



Elected Member Expense and Allowance Rules

WAIPA DISTRICT COUNCIL

POLICY ON ELECTED MEMBERS' ALLOWANCES AND RECOVERY OF EXPENSES

Originally adopted by Waipa District Council for application from 1 September 2023

INTRODUCTION

This policy sets out the rules on the claiming of expenses by elected members and the resources that will be available to them during their term of office.

Contact person for queries: Jo Gread, Manager Governance
Email: jo.gread@waipadc.govt.nz

The fundamental principle underlying these rules are that this is the spending of public money, consequently it should be:

- Subject to the standards of probity and financial prudence that are to be expected of a public entity; and
- Able to withstand public scrutiny.

DOCUMENTATION OF POLICIES

In addition to this document, the following policies have relevance to the expenses and allowances payable to elected members:

- Sensitive Expenditure Policy
- Code of Conduct

AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

From time to time elected members incur expenses on Council business or 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.

The principles are that expenditure decisions:

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

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 must be on the required form and should clearly state the business purpose of the expenditure and are to be approved by the Group Manager Business Support or the Chief Executive, with any claims from the Mayor also being approved by the Independent Chair of the Audit and Risk Committee, unless the claim relates to international travel approved by Council, or attendance at the LGNZ Conference, Zone 2 or rural and provincial council meetings.
- full original itemised receipts are required, except where the expenditure is under \$50 and receipts are not available and the expense relates to an expense such as parking where itemised verification is not required. An example of an expense requiring verification of items is food and beverages, where expense on beverages must be checked, and
- cost reimbursements will be made via the finance team and will be reimbursed directly into the bank account held on file for the claimant.

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 are to be within the limits set in the Remuneration Authority's Determination.

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

DEFINITIONS

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

“Reasonable” means that it is within the amount specified by this policy or as much as is appropriate or fair; moderate

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

“ICT” has the same meaning as set out in the applicable Remuneration Authority Local Government Determination Order.

“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.

ALLOWANCES AND EXPENSES BY GROUP OF MEMBERS

Position	Expense/Allowance	Description
All elected members	Travel and attendance at conferences/ seminars/training programmes/other Council business	<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> <ul style="list-style-type: none">a) related expenditure being accommodated within existing budgets, andb) the appropriate approvals as outlined specifically elsewhere in this policy <p>and excluding reimbursement for purchases from hotel mini-bars and charges for non business related incidentals.</p> <p>When elected members are travelling or attending conferences/seminars or training programmes the following criteria will apply to expenses:</p> <ul style="list-style-type: none">• Council will pay for only one beverage (alcoholic or non-alcoholic) with an evening meal, e.g. one glass of wine or non-alcoholic beverage, one can or one small bottle of beer and/or one hot drink with any meal. Casual drinks before or after the

Position	Expense/Allowance	Description
		<p>evening meal are to be paid for by the Elected Member.</p> <ul style="list-style-type: none"> • Where travelling for a day eg from 7am to 7pm Council will reimburse meal costs for the day. • Council will not reimburse alcoholic beverages for non-evening meals. • Council will not reimburse meals where a meal has been provided as part of a meeting, conference, training, etc. <p>The prior approval of the Council is required for any international travel, where costs or partial costs are paid for by Council or Community Board funds.</p> <p>All travel and accommodation arrangements for elected members are to be made through the Governance Team 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> <p>To the extent practical, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation (which should be modest) and security issues. The use of “5 Star” or “luxury” accommodation requires the express approval of the Chief Executive or Group Manager Business Support prior to the booking being confirmed.</p> <p>As a general principle, the travel cost of accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council. In those rare instances where the involvement of a spouse directly contributes to a clear business purpose and pre-approval has been obtained, then Council may contribute to all or part of the additional costs.</p> <p>Council can arrange bookings for family members</p>

