

Policy on Elected Members' Allowances and Expenses

Adopted by Council on 19 February 2026, and effective from 20 February 2026.

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Introduction

1. In addition to determining the remuneration of local authority elected members, the Remuneration Authority determines the allowances framework for elected members.
2. Within the allowances framework provisions for the payment of any or all allowances and expenses are at the discretion of each local authority. Greater Wellington Regional Council (Council) provides for elected members' allowances and expenses through this policy, which is adopted by Council.
3. This policy should be read in conjunction with Council's *Sensitive Expenditure (Elected Members) Policy*, its *Code of Conduct for Councillors*, and any applicable Greater Wellington policies (as specified).
4. This policy takes effect on the day following adoption by Council.

Definitions

5. The following definitions are used throughout this policy:
 - a "Authority" refers to the Remuneration Authority
 - b "Chair" refers to the Council Chair
 - c "Council" refers to the governing body of the Wellington Regional Council
 - d "Council business" includes:
 - i Official meetings and workshops of Council, its committees, its subcommittees, its advisory bodies, and external bodies to which the elected member is appointed by Council
 - ii Statutory hearings and related meetings
 - iii Meetings of Council-owned companies
 - iv An external event or meeting where the elected member attends in an official Council capacity, including a meeting with community groups and members of the public
 - v Visits to, and tours of, facilities, sites or works for which Council is responsible for, or has involvement in, or which will be the subject of business to come before Council or any committee or subcommittee
 - vi Seminars, conferences and training courses
 - vii Constituency meetings
 - viii Discussions with committee, subcommittee and advisory group chairs and/or deputy chairs or with Greater Wellington officers
 - ix Consultation with mayors, territorial authority committee chairs, or other elected members
 - x Official briefings,

and excludes events where the primary focus is on social activity or attendance is not in an official Council capacity (including electioneering).

- e “Determination” refers to the Remuneration Authority’s current Annual Local Government Members Determination
- f “Elected member” or “Councillor” refers to a member of Council elected under the Local Electoral Act 2001, and includes the Chair
- g “Event” includes a conference, course, seminar, event, function or meeting that an elected member is attending on Council business
- h “Greater Wellington” refers to the organisation, the Chief Executive appointed by Council, and staff members appointed under the authority of the Chief Executive
- i “Primary place of residence” is usually determined by the elected member’s address as recorded on the Electoral Roll.

Parking

- 6. Elected members will be provided with parking spaces near Greater Wellington’s Cuba Street offices for their use when on Council business.
- 7. Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

Use of public transport

- 8. Elected members who travel by public transport for Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

Chair’s vehicle

- 9. The Chair will be eligible to be provided with a vehicle (which shall be a Plug-in Hybrid Electric Vehicle or an Electric Vehicle) for the Chair’s business and private use as part of the remuneration provided in the Determination. Use of the Chair’s vehicle for election campaign purposes is prohibited.
- 10. If the Chair elects to have this vehicle available for private use, a deduction (as set out in the Determination) will be made from their remuneration.
- 11. The Chair’s vehicle is eligible for replacement at the commencement of each council triennium. The Chair’s previous vehicle will be disposed of by Greater Wellington in accordance with its standard vehicle disposal process.
- 12. The Chair is liable for any parking fines or traffic offences incurred whilst using their vehicle. The Chair’s use of their vehicle is also subject to any applicable requirements of Greater Wellington’s *Vehicle Policy*.

Electric vehicle charging

13. Where an elected member, excluding the Chair when using the Chair's vehicle provided under the clause 9, is using their own Plug-in Hybrid Electric Vehicle or Electric Vehicle for Council business, they may not charge that vehicle using Greater Wellington's electricity supply unless:
 - a That electricity supply is generally available to the public for the purpose of electric vehicle charging; and
 - b The elected member pays any applicable cost payable by the public for the use of that electricity supply.

Mileage allowance

14. Elected members, excluding the Chair when using the Chair's vehicle provided under clause 9, are entitled to a mileage allowance when using their own vehicle for Council business.
15. Eligibility for the mileage allowance commences from the elected member's primary place of residence until the conclusion of their travel on Council business.
16. The mileage allowance payable is at the maximum rate per kilometre set in the Determination.
17. Mileage may include travel to and from the elected member's primary place of residence, if the travel is:
 - a In the elected member's own vehicle;
 - b On Council business; and
 - c By the most direct route reasonable in the circumstances.
18. Where an elected member chooses, for personal reasons, to travel by private vehicle to an event outside of the Wellington Region, they will be entitled to a mileage payment that is the lesser of the cheapest equivalent air fares available for the day(s) of travel or the total applicable mileage allowance for the travel.

Travel time allowance

19. Elected members are entitled to a travel time allowance for travel undertaken for Council business. The travel time allowance payable will be the maximum set in the Determination.

Travel from additional place of residence

20. Where:
 - a An elected member has an additional place of residence (e.g. a holiday home);
 - b The elected member is travelling from that additional place of residence; and

- c That travel involves a distance and/or duration greater than the elected member would travel if they were travelling from their primary place of residence,

then they will only be eligible to claim for the mileage and travel time that would have been incurred from their primary place of residence.

