



13 July 2015

Official Information Request No. 9000135712  
(Please quote this in any correspondence)

Taxpayers' Union Information Requests  
PO Box 10518  
The Terrace, Wellington  
Wellington

**Via email:** [requests@taxpayers.org.nz](mailto:requests@taxpayers.org.nz)

Dear Sir or Madam

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**Local Government Official Information and Meetings Act 1987**

**Re: Youth Advisory Panel IR#150437 Costs**

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I refer to your email, which we received on 24 May 2015, requesting information about the cost of the Youth Advisory Panel - IR#150437.

Please find our response to your questions below:

*1. How is the Panel appointed or elected?*

Please note that the appointment process for the Youth Advisory Panel has not changed since our previous response on 9 September 2014 (900130840). For completeness we have included again as follows:

The nomination and appointment process varies according to local boards reflecting various local board youth participation models. The following guidance is given for the nomination and appointment of a youth representative on the panel.

- Where the Local Board has no formal established local youth board/structure in place or where there is an informal youth voice group: Young people can self-nominate or be nominated for election as the local youth representative on the panel. Selection processes are hosted by council staff so local young people can vote for their preferred candidate. The nominee with the highest votes will become the local board area representative on the Youth Advisory Panel.
- Where the Local Board has a formal local youth board structure in place: Where the young people who sit on the local youth board/structure were selected/elected by young people then the Youth Advisory Panel member should be selected from this group. If they do not meet these criteria, the above process is followed. Nominations will be called for within the group and a vote taken amongst the members. The nominee with the highest votes will become the local board area representative on the Youth Advisory Panel.

2. *What is the term of appointment?*

Youth Advisory Panel members are appointed for two years. Incumbent panel members may put themselves forward for appointment again after this term.

3. *How much does the Panel cost? Please provide a full breakdown per financial year (including current year to date).*

Please refer to our response on 9 September 2014 for the expenses from 1 November 2013 – 30 July 2014. The full breakdown on Youth Advisory Panel costs for the period 1 July 2014 to 30 June 2015 is provided in the table below:

Taxis	5579.70
Air fares & Accommodation (for Great Barrier Member)	921.14
Ferries	57.60
Mileage	651.08
Bus fares	34.88
Meeting fees	32847.00
Catering	8264.50
<b>Total cost</b>	<b>48355.90</b>

Aside from the information already supplied in our previous response on 9 September 2014 (9000130840) we are unable to provide a detailed breakdown of all the youth panel's expenses as all panels were accounted for in one cost centre. Therefore the costs for a specific panel were not quantifiable.

4. *What support (including secretarial, staff time and social media / communications assistance) does the council provide the Panel?*

The Youth Advisory Panel is supported by a Lead Officer, a Deputy Lead Officer, plus a Democracy Advisor. Staff time is not allocated to the Panels and Committees in council, however we can provide the following estimate:

Lead Officer            10 hours per month  
Deputy Lead Officer   20 hours per month  
Democracy Advisor    40 hours per month.

We can confirm that the Youth Advisory Panel, as with the other panels does not have any dedicated media support.

5. *What remuneration, reimbursements, or benefits are members of the panel entitled to? What is the total cost of these (please provide a breakdown on the same basis as above)?*

The demographic panels are remunerated in accordance with the Fees Framework and Expenses Policy for Appointed Members. This policy sets out the rules for members appointed to panels and other bodies to claim for actual and reasonable expenses arising from undertaking Council business, including being able to claim for travel expenses. Please find a copy of the Fees Framework and Expenses Policy for Appointed Members provided enclosed.

For the Youth Advisory Panel, these expenses primarily relate to transport. Meetings begin at 6.00pm and conclude around 9.00pm. Most Youth Advisory Panel members do not have a car so taxis are considered the safest mode of transport to return home after meetings.

Expenses from 1 July 2014 to 30 July 2015 are available and are listed above.

Please note that prior to May 2014 members of the Youth Advisory Panel did not receive a meeting fee.

6. *If panel members are entitled to telephones:*

- *Are they required to be returned to the Council at the end of the term? If not, why not? What action has been taken to recover phones that have not been returned?*
- *What is the total cost of these (including any plans/prepay cards the ratepayers pay for)?*

The panel members are not entitled to phones.

