

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:
 - a. 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.