



# **RĀRANGI TAKE AGENDA**

## **Hui Kaunihera Council Meeting**

**I hereby give notice that a Meeting of the Kāpiti Coast District Council  
will be held on:**

**Te Rā | Date: Thursday, 26 January 2023**

**Te Wā | Time: 9:30am**

**Te Wāhi | Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Darren Edwards  
Chief Executive**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 26 January 2023, 9:30am.**

**Kaunihera | Council Members**

Mayor Janet Holborow	Chair
Cr Lawrence Kirby	Deputy
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Rob Kofoed	Member
Cr Liz Koh	Member
Cr Jocelyn Prvanov	Member
Cr Kathy Spiers	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member

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**1      NAU MAI | WELCOME**

**2      KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hāpori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

**3      WHAKAPĀHA | APOLOGIES**

**4      TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**5      TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

Nil

**6      NGĀ WHAKAWĀ | HEARINGS**

Nil

**7      HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI  
TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**8      NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**9      TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT**

Nil

## 10 PŪRONGO | REPORTS

### 10.1 FEES FRAMEWORK FOR NON-ELECTED MEMBERS 2022-2025 TRIENNIUM

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 This report seeks Council's approval of the updated Non-Elected Members Fees Framework for the 2022-2025 triennium (the Framework).
- 2 This Framework establishes a fees structure and expenses policy for non-elected members appointed to Council decision-making bodies.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 3 An executive summary is not required for this paper.

#### TE TUKU HAEPAPA | DELEGATION

- 4 Council has the delegation and authority to consider this matter.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council approves the updated Non-Elected Members Fees Framework as attached in Appendix 1.

#### TŪĀPAPA | BACKGROUND

- 5 Under Schedule 7, Section 31(3) of the Local Government Act 2002 Council has the option to appoint non-elected persons to a committee or subcommittee if that person has the skills, attributes and knowledge to assist the work of the committee or subcommittee. For example, the current Governance Structure for the 2022-2025 triennium adopted by Council provides for independent and non-elected members to be appointed to the Risk and Assurance Committee to assist with the independence of that committee.
- 6 In 2017 Council approved its first Fees Framework for Non-Elected Members based on the Cabinet Fees Framework used by various Government Agencies to set meeting fees. The aim was to provide equity, consistency, flexibility, and transparency in the payment of non-elected members appointed to Council decision-making bodies due to a previously disparate approach, which allowed for uneven increases in payments for non-elected members.
- 7 The Cabinet Fees Framework (Cabinet Framework) is revised every three years, with the latest revision having been published on 6 October 2022 (attached at Appendix 2). Any appointments made by Council to its committees and subcommittees align with "Group 4 – All Other Committees and Other Bodies" of the Cabinet Framework. The notable changes to the revised Cabinet Framework for this group are that an overall ten percent increase has been applied to all fees ranges, and deputy chairs or other non-elected members acting as the chair may receive the rate for the chair role.
- 8 The Cabinet Framework provides the assessment process and criteria for calculating the remuneration level of non-elected members. The assessment criteria are:
  - skills, knowledge and experience required for members
  - function, level and scope of authority
  - complexity of issues, and
  - public interest and profile.

- 9 The above four criteria are each scored according to bands provided in the Cabinet Framework resulting in a total score. This total score identifies a remuneration band (remuneration level) to be applied to the various decision-making bodies. Council then decides the exact remuneration point to be applied from within that band.
- 10 Council's Framework has been revised to reflect the notable changes outlined above. The updated Framework now includes an additional category established for the Chair and Members of Te Whakaminenga o Kāpiti. This category attracts a slightly higher score (and therefore rates) than non-elected members on the Grants Allocation Committee, Climate and Environment Subcommittee and Social Sustainability Subcommittee in recognition of the status of Council's partnership with mana whenua, and the mana and knowledge required for those roles on Te Whakaminenga o Kāpiti.
- 11 In addition to the criteria assessment process and the meeting fees, the Framework also sets out expenses and allowances for non-elected members. These expenses and allowances are based on the Elected Members Remuneration and Allowances Policy, which allows Non-Elected Members to make claims for:
- Carparking
  - Communications technology – IT consumables and printers (they are not provided with any devices)
  - Incidentals
  - Stationery
  - Vehicle Mileage
  - Childcare
- 12 The proposed Framework does not make provision of fees for the following:
- Payment of Non-Elected Members appointed to Advisory Groups and Panels.
  - Payment of Non-Elected Members appointed to Working Parties associated with specific projects, as this is covered through specific project budgets.
  - Payment of Members of the District Licensing Committee (DLC) as their remuneration is prescribed through the Sale and Supply of Alcohol Act 2012.
  - Payment of mana whenua in a non-appointed capacity supporting various council activities through rūnanga contractual capacity arrangements.
  - Payment of mana whenua representatives appointed to Council, the Strategy, Operations and Finance Committee, the Social Sustainability Subcommittee and the Climate and Environment Subcommittee. Council confirmed at the 24 November 2022 Council meeting that representatives appointed to attend these will be reimbursed by way of an agreed per annum salary directly to our three mana whenua partners.
  - Payment of Community Board members appointed to Council and Committees/Subcommittees as their remuneration is determined by the Remuneration Authority.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 13 The updated Framework is not considerably different to the Framework in place for the last triennium but does reflect the changes provided for in the Cabinet Framework, i.e. that an overall ten percent increase has been applied to all fees ranges and deputy chairs or other non-elected members acting as the chair may receive the rate for the chair role. In addition, there is an increase to the meeting fees payable to non-elected members attending Te Whakaminenga o Kāpiti and A.R.T. Confederation meetings.

### Ngā kōwhiringa | Options

- 14 This report asks Council to consider the updated proposed Framework in Appendix 1 including the meeting fee levels for the various meeting types. The Framework is required to be in place ahead of non-elected members being appointed in accordance with the adopted Governance Structure.
- 15 The first meeting where the Framework will need to be applied is Te Whakaminenga o Kāpiti scheduled for 14 February 2023 followed by the first Risk and Assurance Committee meeting scheduled for 30 March 2023.

### Tangata whenua

- 16 Te Whakaminenga o Kāpiti is Council's long-standing partnership body with mana whenua, established via the Whakahoatanga Manatū | Memorandum of Understanding in 1994. To reflect the importance of this partnership agreement, and the mana and knowledge required as a member of Te Whakaminenga o Kāpiti, there is provision for an increase in the fees payable in the Framework.
- 17 Mana whenua have not been consulted about the proposed levels. A letter outlining the different payment avenues for mana whenua will be sent to all iwi partners.

### Panonitanga āhuarangi | Climate change

- 18 There are no climate change considerations.

### Ahumoni me ngā rawa | Financial and resourcing

- 19 Based on the number of scheduled meetings and the number of vacant yet to be appointed positions in the Governance Structure, adopting the updated Framework across all non-elected members is estimated at \$27,477 per annum.

Climate and Environment Subcommittee, Social Sustainability Subcommittee, Grants Allocation Committee	Remuneration Level 3 (mid-point)	Daily Rate	Chair	Member
			\$470	\$330
		Meeting Rate*	Chair	Member
			\$323	\$227
Te Whakaminenga o Kāpiti and the A.R.T Confederation	Remuneration Level 3 (high point)	Daily Rate	Chair	Member
			\$633	\$435
		Meeting Rate*	Chair	Member
			\$435	\$299
Risk and Assurance Committee	Remuneration Level 1	Daily Rate	Chair	Member
			\$930	\$635
		Meeting Rate*	Chair	Member
			\$639	\$481

\*The meeting rate is based on 5.5 hours per meeting including preparation

- 20 It is estimated that the overall increase of 10% and the increase proposed for Te Whakaminenga o Kāpiti and A.R.T Confederation meeting attendance could result in an increase to the expenditure for non-elected member remuneration for the 2022/23 year to be

funded from the Governance and Legal Services budget due to the proposed increases in rates and also the increase to the number of non-elected appointees to Council's new subcommittees.

- 21 The total budget for non-elected member remuneration for the 2022/23 financial year is \$24,504. While this is slightly under the total potential costs for the 2022/23 year, it is anticipated that the actual costs will be within budget. The budget for 2021/22 financial year was \$23,930 with a total expenditure of \$10,763.09. The expenditure was below budget because a number of non-elected member positions in the Governance Structure were vacant for a period of time, and not all fees were claimed for by non-elected members. In past budget cycles, former non-elected members have also been known to claim large back-dated lump sums at the end of their tenure.

#### **Ture me ngā Tūraru | Legal and risk**

- 22 There are no additional legal considerations.

#### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 23 This policy will replace the previous non-elected member fees framework.

### **TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

#### **Te mahere tūhono | Engagement planning**

- 24 An engagement plan is not needed to implement this decision.

#### **Whakatairanga | Publicity**

- 25 Once adopted, the Framework will be published to the Council website.

### **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Draft Fees Framework for Non-Elected Members 2022-2025 [↓](#)
2. Revised Cabinet Fees Framework 2022 [↓](#)



# **Non-Elected Members Fees Framework 2022-2025 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 Democracy Services Manager. It may be reviewed annually and is current until superseded.*

*As adopted by Council on \_\_\_ January 2023*

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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
- if payments are made on a contractual basis e.g. independent commissioners.

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 October 2022.

## B. Assessment Process and Criteria

The body (committee, subcommittee, 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 2022-2025 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

Total score	Level	Fees range - Chair	Fees range - members
24 - 28	1	\$594 – \$1,265	\$446 - \$952
20 - 23	2	\$429 - \$974	\$319 - \$616
15 - 19	3	\$308 - \$633	\$226 - \$435
10 - 14	4	\$275 - \$402	\$209 - \$297
9 or less	5	\$226 - \$292	\$165 - \$226

## C. Determination of fees

### C.1 Climate and Environment Subcommittee, Social Sustainability Committee and Grants Allocation Committee

For community representatives attending meetings of the Climate and Environment Subcommittee and the Social Sustainability Subcommittee (as alternatives to Community Board Members where possible under the current Governance Structure), and 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 community representatives appointed to the Climate and Environment Subcommittee, Social Sustainability Subcommittee and 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	\$470	\$330

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>\$323</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$227</b>

The meeting fees for this groups applicable committee meetings are determined by calculating the hourly rate 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.

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

For the Te Whakaminenga o Kāpiti and the A.R.T. Confederation the below scores has 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 Kāpiti 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	\$633	\$435

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>\$435</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$299</b>

The meeting fees for Te Whakaminenga o Kāpiti and the ART Confederation meetings are determined by calculating the hourly rate 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.

### 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 recommended out of the revised Cabinet Fees Framework for audit and risk committees (or their equivalents); therefore, remuneration level 1 will be applied.

#### Equivalent daily rates

Remuneration level	Chair	Member
1	\$930	\$635

The daily rates are set at mid-point of remuneration level 1 for an 8-hour day.

#### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$639</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$481</b>

The meeting fees for Risk and Assurance Committee meetings are determined by calculating the hourly rate proposed by the Cabinet Fees Framework and the 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.

## D. Remuneration and Allowances Claims

### Additional work

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 as agreed with Council.

### Daily rates

The remuneration bands are expressed as daily 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 normal monthly meetings, 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.

#### 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).

#### Incidentals

Reasonable expenses incurred while conducting council business can be claimed.

#### 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/Diesel** – 83 cents per kilometre for the first 12,000 kilometres and 31 cents per kilometre thereafter.
- **Petrol hybrid** - 83 cents per kilometre for the first 12,000 kilometres and 31 cents per kilometre thereafter.
- **Electric vehicle** - 83 cents per kilometre for the first 12,000 kilometres and 10 cents per kilometre thereafter.

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**Childcare**

Childcare may be reimbursed at a maximum of \$15 per hour if required – please liaise with staff in advance.

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All claims for non-elected members (reimbursement of expenses are to be submitted to the Democracy Services 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 Manager Democracy Services 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.



# Cabinet Office

CO (22) 2

## Circular

6 October 2022

**Intended for** All Ministers  
All Chief Executives

**Copies to** All Senior Private Secretaries  
All Private Secretaries

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### Revised Fees Framework for members appointed to bodies in which the Crown has an interest

- 1 Cabinet recently agreed to a revised Fees Framework for determining or reassessing the fees paid to members of statutory and other bodies in which the Crown has an interest [APH-22-MIN-0195].
- 2 This circular and the attached Framework replaces Cabinet Office Circular CO (19)1.
- 3 The revised Framework covers all statutory bodies, non-statutory bodies and committees in which the Crown has an interest, that are outside the Remuneration Authority's or other fee-setting bodies' jurisdiction. The Framework therefore covers most Crown entities (including Crown Agents, Autonomous Crown Entities (ACEs) and tertiary education institutions), trust boards, advisory bodies and committees, Royal Commissions, Public Inquiries, Government Inquiries and Ministerial Inquiries, statutory tribunals, individuals appointed as statutory bodies that are not covered by the Remuneration Authority and some subsidiary bodies.
- 4 The Framework provides guidance on the classification and remuneration of statutory and other Crown bodies. Since the Framework covers a varied array of bodies, it is not intended to be prescriptive, and judgement will be required to determine best fit.
- 5 The purpose of the Framework is to provide a basis for judgement in setting fees that will:
  - ensure a consistent approach to remuneration across all statutory and other Crown bodies;
  - contain expenditure of public funds within reasonable limits;
  - provide flexibility within clear criteria.



- 6 The main changes to the previous Framework are:
- 6.1 an increase of ten percent to the fee ranges for Groups 2, 3 and 4 bodies;
  - 6.2 independent members who chair sub committees will receive the same fee as a member of the parent body who chairs a sub committee;
  - 6.3 if no legislative impediment exists, co-chairs may be appointed. Applicable chair rates will apply to both;
  - 6.4 all members of a body receive the same member rate when a body is appointed without a chair;
  - 6.5 deputy chairs or members acting as chair receive the rate for the chair role;
  - 6.6 Health Responsible Authorities are specifically excluded from the Framework;
  - 6.7 greater clarity is to be provided about situations where an organisation might have more than one prime function;
  - 6.8 allowing the Minister for the Public Service to approve technical or minor exceptions to standing exceptions without Cabinet consideration;
  - 6.9 clarifying that joint members of a parent board and its advisory committee are not paid twice for attendance at the same meeting;
  - 6.10 updates to the tax guidance section in the Framework;
  - 6.11 other minor administrative changes, such as updating links and references to current legislation and fixing minor omissions and errors.
- 7 Ministers and chief executives should ensure that all staff involved in appointments to bodies covered by the Framework are familiar with the requirements of this circular.

**Further information**

- 8 For advice on the application and interpretation of the Fees Framework, contact the Public Service Commission, email: [fees@publicservice.govt.nz](mailto:fees@publicservice.govt.nz) or phone (04) 495 6600.
- 9 For advice on taxation on fees, contact Denise Birdling, Team Lead, Significant Enterprises, email: [Denise.Birdling@ird.govt.nz](mailto:Denise.Birdling@ird.govt.nz) or phone (04) 890 6295.

Rachel Hayward  
Acting Secretary of the Cabinet

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**Enquiries:**

Public Service Commission, ph 04 495 6600  
APH Secretary, Cabinet Office, ph 04 830 5020

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## Executive summary

- 1 The Cabinet Fees Framework (the Framework) should be used:
  - **before** an appointment is submitted to the Cabinet Appointments and Honours Committee (APH);
  - when a new body or committee is being established;
  - if there is a proposed significant change in board duties;
  - when the classification of the body or the current fees are being reviewed; and
  - for guidance about the administration of fees and other reimbursement payments for bodies covered by the Framework.
- 2 The purpose of the Framework is to provide a basis for judgement in setting fees that will:
  - ensure a consistent approach to remuneration across all statutory and other Crown bodies;
  - support the appointment of appropriately qualified and diverse body members;
  - contain expenditure of public funds within reasonable limits; and
  - provide flexibility within clear criteria.
- 3 The Framework enables fees to be determined by Ministers and other fee-setting authorities who are most familiar with the work of particular bodies. It provides for:
  - responsibility for setting fees for statutory and other bodies in which the Crown has an interest, within clearly defined parameters, to rest with the responsible Ministers or another fee-setting authority;
  - a system for the classification of bodies for fee-setting or reviewing purposes (section [D](#));
  - a range of fee levels for each category of body (section [D](#));
  - a process for setting and reviewing fees, and for proposing fees outside the Framework (sections [B](#), [E](#) and [F](#));
  - an outline of administrative principles to be followed in applying the Framework (sections [C](#) and [G](#));
- 4 The role of the Public Service Commission (the Commission) includes:
  - administering the Framework;
  - conducting triennial surveys of fee levels and reporting to Cabinet on fees expenditure;
  - conducting regular reviews of the Framework and recommending changes for consideration by Cabinet;
  - advising the Minister for the Public Service about exceptions to the Framework;
  - advising agencies about any aspects of the Framework; and
  - assisting in the interpretation and application of the Framework if required.
- 5 Agencies apply the Framework in making recommendations and/or setting fees for body members.

- 6 Agencies are strongly advised to consult the Commission on any fee matter (such as an exception) that the responsible Minister will need to refer to the Minister for the Public Service, before formally submitting this to the responsible Minister. The Commission can advise on precedents and the information required to support the recommendation.
- 7 Please refer to the summary flow charts in section [B](#) for setting or reviewing fees and, if required, in section [E](#) for seeking an exception to the Framework.
- 8 The Framework should be read in conjunction with the:
  - [Board Appointment and Induction Guidelines](#)
  - [CabGuide: The appointments process](#), and
  - relevant Cabinet circulars:
    - [CO \(02\) 5: Appointment of Public Servants to Statutory Boards](#)
    - [CO \(02\) 16: Government Appointments: Increasing Diversity of Board Membership](#)
    - [CO \(11\) 7: Role of the Remuneration Authority in Setting Remuneration for Individuals appointed to Statutory Bodies and Other Positions](#).

## Section A: Coverage by the Framework

### Bodies covered by the Framework

- 9 The Framework is one of three fee setting mechanisms for statutory and other “bodies in which the Crown has an interest”. A broad array of agencies and individual officers come within this scope, as indicated in the table below. The term “bodies in which the Crown has an interest” is used in several Acts to apply the Framework to a body or bodies named in the Act, but the term is not defined. It is understood generally to:

- be broader than ‘government agency’ if that term is synonymous with agencies that operate within the executive branch of government, or that operate as instruments under direct or indirect Ministerial control or direction, or where the body or individual is appointed by a Minister or an agency;
- encompass certain bodies and individuals in the judicial branch of government;
- include bodies and individuals that carry out some aspect of the business or responsibilities of central government, or that scrutinise or investigate or assist the agencies that do so directly;

An element of judgement is needed in particular cases to determine whether or not a body fits within the scope of the Framework;

- 10 The Framework complements the fee-setting role of the Remuneration Authority (under the Remuneration Authority Act 1977) and the Crown Company Fees Methodology administered by the Treasury. The Framework is used to set the fees for government-related bodies and their subsidiaries that are outside the jurisdiction of the Remuneration Authority, the Treasury, or a separate fee mechanism such as applies to School Boards of Trustees (where the Minister sets the fees under the Education (School Boards) Regulations 2020) and local authorities (where the Remuneration Authority sets the fees under the Local Government Act 2002).
- 11 Consultation with the Minister for the Public Service should take place about fees when trans-Tasman bodies have been established, as specific provisions may apply to such bodies that override the general application of the Framework.
- 12 Establishment by statute is not the only criterion for coverage by the Framework, nor is it a necessary requirement that there be a responsible Minister. It should also be noted that the Framework covers bodies that are self-funded, where a responsible Minister appoints some or all the members. The Minister should apply the Framework in circumstances where the body has the responsibility for setting fees and the Minister approves them.

**Exclusions****Consultancies**

- 13 The Framework does not cover individual consultancies that would fall outside any of the categories listed in section D of the Framework (paragraph [98](#)). Such individual consultancies involve contractors appointed by a body in which the Crown has an interest under a contract for services for a specific project, usually within a specified timeframe.
- 14 In general, the key distinctions between a consultancy and a body covered by the Framework are that a consultancy has:
- defined deliverables for a finite period of time;
  - no ownership or governance in relation to the implementation and operation of the deliverables of the project.
- 15 It is possible, however, that in some cases there may be a judgement involved between using a consultancy on the one hand, or using a body referred to under paragraph [98](#), Group 4 (All Other Committees and Bodies), notably an advisory committee.
- 16 Where agencies are unclear about whether an advisory committee or other Group 4 body would be more appropriate than a consultancy, particularly in cases of high public profile, they are encouraged to contact the Commission for advice in the first instance and then refer the issue to the responsible Minister and Minister for the Public Service. Where a Group 4 body is appointed, its remuneration would be set under the Framework.
- 17 Refer to paragraph [153](#) regarding payments to body members where it is proposed that they also receive payments as consultants to the same body.

**Other exclusions**

- 18 The Framework is not used for bodies where the fees are set by the Remuneration Authority, for School Boards of Trustees, or for local authorities, where the fees are set using a separate mechanism.
- 19 Fees for directors of Crown entity companies and State-Owned Enterprises are subject to separate guidance from the Crown Company Fees Methodology.

