



Elected Member Remuneration and Expenses Policy 2026/27

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Manager Community,
Governance & Resilience

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required

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Determination of remuneration and allowances
annually.

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1. Policy Objectives

- 1.1 Elected Members are remunerated in accordance with the provisions of schedule 7, part 1 section 6 of the Local Government Act 2002 which states that the Remuneration Authority (the Authority) must determine remuneration, allowances and expenses.
- 1.2 The Elected Member Remuneration and Expenses Policy sets out the remuneration and entitlement of allowances to Elected Members during their term of office for Ruapehu District Council in accordance with the Local Government Elected Members' Determination (Determination).
- 1.3 This policy ensures that all remuneration and allowances paid to Elected Members are in accordance with the Determination issued by the Authority for the appropriate year.
- 1.4 This Policy applies to all Elected Members of Ruapehu District Council, and its Community Boards.
- 1.5 This Policy supports the Strong Leadership, Advocacy and Financial Stewardship pillar in Council's Strategic Framework.
- 1.6 This Policy targets the following organisational goals contained in Council's Strategic Framework:
 - (a) We give effect to our values in all we do
 - (b) We communicate effectively

2. Definitions

Absence without leave is a period of time when an Elected Member is not fulfilling his/her responsibilities as an Elected Member and is doing so without formal approval from the Mayor.

Active transport means using transport modes that involve physical activity to get to a destination, e.g. walking or cycling.

Actual means as evidenced by the original receipt attached to the Elected Members' claim form.

Ancillary means providing necessary support for the primary activities or operation of an organization, system, etc

Childcare allowance means the childcare allowance included in the Remuneration Authority Local Government Members Determination which provides for the payment of childcare allowances by a local authority.

Conservative means moderate when viewed from the standpoint of the public and given the circumstances of the spending.

Council means Ruapehu District Council.

Council Business means formal Council and Community Board meetings, Committee meetings, workshops, seminars, statutory hearings, training courses, site visits, programmed meetings with staff, pre-approved meetings with community groups, advertised consultation/engagement meetings with members of the public. It does not include events where the primary focus is on social activity or electioneering.

Delegations means delegated responsibilities as set out in the Ruapehu District Council's current Delegations Register.

Elected Member means Elected Members of the Ruapehu District Council including Community Boards.

Expense rules mean the type of expenses that are able to be claimed because they have been approved by the Remuneration Authority.

Full Private Use means the vehicle is usually driven home and securely parked by the Mayor; and is available for the Mayor's unrestricted private use; and is used by the Mayor for both local authority business and private use; and may also be used by other Elected Members or staff on Council Business, with the permission of the Mayor.

General Expenses means actual reasonable and conservative expenses in line with public sector norms incurred while conducting Council business can be claimed.

Hearing has the same meaning as clause 5 of the Remuneration Authority Local Government Members Determination for the year to which it applies, and includes:

- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (a) or (c); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

Hearing Time means time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

Home Security System means a security system installed and monitored at an Elected Member's primary place of residence, including security equipment, monitoring services, call-out services, and associated maintenance and repairs. Council's policy position on the location of the residence is set out in clause 8.

ICT has the same meaning as set out in the applicable Remuneration Authority Local Government Members Determination and means information or communication technology, including:

ICT equipment (for example, a mobile telephone and a laptop computer); and

ICT services (for example, a mobile telephone service and an internet service); and

ICT consumables (for example, printer or photocopy paper and ink cartridges).

Leave of absence means a pre-approved absence for a specified period of time, approved by the Mayor, for which an Elected Member is on leave from the duties of being an Elected Member.

Partial Private Use means the vehicle is usually driven home and securely parked by the Mayor; and is used by the Mayor for both local authority business and private purposes; and may also be used by other Elected Members or staff on Council Business, with the permission of the Mayor; and all travel in the vehicle is recorded in a logbook; and the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year.

Partner means the spouse, civil union partner, or de-facto partner of the Elected Member.

Personal Communications means any communication that does not represent the official view of Ruapehu District Council or its Community Boards.

Primary Place of Residence means the dwelling where an Elected Member ordinarily resides.

Purchase Price means the amount paid for the vehicle, including goods and services tax and any on-road costs; and after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle.

Reasonable means that it is within the amount specified by the policy or as deemed reasonable by the Mayor and/or Chief Executive.

Receipt means an itemised tax invoice, i.e. an EFTPOS receipt and/or credit card statements do not constitute adequate documentation for reimbursement.

Remuneration Authority is an independent body established under the Local Government Act 2002, part of whose responsibilities are to determine remuneration and expense rules for local authority members.

Resources are goods and services normally used by Council to support its business, that are provided to Elected Members for their personal use to assist them in fulfilling their responsibilities as Elected Members.