Should you believe Auckland Council has not responded appropriately to your request, you have the right by way of complaint, under section 27(3) of the LGOIMA, to apply to the Ombudsmen to seek an investigation and review of the decision.

If you have any further queries please contact me on 09 301 0101, quoting Official Information Request No. 9000135712.

Yours sincerely



Isis van Geenen  
Information Advisor  
**Public Information Unit**  
**Auckland Council**

9000135712

## Fees Framework and Expenses Policy for Appointed Members

File No.: CP2014/08039

### Purpose

1. To adopt the Auckland Council Fees Framework and Expenses Policy for Appointed Members.
2. To approve the Code of Conduct for advisory panels.

### Executive summary

3. The Remuneration Authority sets remuneration for elected members and approves their expenses policy. The Authority does not have jurisdiction over appointed members and there is a need to develop a robust system for determining appointed members' fees and the basis for reimbursing expenses.
4. An "Auckland Council Fees Framework" has been developed based on the "Cabinet Fees Framework", which is used for deciding fees for members appointed to government bodies. This approach means that fees paid to members appointed by Auckland Council will now be benchmarked and will change when there are changes to the Cabinet Fees Framework.
5. The Expenses Policy is based both on the provisions in the Cabinet Fees Framework and the Elected Members Expenses Policy.
6. The Code of Conduct for members appointed to advisory panels has been developed to provide guidelines on the expected conduct of appointed members of panels.

### Recommendations

That the Finance and Performance Committee:

- a) adopt the Auckland Council Fees Framework and Expenses Policy for Appointed Members, including the proposed fees.
- b) approve the Code of Conduct for Members appointed to Advisory Panels

### Comments

7. The Council has a number of panels and other bodies with appointed members. It is important to establish a framework that sets fees in a consistent manner. In addition to proposing an Auckland Council Fees Framework, this report recommends fees for:
  - the Ethnic Peoples Advisory Panel
  - the Pacific Peoples Advisory Panel
  - the Seniors Advisory Panel
  - the Disability Strategic Advisory Panel
  - the Youth Advisory Panel
  - Independent Planning Commissioners.
8. Attached as Appendix A is the proposed Auckland Council Fees Framework and Expenses Policy for Appointed Members.
9. The proposed Auckland Council Fees Framework is based on the Cabinet Fees Framework, which determines fees paid to a number of organisations in which the Crown has an interest.

10. A Fees Framework, which uses a scoring system for assessing the level of fee, provides a more robust way of determining fees than in the past.
11. A summary of suggested fees determined under this Framework follows. The details of how these are assessed are contained in the Appendix.

#### **Ethnic Peoples, Pacific Peoples, Seniors and Disability Strategy Advisory Panels**

12. The proposed meeting fees for members of the Ethnic Peoples, Pacific Peoples, Seniors and Disability Strategy Advisory Panels are as follows:

<b>Meeting fee</b>	<b>Proposed</b>	<b>Previous term</b>
Member	\$250	\$235
Chairperson	\$530	The chairs of the Ethnic and Pacific Peoples Advisory Panels received annual fees of \$7,000. Other chairs received the members' rate.

#### **Youth Advisory Panel**

13. The proposed meeting fees for members of the Youth Advisory Panel are as follows.

<b>Meeting</b>	<b>Proposed</b>	<b>Previous term</b>
Member	\$173	Nil
Chairperson	\$336	Nil

14. Deputy Chairperson

Where a deputy chairperson is appointed to share the workload with the chairperson for the course of the term, the deputy chairperson's fee is the fee for a member plus 25%.

#### **Equivalent annual fee**

15. The Fees Framework provides that the Manager Democracy Services may convert the meeting fee into an equivalent annual fee where meetings are held regularly. Such a fee is paid in instalments throughout the year, but is a fixed salary paid for all estimated work during the year.

#### **Other panels**

16. The Fees Framework provides for the Manager Democracy Services to determine fees for other panels that are to be consistent with the Fees Framework. Currently other panels include the Rural, Business and Heritage Advisory Panels. In the past, those who have attended meetings of these Panels as a part of the role for which they are otherwise employed have not sought payment of meeting fees but payments are made to those who are appointed in a personal capacity and who are not otherwise compensated.
17. The Auckland City Centre Advisory Board Terms of Reference state that members will meet on an unpaid voluntary basis.

