CHRISTCHURCH CITY COUNCIL

SCHEDULE OF ELECTED MEMBER ALLOWANCES AND EXPENSES
RULES (from 1 July 2016)

SECTION 1 - NAME OF LOCAL AUTHORITY: CHRISTCHURCH CITY COUNCIL
(Schedule prepared 1 July 2016)

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.

<table>
<thead>
<tr>
<th>Document name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Schedule of elected member allowances and expenses</td>
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SECTION 3 - AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES

1. The comprehensive schedule is 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 unless referenced otherwise in this schedule. Full receipts are required.

4. The policies set by the Council reflect public sector norms of reasonableness and conservatism.

5. Internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

SECTION 4 - VEHICLE PROVIDED

No elected members are provided with a motor vehicle that can be used for private use.

16/836828

Signed: [Signature]
Date: 3/8/2016

RENUMERATION AUTHORITY
SECTION 5 - LOCAL AUTHORITY VEHICLE MILEAGE AND TIME TRAVEL ALLOWANCES

1. Elected Members, excluding the Mayor, are entitled to a mileage allowance, beyond a threshold distance, when using their own vehicle for Council business. The Remuneration Authority has adopted the following principles in setting the terms and conditions of the vehicle mileage allowance:

**Principle 1:** The Authority does not intend to meet the costs of an elected member getting to and from work, where the elected member lives within normal commuting distance of the nearest office of the local authority. This is because:

a) The pay scales that the Authority uses to set elected member remuneration are based on pay scales used for other public service positions, where there is no doubt that the costs of travel to and from work is the responsibility of the job holder, and

b) It is normal practice for people engaged in providing regular services to a single body to meet their own costs of travel to and from the place of employment.

**Principle 2:** Any mileage allowance should meet the reasonable additional costs borne by the elected member in using their own vehicle for travel required on council business. This includes travel to and from the place of work in excess of normal commuting distance.

**Principle 3:** The Authority will apply averages in setting per kilometre rates and normal commuting distances. This means that the Authority will use average vehicle operating costs for average sized and specified cars travelling on average roads, and average kilometres travelled per annum by the population as a whole.

**Principle 4:** Wherever possible the Authority will use independent sources of information.

**Threshold Distance**

The application of Principle 1 requires the Authority to consider what a “normal commuting distance” is. Taking into account that commuting distances in the country tend to be longer than in urban areas, but not wishing to penalise country elected members, the Authority looked at average commuting distances in cities and large towns.

The Authority considered that it would be fair to regard a normal commuting distance as being 15 kilometres. The Authority recognises that this is an average and that, even in urban areas, some people commute more than 15 kilometres.

This means that any elected member living within 15 kilometres of their nearest office will meet their own cost of getting to and from work.

Members living more than 15 kilometres away from their nearest office may claim the allowance for distances in excess of the normal commuting distance. This means that they can claim for distances in excess of 30 kilometres (i.e. the round trip normal commuting distance).
If the mileage allowance were to apply for all distances for people living more than 15 kilometres away for work then that would be unfair on those living within 15 kilometres (who are meeting their own commuting costs).

The threshold for people living within the normal commuting distance is set at twice the distance between their home and place of work, so that both groups of people can claim mileage for any travel outside of normal commuting.

Rates payable

The Authority’s current mileage rate of 74 cents for the first 5,000 kilometres and 37 cents for distances in excess of 5,000 kilometres from is fair compensation for any additional costs incurred by an elected member in using their own car for council business travel.

The rates payable from 1 July 2016 are therefore as follows:

a) The initial threshold distance of 30 km travelled each day is not eligible for the mileage allowance.

b) For the distance equivalent to a round trip between the member’s residence and the nearest office of the Council greater than 30 kilometres by the most direct route that is reasonable in the circumstances the rates payable are:

- the first 5,000 kilometres of eligible mileage claimed by an elected member in any financial year shall be subject to an allowance of $0.74 per kilometre;

- any eligible mileage over 5,000 kilometres claimed by an elected member in any financial year shall be subject to an allowance of $0.37 per kilometre.

2. Mileage may include travel to and from the member’s residence, if the travel is:

a) in the member’s own vehicle’ and

b) to attend a Council or Community Board related meeting or event (excluding events when the primary focus is on social activity)

c) by the most direct route reasonable in the circumstances.

