

## 2013 – 2016 Local Board resolutions on the Auckland Council Elected Members' Expense Policy 2016

Local board	Notes
Great Barrier GBI/2016/97	Supports in full
Mangere-Otahuhu MO/2016/109	Supports in full
Manurewa MR/2016/138	Supports in full
Maungakiekie-Tamaki MT/2016/114	Supports in full
Papakura PPK/2016/154	Supports in full
Upper Harbour UH/2016/113	Supports in full
Waitakere Ranges WTK/2016/79	Supports in full
Waitemata WTM/2016/116	Supports in full
Whau WH/2016/69	Supports in full

1. The specific feedback from local boards is summarised in the table below.

Local board	Summary	Comments
Albert-Eden AE/2016/143	<p>That the Albert-Eden Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>does not support the Chair of the Audit and Risk Committee or the Chair of the Finance and Performance Committee approving international travel for local board members.</li> <li>supports the continuation of approving domestic travel outside of Auckland for both the chair and local board members through an agenda report to a business meeting.</li> </ul>	<ul style="list-style-type: none"> <li>approver within the policy has been amended, depending on how travel is financed</li> <li>feedback has been received for a consistent simplified process across all elected members</li> </ul>
Devonport-Takapuna DT/2016/126	<p>That the Devonport-Takapuna Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>the Deputy Mayor should have the same 'cost recovery' opportunities as the Mayor, taking into account the size and scale of Auckland Council and the likely additional expectations placed on the Deputy Mayor of Auckland Council; and</li> <li>request that the section of the Elected Members Expense Policy relating to claiming expenses (clauses 12.9 – 12.11) be amended to indicate that the proposed cut-off date for expense reimbursement claims should be 30 June, which will ensure that all elected member expenses for the financial year can be claimed.</li> </ul>	<ul style="list-style-type: none"> <li>noted</li> <li>A new clause 12.10 has been inserted specifying that the cut-off date for submitting claims at year end will be early July so that elected members can claim all expenses to 30 June of that financial year. This deadline will require strict adherence because of financial reporting and transparency requirements.</li> </ul>
Franklin FR/2016/125	<p>That the Franklin Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>under changes to approvals for travel, political appointees should not be made for approvals, e.g. Chair of Audit and Risk Committee.</li> </ul>	<ul style="list-style-type: none"> <li>some approvals will still be made by political appointees, as per the previous policy. This had been previously recommended by Audit New Zealand</li> </ul>

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Henderson-Massey HM/2016/93	<p>That the Henderson-Massey Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• that the board does not support the hard close off date for expenses</li>   <li>• that elected members be able to park in Auckland transport off street parks with their permits while on Council business</li> </ul>	<ul style="list-style-type: none"> <li>• A new clause 12.10 has been inserted specifying that the cut-off date for submitting claims at year end will be early July so that elected members can claim all expenses to 30 June of that financial year. This deadline will require strict adherence because of financial reporting and transparency requirements.</li>   <li>• this feedback has been passed to Auckland Transport for their consideration.</li> </ul>
Hibiscus and Bays HB/2016/131	<p>That the Hibiscus and Bays Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• request that the appropriate council department provide guidelines in the application of the policy to ensure consistency of practice across all governing body, and local board elected members support teams</li>   <li>• request that local board members carparking be provided at Browns Bay in accordance with clause 5.2 of the policy.</li> </ul>	<ul style="list-style-type: none"> <li>• noted. We will provide guidance to support staff</li>   <li>• we are aware that some local board offices do not currently have sufficient parking for all members and we are working to address this.</li> </ul>
Howick HW/2016/279	<p>That the Howick Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• approval for Local Board Members international travel should be signed off by the Chief Executive, Governance Director or Manager Local Board Services. Governing Body Committees and/or Councillors should not be involved.</li>   <li>• Elected Members Professional Development programme and attendance at outside council events, should be signed off by Manager Local Board Services.</li>   <li>• all Elected Members are encouraged to discuss expenses and travel with the Relationship Manager before proceeding.</li> </ul>	<ul style="list-style-type: none"> <li>• approver within the policy has been amended, depending on how travel is financed</li>   <li>• see clause 10.3 of policy</li>   <li>• noted</li> </ul>
Kaipatiki KT/2016/86	<p>That the Kaipātiki Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• the Deputy Mayor should have the same 'cost recovery' opportunities as the Mayor, taking into account the size and scale of Auckland Council and the likely additional expectations placed on the Deputy Mayor of Auckland Council;</li>   <li>• requests that the section of the Elected Members Expense Policy relating to claiming expenses (clauses 12.9 – 12.11) be amended to indicate that the proposed cut-off date for expense reimbursement claims should be 30 June, which will ensure that all elected member expenses for the financial year can be claimed; and</li>   <li>• in the spirit of the shared governance model, approval for international travel by local board members should remain as requiring approval from the local board and the Chief Executive or Governance Director</li> </ul>	<ul style="list-style-type: none"> <li>• noted</li>   <li>• A new clause 12.10 has been inserted specifying that the cut-off date for submitting claims at year end will be early July so that elected members can claim all expenses to 30 June of that financial year. This deadline will require strict adherence because of financial reporting and transparency requirements.</li>   <li>• approver within the policy has been amended, depending on how travel is financed</li> </ul>

