HAURAKI
DISTRICT COUNCIL

Elected Members' Remuneration, Allowances and Expenses Policy

2025

our home, our future
tō tātou rohe kāinga, tō tatou ao tūroa

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1. Introduction

1.1. This Elected Members' Remuneration, Allowances and Expenses Policy (policy) sets out the Hauraki District Council's decision on remuneration and entitlement of elected members to allowances and contributions towards expenses during their term of office. It is made in accordance with the Local Government Act, 2002 (the Act).

1.2. The Local Government Act 2002 provides for the Remuneration Authority (the Authority) to determine the remuneration, allowances, and rules for reimbursing expenses incurred by all local authority elected members (refer to the website of the Remuneration Authority).

1.3. The Authority undertakes a review of the settings for elected member remuneration and allowances, in consultation with councils. Following this review, an annual determination from the Authority is then issued prior to 30 June each year, which may result in adjustments for to the level of remuneration received.[1]

1.4. Allowances that are set by the Authority are reviewed annually by the Authority.

1.5. Council approved allowances must be included in this policy and published on Council's website.

1.6. Actual and reasonable expenses incurred by elected members while undertaking Council business will be reimbursed in line with this policy.

2. Objective

2.1. This policy ensures that all remuneration and allowances paid to elected members are in accordance with the Remuneration Authority determination and rules for the appropriate year.

3. Policy Principles

3.1. The payment of allowances and expenses to Elected Members by Hauraki District Council is made in accordance with the Auditor General's guidance for a principles based approach for sensitive expenditure.

3.2. The principles are that expenditure decisions:

- have a justifiable business purpose;
- preserve impartiality;
- are made with integrity;
- are moderate and conservative, having regard to the circumstances;
- are made transparently; and
- are appropriate in all respects.

[1] These adjustments may take account of data collected by the State Services Commission on public and private sector remuneration movements, any major legislative changes in the role of elected members and feedback from the sector.

The Controller and Auditor-General has issued a Good Practice Guide 'Controlling Sensitive Expenditure: Guide for Public Entities' in October 2020. A series of helpful videos are also available at https://oag.parliament.nz/good-practice/sensitive-expenditure/videos.

4. Remuneration

4.1. The Mayor shall receive remuneration as determined by the Remuneration Authority.

4.2. The Remuneration Authority sets a Governance Pool which is the total amount that can be paid in remuneration to elected members', and a minimum allowable remuneration for each elected member.

Council must make a formal decision as to how the Governance Pool is allocated according to roles and additional responsibilities held by elected members.

The allocation of the Governance Pool as recommended by Council is then approved by the Remuneration Authority.

4.3. Elected Members' will not receive any additional remuneration for their roles on Council Committees and Subcommittees (including Advisory Committees).

4.4. Elected members' who sit on resource management or district plan hearings receive meeting fees as determined by the Remuneration Authority.

4.5. Elected Members' appointed Directors of Council Owned Organisations (CCOs) may receive remuneration in accordance with Council's 'Directors of Council Organisations Policy'.

5. Allowances

5.1. Any allowances not currently included in this policy will be subject, in the first instance, to the criteria set by the relevant annual determination.

5.2. The allowances stated in sections 6 to 19 are available to elected members.

6. Vehicle-Kilometre Allowance[2]

6.1. Elected members can claim a vehicle kilometre allowance to reimburse costs incurred for approved travel.

6.2. An elected members' travel is eligible for the kilometre allowance if:

- the elected member is not provided with a vehicle by Council;
- the elected member is travelling in a private vehicle;
- the elected member is travelling on Council business; and
- the most direct route that is reasonable is taken.

6.3. The vehicle kilometre allowance is set by the Authority and is based on the rate set by Inland Revenue Department.

[2] *Refer cl. 11 Local Government Elected Members (2025/26) Determination 2025*

6.4. Any kilometre allowance claimed should meet the reasonable additional cost the elected member incurs by using their own vehicle for travel required on Council business. This includes travel from home to the place of work or other venues required for local authority business.

6.5. However, if the elected member travels from a place of permanent or temporary residence that is outside of the local authority area, the elected member is only eligible for the allowance for eligible travel after crossing the boundary of the local authority area.

6.6. The current vehicle kilometre allowance rate is set out in the determination.

6.7. All elected members (other than the Mayor) claims for vehicle kilometre allowance are to be approved by the Group Manager Communications & Corporate Services and the Mayor.

6.8. Mayoral claims for vehicle kilometre allowance are to be approved by the Group Manager Communications & Corporate Services, and the Deputy Mayor or the Chair of the Policy Planning and Emergency Management Committee.

7. Travel Time Allowance[3]

7.1. The Mayor is not eligible for this allowance because the role is deemed to be full time and remuneration is set accordingly.

7.2. Elected members may claim a travel time allowance for travelling within New Zealand on Council business.

7.3. Council will pay the travel time allowance set by the Authority for all eligible travel claimed by an elected member.

7.4. An elected member's travel is eligible for the travel time allowance if:

- the elected member is travelling on authorised Council business; and
- the elected member uses the quickest form of transport that is reasonable in the circumstances; and
- by the most direct route that is reasonable.

