

Council

Meeting of 19 November 2025

Business Unit: People and Corporate
Date Created: 1 October 2025

Adoption of Elected Members' Expenses and Reimbursement 2025-28 Policy

Purpose Te Aronga o te Pūrongo

To adopt elected members' allowances and expense reimbursement policy for the period 17 October 2025 to 30 June 2028.

Recommendations Ngā Tūtohinga

1. That the Council adopts the following Elected Members' Allowances and Expense Reimbursement Policy for the period 17 October 2025 to 30 June 2028.
2. That the Chief Executive be delegated authority to update the Elected Members' Expenses and Reimbursement Policy within the triennium to reflect any changes to allowance rates or provisions set by the Remuneration Authority.

ELECTED MEMBERS' ALLOWANCES AND EXPENSE REIMBURSEMENT POLICY 16 OCTOBER 2025 TO 30 JUNE 2028			
Position	Expense / Allowance	Description	Include? Y/N
All elected members	Taxis / public transport	Council expects the use of taxis to be moderate, conservative and cost-effective relative to other transport options. Wherever practicable shuttle or bus services are to be used in lieu of taxis. Receipts are required.	
All elected members	Expenses relating to travel and attendance at conferences / seminars / training programmes	Elected members may incur travel and accommodation costs while conducting Council business elsewhere in New Zealand. As a general principle, travel costs for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council. These will be pre-paid by the Council, where possible.	

All elected members	Exceptional circumstances for Council related meetings	Council may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting. These will be pre-paid by the Council, where possible.	
All elected members	Childcare allowance	Reimbursement of childcare costs incurred by a member while undertaking Council business, in accordance with the provisions set by the Remuneration Authority. Note: the total allowance paid is not to exceed \$7,500 per member. This will be paid to eligible members on receipt of a completed and signed expense claim form.	
All elected members	Home security system allowance	Reimbursement may be provided for expenses incurred in the installation and monitoring of a home security system at a member's primary residence within the District. The total reimbursement must not exceed: • \$4,500 for the purchase and installation of the system; and • \$1,000 per year for monitoring, call-outs, and repairs. Application should be made to the Chief Executive.	
Councillors	Travel time allowance	Travel time allowance as per the rate set by the Remuneration Authority for each hour of eligible travel time, after the first hour of eligible travel time travelled in a day. Note: the total amount of travel time payable within a 24-hour period is 8 hours. Travel time will be paid to eligible members on receipt of a completed and signed expense claim form.	
Councillors	Vehicle mileage	Mileage for eligible travel will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority determination, up to 14,000 kms per annum. Any mileage beyond 14,000 kms per annum will be paid at the rate set out in the current Remuneration Authority determination. Mileage will be paid to eligible members on	

		receipt of a completed and signed expense claim form.	
Councillors	Information and Communication Technology (ICT) allowances	Councillors may claim an allowance in accordance with the following limits: • Personal printer: \$50 • Internet connection: \$800 • Mobile phone: \$200 • Mobile telephone service (e.g., monthly fees): \$500 • ICT consumables: \$200 Note: the total paid per Councillor for ICT allowances is not to exceed \$1,750 per annum. The ICT allowances will be paid to eligible members on receipt of a completed and signed expense claim form.	
Councillors	Hearing fees	Councillors acting as a member of a Hearing Panel for an eligible hearing (e.g. Resource Consent Hearing or District Plan Change hearing) to be paid the applicable hourly fee in accordance with the provisions set by the Remuneration Authority.	
Mayor	Vehicle	The Mayor will be provided with a vehicle on a full private use basis, with the prescribed remuneration deduction. Fuel expenses may be paid for using the Mayoral purchase card.	

Report prepared by:
Ash Garstang
Governance and Assurance Manager

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The responsibility for determining the remuneration, allowances and expenses payable to elected members of Councils sits with the Remuneration Authority.
- 1.2 The Remuneration Authority has released the Local Government Elected Members (2025/26) Determination 2025, outlining remuneration, allowances and hearing fees payable to elected members from 01 July 2025 to 30 June 2026. The updated allowance amounts were approved by the Chief Executive under delegated authority from the Council (resolution MDC 22-25/026 made at the Council meeting 17 November 2022), except for the home security allowances.
- 1.3 The home security allowances are now part of the current report for consideration.
- 1.4 The Authority's Determination is enabling, which means Council can choose whether it wishes to include particular provisions in its policy.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is a legislative item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The current Elected Members Allowances and Expenses Reimbursement Policy was adopted by Council on 17 November 2022. Adoption of a new policy is sought for the period 17 October 2025 to 30 June 2028.
- 3.2 The Council is asked to delegate to the Chief Executive the authority to update the Elected Members' Expenses and Reimbursement Policy within the triennium to reflect any changes to allowance rates or provisions set by the Remuneration Authority.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this report.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

5.3 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications.

7 Financial Implications Ngā Pānga Ahumoni

7.1 Allowances and expense reimbursements will be paid out of existing budgets.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The remuneration of elected members is governed by statute via the Local Government Act 2002. Part 1 of Schedule 7 of the Local Government Act 2002 sets out the requirements around the remuneration of members.

8.2 Clause 6 of this part sets out the requirements for the Remuneration Authority to determine remuneration, allowances, and expenses payable to Mayors, Deputy Mayors, Committee Chairs and members of Councils.

8.3 Clause 7 of this part sets out the mandatory criteria that the Remuneration Authority must have regard to in determining remuneration.

8.4 Clause 9 of this part sets out the requirement for the Remuneration to deliver to the Minister of Local Government a copy of every determination it makes under clause 6 and to publish each determination in the Gazette within 14 days of delivering it to the Minister.

8.5 Section 19 of the Remuneration Authority Act 1977 applies to determinations made and those determinations made under this Act remain in force until superseded by a further determination.

9 Next Steps Te Kokenga

9.1 The Policy will be updated and uploaded to the Council's website.

10 Attachments Ngā Āpitihanga

- Local Government Members (2025/26) Determination 2025