

CHRISTCHURCH CITY COUNCIL

PROPOSED ELECTED MEMBER ALLOWANCES AND EXPENSES
RULES 2010/2011

SECTION 1 - NAME OF LOCAL AUTHORITY: CHRISTCHURCH CITY COUNCIL
(Schedule prepared [insert date])

Contact person for enquiries:

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SECTION 2 - DOCUMENTATION OF POLICIES

List the local authority's policy documents which set out the policies, rules and procedures relating to the expenses and allowances payable to elected members.

Document name	Date
Schedule of elected member allowances and expenses	20010/11 Schedule prepared [insert date]
Policy Register	Updated regularly

SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowances payable in lieu of expense reimbursements, -

- *are in line with council policies*
- *have a justified business purpose*
- *are payable under clear rules communicated to all claimants*
- *have senior management oversight*
- *are approved by a person able to exercise independent judgement*
- *are adequately documented*
- *are reasonable and conservative in line with public sector norms*
- *are, in respect of allowances, a reasonable approximation of expenses incurred on behalf of the local authority by the elected member*
- *are subject to internal audit oversight.*

1. Comprehensive schedule approved by the Council. Basis is "actual and reasonable" expenses only.
2. Expenditure must relate to the items listed in the schedule.
3. Expense claims are approved by the Council Secretary. Full receipts are required.
4. The policies set by the Council reflect public sector norms of reasonableness and conservatism.
5. The allowances listed in the schedule have been calculated to approximate the expenditure to which the allowances relate.
6. Internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

SECTION 4 - VEHICLE PROVIDED

Are any elected members provided with use of a vehicle, other than a vehicle provided to the Mayor or Chair and disclosed in the remuneration information provided to the Remuneration Authority?

No

SECTION 5 – TRAVEL TIME AND MILEAGE ALLOWANCES

1. For all elected members, reimbursement at \$0.70 per kilometre for car running associated with attendance at Council related meetings or events, with:
 - a) a minimum threshold of distance travelled being 30 kilometres for any one round trip, with only distance in excess of this threshold qualifying for payment, and
 - b) a maximum threshold of 5,000 kilometres that can be claimed by any one elected member in any one year, with the exception of the Councillor for Banks Peninsula, who is able to claim a maximum of 8,000 kilometres
2. For Community Board members, reimbursement at \$15 per hour for travel time for any one Council related meeting or event, with:
 - a) a minimum threshold of 2 hours of time travelled for any one round trip, with only time in excess of this threshold qualifying for payment, and
 - b) a maximum of 100 hours that can be claimed in any one year.

SECTION 6 - TRAVEL AND ACCOMMODATION

6.1 Taxis and other transport

Are the costs of taxis or other transport reimbursed or an allowance paid?

Yes. The following members are entitled to the reimbursement of Council or Community Board related taxi and bus fares and parking charges:

- Mayor
- Deputy Mayor
- Councillors
- Community Board chairman
- Community Board members

Members wishing to use taxis for such purposes are required to first obtain taxi chits for use with the Council's approved taxi service provider.

6.2 Carparks

Are carparks provided?

Yes. Mayor, Deputy Mayor and Councillors are provided with carparks for use whilst on Council business.

6.3 Use of Rental cars

Are rental cars ever provided?

Yes. The Mayor, Deputy Mayor and Councillors are occasionally provided with rental cars when attending conferences in other centres, where this is the most cost effective travel option (although rental cars are not provided for travel to and from Christchurch when attending such events).

6.4 Travel and Attendance at Conferences/Courses/Seminars

General

All travel and accommodation arrangements for elected members are to be made by Democracy Services staff 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.

Domestic Air Travel

Summarise the rules for domestic air travel.

All elected members are entitled to utilise domestic air travel for Council related travel, where travel by air is the most cost effective travel option.

International Air Travel

Summarise the rules for international air travel (including economy class, business class, stopovers).

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. Exceptions require the approval of the Council where business class air travel is desirable for health or other compelling reasons.

Attendance at Conferences, Courses, Seminars and Training Programmes

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 conferences, courses, seminars and training programmes etc, held both within New Zealand and overseas, subject to related expenditure being accommodated within existing budgets.

Mayor

In the case of the Mayor, the following rules apply provided the cost of travel and related expenses can be met within the relevant budget provision:

1. Travel on official Council business within New Zealand for attendance at conferences, courses, training events and seminars, or for other purposes associated with his position as Mayor requires the prior approval of the Chief Executive.
2. The prior approval of the Council is required for:
 - (a) any fact-finding travel by the Mayor outside New Zealand for the purpose of inspecting or evaluating initiatives, facilities or operations which may be of benefit to Christchurch City.
 - (b) any travel as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city.
 - (c) the associated travel, accommodation and incidental costs for the Mayoress to enable her to accompany the Mayor on overseas trips, where appropriate.
3. The exception to Council approval being required for 2 (a) to (c) above is where all of the costs of travel are being met privately or by another party.