**Summary**

- 20 A summary of bodies covered and not covered by the Framework is outlined below:

Bodies covered by the Framework	Bodies not covered by the Framework
<p>Royal Commissions, public inquiries, government inquiries and ministerial inquiries. Statutory Tribunals and Authorities.</p> <p>Individuals appointed as statutory bodies (that are separate from statutory officer roles in an agency, e.g. Registrar of Companies; Director of Mental Health) or to specified advisory posts e.g. lay members of courts.</p> <p>Advisory bodies, committees and taskforces established by Cabinet or a Minister or agency, whose role is generally to oversee or review or provide advice to a Minister or Ministers, or an agency.</p> <p>Boards of Trusts settled by the Crown or specified in statute, or the Trust Deed as covered by the Framework.</p> <p>Bodies to which the Framework applies as provided for in legislation:</p> <ul style="list-style-type: none"> <li>• Crown Agents (named in Schedule 1 Part 1 of the Crown Entities Act 2004 [CEA])</li> <li>• Autonomous Crown entities (named in Schedule 1 Part 2 of the CEA)</li> <li>• Expenses, not remuneration, of members of Independent Crown entities (named in Schedule 1 Part 3 of the CEA) and of a Crown agent or Autonomous Crown entity that is a corporation sole</li> <li>• Subsidiaries (as defined in the CEA) of Crown agents, Autonomous Crown entities and Independent Crown entities</li> <li>• Tertiary Education Institutions (established under Part 14 of the Education Act 1989 or section 268 of the Education and Training Act 2020)</li> <li>• Diverse bodies covered by the Framework in accordance with an individual Act, e.g. The Archives Council.</li> </ul> <p>Bodies to which the Fees and Travelling Allowances Act 1951 (FTAA) applies:</p> <ul style="list-style-type: none"> <li>• About 100 separate Acts apply the FTAA to bodies specified in those Acts</li> <li>• the rights to entitlement provided for in the FTAA are implemented in practice through the Framework</li> </ul>	<p>The following roles and bodies covered by the Remuneration Authority:</p> <ul style="list-style-type: none"> <li>• Members of Parliament</li> <li>• the Judiciary</li> <li>• independent Crown entities (remuneration, not expenses)</li> <li>• a Crown agent or autonomous Crown entity that is a corporation sole (remuneration, not expenses)</li> <li>• specified statutory officers and members of local authorities and community boards</li> <li>• other bodies and officers whose fees and/or allowances and expenses are specified in statute to be set by the Remuneration Authority.</li> </ul> <p>Crown Company Fees Methodology, approved by Cabinet and administered by the Treasury:</p> <ul style="list-style-type: none"> <li>• State-owned enterprises (named in Schedule 1 of the State-Owned Enterprises Act 1986) and their subsidiaries</li> <li>• Crown entity companies (named in Schedule 2 of the Crown Entities Act 2004, and which includes Crown Research Institutes) and their subsidiaries</li> <li>• Companies named in Schedule 4A or Schedule 5 of the Public Finance Act 1989, and their subsidiaries.</li> </ul> <p>Bodies explicitly covered by a separate regime, e.g.:</p> <ul style="list-style-type: none"> <li>• School Boards of Trustees (section 19 of the Education (School Boards) Regulations 2020) and their subsidiaries</li> <li>• Health Responsible Authorities (section 133(3) of the Health Practitioners Competence Assurance Act 2003)</li> <li>• Reserve Bank (section 63 of the Reserve Bank of New Zealand Act 1989)</li> <li>• Air New Zealand Limited</li> <li>• Christchurch International Airport Limited</li> <li>• Dunedin International Airport Limited</li> <li>• Hawke's Bay Airport Limited.</li> </ul> <p>A consultancy (generally contracted to provide services to an agency).</p> <p>Agencies and individuals consulted during the normal course of business (e.g. on a policy proposal) or who make a submission on a proposal.</p>

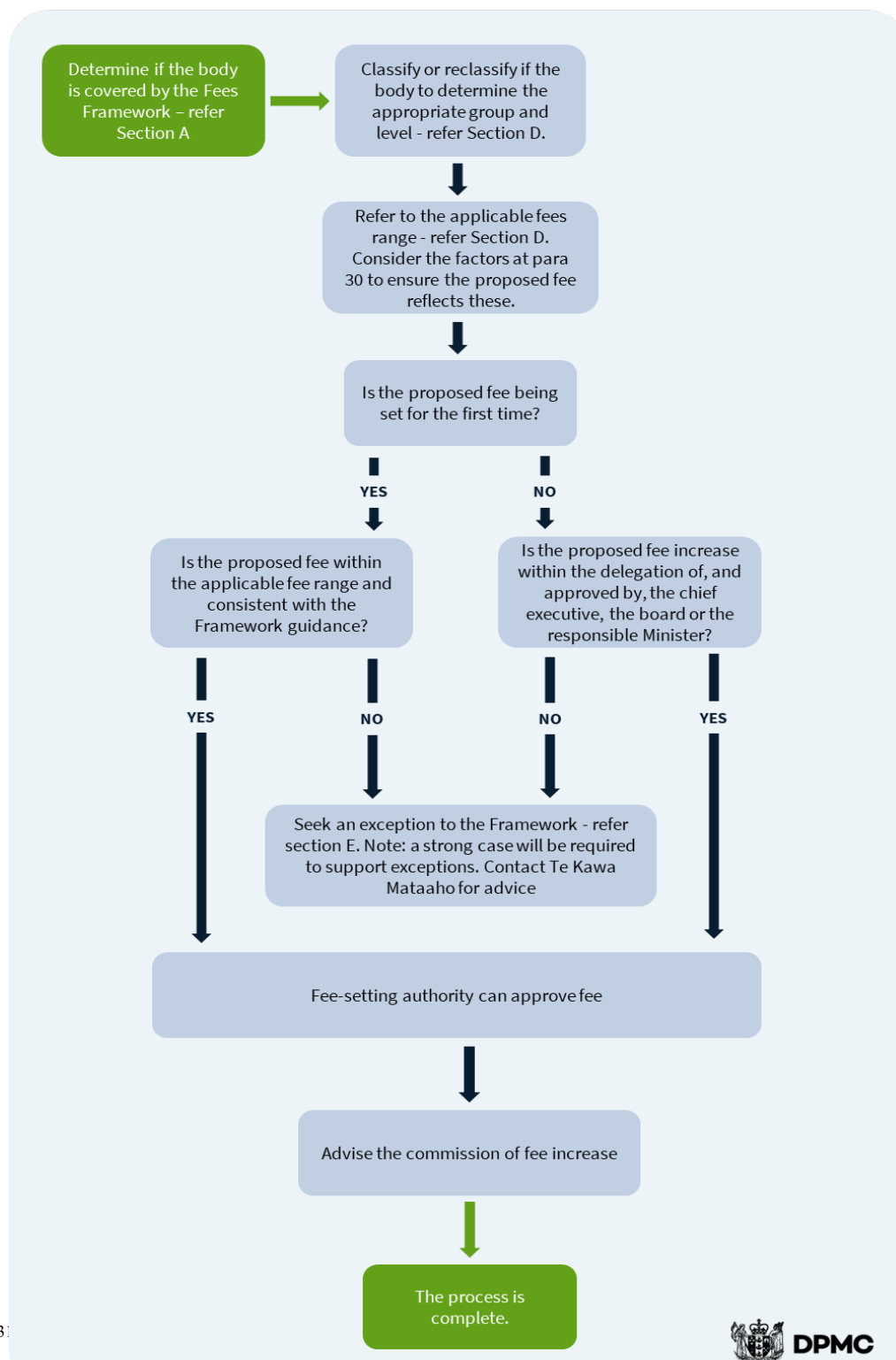


**Section B: Process for setting or reviewing fees**

- 21 The steps to be taken to set or review fees under the Framework are:
- Determine whether the body is covered by the Framework (see section [A](#));
  - Decide or re-assess which Framework group the body fits into (see section [D](#));
  - Determine which level within the group is most appropriate by “scoring” the body according to the factors listed (see section [D](#));
  - Decide on the appropriate fee (see section [D](#)) referring particularly to paragraph [30](#) regarding factors to be considered in setting fees;
  - If the fee is being set for the first time, the fee setting authority approves the fee within the applicable Framework fee range (note section [F](#) regarding reviewing fees), and within other guidance contained in the Framework. If the fee-setting authority wishes to set the fee outside the Framework, an exception must be sought, unless a standing exception has been approved. Please refer to section [E](#) for guidance on setting fees outside the Framework;
  - If the fee is being reviewed (note section [F](#) regarding reviewing fees), the chief executive or governance board of the agency, may agree to fee increases of up to 3% per cent, within the applicable fee range and not more frequently than once a year, for bodies they have established;
  - For all bodies, the responsible Minister may approve increases of up to 5 percent within the applicable Framework fee range, not more frequently than once a year;
  - The Minister for the Public Service must be consulted on any increase above 5 percent and may approve fee increases up to 10 percent, and minor and technical changes to fees;
  - Any increase above 10 percent, or that takes the fee above the applicable Framework fee range, must be referred to APH and Cabinet for consideration;
  - For guidance on setting fees outside the Framework, please refer to section [E](#);
- 22 It is strongly recommended that when existing fees are being reviewed, the above steps be undertaken to re-assess the classification and level of the body;
- 23 Note that fees should be increased no more frequently than once a year;
- 24 The following flow chart summarises the process to use when setting or reviewing fees. Other sections of the Framework should be read in addition to the summary chart as they provide more detailed advice about the process the fee setting authority should follow when setting or reviewing fees:

## Setting and Reviewing Fees Flowchart

The following flowchart summarises the process to use when setting or reviewing fees. Other sections of the Framework should be read in addition to summary chart as they provide more detailed advice about the process.



## Section C: Guidance about fees

### Who sets the fees

- 25 The fee setting authority is the position or organisation that has the authority to establish a body covered by the Framework. This may be set in legislation.
- 26 In many cases, responsible Ministers set fees within the applicable framework range, except for subsidiary bodies of statutory entities and bodies established by agencies. (Refer also to section [E](#) regarding Ministers' roles in setting fees outside the parameters of the Framework and section [F](#) regarding reviewing fees.)
- 27 For members of subsidiary bodies of statutory entities, (i.e. of Crown Agents, ACEs, Independent Crown Entities (ICEs)) the board of the parent entity sets the fees within the applicable framework range. Exceptions to the Framework (see section [E](#)) for subsidiary bodies require **prior** consultation with the parent entity's responsible Minister, and the Minister for the Public Service (with advice from the Commission). It is advisable to discuss proposed exceptional fees with the Commission in the first instance.
- 28 The default process for some Group 4 bodies where there is no responsible Minister or relevant legislation (e.g. bodies established by chief executives or governance boards of agencies) is that the fee-setting authority (e.g. the chief executive or governance board) should apply the Framework in order to determine the fee. If the proposed fee is outside the parameters of the Framework, it must be treated as an exception under the Framework (see section [E](#)).
- 29 For those bodies covered by the Fees and Travelling Allowances Act 1951, the Minister for the Public Service has delegated responsibility for setting fees within this Framework to Ministers responsible for the particular appointments and/or setting the remuneration levels. If the proposed fee is outside the parameters of the Framework, the agreement of the Minister for the Public Service is required, and the matter may need to be considered by APH and Cabinet (see section [E](#)).

### Factors to be considered in setting or reviewing fees

- 30 Ministers, agencies, and other fee setting authorities should refer to section [D](#) to classify the body under the Framework and then ensure the actual fees reflect an element of public service and community commitment, the personal contribution and recognition of the intangible benefits to the member, balanced by:
  - the complexity of the functions and the expertise required;
  - recruitment and retention issues;
  - the extent to which an individual member needs to insure against personal liability;
  - the potential risk to reputation;
  - the degree to which the role is in the public eye;
  - affordability; and
  - the period since the fees were last reviewed.
- 31 Fees will continue to be set on a fair but conservative basis to reflect a discount for the element of public service involved.

- 32 Where the fee is paid as an annual rate, it should also reflect the time involved (see paragraph [38](#)).
- 33 Members occupying identical positions on the same body should be paid the same fee rate. The fee rate is varied only to reflect additional responsibility such as that assumed by chairpersons (and deputies and the chair of a substantial sub-committee where appropriate) who may receive an extra margin for additional responsibilities that go with the role. The exception to this is when fees have been grand-parented (refer paragraph [149](#)).
- 34 In cases where it is necessary to secure people with scarce specialist skills, consideration may be given to paying a fee higher than the applicable range. Please refer to section [E](#).
- 35 It is possible to pay fees below the range, provided they reflect the factors noted in paragraph [30](#).

**Payment basis**

- 36 There are two approaches to expressing fee levels - annual rates and daily rates. Any other variations, including annualising daily rates, are regarded as exceptions to the Framework and require prior consultation at Ministerial level (see section [E](#)).

**Annual rate**

- 37 For Group 3 bodies, the fee is usually expressed as an annual rate. This is consistent with the approach taken in the private sector and is most appropriate where the workload is predictable and/or substantial.
- 38 The annual fee is set on the following assumptions:
- the work is such that the chair and members are required on a part-time basis;
  - for general governance boards, the assumed annual workload for meetings and other responsibilities associated with the role is that:
    - a member works around 30 days a year, which is in line with the amount of time spent by board directors in private sector companies;
    - chairs have a higher workload than members, with the assumption that a chair works around 50 days per year. Therefore, the fee for chairs is set at twice the rate of the members to take account of both the differences in responsibility and in workload.
- 39 Where it is anticipated that a chair or members will have a lesser workload than above, it is expected that this be reflected in the fee level. The workload expectation covers all authorised work undertaken by members including subcommittee work and preparation time.
- 40 For those situations where a greater workload is expected, please seek advice from the Commission. Where significant additional work is required, it may be appropriate to negotiate additional payments.

- 41 **Payment for additional work should be agreed by the fee-setting authority before the work is undertaken.** The key objectives for the additional work must be clearly specified and evaluated on completion. A higher annual rate for a fixed period, and based on defined goals, may also be appropriate where chairs are required to undertake significant additional work (e.g. where they are required to guide the reorientation or restructuring of a Crown entity, or where the situation of a Crown entity requires the chair to act more in the nature of an executive director). However, such additional work should otherwise relate to the governance role of the board and should not cover activities that are more properly within the role of management.
- 42 The fee-setting authority is required to consult with the Minister for the Public Service before committing to payments for additional work and is responsible for monitoring progress against the negotiated objectives.
- 43 For members of Group 3b subsidiary bodies of statutory entities (e.g. of Crown agents, autonomous Crown entities, and independent Crown entities) who receive an annual fee, there is no assumed annual workload specified for the members. Time is one of the factors to be considered by the parent entity when setting the fees, with reference to paragraph 30.
- 44 Where it is possible to predict the workload of bodies other than governance boards, the annual fee should be calculated by multiplying the daily rate by the number of days that will be worked during the year.
- 45 Proposals for an annual fee for a Group 1, 2 or 4 body should be treated as technical exceptions and referred to the responsible Minister and Minister for the Public Service. In making submissions to Ministers or reporting to the Commission, it will be necessary to specify the annual fee if this has been agreed, and provide the daily rate on which the proposal is based, and the number of days that will be worked per annum.

#### Daily rate

- 46 For Groups 1, 2 and 4 bodies, fee levels are generally expressed as a daily rate, as this works best for those bodies that have an unpredictable workload. Where a chair or member of a Group 2 body that is administered by the Ministry of Justice, works full time consistently, the daily rate will be multiplied by 220 days. This number will be pro-rated for those who work substantially full time.
- 47 For Group 3 governance boards that pay a daily rate due to an unpredictable workload, the maximum annual rate provided in the range that applies to the classification must not be exceeded unless an exception to the Framework is agreed.
- 48 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 must not attract an extra payment, unless the combination of travel and work is frequently longer than 8 hours (see para 82).
- 49 Hourly pro-rata rates should be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
- 50 The daily fee applies to all work, including that performed outside of meetings (e.g. preparation, representing the board 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.

- 51 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.
- 52 Work other than preparation for meetings/sittings 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.

#### **Other fee payment methods/other types of payments**

- 53 Other fee payment methods such as a base honorarium and/or a fee for additional services, or Crown bodies setting their own fees from a total pool, are regarded as exceptions to the Framework. If such fee payment methods are proposed, refer to section [E](#). Early discussion with the Commission is recommended.
- 54 Where a member is a self-employed professional, locum fees are not to be paid unless an exception has been approved. The self-employed professional receives payment for body business only and reimbursement of travel expenses where relevant to body business. Additional payments are not provided to pay for the use of a locum or the business overheads since the body is not responsible for funding members' own business costs. Issues such as the potential loss of income and maintenance of a professional practice (including business overheads) need to be considered by the individual prior to accepting appointment to a body.
- 55 In their private capacity, members of some bodies covered by the Framework provide an essential service which cannot be maintained by other parts of their organisation while they are serving as members. A prime example is that of doctors working in general practice, especially where practices are busy, serve a community with high health needs, and locums are needed to ensure services are maintained. In such cases, the Framework should be used to guide the setting of fees, but flexibility may be allowed to enable the fees to meet the costs of essential cover, such as locums.
- 56 Payment of compensation or any benefit for loss of office must not take place.
- 57 Ex gratia payments and other benefits or rewards, which are in addition to fees, must not be paid to members of statutory boards, subsidiary bodies of statutory entities, statutory tribunals, authorities or other Crown bodies or committees.

#### **Rates for sub-committees**

- 58 Depending on its enabling legislation, a body may set up a sub-committee or sub-committees to carry out part of the body's business.
- 59 Members who receive an annual fee for membership do not receive any additional payment for membership of sub-committees.
- 60 Members who receive a daily fee can receive payment for additional days spent on sub-committee work. If the sub-committee has been set up to consider an issue and report to the main body, then a lesser daily fee may be appropriate. Sub-committees must be properly constituted under the authorising legislation or terms of reference for the body before a meeting fee is paid.

**Independent members of sub-committees**

- 61 Independent members of sub-committees are those members who are not members of the parent body. They may be paid up to a maximum of the daily equivalent of the full member fee, depending on the assessment by the main body of the skills required for the independent sub-committee member/s to perform their role.
- 62 An independent member who chairs a subcommittee shall be paid at the rate applicable to a member of the parent body who chairs a subcommittee.
- 63 The daily fee for bodies whose members are paid an annual fee should be calculated by dividing the annual fee by the appropriate number of days worked, e.g. 30 for a general governance board (refer to paragraph 38 regarding assumption about workload for members paid an annual fee).
- 64 The total annual fee paid to an independent member of a sub-committee should not exceed 50 percent of the total annual fee paid to a member of the main body.
- 65 Any proposal to pay higher daily fees or total annual fees outside this guidance should be treated as an exception (see section E). This section does not apply to ex-officio members.

**Rates for Chairs**

- 66 Rates for chairs are set within the applicable fee range at Section D. If no legislative impediment exists, co-chairs may be appointed. Applicable chair rates will apply to both. When a body is appointed without a chair, all members shall be paid at the same member rate.

**Rates for deputy chairs and sub-committee chairs**

- 67 Where the legislation provides for the appointment of a deputy chair and/or where the work of the body is such that the appointment of a deputy chair is required due to the complex nature or size of the responsibilities, then a fee additional to the member rate may be paid to the deputy chair.
- 68 The fee for the responsibilities of a deputy chair is an additional 25 percent of the member rate. (This is consistent with the rates paid to deputy chairs in Crown companies and in the private sector.) If this takes the deputy chair fee above the fee range, it is not an exception.
- 69 Where a deputy is acting as chair they should be paid a daily rate equivalent to that of the chair.
- 70 Where there is no deputy appointed, and a member is required to chair a meeting, then the member should be paid a daily rate equivalent to that of the chair.
- 71 Where an annual fee is paid, it is usual practice for the chair, and the deputy chair, where one is appointed, to have responsibility for chairing one or more sub-committees. No additional fee is payable to the chair and deputy chair for chairing sub-committees. Where there are sub-committees that are not chaired by either the chair or deputy chair, then an additional 10% of the member's rate may be paid to one other member with responsibility for chairing a sub-committee. Any case for further additional payments for chairing sub-committees must be treated as an exception to the Framework (see section E).

**One person committees**

- 72 Where an individual member constitutes a committee and there are decision-making or recommendatory powers, that member should receive the rate applicable to the chair of a body at that level.

### Payments to public sector employees appointed to bodies covered by the Framework

- 73 Paragraphs [73 to 79](#) apply in relation to public sector employees including public servants who may be appointed to a body covered by the Framework. In these paragraphs, the term “public sector employee means employees of Public Service agencies<sup>1</sup> Crown agents and employees of other statutory Crown entities (autonomous Crown entities and independent Crown entities), agencies in the wider public sector as well as other agencies associated with a Ministerial portfolio and any local authority as defined under section 5(1) of the Local Government Act 2002.
- 74 These paragraphs reflect Cabinet’s agreement in 2012 that the Framework provides that any employee of a government agency, appointed in their own right to a body covered by the Framework, must not retain both the fee and their ordinary pay, where the duties of the outside organisation are undertaken during their ordinary working hours.

### All public sector employees appointed to bodies covered by the Framework

- 75 Public sector employees may be appointed to a body covered by the Framework either ex officio (someone who has a right because of an office held), or as a representative of their department or agency, or, where there are special circumstances, in their own right.
- 76 All public sector employees appointed to statutory and other public bodies must be able to do their primary job unhindered and without detriment to the public interest. They must not be double paid for their job and their membership of a body covered by the Framework.
- 77 For those it applies to and their employers should be aware of the principles in the *Public Servants on Boards Guidance* when considering fees. Where there are out of pocket expenses such as airfares or accommodation, these should be reimbursed to the employee on the same basis as for other members of the board.

### Special considerations for appointments of public service employees in their own right

- 78 Cabinet has recognised that there may be special circumstances in which employees of Public Service departments may be appointed to statutory and other public bodies: Cabinet Office Circular CO(02)5 applies to public servants of statutory bodies<sup>2</sup>. However, as a general rule, public servants of a monitoring agency should not serve on a Crown entity board that their agency monitors, nor should public servants serve on a board that has the same responsible Minister(s) as their agency.
- 79 Before any public service employee seeks to be appointed to a body in their own right, the employee must first obtain the agreement of their agency chief executive. Such appointments are treated as secondary employment and, in the case of public servants, are subject to the oversight of the Te Tumu Whakarae mō Te Kawa Maataho Public Service Commissioner (the Commissioner).

### Payment for advisory committees and affiliated bodies

- 80 Advisory committees - Annual fees paid to Crown entity board members include their work on sub-committees. Advisory committees set up under the board’s establishment legislation are not classed as sub-committees and attract separate fee payments. Board members who have conjoint advisory committee membership may not claim two sets of fees when the board and committee

<sup>1</sup> Section 10(a) of the Public Service Act defines Public Service agencies as departments, departmental agencies, interdepartmental executive boards and interdepartmental ventures.

<sup>2</sup> The Commission maintains an up to date [list of all of the organisations of the public sector and their categorisation](#).



conduct joint meetings, i.e. may not be double paid. If there is doubt about which fee is applicable, this should be resolved between the board and committee chairs ahead of time.

- 81 Affiliated body membership - Board members may be appointed as members of an affiliated public body, eg an establishment board. From time-to-time, these bodies may conduct joint meetings with the member's parent board. Prior to such meetings, and to avoid members being double-paid, the respective chairs should agree on how fees will be paid to joint members and what workload can reasonably be expected for the meeting(s).

**Payment for time spent in travel to meetings/sittings or on body business (daily fees only)**

- 82 Members are not paid for time spent in travel to and from meetings or on body business, except in instances where a daily fee is paid, and the member has to travel for more than a total of three hours in the course of a normal business day of approximately 8 hours.
- 83 The purpose of paying for travel time that is greater than three hours is to compensate for lost income during the business day. For example, a member may spend a few hours at a meeting but in doing so spends all day away from normal business activity, due to spending several hours travelling to and from the meeting.
- 84 In circumstances where considerable time is involved in travel, this can be recognised by the chair, with the agreement of the servicing/accountable organisation. In these cases (and particularly where air travel is involved) the preparation and travelling time need to be considered together for payment purposes. Where considerable travel is frequently necessary to meet the requirements of the role, this should be recognised either by reducing the working time or paying for some or all of the travel time (see para [48](#)).
- 85 In considering payments for travelling time, the chair and servicing agency need to consider issues of equity, the government's intention for geographical representation, and ensure that attendance at meetings does not result in undue personal hardship.

**Childcare expenses**

- 86 Under exceptional circumstances a contribution may be made to childcare expenses with the agreement of the chair (or another member if the chair is claiming expenses) and the servicing agency. However, it is generally expected that the daily fee paid is adequate to meet out-of-pocket expenses of individual members as well as reimbursing them for their time spent. An example where a contribution to childcare expenses may be made is where an additional meeting is called at short notice (e.g. less than 48 hours). In determining whether payment is warranted, consideration should be given to issues of equity and ensuring that attendance at meetings does not result in undue personal hardship.

**Payment of a fee for a cancelled meeting/sitting**

- 87 Where a meeting or other activity of a statutory or other body is cancelled or takes fewer days than planned, in exceptional cases payment of the fee to certain members may be approved.

- 88 Each case would need to be considered on its merits and this should only occur where:
- the cancellation was unforeseeable;
  - the member was unable to reschedule other work to take advantage of the time made available; and
  - the member suffered real loss of income as a result of the cancellation.
- 89 An affected member would need to make a case to the body on each separate occasion. Payment should not be approved if it is believed the member had not tried to reschedule other work. Partial payment might be appropriate if rescheduled appointment fees do not fully compensate a member for the lost fee from the meeting.
- 90 If appropriate and the body did, on application from a member for a specific instance, resolve to pay the fee for part or all of the time a meeting was cancelled by, that resolution would need to be noted in the minutes.