Restricted Private Use means the vehicle is usually driven home and securely parked by the Mayor; and the vehicle is otherwise generally available for use by other Elected Members or staff on Council Business; and the vehicle is used solely for Council Business; and all travel in the vehicle is recorded in a logbook.

Security Threat and Risk Assessment means a professional assessment conducted by a qualified security consultant or organisation to evaluate potential security risks to an Elected Member and recommend appropriate security measures.

Sensitive Expenditure means expenditure by Council that provides or has the potential (including perceived) to provide a private benefit to an individual Elected Member that is additional to the business benefit to Council of the expenditure. This includes but is not limited to travel, accommodation, meals, entertainment, and hospitality expenses that require heightened scrutiny due to their potential for private benefit.

Threshold distance means the current definition determined by the Remuneration Authority

Travel includes journeys made by air and sea, travel by taxi and travel by public transport, hire vehicle or private vehicle.

Triennium means the three-year electoral term served by elected members, running from the official results of one local government election to the official results of the next local government election.

3. Policy Principles

- 3.1 The Office of the Controller and Auditor-General good practice guide “[Controlling sensitive expenditure: Guidelines for public entities](#)” (October 2020) provides guiding principles for public entities that deal with public money.
- 3.2 The payment of allowances and expenses to Elected Members by Ruapehu District Council is made in accordance with the Auditor General’s guidance for a principles-based approach for sensitive expenditure.
- 3.3 The fundamental principle underlying this policy is that the spending of public money should be subject to the standards of probity, transparency and financial prudence that are to be expected of a public entity, and able to withstand public scrutiny.
- 3.4 Elected Members should be reimbursed for actual and reasonable expenses they incur in carrying out their official duties.
- 3.5 Reasonable resources should be made available to Elected Members to enable them to carry out their responsibilities more efficiently.
- 3.6 Reimbursement of expenses and use of resources apply only to Elected Members personally and only while they are acting in their official capacity as Elected Members.
- 3.7 To be reimbursable, expenses must:
 - (a) have a justifiable Council Business purpose;
 - (b) be moderate and reasonable having regard to the circumstances and be appropriate in all respects. That is, being prudent use of ratepayers’ money under public scrutiny;
 - (c) be actual and justified by an original tax receipt (depending on the claim);
 - (d) be adequately documented using the current Expense and Allowance Claim Form (available from the Governance team), completed and signed as true and correct;;
 - (e) be approved by the relevant authoriser; and
 - (f) be consistent with the rules of this Policy and/or the relevant Remuneration Authority Local Government Members Determination.
- 3.8 Details of allowances and expense claims are discoverable under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

4. Remuneration

4.1 Elected Members

4.2 [Local Government Members Determination 2026/27](#)

- 4.3 The Mayor shall receive remuneration as set out in the latest Determination issued by the Authority.
- 4.4 The Chairperson and Members of each of the Council's Community Boards shall receive remuneration as set out in the latest Determination issued by the Authority.
- 4.5 The 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.
- 4.6 In accordance with clause 6 of Schedule 7 of the Local Government Act 2002, Elected Members receive remuneration as determined by the Authority, outlined in the schedule. A new determination, which takes effect from 1 July, is issued each year which may result in adjustments to the level of remuneration received.
- 4.7 Elected Members who are appointed as members to a Community Board, Council Committees, or Subcommittees (including Advisory Committees) receive no additional remuneration outside of the share of the Governance Pool.
- 4.8 Elected Members who sit on Resource Management or District Plan hearings receive meeting fees as determined by the Authority.
- 4.9 Elected Member remuneration is required to be declared in Council's Annual Report.
- 4.10 **Elected Member Additional Responsibilities**
- 4.11 At the beginning of each triennium, Council must make a formal decision about how the Governance Pool is allocated according to the roles and additional responsibilities held by Elected Members. Council's recommended allocation is then submitted to the Authority for approval.
- 4.12 The following table outlines the additional responsibilities that attract enhanced remuneration from the Governance Pool:

Position Title	Additional Responsibilities 2025-2028 Triennium
Deputy Mayor	Assist the Mayor in carrying out the statutory and leadership role of the Mayor. If the Mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace). Ensure that the Mayor's view is conveyed to committee and other meetings when they are absent on Council business.

4.13 Hearings

4.14 Elected Members who sit on Hearings, as defined in clause 5 of the Remuneration Authority Local Government Members Determination, are entitled to a fee per hour of Hearing Time. This is paid in addition to the Governance Pool.

4.15 The Mayor cannot receive fees for participating in Resource Consent hearings.

4.16 Payable Hearing fees are outlined in clause 16 of the Determination.

4.17 District Licensing Committee

4.18 Remuneration for members appointed to the District Licencing Committee (DLC) is determined by section 195 of the Sale and Supply of Alcohol Act 2012. This includes entitlement to receive remuneration in accordance with the [Cabinet Fees Framework](#), and to be reimbursed for actual and reasonable travelling and other expenses incurred.

