

# Te Reo Translation | Elected Members' Remuneration, Allowances and Expenses Policy



**Department:** Policy, Partnerships and Governance

**Date approved by Council:** 4 March 2026

## Kupu Whakataki | Introduction

The Remuneration Authority requires Councils to have an Elected Members' Remuneration, Allowances and Expenses Policy (Policy) and to have that Policy displayed on Council's website.

This Policy outlines the remuneration, allowances and expenses allowable for elected members – these are in accordance with the Remuneration Authority rules.

This Policy should be read in conjunction with Council's Sensitive Expenditure Policy. Any expenses under this Policy must comply with Council's Sensitive Expenditure Policy where applicable.

## Audience

Elected members, staff.

## Policy

### Remuneration

- The Mayor shall receive remuneration as determined by the Remuneration Authority.
- 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 annual total remuneration for each elected member. Council must make a formal decision following the Triennial Election 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 forwarded to the Remuneration Authority for approval.
- Elected members who sit on resource management or district plan hearings receive meeting fees as determined by the Remuneration Authority.
- Elected Members will not receive any additional remuneration for their roles on Council Committees and Subcommittees (including Advisory Committees).

### Allowances

- Vehicle Kilometre Allowance  
Elected members can claim a vehicle kilometre allowance to reimburse costs incurred for approved travel.  
An elected member's 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 (one claim per vehicle);
  - the elected member is travelling on Council business; and
  - the most direct route that is reasonable is taken.

The vehicle kilometre allowance is set by the Remuneration Authority and is based on the rate set by the Inland Revenue Department, as set out in the determination. In relation to attendances within the district, 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 after crossing the boundary of the local authority area. There is a set 100km per day limit on any mileage claim (except for Zone 2 meetings, LGNZ events, joint local authority meetings, the Hauraki Gulf Forum and other meetings where you are an appointed or otherwise authorised Council representative).

All elected members' claims for vehicle kilometre allowance are to be approved by two authorisers, one being a member of the Governance Team, the other being the Governance Team Leader or the Policy, Partnerships and Governance Manager for auditing purposes.

- Travel Time Allowance

Elected members may claim a travel time allowance for travelling within New Zealand on Council business. The Mayor is not eligible for this allowance because the role is deemed to be full time and remuneration is set accordingly.

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

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.

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

In relation to attendances within the district 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 local authority area.

All claims for travel time allowance are to be approved by two authorisers, one being a member of the Governance Team, the other being the Governance Team Leader or the Policy, Partnerships and Governance Manager.

- Communications (ICT) Allowance

All elected members are provided with a laptop (or similar) for Council purposes. Full technical support is provided.

The Mayor is provided with a mobile phone for Council purposes and full payment of all expenses related to the use of the mobile phone is covered by Council.

Council does not provide a Communications ICT allowance in addition to the issuing of Council owned laptops with mobile data.

- Child Care Allowance

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

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

- they are engaged on local authority business at the time of the childcare;
- 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
- the child is under 14 years of age; and
- 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.

Elected members must provide evidence satisfactory to the local authority of the amount paid for childcare. Evidence must include an invoice, payment details and declaration. All claims for childcare allowance are to be approved by two authorisers, one being a member of the Governance Team, the other being the Governance Team Leader or the Policy, Partnerships and Governance Manager.

- Home Security Allowance  
Council does not provide for the home security allowance.

#### Expenses

Actual and reasonable expenses incurred by elected members while undertaking Council business will be reimbursed in line with Council's Sensitive Expenditure Policy.

#### **Effects and Risks**

Non-compliance with this Policy could result in a breach of the Remuneration Authority rules.

#### **Monitoring, Measurement and Review**

This Policy is monitored using two approvers for all allowances as stated above. When the Remuneration Authority releases new determinations this Policy is reviewed for consistency.

This Policy will be reviewed following each triennial election or earlier if required.

#### **Relevant Information**

Local Government Act 2002, Sch 7 Clause 6

#### **Authorisation**

Authorised by: Manaia Te Wiata  
Tumu Whakarae | Chief Executive Officer  
Matamata-Piako District Council

Signed: \_\_\_\_\_  
Manaia Te Wiata  
Tumu Whakarae | Chief Executive Officer

## 7.8 Elected Member Remuneration and Allowances

CM No.: 3105598

### Te Kaupapa | Purpose

The purpose of this report is for Council to:

- confirm how the Governance Remuneration Pool which is set by the Remuneration Authority should be allocated to the 12 Councillors, and
- confirm availability of any of the allowances as set by the Remuneration Authority.

