



Appointed Members' Allowances Policy

Last updated: 12 June 2020

Document owner: Governance Support Manager/Administration Support Staff

Contents

1. Statement of purpose	3
2. Policy goal	3
3. Key principles	3
4. Eligibility	3
5. Restrictions	4
6. Meeting (workshop) allowance	4
7. Vehicle mileage allowance.....	4
8. Exceptions	4
9. Procedures	5
10. Linkages.....	5
11. Responsible persons	5
12. Amendments and review dates	5

1. Statement of purpose

This policy explains the circumstances in which the Northland Regional Council will pay allowances to Appointed (non-elected) Members¹ who are appointed to its standing committees, subcommittees, working parties, working groups and external bodies, and sets out the conditions that must be met for a claim to be paid.

2. Policy goal

The goal of this policy is to ensure the council's position and procedures for the payment of allowances to appointed members is transparent, accountable, and fair.

3. Key principles

- a. The council recognises that appointed members from time to time incur personal expense as a result of participating in standing committees, subcommittees, working parties, working groups and external bodies.
- b. The council wishes to ensure appointed members are not financially disadvantaged by their participation, or that the financial impact of their participation acts as a disincentive to participation.
- c. The council also recognises that a commitment to public service motivates appointed members to participate.
- d. The application of a transparent, fair and balanced policy on the payment of allowances to appointed members promotes public confidence in the council's financial stewardship.

4. Eligibility

Subject to the restrictions noted below, appointed members are eligible to claim allowances for attendance² at the following:

- a. Standing Committee Meetings: i.e. a permanent committee appointed by the council (only) that meets on a regular basis to address specific issues covered by the committee's delegations
- b. Subcommittee/Working Party Meetings if their appointment and the meeting schedule has been approved by council resolution.
- c. Standing Committee/Subcommittee/Working Party Workshops if the membership and workshop schedule have been approved by council resolution.
- d. Meetings of any other sub-ordinate bodies set up by Standing Committees/Subcommittees/Working Parties if the membership and meeting schedule has been approved by council resolution.
- e. Scheduled meetings of External Bodies; provided council has approved by resolution that the appointed member will represent council at these meetings.³

¹ Elected members' remuneration, expenses and allowances are governed by the Remuneration Authority. The Authority does not concern itself in a council's methods or policies for rewarding or recompensing non-elected members.

² For completeness, it should be noted that appointed members are eligible to claim travel and meeting allowances if a meeting lapses due to lack of a quorum.

³ External Body is defined as a government agency, local authority or private/public interest group.

or otherwise:

- f. The Chair of the Regional Council has granted them an exception under Section 8 of this policy.

5. Restrictions

Allowances will not be paid:

- a. To council's independent financial advisor, as that member is paid a fixed annual fee.
- b. To any appointed member whose participation on a committee, subcommittee, working party or external body is remunerated by another organisation). This will be determined by a declaration statement included on the claim form. To avoid doubt, the council will reimburse the member (unless otherwise advised by the member); any issues regarding remuneration in these cases are a matter to be resolved between the member and the organisation concerned.
- c. To any appointed member of a Working Group (for the avoidance of doubt this includes all Catchment Working Groups and River Working Groups)
- d. For any mileage that is not associated with travel between a member's primary residence and properly scheduled meetings of a committee, subcommittee or working group, in the member's own vehicle, and by the most direct route that is reasonable in the circumstances.
- e. If a meeting/workshop is cancelled.

6. Meeting (workshop) allowance

The council will pay a maximum daily meeting (workshop) allowance of \$170 subject to the provisions of this policy. For clarity, if a member attends two meetings (workshops) on the same day, the allowance may only be claimed once for that day. Members may choose to not claim this allowance.

7. Vehicle mileage allowance

The council will pay the 'the vehicle mileage allowance as set out in its current Elected Members' Expenses and Allowances Policy, subject to the provisions of this policy. For clarity, the annual cap and minimum distance requirements of the Elected Members' Expenses and Allowances Policy apply. Eligible appointed members may choose to not claim mileage.

8. Exceptions

particular circumstances detailed in an appointed member's written application, and the Auditor-General's 2007 good practice guide on "Controlling Sensitive Expenditure: Guidelines for Public Entities", and make a recommendation for decision by the Chair of the regional council:

- a. From appointed members who are otherwise ineligible for the travel and meeting allowances. Allowances provided must not exceed those provided for in this policy.
- b. From appointed members who seek an allowance or reimbursement for an expense not detailed in this policy.

As a guiding principle, the meeting and travel allowances should only be exceeded in exceptional circumstances.

9. Procedures

- a. The Finance Manager shall advise the Administration Support Staff the account to which allowances are to be charged.
- b. The Administration Support Staff is to ensure that a Claim for Meeting Allowances is attached to every notice of a meeting sent to appointed members.
- c. At each meeting, the Administration Support Staff is to note the time and date of the meeting, and a list of attendees, and collate returned completed claim forms.
- d. Claims are to be presented to the Chief Executive or their delegated officer for approval.
- e. Payment will be made by the Payroll Officer by direct credit by the 25th of each month.

10. Linkages

For related information, see Northland Regional Council's Elected Members' Expenses and Allowances Policy.

11. Responsible persons

The Governance Support Manager and Administration Support Staff are responsible for overseeing implementation of this policy and for providing guidance for decisions that may not align to the policy.

12. Amendments and review dates

DATE	AMENDMENT	AUTHORISED BY
18 April 2017	Amended policy presented to council and approved.	Council resolution
14 Feb 2020	Minor formatting amendments	N/A
21 April 2020	Clause 4(c)(1) removed to allow all members of TTMAC to be reimbursed for attending marae based hui.	Council resolution dated 21 April 2020
12 June 2020	Updated to new corporate template	N/A

Northland Regional Council

P 0800 002 004

E info@nrc.govt.nz

W www.nrc.govt.nz