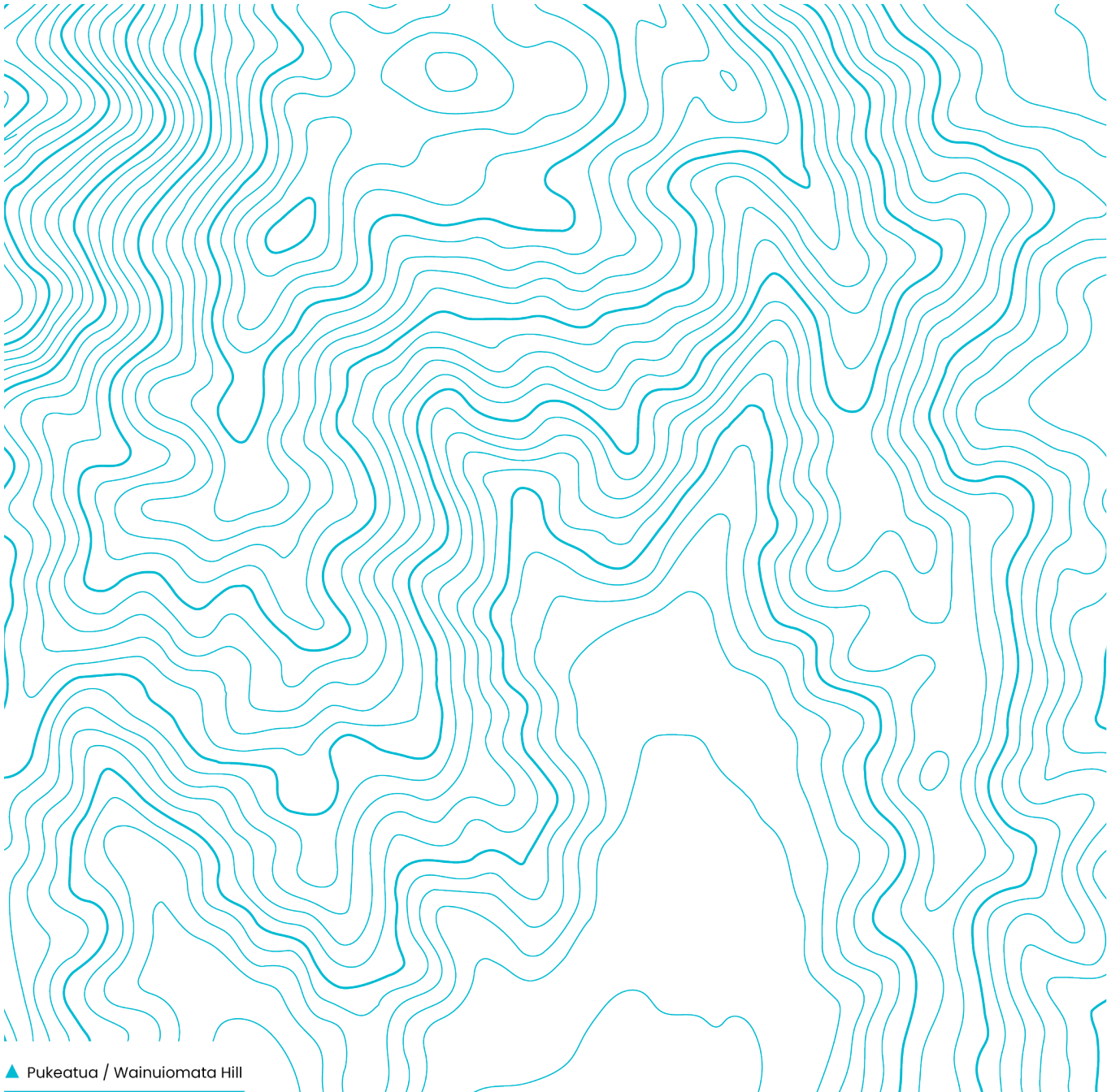


# Elected Member Support Policy 2025-2028



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# Interpretation

**Actual** means as evidenced by the original receipt attached to the claim form.

**Reasonable** means that it is within the amount specified by this policy or as deemed reasonable by the Chief Executive or their delegate.

**Council business** includes formal Council meetings, committee and subcommittee meetings, briefings, seminars, LGNZ Conference, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, and meetings with members of the public. It does not include events where the primary focus is on social activity, events where attendance is in a non-representative capacity, travel not related to council business or personal travel interspersed with Council business.

**Elected member** means those individuals declared to be elected to Council, including as a member of a community board, Councillor, Mayor or Deputy Mayor.

**The Remuneration Authority** is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2022 to determine remuneration and expenses/allowance rules for local authority members.

