



# **Non-Elected Members' Fees Framework 2025-2028 Triennium**

*This document sets out the policy on payments of fees and expenses to non-elected members. The policy is administered by Kāpiti Coast District Council's Governance Manager. It may be reviewed every triennium and is current until superseded.*

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## A. Non-Elected Members Fees Framework

The Non-Elected Members Fees Framework is used for setting the fees of non-elected (i.e. appointed) members of committees, or other bodies established by Council.

The Framework does not apply:

- if payment is set by the Remuneration Authority, or by legislation
- if payment is made from some other source (for example, if a professional consultant is paid by his or her employer to attend)
- to any appointments made by the Council or a Community Board to an outside organisation
- if the Council has formally resolved a different form of payment (for example, through a contractual arrangement)
- to payments made to mana whenua representatives appointed to Council's Governance Structure as they are remunerated by way of an annual honorarium.

The Non-Elected Members Fees Framework is aligned to the Cabinet Fees Framework, which is used by many Government bodies whose fees are not determined by the Remuneration Authority. The Non-Elected Members Fees Framework ensures consistency between fees paid to non-elected members of Kāpiti Coast District Council bodies and fees paid by Government to those on entities in which the Crown has an interest.

Most appointments that are made by Council will be to bodies which fall under "Group 4 - all other committees and other bodies" within the Cabinet Fees Framework. The assessment criteria for Group 4 have been adapted for use by Kāpiti Coast District Council. The Cabinet Fees Framework was last reviewed in July 2025.

## B. Assessment Process and Criteria

The body (committee or advisory body) whose members are to be reimbursed by using this framework will be scored on the following criteria:

- skills, knowledge, and experience required of members
- function, level, and scope of authority
- complexity of issues
- public interest and profile.

The assessment criteria are based on the Cabinet Fees Framework and modified for Kāpiti Coast District Council.

The above four criteria are each scored according to the bands below and the resulting total score is used to identify a remuneration band (level) within the Cabinet Fees Framework to be applied to the various bodies. Council then decides the remuneration to be paid from within that band. Proposed fees for the 2025-2028 Triennium are listed in this document.

## Skills, knowledge and experience required of members

Skills, knowledge and experience will vary between members on a particular body. The score should reflect the level of skill **required by the majority** of members and should not be based on any particular individual. This factor has a higher weighting than others, to reflect that it is the **application** of the skills, knowledge and experience in carrying out their responsibilities that is a major contributor to the successful operation of the committee or body.

	Definition	Score
Pre–eminent	Outstanding and authoritative knowledge, recognised nationally and internationally for expertise in a particular field.	12
Distinguished	Deep and broad knowledge in a specific area or as a leader. Widely respected as a subject matter expert or authority in their field.	10
Substantive	Substantial range of knowledge and experience in a field or professional discipline sometimes associated with senior level functional or technical leadership, executive management or governance roles. May include widely respected people with broad community support.	8
Technical	A number of years' experience in a technical, professional field or in a leadership role is a pre-requisite.	6
Specialised experience	No specific experience is required but members would have broad general knowledge and may represent a body of opinion.	4

## Function, level and scope of authority

	Definition	Score
Strategic decisions	Sets policy or work programme for a major area of economic activity or policy area of importance to the Council's strategic priorities.	6
Policy decisions	Sets policy or work programme and/or exercises regulatory/disciplinary powers.	5
Expert advice	Provides expert counsel and advice to the Mayor, Governing Body or local boards on technical or policy issues that are of strategic importance. At this level the body would be expected to be proactive in identifying emerging issues and contributing to policy direction.	4
Professionally targeted	Exercises regulatory/disciplinary powers at the individual/professional level. This will include the power to impose sanctions	3
Technical	Provides a broad range of advice on technical and/or policy issues.	2
Ad hoc	Provides ad hoc advice on minor matters. Generally, a limited focus at a single output level.	1

## Complexity of issues

	Definition	Score
Innovative	The development of new concepts is required to find innovative and path finding solutions. There will be little or no external guidance (NZ or internationally) to aid resolution of these issues.	5
Constructive	The development of new policy or advice is required where the issues are complex, multidimensional and involve substantial research, consideration of possible alternatives and their consequences. The body may commission research or utilise the findings to inform their policy development or advice.	4
Evaluative	Issues will include circumstances, facts and concepts different to those that have been experienced in the past. Analytical thinking and evaluative judgement will be required to identify realistic alternatives and apply/recommend a solution.	3
Judgement	Solutions will be found from application of professional or personal judgement and generally guided by previous decisions. Circumstances may be different from those previously experienced but there will be a sufficient frame of reference to make a considered decision/recommendation.	2
Operational	Issues to be resolved are generally within existing policy and prior decisions. Decisions can generally be made quickly and with reasonable certainty.	1

