

ELECTED MEMBER REIMBURSEMENT AND EXPENSES POLICY

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1. Purpose and Scope

To provide a framework for remuneration, allowances, expenses claimed and resources available to Elected Members during their time in office.

Reimbursement of expenses apply only to Elected Members personally and only while they are acting in their official capacity as Elected Members.

2. Policy Principles

The guiding principles for this policy are those contained in the Office of the Controller and Auditor-General's good practice guide "Controlling sensitive expenditure: Guidelines for public entities".

The Waimate District Council applies the principles that expenditure decisions:

- Have a justifiable business purpose;
- Preserve impartiality;
- Are made with integrity;
- Are moderate and conservative, having regard to the circumstances;
- Are made transparently; and
- Are appropriate in all respects.

3. Definitions

Actual means as evidenced by the original receipt attached to the expenses reimbursement claim form.

Council Business includes, but is not limited to, formal Council meetings, Committee meetings, workshops, Zone Water Management Committee meetings, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

Elected Members includes the Mayor and all Councillors elected to the Waimate District Council.

Expenses means actual and reasonable expenses including but not limited to: accommodation, rental car, air travel, taxis, meals and non-alcoholic refreshments, parking, sundry vehicle costs, alternative travel options and other such costs directly relating to the business of Waimate District Council.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

Travel includes journeys made by air and sea, travel by taxi and travel by public transport, hire vehicle or private vehicle.

4. Background

Remuneration for the Mayor and Councillors, and also the rules relating to allowances and expenses are determined triennially by the Remuneration Authority in accordance with the Local Government Act 2002. The determination is adjusted for inflation on an annual basis. Waimate District Council is required to make recommendation to the Authority regarding remuneration, allowance and expenses.

The attached schedule (Appendix A) outlines the dollar amounts which will be paid. This schedule will be updated accordingly to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments.

5. Remuneration

The Mayor and Councillors shall receive remuneration as determined by the Remuneration Authority, outlined in Appendix A.

In addition to the base salary set by the Remuneration Authority, Councillors can receive extra remuneration for taking on positions of additional responsibility.

Additional remuneration will be made at the rates outlined below as resolved by Waimate District Council and approved by the Remuneration Authority.

Role	Additional amount
Deputy Mayor	+ 40% of base councillor salary
Representative Zone Water Management Committee	+ 12.2% of base councillor salary

6. Statement of Authentication – Reimbursement and Allowances

All Elected Member reimbursements and allowances will be made in accordance with this policy.

Elected members will perform their roles in a manner that is most cost-effective for rate paying households and businesses.

All reimbursement claims and allowances are subject to a standard of probity and financial prudence that is to be expected of a local authority and able to stand public scrutiny.

Where possible, reimbursements will be based on actual incurred costs. Where an allowance is made, this will be based on a fair and reasonable estimate consistent with the guidelines of the Remuneration Authority.

All actual reimbursements will be submitted on the expenses reimbursement claim form and supported by relevant invoices and/or documentation.

Expense reimbursements claims will be approved by the Mayor and the Community, Planning and Development Group Manager as the budget holding manager.

No costs will be reimbursed where they are chargeable to others, including private companies.

Expenses for electioneering will not be reimbursed.

7. Vehicle Mileage

Where possible, every effort should be made to share transport and reduce costs.

Where possible, Elected Members will use a Waimate District Council fleet vehicle when travelling on Council business.

In the event of a fleet vehicle being unavailable, Council will pay an Elected Member a vehicle mileage for all travel in a private vehicle on Council business.

If the travel is between the member's residence and the Waimate District Council office the mileage allowance is only payable for the distance travelled on that day that exceeds the threshold distance set out in this policy, as determined by the Remuneration Authority.

The threshold distance means the shorter of the following distances:

- a) The distance equivalent to a round trip between the member's residence and the Waimate District Council office by the most direct route that is reasonable in the circumstances; or
- b) 30 kilometres, if the distance equivalent to a round trip between the member's residence and Waimate District Council is greater than 30 kilometres by the most direct route that is reasonable in the circumstances.

Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination, outlined in Appendix A.

A log book will be updated each time a Councillor travels on Council business with the intent of claiming travel expenses. The log book will be presented to the Mayor for approval before the claim is lodged for payment.

The Mayor is provided with a Mayoral Vehicle which is for Council use only. The Mayor is not eligible for vehicle mileage.