Position	Expense/Allowance	Description
		<p>of an elected member if they are travelling together provided that the elected member agrees to pay for all costs associated with the booking of the family member prior to the booking being made.</p> <p>Elected members can have a stop-over or undertake private travel before, during or at the end of travel paid for by the council provided there is no additional cost to the council. They can also vary their route for private travel at their own expense. The elected member must agree to pay the cost of any private travel before travel is undertaken.</p> <p><u>Climate Change Impacts</u></p> <p>All approvals of travel must consider the impact on climate change, including whether there are any mitigations possible to reduce the impact such as the use of remote conferencing technology or a reduction in the number of elected member participants.</p>
	Domestic air travel	<p>All elected members are entitled to utilise domestic air travel for council related travel, provided that travel by air is generally the most cost effective travel option given the relevant destination.</p> <p>To the extent practical, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible.</p>
	International air travel	<p>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 any exceptions, e.g. where Premium Economy or the equivalent is desirable for health or other compelling reasons with the approval for any upgrade to be obtained at the time Council approval is given for the international air travel</p>
	Airpoints	<p>Due to the practical difficulties in recording, monitoring and utilising airpoints accumulated</p>

Position	Expense/Allowance	Description
		while on council business for council business, these airpoints can be utilised for personal use, provided there is no financial cost to Council.
	Private accommodation provided by friends/relatives	Payment of \$50 per night is allowed when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Rental Cars	<p>Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.</p> <p>Private use of a rental car is only permitted in exceptional circumstances and requires the express pre-approval of the Group Manager Business Support. All additional costs as a result of private use are the responsibility of the Elected Member.</p> <p>Council requires that the most economical type and size of rental car be used, consistent with the requirements of the trip. Any fine (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.</p>
	Taxis / Rideshare	<p>Taxis or rideshare may be used for council business, instead of Council or private vehicles, rental cars or public transport, for the following reasons:</p> <ul style="list-style-type: none"> ▪ where a taxi / rideshare is the most appropriate form of transport, or ▪ for safety/security reasons in exceptional circumstances. <p>Taxis or rideshare are not to be used if significant travel distances mean that use of a taxi or rideshare is not the most cost effective option. Rental cars booked by the Governance Team should be considered as an option in such circumstances.</p> <p>Taxi charge vouchers should be used for planned travel within New Zealand. Costs paid for directly by the individual for unanticipated travel within</p>

Position	Expense/Allowance	Description
		New Zealand or for international travel will be reimbursed on presentation of actual receipts.
	Childcare Allowance	<p>The Council will reimburse an elected member up to a total of \$6,000 per annum for eligible childcare expenses incurred to enable the elected member to undertake the following activities:</p> <ol style="list-style-type: none"> a) Formal meetings, informal briefings, working groups called by the Council or Community Board, Mayor, Chief Executive or Chair of a Standing Committee or Board, b) Conferences or seminars c) Official meetings of other bodies by the official Council or Board appointee to such bodies d) Events where the Mayor, or an official delegate, is specifically invited to officiate in a formal capacity. <p>In order for childcare expenses to be considered eligible they must meet the following criteria:</p> <ol style="list-style-type: none"> a) The elected member is a parent or guardian of the child in care, or is a person who usually has responsibility of the day-to-day care of the child (other than on a temporary basis); and b) The child is aged under 14 years of age; and c) The childcare is provided by a person who: <ul style="list-style-type: none"> • Is not a parent of the child or a spouse, civil union partner, or de facto partner of the elected member; and • Does not ordinarily reside with the elected member; and • The elected member provides a copy of the tax invoice as proof of amount paid for the childcare.
	Gifts	<p>A gift is usually given as a token of recognition of something provided by the recipient.</p> <p>The principles of a justified business purpose, moderate and conservative expenditure, and acting with integrity and preserving impartiality are particularly relevant to the purchase of gifts.</p> <p>The giving of gifts by Elected Members (when not covered elsewhere in this policy) requires the</p>

Position	Expense/Allowance	Description
		<p>express prior approval of the Chief Executive or the Group Manager Business Support or Council resolution or resolution of the Cambridge Community Board where the gift relates to sister cities. Any gift must be under the value of \$1,000.</p> <p>The receiving of a gift is not strictly expenditure however it nevertheless is a sensitive issue. These rules aim to ensure that Elected Member's impartiality or integrity cannot be called into question as a result of receiving gifts.</p> <p>Elected Members are permitted to accept gifts if they are infrequent and inexpensive and are openly distributed by suppliers and clients. (e.g. pens, badges, calendars etc.). Gifts can also include things such as tickets and events, lunches, or other forms of hospitality.</p> <p>"Infrequent" is defined as no more than three times in any 12 month period from the same supplier and "inexpensive" as having a monetary value of less than \$50.</p> <p>The Elected Member must ensure that all gifts with a value of greater than \$50 are recorded in the Gifts Register. The Gifts Register will be reviewed by the Chief Executive or Group Manager Business Support on a quarterly basis.</p> <p>Gifts that are received on behalf of Council, e.g. exchanges with Sister Cities etc must be handed to the Chief Executive or the Chief Executive's Assistant.</p> <p>Flowers can be provided in the event of death of an elected member, an immediate family member, birth of a baby of the elected member or if the elected member is in hospital. The maximum spend is \$100 or \$80 on flowers only.</p>
Mayor	Vehicle	The Mayor will be provided with a vehicle and fuel card that will also be available for his/her full private use. A deduction will be made from his/her salary as determined by the Remuneration

