

Central Hawke's Bay District Council ELECTED MEMBER EXPENSES AND ALLOWANCES POLICY	POLICY MANUAL	
	Document #	1.21
	Approved by:	Council
	Adoption Date:	01-12-2016
	Last Amended	15-06-2016
	Review Date:	December 2019
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This policy sets out rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects. Transparency is achieved through the six monthly publication on the Council's website of all expenses for elected members over the past six months.

The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- Expense claims are approved by the Chief Executive, and full original receipts are required
- Cost reimbursements will be made via the payroll system.

In the case of one off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

1. REIMBURSEMENT OF MILEAGE

1.1 MILEAGE

The Remuneration Authority requires that the vehicle mileage allowance is payable only in relation to each day for which the Councillor qualifies.

The maximum vehicle mileage allowance payable to the Councillor in any twelve months period (pro-rated for the period of this determination) is –

- \$0.74 per kilometre for the first 5,000 kilometres
- \$0.37 per kilometre for any distance over 5,000 kilometres.

If the travel is between the Councillors residence and the nearest office of the local authority, the allowance is payable only for the distance travelled on that day that exceeds the threshold distance.

Threshold distance means the shorter of the following distances:

- The distance equivalent to a round trip between the Councillors residence and the nearest office of the local authority by the most direct route that is reasonable in the circumstances; or
- 30 kilometres, if the distance equivalent to a round trip between the Councillor's residence and the nearest office of the local authority is greater than 30 kilometres by the most direct route that is reasonable in the circumstances.

1.1.1 All elected members may claim mileage for eligible travel.

1.1.2 Claims for mileage must be made on the 'Mileage Claim' form.

1.1.3 Reimbursement of mileage will be paid through the payroll system upon claim by direct credit to the member's nominated bank account.

1.2 ELIGIBILITY OF MILEAGE CLAIMS

Mileage may be claimed under the following circumstances. Reimbursement of private vehicle travel for attendance at:

1.2.1 Any official Mayoral function.

1.2.2 Any formal meeting attended by the Council nominated elected member representative (or in their absence, approved substitute) at meetings of organisations/committees as detailed in the Local Governance Statement.

1.2.3 Meetings, workshops and forums of Council.

1.2.4 Attendance at 'Agenda Preview' meetings by the Mayor, Deputy Mayor and nominated Councillors, and other elected members requested by His Worship the Mayor to attend.

1.3 NON ELIGIBILITY OF MILEAGE REIMBURSEMENT

Mileage is not eligible in the following circumstances:

1.3.1 When an elected member has attended to an issue of their own volition which was of interest to the elected member but was not considered as essential to Council and/or the community. If an elected member is in doubt with regard to eligibility of mileage in this type of event, he/she should seek guidance from His Worship the Mayor prior to attending.

1.3.2 Where an elected member has made more than 1 return trip to attend the same meeting. In this situation only 1 return trip may be claimed.

1.3.3 Travel that is not related to the business of Council. For example, non Council business/personal travel interspersed with Council related business must not be claimed.

1.3.4 Meetings that are not covered within those listed under Section 1.2 of this policy.

2. REIMBURSEMENT OF INCIDENTALS

- 2.1 Reasonable expenses relating to Council business may be claimed by elected members for reimbursement. A tax invoice or receipt (GST registered) must be provided at the time of the claim.
- 2.2 Claims must be requested using an Expense Claim form which is available from the Executive Assistant.
- 2.3 **TELEPHONE CALLS**
Reimbursement of reasonable Council business related phone calls to Councillor's phones can be made on presentation of a phone account with details showing to whom the calls were made. Calls to cellphones should be prevented where practicable.
- 2.4 **CELLPHONES**
The Mayor only will be supplied with a cellphone for Council business. Council will pay for the rental and business related phone calls. All private calls must be paid by the Mayor.
- 2.5 **TRAFFIC INFRINGEMENTS**
Infringements of this nature are the responsibility of the offender.

3. REIMBURSEMENT OF CONFERENCE/SEMINAR EXPENSES

Conference and Seminars should be arranged by the Executive Assistant. In most cases registration and accommodation will be invoiced directly to Council. However, there may be some instances where elected members pay for related expenses and are entitled to claim all reasonable expenses back.

- 3.1 Expenses will only be reimbursed for attendance at a conference/seminar etc which Council has resolved the elected member attend.
- 3.2 Council will reimburse all reasonable eligible expenses on production of a tax invoice or receipt (GST registered). If a GST registered invoice/receipt is not provided, reimbursement cannot be made.
- 3.3 Claims must be requested using an Expense Claim form which is available from the Executive Assistant.
- 3.4 Eligible Expenses:
 - Registration fees.
 - Accommodation and personal meals that are not included in the conference/seminar fees.
 - Toll calls relating to official Council business and one phone call home per day.
 - Taxi expenses for transport from/to airport/arrival point to venue (courtesy vehicles should be used where available).
 - Parking fees.

And any other reasonable expenses incurred whilst attending the Conference/Seminar as approved by His Worship the Mayor and the Deputy Mayor.

DEFINITIONS

“Actual” means as evidenced by the original receipt or invoice attached to the claim form.

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

“Council business” includes: formal council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

“Remuneration Authority” is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.