

Elected Member Allowances and Recovery of Expenses Policy – review outcomes

Meeting: Kaipara District Council
Date of meeting: 28 February 2024
Reporting officer: Shireen Munday, Policy Specialist

Purpose | Ngā whāinga

To present a revised Elected Member Allowances and Recovery of Expenses Policy for adoption after the voluntary triennial review.

Executive summary | Whakarāpopototanga

Staff have completed the triennial review of the Elected Member Allowances and Recovery of Expenses Policy (the Policy). The outcomes of the review, together with a revised draft Policy were presented to the Elected Members at the February 2024 Council Briefing.

The final draft Policy is now being presented at this meeting for a decision of the Council.

Recommendation | Ngā tūtohunga

That the Kaipara District Council:

- a) Adopts the amended Elected Member Allowances and Recovery of Expenses Policy as provided in **Attachment A**.
- b) Authorises the Chief Executive to make any necessary minor drafting or presentation amendments to the Policy provided in **Attachment A**, to correct errors or omissions, or to reflect the decisions made at this meeting.

Context | Horopaki

The outcome of the triennial review of the Elected Member Allowances and Recovery of Expenses Policy (the Policy) was presented to Elected Members at the February 2024 Briefing for direction. The next step is for Council to make a final decision on the Policy.

Discussion | Ngā kōrerorero

The item presented to the [February Briefing](#) provided a proposed revised Policy, together with an outline of the reasons for the revisions. One of the purposes of this type of Policy is to provide the Council's Policy approach to implementing the relevant Local Government Members Determinations (the Determination). The current Policy was found to duplicate the Determination that was in place at the time of the review but also included inconsistencies with the Determination but also to lack clarity on some best practice matters.

The draft amended Policy presented to the February Briefing removed these inconsistencies and provided additional clarity on some necessary elements. As was outlined at the Briefing, some further edits are proposed to the draft as attached to the Briefing, to clarify that Council will pay the maximum amount provided for in the Determination for ICT consumables and for fees relating to hearings.

Based on feedback from Elected Members on the wording for making claims under the Policy, this has been revised to clarify that claims can be presented in the month following the month in which

the expense was incurred. An additional clause has also been added to clarify how and when claims for ICT expenses can be made. These changes are highlighted in **Attachment A**.

Options

Based on the discussion and feedback provided at the Briefing, the following reasonably practicable options for the Policy review are identified in **Table 1**, together with advantages and disadvantages.

Table 1

Options	Advantages	Disadvantages
1: Adopt the revised Policy as provided in Attachment A .	Removes duplication and inconsistencies with previous and current Determinations and provides a more clearly articulated policy approach on the relevant matters.	None identified.
2: Direct staff to develop a further revised policy for Council's consideration.	None identified.	Requires additional staff and Elected Member time and resources.

Option 1 is the recommended option.

Significance and engagement | Hirahira me ngā whakapāpā

The decisions or matters of this report are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

Next steps | E whaiake nei

Subject to the decisions made at this meeting, staff will undertake the necessary actions to update Council's website.

Attachments | Ngā tapiritanga

	Title
A	Elected Member Allowances and Recovery of Expenses Policy – final draft for adoption