

Elected Member Entitlements - Remuneration and Reimbursements (2000)

Minute Number: 1331/00

1. That Minute No. 225/99 be rescinded.
2. That the policy for remuneration and reimbursements to elected members of Council, as outlined in Section 2, be approved with an effective date of 1 July 2000.

2.0 Schedule of Entitlements

2.1 Annual Allowance

The Local Government Act 1974 states that the annual allowance for mayors and authority chairpersons is to be set in relation to the salary of a Minister of the Crown without portfolio.

The annual allowance for committee chairpersons and ordinary members was set in relation to that for mayors and authority chairpersons with a factor built in for population. For committee chairpersons and ordinary members there was provision for the payment of a meeting allowance in addition to the annual allowance.

The schedule of allowances is made by way of the "Local Government (Local Authorities Salaries and Allowances) Determination". This is issued by the Minister for Local Government (pursuant to s101ZZF(2) of the Local Government Act 1974) within three months of a determination of the salaries of members of the House of Representatives.

2.2 Daily Meeting Allowance - Council, Committee Meetings (including Workshop Committee):

2.2.1 The daily meeting allowance will automatically be paid to all appointed members of the Committee who attend the meeting.

2.2.2 Only one meeting fee per day is payable.

2.2.3 Payment of mileage expenses will be made automatically. This is based on the size of vehicle and distance travelled each year. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services).

- 2.3 Committee Meetings by a non-member of that Committee
 - 2.3.1 Councillors may claim for attendance, providing the business need has been authorised by minute number, or by written request from His Worship the Mayor.
 - 2.3.2 Reimbursement of mileage expenses will be paid upon receipt of claim. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services).
- 2.4 Briefings, Working Parties and “Sounding Board” Activity
 - 2.4.1 No meeting fee is payable.
 - 2.4.2 Reimbursement of mileage expenses will be paid upon receipt of claim. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services).
- 2.5 Meetings of outside organisations as Council’s authorised representative

A list of Council approved representatives is attached as Appendix “C1-C2”. See Appendix “B” of this document.

 - 2.5.1 Only one meeting fee per day is payable on receipt of claim.

Reimbursement of mileage expenses will be paid upon receipt of claim. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services). Where the venue is outside the Auckland region, Council staff will co-ordinate the most efficient and cost-effective means of travel.
- 2.6 Community Board Meetings
 - 2.6.1 Only one meeting fee per day is payable (paid automatically by Democratic and Corporate Services). See also section 2.10
 - 2.6.2 Mileage allowance will be paid automatically. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services).
- 2.7 Where two meetings are attended on the same day but are not consecutive
 - 2.7.1 Payment of one daily meeting allowance only and two mileage allowances.
- 2.8 Where two or more consecutive meetings are attended on the same day
 - 2.8.1 Payment of one meeting allowance and one mileage allowance.
- 2.9 Site Meetings, Meetings with Residents and Ratepayers, Community and Other Groups and Council Officers
 - (a) When conducting Council business, reimbursement of travel expenses may be claimed:
 - i Where a Councillor travels on Council business pursuant to a resolution of Council or a Committee.

- ii Where a Councillor travels on Council business at the written request of His Worship the Mayor or the City Manager.
 - iii For site inspections relating to items appearing on Committee or Council agendas, or at the written request of His Worship the Mayor or the City Manager.
 - iv For attendance at official meetings or functions when deputising for His Worship the Mayor.
- (b) Reimbursement of travel expenses may be claimed for attendance at meetings of residents, ratepayers and community groups on receipt of appropriate documentation.
 - (c) Reimbursement of travel expenses may be claimed for meetings called by officers to discuss Council business.

2.10 Minimum Attendance Time

- 2.10.1 In all cases, members must attend meetings for a minimum of one hour to be eligible to receive meeting attendance allowances.
- 2.10.2 Where attendance is less than one hour, but the meeting lasts for more than one hour, mileage allowance only will be paid.
- 2.10.3 Where a meeting concludes within one hour of commencement, meeting attendance plus mileage allowance will be paid.
- 2.10.4 Where a meeting concludes within one hour of commencement a meeting allowance will only be paid to those members in attendance for the whole of the meeting. Those members not in attendance for the entire meeting will be paid travel allowance only.

2.11 Incidentals

Council will pay for the following:

- 2.11.1 Mileage Allowance
For every scheduled meeting the elected member is automatically paid mileage allowance from their home to the venue - based on information supplied to the Manager Democratic and Corporate Services (unless the elected member expressly wishes not to claim for mileage).