4.19 Members of the DLC receive remuneration as determined by the Minister of Justice in accordance with the Cabinet Fees Framework. This is paid in addition to the Governance Pool.

4.20 Multiple Office Remuneration Rule

4.21 The Authority has clarified that elected members cannot receive remuneration for holding more than one office simultaneously. Where a member holds multiple offices, they receive payment only for the role with the highest annual remuneration.

5. Leave of Absence without Pay

- 5.1 A Leave of absence means a pre-approved absence for a specified period of time, approved by the Mayor, for which an Elected Member is on leave from the duties of being an Elected Member.
- 5.2 Elected Members, unlike paid employees, do not have entitlements to prescribed holiday or sick leave. An extended leave of absence without pay could be for personal reasons such as family/parental leave, prolonged holiday, illness, bereavement or in some cases, when standing for another public office.
- 5.3 Eligibility for extended leave of absence without pay, cessation of remuneration allowances, and expenses, and Acting Mayor or Chairperson are rules prescribed by the Authority under schedule 7, section 6(3)(b)(ii) of the Local Government Act 2002 (the Act) for all local government members listed under schedule 7, sections 6(1) & 6(2) of the Act.
- 5.4 **Eligibility for extended leave of absence without pay**
- 5.5 The leave of absence without pay can may be granted for a period by formal resolution of the Council.
- 5.6 The period of leave must involve total absence. The Elected Member cannot undertake any duties either formal or informal; this includes Council meetings, meetings with external parties and constituent work. Nor can the Elected Member speak publicly on behalf of the Council or represent it on any issues.
- 5.7 **Cessation of remuneration, allowances and expenses**
- 5.8 When an Elected Member has been granted a formal extended leave of absence without pay, payment of remuneration, allowances, and the reimbursement of expenses must cease during the whole period for which formal leave of absence is granted.
- 5.9 All other benefits (including the use of a Council provided vehicle for the Mayor) will also be unavailable to the Elected Member during the whole of period for which formal leave of absence is granted.
- 5.10 **Acting Mayor or Chairperson**
- 5.11 An important role of the Deputy Mayor is to cover short absences by the Mayor. In these cases, the Deputy is not eligible to receive the remuneration, allowances and benefits usually payable to the Mayor.
- 5.12 If an Elected Member is acting as the Mayor because the position is vacant or the incumbent is on a formal extended period of leave of absence without pay (as described above), the acting Elected Member is eligible to receive the remuneration, allowances, fees and benefits usually payable to the Mayor, instead of the acting Elected Member's usual entitlements listed in the current Determination.
- 5.13 The acting Elected Member is also entitled to the use of the motor vehicle if one is provided to the Mayor.
- 5.14 It should be noted that an apology for not attending a meeting does not constitute leave of absence.

6. Vehicle

- 6.1 Ruapehu District Council may provide the Mayor with a vehicle for restricted private use, partial private use or full private use in accordance with Clause 10 of the Determination. The use is negotiated with the incoming Mayor at the start of each triennium.
- 6.2 Where the Mayor decides to take up the entitlement to a Council vehicle then the terms and conditions for the supply of a vehicle will be determined by the Chief Executive in line with policies set out by the Authority as follows:
- 6.3 The maximum purchase price, in the case of a petrol or diesel vehicle, \$60,000 (GST-inclusive); and in the case of an electric or a hybrid vehicle, \$70,500 (GST-inclusive). In each case the maximum is inclusive of goods and services tax and any on-road costs.
- 6.4 Where the motor vehicle is provided to the Mayor for restricted private use, Council must not make a deduction from the annual remuneration payable to the Mayor under the Determination for the provision of that motor vehicle.
- 6.5 Where the motor vehicle is provided to the Mayor for partial private use or full private use, Councils must adjust the annual remuneration payable to the Mayor, and the adjustment must take effect on and from the date of commencement of the relevant Determination (in the case of a motor vehicle provided to the person before that date); or the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the Determination term).
- 6.6 If a motor vehicle is provided to the Mayor for partial private use, the amount calculated in accordance with the following formula, $v \times 41\% \times 10\%$, must be deducted from the Mayor's remuneration (where v means the actual purchase price of the vehicle).
- 6.7 If a motor vehicle is provided to the Mayor for full private use, the amount calculated in accordance with the following formula, $v \times 41\% \times 20\%$, must be deducted from the Mayor's remuneration (where v means the actual purchase price of the vehicle).
- 6.8 In the case where the Mayor decides to use their own private vehicle, instead of being provided one by Council, they are eligible to claim vehicle-kilometre allowances in the same manner as any member of the local authority (refer to [Section 7](#) and [Mileage Table](#))

7. Allowances and Expenses

7.1 The sections below outline the expenses that may be claimed by the Elected Members of Ruapehu District Council and its Community Boards.