Position	Expense/Allowance	Description
		Authority. The Mayor will not be able to claim for vehicle mileage if a vehicle is provided.
	Travel and attendance at conferences/ seminars/training programmes/other Council business	<p>The prior approval of the Chief Executive or Group Manager Business Support is required for travel within New Zealand for: council business; attendance at conferences / courses / training events / seminars; other purposes associated with the position of Mayor and where the travel is for any purpose other than the LGNZ Conference, Zone 2 or rural and provincial council meetings, the prior approval of the Independent Chair of the Audit and Risk Committee will also be required</p> <p>The prior approval of the Council is required for any international travel, where costs or partial costs are paid for by council funds.</p> <p>Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs. The Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.</p>
	Provision of Cell Phone	The Mayor will be provided with a Council-owned cell phone if required. If a Council owned phone is provided, annual allowances for a phone cannot be claimed.
	Data connection for a tablet device	The Mayor will be provided with a Council paid sim card for his / her tablet device and all reasonable data costs for this sim card will be met by Council.
	Membership costs of Institute of Directors	The cost of the Mayor's membership of the Institute of Directors will be met by Council.
	Koru Club	Given the likely frequent travel requirements of the role, for instance the quarterly rural and provincial council meetings in Wellington, payment of an Air New Zealand Koru Club subscription.
	Entertainment and hospitality	Reimbursement can be made of any entertainment or hospitality expenses incurred

Position	Expense/Allowance	Description
		while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.
Deputy Mayor	Koru Club	Given the likely frequent travel requirements of the role, for instance the quarterly rural and provincial council meetings in Wellington, payment of an Air New Zealand Koru Club subscription.
Mayor and Councillors	Communications equipment	<p>Option of either:</p> <ol style="list-style-type: none"> 1. Provision of a Council-owned laptop or tablet device, and a printer if needed for Councillors and the option for the Mayor to have both a laptop and a tablet device to reflect the full time nature of the position and a printer if needed. Full technical support is provided for council business, or 2. Provision of an annual allowance for any or all equipment owned and provided by the elected member, where that equipment is required by members to perform their functions, as follows: <ul style="list-style-type: none"> ▪ \$400 for a personal computer, laptop or tablet (maximum 1 device in this category) ▪ \$50 for a printer ▪ \$200 for a telephone (mobile or handset) ▪ \$200 for use of ICT consumables. <p>Any Council-provided equipment will remain in Council ownership and must be returned at the conclusion of the elected member's term of office. Council provision of a tablet device or payment of the annual allowance for a tablet device is subject to the elected member waiving his or her rights to paper copies of Council and Committee agendas and associated papers.</p> <p>The only elected member for which a Council-owned cell phone will be provided (if required) is the Mayor.</p>

Position	Expense/Allowance	Description
		Any disposal of surplus assets to Elected Members will be dealt with in accordance with the Council's Sensitive Expenditure Policy.
	Landline, broadband or cellular connection or rental costs; call, text or data costs	<p>An annual allowance of \$800 for use of a member paid internet package, where that is required for the purpose of the member's work on local authority business.</p> <p>An annual allowance of \$500 for use of a member paid telephone package, where that is required for the purpose of the member's work on local authority business.</p>
	Stationery and consumables	If the ICT consumable allowance has not been claimed, supply of reasonable amounts of paper and printer consumables for utilisation on council business, such consumables obtainable from the Governance Team.
	Travel time	<p>Reimbursement at \$40 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day, on Council business, with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.</p> <p>On Council business includes travel to and from a member's residence to the offices of the Council.</p> <p>Any travel time claimed must meet the criteria listed in the current Local Government Determination Order.</p>
Councillors	Professional Development, conferences, courses, seminars, membership fees etc	At the start of each triennium a professional development plan will be developed for each Councillor, in consultation with both the Councillor and the Mayor, identifying key interests and development opportunities for that Councillor, that are consistent with them performing their governance role with Council well. The plan will be reviewed as and when required during the triennium.

