

Policy on Meeting Allowances and Other Expenses

For the purpose of policy notes 1,2,3,5,6 and 7 below, "meetings" means formal meetings as defined under the Local Government Act 1974 and subject to the requirements of the Local Government Official Information and meetings Act 1987 for which notice is given and records kept, and where approval for payment is recorded either by way of resolution or other written confirmation, e.g., notification of approval from the Chairperson of the Council. In the event of any uncertainty the decision of the Council Chairperson shall be applied. Policy 4 applies to other meetings, as defined under the Local Government Act 1974, at which no resolutions or decisions are made.

1. In addition to payment for formal meetings of Council, Standing Committees, Subcommittees and Joint Committees, members entitled to daily rates of remuneration and who are not otherwise being remunerated may claim meeting attendance allowances when:

1.1 There is a formal resolution of Council or a Standing or Special Committee:

- (1) Specifying particular representation at meetings or conferences by members who are to be present on behalf of the Council or a Standing or Special, or Sub or Joint Committee.
- (2) Specifying meetings, deputations or official (other than social) functions involving other statutory bodies which require attendance related to responsibilities of the Council, or a Standing or Special, or Sub or Joint Committee, and where the member attends as a member of that Committee.
- (3) Specifying attendance of the Chairperson of a Standing or Special Committee, or Joint or Sub Committee or a nominated deputy at a meeting with another organisation.

If there is no prior resolution, attendance may be approved in writing by the Chairperson of the Council or by the Chairperson of the relevant Committee where it concerns another member of that Committee.

1.2 A member, who is not a member of a particular Standing or Special, or Sub or Joint Committee, has proposed specific items of business to be included in the order paper of that Committee (e.g., by notice of motion) which would not otherwise have been considered by the Committee at that meeting, and is required by the Chairperson of the Committee to attend that meeting.

2. Appointees to Standing or Special, or Sub or Joint Committees who meet the criteria set out below may claim daily meeting attendance allowances and expenses on the same basis as Councillors, as long as:

- (1) They are not otherwise being remunerated or entitled to be remunerated from any other source for their attendance; and
- (2) They are a member of that Committee, with speaking and voting rights; and
- (3) They have been appointed by the Council or a Standing or Special Committee.

Payment will not be made to appointees appointed to represent another organisation where the appointment is made by that organisation. Appointees may be appointed to a Standing Committee for a specific area of the Committee's field of operation. In this case appointees will be paid only when there are items of business relating to that specific area.

3. A Hearings Committee is a subcommittee of Council for the time it is in operation. Members of the Hearings Committee will be paid the meeting allowance and expenses on the same basis as members of any other Committee of Council.

A sole Hearings Commissioner appointed for his/her particular expertise by Council, and who is not otherwise being remunerated, will be paid a fee negotiated with and approved by the relevant departmental manager prior to the commencement of the Hearing.

4. Members attending other meetings at which no resolutions or decisions are made will be paid travelling expenses and the daily meeting allowance. Committee appointees attending such meetings will be remunerated on the same basis as members if they meet the criteria set out in policy 2 above.

5. Payment of the daily meeting attendance allowance will be paid only for the day(s) the meeting or conference is held. If members need to travel the day before or return the day after a conference or meeting then expenses, such as accommodation, will be met by Council. This does not apply where a member is able to travel on the day but chooses not to for personal reasons. Where a councillor elects to travel by private motor vehicle equivalent air fares will be paid if the cost of vehicle allowances are greater than air fares.

6. Except for the Council Chairperson, Council does not meet costs of spouses' or partners' attendance at conferences.

7. The meeting attendance allowance is paid on a daily basis. Attendance at more than one meeting on the same day does not qualify for additional daily meeting attendance allowances.

8. Travelling expenses, but not meeting attendance allowances, are payable for:

- (1) Visits to, and tours of, facilities or sites of works for which the Council is responsible, or has involvement, or which will be the subject of business to come before Council or any Committee.
- (2) Attendance at seminars and training courses.
- (3) Constituency meetings.

9. Claims for expenses should be made fortnightly on the forms provided and must be made no later than three months after the date concerned. Payment of claims made after that date require the approval of the Chairperson of the Council.

Note: Taxation on allowances shall be deducted at the prevailing taxation rates as determined by the Inland Revenue Department. The Wellington Regional Council shall furnish details of taxable payments made and deductions for every tax year.