7.2 Expenses When Travelling

Expense or Allowance	Description
Travelling to and from Council Business	Elected Members can claim for the reasonable cost of travelling to and from events when on Council business. Members are encouraged to carpool whenever possible. It is expected that for Elected Members, the majority of Council business will be within the Ruapehu District. However, on occasion Council business might involve travelling elsewhere in New Zealand or overseas. Overseas travel must be authorised by resolution of Council. Elected Members must always use the most cost effective and reasonable method to travel.
Taxis	Taxis may only be used at a destination outside of the District when personal safety or hour of day make it the most appropriate and convenient form of transport. Actual and reasonable costs must be paid for by the individual and will be reimbursed on presentation of actual receipts.
Rental Vehicles	There may be occasions when rental cars are required for use by Elected Members. Rental Vehicles are to be booked and arranged by the Ruapehu District Council.
Air Travel	Domestic air travel may be considered for conferences approved by Council, only where travel by air is the most economical way. Travel will be by economy class except where exceptional circumstances arise. Air travel is to be booked and arranged by the Ruapehu District Council Governance Team with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking. If the Elected Member wishes to travel in a higher class, they must meet the cost of the difference.
Airline Clubs	Council does not pay or reimburse for these memberships.
Private Vehicle Mileage Allowance (refer Mileage Table)	Mileage for approved Council Business by an Elected Member will be paid up to the maximum rate per kilometre as set out in the current Determination.

	The vehicle kilometre allowance is set by the Authority and is based on the rate set by Inland Revenue Department. Mileage can be paid to any Elected Member for travel from their residence to the meeting provided the residence is within the boundaries of the Ward they represent. If an Elected Member resides outside of the Ward they represent, then the mileage starts from the boundary of the Ward they represent. Vehicle mileage expenses will not be paid to Elected Members attending a Community Board meeting of which they are not a Member. When a vehicle is not provided, the Mayor is entitled to the maximum threshold permitted in the Determination.
Road Tolls and Parking Expenses	Road tolls and parking fees incurred when on Council Business will be reimbursed on presentation of actual receipts.
Travel Time Allowance	Elected Members may claim a travel time allowance for travelling within New Zealand on Council Business. Council will pay the travel time allowance set by the Authority for all eligible travel claimed by an Elected Member. An Elected Member's travel is eligible for the travel time allowance when travelling on authorised Council Business using the quickest form of transport that is reasonable in the circumstances, and by the most direct route that is reasonable. Elected Members cannot claim for the first hour of eligible travel. 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. An Elected Member's ability to claim any daily or overnight accommodation expenses ends at the conclusion of the conference/forum or when the Elected Member leaves the conference/forum. An Elected Member who resides outside the boundaries of the Ward they represent is only eligible for a travel time allowance after the first hour of eligible travel time within the boundaries of the Ward they represent. The Mayor is not eligible for this allowance because the role is deemed to be full time and remuneration is set accordingly.

7.3 Other Travel Matters

Expense or Allowance	Description
Fines	Any fines (e.g. parking and speeding) incurred while travelling are at the drivers' expense.
Private travel combined with work travel	Private travel before, during or at the end of travel paid for by Council is the responsibility of the individual and at no additional cost to Council otherwise the cost of any stopover paid for by Council must have a clear Council Business purpose and be pre-approved by the Mayor (for domestic travel) or Chief Executive (for international travel).
Partners or other family members accompanying travel	Travel costs of partners, or other family members will not be covered. Elected Members should discuss this with the Mayor (for domestic travel) or Chief Executive (for international travel) prior to travel if they intend for any family member to accompany them on a Council Business trip to ensure there is proper consideration of any perceived personal benefit.
Emergency Circumstances Allowance	In extraordinary circumstances where normal expense processes cannot be followed, an allowance of up to \$100 (GST-inclusive) per day may be approved by the Chief Executive, subject to subsequent documentation and justification.
Tipping	Tipping expenses may only be reimbursed if travelling in countries where it is local practice and appropriate in the circumstances. If this applies, a daily allowance is to be preapproved prior to travel and any unused funds are to be accounted for.