For travel on other Council business, see 2.5 and 2.9.

- 2.11.2 Use of Taxis
Reimbursable in special instances in consultation with the Manager Democratic and Corporate Services, on presentation of relevant receipts.

Taxi chits are available from the Manager Democratic and Corporate Services for Council related business.

- 2.11.3 Speeding and Parking Infringements
Infringements of this nature are by law the responsibility of the offender.

- 2.11.4 Overnight Accommodation and Travel
Will only be actioned on production of a claim containing a Council or Committee Minute authorising the travel and relevant receipts.
- 2.11.5 Entertainment Expenses
Council does not reimburse for these expenses. It is the individual Councillor's responsibility to claim these as tax deductions from the IRD.
- 2.11.6 Telephones
Reimbursement of reasonable Council business related calls to Councillors' phones can be made on presentation of an account with details showing to whom the calls were made. The Mayor has a phone provided and paid for by Council for Council business.
- 2.11.7 Call Minder and/or Call Waiting Facilities
Council does not reimburse for these facilities.
- 2.11.8 Cell Phones
Council will supply a cellphone for Council business to the Mayor and Deputy Mayor only. Business related calls may be reimbursed on presentation of an account with details showing to whom the calls were made.
- 2.11.9 Lease of Equipment
Council does not reimburse for these expenses.
- The lease of equipment to carry out an elected representative's duties from home are tax deductible but not reimbursable by Council.
- 2.11.10 Computers and Printers
His Worship the Mayor and Councillors will be supplied with a desktop computer, approved software and printer for use on Council business. The use of Council computers is subject to elected members' agreement to Council's computer protocols.
- 2.11.11 Stationery/Consumables
Council does not reimburse these costs. An initial allocation of paper for the printer will be made for elected members' use, based on projected usage. Thereafter a fixed allocation of paper will be supplied on the basis of projected monthly usage. Any additional need for paper will be the responsibility of the elected member concerned and should be treated as a tax-deductible business expense. Toners for printers will be provided on the basis of up to two packs per year. Any additional need for toner will be the responsibility of elected members and this expenditure should be claimed as a tax-deductible expense as well.
- 2.11.12 Facsimile Machines
With the supply of computers that have a capability to send faxes, and through the increasing use of email as a more efficient communication tool, the need for separate fax machines will decrease. Provision of fax machines and the costs of operating them will remain the personal responsibility of elected members.

- 2.11.13 Dictaphones and Cassettes
Councillors will be supplied with equipment on loan if requested.
- 2.11.14 Credit Cards
Council provides a credit card for the Mayor for official Mayoral and Council business. Credit cards are not supplied for other Councillors.
- 2.11.15 Cars
A car (and driver) is provided for the Mayor for official Council business. The Deputy Mayor has use of the Mayor's driver and a Council pool car when acting for the Mayor.

2.11.16 Return of Council Assets

Where Council provides equipment and other assets for elected members to use during their term of office, it remains the property of the Council. At the end of the member's term of office the following provisions apply:

- 2.11.16.1 In the event of an early resignation/death/termination, all equipment and other assets must be returned to Council within 30 days.
- 2.11.16.2 If an elected member does not stand in the forthcoming election, then all equipment and other assets must be returned to Council within 30 days of the last Council meeting for that term.
- 2.11.16.3 If an elected member is unsuccessful after the triennial elections then all equipment and other assets must be returned to Manukau City Council within 30 working days. (NB If a special count is called then all equipment and other assets must be returned 10 days after the special count)

2.12 Conferences

Council will pay for the following:

- 2.12.1 Registration fees
- 2.12.2 Accommodation and personal meals that are not included in the conference fees, on receipt of relevant receipts.
- 2.12.3 Toll calls relating to official Council business, on receipt of copy of relevant telephone account.
- 2.12.4 Reimbursement of travel expenses will be made for return travel from home to the venue or airport (as appropriate) upon receipt of a claim, with relevant receipts, by the elected member.
- 2.12.5 Reimbursement of parking fees incurred upon receipt of claim with relevant receipts. (Vehicle information must be supplied to the Manager, Democratic and Corporate Services.)
- 2.12.6 The daily meeting allowance will be paid for attendance at officially approved conferences.

Council will not pay for expenses that are reasonably considered personal.