

Appointed Members Allowances Policy

Drafted: 25 June 2021

Context

This policy has been developed in consultation with the Northland Regional, Whangarei District and Kaipara District councils to ensure fair, transparent and consistent payment of allowances to non-elected (appointed) members.

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 compensating non-elected members.

Legislative Context

The Local Government Act 2002 (Schedule 7, clause 31(3)) provides that the Council may appoint to a committee or subcommittee a person who is not an elected member if that person has the skills, attributes and knowledge that will assist the work of the committee or subcommittee.

Principles

The principle of this policy is for the allowances paid to appointed members to be transparent, accountable, and fair by:

- 1 appointed members not being financially disadvantaged by their participation in committees, working parties or other bodies.
- 2 the financial impact of participation in committees, working parties or other bodies is not a disincentive to participation.
- 3 Fees being set on a fair but conservative basis to reflect an element of public service involved.

The expected outcome of this policy is public confidence in the council's financial stewardship and alignment with our regional counterparts, particularly as appointed members may be engaged to more than one committee and at more than one council within the district.

Application of this Policy

- 1 This policy applies to attendance at the following:
 - a. Standing Committee Meetings: i.e. a committee appointed by the council (only) that meets on a regular basis to address specific issues covered by the committee's delegations;
 - b. Joint Committee or Subcommittee Meetings if their appointment has been approved by council or committee formal resolution;
 - c. Standing Committee or Subcommittee Workshops if the membership has been approved by council or committee resolution;

- d. Meetings of any other sub-ordinate bodies set up by Standing Committees or Subcommittees if the membership has been approved by council or committee resolution;
- e. Scheduled meetings of External Bodies; provided council has approved by resolution that the appointed member will represent council at these meetings.

2 This policy does not apply to:

- a. The Mayor and Elected Members, who have their remuneration agreed through the Remuneration Authority and a decision of the Council at the beginning of each triennium;
- b. Boards established under specific legislation (e.g. Te Oneroa-a-Tōhe Beach Board) which have separate and specific allowances;
- c. The District Licensing Committee Chair and Members, who have remuneration set by Government regulation;
- d. Independent Hearing Commissioners engaged by the Council, who are remunerated separate from this policy;
- e. Internal or external staff attending a committee or panel meeting as part of their employment;
- f. Any appointed member whose participation on a committee, subcommittee, working party or external body is remunerated by a government agency, another local authority or private/public interest group.
- g. The council's independent Deputy Chair of the Assurance Risk and Finance Committee, as that member is paid by contractual agreement;
- h. Appointments to a Community Board committee or working party recognising that their role is advocacy and largely for the public good;
- i. Council established community committees or working parties, (for example - but not limited to - hall, reserves, cemetery committees);
- j. Workshops or functions not organised by Democracy Services.

Meeting (workshop) Allowance

- a. The council will pay a daily meeting (workshop) allowance for members of \$240 and \$300 for the chair. 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;
- b. The meeting (workshop) allowance covers all work associated with participation in the meetings of the body, including that performed outside of meetings (e.g. preparation and post-meeting follow-up);
- c. The allowance will not be paid if a meeting/workshop is cancelled with two days notice. Appointed members are eligible to claim travel and meeting allowances if a meeting lapses due to lack of a quorum and they have travelled to that meeting;
- d. The meeting (workshop) allowance does not cover specific work that may be required of member(s) of the body/group over and above participation in meetings. Such additional or extra work will be remunerated by other means, via specific contract or koha, for example. and must be approved and recorded by the body before it is undertaken and is subject to agreement by the council.

Vehicle Mileage and Travel Time Allowance

The council will pay the vehicle mileage and travel time allowance as set out in its current Elected Members' Expenses and Allowances Policy. 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.

The allowance will not be paid for any mileage that is not associated with travel between a member's primary residence and properly scheduled meetings of a committee or subcommittee, in the member's own vehicle, and by the most direct route that is reasonable in the circumstances.

Exceptions

Exceptions to this policy can be made in certain circumstances on a case by case basis. An application must be made to the Chief Executive or their delegate for approval through Democracy Services.

Procedure for claiming allowances

- a. After each meeting, the appointed member is to send an invoice for the allowances they wish to claim, along with relevant receipts to accountspayable@fndc.govt.nz. For the purposes of this policy, appointed members are not classed as employees of Council and must adhere to relevant IRD requirements in relation to tax and expenses.
- b. The Council will aim to pay allowances within a fortnight of receipt of an invoice.

Related information

Far North District Council's Elected Members' Expenses and Reimbursement Policy - [elected-members-allowances-and-reimbursement-policy-2017.pdf \(fndc.govt.nz\)](#)

Monitoring and Review

The Democracy Services team is responsible for overseeing implementation of this policy and for providing guidance for decisions made under the policy.

It will be reviewed:

1. When a formal request to do so is received from either:
 - a. A northland region local authority (to maintain a level of regional consistency with meeting and workshop fees);
 - b. From the chair of a committee or subcommittee
2. At the end of each triennium.
3. If there is a legislative amendment that requires a review of this policy.
4. If a recommendation to review is received by Audit New Zealand.