## Record of Amendments

Version	Date	Approver	Summary of Amendments
1			
2			

## Travel and Associated Costs

- 1) All approvals for travel must consider the impact on climate change, including whether there are any mitigations possible to reduce the effect, such as the use of remote conferencing technology or a reduction in the number of elected member participants.
- 2) When the Mayor or Councillors are required to travel within New Zealand on official business, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol) and other costs on production of receipts. Council business includes carrying out work on behalf of Hutt City Council or representing Council at an approved conference, seminar or similar meeting.
- 3) When the Mayor or Councillors are required and authorised by Council resolution to travel outside New Zealand, Hutt City Council will reimburse the Mayor or Councillor for actual and reasonable accommodation, meals (excluding alcohol), and other costs on production of receipts.
- 4) Allowances for travel, accommodation, meals (excluding alcohol) and other costs may be advanced to the Mayor or Councillor to the level of estimated expenditure. The Mayor or Councillor must account for the expenditure of the advance with receipts and clear the balance immediately.
- 5) All travel and accommodation must be booked by Democratic Services, except Mayoral travel, which is to be booked by the Mayor's Office.
- 6) For this policy, travel to Australia is domestic travel.
- 7) Elected members are expected to adhere to Council's Sensitive Expenditure Policy and associated guidelines.

## Vehicle Usage

- 8) Councillors are also entitled to be reimbursed for the cost of vehicular travel on council business. This can be an allowance for the use of a private motor vehicle based on kilometres travelled, reimbursement of the actual cost of public transport, or, where necessary, a taxi, for which receipts must be provided.
- 9) Where an elected member chooses to take their private motor vehicle to a conference or seminar for which airfares would generally be provided, the equivalent airfare will be reimbursed rather than the vehicle mileage allowance.
- 10) Elected members are entitled to use Council fleet charging units to charge private electric and hybrid vehicles free of charge.

## Vehicle Kilometre Allowance under Local Government Members (2025/26) Determination 2025

- 11) A member's travel is eligible for the allowance if –
  - a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
  - b) the member is travelling—
    - i in a private vehicle; and
    - ii on local authority business; and
    - iii by the most direct route that is reasonable in the circumstances.
- 12) The allowance payable to a member for eligible travel is –
  - a) for a petrol vehicle,-
    - i. \$1.17 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - ii. 37 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
  - b) for a diesel vehicle,-
    - i. \$1.26 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

- ii. 35 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- c) for a petrol hybrid vehicle,-
  - i. 86 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - ii. 21 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- d) for an electric vehicle,-
  - i. \$1.08 per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - ii. 19 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

## **Travel Time Allowance**

- 13) As Hutt City Council has adopted a salary-only model, no travel time allowance payments are made to the Mayor or Councillors.

# Communications Allowance under Local Government Members (2025/26)

## Determination 2025

14) The following equipment is provided to Councillors by Council:

- Laptop

Note: Council will continue to support existing Council-issued printers for returning councillors by providing necessary consumables.

15) An allowance of up to \$800 per year can be claimed for the use of the member's own internet service for the member's work on local authority business. This can be claimed in one lump sum at any time during the financial year.

16) An allowance of up to \$500 per year can be claimed for use of the member's own mobile telephone service for the member's work on local authority business. Alternatively, the member may be reimbursed for the actual costs of telephone calls made on local authority business upon production of the relevant telephone records and receipts.

**Note:** The Communications Allowance has pro rata provisions for members who are not in a position for the full 12 months. This affects both members who do not return after the election and those who are elected for the first time in October (see the Local Government Members (2025/26) Determination 2025).

17) A home-based technology allowance of \$45 per month will be paid to the chairs of the Eastbourne and Wainuiomata Community Boards to reimburse the incumbents of those positions a portion of the communication costs (business-related telephone calls, internet connection, etc) incurred by them in carrying out their duties.

## **Childcare Allowance under Local Government Members (2025/26) Determination 2025**

- 18) An allowance of up to \$7,500 per year per child can be claimed as a contribution towards expenses incurred by the member for childcare provided. In contrast, the member is engaged in local authority business.
- 19) A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if –
  - a) The member is a parent or guardian of the child, or is the 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 family member of the member; and
    - ii. Does not ordinarily reside with the member; and
  - d) The member provides evidence satisfactory to the local authority of the amount paid for childcare.
- 20) “Family member of the member” is defined as a spouse, civil union partner, de facto partner, and a relative, ie another person connected with the member within 2 degrees of a relationship, whether by blood relationship or by adoption.
- 21) The Head of Democratic Services can approve claims for the reimbursement of childcare allowance.

# Home Security System Allowance under Local Government Members (2025/26)

## Determination 2025

22) Members can be reimbursed for expenses of having a home security system installed and monitored up to a maximum of:

- \$4,500 for installing the system; and
- \$1,000 in any year for monitoring, callouts, and repairs.

### Security threat and risk assessment procedure

Members may only be reimbursed for these expenses following a security threat and risk assessment authorised by the Chief Executive, undertaken by a suitably qualified person or organisation. Council will reimburse the cost of a security threat and risk assessment. Approvals for claims for reimbursement for both the security threat and risk assessment, and for expenses related to installation and monitoring, callouts, and repairs to the system are approved by the Head of Democratic Services.

Members who have previously claimed this allowance should satisfy the Chief Executive that their primary residence has changed, or that the system previously used is out of date and should be replaced by a suitably qualified person or organisation. This must be documented with evidence to the approver's satisfaction.

