

# POLICY

<b>LOCAL GOVERNMENT MEMBER EXPENSES, ALLOWANCES AND REIMBURSEMENT POLICY (2024/25)</b>	<b>ACTIVITY GROUP:</b>	Finance Policy Governance
<b>PROCEDURE TYPE</b>	Council	
<b>APPROVED BY</b>	Chief Executive	
<b>DEPARTMENT</b>	Corporate services Chief Executive Department Finance	
<b>DATE APPROVED</b>	01.08.2024	<b>NEXT REVIEW DATE</b> 31.05.2025
<b>RELEVANT LEGISLATION</b>	Local Government Act 2002 Local Government Members (2024/25) Determination 2024	
<b>CDC RELATED DOCUMENTS</b>	Sensitive Expenditure Policy Council Code of Conduct Policy on fleet Management Standing Orders	

## Purpose

The Local Government Member Expenses, Allowances and Reimbursement Policy sets out elected members' remuneration and entitlement of elected members to allowances and contributions towards expenses during their term in office for Clutha District Council.

This policy ensures that all remuneration and allowances paid to elected members are in accordance with the Local Government Elected Members Determination issued by the Remuneration Authority for the appropriate year.

## Scope

This policy is for elected members only and is separate to that for Employees.

## Background

The local Government Act 2002 sets out the directive for the Remuneration Authority to determine the remuneration, allowances, and rules for reimbursement of expenses incurred by all local authority elected members.

Prior to the local body term, the authority undertakes a review of the settings for elected member remuneration and allowances, in consultation with councils. Following this review, an annual determination is then issued prior to 30 June each year.

The Schedules 'Remuneration by group Members' and 'Allowances and Expenses by group members' in Attachment A is a reflection of the current effective determination by the

Authority (Local Government Members (2024/25) Determination 2024 (SL 2024/124) - New Zealand Legislation)

If inconsistencies arise between this policy and the determination in regards to remuneration and allowance rates, Council will make payments to elected members in accordance with the relevant determination.

## Principles

Based on the principles for Sensitive Expenditure payment to the Clutha District Council Elected Members of Reimbursements for expenditure and allowances is paid in accordance with the Auditor General's guidance, and the Local Government Members Determination.

### The principles

- have a justifiable business purpose.
- preserve impartiality.
- made with integrity.
- moderate and conservative, having regard to the circumstances.
- made transparently.
- appropriate in all respects.

### Approval of expense reimbursements and allowances

While acting in their official capacity as elected members, there may from time to time be expenses incurred. Which need to be reimbursed, such as travel to conferences, vehicle mileage, communications, and childcare.

The authority for approval of claims is detailed in the table below.

Claim by	Approved By
Mayor	Chief Executive
Deputy Mayor	Chief Executive
Councilors	Chief Executive
Community Board Member	Chief Executive
Council Appointee	Chief Executive

### Acting Mayor or Chairperson

This applies to a member who acts as a mayor or chairperson during a period when there is a period of vacancy or temporary absence, where they do not already get pay at the acting up level position, they will be reimbursed at the higher level for expenses incurred during this time at the higher rate, subject to the local authority is not paying the remuneration or allowances that it would usually pay to the incumbent mayor or chairperson (As per Section 8 of the Local Government Members (2024/ 2025) Determination 2024).

#### Acting Mayor

Remuneration will be at the Mayoral rate listed in Attachment A being \$129,250 per annum pro-rata for the period acting in the position.

Travel time allowances will not be paid when the Acting Mayor is in receipt of remuneration at the Mayoral rate.

No additional hearing fees will be paid.

Acting Committee Chairperson

Remuneration will be at the rate listed in Attachment A for a Committee Chairperson being \$34,164 pro-rata for the period acting in the position

<b>Version History</b>			
<b>Date:</b>	<b>Action:</b>	<b>Name:</b>	<b>Version:</b>
20 June 2024	Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) approved on 6 June 2024 by Corporate and Policy Committee as endorsed by the Council on 20 June 2024	<b>Corporate and Policy Committee &amp; Council</b>	1.0
1 August 2024	Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) incorporating the following updates.  (a) Corporate and Policy Committee amendments on 18 July 2024 in response to <i>Local Government Members (2024/25) Determination 2024</i> as endorsed by the Council on 1 August 2024 . This includes delegated CE edits to clarify entitlements for Acting Mayor and Acting Chairperson positions.  (b) CE amendments arising from the <i>Local Government Members (2024/25) Amendment Determination 2024</i> dated 30 July 2024 as provided by the Policy whereby the policy will be updated where there is inconsistency between the determination and the policy.	<b>Corporate and Policy Committee &amp; Council</b>	2.0

## Attachment A

### Remuneration by group of members

Clutha District Council	
Office	Annual Remuneration (\$)
Mayor	129,250
Deputy Mayor	35,874
Committee Chairperson (3)	34,164
Executive Committee Member (3)	29,040
Councilor with no additional responsibilities	25,623
Councilor (Minimum allowable remuneration)	22,595

