

## 1. Purpose

To set the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

### 1.1 Scope

This policy applies to the Elected Members of Westland District Council (WDC).

Elected members should only be reimbursed for actual and reasonable expenses they incur in carrying out Council business, within the parameters set by the Authority and legislation.

Reasonable resources should be made available to elected members to enable them to more efficiently carry out their responsibilities.

Reimbursement of expenses, payment of allowances and use of the Council resources apply only to elected members personally, and only while they are carrying out Council business in their capacity as an elected member.

Transparency and accountability guide the reimbursement of elected members' allowances and expenses.

### 1.2 Commencement

This policy comes into force on 1 July 2023.

### 1.3 Definitions

1.3.1 **"Actual"** means as evidenced by the original receipt attached to the claim form.

1.3.2 **"Council Business"** includes but is not limited to, formal Council meetings, committee meetings, workshops, hearings, training courses and other meetings where attendance is required by a Council appointment.

It does not include events where the primary focus is on social activity or private meetings with community or groups.

1.3.3 **"Reasonable"** means that it is within the amount specified by this policy or the Remuneration Authority or as deemed reasonable by the Mayor and Chief Executive.

1.3.4 **"Remuneration Authority"** is the independent body established by the Remuneration Authority Act 1977 whose responsibilities under the Local Government Act 2002, determine remuneration, expenses and allowance rules for local authority members.

## 2. Policy

### 2.1 Equipment

2.1.1 At the commencement of each 3 year term, all elected members will be provided with approved standard IT equipment such as laptop or tablet, (Mayor may be provided with a mobile phone). IT support is provided to elected members.

2.1.2 All equipment is to be returned at the end of each 3 year term.

2.1.3 Any equipment provided must be used in accordance with the Council's ICT acceptable use policy.

## 2.2 Communications Expenses and Allowances

- 2.2.1 Elected members who do not use Council equipment are entitled to a communications allowance at the rate determined by the Remuneration Authority for the determination term. Allowances include:
- 2.2.1.1 Use of personal computer, tablet or laptop, including any related docking station.
  - 2.2.1.2 Use of a multi-functional or other printer.
  - 2.2.1.3 Use of a mobile phone.
  - 2.2.1.4 Use of ICT consumables.
  - 2.2.1.5 Use of members own internet service.
  - 2.2.1.6 Use of members own telephone service for authority business. An option of an allowance or actual costs on production of telephone records and receipts.
  - 2.2.1.7 The council will provide a reasonable supply of stationery requirements to elected members for their use on Council business.
  - 2.2.1.8 If a member is not a member for the whole of the determination term, any allowance will be pro-rated using the formula determined by the Remuneration Authority determination.

## 2.3 Childcare allowance

- 2.3.1 Council will pay a childcare allowance, in accordance with the relevant sections of the Local Government Elected Members Determination to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- 2.3.2 A member is eligible to be paid a childcare allowance for childcare provided for a child only if –
- 2.3.2.1 The member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
  - 2.3.2.2 the child is under 14 years of age; and
  - 2.3.2.3 the childcare is provided by a person who-
    - i. is not a parent of the child or a spouse, civil union partner, or a de facto partner of the member; and
    - ii. does not ordinarily reside with the member; and
  - 2.3.2.4 the member provides satisfactory evidence to the Council of the amount paid for childcare.

## 2.4 Training and conference attendance

- 2.4.1 Any training or conference attendance paid for by the Council must:
- 2.4.1.1 be relevant to Council business or governance, as determined by the Chief Executive; and
  - 2.4.1.2 bookings should be made by Council staff with the Councils preferred agents and at the most economic cost (where possible) at the time of booking, unless all costs are being met privately or by an outside party.
- 2.4.2 If elected members wish to attend professional development training or conferences of their own choice, they must make a written request to the Chief Executive.

- 2.4.3 Where the Council has formally appointed elected members to external organisations or approved elected members attendance at training or a conference, the Council will pay or reimburse elected members for appropriate and reasonable costs if not booked through Council booking staff.
- 2.4.4 All requests are required to be approved by the Chief Executive and Mayor (Deputy Mayor) and ratified by Council. All overseas conferences or training must be approved by full Council.
- 2.4.5 The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (friends/family) when travelling on Council business to a maximum of \$50 per night.
- 2.4.6 Refer to the Sensitive Expenditure Policy for details on accommodation, rental vehicles, taxis and air travel.

## 2.5 Vehicle Mileage and Travel Time Allowance

- 2.5.1 Elected members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local Government Members' Determination for the determination term and this Policy.
- 2.5.2 A mileage allowance is payable for any distance travelled in excess of 20 kilometres each trip when on Council business. Therefore any member travelling in excess of 40 kilometres (round trip) can claim.
- 2.5.3 The 20 kilometre threshold does not apply when claiming for travel outside of the district on Council business.
- 2.5.4 Elected members must maintain an accurate record of travel undertaken in their private vehicles related to any claimed mileage allowance and provide a copy in support of mileage claims.
- 2.5.5 Claims must include details of where and why the travel was undertaken, and must be submitted using the appropriate Laserfiche form within one month of the travel. Claims received after that time will not be accepted.
- 2.5.6 The Mayor will not be provided with a vehicle unless otherwise approved by Council. If a vehicle is provided with full private use, the relevant deduction as per the Local Government Members' Determination calculation will be made from the Mayors remuneration. The Mayor may not claim a mileage allowance if a vehicle is provided.
- 2.5.7 Elected members (other than a Mayor) are entitled to claim an allowance for travel time whilst on Council business provided the journey is by the quickest form of travel reasonable in the circumstances and by the most direct route that is reasonable in the circumstances.
- 2.5.8 The travel time allowance paid as set out in the Local Government Members' Determination s12 (5), for the determination term is paid for each hour of eligible travel time after the first hour of travel time in each day, pro-rated in the case of a part of an hour.
- 2.5.9 If a member of a local authority resides permanently or temporarily outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time;

