



Policy – Meeting Fees, Mileage Allowances and Expenses

In the undertaking of their functions and duties, it is acknowledged that the Chairperson and Councillors are financially compensated in one or all of the following ways:

- Salary,
- travelling allowances,
- expenses reimbursement.

It is recognised that the salary component reimburses members for constituency matters, the preparatory and follow-up work they are required to do in relation to meetings and for attendance at meetings.

Nothing in the interpretation or implementation of this policy shall derogate from the provisions of the Local Government Act 2002 or Determinations made by the Remuneration Authority, nor any criteria promulgated from time-to-time by the Office of the Auditor General.

Expense incurred by Councillors as a consequence of attending meetings (including conferences) as a member or representative of Council may be reimbursed where Council so resolves.

1. Contents

1. Contents
2. Policy
3. Review

Policy No.	Policy Sponsor	Approval Date and Date of Next Scheduled Review	Approved By	MORF Reference	Related Standards
Council B8.4	Council	Approved – Reviewed – 18 May 2016 Reviewed -	Council	A33385	Local Government Members (2019/20) Determination 2019

2. Policy

Salaries, fees and allowances payable to members shall be reviewed on the coming into office of Council following the triennial local body elections, on the issuing of a Determination by the Remuneration Authority and annually as part of the Annual Plan and budget setting process.

Travel time allowance may be payable subject to rules set in Determinations issued by the Remuneration Authority relating to threshold time, qualifying travel and maximum sums payable for travel to and from a members' residence to the offices of Environment Southland. Any amount payable shall be calculated using the maximum hourly rate and the minimum threshold time set in the prevailing Determination.

Mileage allowance may be payable subject to rules set in Determinations issued by the Remuneration Authority relating to threshold distances, qualifying use of a private vehicle and maximum sums payable. Any amount payable shall be calculated using the maximum vehicle mileage allowance and the minimum threshold distance set in the prevailing Determination. The payment of mileage allowances shall be made in accordance with the regime set out in Schedule One attached and adopted as part of this policy.

Where mileage allowances are payable they shall be payable to Councillors in respect of attendance at all Council meetings and meetings of Committees of which the Councillor is a member, or where the Council resolves, for any Councillor to attend any meeting or conference of another body, as a representative of the Council.

The Chairperson of the Consents Committee shall ensure that cost is considered alongside matters such as representative decision-making, the community interest, and technical expertise, when determining the size of the Committee for statutory hearings and shall ensure that the business of the Committee is conducted judiciously.

When deciding whether a Chairperson of Council is to receive a mileage allowance or have a vehicle provided, including whether for private use, the decision shall be the one that results in the most cost effective outcome for ratepayers.

In the event that the private use option is taken then the Council's policies relating to the use of vehicles shall apply.

Expenses, which may be paid or reimbursed, shall include travel costs (other than mileage allowance) and accommodation where the member is appointed by Council to attend a meeting or event. Approval of any hospitality expense shall be in accordance with the Council's policy on the use of credit cards. Councillors' reimbursements will be subject to the prevailing taxation provisions.

The Council will pay a communications allowance to its members towards the expenses of all or any of the costs of mobile telephones, a computer or ancillary equipment, an internet connection. The allowance will not be payable to the extent that members are provided with any of those items by the Council. The communications allowance will be calculated using the maximum rate provided for in the prevailing Determination. Where it is deemed necessary by the Chief Executive, after consultation with the Chairperson, the cost of communications for the purpose of conducting Council's business may be met by the Council.

Staff and Councillors shall use their best endeavours to minimise meeting and travel costs, for example by judicious scheduling of meetings, sharing transport and/or utilising a Council fleet vehicle where appropriate.

The onus shall be on Councillors to make claims for mileage and communications allowances in accordance with this policy and rules set in Determinations.

The Chairperson and Director of Corporate Services, or in the absence of the Director, the Chief Executive or other Director, shall approve Councillors' claims for mileage allowances and expenses reimbursement.

Where the Chairperson is the claimant, the Deputy Chairperson and Director of Corporate Services or in the absence of the Director, the Chief Executive or other Director, shall approve the claim.

3. Review

This policy shall be reviewed every three years, or as otherwise required.

Payment of Meeting and Travel Allowances

(Council resolution – 10 November 2004)

Meeting	Conditions	Travel Allowance
Council		Y
Committees	Members only	Y
Sub-committees	Members only	Y
Council initiated meetings		Y
		Y
<ul style="list-style-type: none"> ▪ Workshop Meetings ▪ All others eg: Working Parties Ratepayer Liaison/Advisory Groups attended by Councillors Task Groups 		Y
Meetings of other bodies e.g.	Where Councillor is nominated to attend by Council resolution	Y
<ul style="list-style-type: none"> Conferences Seminars Training Days 		
Community Board meetings		Y
Site Visits/Inspections	--	Y
Social Functions	--	N
Constituency Contacts	Unless otherwise authorised by Council resolution	N
Visits to office for meetings with staff	Unless otherwise authorised by Council resolution	N