7.5. Elected members cannot claim for the first hour of eligible travel.

7.6. The maximum total amount of travel time allowance that an elected member may be paid for eligible travel in a 24-hour period is eight hours.

7.7. An elected member who resides outside the district boundary is only eligible for a travel time allowance in respect of travel time after the first hour of eligible travel time within the Hauraki District boundaries.

7.8. All claims for travel time allowance are to be approved by the Group Manager Communications & Corporate Services and authorised by the Mayor.

8. Communications (ICT Allowance)[4]

8.1. The Mayor and Elected Members are provided with a laptop (or similar). Full technical support is provided where related to Council business.

[3] *Refer cl. 12 Local Government Elected Members (2025/26) Determination 2025*
[4] *Refer cl. 13 Local Government Elected Members (2025/26) Determination 2025*

8.2. The Mayor is provided with a mobile phone and full payment of all expenses related to the use of the mobile phone.

8.3. Council may pay an allowance as set by the Authority in recognition of elected members' use of personal communication equipment, services and consumables for Council business.

9. Child Care Allowance[5]

9.1. Elected members may claim a childcare allowance as set by the Authority as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

9.2. Elected members are eligible to be paid a childcare allowance if:

1) they are engaged on local authority business at the time of the childcare;

a) they are the 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.

d) Elected members' must provide evidence satisfactory to the local authority of the amount paid for childcare.

9.3 All claims for childcare allowance are to be approved by the Group Manager Communications & Corporate Services and the Mayor.

9.4 Mayoral claims for childcare allowance are to be approved by the Group Manager Communications & Corporate Services, and the Deputy Mayor or the Chair of the Policy, Planning & Emergency Management Committee.

10 Home Security System Allowance[6]

10.1 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 as set in the Determination.

10.2 The Determination sets the allowance for:

a) purchasing and installing the system; and

b) monitoring, call-outs, and repairs.

10.3 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 —

[5] *Refer cl. 14 Local Government Elected Members (2025/26) Determination 2025*
[6] *Refer cl. 15 Local Government Elected Members (2025/26) Determination 2025*

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.

11 Expenses

11.1 From time-to-time elected members incur expenses in their undertaking of Council business which need to be reimbursed. This reimbursement applies only to elected members personally, and only while they are acting in their official capacity as elected members.

11.2 In incurring and claiming these expenses, elected members will abide by the principles detailed in Section 3 of this policy.

11.3 Any expenses to be reimbursed will be on an actual and reasonable basis and in line with the principles detailed in Section 3 of this policy.

11.4 An expense reimbursement form is to be completed in full and full GST receipts attached for all expense claims.

11.5 All expense claims are to be returned to the Council Secretary (or Democracy & Customer Experience Manager), at least monthly.

11.6 All expense claims submitted by elected members' (other than the Mayor) are to be approved by the Group Manager Communications & Corporate Services and the Mayor and will be in line with approved Council budgets.

11.7 All expense claims submitted by the Mayor are to be approved by the Group Manager Communications & Corporate Services, and the Deputy Mayor or the Chair of the Policy, Planning & Emergency Management Committee plus one other Councillor. Claims will be in line with approved Council budgets.

11.8 The Mayor may also use a Purchasing Card to pay for expenses incurred in accordance with this Policy. Full GST receipts must be provided for all expenses paid for by Purchase Card.

11.9 All expenses paid for by a Mayoral Purchasing Card are to be approved by the Group Manager Communications & Corporate Services and the Deputy Mayor or Chair of the Policy, Planning & Emergency Management Committee, plus one other Councillor. Expenses will be in line with approved Council budgets.

11.10 Council's audit work programme will include sampling of allowances and expense claims paid to elected members.

11.11 Any expenses not currently included in this policy will be subject in the first instance to the criteria set by the relevant annual determination.

11.12 All expense reimbursements will be made via Council's Accounts Payable system.

11.13 For formal committee meetings of Council e.g. committees as identified by Council at a meeting to establish such committees, the Democracy Team will compile a Schedule of Payments for attendees at those meetings which will be processed monthly. This Schedule will calculate the members' vehicle-kilometre allowance entitlement.

a) The Democracy Team will use the minutes of a meeting to identify elected (and appointed) member attendance at each meeting and enter appropriate information into a monthly Schedule of Payments sheet.

Note if you have car-pooled to a meeting please advise the Council Secretary whose vehicle was used.

If you attend the meeting by audio or audiovisual means e.g. Zoom call, then you will not be paid the vehicle-kilometre allowance for that meeting.

b) The Democracy Team will calculate expected distance travelled from the members' normal place of residence to the meeting venue using Google Maps data or AA Route Planner.

Note if the member travels from a place where the member permanently or temporarily resides 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.

c) The Democracy Team will use vehicle type information (e.g. petrol, diesel, petrol-hybrid, or electric) provided by the members to identify the appropriate vehicle-kilometre allowance rate.

Note members are to advise the Council Secretary of any change to their vehicle type.

d) The Schedule of Payments will be reviewed by the Democracy & Customer Experience Manager and approved by the Group Manager Communications & Corporate Services before being sent to Payroll for processing.

