Elected Members Remuneration, Expenses and Allowances Policy 2025-2028 Triennium

This document sets out the policy on remuneration, expenses and allowances payments to elected members. The policy is administered by Kāpiti Coast District Council's Governance Manager. It may be reviewed annually and is current until superseded.

Adopted by Council on 23 July 2026

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A. Policy Objective

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 must determine remuneration, allowances and expenses. The Remuneration Authority provides local authorities with a determination annually that stipulates the parameters around remuneration, allowances and expenses payments to elected members. Within these parameters councils can develop their own policies ensuring that payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by elected members while acting in their role
- payable under clear rules communicated to all claimants
- oversighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering.

B. Remuneration of Elected Members

B.1 Mayor and Councillors

Role	Annual remuneration
Mayor	$163,499
Deputy Mayor and Chair of the Environment and Communities Committee	$72,925
Chair of Chair of Strategy and Policy Committee	$65,704
Deputy Chair of Strategy and Policy Committee	$62,450
Deputy Chair of Environment and Communities Committee	$62,450
Chair of Grants Allocation Committee	$62,450
Chair of Appeals Hearing Committee	$62,450
Councillors with additional responsibilities (4)	$52,311
Minimum Allowable Remuneration	$45,975

B.2 Community Boards

Community Board	Chairperson	Member
Ōtaki	$17,421	$8,711
Paekākāriki	$9,227	$4,613
Paraparaumu	$22,237	$11,118
Raumati	$16,944	$8,472
Waikanae	$20,227	$10,113

C. Elected Member Expenses and Allowances[1]

C.1 All Elected Members

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. If accommodation is provided privately by friends/relatives/whānau, Council will have no involvement and reimbursement is not available.
Air Travel	Air travel bookings are made by council staff in line with Council policy and processes. If elected members make their own bookings for Council related business (domestic and international), costs will be reimbursed up to the level of economy class fares; if the elected member wishes to travel in a higher class, they must meet the cost of the difference.
Air Dollars/Points	Air points/air dollars earned while travelling on Council business are available for private use. Due to the infrequency of air travel this is considered insignificant.
Airline Clubs	Council does not pay or reimburse for these memberships.
Carparks	At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building (Civic Centre on Rimu Road) in Paraparaumu. Council staff will note the car registration number against the permit so it is non-transferable and will lapse at end of the triennium.
Communications Technology	All claims in this section are in line with the Remuneration Authority determination and covers the annual period from 1 July 2026 to 30 June 2027. *Internet Service* – All elected members can claim an $800 allowance for use of their private internet for Council business. *Consumables* (e.g. ink cartridges and photocopy paper) – All elected members can claim up to $200 for consumables. *Printer* – All elected members can claim up to $50 for the use of a printer (this is in addition to the claim for ink cartridges and photocopy paper). *Email* – At the beginning of the triennium elected members are provided with a Council email address which is not to be used by members for any personal business. *Mobile Phones* – All elected members can claim a $200 equipment allowance and $500 service allowance for use of their own mobile phone for

[1] All allowances are inclusive of GST.

	Council-related business. An elected member may opt, instead of claiming the $500 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls. *Tablets* – All elected members will be provided with tablets at the beginning of the triennium for Council related use. A data limit of 10 GB will be set for each calendar month. Incidental private use is acceptable in line with relevant Council Information Technology Usage Policies. If elected members wish to decline the use of the tablet, a communications allowance of $400 can be claimed to cover the use of a personal computer. *Note: Where an elected member is not an elected member for the whole determination period (1 July 2026 – 30 June 2027), any annual allowances will be pro-rated.*
Entertainment & hospitality	Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor and the Chief Executive.
Gifts	Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.
Home Security System	Elected members can claim installation of a home security system at the member's primary residence: i. Maximum claim of $4,500 for the system's installation. ii. Maximum claim of $1,000 in any year for monitoring, call-outs, and repairs. Elected members must contact Council officers before installing the home security system to get prior approval from the Chief Executive who may direct a security threat and risk assessment be completed by specialist consultants. If the security threat and risk assessment suggests any supplementary security measures above the installation of a home security system (e.g. a security guard) or above the maximum claim amounts, any reimbursements also require approval from the Remuneration Authority upon application by Kāpiti Coast District Council.
Meals	Catering will be provided for any meetings. Reasonable costs for meals when travelling on Council business can be claimed by elected members.
Professional development	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, if attendance is approved through the Mayor. Elected members must contact the Governance team for this to be organised rather than incurring the costs themselves. Any other approach will be discussed with the elected member ahead of the booking being made.
Incidentals	Reasonable expenses incurred while conducting Council business can be claimed by elected members.
Stationery	Elected members will be supplied with business cards, if they have indicated they would like cards. Any other stationery required for Council business will be considered on request.