#### **Payment for meetings by teleconference**

- 91 Where a meeting is held by teleconference or video conference, the usual fees apply.
- 92 Where a member is unable to attend a meeting in person but joins the meeting by teleconference or videoconference, with the agreement of the chair, the usual fees apply. If the member receives daily fees and participates in less than half of the meeting, an hourly pro-rata rate would apply (see paragraph [49](#)).

#### **Absence**

- 93 Where an individual receives an annual fee and is absent from body business for a period of greater than two months, then the annualised fee should be pro-rated to take account of this absence (e.g. an absence of 2 months would result in payment of 10/12 of the annual fee). Where there are frequent absences over the period of a year, the annual fee should also be pro-rated to take account of those absences. (This does not apply to members who work full time or substantially full time).
- 94 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 responsible Minister. Consideration should be given at the time of reappointment of members to the issue of continued absences from body business.

#### **Reimbursing expenses**

- 95 Members travelling to and from meetings, or on the business of the body in which the Crown has an interest (where the members are required to be away from their normal places of residence), are entitled to reimbursement of out of pocket travelling, meal and accommodation expenses actually and reasonably incurred. The expectation is that standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect public sector norms.
- 96 Actual and reasonable travel, meals, accommodation and other expenses incurred by the member in carrying out the business of the body in which the Crown has an interest may be reimbursed provided they are supported by appropriate documentation.

- 97 Where it would not be reasonable to travel by public transport and a member's private motor vehicle is used for travel to and from meetings, or on the business of the body in which the Crown has an interest, reimbursement will be at the [Kilometre rates](#) specified by Inland Revenue.

#### Section D: Classification of bodies and fee scales

- 98 The Framework provides for the classification of bodies into one of the following groups:
- **Group 1:** Royal Commissions, Public Inquiries, Government Inquiries and Ministerial Inquiries;
  - **Group 2:** Statutory Tribunals and Authorities;
  - **Group 3:** Governance Boards:
    - Group 3a: General Governance Boards (including TEIs);
    - Group 3b: Subsidiary Bodies of Statutory Entities (e.g. of Crown Agents, ACEs, ICEs);
  - **Group 4:** All Other Committees and Other Bodies
    - Audit and Risk Committees - Government Departments.
- 99 Cabinet has agreed to a schedule of fees for all categories that reflects the nature of their business environment and the role requirements.
- 100 Once a decision has been made on which group the organisation best fits into, establish the level within the group (see classification process below for each group), and then find the fee range for that level in the appropriate table. A decision is then required on what amount, within (or below) the ranges provided, is most appropriate. Section C, particularly paragraph [30](#), provides guidance on how to make these decisions. Further assistance is available from the Commission.
- 101 Refer to section [E](#) if the proposed fee is above the ranges provided, or an alternative method of payment is proposed.

#### Group 1: Royal Commissions, Public Inquiries, Government Inquiries and Ministerial Inquiries

- 102 Royal Commissions, public inquiries, government inquiries and Ministerial inquiries are time-limited bodies established to inquire into and report on specific matters. Royal Commissions and public inquiries are generally chaired by a judge or a retired judge.
- 103 The key distinction between a Royal Commission, a public inquiry, government inquiry and a Ministerial inquiry lies in the form of the instrument of appointment and the nature of the authority under which it is established:
- Royal Commissions are appointed by the Governor-General, pursuant to the Letters Patent Constituting the Office of the Governor-General of New Zealand 1983 and the Inquiries Act 2013. Royal Commissions are, therefore, generally regarded as having greater prestige and standing than public inquiries appointed under the Inquiries Act 2013 alone. A Royal Commission is generally appointed when the subject matter to be investigated is one of particular public importance. The final report is presented to the Governor-General and the House of Representatives.
  - Public inquiries are established by the Governor-General by order in Council pursuant to the Inquiries Act 2013. The final report is presented to the Governor-General and the House of Representatives.

- Government inquiries are established by a Minister or Ministers by notice in the Gazette pursuant to the Inquiries Act 2013. The final report is presented to the appointing Minister.
  - Ministerial Inquiries are non-statutory inquiries established by a Minister. The Prime Minister's agreement must be sought on all matters to do with the establishment of a Ministerial Inquiry. (Refer [DPMC Guidance on inquiries](#)).
- 104 A Minister must consult the Prime Minister and the Attorney-General when assessing whether to establish a Royal Commission, public inquiry or government inquiry prior to submitting any proposal to Cabinet ( [Chapter 4](#) of the Cabinet Manual).
- 105 If a Royal Commission, public inquiry, government inquiry or ministerial inquiry is proposed, the Commission should be contacted for advice about the proposed fee, prior to the appointment being considered by APH and Cabinet. All fees for Royal Commissions, public inquiries, government inquiries and ministerial inquiries must be referred to the Minister for the Public Service for consideration as an exception.

## Group 2: Statutory Tribunals and Authorities

- 106 Statutory tribunals and authorities are a broad and diverse group of adjudicative bodies that decide or resolve some form of question or dispute affecting the rights of parties. They exercise a defined specialist jurisdiction under legislative authority and decide cases by considering facts and evidence and applying settled rules or principles. They are not courts, but equally are independent from the executive (that is, their members are not departmental officers).

## Factors – choose one score from each of the following categories

- 107 Expertise required
- Skills, knowledge and experience may vary between members on a particular tribunal. 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 tribunal or authority.
- 108 If a member is a sole member, the Chair fee range may be used, but in setting the actual fee level, the factors to be considered in setting or reviewing fees (paragraph 30) should be taken into account.

<u>Expertise required</u>	<u>Score</u>
<u>Expert and highly regarded in a particular field or discipline.</u>	<u>9</u>
<u>Senior professional providing expertise in a particular field or discipline.</u>	<u>7</u>
<u>Broad general or professional experience. May include community leadership.</u>	<u>5</u>

## 109 Complexity

This dimension measures the problems typically faced by the tribunal and the mental processes required to arrive at the solution.

<b>Complexity</b>	<b>Score</b>
Very complex issues with no past decisions for guidance. Each situation will be significantly different to others and the solution required is often unique. Decisions may affect the application of multiple statutes.	5
Some issues will be very complex with few previous decisions for guidance. Decisions will usually be limited to a single statute but may involve the application of international conventions and covenants.	4
Complex issues requiring analysis and consideration of potential alternative solutions. While each case will be treated on its merits there will often be previous decisions for guidance.	3
Some issues will be complex requiring analysis and careful judgement but other issues will be straightforward and may be resolved quickly through consistent application of established decisions.	2
Situations require consideration and judgement, but usually under one statute and established guidelines.	1

## 110 Decision-making

<b>Decision-making</b>	<b>Score</b>
Primary function is as an appellate body. Decisions will usually be published. May have the power to fine, award costs etc.	5
Primary function is as a determining body. Decisions will usually be published. No penalty provisions. Judicial review of decisions may exist.	4
Power to make decisions – appeal processes available. Has power to fine, award costs etc.	3
Power to make decisions – appeal processes available. No penalty or fining authority.	2
Recommendatory powers only.	1

## 111 Impact of decisions

<b>Impact of decisions</b>	<b>Score</b>
An immediate impact on groups of people or sector/s of society.	5
An immediate, critical impact on an individual or small number of people.	4
Decisions have an immediate, but not critical effect on a small number of individuals or a single corporate entity.	3
Decisions have a longer term impact on groups of people or sector/s of society.	2
Decisions affect internal policies within a Department/Ministry.	1

## 112 Public profile

Public profile	Score
High profile; broad public interest and scrutiny likely. May involve challenging status of legislation. Potential impact on New Zealand's international reputation.	5
Moderate profile; strong interest likely from large sectors of the public. Decisions of the Tribunal may have a major effect on the supervising Government Department.	4
Medium profile; public interest likely to be localised to area, sector or discipline.	3
Limited profile; usually non- controversial determinations but of interest to small pressure groups.	2
Low profile; generally non-controversial findings or recommendations.	1

**Add the scores for each factor together to give a total score. Then refer to the table below for the ranges of fees payable for Group 2 bodies.**

## 113 Group 2 - daily fees

Total score	Level	Fees range – chair	Fees range – members
26-29	1	\$765 - \$1,194	\$490 - \$759
22-25	2	\$693 - \$1,018	\$451 - \$627
17-21	3	\$633 - \$858	\$402 - \$561
13-16	4	\$534 - \$666	\$347 - \$429
12 or less	5	\$402 - \$594	\$319 - \$385

**Group 3: Governance Boards**

- 114 These boards are primarily responsible for the governance of a Crown body or organisation (most Crown entities fall into this category). In many cases, the body will be established by or under an Act that sets out its statutory purpose or objectives and principal functions.
- 115 Governance boards have responsibility for the strategic direction of the organisation, the determination of business objectives and formulation of policies to achieve these objectives, and funding policy. A large number will also have the task to recruit, appoint and monitor the chief executive. Where the board is overseeing an interest owned by the Crown, the board is usually the link between the shareholder/owner (the Crown) and management, and its members are appointed either by a Minister/the government or the Governor-General. In some cases, boards have elected members, or members appointed by stakeholders other than the Minister. The organisation the board is overseeing may or may not be a company.
- 116 A number of Trust Boards also fit into this category.

**Group 3a: General Governance Boards (including TEIs)**

**Factors - choose one score from each of the following categories (noting paragraph 115).**

## 117 Size

Select **either** the appropriate budget/turnover **or** asset magnitude figure that best represents the size of the organisation. Lower weighting is given for asset management than budget controlled as assets have been accumulated over time, are retained by the organisation and the Board's responsibility is the safe guardianship and the most effective and sustainable deployment of assets. Budgets on the other hand are expended over a twelve-month period and the Board's accountability for this spend, or revenue earned, is more direct.

Please note that funding disbursements and purchases on behalf of the Crown are treated in the same manner as operating budgets.

Budget/turnover	Assets	Score
\$0-\$10m	\$0-\$100m	2
\$10m-\$50m	\$100m-\$500m	4
\$50m-\$100m	\$500m-\$1.0b	6
\$100m-\$300m	\$1.0b-\$3b	8
\$300m-\$600m	\$3b-\$6b	10
\$600m-\$1.2b	\$6b-\$12b	12
\$1.2b+	\$12b+	14

## 118 Business complexity/functionality

Select the organisation's primary function, and then consider and assess the complexity of that primary function in accordance with the following tables.

Where the organisation clearly has more than one primary function, as identified in its legislation or its Minister's expectations, and where neither/none of the primary functions are dependent on other primary roles, each role may be assessed, scored independently, and the scores added together following consultation with the Commission.

Option	Primary function
Devolved Purchaser	An entity that specialises in making purchase decisions on behalf of the Crown. There will almost certainly be a contractual relationship between the entity and the provider of services.
Funding Disbursement	An entity established to distribute grants or funding.
Investment and Management of Funds	An entity involved in the investment and management of funds on behalf of the Crown or for beneficiaries.
Advisory to Crown	An entity advisory to the Crown at a significant level.
Regulatory	An entity exercising regulatory and/or quasi-judicial power in an independent and objective manner.

Provider of Services and Environment	An entity established to provide services. The level of competition for the services will vary, and there may be limits on competition prescribed by statute or otherwise.
Holder of Ownership Interest	The holder of the Crown's ownership interest.
Social Influence	An entity established to improve a social outcome or outcomes through encouraging behaviour change (e.g. healthy lifestyle choices) by promotion of activities and increasing public awareness.

<b>Devolved purchaser</b>	
<b>Primary function</b>	<b>Score</b>
Devolved purchaser of goods and services (\$10b+)	5
Devolved purchaser (\$1b-\$10b)	4
Devolved purchaser (\$100m-\$1b)	3
Devolved purchaser (\$20m-\$100m)	2
Devolved purchaser (under \$20m)	1

OR

<b>Funding disbursement</b>	
<b>Primary function</b>	<b>Score</b>
Funding disbursement (\$10b+)	5
Funding disbursement (\$1b-\$10b)	4
Funding disbursement (\$100m-\$1b)	3
Funding disbursement (\$20m-\$100m)	2
Funding disbursement (under \$20m)	1

OR

<b>Investment and management of funds</b>	
<b>Primary function</b>	<b>Score</b>
Investment management of funds (over \$5b)	5
Investment management of funds (over \$1b)	4
Investment management of funds (over \$500m)	3
Investment management of funds (over \$100m)	2
Investment management of funds (under \$100m)	1

OR

<b>Advisory to Crown</b>	
<b>Primary function</b>	<b>Score</b>
Critical level with a comprehensive effect on most/all aspects of government activity, strategy and New Zealand society	5
Significant level with a widespread impact across many aspects of government activity, planning and strategy	4
Important level with generalised impact across major sectors	3
Generalised impact across several sectors	2
Local or single sector impact	1



OR

<b>Regulatory</b>	
<b>Primary function</b>	<b>Score</b>
National safety regulatory function for a commercial trading environment where significant international dimensions can impact on operating capability	5
National safety regulatory function for a commercial trading environment	4
National safety regulatory function for a non-commercial trading environment	3
Regulatory	2
Minor regulations required	1

OR

<b>Provider of services and environment</b>	
<b>Primary function</b>	<b>Score</b>
The lead provider of services in a commercial trading environment, where market leadership is important	5
A provider of services in a commercial trading environment	4
The major provider of services where there is limited competition	3
A provider of services where there is limited competition	2
Provider of services (not in a competitive environment or protected by statute)	1

OR

<b>Holder of ownership interest</b>	
<b>Primary function</b>	<b>Score</b>
The holder of the Crown's ownership interest	1

OR

<b>Social influence</b>	
<b>Primary function</b>	<b>Score</b>
Promote behaviour change and increase public awareness for all or most of the population, <b>and</b> have a measurable, beneficial, influence on a substantial segment of the population	5
Promote behaviour change and increase public awareness for all or most of the population, <b>or</b> have a significant influence on a more limited but still substantial segment of the population	4
Promote behaviour change and increase public awareness in a substantial segment of the population, <b>and</b> have a significant influence on a limited segment of the population	3
Promote behaviour change and increase public awareness in a substantial segment of the population	2
Promote behaviour change and increase public awareness in a limited segment of the population	1

**Add the scores for “size” and one “business complexity/ functionality” together to give a total score. (Consult the Commission about having more than one primary function). Refer to the guidance in section [C](#) and the table below for the ranges of fees payable for Group 3a bodies.**

## 119 Group 3a – annual fees

Total score	Level	Fees range – chair	Fees range – members
21-24	1	\$40,596 - \$90,123	\$20,295 - \$44,655
15-20	2	\$34,623 - \$73,552	\$17,309 - \$36,773
11-14	3	\$31,042 - \$53,730	\$15,521 - \$26,829
7-10	4	\$28,655 - \$40,117	\$14,328 - \$20,251
6 or less	5	\$14,328 - \$30,085	\$7,161 - \$15,615

**Group 3b: Subsidiary Bodies of Statutory Entities**

120 The boards of statutory entities (i.e. the parent boards) set the fees for their subsidiary board members. The statutory entities are Crown Agents, ACEs and ICEs listed in [Schedule 1](#) of the Crown Entities Act 2004.

## 121 Size

The following two size criteria are consistent with the protocol for General Governance Boards (Group 3a) above (see paragraph [117](#)).

Select **either** the appropriate budget/turnover **or** asset magnitude figure that best represents the size of the organisation. Lower weighting is given for asset management than budget controlled as assets have been accumulated over time, are retained by the organisation and the body's responsibility is the safe guardianship and the most effective and sustainable deployment of assets. Budgets on the other hand are expended over a twelve-month period and the body's accountability for this spend, or revenue earned is more direct.

Please note that funding disbursements and purchases on behalf of the Crown are treated in the same manner as operating budgets.

Budget/turnover	Assets	Score
\$0-\$10m	\$0-\$100m	2
\$10m-\$50m	\$100m-\$500m	4
\$50m-\$100m	\$500m-\$1.0b	6
\$100m-\$300m	\$1.0b-\$3b	8
\$300m-\$600m	\$3b-\$6b	10
\$600m-\$1.2b	\$6b-\$12b	12
\$1.2b+	\$12b+	14

Refer to the guidelines in section [C](#) and the table below for the ranges of fees payable for Group 3b bodies.

## 122 Group 3b – annual fees

Total Score	Level	Fees range – Chair	Fees range - Members
10 – 14	1	\$27,462 - \$43,841	\$13,728 - \$21,918
6 – 9	2	\$25,669 - \$41,102	\$12,832 - \$20,548
5 or less	3	\$22,088 - \$36,839	\$11,044 - \$18,420

**Group 4: All Other Committees and Other Bodies**

123 This category covers a vast array of bodies from advisory committees to technical review committees to professional regulatory bodies. These bodies may have their functions described in statute, or alternatively have been established by a Minister under a general statutory power to establish advisory committees or by the Cabinet. In other cases, the bodies will have been established by chief executives or governance boards of agencies to provide advice on the agency's functions and responsibilities on a general basis or on specific areas or issues.

124 The level within this category is determined by:

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

**Factors – choose one score from each of the following categories**

125 Skills, knowledge and experience

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.

<b>Skills, knowledge and experience</b>	<b>Definition</b>	<b>Score</b>
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

## 126 Function, level and scope of authority

Function, level and scope of authority	Score
Sets policy or work programme for a major area of economic activity or policy area of importance to the Government's strategic priorities.	6
Sets policy or work programme and/or exercises regulatory/disciplinary powers at an industry level.	5
Provides expert counsel and advice direct to Ministers, agency governance boards or CEOs and/or multi-agency task forces on technical or major policy issues, where issues are of strategic importance. At this level the body would be expected to be proactive in identifying emerging issues and contributing to policy direction and to inform the Government's agenda	4
Exercises regulatory/disciplinary powers at the individual/professional level. This will include the power to impose fines and suspend or prohibit professional practice by the individual. (NB: This would include an individual corporate member.)	3
Provides a broad range of advice on technical and/or policy issues (multi outputs) to an agency governance board/CEO or Minister where issues affect Government policy.	2
Provides ad hoc advice to an agency governance board/CEO or Minister on minor matters. Generally a limited focus at a single output level.	1

## 127 Complexity of issues

Complexity of issues	Definition	Score
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, multi- dimensional 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

## 128 Public interest and profile

Public interest and profile	Score
Widespread public interest in outcomes would be expected. Member/s will attract strong media interest. Potential risk to personal and/or the body's reputation is high.	5
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 but widespread public interest is likely. Reputational risk is minimal.	3
Public interest is likely to be limited, but the issues would be of interest to other members of the particular profession or sector.	2
There is likely to be little or no wider public interest in the decisions.	1

**Add the scores for each factor together to give a total score. Then refer to the guidance in section C and the table below for the ranges of fees payable for Group 4 bodies.**

## 129 Group 4 – daily fees

Total Score	Level	Fees range – chair	Fees range - members
24-28	1	\$594 - \$1,265	\$446 - \$952
20-23	2	\$429 - \$974	\$319 - \$616
15-19	3	\$308 - \$633	\$226 - \$435
10-14	4	\$275 - \$402	\$209 - \$297
9 or less	5	\$226 - \$292	\$165 - \$226

**Audit and Risk Committees - Government Departments**

- 130 Most agencies have established audit and risk committees (or their equivalent). All or almost all of the chairs and members of these committees are external to the agency and they are generally not public sector employees. Due to the skill and expertise required of external chairs and members of these committees and the complexity of the matters on which they advise, higher fees for agency audit and risk committees have been approved. (The Office of the Auditor-General provides [advice on audit committees](#)).
- 131 Fees for chairs of audit and risk committees can be up to \$1,430 per day and fees for members can be up to \$1,195 per day (up to a maximum of 30 days per annum in both cases).

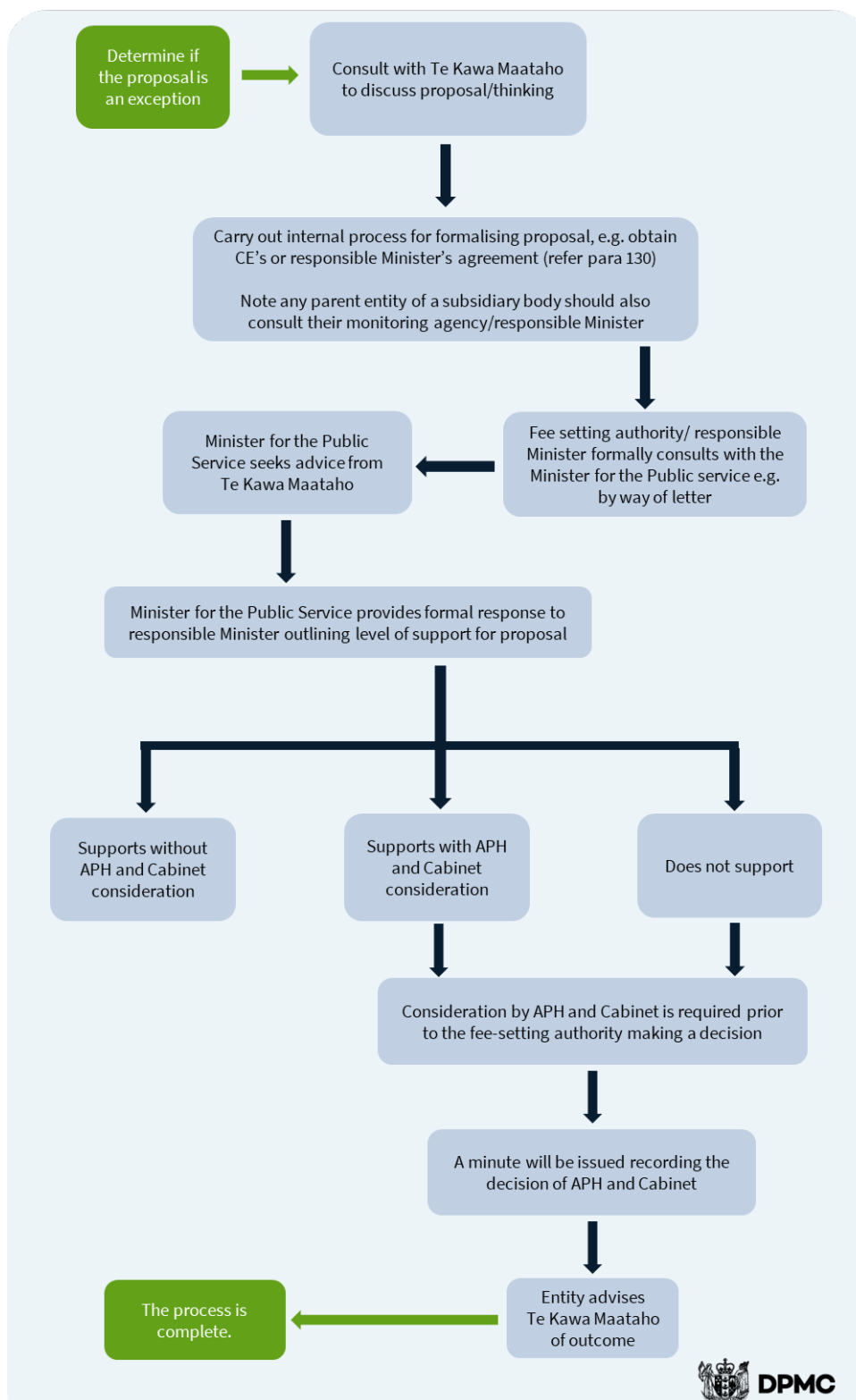
**Section E: Operating outside the parameters of the Framework/ exceptions to the Framework**

- 132 Operating outside the parameters of the Framework includes situations where it is proposed to:
- pay fees above the levels set in the fee scales;
  - increase existing fees by more than 5% (even within the applicable fee range);
  - use alternative methods for paying or setting fees (for example, payment of a base honorarium plus a fee for additional services, Crown bodies setting their own fees from a total pool, a full-time fee);
  - make additional payments for work in excess of the ordinary demands on body members;
  - make additional payments to chairs of sub-committees (see paragraphs [67 to 71](#)).

