


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

| Document Control |                |                    |          |
|------------------|----------------|--------------------|----------|
| Version          | Date           | Author(s)          | Comments |
| 1                | 19 Aug<br>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 shall be 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 committee or joint committee meeting that has been included in the Triennium meeting schedule and adopted by the Council, an approved extraordinary or emergency committee meeting, or a rescheduled or new committee or panel meeting convened under the Chief Executive's 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) They are delegated to represent that members committee or panel at another approved scheduled committee or panel by the Chair.
- c) 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 meeting or panel is cancelled.
- b) The appropriate hourly rate can only be charged for up to a maximum of three (3) hours.
- c) For clarity, if a meeting exceeds three (3) hours, the appropriate hourly rate no longer applies.
- d) Mileage claimed must cover the most direct route that is reasonable in the circumstances at a rate set out in Schedule A.
- e) If Non-Elected Members would like to receive payments and claim mileage must advise the Governance Advisor and complete the relevant forms and processes for loading into the KDC administration system.

#### **4.4 Exceptions to this policy**

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 a Governance Advisor.

#### **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.

DRAFT

**SCHEDULE A: Non-Elected Remuneration policy**

| Document Control |                    |          |
|------------------|--------------------|----------|
| Date             | Author(s)          | Comments |
| 19 Aug 2020      | Governance Advisor |          |

**Hourly rates for chairs and committee or panel members**

For part periods, hourly rates are paid in 15-minute increments, with the time rounded up to the closest 15-minute increment.

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

**Eligible mileage rate**

| Rate   |
|--|
| Rate set by the Inland Revenue Department within the Kaipara District. An exemption to this may be granted on a case by case basis under section 4.4 of this policy. |