7.4 Conference and Professional Development Expenses

Expense or Allowance	Description
Registration	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the Elected Members' Conference, Training and Travel budget.
Accommodation	While at conferences, training events or other Council Business, Council will pay for accommodation where applicable. Any accommodation booking should balance cost-effectiveness with proximity to the event. Accommodation costs should not exceed \$300 (GST-inclusive) per night where possible. Accommodation arrangements for Elected Members are to be booked and arranged by the Ruapehu District Council with the Council's preferred travel agents, at the most economic cost available (when possible) at the time of booking. Where accommodation exceeding \$300 (GST-inclusive) per night is necessary due to location, availability, or event requirements, prior written approval from the Chief Executive is required. No financial provision is available for a partner of an Elected Member attending any conference or training opportunity.
Private Accommodation	An allowance of \$60 (GST-inclusive) per night can be claimed by Elected Members where they decide to stay privately when attending a conference, course or business meeting where their attendance is at the request of the Council or approved by the Mayor. Reasonable additional costs associated with staying privately can be claimed only if the prior approval of the Mayor has been received.
Meals, Subsistence and Incidentals	Elected Members will be reimbursed for actual and reasonable meal costs and subsistence where such expenditure is incurred for nourishment while in attendance at conferences, courses and business meetings attended at the request of Council or approved by the Mayor. Individual meal costs are subject to the following maximums (GST-inclusive), being maximums rather than targets: breakfast \$30, lunch \$35, and dinner \$60. These maximums are set in Council's Sensitive Expenditure Policy 2026, which prevails in the event of any inconsistency. The reimbursement is limited to one moderately priced non-alcoholic drink (breakfast and lunch), and two moderately priced non-alcoholic drinks per dinner meal, provided they are consumed with the meal. It does not

	include any mini-bar drinks/snacks, books/magazines, entertainment or hotel telephone calls. Splitting a group bill is acceptable, however, no portion of any shared bill relating to alcoholic beverages may be claimed for reimbursement. Meal expenses may not be claimed if a meal is provided as part of a package or service already paid for by Council. For example, meal expenses cannot be claimed when: • A conference registration fee includes catered meals or refreshments • Hotel accommodation includes breakfast or other meals • Training courses provide lunch as part of the programme fee • Event tickets include food and beverage A light lunch is provided to Elected Members for full-day Council and committee meetings that span the lunch period. Catering for such meetings is provided within the limits set in Council's Sensitive Expenditure Policy 2026.
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7.5 Information and Communications Technology (ICT) Allowances

Expense or Allowance	Description
Information and Communications Technology (ICT)	Council provides "Resolve" software to all Elected Members for accessing meeting papers and resources. Councillors are provided with a tablet device (such as an iPad) for the purpose of fulfilling their responsibilities, including accessing meeting papers and Council business emails. Community Board members may choose to receive a Council-provided tablet device or use their own personal device to access meeting papers and Council business emails. Technical support for Council-provided devices is available from the Taumarunui Office for Council business matters, including device updates, security, and the use of approved applications. The cost of devices and service provision will be met by the Council. Devices remain the property of the Council and must be returned to the Council at the end of the Elected Members' term. No allowance is payable in respect of items provided by Council. Council permits reasonable and minimal personal use of the iPad provided there is no obligation to Council to pay for that personal use or migrate content when the device is returned to Council at the end of the Elected Members' term. Council may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the Member. Where an Elected Member opts to use their own ICT devices, services and consumables for Council business (rather than accepting a Council-provided device), Council may pay an allowance as set by the Authority in clause 13 of the Determination. This allowance recognises the Elected Member's use of personal communication equipment and services for Council business. No home telephone rental costs or call expenses are reimbursed. Reimbursement of Elected Members' costs for any services or consumables in addition to those provided under this clause requires proof of expenditure and will be at the Mayor's discretion. Reimbursement of costs for other ancillary consumables shall be on a cost recovery basis supported by proof of expenditure.

Pro-rata	Where an Elected Member is not a member for the whole Determination term, any annual allowances will be pro-rated in accordance with the following formula, $(a \div b) \times c$, where: a is the number of days that the Elected Member held office in the Determination term b is the number of days in the Determination term c is the relevant amount specified in the Determination.
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7.6 Childcare Allowances

Expense or Allowance	Description
Childcare	A childcare allowance may be claimed in accordance with clause 14 of the Determination for childcare provided while the Elected Member is engaged in Council Business. Reimbursements can be claimed for if: a) The Elected Member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and b) the child is aged under 14 years of age; and c) the childcare is provided by a person who is not a parent of the child or a spouse, civil union partner, or de-facto partner of the Elected Member and does not ordinarily reside with the Elected Member; and d) the Elected Member provides evidence satisfactory to the Council of the amount paid for childcare.

7.7 Home Security System Allowances

Expense or Allowance	Description
Home Security System	Based on an approved security threat and risk assessment, Council may reimburse purchase and installation costs up to \$4,500 (GST-inclusive, one-off) and ongoing monitoring, maintenance, and repair costs up to \$1,000 (GST-inclusive) per year. All claims require Chief Executive approval and must be supported by receipts and evidence of the security assessment recommendation. The allowance applies to an Elected Member's primary place of residence; Council's position on residence location is set out in clause 8. Refer to clause 8 for full details.

8. Home Security System Allowance

8.1 Eligibility and Purpose

8.2 Council may provide a home security system allowance to Elected Members where a documented security threat exists, in accordance with clause 15 of the Remuneration Authority Local Government Members Determination.

