

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENT OF EXPENSES POLICY



Document Type	Operational Policy
Adopted by	Full Council
Date Adopted	30 June 2026
Date Effective	30 June 2026
Responsible Department	Corporate Support
Responsible Officer	General Manager Corporate Support
To be reviewed	At the beginning of each triennium or within three months following the release of the Remuneration Authority's Local Government Members Determination

1. Introduction

- a. This policy outlines the expenses and allowances entitled to elected members, ensuring compliance with the Local Government Act 2002 and the Remuneration Authority's determinations, and promoting transparency and accountability in the use of public funds.
- b. It applies to all elected members, including Councillors and Community Board members.

2. Reimbursement to Elected Members

- a. From time to time, elected members incur expenses on the Council's behalf which need to be reimbursed. Any expenses to be reimbursed must be on an actual and reasonable basis and in line with the Council's policy. Expenses that could be perceived as personal or unrelated to the Council's responsibilities should be avoided.
- b. In implementing this policy, it is understood that all efforts will be made by management and elected members to minimise expense claims. For management, this will mean that meetings will be scheduled with a view to minimising travel requirements, and for elected members it will mean that there is an expectation that vehicles will be shared wherever possible, and the use of the Council's vehicles or public transport is encouraged.

3. Mayoral Vehicle

- a. The Mayor may elect to have a motor vehicle provided. The Remuneration Authority limits the actual purchase price for a vehicle bought for a Mayor. If the Council provides a motor vehicle to the Mayor during the determination term, the maximum purchase price that the Council may pay for the motor vehicle is \$60,000 in the case of a petrol or diesel vehicle and \$70,500 in the case of an electric or a petrol hybrid vehicle.
- b. Deductions are made from the Mayoral remuneration and are determined by how the vehicle is classified for use. This can be full private use, partial private use, or restricted private use. The formula for the remuneration deduction is determined by the Remuneration Authority.

4. Vehicle Mileage Allowance

- a. In accordance with the Local Government Elected Members determination, elected members shall be entitled to claim a vehicle mileage allowance on the following basis:
 - i. the member is not otherwise provided with a vehicle; and
 - ii. the travel is in a private vehicle; and
 - iii. the member is on Gore District Council business; and
 - iv. by the most direct route that is reasonable in the circumstances.
- b. The allowance payable to the member for eligible travel for a petrol vehicle is:
 - i. \$1.17 per kilometre for the first 14,000 kilometres; or
 - ii. 37 cents per kilometre for any distance over 14,000 kilometres.
- c. The allowance payable to the member for eligible travel for a diesel vehicle is:
 - i. \$1.26 per kilometre for the first 14,000 kilometres; or
 - ii. 35 cents per kilometre for any distance over 14,000 kilometres.
- d. The allowance payable to the member for eligible travel for a petrol hybrid vehicle is:
 - i. 86 cents per kilometre for the first 14,000 kilometres; or
 - ii. 21 cents per kilometre for any distance over 14,000 kilometres.
- e. The allowance payable to the member for eligible travel for an electric vehicle is:
 - i. \$1.08 per kilometre for the first 14,000 kilometres; or
 - ii. 19 cents per kilometre for any distance over 14,000 kilometres.

5. Travel Time Allowance

- a. The Council may pay a member a travel time allowance each day, but only if:
 - i. the member is travelling within New Zealand on local authority business; and
 - ii. the travel is on the Gore District Council's business; and

- iii. the travel is by the quickest form of transport reasonably in the circumstances; and
- iv. the travel time allowance is \$41.30 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.

6. Provision of Equipment

- a. The Council will provide Gore District Councillors with an electronic device by which to conduct its business. The devices are password protected and must only be used for Council business. The devices remain the property of the Council and will be updated in accordance with the Council's ICT life cycle replacement plan.

