

 KAIPARA DISTRICT <small>Two Oceans Two Harbours</small>	Title of Policy	Non – Elected Member Remuneration Policy		
	Sponsor	General Manager Engagement and Transformation / Chief Executive	Authorised / adopted by	Council
	Author	Governance Advisor	Date authorised / adopted	
	Type of Policy	Administration	Last review date	N/A
	File Reference		Next review date	

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Version	Date	Author(s)	Comments
1	19 Aug 2020	Governance Advisor	

1 Background

Public participation in Council democratic processes ensures that the views of the community are heard, especially through the non-elected members who sit on council committees and panels.

The Council recognises that non-elected members incur personal expense from time to time as a result of this participation, and it does not want participation to financially disadvantage or act as a disincentive to participate.

2 Objectives

This policy sets out the remuneration framework for non-elected members and how it is applied. It seeks to maintain a framework which is balanced, transparent, and accountable.

3 Definitions

Non-Elected Member: a person appointed by Council or Mayor to sit on a Committee or Panel of Council, who is not an Elected Member, District Licensing Committee Chair or Member, Independent Hearings Commissioner, or Chair of the Audit and Risk Committee.

Council Committee: a committee established by the Council or the Mayor under the Local Government Act 2002.

Panel: a panel established by the Council or the Mayor under the Local Government Act 2002.

Approved scheduled meeting: a meeting that has been included in the Triennium meeting schedule and adopted by the Council, or a rescheduled or new committee or panel meeting convened under the Chief Executives delegations.

4 Policy Statement

4.1 Policy exclusions

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) The District Licensing Committee Chair and Members, who have remuneration set by Government regulation.
- c) Independent Hearing Commissioners engaged by the Council, who are remunerated separate from this policy.
- d) Internal or external staff attending a committee or panel meeting as part of their employment.
- e) Members of a committee or panel who represent an organisation and are remunerated to attend by the organisation they represent.
- f) Members of a committee or panel who represent an organisation as a result of statute where remuneration has been provided for, or an agreement with the Council and remuneration has been provided for.
- g) The council's independent Chair of the Audit and Risk Committee, as that member is paid on invoice.
- h) Workshops or functions not organised by the Governance Team.

4.2 Eligibility for remuneration

Non-Elected Members become eligible to claim an hourly rate and claim mileage expenses **(Schedule A)** subject to the conditions and restrictions of this policy **(Part 4.3)** when:

- a) They attend approved scheduled Committee and Panel meetings which they are appointed to.
- b) Are delegated to represent that members committee or panel at another approved scheduled committee or panel by the Chair.
- c) When they attend a workshop or function organised by the Governance Team.

4.3 Conditions and restrictions

The following conditions and restrictions apply to this policy:

- a) Remuneration and mileage will not be paid if a committee or panel is cancelled.
- b) The appropriate hourly rate can be charged for up to three (3) hours. In situations where meetings that go beyond three (3) hours, the hourly rate no longer applies.
- c) Mileage claimed must cover the most direct route that is reasonable in the circumstances at a rate set out in Schedule A.
- d) Non-Elected Members that do not wish to receive a payment can opt out by notifying the Council and having that recorded.

4.4 Exceptions to this policy

Exceptions to this policy can only be made in exceptional circumstances in advance of an approved scheduled Committee and Panel meeting. An application must be made to the Chief Executive or their delegate and an exception granted, before exceptions can be applied.

4.5 Procedures

The Governance Team determine the process for the claiming and payment of eligible remuneration and mileage. Please contact a Governance Advisor for more information or if you have any questions.

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SCHEDULE A: Non-Elected Remuneration policy

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Hourly rates for chairs and committee or panel members

Chair	Committee or panel member
\$75 per hour	\$50 per hours

Eligible mileage rate

Rate
Rate set by the Inland Revenue Department.