

## EXTRACT FROM MINUTES

### COUNCIL

### MEETING HELD 19 NOVEMBER 2025

MDC 25-28/055

#### ADOPTION OF ELECTED MEMBERS' ALLOWANCES AND EXPENSES REIMBURSEMENT POLICY 2025-28

Report of the General Manager – People and Corporate seeking Council approval to adopt elected members' allowances and expense reimbursement policy for the period 17 October 2025 to 30 June 2028.

#### RESOLVED

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.	Y
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.	Y

All elected members	Exceptional circumstances for Council related meetings	<p>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.</p> <p>These will be pre-paid by the Council, where possible.</p>	Y
All elected members	Childcare allowance	<p>Reimbursement of childcare costs incurred by a member while undertaking Council business, in accordance with the provisions set by the Remuneration Authority.</p> <p>Note: the total allowance paid is not to exceed \$7,500 per member.</p> <p>This will be paid to eligible members on receipt of a completed and signed expense claim form.</p>	Y
All elected members	Home security system allowance	<p>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.</p> <p>The total reimbursement must not exceed:</p> <ul style="list-style-type: none"> <li>• \$4,500 for the purchase and installation of the system; and</li> <li>• \$1,000 per year for monitoring, callouts, and repairs.</li> </ul> <p>Application should be made to the Chief Executive.</p>	Y
Councillors	Travel time allowance	<p>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.</p> <p>Note: the total amount of travel time payable within a 24-hour period is 8 hours.</p> <p>Travel time will be paid to eligible members on receipt of a completed and signed expense claim form.</p>	Y
Councillors	Vehicle mileage	<p>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.</p> <p>Any mileage beyond 14,000 kms per annum will be paid at the rate set out in the current Remuneration Authority determination.</p> <p>Mileage will be paid to eligible members on</p>	Y

		receipt of a completed and signed expense claim form.	
Councillors	Information and Communication Technology (ICT) allowances	<p>Councillors may claim an allowance in accordance with the following limits:</p> <ul style="list-style-type: none"> <li>• Personal printer: \$50</li> <li>• Internet connection: \$800</li> <li>• Mobile phone: \$200</li> <li>• Mobile telephone service (e.g., monthly fees): \$500</li> <li>• ICT consumables: \$200</li> </ul> <p>Note: the total paid per Councillor for ICT allowances is not to exceed \$1,750 per annum.</p> <p>The ICT allowances will be paid to eligible members on receipt of a completed and signed expense claim form.</p>	Y
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.	Y
Mayor	Vehicle	<p>The Mayor will be provided with a vehicle on a full private use basis, with the prescribed remuneration deduction.</p> <p>Fuel expenses may be paid for using the Mayoral purchase card.</p>	Y

**Moved by: Cr Grant Hadfield**

**Seconded by: Cr Sam Hill**

**CARRIED (10-0)**