

Non-Elected Member Remuneration policy adoption

Meeting: Kaipara District Council
Date of meeting: 30 September 2020
Reporting officer: Gavin Dawson, Governance Advisor

Purpose/Ngā whāinga

To provide the final draft of the Non-Elected Member Remuneration policy (the “Policy”) for adoption.

Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Adopts the Non-Elected Member Remuneration Policy located at Attachment A to this report.
- b) Notes the policy implementation timeframes and processes.
- c) Delegates the Mayor and Chief Executive the authority to make minor editorial changes that do not alter the intent of the policy

Discussion/Ngā kōrerorero

The draft Policy (**Attachment A**) and a briefing report (**Attachment B**) were presented to Council for feedback at the Council Briefing held on 2 September 2020.

The following feedback was provided by the Council and this has been included in the final draft of the Policy:

- Changes to some sentence phrasing to clarify intent of in two sections
- Clarify that mileage should only be claimed within Council boundaries
- Make clear that exceptions to the conditions and restrictions can be made.

Implementation processes and timeframes

There are several processes which need to be established, and discussion which needs to take place with stakeholders on how the Policy operates and the related processes applies to them.

Below is a table outlining the processes and timetable:

Process	Timeframe
Budget review and funding allocation finalised	By 30 October 2020
Appointment processes and funding arrangements for representative organisations clarified and confirmed	By 30 October 2020
Non-Elected Members and representative organisations advised of decision and related processes	By 6 November 2020 via email, and through a formal report during the November/December 2020 meeting cycles
First payments made to Non-Elected Members that have not opted out of the scheme starts	February and March 2021 meeting cycles

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

If adopted, the new Policy will be included in the Council policy register, and the implementation process will begin.

Attachments/Ngā tapiritanga

	Title
A	Final draft of the Non-Elected Member Remuneration Policy for Adoption
B	Council Briefing report from 2 September 2020