



**Waimate**  
District Council

**ELECTED MEMBERS  
EXPENDITURE &  
REIMBURSEMENT POLICY 310**

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## POLICY OVERVIEW

### 1.0 PURPOSE

- 1.1 To provide a financial and behavioural framework for remuneration, allowances, expenditures, and resources available to the Waimate District Council (WDC) Elected Members during their term of office.

### 2.0 APPLICABILITY

- 2.1 WDC Elected Members, when:
- a. In official capacity only
    - i. Excluding electoral campaign expenses

### 3.0 POLICY PRINCIPLES

- 3.1 The commanding general principles of the policy are outlined and elaborated in length in the Office of the Controller & Auditor-General's *Controlling Sensitive Expenditure: Guidelines for Public Entities*.<sup>1</sup> In summary, Elected Members are to simultaneously uphold all the following principles vis-à-vis all expenditure decisions:
- a. Accountability
  - b. Integrity
  - c. Justifiability
  - d. Impartiality
  - e. Moderation and Conservatism
  - f. Transparency
- 3.2 The present policy is to be read in conjunction with the WDC's Sensitive Expenditure Policy 411.

### 4.0 RELEVANT LEGISLATIONS & DOCUMENTS

- 4.1 Local Government Act 2002
- 4.2 Local Government Members (2019/2020) Determination 2019
- 4.3 Local Government Members (2019/2020) Amendment Determination 2019
- 4.4 Local Government Official Information & Meetings Act 1987
- 4.5 Remuneration Authority Act 1977
- 4.6 Waimate District Council Sensitive Expenditure Policy 411

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<sup>1</sup> Controller and Auditor-General, 'Controlling Sensitive Expenditure: Guidelines for Public Entities' <<https://www.oag.govt.nz/2007/sensitive-expenditure/docs/sensitive-expenditure.pdf>> [accessed February 2020]

## 5.0 DEFINITIONS

- 5.1 For the purpose of the present policy, relevant terms are defined as below:
- a. Actual: any expenditure supported by relevant original receipt(s) attached to the Expense Reimbursement Claim Form.
  - b. WDC Business: includes, but is not limited to- formal WDC 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 during which an Elected Member is formally representing the WDC.
  - c. Elected Members: the Mayor and all Councillors elected to the WDC.
  - d. Expenses: actual, authorised, and/or justifiable expenses including rental car, air travel, taxis, meals and non-alcoholic refreshments, parking, sundry vehicle costs, alternative travel options, and other such costs, including incidental costs, directly relating to WDC business.
  - e. Reasonable: an expenditure that, by the force of circumstance or necessity, exceeds defined expenditure limits or practices hereby outlined in the present policy and is deemed justifiable by the Mayor and/or Chief Executive.
  - f. Travel: journeys made by various means on WDC business, including travel by taxi, public transport, hired vehicles, or private vehicles.

## 6.0 FRAMEWORK

- 6.1 Remuneration for mayors and councillors, in conjunction with levels of, and rules relating to, allowances and expenses for elected members, are determined triennially by the Remuneration Authority in accordance with the Local Government Act 2002.
- 6.2 In such a framework, the WDC is required to make recommendation to the Remuneration Authority regarding levels of remuneration, allowances, and expenses for its Elected Members, towards the formalisation of a schedule of remuneration and reimbursement amounts (See Appendix A).
- 6.3 The schedule shall be updated correspondingly to reflect latest determination by the Remuneration Authority.

## 7.0 HIERARCHY OF AUTHORISATION

- 7.1 In terms of authorisation of all reimbursements, the following hierarchy is defined:
- a. For the Mayor: The Chief Executive in conjunction with the Corporate Services Group Manager
  - b. For Elected Members: The Mayor in conjunction with the Corporate Services Group Manager
- 7.2 In terms of authorisation for attending domestic seminars/conferences, the following hierarchy is defined:
- a. For the Mayor: The Chief Executive
  - b. For Elected Members: The Mayor

7.3 In terms of authorisation for attending international seminars/conferences, the following method of authorisation is defined:

- a. For any Elected Member, including the Mayor: Resolution of Council.

## **8.0 REMUNERATION**

8.1 The WDC Mayor, Deputy Mayor, and Councillors shall receive remuneration as determined by the Remuneration Authority (See Appendix A).

8.2 In addition to the base salary set by the Remuneration Authority, Councillors may receive additional remuneration for assuming additional responsibilities.