Subscriptions & memberships	Council does not pay or reimburse for memberships and subscriptions.
Vehicle Usage	*Mileage* – Reimbursements can be claimed for the following: i. Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected member. ii. The travel must be by the most direct route that is reasonable in the circumstances. As of 1 July 2026, mileage reimbursements are as follows: iii. For a petrol vehicle: $1.20 per km for the first 14,000 km per annum, 37 cents per km for travel over 14,000 km per annum. iv. For a diesel vehicle: $1.30 per km for the first 14,000 km per annum, 38 cents per km for travel over 14,000km per annum v. For a petrol hybrid vehicle: 90 cents per km for the first 14,000 km per annum, 24 cents per km for travel over 14,000 km per annum vi. For an electric vehicle: $1.22 per km for the first 14,000 km per annum, 23 cents per km for travel over 14,000 km per annum *Note: If an elected member travels from a primary or temporary residence that is outside the district to conduct Council business, the mileage reimbursement will only be applicable for eligible travel after the elected member crosses he district's boundaries. This can be waived by the Remuneration Authority if an elected member resides outside the district at the time of election or there are exceptional circumstances.* *Private use of vehicle* – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage is cheaper than air travel. *Rental cars* – Council will not meet the costs of using rental cars unless a request has been approved prior to the travel being undertaken. *Taxis, buses and trains* - Council will reimburse reasonable costs for the use of taxis, buses and trains associated with training events and Council business. *Travel-time reimbursement* – Elected members may claim up $41.30 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day. A maximum of 8 hours of eligible travel time can be claimed in a 24-hour period.
Childcare	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 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 member and does not ordinarily reside with the elected member; and

	d) the elected member provides evidence that is satisfactory to the authority of the amount paid for childcare. Childcare allowance will be paid at a rate of $20 per hour unless actual costs are accompanied by a tax receipt; not exceeding a total amount of $7500 for the annual period.

C.2 Mayor

Carpark	The Mayor has a dedicated parking space.
Communications Technology	The Mayor is provided with a mobile phone and tablet for the triennium with reasonable private use considered acceptable.
Subscriptions & memberships	The subscription for the Mayor's role as Justice of the Peace will be paid for by Council.
Vehicle	The Mayor is provided with a vehicle for private and business use during the term in office. The Remuneration Authority determination states: *A local authority may provide* *(a) a motor vehicle or* *(b) a vehicle mileage allowance.* *If a motor vehicle is provided for private use, the annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination. In case of a petrol or diesel vehicle the maximum purchase price is set at $60,000 and in the case of an electric or hybrid vehicle the price is set at $70,500.*

D. Hearing Fees

Chairperson	An elected member who acts as the chairperson of a hearing is entitled to a fee of up to $130 per hour.
Member	An elected member who is not the chairperson of a hearing but acting as a member of the panel is entitled to a fee of up to $104 per hour.
Mayor or Acting Mayor	These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances.

(*Fees related to District Licencing Committee hearings are not included in this policy as they are set by the Minister of Justice separately*)

E. Claims Processes

All claims for elected members (including mayoral) reimbursement of expenses are to be submitted to the Governance team using the expense claim form. A claim form can be requested from the team and must be completed, signed and submitted with the relevant proof of expenditure (e.g. a tax invoice or receipt) if applicable. All allowances and fees listed in this policy must be claimed for and will not be paid without a claim request. The Governance team will send emails ahead of the monthly pay runs to remind elected members to send in their claim requests.

All claims will be checked for accuracy and approved by the Team Leader Governance, Manager Governance or the Chief Financial Officer in accordance with the provisions of this policy. Any claims outside of this policy must also be approved by the Chief Executive.

F. Review and Monitoring

The Governance Manager will monitor the implementation of this policy. This policy will be reviewed every three years, at the request of Council or in response to legislative and statutory requirements.

G. Document Version Control

Version	Amendment(s) Summary	Sign Off/Comment
1	**Policy Adopted by Council after Election**	Chief Executive
2	**Amended upon Receipt of 2026/2027 Determination from the Remuneration Authority and Adoption by Council**	Chief Executive
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Signed…… Date: 23 July 2026

Darren Edwards

CHIEF EXECUTIVE