### Independent Planning Commissioners

18. An assessment of rates for independent planning commissioners was carried out in 2012. The Fees Framework proposes that the rates established then are maintained, and that increases are applied when the Cabinet Fees Framework is increased.

### Expenses Policy for appointed members

19. The Expenses Policy sets out the rules for compensating appointed members for personal costs arising from undertaking Council business.
20. Previously the Ethnic and Pacific Peoples Advisory Panels received communication allowances of \$750 per annum per member. Other panels did not receive that allowance. This is the rate that has been determined by the Remuneration Authority for elected members and it is not expected that members of all of the Council's advisory panels have the same level of requirements as elected members. There is not sufficient budget to provide all panel members (about 70) and commissioners with this level of allowance and therefore this allowance is not included in the Expenses Policy for Appointed Members.

### Code of Conduct for Advisory Panel members

21. A Code of Conduct is attached as Appendix B.
22. It includes principles, descriptions of roles and relationships, dealing with the media, confidential information, conflicts of interest and complaints about conduct. These are based on the Council's Code.

## Consideration

### Local board views and implications

23. The Fees Framework will apply to advisory panels set up by local boards.

### Maori impact statement

24. From time to time panels, working parties or steering groups are set up for a limited period and include tangata whenua representation. The approach taken in the Fees Framework for Appointed Members will be of assistance with determining fees payable to tangata whenua, if applicable.

## Implementation

25. There is provision within the Democracy Services budget for the fees recommended for appointed members.
26. The Auckland Council Fees Framework and Expenses Policy for Appointed Members will be implemented from 13 May 2014 in order to apply to the induction day for Panel members that was held on that date.

## Attachments

No.	Title	Page
A	Fees Framework and Expenses Policy for Appointed Members	11
B	Code of Conduct for Members Appointed to Advisory Panels	25

Item 10

## Signatories

Authors	Warwick McNaughton - Principal Advisor - Democracy Services
Authorisers	Marguerite Delbet - Manager Democracy Services Grant Taylor - Governance Director Andrew McKenzie - Chief Finance Officer



**AUCKLAND COUNCIL  
FEES FRAMEWORK AND EXPENSES POLICY FOR  
APPOINTED MEMBERS**

**May 2014**



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This document sets out the policy on payment of fees and expenses to appointed members.

This policy is administered by Auckland Council's Democracy Services Department. For queries on the policy please contact:

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This policy may be reviewed annually and is current until superseded.

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Item 10

Attachment A

## What this document covers

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### Auckland Council Fees Framework

1. The Auckland Council Fees Framework is used for setting the fees of appointed members of committees, advisory panels or boards, which have been established by:
  - the Mayor
  - the Governing Body
  - a committee of the Governing Body
  - a Local Board
  - a committee of a Local Board.
2. 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 Governing Body or a Local Board to an outside organisation
  - if the Governing Body has formally resolved a different form of payment
  - if payments are made on a contractual basis (for example the members of the Code of Conduct Independent Review Panel submit invoices).

### Expenses policy

3. The Expenses Policy sets out the criteria and type of expense that will be reimbursed and applies to all appointed members, unless personal expense is compensated in some other way.

## Auckland Council Fees Framework

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4. The Auckland Council 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 Auckland Council Fees Framework ensures consistency between fees paid to appointees to Auckland Council bodies and fees paid by Government to those on entities in which the Crown has an interest.
5. Most appointments that are made by the Governing Body or Local Boards will be to bodies which can be described as “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 Auckland Council. Fees paid under the Auckland Council Fees Framework will be adjusted in line with changes to fees paid under the Cabinet Fees Framework. The Cabinet Fees Framework was last reviewed in December 2012.

## Assessment process

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6. The body (committee, panel) will be scored on the following factors:
  - skills, knowledge and experience required of members

- function, level and scope of authority
  - complexity of issues
  - public interest and profile.
7. The assessment criteria are based on the Cabinet Fees Framework but modified for Auckland Council. The assessment criteria to be used for scoring are attached as Appendix A.
8. The resulting total score is used to identify a remuneration band within the Cabinet Fees Framework. The Governing Body or Local Board decides the remuneration to be paid from within that band.