8.3 Additional remuneration will be made at the rate outlined below, as recommended by the WDC and subsequently approved by the Remuneration Authority:

- a. Role: Deputy Mayor  
Additional Remuneration: +50% of councillor base salary

## **9.0 REIMBURSEMENTS**

9.1 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 outlined by the Remuneration Authority and the present policy.

9.2 All actual reimbursements will be submitted via the Expenses Reimbursement Claim Form, and must be supported by relevant invoices and/or documentation.

9.3 Expense reimbursement claims will be conjointly approved by the Mayor, or the Chief Executive where the claim is made by the Mayor, and the Corporate Services Group Manager, the latter in the capacity of the budget holding manager.

9.4 No cost will be reimbursed when/where costs are to be charged to other parties due to direct liability of such parties, such as private companies.

9.5 Electoral campaign expenses will not be reimbursed.

## **10.0 VEHICLE MILEAGE ALLOWANCE**

10.1 Where possible, every effort should be made to share transport as to reduce costs and emission level.

10.2 Where possible, Elected Members will use a WDC fleet vehicle when travelling on WDC business.

10.3 In the event of a fleet vehicle being unavailable, the WDC will pay an Elected Member a vehicle mileage allowance, pending the fulfilment of all the following criteria:

- a. That the Elected Member is travelling in a private vehicle, and
- b. That the travel is directly related to WDC business, and
- c. That the travel route is the most direct route, as permitted by circumstances.

10.4 The vehicle mileage allowance will be paid up to the maximum rate per kilometre as set out in the latest Remuneration Authority Determination (See Appendix A).

10.5 A log book will be updated each time a Councillor travels on WDC 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.

## 11.0 TRAVEL TIME ALLOWANCE

- 11.1 A travel time allowance may be paid to all Elected Members, with the exception of the Mayor, at the full allowable rate in accordance with the conditions outlined in the Remuneration Authority Determination, pending the fulfilment of all the following criteria:
- a. That the travel is directly related to WDC business, and
  - b. That the journey is between one and nine hours long within 24 hour period, and
  - c. That the travel route is the most direct route, as permitted by circumstances, and
- 11.2 The first hour of the journey is not covered by the allowance, as outlined by the Remuneration Authority.

## 12.0 TRAVEL & ACCOMMODATION EXPENSES

- 12.1 Elected Members, in their capacity as WDC representatives, are entitled to claim travelling and incidental expenses for attending the following:
- a. Meetings of Council committees and sub-committees which they are members of;
  - b. Meetings of organisations, committees, and groups to which they have been appointed;
  - c. Conferences, seminars, and Council workshops, the attendance at which is authorised by the Mayor, or the Chief Executive in respect of the Mayor;
- 12.2 Incidental travels on WDC business within the Waimate district will be reimbursed.
- 12.3 All expenditures related to travel and accommodation must comply with all relevant provisions and protocols outlined in the Sensitive Expenditure Policy 411, especially Sections 11, 12, and 13.
- 12.4 In respect of the Mayor, prior approval of the Chief Executive is required for travelling within New Zealand on WDC business.
- 12.5 Where possible, all travel and accommodation arrangements will be made through the Committee Secretary.
- 12.6 Where possible, costs will be charged to the WDC; otherwise, all justifiable costs will be reimbursed.
- 12.7 Meals and incidental expenses that are not part of the travel and accommodation costs will be reimbursed by the WDC.
- 12.8 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 trainings.
- 12.9 Reasonable entertainment and hospitality expenses will be reimbursed by the WDC.. For further information on norms governing entertainment and hospitality, refer to Sensitive Expenditure Policy 411, Section 18.
- 12.10 . Staying with friends or relatives, as an alternative to commercial accommodation, is permissible. In such a condition, an Elected Member may claim the amount of \$50.00 per night to donate to the host to cover the cost of accommodation and/or meals.
- 12.11 . Membership of Air New Zealand Club (i.e. Koru programme membership) is permissible for the Mayor, as the benefits of the programme may facilitate WDC business.

## **13.0 CONFERENCES, SEMINARS, OR TRAINING**

- 13.1 All Elected Members are entitled to payment of fees/costs of registration, travel, accommodation, meal, and related incidental expenses (including travel insurance, if deemed appropriate by the authorising party) incurred during the course of attending conferences, courses, seminars, or training events, pending the fulfilment of all the following criteria:
- a. That the related expenditure can be accommodated within existing budgets, and
  - b. That the appropriate approvals, as outlined in the present policy, are obtained.
- 13.2 All expenditures related to conferences, seminars, or trainings must comply with relevant provisions and protocols outlined in the Sensitive Expenditure Policy 411, especially Section 8.
- 13.3 In respect of the Mayor, prior approval of the Chief Executive is required for travelling within New Zealand for attendance at conferences, courses, training events, seminars, or for other purposes associated with the position of the Mayor.
- 13.4 In respect of Councillors, attendance at these events when held in New Zealand must be approved by the Mayor.
- 13.5 Attendance of any Elected Member at conferences, courses, seminars, or training events held overseas is by the Resolution of Council.

