

30 March 2007

Remuneration Authority  
PO Box 10084  
Wellington 6143

Dear Sir/Madam

**APPLICATION FOR APPROVAL OF EXPENSE RULES (INCLUDING REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF LOCAL AUTHORITIES FOR PERIOD 1 JULY 2007 TO 30 JUNE 2008**

**SECTION 1 – NAME OF LOCAL AUTHORITY: Tasman District Council**

Contact person for enquiries:

Name: *Murray Staite*

Designation: *Acting Corporate Services Manager*

Email: [murray.staite@tdc.govt.nz](mailto:murray.staite@tdc.govt.nz)

Telephone: *03 543 8499*

**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 allowance payable to elected members:

**Document Name**

**Reference:**

**Date:**

*TDC Rules for Expenses & Allowances*

*6 May 2004*

**SECTION 3 – AUTHENTICATION OF EXPENSE REIMBURSEMENTS & ALLOWANCES**

Summarise the principles and processes under which the local authority ensures that expense reimbursements and allowance 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.

## 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 – MILEAGE ALLOWANCES

- 1 *Rate(s) of allowances paid per kilometre: 60c/km*
- 2 *How rate calculated (if different from maximum set by Remuneration Authority)*  
*IRD rates*
- 3 *Restriction on mileage claims:*
  - 3.1 *Every reasonable effort should be made by individuals to share transport and so to reduce costs. Mileage claims can be made for:*
    - (a) *Where "Ward" members are ex officio members of Hall, Domain and other such Committees they are entitled to one mileage claim per year for attendance at these meetings.*
    - (b) *When representing the Council by Committee resolution or Mayoral request, Councillors may claim mileage in terms of 3.3 below.*
  - 3.2 *Community Board Members can only claim mileage allowances for Community Board meetings.*
  - 3.3 *Mileage claims are based on travel from an elected member's normal residence and any variation to this must be with the approval of the Mayor.*
  - 3.4 *Councillors may also make mileage claims for other vehicle mileage incurred on Council related matters up to a maximum of 3,000 kilometres per annum.*

## SECTION 6 – TRAVEL & ACCOMMODATION

*(Mileage Claims – refer Section 5)*

### **Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? NO

### **Carparks**

Are carparks provided? NO

### **Use of Rental Cars**

Are rental cars ever provided? NO

### **Air Travel Domestic**

Summarise the rules for domestic air travel.

- *Prior approval of Mayor*

- *Prior approval of Mayor*
- *Bookings done through Council Secretaries to ensure discounts Council has negotiated are picked up.*

### **Air Travel International**

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

N/A

### **Airline Clubs/Airports/Airdollars**

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed? NO

Are airpoints or airdollars earned on travel, accommodation etc. paid for by the local authority available for the private use of members? NO

### **Accommodation costs whilst away at conferences, seminars etc.**

Summarise the rules on accommodation costs.

- *Approval of Mayor*
- *Booked by Secretaries to ensure discounts Council negotiated are picked up.*

### **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.)

- Claims must be accompanied by receipts and details of reason for claim.

### **Private accommodation paid for by local authority**

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

- *When it is unreasonable for a councillor to return home from an authorised meeting, meals and an overnight allowance may be claimed. This allowance is currently up to ~~\$90.00~~ \$90/night reimbursable with receipts.*

### **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**

### **Equipment and technology provided to elected member**

Is equipment and technology provided to elected members for use at home on council business?

PC or Laptop	YES
Fax	YES
Printer	YES
Broadband	YES
Second landline to house	NO
Consumables and stationery	YES
Mobile Phone	NO
Other equipment or technology	NO

Are any restrictions placed on private use of any of the above? NO

*Council's rules relate to reimbursement of line rentals only.*

**Home telephone rental costs and telephone calls (including mobiles)**

Are telephone rental costs reimbursed in whole or part? NO

Are telephone call expenses reimbursed in whole or part? YES

*Reasonable business toll and cell phone calls will be reimbursed on presentation of a telephone account with details showing to whom the call was made.*

**Allowances paid in relation to communication and/or technology provided by elected member**

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? YES

**Facsimile Machines**

*Council will reimburse any line charges specific to the machines where they are used for Council business. Consumables will be provided on request.*

*Where the Mayor or Councillors own their facsimile machines a nominal rental fee will be paid and this will be reviewed every three years. This amount will be \$39.95 per month from 1 July 2004.*

*A monthly allowance of \$39.95 to cover the provision of, and the fee charges of, a facsimile machine.*

**Computers**

*Council will reimburse any charges incurred on Jetstream connections or Xtra dialup facilities, where the computer is used for Council business. This amount will be \$39.95 per month from 1 July 2004. Consumables will be provided on request.*

*Where the Mayor or Councillors provide their own computer, a nominal rental fee will be paid, and this will be reviewed every three years. This amount will be \$59.95 per month from 1 July 2004.*

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**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? NO

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 2007 to 30 June 2008, 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

L. L. Kennedy  
Acting C.E.O.  
TASMAN DISTRICT COUNCIL  
\_\_\_\_\_  
Designation

30 March 07  
\_\_\_\_\_  
Date