### Rāpopotonga Matua | Executive Summary

The Remuneration Authority is the independent body responsible for setting remuneration for elected positions in Councils. Each Council is allocated a Governance Remuneration Pool (Pool), this is the total Pool for all Councillors. Individual Councils are responsible for allocating its Pool to its Councillors and the Pool must be fully allocated. The remuneration for the Mayor is also set by the Remuneration Authority but is separate from the Pool.

The Remuneration Authority also sets the rules for reimbursement of costs or allowances incurred by Elected Members while engaged on Council business.

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That:

1. Council confirms how the Governance Pool should be allocated and instructs staff to forward this to the Remuneration Authority for confirmation;

**Option C:** A formula for setting the remuneration is used to recognise roles of extra responsibility and workload.

- i) Deputy Mayor (This position exercises the same roles as other Elected Members and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)  
Ratio of 1.4 - \$55,032.

*Deputy Mayor James Sainsbury declared a conflict of interest and did not participate in voting of the motion.*

Resolution number CO/2025/00010

Moved by: Cr J Thomas

Seconded by: Cr S Whiting

**KUA MANA | CARRIED**

**WHAKATAUNGA A TE KAUNIHERA | Council Resolution**

That:

- ii) Risk and Assurance Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Risk and Assurance Committee who generally meet four to six times per year and have responsibility for assisting Council in fulfilling its overall responsibilities relating to financial reporting, external audit, internal audit, compliance and risk reporting, and reporting any areas of concern to Council.)  
Number of Members 1 (Member of Risk and Assurance Committee only)  
Ratio of 1.1 - \$43,239.  
(Also see below vii Member of more than one Committee)
- iii) Te Manawhenua Forum Committee Member (This position exercises the same roles as other Elected Members and is also a member of Te Manawhenua Forum who generally meet six times per year and have responsibility for facilitating tangata whenua contribution to Council's decision making.)  
Number of Members 1  
Ratio of 1.1 - \$43,239.
- iv) Waharoa (Matamata) Aerodrome Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Waharoa (Matamata) Aerodrome Committee who generally meet two to three times per year and have responsibility for making recommendations to Council in respect of the Aerodrome land, making decisions on access and parking arrangements that affect Raungaiti Marae and functions regarding the Reserve Management Plan under the Reserves Act.)  
Ratio (see below vii Member of more than one Committee)
- v) Hauraki Gulf Forum (this position exercises the same roles as other Elected Members and is also a member of the Hauraki Gulf Forum who generally meet four times per year and have responsibility for the promotion and facilitation of

integrated management and the protection and enhancement of the Hauraki Gulf.  
Ratio of 1.1 - \$43,239.

vi) Hauraki Scheme Subcommittee (or similar name once confirmed) (this position exercises the same roles as other Elected Members and is also a member of the Hauraki Scheme Subcommittee who generally meet two times per year and have responsibility for the provision of local community advice to Integrated Catchment Management Committee.  
Ratio (see below vii Member of more than one Committee).

vii) Member of more than one Committee (as per above descriptions)  
Number of Members 2  
Ratio of 1.15 - \$45,205.

viii) Councillor (all other) Ratio of 1 - \$39,308.

Resolution number CO/2025/00011

Moved by: Deputy Mayor J Sainsbury  
Seconded by: Cr S Whiting

**KUA MANA | CARRIED**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

2. Council confirms its approach to Elected Member Allowances;

A Vehicle-Kilometre Allowance

Council adopts the vehicle-kilometre allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy

Resolution number CO/2025/00012

Moved by: Cr A McGiven  
Seconded by: Cr D Horne

**KUA MANA | CARRIED**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

B Travel-Time Allowance

Council adopts the travel-time allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy

Resolution number CO/2025/00013

Moved by: Deputy Mayor J Sainsbury  
Seconded by: Cr B Dewhurst

**KUA MANA | CARRIED**

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**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That:

**C Information or Communication Technology (ICT) Allowance**

Council does not adopt an ICT allowance in addition to the issuing of Council owned laptops with mobile data.

Resolution number CO/2025/00014

Moved by: Cr B Dewhurst

Seconded by: Deputy Mayor J Sainsbury

**KUA MANA | CARRIED**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That:

**D Childcare Allowance**

Council adopts the childcare allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;

*Deputy Mayor James Sainsbury and Councillors Rewiti Vaimoso, Grace Bonnar and Tyrel Glass declared a conflict of interest and did not participate in discussion or voting of this motion.*

Resolution number CO/2025/00015

Moved by: Cr D Horne

Seconded by: Cr J Thomas

**KUA MANA | CARRIED**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That:

**E Home Security Allowance**

Council does not adopt the home security allowance.

Resolution number CO/2025/00016

Moved by: Cr S Whiting

Seconded by: Cr A McGiven

**KUA MANA | CARRIED**