Councillors

1. All Councillors are provided with a discretionary allocation of \$4,000 per annum from the relevant travel and conference budgets, to be used for conferences, courses, seminars and training that they choose to attend.
 - (a) This amount is non-transferable and is to cover course fees, travel, accommodation and meals.
 - (b) The conference, course, seminar or training event selected must contribute to the Councillor's ability to carry out Council business.

- (c) Councillors wishing to utilise this discretionary funding for attendance at such events are required to obtain the prior written confirmation from both the Mayor (or the Deputy Mayor) and the Chief Executive that the conditions set out above have been met.
2. The prior approval of the Council is required for:
 - (a) Any fact finding travel by Councillors outside Christchurch for the purpose of inspecting or evaluating initiatives, facilities or operations which may be of benefit to Christchurch City.
 - (b) Any travel by Councillors as part of a Sister City Delegation, where the cost of such travel is not wholly covered by the host city.
3. The exception to Council approval being required for 2 (a) and (b) above is where all of the costs of travel are being met privately or by another party.

Community Board Members

In the case of Community Board Chairpersons and Community Board members, attendance at conferences, courses, seminars and training programmes etc requires the prior approval of the relevant community board, and is required to fall within budget parameters.

The exception to approval by the relevant community board being required is when a Community Board member is to be the Council's representative at a conference or event. In such cases the approval of the Council is required.

Elected Member Representatives on External Organisations

Where the Council has formally appointed elected members to external organisations (e.g. Zone 5 of Local Government New Zealand) such members may attend conferences or seminars held by the relevant external organisations of their own volition, provided the expenditure involved can be met within the relevant budget provision. (Such expenditure does not fall within the Councillors' discretionary allocation of \$4,000.)

6.5 Airline Club/Airpoints/Airdollars

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed?

Yes. Mayor only, given frequent travel.

Are airpoints or airdollars earned on travel, accommodation etc paid for by the local authority, available for the private use of members?

Yes

6.6 Accommodation costs whilst away at conferences, seminars, etc

Summarise the rules on accommodation costs.

1. Actual and reasonable costs reimbursed.
2. All accommodation must be booked through the Democracy Services Unit.

6.7 Meals and sustenance, incidental expenses

Summarise the rules on meals, sustenance and incidental expenses incurred when travelling. (If allowances are payable instead of actual and reasonable reimbursements, state amounts and basis of calculation.)

1. Actual and reasonable meal costs are paid for by the Council.
2. No reimbursement of meals provided by others.

6.8 Private accommodation paid for by local authority

Is private accommodation (for example an apartment) provided to any member by the local authority?

No

6.9 Private accommodation provided by friends/relatives

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business?

No

SECTION 7 - ENTERTAINMENT AND HOSPITALITY

Are any hospitality or entertainment allowances payable or any expenses reimbursed?

No

SECTION 8 - COMMUNICATIONS AND TECHNOLOGY

8.1 Equipment and technology provided/allowances paid to elected members

*Is equipment and technology provided to elected members for use at home on council business?
Are any allowances paid in relation to communications and/or technology provided by the member relating to council business?*

For Deputy Mayor, Councillors and Community Board Chairs:

EITHER:

A communications allowance of \$500¹ for the period 15 October 2010 to 30 June 2011 towards the expenses of all or any of the following:

- Mobile telephone
- Computer or ancillary equipment
- An Internet Connection

OR

Provision of :

- Laptop (or PC) , and
- Printer, and
- Installation of an Internet connection

And a contribution of \$37.50 per month² during the period 15 October 2010 to 30 June 2011 towards the costs of Council related mobile phone calls.

For remaining Community Board Members

A communications allowance of \$280³ for the period 15 October 2010 to 30 June 2011 towards the expenses of all or any of the following:

- Mobile telephone
- Computer or ancillary equipment
- An Internet Connection

¹ Equates to \$750 per annum

² Equates to \$450 per annum

³ Equates to \$375 per annum

For Mayor

Provision of:

- Mobile telephone
- Computer or ancillary equipment
- An Internet Connection

In addition, the Council pays in full his:

- Home telephone line rental, and associated toll charges
- Monthly cellphone based rental, and all associated call charges

SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS

Are any expenses reimbursed or allowances paid in respect of members' attendance at professional development courses, conferences and seminars?

Yes. See section 6 for full details.

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations?

No

SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

Are any other expense reimbursements made or allowances paid?

No

SECTION 11 - TAXATION OF ALLOWANCES

Are any allowances (as distinct from reimbursements of actual business expenses) paid without deduction of withholding tax?

No

SECTION 12 - SIGNATURE

I seek approval from the Remuneration Authority, in relation to the period 1 July 2010 to 30 June 2011, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document.

The approved document and any attachments will be available for public inspection in accordance with the Remuneration Authority's determination.



Signature

Council Secretary
Designation

[insert date]
Date