Position	Expense/Allowance	Description
		<p>An amount of \$12,000 will be available for each Councillor over the course of the triennium for their attendance at conferences / courses / seminars, or for membership fees consistent with their professional development plan. RMA“ Making Good Decisions” accreditation courses and base induction training for new Councillors are not included in the \$12,000 and in respect of the Mayor and Deputy Mayor the Annual LGNZ Conference is also not included. This budget is to fund the enrolment / registration fees associated with training or conference events, or membership fees. Other costs of attendance, such as accommodation, meals and travel will also be met, but will not be included in the \$12,000 allocation limit.</p> <p>Attendance at any conference / course / seminar, or membership fees must also be authorised by the Mayor. Councillors who have been authorised to attend a conference, course, seminar etc. will have attendance fees, travel, accommodation and meals paid for. Unless otherwise agreed by the Group Manager Business Support, all travel and accommodation will be booked through the Governance Team. Generally, the Council will not meet costs of partners/spouses attending conferences/courses/seminars.</p> <p>Councillors, after attendance at an approved conference/course/seminar must report to an appropriate meeting on relevant matters including course content, matters of interest to other members and staff and an assessment of the value of the attendance.</p> <p>If a Councillor enrolls for a professional development opportunity and then does not attend, without a valid reason for non-attendance, Council reserves the right to recover costs.</p> <p>LGNZ conference The Mayor and Deputy Mayor should attend each annual Local Government New Zealand conference. Other elected members of Council are encouraged to attend the conference at least once in the triennium.</p>

Position	Expense/Allowance	Description
		<p>Making Good Decisions programme</p> <p>The Making Good Decisions programme has been established for Councillors and others who are making decisions under the Resource Management Act 1991 (RMA). Members of our Regulatory Committee require accreditation via the Making Good Decisions programme to sit on an RMA hearing.</p> <p>Council will support the commitment made by Regulatory Committee members by paying for all costs associated with obtaining and maintaining the required accreditation.</p>
	Entertainment and hospitality	<p>Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as Council funded entry to sporting or cultural events. It can include reimbursement of costs incurred while hosting official visitors to the council, or while travelling on council business.</p> <p>Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit and the wide range of opinions on what is considered appropriate.</p> <p>A number of business purposes of entertainment and hospitality have been identified.</p> <ul style="list-style-type: none"> • Building relationships; • Representing the organisation; • Reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality; <p>Where possible, any expenditure on entertainment and hospitality must be pre-approved by the Group Manager Business Support or Chief Executive. Such expenditure must have a defined purpose and should not be a frequent occurrence. Where this expenditure occurs, any claim must include a valid tax invoice, provide the</p>

Position	Expense/Allowance	Description
		<p>meeting purpose and outcomes, and note the names of all attendees. The request and its approval must be documented.</p> <p>The principles of a justified business purpose and moderate and conservative expenditure should be applied in all circumstances.</p> <p>It is expected, where possible, that the arrangements for entertainment and hospitality are pre-arranged through the Governance Team.</p> <p>Councillor Functions The Council will make budgetary provision for one Councillor function per year plus a function at the end of each triennium and a social function as part of the induction at the start of each triennium. The purpose of these functions is to provide:</p> <ul style="list-style-type: none"> • A forum for building relationships amongst and between Councillors and Executive staff, and • An opportunity to give recognition to the supporting role that spouses/partners give to Councillors and Executive staff. <p>Attendance is generally limited to Councillors and Executive staff, accompanied by spouses / partners. There is a budgetary limit for food and beverage costs of \$80 plus GST per head for these functions . The approval of the Independent Chair of the Audit and Risk Committee is required for the spend on any of these Councillor functions.</p>
All Elected Members	Civic receptions/functions and official delegations	<p>Relevant staff will make the arrangements in accordance with these rules on behalf of elected members for civic receptions/functions and official delegations.</p> <p>Serving alcohol may be permissible at some of these council events. The expenditure on alcohol must be approved by the Group Manager Business Support, after they are satisfied that:</p> <ul style="list-style-type: none"> • the costs relating to alcohol are moderate and conservative • the ratio of alcohol to food is sensible