8.3 The allowance is designed to enable Elected Members to fulfil their democratic responsibilities without fear of intimidation or harm, whilst protecting their safety and wellbeing.

8.4 As a general position, this allowance applies to the Elected Member's primary place of residence within the Ruapehu District Council area. The Remuneration Authority has removed the requirement that the residence be within the local authority area. Council may, at its discretion and on the recommendation of an authorised security threat and risk assessment, approve the allowance where an Elected Member's primary place of residence is outside the district, having regard to the nature and credibility of the threat and the prudent use of public funds.

8.5 Security Threat and Risk Assessment Requirements

8.6 Before any home security system allowance may be approved, a professional security threat and risk assessment must be conducted and authorised by the Chief Executive.

8.7 The security threat and risk assessment must:

- (a) Be conducted by a qualified security consultant or organisation approved by the Chief Executive
- (b) Evaluate the specific security risks faced by the Elected Member
- (c) Recommend appropriate and proportionate security measures
- (d) Consider the nature and credibility of any threats
- (e) Take into account the Elected Member's role and public profile

8.8 The cost of the initial security threat and risk assessment will be met by Council.

8.9 The assessment must be reviewed annually, or more frequently if circumstances change significantly.

8.10 Allowance Limits and Coverage

8.11 Subject to a favourable security threat and risk assessment, Council may reimburse expenses up to the following maximum amounts:

- (a) **Purchase and Installation allowance:** Up to \$4,500 (GST-inclusive) for the purchase and installation of a home security system (one-off payment per Elected Member per term of office)
- (b) **Ongoing costs:** Up to \$1,000 (GST-inclusive) per year for monitoring, call-outs, maintenance, and repairs

8.12 Where the security threat and risk assessment recommends supplementary security measures beyond a standard home security system, Council may approve additional reasonable expenses on a case-by-case basis.

8.13 All security equipment and systems remain the property of the Elected Member.

8.14 Approval Process

- 8.15 Applications for home security system allowances must be submitted in writing to the Chief Executive, including:
- (a) Details of the security concerns or threats
 - (b) The completed security threat and risk assessment
 - (c) Quotes for recommended security measures
 - (d) Proposed ongoing monitoring and maintenance arrangements

- 8.16 The Chief Executive has delegated authority to approve home security system allowances up to the maximum amounts specified in this policy.

- 8.17 Applications exceeding these limits require Council resolution.

- 8.18 All approvals must be documented and reported to Council in confidence.

8.19 Installation and Operational Requirements

- (a) Security systems must be installed by qualified and licensed security professionals.
- (b) Systems must comply with relevant New Zealand standards and local authority requirements.
- (c) Elected Members must maintain appropriate insurance coverage for installed security equipment.
- (d) Security systems must not interfere with neighbours' reasonable enjoyment of their properties.

8.20 Ongoing Responsibilities

- 8.21 Elected Members are responsible for:
- (a) Proper use and maintenance of security systems
 - (b) Reporting any faults or security breaches promptly
 - (c) Ensuring ongoing monitoring contracts remain current
 - (d) Notifying Council of any changes to their security arrangements
- 8.22 Council reserves the right to conduct periodic reviews of security arrangements to ensure they remain appropriate and cost-effective.

8.23 End of Term and Change of Circumstances

- 8.24 When an Elected Member's term concludes, whether through resignation, non-re-election, or end of term:
- (a) The security system remains the property of the Elected Member
 - (b) No further monitoring or maintenance costs will be reimbursed by Council
 - (c) The Elected Member may continue to use the system at their own expense
- 8.25 If an Elected Member changes their primary place of residence during their term:
- (a) They may retain the existing security system at the former residence
 - (b) They are not entitled to a new installation allowance for a different residence
 - (c) Ongoing monitoring costs will only be reimbursed for the residence where Council business is primarily conducted subject to the discretion in clause 8.4 where that residence is outside the district.
- 8.26 If an Elected Member's position becomes vacant during the term, all future reimbursements cease immediately.

8.27 Privacy and Confidentiality

- 8.28 All information relating to home security arrangements will be treated as confidential and will not be disclosed publicly.
- 8.29 Security assessments and related documentation will be stored securely and access limited to authorised personnel only.
- 8.30 Public reporting of these expenses will be aggregated and will not identify individual Elected Members or specific security measures.

8.31 Review and Audit

- 8.32 This allowance is subject to regular internal audit processes to ensure appropriate use of public funds.
- 8.33 The Chief Executive will report annually to Council (in confidence) on the use of home security allowances, including total expenditure and general effectiveness of security measures.

