

EXPENSES AND ALLOWANCES POLICY A99185	Adopted	Extra Ordinary Council Meeting	30 June 2016
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Expenses and Allowances Policy

BACKGROUND

Councillors can incur personal expenses when undertaking Council activities. Rules for the recovery of such expenses are required.

PURPOSE

Every three years prior to the election Council must send a copy of the policy relating to reimbursement of expenditure, and allowances provided to elected members to the Remuneration Authority. This is to ensure that the remuneration across the country for elected members is comparable, and that the guidelines put out by the Remuneration Authority are adhered to.

POLICY STATEMENTS

That Council recommend to the Remuneration Authority the following expense policy:

- a. Only expenses incurred directly on behalf of Council by the Mayor, Councillors or Community Board Members will be reimbursed, upon presentation of receipts.
- b. Use of private vehicle will be reimbursed at the rate of 74c/km for approved Council meetings excluding:
 - i) The first 30km of each round trip.
 - ii) Any mileage in excess of 5,000km per annum, 37c/km thereafter.
- c. In addition to mileage at the prescribed rate a travel time payment of \$37.50 per hour will be paid excluding:
 - i) The first two hours.
 - ii) Any travel time in excess of 100 hours per annum.
- d. No communication allowance be paid.

Approved Council meetings are defined as follows:

- All Ordinary and Extra Ordinary Council meetings.

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- Committee and sub-committee meetings on which the Councillor is a member of the committee or subcommittee unless the committee seconds that person to specifically attend a committee meeting.
- To attend all meetings of organisations to which Council has appointed the member to represent Council and which meetings are held outside the district.
- All workshops held by Council where notice has been given in accordance with the Local Government Official Information and Meetings Act.
- A conference or training session provided attendance is as a representative of Council and pursuant to a resolution of Council.

POLICY REVIEW

Policy to be reviewed annually for changes to rates, and submitted every 3 years to the remuneration authority.