2.5.9.1 after the member crosses the boundary of the local authority area: and

2.5.9.2 after the first hour of eligible travel time within the local authority area.

2.5.10 Subclause 2.5.9 does not apply to the payment of a travel time allowance by a local authority to a member who permanently or temporarily resides outside of the local authority area if-

2.5.10.1 the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and

2.5.10.2 the Remuneration Authority determines, on an application from the member and having considered the recommendation of the Mayor that subclause 2.5.9 does not apply.

2.5.11 The maximum total amount of travel time allowance that a member may claim for eligible travel time in a 24-hour period is 8 hours.

## 2.6 Other items of possible private benefit

The following matters that are for private benefit will not be paid for or reimbursed unless otherwise stated:

### 2.6.1 Medical Insurance

Elected members are not permitted to obtain medical insurance through any Westland District Council scheme the authority may put in place.

### 2.6.2 Staff Discounts

Flu vaccination and eye tests will be at the cost of the elected member and will not be reimbursed by WDC. No other staff discounts offered from time to time will be permitted.

### 2.6.3 Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of elected members where the payment of a claim is made to the elected representative or his or her estate.

### 2.6.4 Airpoints

Refer to the sensitive expenditure policy.

## 2.7 Gifts, Corporate Hospitality and Entertainment

2.7.1 Refer to the sensitive expenditure policy.

## 3 Policy Process

3.1 The expenses and allowances payable, and supplies, consumables or services administered under this Policy are provided:

3.1.1 at no cost to elected members, but only while they are holding office (e.g. not on a leave of absence or absent without leave): and

# Elected Members' Allowances Policy



- 3.1.2 for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.
- 3.2 All claims for reimbursement of expenses must be submitted on the councillor expense claim form to the Governance Administrator. Claims must be signed by the elected member, and all expenses claimed must be supported by a tax invoice.
- 3.3 All expenses must be approved by the Mayor, Deputy Mayor or Chair Risk and Assurance Committee.
- 3.4 A summary of elected members expense claims and reimbursement paid under this Policy will be published on the Council's website on a monthly basis.

## 2 Related Documents and Acts

The following Westland District Council documents relate to this policy:

- Remuneration Authority Determination
- Code of Conduct
- Sensitive Expenditure Policy
- Office of the Auditor General guidelines

The following Legislation relates to this policy:

*Note: Any legislation referred to should be interpreted as meaning the Act and its amendments*

- Local Government Act 2002
- Local Government Members Determination

## 3 Policy Review

A review of this policy will take place in June annually2025.

<b>Created:</b>	June 2022	<b>Date for review:</b>	Annually
<b>Author:</b>	GMCS	<b>Authorised by:</b>	Council
<b>Consulted on:</b>		<b>Version</b>	3

## Appendix 1

### Local Government Members Determination Allowances 2023/24

#### Table of Allowances for the Determination period 1 July 2023 - 2024

<b>Mileage:</b>	<b>Rate</b>	
Petrol or Diesel Vehicle	\$0.95c/km	14,000 km
Petrol or Diesel Vehicle	\$0.34c/km	> 14,000 km
Petrol hybrid Vehicle	\$0.95c/km	14,000 km
Petrol hybrid Vehicle	\$0.20c/km	> 14,000 km
Electric vehicle	\$0.95c/km	14,000 km
Electric vehicle	\$0.11c/km	> 14,000 km
<b>Travel time:</b>		
Eligible travel	\$40.00	> 1 hour each day
<b>ICT allowances:</b>		
PC, laptop, tablet	\$400.00	Annual
Printer/ multi-functional device	\$50.00	Annual
Mobile phone	\$200.00	Annual
ICT consumables	up to \$200.00	Annual
<b>Internet service:</b>	up to \$800.00	Annual
<b>Mobile telephone service provider*</b>	up to \$500.00	Annual
* or actual on production of receipts and telephone records		
<b>Childcare Allowance*</b>	up to \$6,000.00	Annual

#### Pro-rating calculation\*

$$(a \div b) \times c$$

\* a = number of days member held office

\*b = number of days in determination term

\*c = relevant amount specified in determination

#### Mayoral vehicle (Council approval)

Maximum vehicle price - Petrol/Diesel \$55,000.00

Maximum vehicle price - electric/hybrid \$68,500.00

Restricted private use No deduction

Partial private use\* v x 41% x 10%

Full private use\* v x 41% x 20%

\* v = purchase price of vehicle