9. Expenses May Not Be Claimed

- 9.1 For the purpose of clarity, Elected Members may claim expenses approved by the Authority, while carrying out their official roles and duties, except those that:
- (a) are incurred before they are sworn in as members of Council, or after they officially leave office; and/or
 - (b) are incurred while not acting in their official capacity; and/or
 - (c) are incurred on a trip outside of the District without specific prior approval from the Mayor (for domestic travel) or Chief Executive (for international travel) or a standing committee; and/or
 - (d) are incurred while on leave of absence; and/or
 - (e) are incurred while absent without leave; and/or
 - (f) are incurred while holding office illegally; and/or
 - (g) are related to activities that are incidental to and not the main reason for a trip / event.
- 9.2 The following expenses are considered to be the responsibility of individual Elected Members and may NOT be claimed:
- (a) Medical insurance
 - (b) Staff discounts
 - (c) Life insurance
 - (d) Accident insurance
 - (e) Income replacement insurance
 - (f) Travel and meals/entertainment incurred by Elected Member's spouse/partner
 - (g) Alcoholic drinks
 - (h) Mini-bar drinks/snack, newspapers, books/magazines, charges for in-room movies/pay-per-view or other entertainment, laundry, hotel telephone calls and other miscellaneous costs
 - (i) Late check-out fees, in absence of extenuating circumstances
 - (j) Tips
 - (k) Any fines (parking or traffic offences)
 - (l) Individual memberships and subscriptions
 - (m) Passport application fees
 - (n) Home security expenses that exceed the approved assessment recommendations, or are for purely aesthetic or convenience purposes rather than genuine security needs.

10. Council Processes for Payment of Allowances and Reimbursements

- 10.1 Expenses and allowances will be paid by direct credit on a monthly basis.
- 10.2 All claims for Elected Members reimbursement of expenses are to be submitted to the Governance team using the Expense and Allowance Claim form within the first five (5) days of each month. Any claims submitted after this date will be included in the following month's payment run.
- 10.3 All sensitive expenditure as defined in Council's Sensitive Expenditure Policy 2026 requires approval in accordance with that policy's requirements and the approval hierarchy outlined below.
- 10.4 For Elected Member expenditure (excluding the Mayor), approval must be obtained from the Chief Executive.
- 10.5 For Mayoral expenditure, this will be verified by the Chief Executive and approved by two other Elected Members.
- 10.6 All claims must be made within three (3) months of expenditure occurring with the aim to keep expenditure within the year in which it occurs and is budgeted for.
- 10.7 Any claims submitted after four (4) months will not be entertained except in extraordinary circumstances.
- 10.8 For financial reporting and transparency purposes claims need to be accounted for within the financial year that they are incurred, which ends on 30 June. The cut-off date for submitting claims at year end will be early July so that Elected Members can claim all expenses to 30 June of that financial year.
- 10.9 On election years, at the end of the electoral term, the Governance team will inform all Elected Members of the final cut-off date by which expense claims must be submitted. The Governance team will not accept claims after the cut-off date. If Elected Members miss the cut-off date they can claim relevant expenses through their tax returns.
- 10.10 The Expense and Allowance Claim Form is available from the Governance Team. When completing the form, Elected Members must include:
 - (a) Name of the Elected Member making the claim.
 - (b) Issue (the issue to which the Elected Member was elected e.g., Council, WWCB etc.)
 - (c) Month the expense and allowance claim refers to.
 - (d) Meeting date.
 - (e) Meeting attended e.g., Council Meeting, Visit Ruapehu Board Meeting etc. and mode of attendance (in person or by audio visual link).
 - (f) Travel time noting Elected Members cannot claim for the first hour of eligible travel (refer to [Section 7](#) for rules regarding Travel Time).
 - (g) Vehicle Kms refer to [Section 7](#) for rules regarding Private Vehicle Mileage Allowance and [Mileage Table](#) for eligible meetings.
 - (h) Vehicle type. This is required for Finance to ensure correct reimbursement of Vehicle Kms.
 - (i) Expense reimbursement for any expenses incurred refer to [Section 7](#) and [Section 8](#) for guidance on eligible expenses. Please ensure an adequate description of the expense claimed e.g., Airport Parking for LGNZ conference etc. Please use one line per expense claimed.

- (j) Expense amount claimed. Please insert only the total value (inc. GST) of the expense as described at (i) being claimed. Please do not include a self-calculation of Vehicle Kms in this column.
- (k) Sign and date the form.

- 10.11 The form must be completed, signed, and accompanied with adequate original supporting documentation, such as tax invoices or other validating documentation (if applicable). Credit card statements do not constitute adequate documentation for reimbursement. For GST purposes, tax invoices/ receipts must be obtained and attached to all expense claims.
- 10.12 When receipts are unavailable (for example from vending or parking machines) Members should document the date, amount, description and purpose of minor expenditure.
- 10.13 All Elected Member claims (excluding the Mayor) will be checked for accuracy and approved by the Governance team for further processing.
- 10.14 The Mayor may also use a Credit Card to pay for expenses incurred in accordance with this Policy. Full GST receipts must be provided for all expenses paid for by Credit Card.
- 10.15 All expenses paid for by a Mayoral Purchasing Card are to be checked by the Chief Executive and approved by two other Elected Members.