- 133 Where Ministers, agencies or other fee-setting authorities believe there is a case to operate outside the parameters of the Framework (except where proposed fees are below the Framework fee ranges), they must consult with the Minister for the Public Service. Proposals to pay fees outside the parameters of the Framework range should first be discussed with the Commission.
- 134 The following flowchart summarises the process to use when there is a need to operate outside the parameters of the Framework and for fees for all Group 1 bodies.

## Seeking Exceptions Flowchart

The following flowchart summarises the process to use when there is a need to operate outside the parameters of the Framework and for fees for all Group 1 bodies.



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32

- 135 The details required to justify an exception to the Framework include the classification of the body, the existing fee levels (if applicable), the fee setting authority, and the reason for seeking an exception.
- 136 A compelling case is required to support the payment of fees above the levels set in the fee scales. Justification should include evidence of an adequate, robust and appropriate selection process and consideration of potential candidates, any difficulties in recruitment or retention, and/or particular skills and expertise that are required for a specific task. Further advice is available from the Commission.
- 137 The Minister for the Public Service may agree to the proposal, or may recommend to the responsible Minister that the fee needs to be referred to APH and Cabinet, where a responsible Minister proposes an exception which is:
- minor (including but not limited to):
    - where an additional payment is indicated for specified additional work; or
    - where the additional cost involved in an exception is small; or
    - where the exception is of modest scope;
- or:
- technical (including but not limited to):
    - where a change from a daily payment to an annual fee is proposed because of predictability of workload, or where a change from an annual fee to a daily payment is proposed;
- or where:
- the proposed daily fees for Group 1, 2 and 4 bodies are above the Framework range but the rationale for the proposed fee is strong and does not exceed the daily fee payable to a High Court Judge; or
  - an increase up to 10 percent (see section [E](#)) is within the applicable fee range and supported by strong rationale.
- 138 Where an exception is more substantial, the responsible Minister will refer the proposal for consideration by APH and Cabinet, after consultation with the Minister for the Public Service.
- 139 For exceptions for agency bodies or committees, the agency consults the responsible Minister and the Minister for the Public Service.
- 140 If the fee setting authority is a statutory entity (i.e. Crown Agent, or ACE) then it should consult its monitoring agency, responsible Minister and the Minister for the Public Service (with advice from the Commission). For exceptions for subsidiary bodies, the parent entity consults its monitoring agency, the responsible Minister and the Minister for the Public Service (with advice from the Commission).
- 141 If there is a difference of view between the responsible Minister and the Minister for the Public Service about the appropriate fee levels, the options should be presented to APH.

#### Standing exceptions

- 142 A small number of exceptions to the fee ranges in the Framework have been approved by Cabinet where unusual circumstances, particularly the complexities and functions associated with membership, make it appropriate to pay fees outside the Framework range to the members of that body.



- 143 Standing exceptions are those exceptions where APH has agreed that those exceptional fees can be paid to all new appointments and reappointments to that body without the need to refer to Cabinet for further approval.
- 144 Where an agency considers that a body for which they are responsible should be considered for a standing exception, they should discuss the justification for seeking a standing exception with the Commission in the first instance. The Commission will advise on whether the circumstances are likely to meet the threshold for approval as a standing exception. The responsible Minister, in consultation with the Minister for the Public Service, will then seek the agreement of APH to the standing exception.
- 145 Any proposal to increase the fees once the standing exception has been approved would be subject to additional approval.
- 146 A standing exception can also be sought for technical exceptions (see paragraph 137), e.g. annualising daily fees or pro rating annual fees, and extending an exceptional fee for a defined period.
- 147 Technical exceptions do not generally need to be referred to Cabinet, so the responsible Minister can seek agreement from the Minister for the Public Service.
- 148 The Commission maintains a record of standing exceptions. Agencies should advise the Commission of any standing exceptions which are approved by APH to enable the Commission to maintain accurate records.

#### **Grandparenting of existing fees**

- 149 When changes to a body's responsibilities lead to the body's reclassification to a lower fee range, approval may be given, on a case-by-case basis, for existing body members to retain their existing fees. Fees approved for an individual body member at a higher level than the fee range of this Framework may remain at the higher level for the duration of the member's term of appointment provided the basis for justifying the exception is still valid.
- 150 Where possible, a time limit should be set when grandparenting is approved (e.g. a specified period or until the position is vacated). Where the term of a grandparenting arrangement has expired but the basis for justifying the exception is still valid, the responsible Minister and the Minister for the Public Service may approve the extension of grandparenting as a technical exception.
- 151 Grandparenting of fees applies only to the individual member for whom it is approved and not to the position. It is an exception to the principle in paragraph 33 that members of the same body receive the same fee. A new member appointed to the body must not receive the grandparented fee unless this has been specifically approved for the new member.
- 152 Information about any grandparenting arrangements, including changes to or extensions to existing arrangements will be sought through the Commission's triennial fees survey.

#### **Payment for consulting**

- 153 Members or other appointees should not receive payments as consultants from bodies to which they are appointed. If, however, the responsible Minister agrees that there are overriding reasons for members and other appointees to carry out consulting assignments, any proposal to do so should be submitted to APH and Cabinet for consideration.

- 154 Where the arrangement results in the risk of a conflict of interest, the Minister should identify the conflict in the submission to APH and propose a suitable regime for managing the conflict. See the Commission's [Model Standards on Conflicts of Interest](#), and [Board Appointment and Induction Guidelines](#), sections 31 and 62 of the [Crown Entities Act 2004](#), and the appointments section of the [CabGuide](#) for further guidance on conflicts of interest.
- 155 If a person or their spouse or partner is a member of a local authority or public body listed in Schedule 1 of the Local Authorities (Members' Interests) Act 1968, their membership may be affected by entering into a contract with the local authority or public body if the total of all payments under such contracts exceeds the amount specified in that Act. In these cases approval of the Auditor-General must be obtained in addition to the Cabinet approval required by this Framework (see section 3 of the [Local Authorities \(Members' Interests\) Act 1968](#)).

**Section F: Reviewing existing fee levels**

- 156 Fee-setting authorities should review fees at regular, reasonable intervals, such as after a review of the Framework or when an appointment or reappointment is pending, and **not more frequently than once a year**. There is no obligation to automatically increase the fee as a result of the review.
- 157 Changes to existing fee levels should be made by the fee-setting authority if it is necessary to address recruitment and retention problems, where the current fee levels do not adequately reflect levels of responsibility, or where fees have not been reviewed for a number of years. Changes also need to reflect the government's expectation that increases in public sector remuneration will be modest.
- 158 This may mean that increases to reflect levels of responsibility are done incrementally (rather than in one step), but not more often than once a year. Where a proposed increase is up to 3 percent and within the applicable fee range, the chief executive or governance board of the agency may approve the increase for bodies established by the chief executive or governance board.
- 159 Where a proposed increase is up to 5 percent and within the applicable fee range, the responsible Minister may approve the increase. Any increase above 5 percent or outside the applicable fee range is an exception to the Framework and requires consultation with the Minister for the Public Service.
- 160 Where a proposed increase is up to 10 percent and within the applicable fee range, the Minister for the Public Service may approve the increase. Where a proposed increase is greater than 10 percent or the proposed increase takes the fees above the applicable fee range, the proposal must be referred to Cabinet for consideration (see section [E](#)). For further advice please contact the Commission.
- 161 When existing fees are being reviewed, the steps required to classify the body (see section [D](#)) should be undertaken to confirm the classification and level of the body.
- 162 Backdating of increases should generally be avoided. However, in some cases, such as where there has been undue delay in approving the increase, backdating may be appropriate. Approval for backdating must be sought from the authority approving the fee increase. For guidance on particular cases please consult the Commission.

**Section G: Other****Indemnity and insurance**

- 163 The legislation establishing some Crown bodies provides board members with explicit protection from liability in some circumstances. The nature of the protection varies according to the body and reference should be made to the appropriate legislation.
- 164 The [Crown Entities Act 2004](#) contains standard provisions on immunity from liability, indemnity and insurance in relation to board members, employees, office holders, and committee members of statutory entities. Statutory entities are Crown Agents, ACEs and ICEs listed in [Schedule 1](#) of the Crown Entities Act 2004.

- 165 The extent to which a body in which the Crown has an interest may indemnify or purchase insurance for its personnel to meet their legal expenses while working for the body may be dealt with specifically in the body's enabling Act or document. Where it is not, then the general powers of the body must be checked to determine whether it has the power to indemnify or purchase insurance for its members.
- 166 The Crown Entities Act 2004 requirements for statutory entity indemnities and insurance provide a good yardstick for other bodies, subject to their own particular enabling Acts. The Crown Entities Act 2004 provides that entities may only indemnify their members for acts or omissions in good faith and in performance or intended performance of the entity's functions. Any such indemnity is limited to liability for conduct, and costs incurred in defending or settling any claim or proceeding relating to that liability. An entity may purchase insurance cover for its members in relation to acts or omissions unless they are in bad faith or not in performance or intended performance of the entity's functions.
- 167 In the event that insurance is not provided, the body must ensure that the individual is made aware that he or she is not covered, as well as of any relevant statutory protection from liability, so they can consider whether to make their own provision for such insurance.

**Employment status**

- 168 Members of boards of statutory bodies, statutory tribunals, authorities or other bodies are generally appointed by the Crown, governance boards or chief executives, or elected by voters. Members of the boards of subsidiary bodies of statutory entities (i.e. of Crown Agents, ACEs, ICEs) are generally appointed by their parent body. Members are not employees of the body or the Crown. The appointment as a member does not alter the individual's employment status prior to the appointment (e.g. self-employed, employee, not employed).

**Tax on fees paid to a board member**

- 169 How taxation applies to any fees paid to members depends on the personal circumstances of the individual board member and the terms of their contract/appointment. Depending on the circumstances an employer/payer could be required to deduct withholding tax from payments made to board members.
- 170 A discussion (provided by Inland Revenue) of the application of withholding tax and/or GST to fees paid to the board member can be found [here](#).
- 171 If, after considering this discussion, you still have queries about the correct tax treatment of particular fees paid, contact Denise Birdling, Team Leader, Crown, Significant Enterprises, Inland Revenue ([denise.birdling@ird.govt.nz](mailto:denise.birdling@ird.govt.nz)).

**Disclosure**

- 172 Any statutory requirements for the disclosure of fees and other benefits must be met. Crown entities, other than Tertiary Education Institutions or schools, must meet the disclosure requirements of section 152 of the Crown Entities Act 2004. Where there are no statutory or other specified requirements, a level of disclosure consistent with public accountability should apply.

**Fiscal implications**

- 173 Any proposed fees or payments for bodies covered by the Framework should be met within existing baselines or appropriations unless approval for the additional expenditure has been appropriated or otherwise authorised.

**Cabinet committee submissions**

- 174 In general, all but the most minor appointments made by Ministers, or by the Governor- General on the recommendation of Ministers, should first be considered by APH. Even where an appointment is the responsibility of a particular Minister, it is important that it is raised with colleagues to ensure the widest possible input into the appointment process. Please refer to the [CabGuide](#).
- 175 Section E “Operating outside the Parameters of the Framework” refers to the circumstances in which exceptions to this Framework are referred to APH and Cabinet before final decisions are made. In those cases where the responsible Minister proposes fees outside the parameters of the Framework, the submission should note that consultation with the Minister for the Public Service has taken place, and should outline the basis for going outside the parameters of the Framework.
- 176 If there is a difference of view between the responsible Minister and the Minister for the Public Service about the appropriate fee levels, the options should be presented to APH.
- 177 In these cases, appointments should not be made until fee levels have been agreed. Please also refer to the [CabGuide](#).

**Further information**

- 178 For advice on the application and interpretation of the fees framework, contact Te Kawa Mataaho Public Service Commission, email: [fees@publicservice.govt.nz](mailto:fees@publicservice.govt.nz) or phone (04) 495 6600.
- 179 For advice on taxation on fees, contact Denise Birdling, Team Lead, Significant Enterprises, Inland Revenue email: [Denise.Birdling@ird.govt.nz](mailto:Denise.Birdling@ird.govt.nz) or phone (04) 890 6295.

## Glossary of Terms

**Agency** – a Public Service department, Crown agent, Autonomous Crown entity or Tertiary Education Institution that may support Ministers to establish bodies and / or establish bodies itself, and therefore is responsible for applying the Framework.

**Autonomous Crown Entity** – one of the three types of statutory entities defined in the Crown Entities Act 2004, Autonomous Crown entities must have regard to government policy that relates to their functions and objectives when directed by the responsible Minister. Autonomous Crown entities are listed in Part 2 of [Schedule 1](#) of the Crown Entities Act 2004 and are covered by the Framework.

**Bodies in which the Crown has an interest** – this term is used in several Acts to apply the Cabinet Fees Framework to a body or bodies named in the Act, but the term is not defined. It is generally understood to:

- be broader than ‘government agency’ if that term is synonymous with agencies that operate within the executive branch of government, or that operate as instruments under direct or indirect Ministerial control or direction, or where the body or individual is appointed by a Minister or department
- encompass certain bodies and individuals in the judicial branch of government
- include bodies and individuals that carry out some aspect of the business or responsibilities of central government, or that scrutinise or investigate or assist the agencies that do so directly.

**Consultant and Contractor** - definitions can be found on the Ministry of Business Innovation and Employment’s website at [Consultant vs contractor](#).

**Crown Agent** – one of the 3 types of statutory entities defined in the Crown Entities Act 2004, Crown agents must give effect to government policy that relates to their functions and objectives when directed by the responsible Minister. Crown agents are listed in Part 1 of [Schedule 1](#) of the Crown Entities Act 2004 and are covered by the Framework.

**Crown entity** – includes any entity within the 5 categories specified in the Crown Entities Act 2004, e.g. statutory entities, Crown entity companies, Crown entity subsidiaries, school boards of trustees and tertiary education institutions. Only some Crown entities are covered by the Framework (see paragraph [20](#)).

**Crown entity companies** – companies incorporated under the Companies Act 1993 that are wholly owned by the Crown and named in [Schedule 2](#) of the Crown Entities Act 2004. Crown entity companies are not covered by the Framework.

**Department** – in the Framework the term “department” is used for Public Service departments including departmental agencies as specified in [section 5](#) of the Public Service Act 2020. The term “agency” has been used in the generic sense. The term “monitoring agency” is used to refer to the entity responsible for ministerial support and administration.

**Exception** – an exception applies when approval is given to vary the Framework fee-setting parameters for a particular body. Section [E](#) of the Framework sets out the circumstances that might give rise to an exception. In some circumstances, the responsible Minister and the Minister for the Public Service can approve the exception, but other exceptions require approval by APH or Cabinet.

**Minor exception** – where an additional payment is appropriate for specified additional work, where the additional cost is small or the exception is of modest scope it may be approved by the responsible Minister and the Minister for the Public Service.

**Standing exception** – an exception approved by APH for all members of an individual body without requiring further approval for each appointment or reappointment.

**Technical exception** – where an exception is cost neutral and supported by a sound rationale (e.g. the conversion from annual to daily fees or vice-versa due to a change in the meeting regime for a body) it may be approved by the responsible Minister and the Minister for the Public Service. Proposals for annual fees for Group 1, 2 and 4 bodies and extensions to grandparenting arrangements are also technical exceptions.

**Expenses** – provision for reimbursement of out-of-pocket expenses incurred on body business, including travelling, meal and accommodation expenses.

**Fee-setting authority** – the position(s) or organisation that has the authority to set fees for a body covered by the Framework. In most cases for Group 1, 2 and 3a bodies, the fee-setting authority is the responsible Minister, in consultation with the Minister for the Public Service or APH. In the case of subsidiaries and sub-committees it is the parent entity. In the case of Group 4 bodies, the fee setting authority may be the governance board or chief executive of an agency.

**Fee range** – the minimum and maximum fees applicable to the chair and members of a body within the particular category.

**Governance board** – the board that is responsible for the governance of a body that comes under the Framework.

**Government inquiry** – a time-limited body established to inquire into and report on specific matters whose members are appointed by a Minister or Ministers pursuant to the [Inquiries Act 2013](#).

**Grandparenting** – refers to payments where approval has been given, on a case-by-case basis and for a specified time period, for an existing body member(s) to retain their existing fees when changes to a body's responsibilities lead to the body's reclassification to a lower fee range.

**Honorarium** – a financial payment made to acknowledge a service provided which is considerably less than the value of that service.

**Independent Crown Entity** – one of the three types of statutory entities defined in the Crown Entities Act 2004, independent Crown entities are generally independent of government policy directions. Independent Crown entities are listed in Part 3 of [Schedule 1](#) of the Crown Entities Act 2004 and are not covered by the Framework (apart from reimbursement for expenses), although their subsidiaries are covered by the Framework.

**Monitoring agency** – assists the responsible Minister in making appointments and applying the Framework, and monitoring the performance of the body. It may also provide administrative services to the body. The monitoring agency is usually a government department but may also be a Crown entity or the parent body of a subsidiary.

**Non-statutory body** – means a body that is subject to the Framework but is not established in legislation.

**Parent entity** – these are bodies to which a subsidiary or sub-committee is responsible.

**Public inquiry** – a time-limited body established to inquire into and report on specific matters whose members are appointed by the Governor-General, pursuant to the [Inquiries Act 2013](#).

**Public sector employee** - covers employees in all the agencies in the wider public sector as well as other agencies associated with a Ministerial portfolio and any local authority as defined under section 5(1) of the [Local Government Act 2002](#).

**Public servant** - applies to all employees of public service departments, departmental agencies, interdepartmental executive boards, and interdepartmental ventures. Public servants are a sub-group of public sector employees.

**Remuneration** – means the fees that members of bodies under coverage of the framework receive for their contribution to the body.

**Responsible Minister** – the Minister of the Crown with portfolio responsibility for the body – see the [Cabinet Office Directory of Ministerial portfolios](#).

**Royal Commission** – a time-limited body established to inquire into and report on specific matters whose members are appointed by the Governor-General, pursuant to the Letters Patent and the Inquiries Act 2013.

**Statutory body** – means a body that is subject to the Framework and is established in legislation.

**Statutory entity** – one of the 5 categories of Crown entities under the [Crown Entities Act 2004](#), it refers to Crown agents, autonomous Crown entities and independent Crown entities. Crown agents and autonomous Crown entities are covered by the Framework, but independent Crown entities are not (apart from reimbursement for expenses).

**Statutory tribunal and authority** – a diverse group of bodies independent of the executive whose predominant purpose is to exercise a defined specialist jurisdiction under legislative authority.

**Sub-committee** – in the Framework the term “sub-committee” is used to refer to any committee or sub-committee established by a parent body that is subject to the Framework.

**Tertiary Education Institution** – one of the 5 categories of Crown entities under the [Crown Entities Act 2004](#). It includes colleges of education, polytechnics, specialist colleges, universities and wānanga which are bodies corporate established under Part 14 of the [Education Act 1989](#) or section 268 of the [Education and Training Act 2020](#). They are covered by the Framework.



**10.2 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY**

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

**TE PŪTAKE | PURPOSE**

- 1 This report asks Council to adopt the updated Elected Members Remuneration, Expenses and Allowances Policy 2022-2025.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY**

- 2 An executive summary is not required for this report.

**TE TUKU HAEPAPA | DELEGATION**

- 3 Council has the authority to consider this matter.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council adopts the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025.

**TŪĀPAPA | BACKGROUND**

- 4 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') attached in Appendix 1 provides a comprehensive overview of Elected Members' remuneration, expenses and allowances.
- 5 The content of the Policy is informed by the annually gazetted determination of the Remuneration Authority ('the Authority'), which is the independent body responsible for setting Elected Members' remuneration and allowances.
- 6 The Authority released its latest determination in July 2022 (attached in Appendix 2) for the period 1 July 2022 – 30 June 2023. The determination contains two schedules:
  - 6.1 Schedule 1 of the Determination contains the remuneration for each Council up to the local body elections 2022
  - 6.2 Schedule 2 contains all remuneration payment amounts following the elections.
- 7 The determination also contains the allowance payable for the entire determination period and a governance remuneration pool to be allocated to its members by Council at the start of the triennium.
- 8 At the beginning of each triennium Councils are required to consider how they wish to allocate the governance pool considering positions of responsibility and provide the Authority with its decision.
- 9 Kāpiti Coast District Council confirmed its proposed allocation of the governance pool for the 2022-2025 triennium at the Council meeting on 24 November 2022. The proposal was submitted to the Authority by staff the day after the Council meeting on 25 November 2022.
- 10 The Authority will consider all Councils' proposals and once satisfied gazette an amended determination containing the adjusted remuneration levels.
- 11 The determination issued by the Authority also sets the remuneration of the Mayor and the Community Boards, and the expenses and allowances payments elected members can claim. Those levels are not linked to the governance pool allocation process and will not change as a result of the amended determination process.

- 12 Following the 2022 local elections, all Kāpiti Coast District councillors initially received the minimum allowable remuneration of \$38,964.00 as outlined in the determination. It is standard practice that this payment level remains in place until the amended determination by the Authority has been gazetted at which point the amended amount would be paid backdated to the 15 October 2022 (the day after the election results were made official).

## HE KŌRERORERO | DISCUSSION

- 13 Council approved its formal Governance Structure and Delegations on 24 November and confirmed the allocation of its governance pool monies on the same day. The allocation of the governance pool could not be confirmed any earlier as it is dependent on the Governance Structure being established by Council.
- 14 At that Council meeting, Council proposed the following remuneration levels for Councillors:

Tier	Title*	Suggested annual remuneration based on calculation
Tier 1	<i>Mayor – set by the Authority and not included in the remuneration pool</i>	\$145,588
Tier 2	Deputy Mayor	\$66,293
Tier 3	Chair of Strategy, Operations and Finance	\$59,964
Tier 4	Deputy Chair of Strategy, Operations and Finance Chair of Social Sustainability Subcommittee Chair of Climate and Environment Subcommittee	\$56,964
Tier 5	Chair of the Grants Allocation Subcommittee	\$52,964
Tier 6	Councillors with additional responsibilities relating to appointments to community boards, advisory groups and other external bodies.	\$48,964
Tier 7	Councillors with no additional responsibilities – minimum allowable remuneration  <i>Note: Under the current Governance Structure no appointments are proposed at this remuneration level.</i>	\$38,964.00

- 15 The proposed allocation of the pool took into consideration the overall responsibilities of Councillors, including Chair and Deputy Chair responsibilities for the committees and subcommittees, as well as Community Board appointments.
- 16 For the review and consideration of the proposed allocation of the governance pool, the Authority, as part of its process guidance to Councils, issued a timeline containing two deadlines. The first deadline was Wednesday 16 November 2022. Any Council that was able to confirm its Governance Structure and governance pool allocation by that date met the first deadline for the Authority to review their proposal and issue an amended determination by Thursday 22 December 2022.
- 17 The second deadline set by the Authority was Friday 27 January 2023. Any Council, as was the case for the Kāpiti Coast District Council, that was not able to meet the first deadline but could meet the second, would need to await the amended determination to be gazetted in late February or early March 2023.
- 18 It is not expected that the determination of the Authority will amend the proposed remuneration levels.