7. Childcare Allowance

- a. The Council will reimburse elected members for all eligible childcare expenses incurred while the member is engaged in Council business up to a total of \$7,500 per annum per child. For childcare expenses to be considered eligible they must meet the following criteria:
 - i. The elected member is a parent or guardian of the child in care, or is a person who usually has responsibility of the day-to-day care of the child (other than on a temporary basis); and
 - ii. The child is aged under 14 years of age; and
 - iii. The childcare is provided by a person who:
 - Is not a family member of the elected member; and
 - Does not ordinarily reside with the elected member; and
 - iv. The elected member provides a copy of the tax invoice as proof of amount paid for the childcare.
- b. For the purpose of this policy, a family member of the elected member is defined as:
 - i. A spouse, civil union partner, or de facto partner;
 - ii. A relative, that is, another person connected with the member within 2 degrees of a relationship, whether by blood or by adoption.

8. Home Security System Allowance

- a. Based on a security threat and risk assessment authorised by the Council and undertaken by an accredited member of the New Zealand Security Association, Council will 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:
 - i. \$4,500 for the system and its installation; and
 - ii. \$1,000 in any year for monitoring, callouts, and repairs.

- b. The cost of the security threat and risk assessment will form part of the total allowance for the initial acquisition and installation of security systems. Where a security threat and risk assessment does not support the acquisition and installation of a security system, elected members will be required to reimburse the Council for the cost of the assessment.
- c. 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:
 - i. the security threat and risk assessment recommends that those supplementary security measures be provided to the member; and
 - ii. the Remuneration Authority, on application from the Council, approves reimbursement of the additional expenses arising from the provision of those supplementary security measures.

9. Processing and Payment of Expense Claims

- a. The following process applies to the processing and payment of expense claims:
 - i. Elected members need to complete an expense claim form. Claim forms are available from the Governance and Corporate Support Manager.
 - ii. Claim forms must be supported by invoices or evidence of the amount and details of the goods or services.
 - iii. Where GST is to be claimed, the expense claim form must be supported by tax invoices.
 - iv. Where the invoiced cost of goods or services exceeds allowance thresholds, reimbursement will be limited to the amounts outlined in this policy.
 - v. Completed expense claim forms should be submitted to the Governance and Corporate Support Manager for approval via email at governance@goredc.govt.nz prior to being processed by the Council's accounting staff.
 - vi. Payment of expense claims will occur on a fortnightly basis via the Council's payroll system.

10. Policy Commencement

- a. This policy is based on an Operational Policy – *Reimbursement of Elected Members Policy* - first adopted on 10 May 2016 and subsequently reviewed in 2022 and 2024. The current review focussed on updating the policy to reflect the *Local Government Elected Members (2025/26) Determination 2025* issued by the Remuneration Authority.
- b. The reviewed policy was endorsed by the Gore District Council at its meeting on 30 June 2026.

11. Policy Review

- a. This policy will be reviewed at the beginning of each triennium, or within three months following the release of the Remuneration Authority's Local Government Members Determination.

12. References

Item	Document	Link
1	Local Government Elected Members Determination 2025	Local Government Elected Members (2025/26) Determination 2025 New Zealand Legislation
2	QLDC Reimbursement of Expenses and/or Payment of Allowances to Elected Members	policy-for-elected-members-reimbursement-of-expenses-payment-of-allowances_aug25-002.pdf
3	ORC Expenses, Reimbursements and Allowances Policy 2025	expenses-reimbursement-and-allowances-policy-adopted-by-council-july-2025.pdf
4	GDC Reimbursement of Elected Members Policy 2024	Reimbursement of Elected Members Expenses Policy - 2024.pdf



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Chief Executive

June 2026

Document History and Version Control Table

Version	Action	Approval Date	Approval Authority	Due for Review
1.0	Creation of original document	May 2016		
2.0	Updated to reflect the current expenses and allowances permitted by the Remuneration Authority	October 2022		
3.0	Updated to reflect the current expenses and allowances permitted by the Remuneration Authority, and reformatted design	February 2024		
4.0	Updated to reflect the current expenses and allowances permitted by the Remuneration Authority 2025/26	June 2026		