

**Appendix 2 - Fin-12-560**

June 2012

Remuneration Authority  
P O Box 10084  
Wellington 6143

**APPLICATION FOR APPROVAL OF EXPENSE RULES (INCLUDING REIMBURSING ALLOWANCES) APPLICABLE TO ELECTED MEMBERS OF LOCAL AUTHORITIES THE PERIOD 1 JULY 2012 TO 30 JUNE 2013**

1. *PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM*
2. *INCLUDE ANY EXPENSES RULES/ALLOWANCES PAYABLE TO MEMBERS OF ANY COMMUNITY BOARDS*

**SECTION 1 – NAME OF LOCAL AUTHORITY**

Kāpiti Coast District Council

Contact person for enquiries:

Name: Warwick Read                                      Designation: Group Manager Finance  
Email: [warwick.read@kapiticoast.govt.nz](mailto:warwick.read@kapiticoast.govt.nz) Telephone: 04 296 4700  
Extension: 718

**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	Reference no. (if any)	Date
---------------	------------------------	------

(These documents do not need to be submitted with this application but you may do so if you wish.)

### **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.

#### **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? **YES/NO**

*(If Yes – provide full details here.)*

#### **SECTION 5 – MILEAGE ALLOWANCES**

1. Rate(s) of allowances paid per kilometre  
*74 cents for the first 5,000kms per annum  
35 cents for any distance over 5,000kms per annum*
2. How rate calculated (if different from maximum set by Remuneration Authority)

3. Restrictions on mileage claims  
*(Summarise any restrictions on mileage claims)*

*Must relate to attendance at Council/Committee, Community Board Meetings, or attendance at conferences/seminars relating to local government or attendance at Community Organisation meetings as an Elected Member representative.*

*The travel claimed must be by the most direct route that is reasonable in the circumstances.*

*30 kilometres threshold for mileage claims for any one event*

## SECTION 6 – TRAVEL AND ACCOMMODATION

(Mileage Claims – refer Section 5)

### **Taxis and other transport**

Are the costs of taxis or other transport reimbursed or an allowance paid? YES/NO  
(If Yes, state policy. Include any policy on the use of taxi chits/taxi cards)

*Only the actual costs of taxis or other transport are reimbursed.*

### **Carparks**

Are carparks provided? YES/NO  
(If Yes, summarise policy including any restrictions on private use)

*Only for the Mayor and Deputy Mayor.*

### **Use of rental cars**

Are rental cars ever provided? ~~YES~~/NO

### **Air Travel Domestic**

Summarise the rules for domestic air travel.

*The actual cost of domestic air travel relating to Council business is reimbursed.  
Generally only economy class is fully reimbursed.*

### **Air Travel International**

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

*The actual cost of international air travel relating to Council business is reimbursed.  
Generally only economy class is fully reimbursed.*

### **Airline Clubs/Airpoints/Airdollars**

Are subscriptions to airline clubs (such as the Koru Club) paid or reimbursed? ~~YES~~/NO  
(If Yes, summarise policy)

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

*(Due to the low level of Air Travel this is insignificant).*

**SECTION 6 (CONTINUED)**

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

Summarise the rules on accommodation costs.

*Actual and reasonable costs for accommodation costs while away on Council business are reimbursed.*

**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).*

*Actual and reasonable costs for meals and sustenance when travelling on Council business are reimbursed.*

**Private accommodation paid for by local authority**

Is private accommodation (for example an apartment) provided to any member by the local authority? **YES/NO**

*(If Yes, give details)*

**Private accommodation provided by friends/relatives**

Are allowances payable in respect of accommodation provided by friends/relatives when travelling on local authority business? **YES/NO**

*(If Yes, state quantum, basis of calculation and compare with standard allowances payable)*

## **SECTION 7 – ENTERTAINMENT AND HOSPITALITY**

Are any hospitality or entertainment allowances payable or any expenses reimbursed? YES/NO

*(If Yes, summarise policy, including amounts of any allowances and basis of calculation)*

*Only actual and reasonable expenses are reimbursed. Approval by the Mayor, Chief Executive and Group Manager Finance.*

## **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? Only the Councillors and Chairs of Community Boards.

PC or Laptop	YES/NO
Fax	YES/NO
Printer	YES/NO
Broadband	YES/NO
Second landline to house	YES/NO
Consumables and stationery	YES/NO
Mobile Phone (Mayor only)	YES/NO
Other equipment or technology*	YES/NO

*(\*If Yes, specify)*

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

*(If Yes, describe rules)*

*Reasonable private use is acceptable.*

**SECTION 8 (CONTINUED)**

Home telephone rental costs and telephone calls (including mobiles)

Are telephone rental costs reimbursed in whole or part? YES/~~NO~~

*Mayor only for telephone rental (whole)*

*(If Yes, state percentage)* %

Are telephone call expenses reimbursed in whole or part? YES/~~NO~~

*(If Yes, describe process)*

*Only mobile phone and toll calls relating to Council business are reimbursed.  
Approval by Chief Executive and Group Manager Finance*

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

Are any allowances paid in relation to communications and/or technology provided by the member relating to council business? YES/~~NO~~

*(If Yes, in each case describe rules and explain how allowance calculated)*

*Actual and reasonable expenses are reimbursed for providing broadband where Elected Member wants to use a different ISP to the one that Council is providing.*

**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/~~NO~~  
*(If Yes, describe – including how any allowances are calculated)*

*Actual and reasonable expenses are reimbursed.*

Are any expenses reimbursed or allowances paid in respect of subscriptions to clubs or associations? YES/~~NO~~  
*(If Yes, describe – including how any allowances are calculated)*

*Mayor – Justice of Peace subscription.*

**SECTION 10 – OTHER EXPENSE REIMBURSEMENTS AND ALLOWANCES**

Are any other expense reimbursements made or allowances paid? YES/~~NO~~  
*(If Yes, describe – including how any allowances are calculated)*

*Where an elected member chooses to use their own vehicle for travel to conferences then the Council may reimburse the equivalent airfare rather than pay the mileage allowance for the distance travelled.*

- Footnotes:
1. Include in this section any expense reimbursements or allowances paid not covered by earlier sections of this form.
  2. Include in this section reimbursements of expenses of spouses/partners or allowances paid to them.
  3. Include in this section details of any accident insurance provided if the proceeds are payable to the Elected Member or estate.

**SECTION 11 – TAXATION OF ALLOWANCES**

Are any allowances (as distinct from reimbursements of actual business) ~~YES~~/NO expenses) paid without deduction of withholding tax?  
*(If Yes, specify amount and nature of allowance)*



**SECTION 12 – SIGNATURE**

I seek approval from the Remuneration Authority, in relation to the period 1 July 2012 to 30 June 2013, 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.

\_\_\_\_\_ Group Manager Finance  
Signature Designation Date\_\_\_\_\_