

# Elected Member Allowances and Recovery of Expenses



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## 1. Purpose

- 1.1 This Policy sets out the framework for Elected Members allowances and expenses claims.
- 1.2 This Policy is informed by and should be read in conjunction with the current valid Local Government Members Determinations made by the Remuneration Authority.

## 2. Policy

- 2.1 To be reimbursable, allowance and expenses claims must:
- 2.1.a have a justifiable Council-related business purpose
- 2.1.b be moderate and reasonable having regard to the circumstances and be appropriate in all respects
- 2.1.c be actual and justified by a tax receipt or invoice
- 2.1.d be consistent with the rules of this Policy and/or the relevant Determination.

## 3. Annual Remuneration Authority Determinations

- 3.1 Allowances for vehicle-kilometre, information and communications technology, travel time and childcare; mayoral vehicles, and hearings fees are paid in accordance with the limits and provisions of the Determination, unless stated otherwise in this Policy.

## 4. Definitions

Actual	As evidenced by the original receipt attached to the claim form.
Reasonable	Means as deemed reasonable by the Mayor, Deputy Mayor or Chief Executive, or as provided in the Determination.
Council business	Includes: formal Council meetings, Committee meetings, briefings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. Excludes: Events where the primary focus is on social activity.
Determination	The Local Government Members Determination in force at the time of the allowance being claimed.

## 5. Allowances

- 5.1 All allowances claimed by Councillors must be approved by the Mayor prior to being lodged for reimbursement.
- 5.2 All allowances claimed by the Mayor must be approved by the Deputy Mayor prior to being lodged for reimbursement.
- 5.3 Information and Communications Technology (ICT) allowances
- 5.3.a Council provides a laptop (or equivalent) to all Elected Members for Council business use only. The cost of the devices and support are met by Council.
- 5.3.b Personal computers, laptops or tablets are not supported.
- 5.3.c Council does not provide mobile phones, printers, mobile phone service or internet services.

5.3.d Council will pay the maximum amount provided in the Determination for:

- i. the use of a multi-functional or other printer
- ii. the use of a mobile telephone
- iii. the use of ICT consumables

5.3.e For the purpose of the member's work on local authority business, Council will pay an allowance as provided in the Determination for:

- i. the member's own internet service
- ii. the member's own mobile telephone service.

#### 5.4 Travel time & vehicle-kilometre allowances

5.4.a Travel time & vehicle-kilometre allowances are payable to Councillors only for travel within the Kaipara District Council boundaries on local authority business unless authorised prior by the Mayor.

5.4.b Vehicle-kilometre allowances are payable to the Mayor only for travel within the Kaipara District Council boundaries on local authority business unless authorised prior by the Deputy Mayor, where the Mayor does not have a vehicle provide in accordance with clause 5.5.a.

5.4.c Qualifying Elected Members may apply to the Remuneration Authority for an exemption from restrictions on the payment of travel time and vehicle-kilometre allowances where they reside outside the District.

#### 5.5 Mayoral Vehicle

5.5.a Council will provide a vehicle for the use of the Mayor subject to:

- a. the Mayor confirming they wish to be provided with a vehicle within four months of the local government election date.
- b. being provided for within Council budgets.

#### 5.6 Hearing fees

5.6.b Council will pay the maximum amounts provided in the Determination to Elected Members for hearing related activities as defined in the Determination.

### 6. General expenses

6.1 Elected Members may claim reasonable expenses incurred for items relating to community events such as payment of koha or purchasing a wreath for attendance at a commemorative event.

6.2 All general expenses claims for Councillors must be approved by the Mayor prior to being lodged for reimbursement.

6.3 All general expenses by the Mayor must be approved by the Deputy Mayor prior to being lodged for reimbursement.

### 7. Travel expenses

7.1 Elected Members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred when travelling on Council business.

- 7.2 For completeness, expenses incurred under this clause exclude any travel related allowances in accordance with 5.4 of this Policy.
- 7.3 Council will not reimburse purchases from hotel mini-bars, alcohol purchases and charges for in-room video or cable movies.
- 7.4 All travel and accommodation arrangements for Elected Members paid for by Council are to be made by Council staff with Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking.
- 7.5 All domestic travel for Councillors must be approved prior to travel by the Mayor.
- 7.6 All domestic travel by the Mayor must be approved prior to travel by the Deputy Mayor.
- 7.7 All international travel must be approved prior to travel by the Council.

## **8. Claiming expenses and allowances**

- 8.1 Claims for ICT allowances should be made once per financial year (1 July - 30 June). Elected Member should endeavour to make claims by 31 July of the following financial year. In the event of an Elected Member not being re-elected at the triennial election, claims for the relevant partial financial year should be received by 30 November of the election year.
- 8.2 Except for ICT allowances as provided in clause 8.1, Elected Members should endeavour to make all claims by the end of the calendar month following the month in which the expense was incurred.
- 8.3 Original or digital copies of the tax receipt or invoice are required for reimbursement claims to be processed.
- 8.4 For the avoidance of doubt, nothing in this Policy overrides elected members' entitlements under any Remuneration Authority determination.

## **9. Publication of expenses**

- 9.1 Council provides transparency and accountability to ratepayers by publishing all expenses for elected members on the Council website.

## **10. Related documents**

- 10.1 This Policy will be applied in accordance with, and is subject to the:
  - 10.1.a Elected Member Code of Conduct
  - 10.1.b Sensitive Expenditure Policy.