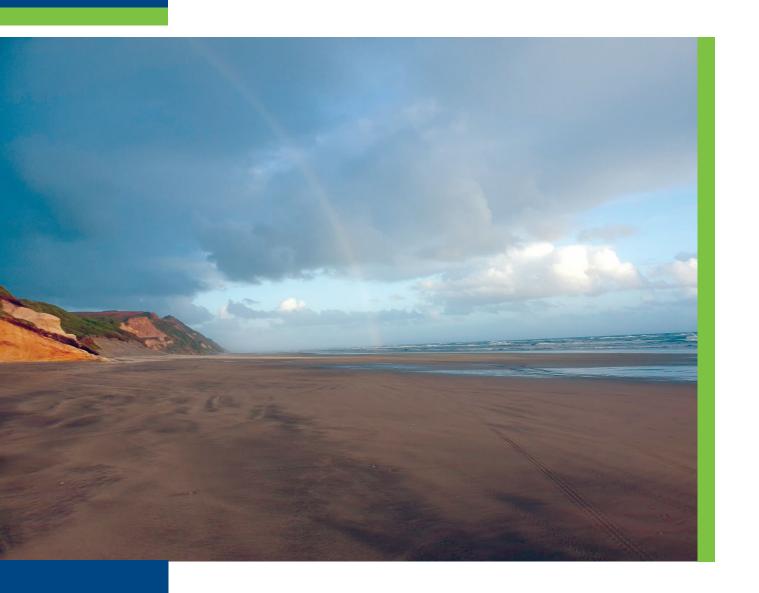
# Non-Elected Member Remuneration Policy





Non-Elected Member Remuneration Policy				
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## 1. Background

- 1.1 Public participation in democratic processes ensures that the views of the community are heard, especially through non-elected members who sit on council committees and panels.
- 1.2 The Council recognises that non-elected members incur personal expense from time to time because of this participation, and it does not want participation to financially disadvantage or act as a disincentive to participate.

# 2. Objective

2.1 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

3.1 In this Policy, unless the context otherwise requires:

#### Non-Elected Member

means a person appointed by the Council or the Mayor to sit on a Committee or Panel of Kaipara District Council, who is not:

- an Elected Member
- a District Licensing Committee Chair or Member
- an Independent Hearings Commissioner
- the Chair of the Audit and Risk Committee.

and who is remunerated through other agreements and/or regulatory provisions as part of those positions.

#### **Committee**

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

#### Panel

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

# Approved scheduled meeting

means 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. Exclusions

- 4.1 For completeness, the provisions of this Policy do not apply to:
  - Internal or external staff attending a committee or panel meeting as part of their employment.
  - b. Members of a committee or panel who represent an organisation and are remunerated to attend by the organisation they represent.
  - c. Members of a committee or panel who represent an organisation due to:
    - i. a statutory requirement and where remuneration has been provided for
    - ii. an agreement with the Council including a remuneration provision.

# 5. Eligibility for remuneration

- 5.1 Non-Elected Members are eligible to claim an hourly rate and claim mileage expenses as provided in Section 6 of this Policy as follows:
  - a. Attendance at approved scheduled Committee or Panel meetings which they are appointed to.
  - b. Attending another approved scheduled Committee or Panel meeting to represent the Committee or Panel they are an appointed to and in accordance with a delegation of the Chair of that Committee or Panel.

- c. Workshops or functions organised and hosted by Kaipara District Council for training or professional development purposes.
- 5.2 For completeness, claims for mileage and hourly rates will not be paid if a meeting does not proceed and is cancelled prior to any mileage being incurred.
- 5.3 Mileage will be paid based on the most direct route that is reasonable in the circumstances it is claimed for.
- 5.4 Mileage will generally only be reimbursed for any mileage incurred within the Kaipara District boundaries.

#### 6. Remuneration rates

6.1 The hourly rates applicable under this Policy are as follows:

Chair	\$75 per hour
Committee or Panel Member	\$50 per hour

- 6.2 For part periods, hourly rates are paid in 15 minutes increments, with the time rounded up to the closest 15 minute increment.
- 6.3 Mileage will be reimbursed in accordance with the rates as set by the Inland Revenue Department at the time the claim is made.

# 7. Exceptions

7.1 Exceptions to this Policy, including for mileage incurred outside of the Kaipara District boundaries as provided in 5.4, will be determined on a case by case basis and through an application to the Chief Executive, who will approve or decline the application and who may impose certain conditions if approved.

### 8. Amendments

8.1 The Council may, from time to time, by resolution publicly notified, amend this Policy.