Where a member serves a part year the allowance is reduced accordingly.

APPENDIX H Valuing the Private Use of a Vehicle

Councils may decide whether or not a car is to be supplied for the Mayor or Chair and on what basis. The determinant is what is most cost effective for the Council and ratepayers.

The Authority has set a benchmark of 41% of the price of a new car (including GST) as the value of the benefit in terms of gross remuneration.

In valuing a vehicle:

“Mayor/Chair use only” means the car can be used by other officers, can be driven home and garaged by the mayor/chair but does not permit any private use.

“Full private use” of a car means exclusive use by the mayor/chair, including for any private travel. Full private use is assessed by the Authority at 20% of the use of the car. If a larger or smaller private usage is claimed, supporting information is required (i.e. a log book). For either Mayor/Chair use only or full private use, all vehicle insurance, maintenance, repair and running costs incurred, including fuel, shall be met by the council.

The following example shows the calculation that would be undertaken on a car valued at \$38,000 Inc. GST, which is available for the full private use of the mayor/chair. $\$38,000 \times 41\% \times 20\% = \3116

The amount of \$3116 is to be deducted from the salary of the mayor/chair.

APPENDIX I Provision of and Allowances for Communication Devices

Introduction

This allowance has been included in the determination since 2008, and was introduced to bring some equity across the country in the reimbursement of costs and the provision of support to councillors and other elected officials.

The continuing development of communication devices and delivery mechanisms has led the Authority to reconsider the allowance.

The intention is to include an updated provision in the determination that will cover the period from this year's election; and the Authority is issuing this advisory now to give intending candidates clear advice on the **maximum** support that the Authority will approve.

The Principles to be Applied

The Authority's view is that elected members should not carry the costs of communicating with councils or with ratepayers.

The Authority's preferred approach would be that councils provide necessary equipment, consumables, servicing and reimburse on proof of expenditure on other costs that might occur.

This in our view allows two tests to be met. Elected members would have access to the equipment that is required to undertake the work of council, and ratepayers could have confidence that appropriate security of access could be guaranteed in a cost effective fashion. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently. Decisions about equipment for individual councillors should flow from that.

However, we are aware of two issues that make applying that policy across the country unpopular with both elected members and council staff.

1. The first is the desire by some elected members to utilise the communication equipment they own and are familiar with to undertake council business and an unwillingness to segregate personal and council usage.
2. The second is the operational cost of managing a reimbursement system that requires production of proof of expenditure.

Ancillary matters that we are aware of are the small number of elected officials who live in areas where broadband, Wi-Fi and cell phone coverage is poor or non-existent. The current policy doesn't clearly allow additional assistance in those reasonably unique situations. The intention is that the new communication policy should provide parameters for these three matters. What is required for communications by elected members and how is that best described to reflect rapidly changing technologies.

Over the past period the communication requirements and expectations of citizens have changed rapidly, as has the workload of councils and community boards. But basically the needs are stable, and cover:

1. Verbal communications, generally via mobile phone nowadays, but in some circumstances by other devices;
2. An ability to transfer and reproduce written materials;
3. An ability to access council information resources, such as websites, intranets, archives and policy and decision-making tools.

Until recently this might have required a landline, PC, internet access (either dial up or broadband), fax and printer capacity and regular courier and postal services. Latterly new devices such as tablets have rapidly changed the usage of paper, fax and courier services with the possibility of substantial direct and indirect cost savings.

Nevertheless, in many circumstances described to the Authority these have been seen as additional rather than replacement items. This mirrors the arrival of mobile phones, which were provided and funded additional to traditional landlines, whilst quite quickly becoming the primary form of verbal communication. Equally the introduction of broadband and scanners has almost removed the necessity for and usage of fax machines.

With the speed of change clearly increasing, regulation from the Authority may always lag behind, given the use of annual or triennial determinations.

The Authority believes it is efficient if a council provides each elected member with a phone (mobile or landline), a PC and/or a tablet, and a compatible scanner & printer. The council should also cover the costs of any consumables required.

Equipment should remain the property of the council and shall be replaced or updated at least triennially. In the Authority's view this allows councils to obtain the advantages of bulk purchase and also ensures that maximum efficiency is achieved by providing equipment which is consistent across the organisation, fit for purpose and adequately protected to provide security and privacy for ratepayer. Elected members and staff.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected members should be allowed or encouraged to use personal devices will be left as a matter of local decision. Equally the nature of the forms of technology required will be left to local decision.