## Public interest and profile

	Definition	Score
Widespread	Widespread public interest in outcomes would be expected. Members will attract strong media interest. Potential risk to personal and/or the body's reputation is high.	5
Strong	Strong public and stakeholder interest and importance would be associated with these issues. Media interest would also be expected, but potential risk to personal or the body's reputation is unlikely.	4
Moderate	Moderate but widespread public interest is likely. Reputational risk is minimal.	3
Limited	Public interest is likely to be limited, but the issues would be of interest to other members of the particular profession or sector.	2
Little	There is likely to be little or no wider public interest in the decisions.	1

## Fee levels for daily rates

Total score	Level	Fees range - Chair	Fees range - members
N/A	Audit and Risk Committee	Up to \$1,860	Up to \$1,550
24 - 28	1	\$770 - \$1,645	\$580 - \$1,240
20 - 23	2	\$560 - \$1,265	\$415 - \$800
15 - 19	3	\$400 - \$825	\$295 - \$680
10 - 14	4	\$360 - \$525	\$270 - \$385
9 or less	5	\$295 - \$380	\$215 - \$295

## C. Determination of fees

### C.1 Grants Allocation Committee

For the Grants Allocation Committee, the below scores have been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Skills, knowledge & experience	The committees and subcommittees include widely respected community leaders in their various communities of interest.	8
Function, level & scope	The committees and subcommittees provide advice on a range of policy matters that are relevant to the communities they represent.	3 - 4
Complexity of issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	3 - 4
Public interest and profile	There is widespread public interest in their work and reputational risk is moderate to high.	3
<b>TOTAL</b>		<b>17 - 19</b>

### Equivalent daily rates

Fees for the Grants Allocation Committee are based on the midpoint of the daily rates for this level. The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to an approximate average length of a meeting, including preparation time – in this case, 5.5 hours. The midpoints of remuneration level 3 are:

Remuneration level	Chair	Member
3	\$613	\$488

The daily rates are set at mid-point of remuneration level 3 for an 8-hour day.

### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$424</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$336</b>

The meeting fees are determined by calculating the hourly rate<sup>1</sup> proposed by the Cabinet Fees Framework and then multiplied by 5.5 hours, as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

If the meeting takes longer than 5.5 hours, the daily rate plus preparation time at an hourly rate will be payable to members attending the meeting.

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<sup>1</sup> The hourly rate is calculated by dividing the daily rate (\$613 for the Chair and \$488 for members) by 8 hours. The hourly rates are \$77 for the Chair and \$61 for members.

## C.2 Te Whakaminenga o Kapiti and the A.R.T. Confederation

For Te Whakaminenga o Kapiti and the A.R.T. Confederation the below scores have been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Skills, knowledge & experience	The committees and subcommittees include widely respected community leaders in their various communities of interest.	9
Function, level & scope	The committees and subcommittees provide advice on a range of policy matters that are relevant to the communities they represent.	3 - 4
Complexity of issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	3 - 4
Public interest and profile	There is widespread public interest in their work and reputational risk is moderate to high.	3 - 4
<b>TOTAL</b>		<b>18 - 21</b>

### Equivalent daily rates

Fees for Te Whakaminenga o Kapiti and the A.R.T. Confederation are based on the highest point of the daily rates for this level as the required overall skill level is considered to be higher. The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to an approximate average length of a meeting, including preparation time – in this case, 5.5 hours. The high points of remuneration level 3 are:

Remuneration level	Chair	Member
3	\$825	\$680

The daily rates are set at high point of remuneration level 3 for an 8-hour day.

### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$567</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$468</b>

The meeting fees are determined by calculating the hourly rate<sup>2</sup> proposed by the Cabinet Fees Framework and then multiplied by 5.5 hours, as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

If the meeting takes longer than 5.5 hours, the daily rate plus preparation time at an hourly rate will be payable to members attending the meeting.

<sup>2</sup> The hourly rate is calculated by dividing the daily rate (\$825 for the Chair and \$680 for members) by 8 hours. The hourly rates are \$103 for the Chair and \$85 for members.

### C.3 Risk and Assurance Committee

For the Risk and Assurance Committee the below scores have been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Due to the skill and expertise required and the complexity of the matters on which they advise, higher fees have been set out in the revised Cabinet Fees Framework for audit and risk committees (or their equivalents); therefore, the remuneration for the Independent Chair and Member of the Risk and Assurance Committee has been set at the daily rates below.

#### Equivalent daily rates

<b>Remuneration level</b>	<b>Chair</b>	<b>Member</b>
Audit and Risk Committee	\$1,860	\$1,550

The daily rates are set at mid-point of remuneration level Audit and Risk Committee for an 8-hour day.

#### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$1,282</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$1,067</b>

The meeting fees are determined by calculating the hourly rate<sup>3</sup> proposed by the Cabinet Fees Framework and then multiplied by 5.5 hours, as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

If the meeting takes longer than 5.5 hours, the daily rate plus preparation time at an hourly rate will be payable to members attending the meeting.

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<sup>3</sup> The hourly rate is calculated by dividing the daily rate (\$1,860 for the Chair and \$1,550 for members) by 8 hours. The hourly rates are \$233 for the Chair and \$194 for members.

## **D. General Information and Allowances Claims**

### **Additional work**

Where work is undertaken with prior approval and a meeting fee is not appropriate in the circumstances, the Governance Manager may determine payment on an hourly rate based on the daily rate, subject to the terms of reference as agreed with Council.

### **Daily rates**

The remuneration bands are expressed and the honorarium payable are expressed as per meeting rates.

A daily rate is a good basis for calculating fees to be paid for attending meetings of groups such as committees, subcommittees and working groups. This is because the length of a meeting tends to be relatively consistent from one meeting to the next. A “meeting fee”, based on the daily rate, is set and applied to all meetings.

The daily fee applies to all work, including that performed outside of meetings (e.g., preparation, representing the body at other forums, or administrative work) that is required for the body to carry out its role. All work that is required to be performed for the body by the member should be paid at the approved daily rate.

Work other than preparation for meetings must be approved and recorded by the body before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body. The ability of the body to approve additional meetings or work is subject to agreement by the Council.

### **Hourly rates**

Hourly pro-rata rates will be calculated where required by dividing the daily rate by 8 and multiplying by the number of hours worked.

### **Deputy Chair**

Where a body’s non-elected member is elected or appointed as a deputy chair who shares the business workload with the chair between meetings, an additional fee of 25% of a member’s fee will be paid.

### **General Absences**

Members are not remunerated for meetings they do not attend. If the member has spent time preparing for the meeting, they will be remunerated for their preparation time.

### **Expenses and Allowances**

The principles on which reimbursement of expenses will be approved are:

- Payments will be for actual and reasonable expenses; this requires receipts to be produced and expenditure to be modest.
- For payment of work conducted other than attending the meetings of the Council body itself, it must be properly approved and recorded prior to the work being carried out.

Reimbursement for expenses and allowances will be based on the provisions in the Elected Member Allowances and Expenses Policy.

## Carparks

At the beginning of the triennium, non-elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building (Civic Centre on Rimu Road) in Paraparaumu. Council staff will note the car registration number against the permit so it is non-transferable and will lapse at end of the triennium.

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## Communications Technology

- **Consumables**
- **Printers**

*Consumables* (e.g. ink cartridges and photocopy paper) – Non-elected members can claim up to \$200 per annum for consumables.

*Printer* – Non-elected members can claim up to \$50 for the use of a printer (this is in addition to the claim for ink cartridges and photocopy paper).

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## Incidentals

Reasonable expenses incurred while conducting council business can be claimed.

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## Stationery

Claims for stationery required for Council business will be considered on request.

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## Vehicle Mileage

Mileage reimbursements apply as follows:

- **Petrol** – \$1.17 per kilometre for the first 14,000 kilometres and 37 cents per kilometre thereafter.
- **Diesel** - \$1.26 per kilometre for the first 14,000 kilometres and 35 cents per kilometre thereafter.
- **Petrol hybrid** - 86 cents per kilometre for the first 14,000 kilometres and 21 cents per kilometre thereafter.
- **Electric vehicle** – \$1.08 per kilometre for the first 14,000 kilometres and 19 cents per kilometre thereafter.

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## Childcare

Reimbursements can be claimed for if:

- a) The non-elected member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and
- b) the child is under 14 years of age; and
- c) the childcare is provided by a person who is not a parent of the child, or a spouse, civil union partner, or de-facto partner of the member and does not ordinarily reside with the elected member; and
- d) the elected member provides evidence that is satisfactory to the authority of the amount paid for childcare.

Childcare allowance will be paid at a rate of \$20 per hour unless actual costs are accompanied by a tax receipt.

All claims for non-elected members (reimbursement of expenses) are to be submitted to the Governance team using the expense claim form. A claim form can be requested from the team and must be completed, signed and submitted with the relevant proof of expenditure (e.g., a tax invoice or receipt) if applicable. All allowances and fees listed in this policy must be claimed for and will not be paid without a claim request.

All claims will be checked for accuracy and approved by the Governance Manager, Team Leader Governance or the Chief Financial Officer in accordance with the provisions of this policy. Any claims outside of this policy must also be approved by the Chief Executive.