### *Daily rates*

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9. The remuneration bands are expressed as daily rates.
10. A daily rate is a good basis for calculating fees to be paid for attending meetings of groups such as panels. This is because the length of a meeting tends to be consistent from month to month. A “meeting fee”, based on the daily rate, is set and applied to all meetings.
11. Where a fee is based on a daily rate, it is expected that a working day is about 8 hours, and the daily fee is calculated on this basis. Work for longer than 8 hours in one day does not attract an extra payment.
12. 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.
13. Where a total of 6 hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked 6 hours in one day on body business to return to other paid work. Where a member spends time, for example one evening, preparing for a meeting the next day, if the preparation and meeting time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and meeting time.
14. Work other than preparation for meetings must be approved and minuted 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*

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15. Hourly pro-rata rates are calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
16. An hourly rate is a good basis for calculating fees paid to independent planning commissioners. An hourly rate requires the submission of a statement of hours worked before each payment.

### *Annual fee*

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17. An annual fee is calculated by multiplying the daily rate by the number of days that will be worked during the year.
18. An annual fee is a good basis for calculating fees paid where a meeting fee does not properly cover all work. Chairpersons of panels receive a higher meeting fee than ordinary members. The higher fee recognises the additional responsibilities of chairpersons. However, it may be deemed more appropriate to pay a chairperson an annual fee in particular circumstances.
19. The annual fee needs to be adjusted in the following ways if there is significant absence:
- where absence is for a continuous period of more than two months, the annual fee should be pro-rated (e.g. an absence of two months would result in payment of 10/12 of the annual fee)
  - where absence is not necessarily continuous but is frequent over the period of a year, the annual fee should also be pro-rated if the total of monthly meetings missed exceeds three.

### *General absence*

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20. Where a member fails to attend a significant number of meetings, or otherwise perform their duties as a member, the chair needs to raise the issue of expectations about performance with the member and if necessary with the Manager Democracy Services. Consideration should be given at the time of reappointment of members to the issue of continued absences from body business.

### *Time spent in travelling to and from meetings*

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21. The time spent travelling to and from meetings is not paid. However, reimbursement for the costs of travel is through a mileage allowance payable under the Expenses Policy.

### *Deputy chair*

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22. Where a body appoints 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.
23. Where a body does not appoint a deputy chair, then in any instance where a member chairs a meeting that member will receive the daily rate of the chair for that meeting.

### *Independent Planning Commissioners*

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24. In 2012 a survey of fees paid to independent planning commissioners was carried out by Strategic Pay Ltd across 26 councils. Strategic Pay assessed commissioners as belonging to Group 2 – “Statutory Tribunals and Authorities” within the Cabinet Fees Framework. Based on the findings of that survey, fees were established of:
- \$170 per hour for chairpersons of hearings panels and sole commissioners
  - \$150 per hour for commissioners who are members of a hearings panel.
25. These current fees will continue, but will be aligned to any increases in the Cabinet Fees Framework, such that fees will increase by the same percentage as those within the Group 2 category (“Statutory Tribunals and Authorities”) of the Cabinet Fees Framework.

### *Expenses Policy*

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#### *Principles*

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26. 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 members of groups such as panels, work conducted other than attending the normal monthly meetings, must be properly approved and minuted prior to the work being carried out.

#### *Mileage allowance*

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27. A mileage allowance is payable for any travel that is required to perform the member's role as an appointed member. This includes travel between home and meetings.
28. The rate for members who are not self-employed, is the IRD rate for employers reimbursing employees, currently being 77 c/km.
29. A self-employed person may opt to not be paid the mileage allowance in order to claim the cost of mileage in the person's annual return to the IRD.

### *Public transport and taxis*

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30. Members are expected to use either their personal vehicle or the cheapest form of public transport for undertaking Council business.
31. A member who uses buses or trains in order to undertake Council business, including travel between home and meetings, may submit receipts for reimbursement.
32. A member wishing to use a taxi to undertake Council business must obtain prior approval from the Council staff support for that meeting, who will issue a taxi voucher or approve the member lodging a claim for the expense.