## **14.0 COMMUNICATIONS ALLOWANCE**

- 14.1 Elected Members are provided with portable computer devices to be used for WDC business only.
- 14.2 The Mayor is provided with a mobile phone to be used for WDC business.
- 14.3 Elected Members may be paid an allowance for the use of personal mobile telephones and internet service for WDC business. The communications allowance will be paid, in accordance with the latest Remuneration Authority Determination (See Appendix A).

## **15.0 CHILDCARE ALLOWANCE**

- 15.1 Elected members may claim for annual childcare allowance, pending the fulfilment of all the following criteria:
- a. That an elected member is engaged on WDC business at the time of the childcare, and
  - b. That they are the parent or the guardian of the child, and
  - c. That the child is under 14 years of age.
- 15.2 The childcare must be provided by a party who:
- a. Is not a family member of the Elected Member, and
  - b. Does not ordinarily reside with the Elected Member.
- 15.3 Elected members must provide evidence of the amount paid for childcare.

## 16.0 DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	10 March 2020
Previous Review Date(s):	15 September 2017
Next [Full] Review Date:	March 2023
Document Owner:	Corporate Services Group Manager
Document Author:	Leonardo S. Milani
To be only amended by:	Resolution of Council



## 17.0 APPENDIX A<sup>2</sup>

### Remuneration for the Waimate District Council Elected Members 2019-2020

Office	Annual Remuneration (\$)
Mayor	86,500.00
Deputy Mayor	38,882.00
Councillor	25,921.00

### Elected Members Allowance for Vehicle Mileage 2019-2020

Type of Vehicle	Annual Eligible Mileage	Allowance Rate (\$) per km
Petrol or diesel	0 to 14,000km	0.79
	> 14,000km	0.30
For hybrid petrol vehicles	0 to 14,000km	0.79
	> 14,000km	0.19
For electric vehicles	0 to 14,000km	0.79
	> 14,000km	0.09

### Elected Members Allowance for Child Care 2019-2020

Office	Annual Allowance Rate Per Child (\$)
Elected Members	6,000.00 (maximum)

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<sup>2</sup> For further information on the Remuneration Authority's terms and conditions, see Remuneration Authority, 'Allowances for Local Government Elected Members' <  
<https://www.remauthority.govt.nz/clients-remuneration/local-government-elected-members/allowances-local-government-elected-members/>> [Accessed February 2020]

**Elected Members Allowance for Travel Time  
2019-2020**

Office	Allowance Rate (\$) per hour
Elected Members (excluding the Mayor)	37.50
<p>Criteria:</p> <p>The allowance is payable only when:</p> <ul style="list-style-type: none"> <li>a. travel time is between one and nine hours long within a 24 hour period, AND</li> <li>b. travel time is for travel relating to the WDC business, AND/OR</li> <li>c. travel is between an Elected Member's residence and an office of the WDC or board, AND</li> <li>d. the travel route is the quickest form of transport reasonable in the circumstances.</li> </ul> <p>Conditions:</p> <ul style="list-style-type: none"> <li>1. The first hour of the journey is not covered by the allowance.</li> <li>2. The allowance is not available for overseas travel.</li> <li>3. The Mayor is not eligible for travel time allowance.</li> <li>4. An Elected Member residing outside the Waimate district's boundaries, when travelling from place of residence to the district on WDC business, is eligible for a travel time allowance in respect of eligible travel time only after the member crosses the district boundary after the first hour of eligible travel within the district.</li> </ul>	

**Elected Members Allowance for Communications  
2019-2020**

Office	Item	Annual Allowance Rate (\$)
Elected Members	Personal Mobile Phone	150.00
Elected Members	Personal Computer, Tablet, Laptop (plus any Docking Station)	200.00
Elected Members	Multi-functional or other Printer	40.00
Elected Members	Personal Telephone Plan, or Actual Costs of Phone Call	400.00
Elected Members	Personal Internet Plan	400.00
<u>Communications Allowance Total Cap</u>		
Elected Members	Personal Equipment/Service	1190.00