Where councils decide to provide an allowance to those electing to use their own devices, an allowance can be provided to cover reasonable costs of the additional wear and tear of hardware owned by the elected member, such as:

- Computer and/or tablet
- Printer
- Modem
- Mobile phone

For items of hardware, it is common practice in a commercial environment to depreciate fully over three years. Therefore, the Authority believes a reasonable allowance could be equal to 33% (i.e. three year depreciation) of 50% (i.e. half the usage assumed to be for council business) of an average cost of the hardware item.

Typical hardware costs and associated allowances are:

Item	Average price	Allowance (33% of 50% of price
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PC or tablet	\$900	\$150
Printer	\$250	\$40
Telephone (mobile or handset)	\$375	\$60

The Authority would in those cases approve a maximum allowance of \$250 where the equipment requirements of the council are for either a PC or tablet, \$400 where the requirements are for both and the member provides both and \$250 where the council provides one item and the member the second.

It should be noted that the allowances represent a full year payment. Where a member serves a part year the allowance is prorated.

What is the reasonable cost of connection and usage for these items?

Internet Connection

The Authority presumes that most councils will enjoy corporate rates for transmission of communications. These will in most circumstance be set at a more advantageous level than those available to individuals, and where possible providing such services through the council package would be best value to the ratepayer. However the Authority recognises that some elected members may not wish to run parallel data systems for council business. Whether this option is available should be a matter for local decision.

Telecommunication markets are increasingly competitive, but also increasingly designed to meet personalised data requirements. So the mix of call plans and broadband widths and speed are difficult to determine. The question we have sought to address is the extent to which these costs are apportioned between council and elected official. This can be complex and will reflect differing household usage as well as council usage. For example in a household which already has personal usage close to their broadband cap, the increased traffic required to move to electronic board papers may require an increase in monthly band usage, even though the data transmitted is modest compared to other internet and electronic traffic. Once again, where it is possible, the Authority believes that this matter should be dealt with by the council either paying directly or reimbursing on production of invoices costs that can be identified as council business.

If a council determines not to take this approach but to provide an allowance to members, the Authority believes that no more than 25% of the connection/usage charges can be regarded as bona fide additional costs incurred by an elected member in carrying out council business, in relation to existing personal connection or usage arrangements. This is on the basis that most of the cost would be incurred for personal use in any event.

A maximum allowance of \$250 would be approved by the Authority, reflecting 25% of the average cost of a landline and broadband connection.

Costs of call, texts and data through mobile phones

Mobile phone call costs vary depending on the type of plan, and usage of mobile phones as the primary form of communication will lead to significantly differing usage. As with other matters it would be the Authority's preferred option that these matters are dealt with on a cost recovery basis. Likewise there may be some areas and individuals where toll costs apply to

some communications. Usage of such equipment will be very much a question of personal communication style and will vary widely. That being said the Authority will approve a maximum allowance of \$400 pa to cover council generated calls. This represents about 800 extra payable minutes for an average plan .

Unusual Circumstances

Over the years the Authority has occasionally been approached to cover the one-off costs of providing connection access or non-standard equipment where regular landline or mobile coverage is not available. Where such circumstances exist, the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved. The Authority will review the amount of maximum allowances annually to maintain levels of support as communications costs increase and decrease.

In approving allowances in expenses documents the Authority will seek confirmation of the decision to use particular forms of equipment and to allow allowances rather than reimbursement regimes.

As technologies converge and, for example, tablets can be enabled to perform the full range of functions required for council business this range of reimbursement/allowances will be regularly reviewed.

The following examples are provided for your assistance:-

1. Where a council provides a PC, printer and mobile phone, and does not use tablets for agendas/meeting papers, no allowance for equipment is available but a maximum allowance of \$650 would be approved to cover connection costs for the PC and mobile phone. Paper and other consumables should also be provided by the council as required.
2. Where the council provides a tablet, PC, printer and mobile phone, reimburses the costs of a designated connection for these items and provides consumables, no allowance is payable. The cost of calls could either be reimbursed on production of invoices or an allowance of \$400 is available.
3. Where the member provides their own equipment and connections (including a tablet & PC), to a standard that is compatible with council communication needs, a maximum allowance of \$1,050 would be available with no reimbursement for costs other than consumables.

This policy is included in both the principal Local Government Determination and the Auckland Council Determination.