ICT allowances

21. Each elected member is provided with a Greater Wellington mobile-enabled tablet device and associated keyboard. The use of this loaned equipment by the elected member:
 - a Must be for Council business (use of the device for election campaign purposes is prohibited)
 - b Recognises that the loaned equipment remains Greater Wellington's property and must be returned when requested.
22. On request, an elected member may be provided with a standard specification Greater Wellington laptop instead of the mobile-enabled tablet device and associated keyboard referred to in clause 21, subject to the same conditions of use set out in that clause.
23. Each elected member having any of the following ICT equipment available for use for Council business is eligible to receive an ICT allowance in respect of each item:
 - a Printer
 - b Mobile phone
 - c Mobile phone service
 - d Internet service
 - e ICT consumables (for example, printer or photocopy paper and ink cartridges).
24. The ICT allowance payable in respect of each item will be the maximum set in the Determination.
25. The Chair may be provided with Greater Wellington mobile phone. Where this mobile phone is provided:
 - a Greater Wellington will cover all expenses associated with the use of that mobile phone for Council business (use of the mobile phone for election campaign purposes is prohibited)
 - b The mobile phone remains Greater Wellington's property and must be returned when requested
 - c The Chair will be ineligible to receive the ICT allowances payable in respect of a mobile phone and mobile phone service.
26. The Chair's office is equipped with a Greater Wellington laptop for the Chair's use for Council business.

Childcare allowance

27. An elected member who is responsible for one or more children under 14 years of age may claim a childcare allowance for each eligible child up to the annual maximum limit set in the Determination.
28. The childcare allowance is only payable if the:
 - a 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 (other than on a temporary basis); and
 - b Child is aged under 14 years of age;
 - c Childcare is provided by a person who:
 - i Is not a family member of the elected member¹, and
 - ii Does not ordinarily reside with the elected member; and
 - d Elected member provides satisfactory evidence to Greater Wellington of the amount paid for childcare.
29. Payment of the childcare allowance is made following the elected member's submission of a childcare allowance claim. This claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

Home security system allowances

30. Where an elected member is concerned about threats to their personal safety and security, they may make a written request to the Chief Executive to authorise a security threat and risk assessment.
31. This written request must set out the elected member's related concerns.
32. Where the Chief Executive is satisfied, prima facie, that the elected member's concerns warrant a security threat and risk assessment, the Chief Executive will authorise this assessment. Greater Wellington will arrange for that assessment and pay the related costs. Greater Wellington will pay for one security threat and risk assessment only for each elected member.
33. The security threat and risk assessment report may recommend (as appropriate and with related costs):
 - a A home security system;
 - b Related monitoring, callouts, and repairs; and

¹ "Family member of the elected member" means:

- a A spouse, civil union partner, or de facto partner
- b A relative, that is, another person connected with the member within two degrees of relationship, whether by blood relationship or by adoption.

- c Any supplementary security measures
for the elected member's primary place of residence.
34. The assessment report will be provided to both Greater Wellington and the elected member.
 35. Where the assessment report recommends any supplementary security measures, the Chief Executive must apply to, and obtain the approval of, the Authority to these supplementary security measures and the related additional expenses before those costs can be claimed by and reimbursed to the elected member.
 36. Where the elected member, for their primary place of residence:
 - a Completes the purchase and professional installation of any recommended home security system;
 - b Purchases any recommended monitoring, callouts, and repairs and/or any approved supplementary security measures; and
 - c Pays the related coststhey may claim, for reimbursement by Greater Wellington, for:
 - d Purchasing and installing the home security system – up to the maximum amount set in the Determination (once only);
 - e Monitoring, callouts, and repairs related to that home security system – up to maximum amount set in the Determination (annually); and
 - f The additional expenses approved by the Authority for supplementary security measures (once only).
 37. Any claim must be supported by receipted invoices showing the related costs paid by the elected member.
 38. When an elected member vacates office, is not re-elected, or changes their primary place of residence, Greater Wellington has no claim on the home security system for which it has paid any reimbursement.

Events

39. Elected members authorised to attend an event will have their attendance fees, travel, accommodation, and meals paid for by Greater Wellington. Unless otherwise agreed by the Chief Executive, all travel and accommodation will be booked by Greater Wellington.
40. Councillor professional development and training will be arranged by Greater Wellington.
41. Elected member and the Chair's attendance at a one-off event in New Zealand, or participation in an overseas event, will be subject to the approval processes stated in Council's *Sensitive Expenditure (Elected Members) Policy*.

Clothing

42. Elected members may be supplied with clothing items bearing Greater Wellington's branding for use on Council business. These clothing items remain Greater Wellington's property at all times.

Councillors' Lounge

43. Elected members are entitled to use the Councillors' Lounge in Greater Wellington's Cuba Street offices for Council business.

Travel insurance

44. Travel insurance will be provided to elected members for overseas travel on Council business (being travel approved by Council resolution, consistent with Council's *Sensitive Expenditure (Elected Members) Policy*).

Personal accident insurance

45. Greater Wellington's personal accident insurance includes cover for the death or bodily injury of an elected member.
46. Any payment received as a result of a claim made under this cover for an elected member is payable to Greater Wellington, and will be used for Greater Wellington's business purposes only (e.g. as a contribution to the costs of running an extraordinary election). No payment will be made to the elected member who is the subject of the claim.

Flu vaccination

47. Elected members are entitled to an annual flu vaccination:
 - a Through Greater Wellington's annual onsite vaccination clinics; or
 - b By the elected member's submission of a claim for reimbursement. This claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the flu vaccination.

Personal and work-related support

48. Elected members are entitled to access Greater Wellington's Employee Assistance Programme (EAP), which is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting an elected member.

Payment

49. Where applicable, allowances and expense claims will be paid fortnightly.
50. Elected members' claims for allowances and expenses should be made fortnightly, on the forms provided, no later than three months after the date the allowance or expense was incurred, and should include all relevant receipts.
51. Payment will be made by direct credit.