**He take | Issues**

- 19 The Elected Members' Remuneration, Expenses and Allowances Policy was last updated and brought to Council for adoption in August 2022. The August 2022 version of the Policy was updated based on Schedule 1 of the July 2022 Remuneration Authority Determination ('the determination') containing the remuneration of Councillors and Community Boards ahead of the 2022 Local Body Elections.
- 20 The expenses and allowances set out in the determination remain unchanged for the duration of the determination from 1 July 2022 to 30 June 2023.
- 21 The remuneration of the Mayor and Community Boards as noted in Schedule 2 of the determination is also confirmed and will not change as a result of governance pool allocation process.
- 22 Schedule 2 of the determination provides an increase in the remuneration levels for the Mayor by 3.67% from \$140,439.00 to \$145,588.00 as well as an increase in the overall governance pool allowance by 6.59% from \$512,201.00 to \$545,969.00.
- 23 As a result of the decision of the Local Government Commission in April 2022 on the district's representation arrangements establishing an extra Community Board, the Community Board remuneration has been adjusted to allow for compensation of an additional board and to reflect the adjusted representation arrangements. This means that with the exception of the Waikanae Community Board, all other Community Boards have been allocated a reduced remuneration amount.

**Ngā kōwhiringa | Options**

- 24 The Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 1 has been drafted and signed by the Chief Executive, noting that the allocation of the governance pool for Councillors is subject to the Remuneration Authority review. This is to ensure clarity on remuneration levels, both those that are final (Mayor, Community Boards) and those awaiting review.
- 25 If changes are required as a result of the final determination by the Remuneration Authority, the attached policy in Appendix 1 will be brought back to Council.

**Tangata whenua**

- 26 Council has agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of elected members under the Elected Members Remuneration, Expenses and Allowances Policy. This is at the rate of \$48,964.00 (the same level as a Tier 6 Councillor) for their attendance at Council, committee and subcommittee meetings paid to each iwi to pay to one or more representatives nominated.
- 27 This has been communicated with our mana whenua partners and appointed representatives will be inducted by the Democracy Services team to ensure their awareness of the policy and as well as the expense claim processes.
- 28 Mana whenua remuneration is not set by the Remuneration Authority and is met through operational budgets.

**Panonitanga āhuarangi | Climate change**

- 29 There are no climate change considerations.

**Ahumoni me ngā rawa | Financial and resourcing**

- 30 The amended determination of the Authority signifies an increase in the budget required for Elected Member Remuneration as indicated in the body of the report. The budget for 2022/23 has been increased by 3.8% (\$19,306.00) compared to the 2021/22 budget. Staff have agreed to remunerate Councillors at the proposed remuneration levels ahead of the

amended determination being gazetted. This will be amended if changes are made to the final determination, which is not anticipated.

#### **Ture me ngā Tūraru | Legal and risk**

- 31 There are no additional legal considerations.

#### **Ngā pānga ki ngā kaupapa here | Policy impact**

- 32 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 has been updated to include the new Councillor remuneration rates confirmed by Council on 24 November 2022 and is attached at Appendix 1.

### **TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

#### **Te mahere tūhono | Engagement planning**

- 33 An engagement plan is not required to implement this decision.

#### **Whakatairanga | Publicity**

- 34 Upon approval of the pool allocation process, the signed Elected Members' Remuneration, Expenses and Allowances policy will be made available on the Kāpiti Coast District Council website.

### **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 [↓](#)
2. Remuneration Authority Determination 2022-2023 [↓](#)



# **Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 Triennium**

*This document sets out the policy on remuneration, expenses and allowances payments to elected members. The policy is administered by Kāpiti Coast District Council's Democracy Services Manager. It may be reviewed annually and is current until superseded.*

*As adopted by Council on \_\_ January 2023*

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## A. Policy Objective

Elected Members are remunerated in accordance with the provisions of schedule 7 part 1 section 6 of the Local Government Act 2022 which states that the Remuneration Authority must determine remuneration, allowances and expenses. The Remuneration Authority provides local authorities with a determination annually that stipulates the parameters around remuneration, allowances and expenses payments to Elected Members. Within these parameters councils can develop their own policies ensuring that payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by Elected Members while acting in their role
- payable under clear rules communicated to all claimants
- oversighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering.

## B. Remuneration of Elected Members

### B.1 Mayor and Councillors

Role	Annual remuneration
Mayor	\$145,588
Deputy Mayor	\$66,296
Chair of Strategy, Operations and Finance	\$59,964
Deputy Chair of Strategy, Operations and Finance	\$56,964
Chair of Social Sustainability Subcommittee	\$56,964
Chair of Climate and Environment Subcommittee	\$56,964
Chair of Grants Allocation Committee	\$52,964
Councillors with additional responsibilities	\$48,964
Minimum Allowable Remuneration	\$38,964

### B.2 Community Boards

Community Board	Chairperson	Member
Ōtaki	\$14,963	\$7,481
Paekākāriki	\$7,924	\$3,962
Paraparaumu	\$19,100	\$9,550
Waikanae	\$17,373	\$8,686
Raumati	\$14,554	\$7,277

## C. Elected Member Expenses and Allowances

### C.1 All Elected Members

<b>Accommodation</b>	While at conferences, training events or other Council business, Council will pay for accommodation where applicable. Any accommodation booking should balance cost-effectiveness with proximity to the event.
	If accommodation is provided privately by friends/relatives/whānau, Council will have no involvement.

<b>Air Travel</b>	<p>Air travel bookings are made by council staff in line with Council policy and processes.</p> <p>If Elected Members make their own bookings for Council related business (domestic and international), costs will be reimbursed up to the level of economy class fares; if the elected member wishes to travel in a higher class, they must meet the cost of the difference.</p>
<b>Air Dollars/Points</b>	Air points/air dollars earned while travelling on Council business are available for the private use. Due to the infrequency of air travel this is considered insignificant.
<b>Airline Clubs</b>	Council does not pay or reimburse for these memberships.
<b>Carparks</b>	At the beginning of the triennium, 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.
<b>Communications Technology</b>	<p>All claims in this section are in line with the Remuneration Authority determination and covers the annual period from 1 July 2022 to 30 June 2023.</p> <p><i>Internet Service</i> – All elected members can claim a \$800 allowance for use of their private internet for Council business for the period 1 July 2022 to 30 June 2023.</p> <p><i>Consumables</i> (e.g. ink cartridges and photocopy paper) – All elected members can claim up to \$200 for consumables for the period 1 July 2022 to 30 June 2023.</p> <p><i>Printer</i> – All 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).</p> <p><i>Email</i> – At the beginning of the triennium elected members are provided with a Council email address which is not to be used by members for any personal business.</p> <p><i>Mobile Phones</i> – All elected members can claim a \$200 equipment allowance and \$500 service allowance for use of their own mobile phone for Council-related business. An elected member may opt, instead of receiving the \$500 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls.</p> <p><i>Tablets</i> – All elected members will be provided with tablets at the beginning of the triennium for Council related use. A data limit of 10 GB will be set for each calendar month. Incidental private use is acceptable in line with relevant Council Information Technology Usage Policies. If Elected Members wish to decline the use of the tablet, a communications allowance of \$400 can be claimed to cover the use of a personal computer.</p> <p><i>Note: Where an elected member is not a member for the whole determination period (1 July 2022 – 30 June 2023), any annual allowances will be pro-rated.</i></p>



<b>Entertainment &amp; hospitality</b>	Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor and the Chief Executive.
<b>Gifts</b>	Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.
<b>Meals</b>	Catering will be provided for any meetings. Reasonable costs for meals are reimbursed when travelling on Council business.
<b>Professional development</b>	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.
<b>Incidentals</b>	Reasonable expenses incurred while conducting Council business can be claimed.
<b>Stationery</b>	Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.
<b>Subscriptions &amp; memberships</b>	Council does not pay or reimburse for memberships and subscriptions.
<b>Vehicle Usage</b>	<p><i>Mileage</i> - Reimbursements can be claimed for the following:</p> <ol style="list-style-type: none"> <li>Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected representative.</li> <li>The travel must be by the most direct route that is reasonable in the circumstances.</li> <li>For a petrol or diesel vehicle: 83 cents for the first 14,000 km per annum, 31 cents for travel over 14,000 km per annum.</li> <li>For a petrol hybrid vehicle: 83 cents for the first 14,000 km per annum, 18 cents for travel over 14,000 km per annum.</li> <li>For an electric vehicle: 83 cents for the first 14,000 km per annum, 10 cents for travel over 14,000 km per annum.</li> </ol> <p><i>Private use of vehicle</i> – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage is cheaper than air travel.</p> <p><i>Rental cars</i> – the Council will not meet the costs of using these.</p> <p><i>Taxis, buses and trains</i> - the Council will reimburse reasonable costs for the use of taxis, buses and trains associated with training events and Council business.</p> <p><i>Travel-time reimbursement</i> – Elected members may claim up \$40 for each</p>

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hour of eligible travel time after the first hour of eligible travel time travelled in a day. A maximum of 8 hours of eligible travel time can be claimed in a 24-hour period.

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**Childcare**

Childcare may be reimbursed at a maximum of \$15 per hour if required – please liaise with staff in advance.

Reimbursements can be claimed for if:

- a) The 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 member; and
- d) the member provides evidence satisfactory to the authority of the amount paid for childcare.

Childcare allowance will be paid at a maximum rate of \$15 per hour; not exceeding a total amount of \$6000 for the annual period OR an annual amount of \$6000 can be claimed retrospectively for the same period.

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**C.2 Mayor****Carpark**

The Mayor has a dedicated parking space.

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**Communications Technology**

The Mayor is provided with a mobile phone and tablet for the triennium with reasonable private use considered acceptable.

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**Subscriptions & memberships**

The subscription for the Mayor's role as Justice of the Peace will be paid for by the Council.

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**Vehicle**

The Mayor is provided with a vehicle for private and business use during the term in office.

The Remuneration Authority determination states: *A local authority may provide*

- (a) a motor vehicle or
- (b) a vehicle mileage allowance.

*If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination. In case of a petrol or diesel vehicle the maximum purchase price is set at \$55,000 and in the case of an electric or hybrid vehicle the price is set at \$68,500.*

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**D. Hearing Fees****Chairperson**

An elected member who acts as the chairperson of a hearing is entitled to a fee of up to \$116 per hour.

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<b>Member</b>	An elected member who is not the chairperson of a hearing but acting as a member of the panel is entitled to a fee of up to \$93 per hour.
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<b>Mayor or Acting Mayor</b>	These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances.
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*(Fees related to District Licencing Committee hearings are not included in this policy as they are set by the Minister of Justice.)*

## E. Claims Processes

All claims for elected members (including mayoral) reimbursement of expenses are to be submitted to the Democracy Services 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 Manager Democracy Services 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.

## F. Review and Monitoring

The Democracy Services Manager will monitor the implementation of this policy. This policy will be reviewed every three years, at the request of Council or in response to legislative and statutory requirements.

## G. Document Version Control

Version	Amendment(s) Summary	Sign Off/Comment
1		



Signed.....Date: 19/12/22

Darren Edwards

CHIEF EXECUTIVE

03/06/2022  
PCO 24743/8.0

## Local Government Members (2022/23) Determination 2022

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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cl 1 **Local Government Members (2022/23) Determination  
2022**

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### **Determination**

**1 Title**

This determination is the Local Government Members (2022/23) Determination 2022.

**2 Commencement**

This determination comes into force on 1 July 2022.

**3 Expiry**

This determination expires at the close of 30 June 2023.

### *Interpretation*

**4 Interpretation**

In this determination, unless the context otherwise requires,—

**board** means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

**determination term** means the period from the coming into force of this determination to its expiry

**hearing** has the meaning given to it by clause 5

**hearing time** has the meaning given to it by clause 6

**local authority** means a regional council or a territorial authority

**member** means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

**on local authority business** includes on the business of any board of the local authority

**regional council** means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

**RMA** means the Resource Management Act 1991

**territorial authority** means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

**5 Meaning of hearing**

In this determination, **hearing** means—

**Local Government Members (2022/23) Determination  
2022**

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- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

**6 Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing:
- (b) formal deliberations to decide the outcome of a hearing:
- (c) participating in an official group site inspection related to a hearing:
- (d) determining a resource consent application where a formal hearing does not take place:
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c)):
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

*Entitlement to remuneration, allowances, and hearing fees*

**7 Remuneration, allowances, and hearing fees payable**

*Remuneration*

- (1) For the period beginning on 1 July 2022 and ending on the close of the day on which the official result of the 2022 local election is declared under section 86 of the Local Electoral Act 2001 in relation to a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 1 (adjusted under clause 9 if applicable).
- (2) On and from the day after the date on which the official result of the 2022 election is declared under section 86 of the Local Electoral Act 2001 in relation to

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**Local Government Members (2022/23) Determination  
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a local authority, a member of that local authority or a member of a board of that local authority is entitled to the applicable remuneration set out in Schedule 2 (adjusted under clause 9 if applicable).

- (3) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

*Allowances and hearing fees*

- (4) A member of a local authority or a member of a board is also entitled to—
- (a) the applicable allowances payable under clauses 11 to 14:
  - (b) the applicable hearing fees payable under clause 15.

**8 Acting mayor or chairperson**

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

**9 Motor vehicles for mayors and regional council chairpersons**

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
  - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
- (a) in the case of a petrol or diesel vehicle, \$55,000; and
  - (b) in the case of an electric or a hybrid vehicle, \$68,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under Schedule 1 or 2 (as applicable) for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—

**Local Government Members (2022/23) Determination  
2022**

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- (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under Schedule 1 or 2 (as applicable) in accordance with subclause (5) or (6) (as applicable); and
- (b) the adjustment must take effect on and from—
  - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
  - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).
- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.

- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.

- (7) In this clause,—

**full private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

**partial private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and

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**Local Government Members (2022/23) Determination  
2022**

- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

**purchase price** means the amount paid for the vehicle,—

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle

**restricted private use** means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

*Allowances*

**10 Definition of member**

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

**11 Vehicle-kilometre allowance**

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
  - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
  - (b) the member is travelling—
    - (i) in a private vehicle; and
    - (ii) on local authority business; and
    - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
  - (a) for a petrol or diesel vehicle,—
    - (i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - (ii) 31 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
  - (b) for a petrol hybrid vehicle,—

**Local Government Members (2022/23) Determination  
2022**

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- (i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - (ii) 18 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- (c) for an electric vehicle,—
  - (i) 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - (ii) 10 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.

**12 Travel-time allowance**

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
  - (a) on local authority business; and
  - (b) by the quickest form of transport that is reasonable in the circumstances; and
  - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$40.00 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
  - (a) after the member crosses the boundary of the local authority area; and
  - (b) after the first hour of eligible travel time within the local authority area.
- (5) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

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cl 13

**Local Government Members (2022/23) Determination  
2022**

**13 ICT allowances***Member uses local authority's ICT*

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

*Member uses own equipment and consumables*

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
- (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
  - (b) for the use of a multi-functional or other printer, \$50;
  - (c) for the use of a mobile telephone, \$200;
  - (d) for the use of ICT consumables, up to \$200.

*Member uses own services*

- (4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
- (a) an allowance for that use of up to \$500 for the determination term; or
  - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

*Pro-rating*

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
- b is the number of days in the determination term
- c is the relevant amount specified in subclauses (3) to (5).

**Local Government Members (2022/23) Determination  
2022**

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- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
- (8) In this clause, **ICT** means information or communication technology, including—
  - (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
  - (b) ICT services (for example, a mobile telephone service and an Internet service); and
  - (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

**14 Childcare allowance**

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
  - (a) the 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 (other than on a temporary basis); and
  - (b) the child is under 14 years of age; and
  - (c) the childcare is provided by a person who—
    - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
    - (ii) does not ordinarily reside with the member; and
  - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per annum per child.

*Hearing fees*

**15 Fees related to hearings**

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$116 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$93 per hour of hearing time related to the hearing.

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**Local Government Members (2022/23) Determination  
2022**

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- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
  - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
  - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

*Revocation*

**16 Revocation**

The Local Government Members (2021/22) Determination 2021 (LI 2021/173) is revoked.

**Local Government Members (2022/23) Determination  
2022**

Schedule 1

**Schedule 1  
Remuneration before 2022 election of members**

cl 7(1)

**Part 1  
Remuneration of members of regional councils**

**Bay of Plenty Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	148,551
Deputy Chairperson of Regional Council	80,004
Committee Chairperson (6)	70,000
Councillor with no additional responsibilities (6)	61,525
Councillor (Minimum Allowable Remuneration)	54,525

**Canterbury Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	180,000
Deputy Chairperson	106,341
Councillor (with no additional responsibilities) (12)	72,601
Councillor (Minimum Allowable Remuneration)	64,460

**Hawke's Bay Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	137,904
Deputy Chairperson of Regional Council	73,258
Chairperson Corporate and Strategic Committee	73,258
Chairperson Regional Transport Committee and Hearings Committee	73,258
Chairperson Finance, Audit and Risk Sub-committee	73,258
Chairperson, Clifton to Tangoio Coastal Hazards Strategy Joint Committee	73,258
Chairperson Environment and Integrated Catchments Committee	73,258
Councillor with no additional responsibilities (2)	62,868
Councillor (Minimum Allowable Remuneration)	51,083

**Manawatū–Whanganui Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	145,002
Deputy Chairperson	68,603
Audit, Risk, and Investment Committee Chair and Catchment Operations Committee Deputy Chair	68,603
Audit, Risk, and Investment Committee Deputy Chair	50,818
Catchment Operations Committee Chair	73,685
Environment Committee Chair	66,062

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Local Government Members (2022/23) Determination 2022	
Schedule 1	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Environment Committee Deputy Chair	50,818
Passenger Transport Committee Chair	66,062
Passenger Transport Committee Deputy Chair	50,818
Manawatu River Users' Advisory Group Chair	50,818
Councillor (with no additional responsibilities) (2)	50,818
Councillor (Minimum Allowable Remuneration)	46,008
<b>Northland Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	128,271
Deputy Chairperson	79,181
Councillor (with no additional responsibilities) (7)	71,681
Councillor (Minimum Allowable Remuneration)	53,710
<b>Otago Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	149,058
Deputy Chairperson	91,055
Councillor (with no additional responsibilities) (9)	69,155
Councillor (Minimum Allowable Remuneration)	49,351
<b>Southland Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	124,215
Deputy Chairperson and Regional Transport Committee Chair	63,784
Chair, Strategy and Policy Committee	54,672
Chair, Organisational Performance and Audit Committee	54,672
Chair, Regulatory Committee	54,672
Chair, Regional Services Committee	54,672
Councillor (with no additional responsibilities) (6)	45,560
Councillor (Minimum Allowable Remuneration)	37,788
<b>Taranaki Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	103,986
Deputy Chairperson of Regional Council	56,042
Chairperson Executive, Audit and Risk Committee	56,042
Chairperson Consents and Regulatory Committee	56,042
Chairperson Policy and Planning Committee	56,042
Chairperson Regional Transport Committee	45,781
Chairperson Civil Defence Group Committee	45,781
Councillor with no additional responsibilities (4)	39,466
Councillor (Minimum Allowable Remuneration)	37,493

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**Waikato Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	163,254
Deputy Chairperson	86,228
Committee Chair (8)	73,860
Councillor (with no additional responsibilities) (4)	64,160
Councillor (Minimum Allowable Remuneration)	58,640

**Wellington Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	176,436
Deputy Council Chairperson (with committee chairperson responsibilities)	93,084
Chair, Environment Committee	82,712
Chair, Transport and Infrastructure Committee	82,712
Chair, Climate Committee	82,712
Chair, Chief Executive Employment Review Committee	82,712
Chair, Te Upoko Taiao—Natural Resources Plan Committee	82,712
Chair, Hutt Valley Flood Management Subcommittee and Portfolio Leader	82,712
Portfolio Leader, Sustainable Development	79,614
Councillor (with no additional responsibilities) (4)	66,346
Councillor (Minimum Allowable Remuneration)	62,378

**West Coast Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	85,683
Deputy Chairperson of Regional Council and Chairperson Resource Management Committee	64,456
Councillor with no additional responsibilities (5)	52,512
Councillor (Minimum Allowable Remuneration)	36,777

**Part 2**

**Remuneration of members of territorial authorities and their  
community or local boards**

**Ashburton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	123,201
Deputy Mayor	59,182
Councillor (with no additional responsibilities) (8)	41,214
Councillor (Minimum Allowable Remuneration)	25,779



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Methven Community Board

Office	Annual remuneration (\$)
Chairperson	5,554
Member	2,777

Auckland Council

Office	Annual remuneration (\$)
Mayor	296,000
Deputy Mayor	167,900
Chair of Committee of the Whole (4)	140,857
Chair of Regulatory Committee	140,857
Deputy Chair of Committee of the Whole (4)	127,240
Chair of other Committee (2)	124,970
Council-controlled Organisation Liaison Councillor (2)	124,970
Deputy Chair of other Committee (5)	119,297
Portfolio Lead	114,758
Councillor (Minimum Allowable Remuneration)	107,794

Albert–Eden Local Board

Office	Annual remuneration (\$)
Chairperson	93,744
Deputy Chairperson	56,247
Member	46,872

Aotea/Great Barrier Local Board

Office	Annual remuneration (\$)
Chairperson	58,559
Deputy Chairperson	35,135
Member	29,279

Devonport–Takapuna Local Board

Office	Annual remuneration (\$)
Chairperson	87,052
Deputy Chairperson	52,231
Member	43,526

Franklin Local Board

Office	Annual remuneration (\$)
Chairperson	92,021
Deputy Chairperson	55,212
Member	46,010

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*Henderson–Massey Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	100,944
Deputy Chairperson	60,566
Member	50,472

*Hibiscus and Bays Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	92,629
Deputy Chairperson	55,577
Member	46,314

*Howick Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	99,856
Deputy Chairperson	59,913
Member	49,928

*Kaipātiki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,818
Deputy Chairperson	55,091
Member	45,909

*Māngere–Ōtāhuhu Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	101,147
Deputy Chairperson	60,688
Member	50,573

*Manurewa Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	100,335
Deputy Chairperson	60,201
Member	50,168

*Maungakiekie–Tāmaki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	95,975
Deputy Chairperson	57,585
Member	47,988

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<i>Ōrākei Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			90,195
Deputy Chairperson			54,117
Member			45,098
<i>Ōtara–Papatoetoe Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			100,437
Deputy Chairperson			60,262
Member			50,218
<i>Papakura Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			93,846
Deputy Chairperson			56,307
Member			46,923
<i>Puketāpapa Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			91,108
Deputy Chairperson			54,665
Member			45,554
<i>Rodney Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			88,979
Deputy Chairperson			53,387
Member			44,489
<i>Upper Harbour Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			87,458
Deputy Chairperson			52,475
Member			43,729
<i>Waiheke Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			70,422
Deputy Chairperson			42,253
Member			35,211

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*Waitākere Ranges Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	88,573
Deputy Chairperson	53,144
Member	44,286

*Waitematā Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	98,713
Deputy Chairperson	59,228
Member	49,356

*Whau Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,035
Deputy Chairperson	55,821
Member	46,517

