

Reimbursements for Elected Members Policy

Policy Owner:	Democracy Manager
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Next review date:	July 2025
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Engagement required:	Internal engagement undertaken with all elected members

1 Purpose

- 1.1 The purpose of this policy is to ensure reimbursements to elected members occurs in a fair and accountable manner.

2 Application

- 2.1 This policy applies to:
- all elected members of the Waikato District Council (Council); and
 - where specified in the Policy, members of the Community Boards.

3 Significance

- 3.1 This Policy is not considered significant in terms of the Significance and Engagement Policy.

4 Policy statements

Salaries

- 4.1 Salaries will be paid to elected members of Council in accordance with the remuneration pool and rules determined by the Remuneration Authority.
- 4.2 The remuneration pool determined by the Remuneration Authority will be split in accordance with a Council resolution.
- 4.3 Those Councillors sitting on statutory hearings (as defined by the Remuneration Authority) are to be paid the maximum allowable hourly rate but no additional rate is payable to the Chairperson.
- 4.4 The Council will not pay separate meeting allowances to elected members.

Vehicle Mileage Allowance

- 4.5 A vehicle mileage allowance for travel can be claimed by Councillors and Community Board members where:
- The Councillor or Community Board member is not otherwise provided with the use of a vehicle by Council.

- b. The travel is in a private vehicle on Council business and by the most direct route that is reasonable in the circumstances.
 - c. In the case of Community Boards, the mileage is only for Community Board meetings or where members have been invited to attend a Council meeting or workshop up to an annual limit of 3000km.
- 4.6 The payment will be at the rate prescribed by the Remuneration Authority or the Inland Revenue Department, whichever is lower.
- 4.7 The payment would only be made to Councillors in line with meetings as outlined below:
- a. Council meetings.
 - b. Council workshops.
 - c. Council committee meetings to which they have been appointed by resolution of Council.
 - d. Any committee meeting where that Committee resolved to give the elected member(s) voting and speaking rights.
 - e. Any committee that an elected member who is not an appointed member of that committee but needs to attend because of an issue that is specific to that elected member's ward is being discussed and where in the opinion of the Chair of the committee, the Councillor's attendance would add value to the item being discussed.
 - f. Outside committees or organisations that the elected member has been appointed to by resolution of Council.
 - g. Attendance at a conference or seminar or on Council business where the elected member(s) has been authorised to attend by resolution of Council.
 - h. Any meeting that an elected member is requested to attend by the Mayor or the Chief Executive such as roadside meetings or meetings with individual ratepayers.
 - i. Any inspection or visit that an elected member is required to undertake at the request of the Mayor or by resolution of committee. This clause is intended to cover inspections arising from emergency work or planned familiarisation trips in conjunction with Council projects.
- 4.8 Councillors or Community Board members must be in attendance at meetings for at least 60% of the time taken to conduct the business of the meeting to be eligible for the payment of vehicle mileage unless determined otherwise by the Mayor.
- 4.9 All claims for vehicle mileage on Council business be submitted in writing and signed by the claimant.
- 4.10 Any disputed claims for vehicle mileage shall be referred to the Mayor whose decision shall be final.

Communication Allowance

- 4.11 Council authorises the payment of a communication allowance where the equipment of service is privately owned or funded by Councillors to cover the cost of one or more of the following:
- a) Mobile telephone

- b) Computer, tablet or ancillary equipment
 - c) Internet connection
- 4.12 The payment will be at the maximum level prescribed by the Remuneration Authority for that year with payment to be made on an instalment basis through each scheduled pay run. The sum of the instalments is not to exceed the maximum prescribed.
- 4.13 An allowance will not be paid where Council provides the equipment or service including but not limited to:
- a) A mobile telephone
 - b) A computer, tablet and ancillary equipment, or
 - c) An internet connection

Miscellaneous

- 4.14 The Mayor and Councillors may incur some incidental meal costs. These expenses are to be in line with expenditure limits specified in Council's policy on Conferences and Seminars – Attendance and Payment of Expenses (including Local Government New Zealand Conferences).
- 4.15 Any expenses other than travelling expenses will be approved by the Chief Executive with a copy of the receipt and evidence that it is a genuine out-of-pocket expense for the conducting of Council business.

Applications for reimbursement

- 4.16 All applications for reimbursements in line with this Policy will be signed off by the Council Support Team. Any exceptions to this policy will be referred to the Chief Executive for approval in consultation with the Mayor. Expense claims for the Mayor are to be signed off by the Chief Executive and Deputy Mayor.
- 4.17 The reimbursement of miscellaneous expenses must be approved by the Chief Executive.

5 Policy review

- 5.1 This policy shall be reviewed at three yearly intervals following local government elections or as otherwise required by the Chief Executive.