Elected Members Expenses & Allowances Policy

Date Adopted	Next Review	Officer Responsible
1 July 2024	30 June 2025	Governance & Democracy Manager

Policy Purpose:

The Remuneration Authority has set the determination for Local Government Members (2026/27) which includes the following expenses and allowances.

REIMBURSEMENT OF EXPENSES

All reasonable costs incurred by members while on Council business will be reimbursed, subject to the receipts being submitted:

a) Accommodation: Actual and reasonable cost at designated accommodation;
b) Meals: Breakfast $25, Lunch $30 and Dinner $45;
c) Conference, training and course expenses: Actual and reasonable costs reimbursed at designated hotels and accommodation.

NB: There will need to be a Council or Committee resolution approving the attendance/membership of the member.

VEHICLE-KILOMETRE ALLOWANCES

(1) A vehicle-kilometre allowance may be paid to a member to reimburse that member for costs incurred in relation to eligible travel.

Note: the Remuneration Authority uses the IRD vehicle-kilometre rate.

(2) A member's travel is eligible for the allowance if:
a) it occurs on a day when the member is not provided a vehicle of the local authority; and
b) when the member is travelling –
(I) in a private vehicle; and
(ii) on local authority business; and
(iii) by the most direct route that is reasonable in the circumstances and

(3) The allowance payable to a member for eligible travel is;
a) for a petrol vehicle, -

(i) $1.20 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
(ii) 37 cents per kilometres after the first 14,000 kilometres of eligible travel in the determination term; and

b) for a diesel vehicle, -
(i) $1.30 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
(ii) 38 cents per kilometres after the first 14,000 kilometres of eligible travel in the determination term; and

c) for a petrol hybrid vehicle, -
(i) $0.90 per kilometres for the first 14,000 kilometres of eligible travel in the determination term; and
(ii) 24 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;

d) for an electric vehicle, -
(i) $1.22 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
(ii) 23 cents per kilometres after the first 14,000 kilometres of eligible travel in the determination term.

(4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

(5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance to a member who permanently or temporarily resides out-side the local authority area if;
(a) The member's primary place of residence was outside the local authority area at the time of the local authority election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
(b) The Remuneration Authority determines on an application from the member and having considered the recommendation from the mayor, that subclause (4) does not apply.

Transport costs other than vehicle-kilometre allowance will be paid for on an actual and reasonable basis.

TRAVEL TIME ALLOWANCE

(1) A local authority may pay a member (other than the mayor) an allowance for eligible travel time.

(2) A member's travel time is eligible for the allowance if it is spent travelling within New Zealand;
   (a) on local authority business; and
   (b) by the quickest form of transport that is reasonable in the circumstances; and
   (c) by the most direct route that is reasonable in the circumstances.

(3) The travel time allowance is $41.30 for each hour (pro-rated) in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.

(4) If a member permanently or temporarily resides outside the local authority area and travels to the local authority on local authority business, the member is only eligible for a travel-time for eligible travel time;
   (a) after the member crosses the boundary of the local authority area; and
   (b) after the first hour of eligible travel time within the local authority area.

(5) Sub clause (4) does not apply to the payment of a travel-time allowance to an elected member who permanently or temporarily resides outside the local authority area if;
   (a) The member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control required them to move outside the local authority area; and
   (b) The Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor, that sub clause (4) does not apply.

(6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.

INFORMATION & COMMUNITCATIONS TECHNOLOGY (ICT) ALLOWANCE

The following ICT allowance will be paid to elected members for the personal use of:

(a) for the use of a printer:	$50
(b) for the use of a mobile telephone:	$200
(c) for the use of a member's own internet service:	$400
(d) for the use of a member's own mobile telephone service:	$500

CHILDCARE ALLOWANCE

(1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
(2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if;
   (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and

(b) the child is under 14 years of age; and
(c) the childcare is provided by a person who—
(i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
(ii) does not ordinarily reside with the member; and
(d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.

(3) A local authority must not pay childcare allowances to a member that total more than $7,500 per child during the determination term.

HOME SECURITY SYSTEM ALLOWANCE

(1) Based on a security threat and risk assessment authorised by the local authority, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence within the local authority area up to a maximum of—
(a) $4,500 for purchasing and installing the system; and
(b) $1,000 in any year for monitoring, call-outs, and repairs.

(2) A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the local authority area if—
(a) the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and
(b) the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

Note – The allowances set out in this policy are inclusive of GST.

CRITERIA FOR COUNCIL MEETINGS/BUSINESS

Type of Meeting/Functions	Vehicle-kilometre	
	Paid	Not Paid
Council meetings	✓	
Committees and Portfolio meetings (if appointed member)	✓	
Community Board meetings (if an appointed member and members of Board)	✓	
Formally representing Council (as result of Council resolution or on request by His Worship the Mayor) at a formal meeting of another Local Authority	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution)	✓	
Council workshops and Mayoral Forums (which have the approval of a Council, Committee, Mayor Chief Executive or Group Managers/Director)	✓	
Training and Development courses	✓	
Meetings of other statutory bodies((if appointed member or requested by Mayor of Chief Executive)	✓	
Local Conferences/Seminars	✓	
Working Groups or Working Parties	✓	
Field Trips Council or Board Tours	✓	
Briefings and discussions with the Mayor, Chief Executive, Group Managers and Officers	✓	
Where Councillors, other than the Deputy Mayor, officiate at 'official' functions as determined by the Mayor	✓	
Constituency meetings (either individuals or organisations)		✓
Social functions		✓
Official social functions as determined by Council, Mayor or Chief Executive	✓	
Residents Association, Ratepayer Association and Neighbourhood meetings		✓

Travel for electioneering purposes		✓
Other groups and organisations (if appointed member)	✓	