

# **ELECTED MEMBERS ALLOWANCES AND RECOVERY OF EXPENSES POLICY**



**WAIROA**  
DISTRICT COUNCIL

<b>Stored:</b>	Hyperlink
<b>Approved by:</b>	Ordinary Council
<b>Department:</b>	Office of the Chief Executive
<b>Date Approved:</b>	22/05/2024
<b>Next Review Date:</b>	22/05/2025 (Annually)
<b>Revision No:</b>	3
<b>Legislation related policies:</b>	Local Government Members (2023/24) Determination 2023

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## OVERVIEW

The Remuneration Authority sets remuneration for local government members and also sets the rules for reimbursement of costs met by members in undertaking their duties. Information on the current remuneration, allowances and reimbursement costs for local authority members is in the following determination – ‘Local Government Members (2023/24) Determination 2023’. This policy reflects the limitations set within the current Local Government Members (2023/24) Determination 2023.

## PAYMENT OF EXPENSES – GENERAL

The Wairoa District Council authorises reimbursement of reasonable and actual expenses when elected members are working on Council business. Allowances are entirely at the discretion of Council within the limits set by the Remuneration Authority and current allowances include:

- Vehicle kilometre allowance.
- Travel time allowance.
- Information and Communication Technology (ICT) allowance.
- Childcare allowance.

Allowance limits are reviewed annually by the Remuneration Authority.

All costs should be fair and reasonable and supported by receipts.

All claims must be requested using a ‘HR-12 Reimbursement for Expenses’ Form available from the Governance Team – [governance@wairoadc.govt.nz](mailto:governance@wairoadc.govt.nz)

Elected members expenditure will be approved by the Chief Executive or Acting Chief Executive.

Elected members need either correspondence/email approved by the Mayor or a Council resolution to attend a conference/seminar and book airfares and accommodation. In most cases these will be invoiced directly to the Council.

The travel, accommodation and other costs for a partner or spouse of an elected member will not be met by Council, unless prior approval is granted by Council resolution.

Air points that are earned by official travel paid by the Council are not to be used for private benefit.

Reimbursement of payments will be paid through the payroll system upon claim by direct credit to the elected members nominated bank account.

## VEHICLE MILEAGE ALLOWANCE

The local authority may pay a member of Council a vehicle mileage allowance for travel by the member.

An allowance may be paid to a member for each day within the period of the current determination that –

- a) The member is not provided with a vehicle by the local authority; and
- b) The member is travelling –
  - i. In a private vehicle; and
  - ii. On the local authority’s business; and
  - iii. By the most direct route that is reasonable in the circumstances.

The allowance payable to a member for eligible travel in the determination term is based on vehicle type. The vehicle kilometre allowance is based on the kilometre rates for self-employed people and employees published by Inland Revenue on the website.

For a **petrol or diesel vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 34 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

For a **petrol hybrid vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 20 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

For an **electric vehicle** –

- i. 95 cents per kilometre for the first 14,000 kilometres of eligible travel during the term of this determination; and
- ii. 11 cents per kilometre after the first 14,000 kilometres of eligible travel during the term of this determination.

Traffic infringements are the responsibility of the person breaching the law.

## **TRAVEL TIME ALLOWANCE**

No travel time allowance shall be paid.

## **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ALLOWANCES**

If Council determines that particular Information and Communication Technologies (ICT) and services are required by members to perform their functions and members choose or are required to use their own IT communications equipment Council may pay an allowance for the period of the current determination in accordance with this clause.

1.1 The amounts that may be paid for the determination term are as follows:

- a) \$400 for the use of a personal computer, tablet or a laptop, including any related docking station.
- b) \$50 for the use of a multi-functional or other printer.
- c) \$200 for the use of ICT consumables (e.g., paper, ink cartridges).
- d) \$200 for the use of a mobile telephone.

- e) \$800 for the use of home internet or broadband connection.
- f) Up to \$500 for the use of a personal telephone plan.

1.2 Reimbursement of actual costs of telephone calls made on local authority business will be based on production of the relevant telephone records and receipts.

1.3 If the member is not a member for the whole of the determination term, subclauses 1.1 and 1.2 apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

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

Where –

- a. Is the number of days that the member held office in the determination term.
- b. Is the number of days in the determination term.
- c. Is the relevant amount specified in subclauses 1.1 to 1.3.

## CHILDCARE ALLOWANCE

Eligible elected members can claim up to \$6,000 per year for each child if the childcare meets the criteria. Elected members are eligible for the allowance if:

- They are engaged on local authority business at the time of the childcare.
- They are the partner or guardian of the child or usually has day-to-day responsibility for care of the child; and
- The child is under 14 years of age.

The childcare must be provided by someone who:

- Is not spouse, civil union partner or de facto partner of the member.
- Is not a parent of the child.
- Does not ordinarily reside with the member or child.

Elected members must provide satisfactory evidence to the Council of the amount paid for childcare.

## HEARING FEES

The definition of ‘hearing’ and ‘hearing time’ is outlined in the definitions below and in the Local Government Members (2023/24) Determination 2023.

- 2.1 A member of Council who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- 2.2 A member of Council who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- 2.3 For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- 2.4 The Mayor or a member who may act as Mayor must be paid the remuneration and allowances usually payable to the mayor or chairperson, instead of the member’s usual remuneration, allowances and hearing fees under subclauses 2.1 and 2.2.

## DEFINITIONS

<b>Meaning of hearing</b>	In this determination, <b>hearing</b> means – <ul style="list-style-type: none"><li>(a) A hearing arising from a resource consent application made under section 88 of the RMA; or</li><li>(b) A meeting for determining a resource consent application without a formal hearing; or</li><li>(c) A hearing arising from a notice of requirement (including one initiated by the local authority); or</li><li>(d) A pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or</li><li>(e) A hearing as part of the process of the preparation, change, variation or review of a district or regional plan or regional policy statement; or</li><li>(f) A meditation hearing in the Environment Court as part of an appeal from a decision of a local authority; or</li><li>(g) A hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.</li></ul>
<b>Meaning of hearing time</b>	In this determination, <b>hearing time</b> means the time spent on any of the following: <ul style="list-style-type: none"><li>(a) Conducting a hearing;</li><li>(b) Formal deliberations to decide the outcome of a hearing;</li><li>(c) Participating in an official group site inspection related to a hearing;</li><li>(d) Determining a resource consent application where a formal hearing does not take place;</li><li>(e) Preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));</li><li>(f) Writing a decision arising from a hearing or communicating for the purpose of the written decision.</li></ul>
<b>Meaning of Member</b>	<b>Member</b> means in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who as the result of further election or appointment under that Act or the Local Government Act 2002 is an office holder in relation to the local authority or board (for example, a chairperson).

## REFERENCES

[Local Government Members \(2023/24\) Determination 2023](#)