### *Parking*

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33. Members will be reimbursed for personal costs of parking in order to undertake Council business. The method of reimbursement will be arranged by Democracy Services.

### *Meals*

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34. All meals associated with meetings of groups and hearings panels, will be provided by Democracy Services and will not be a personal cost to members. A member intending to claim for the cost of a meal should receive prior approval from the Council staff support for that meeting.

### *Other costs*

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35. All other personal expenditure arising from undertaking Council business will be reimbursed in accordance with the principles.

## APPENDIX A - Assessment criteria

### *Skills, knowledge and experience required of members*

Skills, knowledge and experience will vary between members on a particular body. The score below 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*

	<b>Definition</b>	<b>Score</b>
Innovative	The development of new concepts is required to find innovative and pathfinding 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*

	<b>Definition</b>	<b>Score</b>
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*

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Total score	Level	Fees range - Chair	Fees range - members
24 – 28	1	\$500 - \$1,062	\$375 - \$800
20 – 23	2	\$360 - \$818	\$270 - \$518
15 – 19	3	\$260 - \$530	\$190 - \$364
10 – 14	4	\$230 - \$336	\$175 - \$252
9 or less	5	\$190 - \$245	\$140 - \$190

Notes

Fees are daily rates.

Fees are as set out in the Cabinet Office Circular CO (12)6, dated 19 December 2012, for Group 4 bodies.

## APPENDIX B – Determination of fees

### *Ethnic Peoples, Pacific Peoples, Senior, Disability Advisory Panels*

Skills, Knowledge & Experience	The panels include widely respected community leaders in their various communities of interest.	8
Function, Level & Scope	The panels provide advice on a range of policy matters that are relevant to the communities they represent.	2 – 4
Complexity of Issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	3
Public Interest and Profile	There is widespread public interest in their work and reputational risk is moderate to high.	3 – 4
TOTAL		16 - 19

#### Equivalent daily rates

Remuneration level	Chair	Member
3	\$260 - \$530	\$190 - \$364

Fees for these panels will be based on the maximum daily rates for this level (\$530 for chair and \$364 for member). The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to the average length of a meeting, including preparation time.

#### Meeting fees

Meeting fee	Proposed	Previous term
Member (based on 5.5 hours per meeting including preparation)	\$250	\$235
Chair (based on 8 hours per meeting including preparation)	\$530	\$235 per meeting or \$7,000 pa <sup>1</sup>

Where meetings are regular and can be forecast, it may be possible to convert the meeting fee into an annual fee. Whether panel members are paid a meeting fee or annual fee will be assessed by the Manager Democracy Services, taking into account the frequency of meetings and likely regularity of attendances.

Where a deputy chair is appointed to share the workload of the chairperson throughout the term, he or she will receive a payment that is 25% higher than that of a member.

<sup>1</sup> Panel chairs received the members' meeting fee except for the chairpersons of the former Ethnic and Pacific Peoples Advisory Panels who received annual fees of \$7,000.

### *Youth Advisory Panel*

This panel consists of members from the youth community. The purpose of the panel is to not only advise the Council of youth issues but to provide a learning experience for the members.

Skills, Knowledge & Experience	No specific experience is required but members would have broad general knowledge and may represent a body of opinion.	4
Function, Level & Scope	Provide advice on a range of policy matters that are relevant to the communities they represent.	2
Complexity of Issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	2 - 3
Public Interest and Profile	Public interest is likely to be limited, but the issues would be of interest to other members of the youth community	2
TOTAL		10 - 11

#### **Equivalent daily rates**

Remuneration level	Chair	Member
4	\$230 - \$336	\$175 - \$252

Fees will be based on the maximum daily rates for this level (\$336 for chair and \$252 for member). The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to the average length of a meeting, including preparation time.

#### **Meeting fees**

Meeting fee	Proposed	Previous term
Member (based on 5.5 hours per meeting including preparation)	\$173	Nil
Chair (based on 8 hours per meeting including preparation)	\$336	Nil

Where meetings are regular and can be forecast, it may be possible to convert the meeting fee into an annual fee. Whether panel members are paid a meeting fee or annual fee will be assessed by the Manager Democracy Services, taking into account the frequency of meetings and likely regularity of attendances.