12 Transport

12.1 Taxis or ride sharing services may be used for council business, instead of private vehicles or public transport, for safety or security reasons, or where it is the most appropriate form of transport.

12.2 Taxis or ride sharing services should not be used where significant travel distances mean that use of a taxi or such service is not the most cost effective option.

12.3 Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.

12.4 Costs paid for directly by an elected member for unanticipated travel will be reimbursed on presentation of actual receipts.

13 Air Travel

13.1 Council will pay domestic air travel for those elected members (other than the Mayor) approved to attend seminars, conferences, training and development courses, or for any other Council business authorised by the Mayor.

13.2 Council will pay domestic air travel for the Mayor to attend seminars, conferences, training and development courses, or for any other Council business approved by the Deputy Mayor or the Chair of the Policy, Planning & Emergency Management Committee, plus one other Councillor.

13.3 All air travel arrangements for elected members are to be made by the appropriate Council officer in accordance with the principles of this policy.

13.4 International air travel by an elected member is by way of economy class and is approved by Council. The approval of Council is required for exceptions.

13.5 Council, where appropriate, will pay travel insurance for all domestic and international travel.

14 Koru Club

14.1 The Mayor and Deputy Mayor will receive an annual membership to the Air New Zealand Koru Club recognising the frequent travel requirements of the roles.

15 Mayoral Car[7]

15.1 As set by the determination Council may provide to the Mayor a vehicle that may also be available for private use. A pro rata deduction will be made from the Mayor's salary to reflect the full use of the vehicle. The Mayor will not be able to claim for vehicle mileage.

16 Accommodation

16.1 Council will pay accommodation costs for those elected members' (other than the Mayor) approved to attend seminars, conferences, training and development courses, or for any other Council business authorised by the Mayor and Chief Executive.

16.2 Council will pay accommodation costs for the Mayor approved to attend seminars, conferences, training and development courses, or for any other Council business approved by the Deputy Mayor or the Chair of the Policy, Planning & Emergency Management Committee, plus one other Councillor.

16.3 All accommodation arrangements for elected members are to be made by the appropriate Council officer in accordance with the principles of this policy.

16.4 Elected members can claim $100 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.

17 Meals, Beverages and Incidentals

17.1 Elected Members can claim actual and reasonable meal costs incurred (including one (1) alcoholic drink with dinner) while the member is engaged on approved Council business.

17.2 Purchases from hotel mini-bars will not be reimbursed.

18 Stationery

18.1 Council will supply a reasonable amount of paper and printer consumables, and other stationery requirements for Council business.

18.2 Council may pay an allowance as set by the Authority in recognition of elected members' use of ICT consumables for Council business.

19 Clothing

19.1 The Council subsidises an elected member's uniform and provides health and safety clothing and equipment. Refer to the Council Uniform Policy.

[7] *Refer cl. 10 Local Government Elected Members (2025/26) Determination 2025*

20 Specific Events

20.1 Executive Leadership Team/Elected Members Christmas function: The cost of members and partners of elected members attending this event will be met by Council.

It is a token of appreciation of the contribution that the partners of our elected members make while their partners are away from home on Council business.

20.2 The reasonable costs associated with the partner of the Mayor attending the Local Government New Zealand Annual Conference shall be met by Council.

21 Enforcement

21.1 The Council is responsible for the enforcement of this policy.

22 Related Council policies/strategies or guidelines

22.1 Council Uniform Policy (M-2119129)

22.2 Directors of Council Organisations Policy (M-3800187)

22.3 Remuneration Authority determinations and guidelines (https://www.remauthority.govt.nz/local-government-members)

23 Glossary

Actual	means as evidenced by the original receipt attached to the expenses reimbursement claim form.
Council business	Council business includes: formal Council meetings, committee and subcommittee meetings, workshops, seminars, statutory hearings, training courses, site visits, programmed meetings with staff, pre-approved meetings with community groups and members of the public. It does not include events where the primary focus is on social activity.
Elected Member	Means, in relation to Hauraki District Council, a person who is declared to be elected to Council under the Local Electoral Act 2001 or who, as a result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to Council (For example, Mayor or a Councillor)
Family member	(In relation to the childcare allowance) a spouse, civil union partner, or de facto partner of the elected member, or a relative, that is, another person connected with the elected member within two degrees of a relationship, whether by blood relationship or by adoption.
Hearing	Has the same meaning as section 5 of the Local Government Members Determination for the year to which it applies, and includes resource consent hearings; pre-hearing meetings held under section 99 of the Resource Management Act (RMA); a hearing as part of the process of the preparation, change, variation, or review of a district plan; a mediation hearing in the Environment Court as part of an appeal process and a hearing

	on an objection against a charge fixed by a local authority under section 36 of the RMA.
Reasonable	Means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
Remuneration Authority (the Authority)	An independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

24 Review

24.1 The policy will be reviewed three yearly, following the triennial election of the Council.

25 Document management and control

Title	Hauraki District Council Elected Member's Remuneration, Allowances and Expenses Policy
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Property of Hauraki District Council

HAURAKI
DISTRICT COUNCIL

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