3. Travel Time Allowance

For Community Board members only, reimbursement at $37.50 per hour for travel time (including travel to and from the member’s residence) for travel undertaken on any one day to attend a Council or Community Board related meeting or event on the Council's or Board’s business. A minimum threshold of 1 hour of time travelled applies, with only time in excess of this threshold qualifying for payment and if the travel is by the quickest form of transport reasonable in the circumstances.
SECTION 6 - TRAVEL AND ACCOMMODATION

6.1 Taxis and other transport

For all elected members, costs for using public transport, e.g. bus and ferry, are reimbursed when the travel relates to attending Council or Community Board related meetings or events.

All elected members are entitled to the reimbursement of taxi fares when on Council business, instead of private vehicle or public transport, for the following reasons:

a) safety/security reasons, such as returning home from late meetings,

b) when travelling outside Christchurch on Council business, if a taxi is the most appropriate form of transport.

6.2 Car parks

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

6.3 Use of Rental cars

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 Council Support 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

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

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 her 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 Mayor’s consort to enable him to accompany the Mayor on overseas trips.

3. The exception to Council approval being required for 2a) 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. In the case of Councillors who are Chairs of Council Committees and wish to attend conferences, courses, seminars and training that is directly relevant to the business of their Committees:
   
   a) Such expenditure does not fall within the discretionary funding referred to in paragraph 1 above, and costs of up to $2,000 for such attendance will be met from general travel budgets.
b) Attendance at such events will require the prior written approval from both the Mayor (or the Deputy Mayor) and the Chief Executive.

3. 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.

4. The exception to Council approval being required for 3a) and b) above is where all of the costs of travel are being met privately or by another party.

5. Any unspent funds from Councillor discretionary training/development budgets in any one financial year may be carried over for the next twelve month period, provided that:

a) The purpose is for any one training course that is directly relevant to core governance competencies/skills and that exceeds $4,000.

b) Approval for the course is granted by both the Mayor (or the Deputy Mayor) and the Chief Executive.

c) Approval for the carry-over of funds for attendance at such courses is given by the Mayor (or the Deputy Mayor) and the Chief Executive.

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

The Mayor has subscriptions paid to airline clubs, given frequent travel.

Airpoints or airdollars earned on travel, accommodation etc paid for by the Council are available for the private use of elected members.
6.6 Accommodation costs whilst away at conferences, seminars, etc

1. Actual and reasonable accommodation costs are reimbursed.

2. All accommodation must be booked through the Council Support staff.

6.7 Meals and sustenance, incidental expenses

1. Actual and reasonable meal costs incurred while travelling are paid for by the Council.

2. There is no reimbursement of meals provided by others.

6.8 Private accommodation paid for by local authority

Private accommodation is not provided for any elected member.

6.9 Private accommodation provided by friends/relatives

No allowances are payable in respect of accommodation provided by friends/relatives when travelling on Council business.

SECTION 7 - ENTERTAINMENT AND HOSPITALITY

No hospitality or entertainment allowances are payable and expenses are not reimbursed.

The Mayor does not hold a purchasing card to pay any costs directly for any hospitality expenses incurred while carrying out Council business. Costs for such expenses are provided for in operational catering budgets.

SECTION 8 - COMMUNICATIONS AND TECHNOLOGY

8.1 Equipment and technology provided/allowances paid to elected members

For Deputy Mayor, Councillors and Community Board Members:

EITHER:

A communications allowance from 1 July 2016 to 30 June 2017 towards the expenses of the following:

- Personal computer $150
- Electronic tablet $150
- Printer (with or without a scanner) $40
- Mobile phone $60
- Internet Connection (with or without a telephone connection) $250
- Council related toll and mobile phone charges $400

Full year's fees approved in the Determination issued by the Local Government Elected Members (2016/17) (Certain Local Authorities) Determination 2016 for the period 1 July 2016 to 30 June 2017.
OR

Provision of the equipment described with allowances calculated on the above allowance rates for equipment not provided.

For Mayor

Provision of:

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

In addition, the Council pays in full the Mayor’s:

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

SECTION 9 - PROFESSIONAL DEVELOPMENT, CLUBS AND ASSOCIATIONS

See section 6 for full details of expenses reimbursed or allowances paid in respect of members’ attendance professional development courses, conferences and seminars.

No expenses are reimbursed or allowances paid in respect of subscriptions to clubs or associations.

SECTION 10 - OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES

No other expense reimbursements are made or allowances paid.

SECTION 11 - TAXATION OF ALLOWANCES

No allowances are paid without deduction of withholding tax.

SECTION 12 - SIGNATURE

Approval from the Remuneration Authority, in relation to the period from 1 July 2016, of the expense reimbursement rules and payments of allowances applicable to elected members as set out in this document, will be sought and the approved and subsequently forwarded to the Council for adoption.

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

Signature  Council Secretary  Designation  Date