Position	Expense/Allowance	Description
		<ul style="list-style-type: none"> the event meets the requirements of the Sale and Supply of Alcohol Act 2012 the purpose of serving refreshments at the event is to extend hospitality. <p>Alcohol will be supplied at functions and events in accordance with the provisions of the Sale and Supply of Alcohol Act 2012.</p>
All Elected Members	Hosting official visitors	<p>Elected members may occasionally host official visitors. An example of this is in the case of sister cities delegations.</p> <p>If an elected member is required to host a guest at a dinner or purchase a gift in recognition of an event, this expenditure can be claimed back and reimbursed provided prior approval has been obtained from the Group Manager Business Support.</p>
Mayor, Councillors, Community Board Chairs	General community related expenses	<p>From time to time the Mayor, Councillors and Board Chairs may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Where possible, reimbursement of such expenditure should be preapproved by the Group Manager Business Support. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>
Councillors, Community Board members	Vehicle mileage	<p>Vehicle mileage will be paid for all travel on council business which is eligible in accordance with Schedule 1 of these Rules</p> <p>Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination.</p> <p>Mileage will be paid to eligible members on receipt of a completed mileage claim, and approved by the Group Manager Business Support.</p> <p>Mileage claims will only be paid where travel was:</p> <ol style="list-style-type: none"> in a privately-owned vehicle, and on Council business, and

Position	Expense/Allowance	Description
		<p>c) by the most direct route that is reasonable in the circumstances, between a Councillor or Community Board members' primary residence and the location of the eligible Council business, although if a member travels from a place where the member permanently or temporarily resides that is outside the Waipa District, to the Waipa District on Council business, the member is only eligible to claim mileage for eligible travel after the member crosses the Waipa District Council boundary.</p> <p>d) Subclause (c) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—</p> <ul style="list-style-type: none"> i. the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and ii. the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (c) does not apply.
Community Board members	Travel and attendance at conferences/seminars/training programmes/other Community Board Business	<p>Attendance at conferences, courses, seminars and training programmes and other Community Board Business events requires the prior approval of the relevant community board. Exceptions to approval of the community board being required are:</p> <ul style="list-style-type: none"> (a) when a board member is to be the Council's representative at a conference or event; in such cases the approval of the Council is required, or (b) when the training programme is part of the Elected Member Induction programme or in house training programme (which may use external trainers).
	Equipment	Provision of an annual allowance for the following equipment owned and provided by the Community

Position	Expense/Allowance	Description
		Board Member, where that equipment is required by members to perform their functions, as follows: <ul style="list-style-type: none"> <li data-bbox="853 347 1460 425">▪ \$400 for a personal computer, laptop or tablet (maximum 1 device in this category)

Schedule 1

Type of Meeting/Functions	Mileage	
	Eligible	Not Eligible
Council meetings	✓	
Committees and Portfolio meetings (if appointed member)	✓	
Community Board meetings (if a member of Board, either elected or appointed)	✓	
Formally representing Council (as result of Council resolution or on request by His Worship the Mayor) at a formal meeting of another Local Authority	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution)	✓	
Council workshops and Mayoral Forums (which have the approval of a Council, Committee, Mayor Chief Executive or Group Manager)	✓	
Training and Development courses	✓	
Meetings of other statutory bodies (if appointed member or requested by Mayor or Chief Executive)	✓	
Local Conferences/Seminars	✓	
Working Groups or Working Parties	✓	
Field Trips Council or Board Tours or site visits	✓	
Briefings and discussions with the Mayor, Chief Executive, Group Managers and Officers	✓	
Where Councillors, or the Deputy Mayor, officiate at 'official' functions as determined by the Mayor	✓	
Constituency meetings (either individuals or organisations)	✓	
Hui with mana whenua/iwi	✓	
Social functions		✓
Official social functions as determined by Council, Mayor or Chief Executive	✓	
Residents Association, Ratepayer Association and Neighbourhood meetings	✓	
Travel for electioneering purposes		✓
Other groups and organisations (if appointed member)	✓	
Personal travel interspersed with Council related business		✓