11. Tax Treatment

- 11.1 Council is only required to deduct withholding tax from payments that it makes to Elected Members for any work or services that they perform.
- 11.2 Reimbursements that Council pays to members for expenditure incurred as an Elected Member while on Council Business or any allowances that an Elected Member may receive from Council are not subject to withholding tax.

12. Reimbursement of Mileage

12.1 Councillors and the Mayor (if no Mayoral Vehicle)

Type of Meeting/Function	Mileage	
	Paid	Not Paid
Official meetings and workshops of Council (any committee/ subcommittee reporting directly to Council)	✓	
Community Board meetings (other than the Council appointees)		✓
Community consultation meetings	✓	
Constituency “meetings” (either with individuals or organisations)		✓
Outside committees or organisations that the Elected Member has been appointed to by resolution of Council	✓	
Briefings and discussions with the Mayor, Chief Executive, managers and officers	✓	
Statutory hearings (only if attendance requested)	✓	
Field trips or site visits/inspections (including site visits for resource consent hearings where approved by Mayor)	✓	
Where Councillors officiate at official functions as determined by the Mayor	✓	
Conference/ seminars/ training within New Zealand (if an appointed representative)	✓	
Social events, including concerts, shows and sporting events		✓
Meet the Candidate sessions, electioneering		✓

12.2 Community Board Members

Type of Meeting/Function	Mileage	
	Paid	Not Paid
Council meetings (ordinary, extra-ordinary and emergency) unless attendance requested/Deputation to Council		✓
Community Board meetings	✓	
Community consultation meetings	✓	
Constituency “meetings” (either with individuals or organisations)		✓
Outside committees or organisations that the Elected Member has been appointed to by resolution of Council/Community Board	✓	
Briefings and discussions with the Mayor, Chief Executive, managers and officers	✓	
Where Community Board members officiate at official functions as determined/requested by the Mayor	✓	
Conference/ seminars/ training within New Zealand (if an appointed representative)	✓	
Social events, including concerts, shows and sporting events		✓
Meet the Candidate sessions, electioneering		✓

13. Related Legislation/Policies

The Local Government Act 2002
 The Local Government Elected Members' Determination
 Ruapehu District Council Sensitive Expenditure Policy 2026

14. Annotations

Date	Description
26/11/2008	Policy Reviewed.
13/10/2008	Policy Reviewed Post Election.
26/03/2009	Policy Reviewed.
19/04/2010	Policy Reformatted no textual changes.
23/11/2010	Policy Reviewed and new Clause 5 "Communications Allowance" added
30/06/2011	Policy Reviewed and Vehicle Expenses Amended per Remuneration Authority's Determination) Clause 3.1 amended and new Clause 7 under 3.1 added.
24/04/2012	Policy Reviewed and Payment Procedures 1.3 Amended and Meeting Allowances, new clause (b) and (c) under 3.2 added.
Jun 2013	Policy Reviewed as result of New Determination by Remuneration Authority. Meeting allowances no longer payable. Rates updated.
01/10/2013	Following Remuneration Authority Approval of Deputy Mayor and Committee Chair apportionment of Additional Pay, policy finalised for approval by Remuneration Authority. Applies post October 2013 Election.
May 2014	Determination from Remuneration Authority received.
July 2015	Determination from Remuneration Authority confirmed. Determination from Remuneration Authority confirmed and updated Policy approved. Clause 8.1 deleted by Authority.
Sept 2018	Policy reviewed and amended as per Remuneration Authority's Determination 2018.
Sept 2022	Determination from Remuneration Authority confirmed, and Policy updated as per Local Government Members (2022/23) Determination 2022.
Dec 2022	Policy updated as per Local Government Members (2022/23) Determination 2022 effective 15 October 2022 following the Local Government Elections.
Sept 2023	Policy updated as per Local Government Members (2023/24) Determination 2023
June 2024	Policy updated as per Local Government Members (2024/25) Determination 2024
August 2025	Version 17 Policy reformatted and updated as per Local Government Members (2025/26) Determination 2025
July 2026	Version 18: Policy updated as per Local Government Members (2026/27) Determination 2026. Home security system allowance location requirement amended to a discretionary position following the Authority's removal of the mandatory within-area restriction. Additional responsibilities table updated for the 2025–2028 triennium.

15. Policy Version Control

Policy drafted by	Governance
Policy reviewed by	Policy Team
Policy recommended for adoption by Risk & Assurance Committee	1 September 2025
Policy reviewed and adopted by Council	26 August 2026