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Puketapapa PKTPP/2016/152	<p>The Puketapapa Local Board provides the following feedback:</p> <p>1. Travel expenses</p> <ul style="list-style-type: none"> <li>• The board would like to know whether there has been any consideration of preapproval for expenses.</li> <li>• Recommendation: In terms of implementation of this process, the board seeks a simple process to assist members to get reimbursed for public transport use.</li> </ul> <p>2. Professional development programmes and conferences</p> <ul style="list-style-type: none"> <li>• The board would like some consideration to be given to an Overarching Principle that encourages members to socialise significant proposed expenses with their fellow board members, prior to seeking approval</li> <li>• The board would like clarification about the process for actioning a board resolution for professional development.</li> <li>• Recommendation: The board would like the policy to be amended to include a requirement for members to report back to the board, when they have attended training or conferences.</li> </ul>	<ul style="list-style-type: none"> <li>• this has been considered and weighed with our responsibilities of financial prudence. Expenses are an actual incurred cost and therefore are not able to be pre-approved. We have however, amended clause 5.4 to assist with ease of reimbursement for public transport expenses.</li> <li>• we considered this principle and decided not to include it as professional development is an individual requirement which members may or may not wish to share with others.</li> <li>• clause 12.5 amended to include a requirement for members to report back.</li> </ul>
Orakei OR/2016/54	<p>That the Ōrākei Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• notes that the Elected Member terminology is incorrect in the draft 2016 Elected Members' Expenses Policy.</li> <li>• notes the suggested draft 2016 Elected Members' Expenses Policy minimises the Elected Members input to Council spend and this is not what ratepayers deserve.</li> <li>• seeks clarification on Local Board Members Parking Policy and the implementation of parking criteria by a Council Controlled Organisation, Auckland Transport, within Auckland to the detriment of elected Local Board members who are on Auckland Council business.</li> <li>• expresses concern that the current parking arrangements for Local Board Members have lapsed on 30 June 2016 without any replacement in place from 1 July 2016.</li> </ul>	<ul style="list-style-type: none"> <li>• noted</li> <li>• noted</li> <li>• Auckland Transport has replaced the existing parking arrangements for elected members with a digital parking system for on-street parking. This means that elected members can either pay for their parking through the Txt-a-park system, using their Auckland Council smart phone at a Pay &amp; Display machine, or pay for their parking and claim back the business-related expense from the council.</li> </ul>
Otara-Papatoetoe OP/2016/131	<p>That the Ōtara-Papatoetoe Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• request consideration be given to simplify the expense claim process.</li> </ul>	<ul style="list-style-type: none"> <li>• we encourage elected members to submit their claims monthly to make the processing easier.</li> </ul>

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Rodney RD/2016/83	<p>That the Rodney Local Board provides the following feedback:</p> <ul style="list-style-type: none"> <li>• request that the policy be updated to note that a library is a local council office in respect to an elected member workplace and that it can be used as the appropriate measure for the calculation of mileage claims; for example, the Wellsford Library is used by some members as a place of business and provides access to the council IT network as it is the closest council building north of the Warkworth Service Centre, which is 19km away.</li> <li>• request that the appropriate council department provide guidelines in the application of the policy to ensure consistency of practice across all governing body, and local board elected members support teams.</li> <li>• request that local board members sitting as commissioners are able to claim their preparation and reading time, capped at 15 hours in addition to the deliberation time as the policy currently stands.</li> <li>• request that local board chairpersons are remunerated at the same rate as other local board members sitting on hearing panels.</li> <li>• request an increase in the mileage cap to 10,000 kilometres to replace the current 5,000 kilometre cap.</li> </ul>	<ul style="list-style-type: none"> <li>• clause 11(3) (b) of the Local Government Elected Members (2016/17) (Auckland Council and Local Boards) Determination 2016 from the Remuneration Authority states that the vehicle mileage allowance is for travel between the member's residence and the nearest office of the Auckland Council or a local board. Unfortunately a library is not considered a local board office</li> <li>• noted. We will provide guidance to support staff</li> <li>• clause 8 of the Local Government Elected Members (2016/17) (Auckland Council and Local Boards) Determination 2016 from the Remuneration Authority states the time members' can claim for a hearing</li> <li>• clause 15(4) and 15(5) of the Local Government Elected Members (2016/17) (Auckland Council and Local Boards) Determination 2016 from the Remuneration Authority states that hearing fees are not payable to the chairperson of a local board.</li> <li>• a submission was made to the Remuneration Authority to request an increase to the mileage cap. We have been advised this will not be increased.</li> </ul>
Waiheke WHK/2016/151	<p>The Waiheke Local Board provides the following feedback:</p> <p>General:</p> <ul style="list-style-type: none"> <li>• Support for local board travel expense approval sitting with senior staff rather than at a political level.</li> </ul> <p>Section 2:</p> <ul style="list-style-type: none"> <li>• "Have a justifiable council-related business purpose" – recommend removal of the word "business".</li> <li>• Rather than a focus on council outcomes and building knowledge base there should also be a focus on development of board members to improve their roles as elected members.</li> <li>• This could include building effective working relationships, peace-work, improved communication and improvisation skills.</li> </ul> <p>Section 4:</p> <ul style="list-style-type: none"> <li>• Once travel is approved, elected members should be able to book their own travel and be reimbursed. Council booking processes can be complex, time-consuming and generally more expensive.</li> </ul> <p>The policy is supported with the above provisos</p>	<ul style="list-style-type: none"> <li>• noted.</li> <li>• the development of elected members must add value to the business. We believe this is covered in section 10.1</li> <li>• this is a principle of the new Elected Members Professional Development Programme</li> <li>• concerns regarding the travel process booking should be addressed to relevant support staff.</li> <li>• all bookings (with the exception of travel to the Hauraki Gulf islands) are to be made by the Auckland Council Travel Co-ordinator as council uses a preferred supplier and has access to preferential rates. It also ensures transparency.</li> </ul>