Where a deputy chair is appointed to share the workload of the chairperson throughout the term, he or she will receive a payment that is 25% higher than that of a member.

### *Other panels*

Panels are established from time to time for various purposes. The Manager Democracy Services will determine fees to be paid that are consistent with this Framework.

***Additional work***

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Where work is undertaken with prior approval and a meeting fee is not appropriate in the circumstances, the Manager Democracy Services may determine payment on an hourly rate based on the daily rate, subject to the terms of reference for the panel as agreed with the Council (refer paragraph 14 above).

# DRAFT Code of Conduct for members appointed to Advisory Panels

[to be considered by the Finance and Performance Committee on 22 May 2014]

## 1 Purpose

The Code of Conduct sets out expectations for the general conduct of members of Auckland Council advisory panels.

## 2 Principles

The principles underlying the expected conduct of members include:

### 2.1 Honesty and Integrity

Members have a duty to act honestly and with integrity at all times.

### 2.2 Impartiality and Accountability

Members should consider issues on their merits, taking into account the views of others. This means co-operating fully and honestly to ensure the best advice is provided to the Council.

### 2.3 Openness

Members should be as open as possible about their actions and advice. This includes having an open mind and a willingness to listen to differing points of view. This means giving reasons for advice given; communicating clearly; not being close minded and taking personal ownership of comments made publicly.

### 2.4 Respect

Members should treat others, including staff, with respect at all times. This means not using derogatory terms towards others, or about others, including in public-facing new media; not misrepresenting the statements or actions of others (whether they be other individual members, the Governing Body, Local Boards, committees or staff); observing the rights of other people; treating people with courtesy, and recognising the different roles others play in local government decision-making.

### 2.5 Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust the public places in them.

## 2.6 Stewardship

Members should ensure that they and the Council use resources prudently and for lawful purposes.

## 2.7 Leadership

Members should promote and support these principles by example.

# 3 Relationships

## 3.1 Chairperson

The chairperson is the presiding member at meetings and is the spokesperson for the Panel.

## 3.2 All members

Members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been appointed
- are open and honest
- focus on issues rather than personalities.

## 3.3 Employees of Auckland Council

Members will:

- recognise that employees of the Auckland Council or any other organisation providing advice or services to the Panel, are subject to employment relationships and may only be hired, dismissed, instructed or censured by their respective employer
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way
- raise concerns about an employee only through the employee's employer.

# 4 Media

## 4.1 Spokesperson

The Chairperson is the first point of contact for the official view of the Panel on any issue. Where the Chairperson is absent, any matters will be referred to the Deputy Chairperson.

No other member may comment on behalf of the Panel without having first obtained the approval of the Chairperson.

## 4.2 Personal views

Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

- comments must make clear that they represent a personal view and must not state or imply that they represent the views of the Panel
- where a member is making a statement that is contrary to a Panel policy, the member must not state or imply that his or her statements represent a majority view
- comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

## 5 Confidential information

If members receive information that is confidential they must ensure it remains confidential. Confidential information is normally deemed to be such because its public release will cause some harm, either to the Council or to other parties.

## 6 Ethics

Members will:

- claim only for legitimate expenses
- not influence, or attempt to influence, any officer or employee to take actions that may benefit the member, or the member's family or business interests
- not use the resources of the Panel for personal business
- not solicit, demand, or request any gift, reward or benefit by virtue of the member's position.

## 7 Members' interests

### 7.1 Acting in the interests of the advisory panel and the public

Members act in the interests of the advisory panel and not in their own interests.

A financial conflict of interest arises when a member stands to benefit financially, either directly or indirectly, from advice given by the Panel.

A non-financial conflict may arise from a personal relationship or association with another organisation or from conduct that indicates prejudice or predetermination. In these situations a member may be influenced by interests that conflict with the duty to act in the best interests of the Panel.

Members must declare any private interests or personal benefits relating to their public duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. This means fully disclosing actual



or potential conflicts of interest; avoiding any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

## 8 Complaints

A complaint about a member's conduct will be made to the chairperson of the Panel in the first instance, who will counsel the member concerned. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Democracy Services Manager, who will give advice on options available to resolve the concerns.