

Horowhenua
DISTRICT COUNCIL



HOROWHENUA DISTRICT COUNCIL
Whakarua Horowhenua

Elected Members Expenses and Allowances Policy

2024



Version Control

Version	Changes	Date
2.1	Replaces previous version – D22/73806	07/04/2024

Introduction

1. Purpose

To set out rules for the payment of allowances and for claiming of expenses by Elected Members.

Scope

This policy applies to Elected Members while they are acting in their official capacity during their term of office.

2. Context

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.

3. Definitions

The following definitions apply to this document:

Term	Definition
Actual	Means as evidenced by the original receipt attached to the expense claim form.
Reasonable	Means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
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, 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.

4. Principles

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
- full original receipts are required to accompany the expense claim form
- expense claims are to be approved by the Chief Executive and Risk and Assurance Committee Chairperson in the case of the Mayor, and Chief Executive in the case of all other Elected Members.

All reimbursements will be made electronically into a nominated bank account in line with payroll dates.

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.

5. Elected Members' Allowances and Expenses

Position	Expense/ Allowance	Description
Elected Members	Taxis (including Uber and other ride-share options)	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <p>safety/security reasons, and</p> <p>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 staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Elected Members	Accommodation	Accommodation may be arranged for Elected Members when travel or business requirements do not allow for the return on the same day.
Elected Members	Private accommodation provided by friends/relatives	Payment of \$50 per night 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.
Elected Members	Domestic Air Travel	<p>HDC is a participating agency to the All of Government air travel services contract. This enables HDC to access discounted airfares from a panel of airlines providing comprehensive route coverage domestically and internationally.</p> <p>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.</p>

Elected Members	International Air Travel	<p>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.</p> <p>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.</p>
Elected Members	Air Points	Air Points accumulated while on Council business cannot be utilised for personal use.
Elected Members	Daily Meal Allowance	<p>Where it is necessary to travel out of town overnight for business purpose, HDC will cover reasonable meal expenses where meals are not otherwise provided for as part of the approved business travel.</p> <p>HDC consider a daily meal allowance of \$NZ110 (excl GST) as reasonable with the intent this is to be shared over at least two meals.</p>
Elected Members	Parking Expenses	Reimbursement of casual car parking costs related to Council or Community Board business held at any Council premises. This will be on receipt of a signed claim form accompanied by a receipt.
Mayor	Car Parking	Use of an assigned car park in Civic Building.
Councillors	Car Parking	Use of one of four 'Councillor' assigned car parks in the Civic Building basement.
Elected Members	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost effective travel option.
Elected Members	Annual Function	Council will fund an annual function for Elected Members and their partners/spouses.
Mayor	Entertainment and Hospitality	<p>The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.</p>
	Communications Technology, Stationery and Consumables	<p>Council will provide a laptop to all Elected Members for Council business.</p> <p>Internet connection allowance – all Elected Members will receive an allowance of \$30.76 per fortnight (\$800 per year) for use of home internet for Council business.</p> <p>Mobile phone use allowance – all Elected Members will receive an allowance of \$7.69 per fortnight (\$200 per year) for use of their mobile phone, for Council business.</p>

		<p>Mobile phone service allowance - all Elected Members will receive \$19.23 per fortnight (\$500 per year) for the use of the member's own mobile telephone service for Council business.</p> <p>ICT consumables provision - supply of reasonable amounts of paper and printer consumables for Council business. Council to provide on request up to an annual value of \$200 per elected member.</p> <table border="1"> <thead> <tr> <th colspan="3">Summary of ICT Allowances</th></tr> <tr> <th>Category</th><th>Allowance</th><th>How paid</th></tr> </thead> <tbody> <tr> <td>Internet Connection</td><td>\$800 annually</td><td>\$30.76 fortnightly</td></tr> <tr> <td>Mobile phone device</td><td>\$200 annually</td><td>\$7.69 fortnightly</td></tr> <tr> <td>Mobile phone service</td><td>\$500 annually</td><td>\$19.23 fortnightly</td></tr> <tr> <td>ICT Consumables</td><td>\$200 annually</td><td>Supplied on request up to annual limit</td></tr> </tbody> </table>	Summary of ICT Allowances			Category	Allowance	How paid	Internet Connection	\$800 annually	\$30.76 fortnightly	Mobile phone device	\$200 annually	\$7.69 fortnightly	Mobile phone service	\$500 annually	\$19.23 fortnightly	ICT Consumables	\$200 annually	Supplied on request up to annual limit
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Elected Members	General Community Related Expenses	<p>From time to time Elected Members 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>Reimbursement of such expenditure should have prior approval by the Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>																		
Elected Members	Childcare	<p>Council will pay a childcare allowance of up to \$6,000 per annum to an eligible member, as a contribution towards expenses incurred while the member is engaged in local authority business:</p> <ul style="list-style-type: none"> — if the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child; — the child is under 14 years of age; — 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 member and • does not ordinarily reside with the member, and — the member provides satisfactory evidence of the amount paid for childcare (invoice/receipt) and completes a claim form. 																		
Elected Members	Vehicle mileage	<p>A vehicle mileage allowance for Elected Members using their own vehicle will be paid as follows:</p> <p>(a) for a petrol or diesel vehicle:</p>																		

		<ul style="list-style-type: none"> (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term; <p>(b) for a petrol hybrid vehicle:</p> <ul style="list-style-type: none"> (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term; <p>(c) for an electric vehicle:</p> <ul style="list-style-type: none"> (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and (ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term. <p>Mileage to be paid on receipt of a completed and signed claim form.determination term</p>
Mayor and Councillors	Travel and conferences, courses and seminars	<p>Conference, course, seminar or training attendance must be relevant and contribute to the Elected Member's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p> <p>Council will fund the cost of attendance of the Mayor and up to four Elected Members, at the annual LGNZ Conference.</p> <p>This is to be formally endorsed by Council prior to attending.</p>
Elected Members	Childcare	<p>Council will pay a childcare allowance of up to \$6,000 per annum to an eligible member, as a contribution towards expenses incurred while the member is engaged in local authority business:</p> <ul style="list-style-type: none"> – if the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child; – the child is under 14 years of age; – 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 member and • does not ordinarily reside with the member, and

		<ul style="list-style-type: none"> the member provides satisfactory evidence of the amount paid for childcare (invoice/receipt) and completes a claim form.
Te Awahou Foxton Community Board Members	Conferences	<p>Council will fund the cost of attendance of the Board Chair and one other Board Member, together with their partner/spouse, at the bi-annual New Zealand Community Board Conference; OR up to four members (four in total).</p> <p>This is to be formally endorsed by TAFCB members prior to attending.</p>

6. Related Documents

- HDC Sensitive Expenditure Policy.
- Local Government Members (2023/24) Determination 2023
- <https://www.legislation.govt.nz/regulation/public/2023/0142/16.0/whole.html#LMS859909>