**Buller District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	96,837
Deputy Mayor and Finance Risk and Audit Committee Chair	42,959
Regulatory and Hearings Committee Chair	29,579
Community, Environment and Services Committee Chair	29,579
Community Grants Portfolio Holder	25,463
Youth Development Portfolio Holder	25,463
Punakaiki Area Portfolio Holder	25,463
Councillor (with no additional responsibilities) (4)	23,403
Councillor (Minimum Allowable Remuneration)	19,836

*Inangahua Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,367
Member	3,684

**Carterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	85,683
Deputy Mayor	49,995
Councillor (with no additional responsibilities) (6)	29,462
Councillor (Minimum Allowable Remuneration)	19,374

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### Central Hawke's Bay District Council

Office	Annual remuneration (\$)
Mayor	106,470
Deputy Mayor, Chair of Strategy and Wellbeing Committee, Lead Urban Councillor	54,968
Chair of Finance and Infrastructure Committee and Member of Risk and Assurance Committee	41,588
Lead Rural Councillor and Member of Risk and Assurance Committee	34,384
Member of Risk and Assurance Committee (2)	31,296
Councillor (with no additional responsibilities) (3)	27,179
Councillor (Minimum Allowable Remuneration)	24,639

### Central Otago District Council

Office	Annual remuneration (\$)
Mayor	108,498
Deputy Mayor, Portfolio Lead and Member Cromwell Community Board	32,834
Portfolio Lead and Member Cromwell Community Board	28,456
Councillor and Chairperson Vincent Community Board	28,456
Portfolio Lead and Member Teviot Valley Community Board	26,814
Portfolio Lead and Member Maniototo Community Board	26,814
Councillor and Member Cromwell Community Board	25,173
Councillor and Member Vincent Community Board (2)	25,173
Councillor with no additional responsibilities (3)	21,889
Councillor (Minimum Allowable Remuneration)	21,354

#### *Cromwell Community Board*

Office	Annual remuneration (\$)
Chairperson	14,661
Member	7,331

#### *Maniototo Community Board*

Office	Annual remuneration (\$)
Chairperson	7,109
Member	3,554

#### *Teviot Valley Community Board*

Office	Annual remuneration (\$)
Chairperson	7,109
Member	3,554

#### *Vincent Community Board*

Office	Annual remuneration (\$)
Chairperson	15,774

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Member	7,887

**Chatham Islands Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	55,263
Deputy Mayor	24,277
Councillor with no additional responsibilities (7)	18,218
Councillor (Minimum Allowable Remuneration)	13,765

**Christchurch City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	197,730
Deputy Mayor	133,088
Councillor with no additional responsibilities (15)	115,728
Councillor (Minimum Allowable Remuneration)	98,642

*Banks Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,305
Member	10,153

*Coastal–Burwood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	48,376
Member	24,188

*Fendalton–Waimairi–Harewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	47,720
Member	23,860

*Halswell–Hornby–Riccarton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	50,347
Member	25,173

*Linwood–Central–Heathcote Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	50,347
Member	25,173

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Papanui–Innes Community Board

Office	Annual remuneration (\$)
Chairperson	48,376
Member	24,188

Spreydon–Cashmere Community Board

Office	Annual remuneration (\$)
Chairperson	48,376
Member	24,188

Clutha District Council

Office	Annual remuneration (\$)
Mayor	111,540
Deputy Mayor	31,746
Chairperson Standing Committee (3)	30,235
Member Executive Committee (4)	25,701
Member Creative Communities	24,190
Councillor with no additional responsibilities (5)	22,676
Councillor (Minimum Allowable Remuneration)	20,250

Lawrence–Tuapeka Community Board

Office	Annual remuneration (\$)
Chairperson	5,998
Member	2,999

West Otago Community Board

Office	Annual remuneration (\$)
Chairperson	7,109
Member	3,554

Dunedin City Council

Office	Annual remuneration (\$)
Mayor	168,831
Deputy Mayor	92,521
Chairs (6)	87,422
Councillor (with no additional responsibilities) (7)	72,851
Councillor (Minimum Allowable Remuneration)	60,691

Mosgiel–Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	19,799
Member	9,899

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*Otago Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,718
Member	8,359

*Saddle Hill Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,939
Member	8,469

*Strath Taieri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,889
Member	7,445

*Waikouaiti Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,498
Member	8,249

*West Harbour Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,939
Member	8,469

**Far North District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	157,170
Deputy Mayor	120,397
Committee Chairperson (4)	97,464
Councillor with no additional responsibilities (4)	75,162
Councillor (Minimum Allowable Remuneration)	58,903

*Bay of Islands–Whangaroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	32,186
Member	16,093

*Kaikohe–Hokianga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	27,589
Member	13,795



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Te Hiku Community Board

Office	Annual remuneration (\$)
Chairperson	28,164
Member	14,082

Gisborne District Council

Office	Annual remuneration (\$)
Mayor	157,170
Deputy Mayor	67,607
Chairperson Operations Committee	58,593
Chairperson Regional Transport Committee and Rural Councillor	54,086
Chairperson Wastewater Management Committee	54,086
Rural Councillor (3)	47,325
Councillor with no additional responsibilities (6)	45,071
Councillor (Minimum Allowable Remuneration)	38,446

Gore District Council

Office	Annual remuneration (\$)
Mayor	100,893
Deputy Mayor	36,463
Audit and Risk Committee Chair	30,876
Capital Works Committee Chair	30,876
Community and Strategy Committee Chair	30,876
Councillor (with no additional responsibilities) (7)	23,672
Councillor (Minimum Allowable Remuneration)	19,017

Mataura Community Board

Office	Annual remuneration (\$)
Chairperson	4,242
Member	2,121

Grey District Council

Office	Annual remuneration (\$)
Mayor	103,428
Deputy Mayor also Portfolio Councillor for Three Waters	41,992
Councillor—Portfolio Transport	36,744
Councillor—Portfolio Spatial Development, Finance and Risk	36,744
Councillor (with no additional responsibilities) (5)	28,124
Councillor (Minimum Allowable Remuneration)	22,868

Hamilton City Council

Office	Annual remuneration (\$)
Mayor	176,943
Deputy Mayor	114,642

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Chair of Committee (7)	103,640
Deputy Chair of Committee (4)	94,264
Councillor (Minimum Allowable Remuneration)	75,974

**Hastings District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	155,649
Deputy Mayor	80,067
Chair: Committees of the Whole (2)	66,341
Chair: Subcommittee (5)	57,191
Deputy Committee Chair (4)	52,615
Ambassador for Hastings	52,615
Champion—Flaxmere Development	48,040
Councillor (Minimum Allowable Remuneration)	44,378

*Hastings District Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,475
Member	7,738

**Hauraki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	119,652
Deputy Mayor	42,274
Ward Committee Chairperson (3)	31,149
Emergency Management Committee Chairperson	28,924
Portfolio Leader (4)	26,699
Councillor with no additional responsibilities (4)	22,249
Councillor (Minimum Allowable Remuneration)	22,014

**Horowhenua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	130,806
Deputy Mayor	71,013
Deputy Chair Finance, Audit and Risk Subcommittee	43,396
Chairperson, Community Funding and Recognition Committee	47,342
Chairperson, Community Wellbeing Committee	47,342
Councillor (with no additional responsibilities) (6)	39,452
Councillor (Minimum Allowable Remuneration)	28,978

*Foxton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,884

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Member		6,442	
<b>Hurunui District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		103,935	
Deputy Mayor		34,475	
Councillor (with no additional responsibilities) (9)		24,625	
Councillor (Minimum Allowable Remuneration)		20,821	
<b>Hanmer Springs Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		8,259	
Member		4,130	
<b>Hutt City Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		160,212	
Deputy Mayor/Chair of Standing Committee		102,945	
Chair of Standing Committee (3)		82,463	
Deputy Chair of Standing Committee (4)		65,451	
Chair Traffic Subcommittee		69,150	
Councillor with no additional responsibilities (3)		55,304	
Councillor (Minimum Allowable Remuneration)		54,379	
<b>Eastbourne Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		13,926	
Member		6,963	
<b>Petone Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		16,580	
Member		8,290	
<b>Wainuiomata Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		17,465	
Member		8,732	
<b>Invercargill City Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		141,960	
Deputy Mayor		57,040	

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Infrastructural Services Standing Committee Chairperson	49,538
Infrastructural Services Standing Committee Deputy Chairperson	43,800
Performance, Policy and Partnership Standing Committee Chairperson	49,538
Performance, Policy and Partnership Standing Committee Deputy Chairperson	43,800
Councillor (with additional responsibilities) (7)	39,710
Councillor (Minimum Allowable Remuneration)	35,152

*Bluff Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,842
Member	4,421

**Kaikōura District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	85,683
Deputy Mayor	40,816
Councillor with no additional responsibilities (6)	27,213
Councillor (Minimum Allowable Remuneration)	19,579

**Kaipara District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,666
Deputy Mayor	56,619
Councillor with no additional responsibilities (7)	44,757
Councillor (Minimum Allowable Remuneration)	30,924

**Kapiti Coast District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	140,439
Deputy Mayor	61,753
Chair, Strategy and Operations	56,607
Portfolio A Holder (4)	52,088
Portfolio B Holder (4)	46,372
Councillor (Minimum Allowable Remuneration)	36,555

*Ōtaki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,695
Member	7,848

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<i>Paekākāriki Community Board</i>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		8,179
Member		4,090
<i>Paraparaumu–Raumati Community Board</i>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		20,559
Member		10,280
<i>Waikanae Community Board</i>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		16,802
Member		8,401
<b>Kawerau District Council</b>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Mayor		94,809
Deputy Mayor		36,702
Chair of Regulatory and Services Committee		32,770
Councillor (with no additional responsibilities) (6)		26,216
Councillor (Minimum Allowable Remuneration)		18,196
<b>Mackenzie District Council</b>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Mayor		85,683
Deputy Mayor		35,742
Engineering and Services Committee Chair		35,742
Commercial and Economic Development Committee Chair		35,742
Planning and Regulatory Committee Chair		35,742
Councillor (with no additional responsibilities) (2)		19,221
Councillor (Minimum Allowable Remuneration)		19,221
<i>Fairlie Community Board</i>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		4,117
Member		2,058
<i>Tekapo Community Board</i>		
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		4,117
Member		2,058

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*Twizel Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,135
Member	2,567

**Manawatu District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	122,694
Deputy Mayor	55,556
Audit and Risk Committee Chairperson	43,652
Community Development Committee Chairperson	43,652
Hearings Committee Chairperson	43,652
Health and Safety Governance Representative	43,652
Councillor with no additional responsibilities (4)	39,683
Councillor (Minimum Allowable Remuneration)	29,154

**Marlborough District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	142,974
Deputy Mayor	58,855
Chairperson Standing Committee	52,231
Chairperson Statutory/Joint Committee (2)	47,110
Deputy Chairperson Standing Committee	44,038
Deputy Chairperson Standing Committee and Chairperson Sub-Committee (2)	46,086
Chairperson Sub-Committee (3)	43,014
Chairperson of 2 or more Sub-Committees	45,062
Councillor (with no additional responsibilities) (2)	40,966
Councillor (Minimum Allowable Remuneration)	37,566

**Masterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	123,708
Deputy Mayor	47,732
Chair—Infrastructure and Services Committee	47,732
Chair—Awards and Grants Committee	42,224
Chair—Hearings Committee	40,388
Councillor (with no additional responsibilities) (6)	36,717
Councillor (Minimum Allowable Remuneration)	30,053

**Matamata-Piako District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	124,722
Deputy Mayor	40,543

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Chair of Corporate and Operations Committee	40,543
Councillor (with no additional responsibilities) (9)	35,255
Councillor (Minimum Allowable Remuneration)	27,857

### Napier City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	147,537
Deputy Mayor and Chair of Standing Committee	83,400
Chair of Standing Committee (3)	63,593
Deputy Chair of Standing Committee (4)	59,684
Portfolio Holder (4)	55,539
Councillor (Minimum Allowable Remuneration)	44,976

### Nelson City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	146,523
Deputy Mayor	67,332
Senior Chair (Chair of Infrastructure, Regional Transport Committee, Deputy Chair Environment and Climate Committee (Nelson Plan Lead))	58,134
Committee Chair (2)	58,134
Subcommittee Chair	49,995
Councillor (with no additional responsibilities) (7)	45,372
Councillor (Minimum Allowable Remuneration)	40,083

### New Plymouth District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	154,128
Deputy Mayor	82,308
Chairperson Strategy and Operations Committee	66,875
Chairperson Finance, Audit and Risk Committee	61,731
Chairperson Te Huinga Taumatua	61,731
Chairperson Strategy Projects Committee	61,731
Councillor with no additional responsibilities (9)	51,442
Councillor (Minimum Allowable Remuneration)	44,513

### Clifton Community Board

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,821
Member	6,410

### Inglewood Community Board

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,254
Member	7,627

**Local Government Members (2022/23) Determination  
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*Kaitake Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,706
Member	6,853

*Waitara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,254
Member	7,627

**Ōpōtiki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	100,386
Deputy Mayor	53,743
Cultural Ambassador/Coast Community Board Chair	46,057
Councillor (with no additional responsibilities) (4)	29,590
Councillor (Minimum Allowable Remuneration)	22,018

*Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,269
Member	5,135

**Ōtorohanga District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	93,795
Deputy Mayor and Member Grants and Awards Committee	39,642
Council Representative on Ōtorohanga Community Board and Member Grants and Awards Committee	30,736
Council Representative on Ōtorohanga Community Board	28,612
Chairperson Grants and Awards Committee	24,432
Council Representative on Kawhia Community Board and Member Risk and Assurance Committee	27,552
Deputy Chairperson Risk and Assurance Committee	27,619
Member Risk and Assurance Committee	25,494
Councillor (Minimum Allowable Remuneration)	19,170

*Kawhia Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,117
Member	2,058



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*Ōtorohanga Community Board*

Office	Annual remuneration (\$)
Chairperson	14,733
Member	7,367

*Palmerston North City Council*

Office	Annual remuneration (\$)
Mayor	154,635
Deputy Mayor, Chair—Planning and Strategy Committee, Chair—Hearings Committee, and Chair—Chief Executive Performance Review	85,873
Chair—Finance and Audit Committee	55,440
Chair—Infrastructure Committee	55,440
Chair—Arts, Culture and Heritage Committee	52,036
Chair—Community Development	52,036
Chair—Economic Development Committee	52,036
Chair—Environmental Sustainability Committee	52,036
Chair—Play, Recreation and Sport Committee	52,036
Councillor (with no additional responsibilities) (7)	48,632
Councillor (Minimum Allowable Remuneration)	44,107

*Porirua City Council*

Office	Annual remuneration (\$)
Mayor	147,030
Deputy Mayor	72,662
Chair Te Puna Kōrero	69,826
Chair Chief Executive's Employment Committee	56,195
Councillor (with no additional responsibilities) (7)	51,564
Councillor (Minimum Allowable Remuneration)	39,749

*Queenstown-Lakes District Council*

Office	Annual remuneration (\$)
Mayor	129,792
Deputy Mayor	49,728
Chair of Standing Committee (4)	46,519
Councillor (with no additional responsibilities) (5)	40,103
Councillor (Minimum Allowable Remuneration)	33,375

*Wanaka Community Board*

Office	Annual remuneration (\$)
Chairperson	24,659
Member	12,329

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**Rangitikei District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	108,498
Deputy Mayor and Chair of the Chief Executive Review Committee	41,487
Committee Chair (2)	29,653
Committee Deputy Chair (3)	25,537
Councillor (with no additional responsibilities) (5)	23,478
Councillor (Minimum Allowable Remuneration)	20,860

*Ratana Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,377
Member	2,189

*Taihape Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,929
Member	4,465

**Rotorua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	154,128
Deputy Mayor, Lead—Economic Development Working Group, and Lead—Sustainable Environment Working Group	110,125
Chairperson Strategy, Policy and Finance Committee and Lead—Four Wellbeings Working Group	91,450
Chairperson Operations and Monitoring Committee, Lead—Liveable Communities Working Group, and Lead—Housing Working Group	91,450
Deputy Chairperson Strategy, Policy and Finance Committee, Lead—Economic Development (Housing Development) Working Group, and Lead—Sport and Recreation Working Group	77,914
Deputy Chairperson Operations and Monitoring Committee and Lead—Arts and Culture Working Group	77,914
Cultural Ambassador	77,914
Lead—Climate Change Working Group	77,914
Councillor with no additional responsibilities (3)	60,569
Councillor (Minimum Allowable Remuneration)	54,431

*Rotorua Lakes Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,288
Member	8,644

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Rotorua Rural Community Board

Office	Annual remuneration (\$)
Chairperson	19,321
Member	9,661

Ruapehu District Council

Office	Annual remuneration (\$)
Mayor	111,033
Deputy Mayor	38,896
Councillor (with no additional responsibilities) (10)	26,463
Councillor (Minimum Allowable Remuneration)	20,211

National Park Community Board

Office	Annual remuneration (\$)
Chairperson	6,028
Member	3,014

Waimarino–Waiouru Community Board

Office	Annual remuneration (\$)
Chairperson	8,929
Member	4,465

Selwyn District Council

Office	Annual remuneration (\$)
Mayor	138,411
Deputy Mayor	52,842
Councillor (with no additional responsibilities) (10)	44,039
Councillor (Minimum Allowable Remuneration)	35,624

Malvern Community Board

Office	Annual remuneration (\$)
Chairperson	18,238
Member	9,119

South Taranaki District Council

Office	Annual remuneration (\$)
Mayor	127,764
Deputy Mayor	49,631
Member Audit and Risk Committee (4)	36,397
Councillor with no additional responsibilities (7)	33,088
Councillor (Minimum Allowable Remuneration)	26,152

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*Eltham-Kaponga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,733
Member	5,866

*Pātea Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,330
Member	5,665

*Taranaki Coastal Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,850
Member	6,425

*Te Hāwera Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,440
Member	7,220

**South Waikato District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	122,187
Deputy Mayor (Chair Community and Assets Committee)	50,017
Committee Chair A Corporate and Regulatory Committee	42,444
Committee Chair B Grants	39,794
Councillor (with no additional responsibilities) (7)	35,307
Councillor (Minimum Allowable Remuneration)	27,034

*Tirau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,886
Member	3,443

**South Wairarapa District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	94,302
Deputy Mayor	35,275
Chair of Finance, Audit, and Risk Committee	27,934
Chair of Planning and Regulatory Committee	25,959
Chair of Assets and Services Committee	25,734
District Licensing Deputy Chair	23,501
Martinborough Community Board and Waste Minimisation responsibilities	26,422

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Greytown Community Board and Water Management responsibilities		28,362	
Martinborough Community Board		25,148	
Wairarapa Policies and Road Safety Council		27,663	
Councillor (Minimum Allowable Remuneration)		18,855	
<i>Featherston Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		6,697	
Member		3,349	
<i>Greytown Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		6,697	
Member		3,349	
<i>Martinborough Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		6,697	
Member		3,349	
<i>Southland District Council</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		125,736	
Deputy Mayor		44,764	
Committee Chairperson (2)		38,854	
Councillor (with no additional responsibilities) (9)		31,710	
Councillor (Minimum Allowable Remuneration)		26,630	
<i>Ardlussa Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		7,702	
Member		3,851	
<i>Fiordland Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		9,469	
Member		4,734	
<i>Northern Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		7,446	
Member		3,723	

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*Oraka Aparima Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,319
Member	4,160

*Oreti Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,719
Member	5,360

*Stewart Island/Rakiura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,117
Member	2,058

*Tuatapere Te Waewae Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,265
Member	3,633

*Waihopai Toetoe Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,091
Member	5,046

*Wallace Takitimu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,845
Member	4,423

**Stratford District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	91,767
Deputy Mayor	35,477
Chairperson Stratford Sport NZ Rural Travel Fund	26,354
Chairperson Farm and Aerodrome Committee	29,143
Councillor (with no additional responsibilities) (7)	25,342
Councillor (Minimum Allowable Remuneration)	18,905

**Tararua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	114,075
Deputy Mayor	50,528
Councillor with no additional responsibilities (7)	38,852

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Councillor (Minimum Allowable Remuneration)		27,499	
<i>Dannevirke Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		11,996	
Member		5,998	
<i>Eketahuna Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		7,775	
Member		3,887	
<b>Tasman District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		156,156	
Deputy Mayor		69,022	
Chairperson Standing Committee (2)		55,217	
Councillor with no additional responsibilities (10)		46,014	
Councillor (Minimum Allowable Remuneration)		38,320	
<i>Golden Bay Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		13,486	
Member		6,743	
<i>Motueka Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		15,033	
Member		7,516	
<b>Taupo District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		135,876	
Deputy Mayor		48,987	
Chair—Emergency Management Committee		46,945	
Chair—Taupo Reserves and Roding Committee		46,945	
Chair—Mangakino/Pouakani Representative Group		46,945	
Chair—Kinloch Representative Group		44,904	
Chair—Taupo East Rural Representative Group		44,904	
Councillor (with no additional responsibilities) (5)		40,823	
Councillor (Minimum Allowable Remuneration)		35,762	

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*Turangi–Tongariro Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,328
Member	8,664

*Tauranga City Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	168,831
Deputy Mayor	123,788
Chairperson of Standing Committee (3)	116,253
Deputy Chairperson of Standing Committee (4)	109,795
Councillor (with no additional responsibilities) (2)	107,642
Councillor (Minimum Allowable Remuneration)	79,538

*Thames-Coromandel District Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	131,820
Deputy Mayor, Member Audit and Risk Committee, and Member Chief Executive Liaison Committee	69,518
Chairperson Emergency Management Committee, Holder Emergency Management Portfolio, Member Audit and Risk Committee, Member Chief Executive Liaison Committee, and Member Regional Civil Defence Emergency Management Group	65,255
Holder Infrastructure Portfolio, Member Audit and Risk Committee, and Member Regional Transport Committee	65,255
Member Audit and Risk Committee, Member Coromandel Catchment Liaison Committee, and Member Emergency Management Committee	58,860
Member Audit and Risk Committee and Member Emergency Management Committee	49,101
Member Audit and Risk Committee and Member Chief Executive Liaison Committee	49,101
Member Audit and Risk Committee (2)	49,101
Councillor (Minimum Allowable Remuneration)	37,544

*Coromandel–Colville Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,173
Member	8,087

*Mercury Bay Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,350
Member	9,675



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Local Government Members (2022/23) Determination  
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Tairua–Pauanui Community Board

Office	Annual remuneration (\$)
Chairperson	16,173
Member	8,087

Thames Community Board

Office	Annual remuneration (\$)
Chairperson	20,506
Member	10,253

Whangamata Community Board

Office	Annual remuneration (\$)
Chairperson	17,617
Member	8,808

Timaru District Council

Office	Annual remuneration (\$)
Mayor	134,355
Deputy Mayor	65,232
Chairperson Commercial and Strategy Committee	53,000
Chairperson Community Services Committee	53,000
Chairperson Environmental Services Committee	53,000
Chairperson Infrastructure Committee	53,000
Deputy Chairperson Commercial and Strategy Committee	46,885
Deputy Chairperson Community Services Committee	46,885
Deputy Chairperson Environmental Services Committee	46,885
Deputy Chairperson Infrastructure Committee	46,885
Councillor (Minimum Allowable Remuneration)	36,581

Geraldine Community Board

Office	Annual remuneration (\$)
Chairperson	11,330
Member	5,665

Pleasant Point Community Board

Office	Annual remuneration (\$)
Chairperson	8,885
Member	4,443

Temuka Community Board

Office	Annual remuneration (\$)
Chairperson	11,552
Member	5,776

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**Upper Hutt City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	129,792
Deputy Mayor	55,464
Chair, Policy Committee	48,070
Chair, Finance and Performance Committee	48,070
Chair, City Development Committee	48,070
Chair, Risk and Assurance Committee	44,372
Chair, Hutt Valley Services Committee	44,372
Councillor (with no additional responsibilities) (4)	36,977
Councillor (Minimum Allowable Remuneration)	32,814

