

REIMBURSEMENT OF ELECTED MEMBERS POLICY

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Adopted By	Full Council
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Responsible Department	Corporate Support
Responsible Officer	GM, Corporate Support
To be reviewed	As required

Introduction

Elected members are entitled to remuneration which has been set by the Remuneration Authority. There are salaries payable to the Mayor, Councillors, Committee Chairpersons and members of the Mataura Community Board. Claims for mileage and actual expenses incurred are also permitted.

The Gore District Council pays elected member remuneration and reimbursement of expenses on a fortnightly basis.

Claim Form

Elected members need to complete a claim form when claiming expenses and submit it on a monthly basis. This streamlines the payment process and keeps reimbursements up to date.

When claiming for actual expenses, tax invoices must be submitted.

Mayoral vehicle

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. For motor vehicles purchased after 1 July 2018, the maximum price is \$55,000 for a petrol or diesel vehicle and \$68,500 for an electric or hybrid vehicle.

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.

Vehicle mileage allowance

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. on Gore District Council business; and
- iv. by the most direct route that is reasonable in the circumstances

The maximum vehicle mileage allowance payable to the member in any 12 month period shall be:

- a) 0.95c per kilometre for the first 14,000 kilometres; or
- b) 0.34c per kilometre for any distance over 14,000 kilometres

Travel time allowance

The Council may pay a member a travel time allowance each day, but only if:

- a) the member is travelling within New Zealand on local authority business; and
- b) the travel is on the Gore District Council's business; and
- c) the travel is by the quickest form of transport reasonably in the circumstances; and
- d) the travel time allowance is \$40.00 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day

Provision of equipment

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.

This policy has been updated to reflect updated determinations issued by the Remuneration Authority.



Stephen Parry
Chief Executive
October 2022

Document History and Version Control Table

Version	Action/ Reason for Review	Date
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