8. Travel Time Allowance

A Travel Time Allowance will be paid to all Elected Members at the full allowable rate in accordance with the conditions outlined in the determination of the Remuneration Authority, detailed in Appendix A, provided:

- Travel is for Council business; and
- The journey is the quickest form of transport reasonable in the circumstances; and
- The travel time on the day exceeds the threshold set by the Remuneration Authority.

The allowances set by the Remuneration Authority can be found in the current determination which is available at:

<http://www.legislation.govt.nz/regulation/public/2016/0158/latest/DLM6880662.html>

9. Travel and Accommodation Expenses

Elected Members are entitled to claim travelling and incidental expenses for attending, in their capacity as Council representatives, the following:

- Meetings of Council Committees and Sub-Committees of which they are members.
- Meetings of organisations, committees and groups to which they have been appointed as Council representatives.
- Conferences, seminars and Council workshops authorised by the Mayor, or the Chief Executive in respect of the Mayor.
- Incidental travel on Council business within the District of Waimate.

Where possible all travel and accommodation arrangements will be made through the Committee Secretary.

Where possible costs will be charged to Council; otherwise all fair and reasonable costs will be reimbursed.

Meals and incidental expenses not part of the travel and accommodation costs will be reimbursed by Council.

Elected Members are to fill out the external travel and training form in all instances where they are travelling to attend meetings, conferences, seminars or training.

Elected Members should not use, for private benefit, airpoints earned from travel paid for by Council. Any airpoints earned incidentally on Council business are to be declared by the Elected Member.

Reasonable entertainment and hospitality expenses will be reimbursed by Council for the Mayor's expenses only.

No reimbursement or allowances are payable by Council when Elected Members stay with a friend or relative rather than in commercial accommodation.

Council will not reimburse Elected Members for mini bar expenses or tips.

Membership of an Airline Club (such as Koru Club) will not be paid for by Council.

10. Conferences, Seminars and Training

All Elected Members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at conferences, courses, seminars or training events, subject to:

- Related expenditure being accommodated within existing budgets, and
- The appropriate approvals as outlined in this policy

In respect of the Mayor, prior approval of the Chief Executive is required for travel within New Zealand for Council business, attendance at conferences, courses, training events, seminars or other purposes associated with the position of Mayor.

In respect of Councillors, attendance at these events when held in New Zealand must be approved by the Mayor.

Attendance at conferences, courses, seminars or training events held overseas must be approved by the Council.

11. Communications and Technology

Elected members are provided with tablet devices (iPads or similar) to be used for Council business. Minor personal use of these devices by Elected Members is allowable.

The Mayor is provided with a mobile phone for Council business.

Council business calls made from Elected Members' home phones can be reimbursed on completion of an expense reimbursement claim form accompanied by a copy of the appropriate account.

No other allowances are paid out in relation to communications and technology provided by an Elected Member relating to Council business.

12. Publication Details

All inquiries or suggestions regarding this Document should be referred to:	Community, Planning and Development Group Manager
Revision:	Final Version
Revision Dates:	13 October 2013 2 August 2016
Effective Date:	1 July 2016 (approved 2 August 2016 – back dated according to Remuneration Authority procedure)
Minimum Review by:	June 2019 (3 yearly)
Document Owner – Release Signature: Community, Planning and Development Manager	Carolyn Johns
Chief Executive – Release Signature:	Bede Carran
Policy can only be amended by:	Resolution of Council
Appendix can be amended Accordingly to reflect the most recent determination and advice of the Remuneration Authority including inflation adjustments. Chief Executive – Release Signature:	Bede Carran Date:
Policy filed at:	L:\POLICIES, MOU's & STRATEGIES\Policies\300_policy - General Council
Policy Writer:	Fabia Fox Policy Analyst

Appendix A

Schedule of Remuneration and Reimbursement Amounts

Remuneration of the Mayor and Councillors from 1 July 2016 – 1 July 2017

Mayor	\$65,302.00
Deputy Mayor	\$24,802.40
Representative to Zone Water Management Committees	\$19,877.40
Councillor	\$17,716.00

Vehicle Mileage Allowance for Elected Members

Mileage Rate (first 5,000km per annum)	\$0.74 per km
Mileage Rate (above 5,000 per annum)	\$0.37 per km

NB: The Mayor is not eligible for vehicle mileage.

Travel Time Allowance

Travel Time Allowance	\$37.50 per hour
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This allowance is only payable where travel time exceeds one hour per day, for travel relating to Waimate District Council business and is the quickest form of transport reasonable in the circumstances.

Communications and Technology

Elected Members are provided with a tablet device for Council related business.

The Mayor is provided with a mobile telephone for Council related business.

Elected Members will be reimbursed for Council related calls made on their home telephones