**Waikato District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	150,579
Deputy Mayor	81,652
Chairperson (Infrastructure Committee)	71,261
Chairperson (Strategy and Finance Committee)	71,261
Chairperson (Policy and Regulatory Committee)	71,261
Chairperson (Discretionary and Funding Committee)	56,910
Chairperson (Proposed District Plan Subcommittee)	61,239
Councillor (with no additional responsibilities) (7)	49,486
Councillor (Minimum Allowable Remuneration)	43,767

*Huntly Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,831
Member	5,416

*Ngāruawāhia Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,831
Member	5,416

*Onewhero–Tuakau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,275
Member	5,637

*Raglan Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,064
Member	4,532

Schedule 1

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**Local Government Members (2022/23) Determination  
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<b>Office</b>	<b>Annual remuneration (\$)</b>
Councillor (with no additional responsibilities) (8)	34,308
Councillor (Minimum Allowable Remuneration)	32,455

*Cambridge Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,327
Member	9,663

*Te Awamutu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,662
Member	9,331

**Wairoa District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	102,414
Deputy Mayor	44,119
Councillor (with no additional responsibilities) (5)	40,499
Councillor (Minimum Allowable Remuneration)	26,428

**Waitaki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,103
Deputy Mayor	47,432
Main Committee Chair (2)	40,557
Other Committee Chair (2)	35,487
Deputy Chair (4)	35,487
Councillor (Minimum Allowable Remuneration)	24,830

*Ahuriri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,979
Member	5,989

*Waihemo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,440
Member	6,220

**Waitomo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	99,879
Deputy Mayor	50,172

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Councillor with no additional responsibilities (5)		33,598	
Councillor (Minimum Allowable Remuneration)		24,424	
<b>Wellington City Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		183,027	
Deputy Mayor		142,017	
Chair of Committee of the Whole (5)		123,256	
Councillor (with no additional responsibilities) (7)		121,293	
Councillor (Minimum Allowable Remuneration)		88,090	
<b>Makara–Ohariu Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		9,704	
Member		4,852	
<b>Tawa Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		19,359	
Member		9,680	
<b>Western Bay of Plenty District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor		138,411	
Deputy Mayor and Chairperson Annual Plan, Long Term Plan, Regulatory Hearings, and District Plan Committees		61,753	
Chairperson Performance and Monitoring Committee		49,402	
Chairperson Katikati—Waihi Beach Ward Forum		44,771	
Chairperson Kaimai Ward Forum		44,771	
Chairperson Maketu—Te Puke Ward Forum		44,771	
Councillor with no additional responsibilities (6)		41,294	
Councillor (Minimum Allowable Remuneration)		33,921	
<b>Katikati Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		11,330	
Member		5,665	
<b>Maketu Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson		5,997	
Member		2,999	

**Local Government Members (2022/23) Determination  
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*Ōmokoroa Community Board*

Office	Annual remuneration (\$)
Chairperson	8,220
Member	4,110

*Te Puke Community Board*

Office	Annual remuneration (\$)
Chairperson	11,330
Member	5,665

*Waihi Beach Community Board*

Office	Annual remuneration (\$)
Chairperson	9,330
Member	4,665

**Westland District Council**

Office	Annual remuneration (\$)
Mayor	92,781
Deputy Mayor and Chairperson Capital Projects and Tenders Committee	49,312
Chairperson Planning Committee and Community Development Committee	38,343
Councillor (with no additional responsibilities) (6)	23,185
Councillor (Minimum Allowable Remuneration)	19,272

**Whakatane District Council**

Office	Annual remuneration (\$)
Mayor	135,876
Deputy Mayor	68,294
Committee Chairperson (3)	56,912
Deputy Committee Chairperson (2)	41,735
Councillor with no additional responsibilities (4)	37,941
Councillor (Minimum Allowable Remuneration)	33,842

*Murupara Community Board*

Office	Annual remuneration (\$)
Chairperson	8,220
Member	4,110

*Rangitāiki Community Board*

Office	Annual remuneration (\$)
Chairperson	10,663
Member	5,331

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Tāneatua Community Board

Office	Annual remuneration (\$)
Chairperson	8,220
Member	4,110

Whakatāne–Ōhope Community Board

Office	Annual remuneration (\$)
Chairperson	17,827
Member	8,913

Whanganui District Council

Office	Annual remuneration (\$)
Mayor	142,974
Deputy Mayor	51,340
Chairperson Strategy and Finance Committee	47,391
Chairperson Infrastructure, Climate Change, and Emergency Management Committee	47,391
Chairperson Property and Community Services Committee and Advisory Group Chair	49,365
Advisory Group Chair (2)	43,442
Deputy Chair (3)	43,442
Councillor (with no additional responsibilities) (3)	39,492
Councillor (Minimum Allowable Remuneration)	33,872

Whanganui Rural Community Board

Office	Annual remuneration (\$)
Chairperson	11,552
Member	5,776

Whangarei District Council

Office	Annual remuneration (\$)
Mayor	158,184
Deputy Mayor	87,292
Chairperson Infrastructure Committee	76,382
Chairperson Community Development Committee	76,382
Chairperson Strategy, Planning and Development Committee	76,382
Chairperson Te Karearea Strategic Partnership Forum	76,382
Chairperson Civic Honours Committee	60,014
Councillor with no additional responsibilities (7)	54,558
Councillor (Minimum Allowable Remuneration)	50,051

**Local Government Members (2022/23) Determination  
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Schedule 2

**Schedule 2  
Remuneration from 2022 election of members**

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**Part 1  
Remuneration of members of regional councils**

**Bay of Plenty Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	152,522
Councillor (Minimum Allowable Remuneration)	54,525

**Canterbury Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	180,000
Councillor (Minimum Allowable Remuneration)	64,460

**Hawke's Bay Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	142,761
Councillor (Minimum Allowable Remuneration)	58,224

**Manawatū–Whanganui Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	147,893
Councillor (Minimum Allowable Remuneration)	49,012

**Northland Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	133,892
Councillor (Minimum Allowable Remuneration)	53,710

**Otago Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	152,881
Councillor (Minimum Allowable Remuneration)	50,833

**Southland Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	129,434
Councillor (Minimum Allowable Remuneration)	37,788



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Taranaki Regional Council

Office	Annual remuneration (\$)
Chairperson	112,227
Councillor (Minimum Allowable Remuneration)	37,493

Waikato Regional Council

Office	Annual remuneration (\$)
Chairperson	163,254
Councillor (Minimum Allowable Remuneration)	58,640

Wellington Regional Council

Office	Annual remuneration (\$)
Chairperson	176,609
Councillor (Minimum Allowable Remuneration)	63,237

West Coast Regional Council

Office	Annual remuneration (\$)
Chairperson	96,662
Councillor (Minimum Allowable Remuneration)	37,112

## Part 2

### Remuneration of members of territorial authorities and their community or local boards

<b>Ashburton District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			132,690
Councillor (Minimum Allowable Remuneration)			29,842
<i>Methven Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			5,554
Member			2,777
<b>Auckland Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			296,000
Councillor (Minimum Allowable Remuneration)			107,794
<i>Albert–Eden Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			97,068

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Deputy Chairperson	58,241
Member	48,534

*Aotea/Great Barrier Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	60,060
Deputy Chairperson	36,036
Member	30,030

*Devonport–Takapuna Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,348
Deputy Chairperson	54,809
Member	45,674

*Franklin Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	95,468
Deputy Chairperson	57,281
Member	47,734

*Henderson–Massey Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	106,921
Deputy Chairperson	64,152
Member	53,460

*Hibiscus and Bays Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	97,639
Deputy Chairperson	58,584
Member	48,820

*Howick Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	102,244
Deputy Chairperson	61,347
Member	51,122

*Kaipātiki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	96,867
Deputy Chairperson	58,120

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Member			48,434
<i>Māngere–Ōtāhuhu Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			107,640
Deputy Chairperson			64,584
Member			53,820
<i>Manurewa Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			106,308
Deputy Chairperson			63,785
Member			53,154
<i>Maungakiekie–Tāmaki Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			100,863
Deputy Chairperson			60,518
Member			50,431
<i>Ōrākei Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			94,479
Deputy Chairperson			56,688
Member			47,240
<i>Ōtara–Papatoetoe Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			107,207
Deputy Chairperson			64,324
Member			53,604
<i>Papakura Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			98,116
Deputy Chairperson			58,869
Member			49,058
<i>Puketāpapa Local Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			93,542
Deputy Chairperson			56,125
Member			46,771

**Local Government Members (2022/23) Determination  
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*Rodney Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,633
Deputy Chairperson	56,180
Member	46,817

*Upper Harbour Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	92,413
Deputy Chairperson	55,448
Member	46,206

*Waiheke Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	70,710
Deputy Chairperson	42,426
Member	35,355

*Waitākere Ranges Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,497
Deputy Chairperson	54,898
Member	45,748

*Waitematā Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	101,708
Deputy Chairperson	61,025
Member	50,854

*Whau Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	99,427
Deputy Chairperson	59,656
Member	49,714

**Buller District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,736
Councillor (Minimum Allowable Remuneration)	23,640

*Inangahua Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,367

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Member			3,684
<b>Carterton District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			100,365
Councillor (Minimum Allowable Remuneration)			19,375
<b>Central Hawke's Bay District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			119,272
Councillor (Minimum Allowable Remuneration)			31,401
<b>Central Otago District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			120,841
Councillor (Minimum Allowable Remuneration)			27,182
<b>Cromwell Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			14,661
Member			7,331
<b>Maniototo Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			7,109
Member			3,554
<b>Teviot Valley Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			7,109
Member			3,554
<b>Vincent Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			15,774
Member			7,887
<b>Chatham Islands Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			57,408
Councillor (Minimum Allowable Remuneration)			13,765

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**Christchurch City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	200,000
Councillor (Minimum Allowable Remuneration)	100,278

*Te Pātaka o Rākaihautū Banks Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,305
Member	10,153

*Waihoru Spreydon-Cashmere-Heathcote Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	52,077
Member	26,039

*Waimāero Fendalton-Waimairi-Harewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	49,565
Member	24,810

*Waipapa Papanui-Innes-Central Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	47,380
Member	23,690

*Waipuna Hornby-Halswell-Riccarton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	51,109
Member	25,572

*Waitai Coastal-Burwood-Linwood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	49,755
Member	24,905

**Clutha District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	124,638
Councillor (Minimum Allowable Remuneration)	21,789

*Lawrence–Tuapeka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,998
Member	2,999

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West Otago Community Board

Office	Annual remuneration (\$)
Chairperson	7,109
Member	3,554

Dunedin City Council

Office	Annual remuneration (\$)
Mayor	172,378
Councillor (Minimum Allowable Remuneration)	64,181

Mosgiel–Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	19,799
Member	9,899

Otago Peninsula Community Board

Office	Annual remuneration (\$)
Chairperson	16,718
Member	8,359

Saddle Hill Community Board

Office	Annual remuneration (\$)
Chairperson	16,939
Member	8,469

Strath Taieri Community Board

Office	Annual remuneration (\$)
Chairperson	14,889
Member	7,445

Waikouaiti Coast Community Board

Office	Annual remuneration (\$)
Chairperson	16,498
Member	8,249

West Harbour Community Board

Office	Annual remuneration (\$)
Chairperson	16,939
Member	8,469

Far North District Council

Office	Annual remuneration (\$)
Mayor	162,879
Councillor (Minimum Allowable Remuneration)	64,660

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*Bay of Islands–Whangaroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	32,186
Member	16,093

*Kaikohe–Hokianga Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	27,589
Member	13,795

*Te Hiku Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	28,164
Member	14,082

**Gisborne District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	158,068
Councillor (Minimum Allowable Remuneration)	41,610

**Gore District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	112,010
Councillor (Minimum Allowable Remuneration)	19,136

*Mataura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,242
Member	2,121

**Grey District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,626
Councillor (Minimum Allowable Remuneration)	26,208

**Hamilton City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	180,335
Councillor (Minimum Allowable Remuneration)	80,293

**Hastings District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,955



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Office	Annual remuneration (\$)
Councillor (Minimum Allowable Remuneration)	47,747

*Hastings District Rural Community Board*

Office	Annual remuneration (\$)
Chairperson	15,475
Member	7,738

**Hauraki District Council**

Office	Annual remuneration (\$)
Mayor	128,976
Councillor (Minimum Allowable Remuneration)	25,811

**Horowhenua District Council**

Office	Annual remuneration (\$)
Mayor	141,395
Councillor (Minimum Allowable Remuneration)	33,465

*Te Awahou Foxton Community Board*

Office	Annual remuneration (\$)
Chairperson	12,884
Member	6,442

**Hurunui District Council**

Office	Annual remuneration (\$)
Mayor	113,138
Councillor (Minimum Allowable Remuneration)	24,799

*Hanmer Springs Community Board*

Office	Annual remuneration (\$)
Chairperson	8,259
Member	4,130

**Hutt City Council**

Office	Annual remuneration (\$)
Mayor	164,046
Councillor (Minimum Allowable Remuneration)	57,870

*Eastbourne Community Board*

Office	Annual remuneration (\$)
Chairperson	13,926
Member	6,963

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*Petone Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,580
Member	8,290

*Wainuiomata Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,465
Member	8,732

**Invercargill City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,291
Councillor (Minimum Allowable Remuneration)	38,642

*Bluff Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,842
Member	4,421

**Kaikōura District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	86,000
Councillor (Minimum Allowable Remuneration)	19,580

**Kaipara District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,501
Councillor (Minimum Allowable Remuneration)	34,531

**Kapiti Coast District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,588
Councillor (Minimum Allowable Remuneration)	38,964

*Ōtaki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,963
Member	7,481

*Paekākāriki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,924
Member	3,962

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Paraparaumu Community Board

Office	Annual remuneration (\$)
Chairperson	19,100
Member	9,550

Raumati Community Board

Office	Annual remuneration (\$)
Chairperson	14,554
Member	7,277

Waikanae Community Board

Office	Annual remuneration (\$)
Chairperson	17,373
Member	8,686

Kawerau District Council

Office	Annual remuneration (\$)
Mayor	107,246
Councillor (Minimum Allowable Remuneration)	20,965

Mackenzie District Council

Office	Annual remuneration (\$)
Mayor	88,714
Councillor (Minimum Allowable Remuneration)	21,933

Fairlie Community Board

Office	Annual remuneration (\$)
Chairperson	4,117
Member	2,058

Tekapo Community Board

Office	Annual remuneration (\$)
Chairperson	4,117
Member	2,058

Twizel Community Board

Office	Annual remuneration (\$)
Chairperson	5,135
Member	2,567

Manawatu District Council

Office	Annual remuneration (\$)
Mayor	132,068
Councillor (Minimum Allowable Remuneration)	33,403

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**Marlborough District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Councillor (Minimum Allowable Remuneration)	38,306

**Masterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,530
Councillor (Minimum Allowable Remuneration)	34,433

**Matamata-Piako District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,533
Councillor (Minimum Allowable Remuneration)	32,437

**Napier City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	153,888
Councillor (Minimum Allowable Remuneration)	49,073

**Nelson City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Councillor (Minimum Allowable Remuneration)	40,083

**New Plymouth District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,757
Councillor (Minimum Allowable Remuneration)	48,531

*Clifton Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,604
Member	6,302

*Inglewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,563
Member	8,782

*Kaitake Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,212

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Member			7,606
<i>Puketapu-Bell Block Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			16,928
Member			8,464
<i>Waitara Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			16,928
Member			8,464
<i>Ōpōtiki District Council</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			114,200
Councillor (Minimum Allowable Remuneration)			31,579
<i>Coast Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			10,269
Member			5,135
<i>Ōtorohanga District Council</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			107,465
Councillor (Minimum Allowable Remuneration)			24,693
<i>Kawhia Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			4,117
Member			2,058
<i>Ōtorohanga Community Board</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			14,733
Member			7,367
<i>Palmerston North City Council</i>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			160,314
Councillor (Minimum Allowable Remuneration)			47,849

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**Porirua City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	151,954
Councillor (Minimum Allowable Remuneration)	42,136

**Queenstown-Lakes District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,734
Councillor (Minimum Allowable Remuneration)	40,710

*Wānaka-Upper Clutha Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	24,659
Member	12,329

**Rangitikei District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	114,624
Councillor (Minimum Allowable Remuneration)	23,883

*Ratana Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,377
Member	2,189

*Taihape Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,929
Member	4,465

**Rotorua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	159,679
Councillor (Minimum Allowable Remuneration)	59,442

*Rotorua Lakes Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,288
Member	8,644

*Rotorua Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,321
Member	9,661

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Ruapehu District Council

Office	Annual remuneration (\$)
Mayor	120,497
Councillor (Minimum Allowable Remuneration)	23,948

Ōwhango-National Park Community Board

Office	Annual remuneration (\$)
Chairperson	6,140
Member	3,070

Taumarunui-Ōhura Community Board

Office	Annual remuneration (\$)
Chairperson	13,910
Member	6,955

Waimarino-Waiouru Community Board

Office	Annual remuneration (\$)
Chairperson	13,910
Member	6,955

Selwyn District Council

Office	Annual remuneration (\$)
Mayor	146,861
Councillor (Minimum Allowable Remuneration)	40,116

Malvern Community Board

Office	Annual remuneration (\$)
Chairperson	18,238
Member	9,119

South Taranaki District Council

Office	Annual remuneration (\$)
Mayor	139,953
Councillor (Minimum Allowable Remuneration)	30,888

Eltham-Kaponga Community Board

Office	Annual remuneration (\$)
Chairperson	11,733
Member	5,866

Pātea Community Board

Office	Annual remuneration (\$)
Chairperson	11,330
Member	5,665

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*Taranaki Coastal Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,850
Member	6,425

*Te Hāwera Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,440
Member	7,220

**South Waikato District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,621
Councillor (Minimum Allowable Remuneration)	30,725

*Tirau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,886
Member	3,443

**South Wairarapa District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	105,157
Councillor (Minimum Allowable Remuneration)	18,855

*Featherston Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,697
Member	3,349

*Greytown Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,697
Member	3,349

*Martinborough Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,697
Member	3,349

**Southland District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,914
Councillor (Minimum Allowable Remuneration)	30,472

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	<i>Ardlussa Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		7,702
Member		3,851
	<i>Fiordland Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		9,469
Member		4,734
	<i>Northern Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		7,446
Member		3,723
	<i>Oraka Aparima Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		8,319
Member		4,160
	<i>Oreti Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		10,719
Member		5,360
	<i>Stewart Island/Rakiura Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		4,117
Member		2,058
	<i>Tuatapere Te Waewae Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		7,265
Member		3,633
	<i>Waihopai Toetoe Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		10,091
Member		5,046
	<i>Wallace Takitimu Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		8,845
Member		4,423

**Local Government Members (2022/23) Determination  
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Schedule 2

**Stratford District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	107,503
Councillor (Minimum Allowable Remuneration)	18,905

**Tararua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	128,685
Councillor (Minimum Allowable Remuneration)	35,851

*Dannevirke Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,996
Member	5,998

*Eketahuna Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,775
Member	3,887

**Tasman District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	156,156
Councillor (Minimum Allowable Remuneration)	39,936

*Golden Bay Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,486
Member	6,743

*Motueka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,033
Member	7,516

**Taupo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,105
Councillor (Minimum Allowable Remuneration)	38,999

**Tauranga City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	172,918

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<b>Office</b>		<b>Annual remuneration (\$)</b>	
Councillor (Minimum Allowable Remuneration)			84,566
<b>Thames-Coromandel District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			141,188
Councillor (Minimum Allowable Remuneration)			42,327
<b>Coromandel-Colville Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			16,173
Member			8,087
<b>Mercury Bay Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			19,350
Member			9,675
<b>Tairua-Pauanui Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			16,173
Member			8,087
<b>Thames Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			20,506
Member			10,253
<b>Whangamata Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			17,617
Member			8,808
<b>Timaru District Council</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Mayor			142,005
Councillor (Minimum Allowable Remuneration)			40,878
<b>Geraldine Community Board</b>			
<b>Office</b>		<b>Annual remuneration (\$)</b>	
Chairperson			11,330
Member			5,665

**Local Government Members (2022/23) Determination  
2022**

Schedule 2

*Pleasant Point Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,885
Member	4,443

*Temuka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,552
Member	5,776

**Upper Hutt City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	137,871
Councillor (Minimum Allowable Remuneration)	36,751

**Waikato District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	157,039
Councillor (Minimum Allowable Remuneration)	47,967

*Huntly Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,036
Member	5,518

*Ngāruawāhia Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,154
Member	5,577

*Raglan Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,066
Member	5,033

*Rural-Port Waikato Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,510
Member	4,755

*Taupiri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,416
Member	2,208

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Schedule 2

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Tuakau Community Board

Office	Annual remuneration (\$)
Chairperson	10,785
Member	5,393

Waimakariri District Council

Office	Annual remuneration (\$)
Mayor	146,838
Councillor (Minimum Allowable Remuneration)	42,143

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration (\$)
Chairperson	17,991
Member	8,995

Oxford–Ohoka Community Board

Office	Annual remuneration (\$)
Chairperson	16,949
Member	8,475

Rangiora–Ashley Community Board

Office	Annual remuneration (\$)
Chairperson	23,206
Member	11,603

Woodend–Sefton Community Board

Office	Annual remuneration (\$)
Chairperson	14,863
Member	7,431

Waimate District Council

Office	Annual remuneration (\$)
Mayor	104,302
Councillor (Minimum Allowable Remuneration)	20,671

Waipa District Council

Office	Annual remuneration (\$)
Mayor	145,391
Councillor (Minimum Allowable Remuneration)	36,532

Cambridge Community Board

Office	Annual remuneration (\$)
Chairperson	19,327
Member	9,663

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**Local Government Members (2022/23) Determination  
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Schedule 2

*Te Awamutu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,662
Member	9,331

**Wairoa District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,979
Councillor (Minimum Allowable Remuneration)	29,533

**Waitaki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	129,041
Councillor (Minimum Allowable Remuneration)	30,765

*Ahuriri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,979
Member	5,989

*Waihemo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,440
Member	6,220

**Waitomo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,856
Councillor (Minimum Allowable Remuneration)	32,333

**Wellington City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	183,027
Councillor (Minimum Allowable Remuneration)	89,860

*Makara–Ohariu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,704
Member	4,852

*Tawa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,359
Member	9,680

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**Western Bay of Plenty District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,667
Councillor (Minimum Allowable Remuneration)	37,589

*Katikati Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,330
Member	5,665

*Maketu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,997
Member	2,999

*Ōmokoroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,220
Member	4,110

*Te Puke Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,330
Member	5,665

*Waihi Beach Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,330
Member	4,665

**Westland District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	105,174
Councillor (Minimum Allowable Remuneration)	20,907

**Whakatane District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	142,977
Councillor (Minimum Allowable Remuneration)	37,575

*Murupara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,220
Member	4,110

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*Rangitāiki Community Board*

Office	Annual remuneration (\$)
Chairperson	10,663
Member	5,331

*Tāneatua Community Board*

Office	Annual remuneration (\$)
Chairperson	8,220
Member	4,110

*Whakatāne-Ōhope Community Board*

Office	Annual remuneration (\$)
Chairperson	17,827
Member	8,913

*Whanganui District Council*

Office	Annual remuneration (\$)
Mayor	149,641
Councillor (Minimum Allowable Remuneration)	36,734


*Whanganui Rural Community Board*


Office	Annual remuneration (\$)
Chairperson	11,552
Member	5,776


*Whangarei District Council*

Office	Annual remuneration (\$)
Mayor	163,689
Councillor (Minimum Allowable Remuneration)	53,850

Dated at Wellington this 7 day of June 2022.