Lawrence-Tuapeka Community Board	
Office	Annual Remuneration (\$)
Chairperson	6,469
Member	3,234

West Otago Community Board	
Office	Annual Remuneration (\$)
Chairperson	7,668
Member	3,834

### Allowances and Expenses by group members

Allowances and Expenses by group Members			
<b>Hearings</b>			
Member <sup>1</sup> and Chair		\$116	Per hour at hearing time
Member and Non-chair		\$ 93	Per hour at hearing time
Mayor or acting Mayor		\$ 0	
<b>Communication Allowances (For use of)</b>			
Members	Personally owned tablet or similar (equipment)	\$400	Per annum
	Personally owned mobile phone (equipment)	\$200	Per annum
	Personally owned printer (equipment)	\$ 50	Per annum
	Internet (services)	\$800	Per annum

<sup>1</sup> Members under the Local Government Members (2024/25) Determination 2024 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)

	Mobile phone services OR reimbursement of actual costs of telephone calls made on Council business upon production of the relevant telephone records and receipts.	\$500	Per annum
	IT consumables	\$200	Per annum
<b>Travel time allowance</b>			
Members	Travel that exceeds one hour per day. Travel time is payable to elected members who are not considered to be full time and is only payable for travel relating to Clutha District Council business. Travel time allowance is payable in respect of the quickest form of transport reasonable in the circumstances. Maximum of 8 hours in a 24 hour period.	\$ 40	Per hour

<b>Vehicle Mileage Allowance</b>			
All	Vehicle Type	First 14,000km of eligible travel	After 14,000km
	Petrol or diesel	\$1.04 / km	35 cents / km
	Petrol hybrid	\$1.04 / km	21 cents / km
	Electric	\$1.04 / km	12 cents / km

<b>Allowances and Expenses by group of Members - Other</b>		
All Members	Taxis	<p>Taxis may be used for council business, instead of private vehicles or public transport, for the following reasons:</p> <p>a) safety/security reasons, b) when travelling outside the district if a taxi is the most appropriate form of transport.</p> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by Governance staff should be considered as an option in such circumstances. Costs paid for directly by the individual for travel within in New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
	Travel and attendance at conferences/ seminars/training programmes	<p>Prior approval is required for all attendances.</p> <p>All elected members are entitled to payment of actual and reasonable registration, travel, accommodation, meal and related incidental expenses (including travel insurance) incurred in attendance at these events, held both within New Zealand and overseas, subject to:</p> <p>a) related expenditure being accommodated within existing budgets,</p>

		<p>b) the appropriate approvals as outlined in this policy</p> <p>Excluding reimbursement for purchases from hotel mini-bars and charges for in-room video or cable movies.</p> <p>All travel and accommodation arrangements for elected members are to be made by Governance Support officers with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking, unless all travel costs are being met privately or by an outside party.</p>
	Exceptional circumstances for council related meetings	Staff may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
	Domestic air travel	All elected members are entitled to utilise domestic air travel for council related travel, generally where travel by air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council. The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	Council will not provide or maintain 'airpoints' or 'airdollars' subscriptions or programmes for elected members.
	Private accommodation provided by friends/relatives	<p>a) \$75 per night payment when staying in private accommodation, to cover accommodation, breakfast and dinner,</p> <p>b) \$50 per night payment when staying in private accommodation to cover accommodation only. It is intended that at least a portion of this allowance is paid to the accommodation provider.</p>
	Parking expenses	Reimbursement of casual carparking costs related to community board or council business. This will be on receipt of a signed claim accompanied by a receipt
	Childcare allowance	<ul style="list-style-type: none"> <li>• they are engaged in Council business at the time of the childcare</li> <li>• they are the parent or guardian of the child, or usually has day-to-day responsibility for the care of the child and</li> <li>• the child is under 14 years of age</li> </ul>

		<ul style="list-style-type: none"> <li>• the childcare must be provided by someone who is not a family member of the elected member and does not ordinarily reside with the elected member</li> <li>• evidence of payment made and received is appended to the expense claim</li> </ul> <p>Eligible elected members can claim up to \$6,000 per year for each child if the childcare meets the criteria above.</p>
	Special events	<p>Events such as payment of Koha or purchasing a wreath for attendance at a commemorative event. Prior approval by the Chief Executive Officer for the expenditure is required.</p> <p>The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
	Meals, beverages and incidentals when engaged on council business	<ul style="list-style-type: none"> <li>• breakfast \$30.00</li> <li>• lunch \$45.00</li> <li>• dinner \$70.00</li> </ul> <p>Meal expenses cannot be claimed if a meal is provided as part of another package paid for by Council. For example, when lunches or dinner are included in conference registration, or are catered for as part of Council meetings.</p> <p>Purchases from hotel mini bars will not be reimbursed.</p>