### Supplementary security expenses above the allowance limit

A member may also be reimbursed for additional expenses for the provision of supplementary security measures at their primary place of residence within the Council area if the security threat and risk assessment recommends that those supplementary security measures be provided to the member.

Approval of supplementary security expenses is subject to the Remuneration Authority's approval on Council's application. Approval of applications to the Remuneration Authority under this clause is the responsibility of the Head of Democratic Services.

## **Health and Wellbeing**

- 23) Elected members are entitled to an annual flu vaccination as part of Council's employee wellbeing programme. Elected members can request a voucher when vaccinations are made available to staff.
- 24) Council's Employee Assistance Programme (EAP) is available to elected members. EAP is a confidential counselling and advice service that can provide short-term support for personal or work-related issues.
- 25) Details on how elected members can access EAP support is available on Diligent.

## **Resource Consent Hearing Fees**

- 26) A member who acts as the chair of a resource consent hearing is entitled to be paid a fee of \$130.00 per hour of hearing time and preparation.
- 27) A member who is not the chair of a resource consent hearing is entitled to be paid a fee of \$104.00 per hour of the hearing time and preparation time.

## **Car parks**

- 28) When Councillors are undertaking Council business at the Council Administration building during office hours, limited free parking is available in the fleet carpark on Stevens Grove (behind the Dowse Art Museum) or in the carpark opposite the Administration Building on Laings Road. Carparks are provided on a first-come, first-served basis. Cars must be registered electronically.
- 29) In the event that all reserved parks are in use, Councillors are expected to use available public parking areas.
- 30) A car park is reserved for the Mayor and the Deputy Mayor in the Laings Road carpark.

## **Access to Staff Benefit schemes**

- 31) It is not appropriate for Council to offer staff benefit schemes to elected members, unless prior approval has been obtained from the Remuneration

Authority, as it is contrary to both the Local Government Act 2002 and the Remuneration Authority Act 1977.

## Training

- 32) Councillors are eligible for financial support for training, which may include formal training courses, attendance at seminars or attendance at conferences.
- 33) Financial support is capped at \$2,153.00 per councillor per annum.
- 34) Capped funding includes seminar costs, course fees, or conferences, as well as any associated costs. The cap does not include those conferences where attendance is required, as the Council feels it must send a delegate(s). Nor does it include those activities the Mayor undertakes by virtue of his office.
- 35) Councillors are not permitted to make direct bookings for seminars, course fees, or conference costs. All such bookings must be made by Democratic Services to ensure appropriate financial controls and alignment with this policy.
- 36) Financial assistance for longer term training (a course of study with a duration of more than three days), if approved, is capped at 50% of costs (within the maximum stated above).
- 37) Requests to attend formal training courses or seminars with a value over \$1,000 are to be made in writing to the Chief Executive for their decision.
- 38) The Head of Democratic Services can approve requests for training courses or seminars costing less than \$1,000.
- 39) The following guiding principles will be relied on in deciding whether to approve a request for training:
  - a) the likely benefits of the intended training course or seminar;

- b) the needs of the Councillor demonstrated through discussion with the Chief Executive or the Head of Democratic Services;
  - c) the cost of the training proposed;
  - d) reports and evaluations by Councillors who may have attended similar courses in the past; and
  - e) competing demands on the training budget.
- 40) All requests for financial support to attend longer term training courses are to be made in writing to the Chief Executive for their decision.
- 41) Additional guiding principles when deciding on this situation are:
- a) what is the overall duration of the course; and
  - b) the point in time in the triennium when the training is requested.
- 42) Financial support, if approved, is capped at 50% of total costs (and within the maximum stated above).
- 43) Elected members are to provide an evaluation of the course or seminar attended to the Head of Democratic Services.

## **Sensitive expenditure and gifts**

- 44) Refer to [Council's Code of Conduct](#) about gifts received by, and in their capacity as, elected members.
- 45) Council's [Sensitive Expenditure Policy](#) and associated guidelines apply to elected members, all Council employees and volunteers. It encourages common sense to sensitive expenditure that is fair, reasonable and able to withstand public scrutiny.
- 46) Refer to [Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities](#) in relation to corporate hospitality and entertainment.

## **Submitting Expense Claims**

- 47) Expense claims must be made monthly and will not be accepted if the claim is provided more than two months after the end of the financial year to which it relates. Expense claims will be approved by the Head of

Democratic Services, with more complicated claims referred to the Chief Executive for final approval.

- 48) The Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee's annual audit work programme includes expense claims and allowances paid to elected members and the Corporate Leadership Team to ensure compliance.

## **Breach of Allowance and Expense Rules**

- 49) If an elected member breaches this policy, the elected member must reimburse Council for any costs Council may have wrongfully incurred.
- 50) An alleged breach of allowance and expense rules may be considered under the Code of Conduct.

## **Policy review**

- 51) This policy will be reviewed at the beginning of each triennium. Council may direct a review of this policy at any time.

## **Contact details**

Susan Narayan  
Elected Member Support Coordinator  
Democratic Services

[Susan.Narayan@huttcity.govt.nz](mailto:Susan.Narayan@huttcity.govt.nz)