

STAFF REPORT

TO: Chair and Members, Corporate Services Committee

FROM: Murray Staite

DATE: 13 October 2008

SUBJECT: **Community Board Mileage Reimbursement**

Purpose

To consider revised rules for reimbursing community board members for the use of a private motor vehicle.

Background

Council's existing reimbursement policy provides little guidance in regard to the circumstances under which a community board member can be reimbursed for the use of a motor vehicle. Council has been aware of this issue and resolved:

***“Moved Mayor Kempthorne/Cr Borlase
FN08/04/15***

***THAT the Tasman District Council recommends to the Remuneration Authority, that the reimbursement of actual and reasonable costs for vehicle usage, up to an annual kilometre limit, be set for each community board.
CARRIED”***

The Remuneration Authority declined this request but referred staff to the rules used by Manukau City which are considered to be an appropriate model. Staff sent a copy of the Manukau rules to each community board asking for comment. (Copy of letter attached).

Discussion

The rules proposed are as follows:

A mileage allowance for a community board member who attends a formal council or committee meeting on community board business (such as in order to make a submission on behalf of the board) will be paid upon receipt of a claim.

A mileage allowance will be paid to a community board member upon receipt of a claim for attendance at briefings, working parties, sounding boards and information workshops where these have either:

- a) been requested by officers; or*
- b) been set by formal resolution*

A mileage allowance may be paid on the basis of a claim when conducting community board business in the following events:

- a) travel pursuant to a formal resolution of the community board;*
- b) travel pursuant to a request or authorisation from the Mayor, or Chief Executive;*
- c) site inspections relating to items appearing on community board agendas or at the request of the Mayor or Chief Executive;*
- d) attendance at official functions and events of the community board;*
- e) attendance at meetings of residents, ratepayers or community groups in the capacity of an elected member;*
- f) attendance at any meeting called by Council officers to discuss Council business.*

Both boards have considered the proposed rules and in the case of Motueka Community Board, agreed with no change. Golden Bay agreed, with three new clauses proposed.

These clauses are noted below:

- 1) Attends a formal council or committee meeting on community board business (such as in order to make a submission on behalf of the Board);
- 2) Attends national and zone community board meetings and conferences;
- 3) Attends agenda setting meetings of the community board.

Clause 1 is covered already in the proposed Manukau rules and Clauses 2 and 3 in my opinion, add some additional clarity.

If Council adopts the proposed rules, including new clauses 1 – 3, Council will be setting firm guidance for community board mileage reimbursement which will be good for both Council and board members.

Options

Option 1

Reject the revised rules and remain with the status quo. There are no benefits to this option and considerable uncertainty will remain.

Option 2

Accept the Manukau rules without the board's proposed additional clauses. While this option is sufficient it does lack some of the clarity that the additional clauses provide.

Option 3

Accept the Manukau rules and the three additional clauses proposed by the Golden Bay Community Board.

This option ensures that the rules are clear and are accepted by all parties involved.

Significance Policy

The recommendation is not considered significant as noted in Council's Significance Policy.

Recommendation

That Option 3, being the Manukau rules amended by the insertion of the following clauses, be recommended to the Remuneration Authority.

- 1) Attends a formal council or committee meeting on community board business (such as in order to make a submission on behalf of the Board);
- 2) Attends national and zone community board meetings and conferences;
- 3) Attends agenda setting meetings of the community board.

Murray Staite
Corporate Services Manager