 Chairperson.

 Member.

 Member.



Explanatory  
memorandum

Local Government Members (2022/23) Determination  
2022

### Explanatory memorandum

*This memorandum is not part of the determination, but is intended to indicate its general effect.*

This determination comes into force on 1 July 2022 and expires at the close of 30 June 2023.

#### *Councils and local boards*

Since 2019, when setting remuneration for local government elected members, the Remuneration Authority (the **Authority**) has used a group of size indices that it has put together covering territorial, regional, and unitary authorities and Auckland local boards. The relevant workload and responsibilities of each council are assessed using a number of criteria, and each council is placed within the relevant index. The Authority decides the remuneration of mayors, regional council chairpersons, and Auckland local board members based on this data. The size index is also used to determine a governance remuneration pool for councillors on each council and the minimum allowable remuneration that must be paid to each councillor.

The governance remuneration pool provides the total amount to be fully allocated and paid in remuneration to the councillors. Each council is required to make proposals to the Authority on how its individual pool will be allocated according to that council's priorities and circumstances. Roles to which differential remuneration can be attached, in addition to the minimum allowable remuneration, include internal roles such as deputy mayor, committee chair, or portfolio holder as well as roles representing the council on outside groups. Councils submit their proposals to the Authority for its approval and inclusion in the determination. This is not automatic, and the Authority is able to request further information or make changes to the recommendations it receives.

Because the triennial local government elections are scheduled for later this year, the Authority recently completed a full review of the above framework. All councils were regularly consulted throughout the review process. The Authority found that the current approach is working well and no changes have been made to the framework. In this case, the Authority was interested in the time allocated by elected members to their local government roles. We asked members to participate in a short survey to assess whether the time demands had increased since the last assessment. Unfortunately, the response rate was not sufficient to allow us to make a definitive judgement, although the responses we did receive tended to confirm that our previous assessment was still relatively robust.

The size indices were updated with the most recent publicly available demographic, statistical, and economic data, and the updated size indices will apply for the triennium following the local elections in October 2022.

**Local Government Members (2022/23) Determination  
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memorandum

*Community boards*

Determining community boards' remuneration remains problematic because of the large variations in their number of members, the populations they represent, and their respective roles and powers. The Authority's 2019 review of community board remuneration concluded that, because of those variations, a workable ranking of community boards or a robust and intuitively sensible size index could not be developed. Therefore, the fixing of individual councils' community board members' remuneration over the past 3 years was informed in part by the population of each community board and by their individual current remuneration settings.

The Authority has decided to continue with its existing practice for determining the remuneration of community board members for this determination and during the next triennium. The Authority has communicated its concerns about community boards to the Review into the Future for Local Government, to the Local Government Commission, and to Local Government New Zealand.

*Elected members' remuneration*

*Schedule 1* of this determination sets out the remuneration of elected members for the period beginning on 1 July 2022 and ending on the close of the day on which the official result of the 2022 election is declared for each individual council.

*Schedule 2* of the determination sets out the remuneration for elected members that will come into force on and from the day after the date on which the official result of the 2022 local election of members for an individual council is declared.

At the end of this explanatory memorandum are the governance remuneration pools for each council that will apply on and from 1 July 2022 (table 1) and on and from the day after the date on which an individual council's official result is declared following the 2022 local elections (table 2).

*Allowances*

This determination also makes changes to the level and conditions of some allowances.

The maximum purchase price (*clause 9*) that may be paid for an electric or a hybrid vehicle purchased by a local authority for its mayor or regional council chairperson has been increased to \$68,500 (including goods and services tax and on-road costs). This new rate is based on an assessment of the current motor vehicle market rates and takes into account the vehicle being fit for purpose, the safety of the driver and passengers, and fairness to ratepayers. The Authority recommends that councils use the All of Government procurement process and the Clean Car Discount (rebate) scheme to optimise the value of their purchases.

The vehicle-kilometre allowance rates (*clause 11*) have been adjusted from those shown in the previous determination to reflect the current rates prescribed by the Inland Revenue Department on 27 May 2022 for businesses, self-employed people, and employees.

Explanatory  
memorandum

**Local Government Members (2022/23) Determination  
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The vehicle-kilometre allowance has been aligned with the travel-time allowance to ensure that an elected member, when travelling from a place in which they permanently or temporarily reside that is outside their local authority boundary, may claim the vehicle-kilometre allowance only when travelling on local authority business once they enter the local authority's boundary.

The travel-time allowance (*clause 12*) has been increased from \$37.50 to \$40 for each hour of eligible travel time after the first hour of time travelled in a day. This allowance was last increased in 2016.

The fee paid to a chairperson of a hearing (*clause 15*) has been increased from \$100 to \$116 per hour, and the fee paid to a member of a hearing has been increased from \$80 per hour to \$93 per hour. Hearing fees were last reviewed in 2011.

In their submissions, councils advised that the hearing times (*clause 6*) for formal meetings have become relatively shorter in comparison with the preparation work that councillors are required to undertake. Consequently, the Authority has removed the time constraint placed on preparing for hearings.

In making this determination for the remuneration of elected members of local authorities, local boards, and community boards listed in clause 6 of Schedule 7 of the Local Government Act 2002, the Authority had regard to the mandatory criteria listed in clause 7 of that schedule and the criteria listed in sections 18 and 18A of the Remuneration Authority 1977.

*Governance remuneration pools: table 1*

The table below sets out the local government governance remuneration pools for the councillors of each local authority, which will apply on and after 1 July 2022 until the close of the day on which the official result of the 2022 election in relation to an individual local council is declared. This period is covered by the current (2019/22) size indices.

**Part 1**

**Remuneration pools for councillors of regional councils**

<b>Council</b>	<b>Governance remuneration pool (\$)</b>
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	565,288
Manawātū-Whanganui Regional Council	647,920
Northland Regional Council	580,951
Otago Regional Council	713,448
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	934,354
West Coast Regional Council	327,018

**Local Government Members (2022/23) Determination  
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**Part 2**

**Remuneration pools for councillors of territorial authorities**

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Ashburton District Council	388,893
Auckland Council	2,592,269
Buller District Council	272,119
Carterton District Council	226,766
Central Hawke's Bay District Council	275,071
Central Otago District Council	284,556
Chatham Islands Council	151,796
Christchurch City Council	1,869,005
Clutha District Council	362,825
Dunedin City Council	1,127,010
Far North District Council	810,927
Gisborne District Council	646,775
Gore District Council	294,796
Grey District Council	256,100
Hamilton City Council	1,217,171
Hastings District Council	809,821
Hauraki District Council	360,438
Horowhenua District Council	445,804
Hurunui District Council	256,100
Hutt City Council	847,197
Invercargill City Council	521,686
Kaikōura District Council	204,089
Kaipara District Council	369,923
Kapiti Coast District Council	512,201
Kawerau District Council	226,766
Mackenzie District Council	181,413
Manawatu District Council	388,893
Marlborough District Council	597,552
Masterton District Council	398,378
Matamata-Piako District Council	398,378
Napier City Council	735,068
Nelson City Council	609,333
New Plymouth District Council	797,363
Ōpōtiki District Council	218,160
Ōtorohanga District Council	204,089
Palmerston North City Council	797,363
Porirua City Council	559,627
Queenstown-Lakes District Council	436,319
Rangitikei District Council	294,796
Rotorua District Council	786,353
Ruapehu District Council	303,526
Selwyn District Council	493,230

Explanatory memorandum	Local Government Members (2022/23) Determination 2022
<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
South Taranaki District Council	426,834
South Waikato District Council	379,408
South Wairarapa District Council	245,998
Southland District Council	407,864
Stratford District Council	268,362
Taranaki District Council	322,497
Tasman District Council	639,604
Taupo District Council	483,745
Tauranga City Council	1,127,010
Thames-Coromandel District Council	455,290
Timaru District Council	464,775
Upper Hutt City Council	436,319
Waikato District Council	759,986
Waimakariri District Council	502,716
Waimate District Council	226,766
Waipa District Council	483,745
Wairoa District Council	246,615
Waitaki District Council	341,467
Waitomo District Council	218,160
Wellington City Council	1,607,344
Western Bay of Plenty District Council	493,230
Westland District Council	226,766
Whakatane District Council	474,260
Whanganui District Council	531,171
Whangarei District Council	834,739

*Governance remuneration pools: table 2*

This table sets out the local government governance remuneration pools that will apply on and after the day after the date on which the official result of the 2022 local election of members for an individual council is declared. From this date, the new size indices apply for the next council triennium.

**Part 1**

**Remuneration pools for councillors of regional councils**

Council	Governance remuneration pool (\$)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	644,302
Manawātū–Whanganui Regional Council	690,226
Northland Regional Council	580,951
Otago Regional Council	734,869
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748

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<b>Council</b>	<b>Governance remuneration pool (\$)</b>	
Wellington Regional Council	947,216	
West Coast Regional Council	330,000	

**Part 2****Remuneration pools for councillors of territorial authorities**

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Ashburton District Council	450,195
Auckland Council	2,592,269
Buller District Council	324,306
Carterton District Council	226,766
Central Hawke's Bay District Council	350,559
Central Otago District Council	362,213
Chatham Islands Council	151,796
Christchurch City Council	1,900,000
Clutha District Council	390,404
Dunedin City Council	1,191,826
Far North District Council	890,157
Gisborne District Council	700,000
Gore District Council	296,638
Grey District Council	293,506
Hamilton City Council	1,286,366
Hastings District Council	871,295
Hauraki District Council	422,618
Horowhenua District Council	514,833
Hurunui District Council	305,015
Hutt City Council	901,594
Invercargill City Council	573,463
Kaikōura District Council	204,089
Kaipara District Council	413,071
Kapiti Coast District Council	545,969
Kawerau District Council	261,262
Mackenzie District Council	207,000
Manawatu District Council	445,578
Marlborough District Council	609,333
Masterton District Council	456,435
Matamata-Piako District Council	463,877
Napier City Council	802,034
Nelson City Council	609,333
New Plymouth District Council	869,359
Ōpōtiki District Council	312,896
Ōtorohanga District Council	262,886
Palmerston North City Council	865,016
Porirua City Council	593,234
Queenstown-Lakes District Council	532,201

Explanatory memorandum	Local Government Members (2022/23) Determination 2022
<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Rangitikei District Council	337,511
Rotorua District Council	858,787
Ruapehu District Council	359,652
Selwyn District Council	555,420
South Taranaki District Council	504,125
South Waikato District Council	431,208
South Wairarapa District Council	245,998
Southland District Council	466,709
Stratford District Council	268,362
Taranua District Council	420,455
Tasman District Council	666,580
Taupo District Council	527,532
Tauranga City Council	1,198,246
Thames-Coromandel District Council	513,295
Timaru District Council	519,365
Upper Hutt City Council	488,666
Waikato District Council	832,914
Waimakariri District Council	555,247
Waimate District Council	239,400
Waipa District Council	544,506
Wairoa District Council	275,588
Waitaki District Council	423,096
Waitomo District Council	288,802
Wellington City Council	1,639,633
Western Bay of Plenty District Council	546,556
Westland District Council	246,000
Whakatane District Council	526,578
Whanganui District Council	576,061
Whangarei District Council	898,097

**Note:** The above remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to a community board and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

Issued under the authority of the Legislation Act 2019.  
Date of notification in *Gazette*:

**10.3 WAKA KOTAHI INVESTMENT (PROCEDURAL) AUDIT REPORT**

Kaituhi | Author: **Glen O'Connor, Access and Transport Manager**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

**TE PŪTAKE | PURPOSE**

- 1 To present the findings of the Waka Kotahi Investment (Procedural) Audit undertaken in October 2022.

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 Waka Kotahi undertook an Investment (Procedural) Audit of Council's transport activity in October 2022. The audit rating assessment was effective, which is the highest rating assessment.

**TE TUKU HAEPAPA | DELEGATION**

- 3 Council has the delegation to accept this report.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council notes the findings from the October 2022 Waka Kotahi Investment (Procedural) Audit report.

**TŪĀPAPA | BACKGROUND**

- 4 Waka Kotahi undertakes investment audits every three to six years on Local Authorities. These audits provide assurance that Waka Kotahi's investment in land transport programmes is being well managed and is delivering value for money. Further, Waka Kotahi seek assurance that Council is appropriately managing risk associated with Waka Kotahi's investment.
- 5 Waka Kotahi's investment into our district's land transport programme is typically 51% of our \$10-14m per year land transport programme, depending on the amount of projects undertaken.
- 6 Waka Kotahi undertakes two types of investment audits for Local Authorities which are:
  - 6.1 Technical audits; and
  - 6.2 Procedural audits.
- 7 The technical audit monitors investment performance and is technical in nature focusing on physical works such as resealing, network condition and safety improvement programmes. Council had a technical audit in 2019 and was rated as effective, which is the highest rating.
- 8 The procedural audit examines the financial administration and processes associated with the funding claimed from Waka Kotahi. The audit focuses on reviewing documents, ledger transactions, procedures for claiming Waka Kotahi funds and the procurement and management of transport related works and services contracts. Council had a procedural audit in February 2020 and was rated as effective, which is the highest rating.
- 9 A procedural audit was undertaken by Waka Kotahi in October 2020 at Council offices over four days and involved Waka Kotahi 's auditors and Council's transport and finance staff.

**HE KŌRERORERO | DISCUSSION**

- 10 The rating assessments of the audit are as follows:



<b>Previous Audit Recommendations</b>	<b>N/A</b>
<b>Financial Processes</b>	<b>Effective</b>
<b>Procurement Procedures</b>	<b>Effective</b>
<b>Contract Management</b>	<b>Effective</b>
<b>Professional Services</b>	<b>Effective</b>
<b>Overall Rating</b>	<b>Effective</b>

- 11 All ratings were effective which is the highest rating.
- 12 The audit identified one recommendation that *Council seeks Waka Kotahi approval if it intends to extend the Road Maintenance contract 2018-21 beyond five years*. Officers have commenced this approval process.

### He take | Issues

- 13 There are no significant issues to be addressed.

### Ngā kōwhiringa | Options

- 14 There are no options for this report.

### Tangata whenua

- 15 There are no Tangata whenua implications in this report.

### Panonitanga āhuarangi | Climate change

- 16 There are no climate change implications from this report.

### Ahumoni me ngā rawa | Financial and resourcing

- 17 There are no financial implications relating to this report.

### Ture me ngā Tūraru | Legal and risk

- 18 There are no legal considerations from this report.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 19 There are no policy implications from this report.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 20 Council will communicate this audit report through its established communication channels.

### Whakatairanga | Publicity

- 21 A media release will be developed around the findings of this audit.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Investment Audit Report [↗](#)



# INVESTMENT AUDIT REPORT

## Procedural Audit of Kāpiti Coast District Council

### Monitoring Investment Performance

Report of the investment audit carried out under Section 95(j)(ii)(iii) of the Land Transport Management Act 2003.

Tony Pinn

18 October 2022

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

Approved Organisation (AO):	Kāpiti Coast District Council
Waka Kotahi NZ Transport Agency Investment (2021 – 2024 NLTP):	\$32,841,020 (Budgeted programme value)
Date of Investment Audit:	5 <sup>th</sup> - 8th September 2022
Auditor(s):	Tony Pinn - Senior Investment Auditor
Report No:	RATPI - 2235

**AUTHORITY SIGNATURES**

Prepared by:



Tony Pinn, Senior Investment Auditor

Approved by:



Yuliya Gultekin, Practice Manager Audit &amp; Assurance

18/10/2022

Date

**DISCLAIMER**

WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THIS REPORT, THE FINDINGS, OPINIONS, AND RECOMMENDATIONS ARE BASED ON AN EXAMINATION OF A SAMPLE ONLY AND MAY NOT ADDRESS ALL ISSUES EXISTING AT THE TIME OF THE AUDIT. THE REPORT IS MADE AVAILABLE STRICTLY ON THE BASIS THAT ANYONE RELYING ON IT DOES SO AT THEIR OWN RISK, THEREFORE READERS ARE ADVISED TO SEEK ADVICE ON SPECIFIC CONTENT.

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## EXECUTIVE SUMMARY

Waka Kotahi funds Kāpiti Coast District Council's land transport activity through its National Land Transport Programme (NLTP). Kāpiti Coast District Council is responsible for the management of the land transport activity, excluding the state highways, within the Kāpiti Coast District. This procedural investment audit was completed for the period 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2022.

Funding assistance for the three financial years to 30<sup>th</sup> June 2022 was reconciled against the Council's General Ledger records. Councils' General Ledger is well structured, and the reconciliation process was straight forward given the quality of the information presented for the audit. Transaction testing identified a small number of invoices which were not eligible for funding assistance, but controls are now in place to improve this process. There were three conditions of approval recorded in Transport Investment online with Council at the time of the audit, relating to Urban Cycleways and Town Centre Connections. However, we understand these conditions may have been met. We will advise the relevant Waka Kotahi staff to close out these conditions in TIO.

Kāpiti Coast District Council's Procurement Strategy is current, but we note that it is due to expire in February 2023. Three physical works contracts were reviewed during this audit. All met Waka Kotahi requirements.

We noted that the contract term of 3+2+2 years for Road Maintenance contract 2018-2021 is not consistent with Council's Procurement Strategy. Council will need to seek approval from Waka Kotahi if Council intend to extend this contract beyond the 5 years currently permissible.

Overall, Council has a good understanding of the requirements of road safety audits and its Low Cost, Low Risk programme. This understanding is well imbedded in Council's procedures.

## AUDIT RATING ASSESSMENT

Subject Areas		Rating Assessment*
1	Previous Audit Issues	N/A
2	Financial Processes	Effective
3	Procurement Procedures	Effective
4	Contract Management	Effective
5	Professional Services	Effective
Overall Rating		Effective

\* Please see Introduction for Rating Assessment Classification Definitions

Before being finalised this report was referred to Kāpiti Coast District Council for comment. The Council's responses are included in the body of the report.

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## RECOMMENDATIONS

The table below captures the audit recommendations. Agreed dates are provided for the implementation of recommendations by the approved organisation.

We recommend that Kāpiti Coast District Council:		Implementation Date
3.1	Seeks Waka Kotahi approval if it intends to extend the Road Maintenance contract 2018-2021 beyond five years.	31/3/2023

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## 1. INTRODUCTION

### 1.1. Audit Objective

The objective of this audit is to provide assurance that Waka Kotahi investment in Council's land transport programme is being well managed and delivers value for money. We also seek assurance that the Council is appropriately managing risk associated with Waka Kotahi investment. We recommend improvements where appropriate.

### 1.2. Assessment Ratings Definitions

	Effective	Some Improvement Needed	Significant Improvement Needed	Unsatisfactory
<b>Investment management</b>	Effective systems, processes and management practices used.	Acceptable systems, processes and management practices but opportunities for improvement.	Systems, processes and management practices require improvement.	Inadequate systems, processes and management practices.
<b>Compliance</b>	Waka Kotahi and legislative requirements met.	Some omissions with Waka Kotahi requirements. No known breaches of legislative requirements.	Significant breaches of Waka Kotahi and/or legislative requirements.	Multiple and/or serious breaches of Waka Kotahi or legislative requirements.

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## 2. ASSESSMENT FINDINGS

Our findings relating to each subject area are presented in the tables below. Where necessary, we have included recommendations and/or suggestions.

### 1. Previous Audit Issues

The previous procedural audit was completed in February 2020, there were three recommendations from that audit.

That Council:

1. Transfers eligible expenditure between work categories within the maintenance activity class to enable activity costs exceeding any of the allocated work category funding caps to be claimed.
2. Claims 30% of costs only for street cleaning activities when claiming expenditure against work category 113.
3. Confirms exemption declarations will be completed where it decides a road safety audit is unnecessary

These recommendations have been addressed.

\* \* \*

### 2. Financial Processes

Effective

Claims for funding assistance for three financial years 1<sup>st</sup> July 2019 to 30<sup>th</sup> June 2022 were reconciled against Council's General Ledger records. Councils GL structure mirrors Waka Kotahi Work categories. and a clear audit trail was presented to facilitate the audit.

We sampled transactions from a selection of work categories, and all were correctly verified with the exception of a few small value invoices identified which were not eligible for funding assistance. These items were not material in terms of recovery and further controls have since been implemented to address miscoded invoices.

The retentions account is reconciled monthly. There were no outdated or excessive retentions being held and all were valid. Total retentions balanced to liability account.

#### Low Cost, Low Risk

We confirmed actual expenditure submitted in Transport Investment Online (TIO) matched the claims for funding assistance for each of the three years audited. All projects appeared eligible for claiming under this work category.

Overall, this area is well managed and funding conditions applicable to this activity are all being met.

#### Conditions of Approval

There are three outstanding conditions of approval registered in TIO for follow-up.

#### Urban Cycleway.

*1851 Council agrees to share phase outputs as soon as they are available, and this is shared with the Agency prior to claiming expenditure for the subsequent phase of each project (e.g., The Agency holds IBC and DBC information for any project progressing to construction).*

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

1852 Council agrees to share phase outputs as soon as they are available, and this is shared with the Agency prior to claiming expenditure for the subsequent phase of each project (e.g., The Agency holds IBC detail for any project progressing to specimen design)

#### Town Centre Connections

4278 Subject to, as a condition subsequent that the supporting package of activities are also progressed as outlined in the PBC scheduling, and in reinforcement of multi modal objectives.

We understand these conditions may have been satisfied but this has not been recorded in TIO. Given this is a Waka Kotahi role, we will follow this up with the relevant staff to have these are closed out.

Kāpiti Coast District  
Council's comment

We note the action for Waka Kotahi to close these out.

\* \* \*

3. Procurement Procedures	Effective
<p>Council has a current Procurement Strategy which expires in February 2023. Council's Procurement Strategy and details of contracts awarded are both published on the Council's website.</p> <p>Council should note that revised procurement strategies must be submitted to Waka Kotahi for endorsement 40 working days prior to the current strategy expiry date (late December 2022).</p> <p>The procurement activity since the last procedural audit was low value external professional services or extensions to existing physical works contracts. We reviewed the emergency works procurement on Nikau Palms Road given it was well above the physical works direct appointment threshold. We were satisfied that value for money was a key consideration in this procurement and justification for this selection was well documented.</p> <p>We noted that the contract term of 3+2+2 years for Road Maintenance contract 2018-2021 is not consistent with Council's Procurement Strategy. Council will need to seek approval from Waka Kotahi for the final two years i.e., if Council is intending to extend this contract beyond the 5 years currently permissible.</p>	
Recommendation	<p>We recommend that Kāpiti Coast District Council:</p> <p>R3.1 Seeks Waka Kotahi approval if it intends to extend the Road Maintenance contract 2018-2021 beyond five years.</p>
Kāpiti Coast District Council's comment	Noted

\* \* \*



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4. Contract Management		Effective
<p>Monitoring of the network condition and contractor performance is managed in-house through the business unit. Regular staff contact and meetings with the physical works contractor were evident through the contract files.</p> <p>The contract variations we reviewed were well documented and were within reasonable tolerances.</p> <p>We reviewed a sample of road safety audits reports (including non-subsidised works). Council's actions/decisions were all closed out within the reports and road safety exemption forms were also completed as required. Overall, Council has a good understanding of road safety audit requirements, and it appears this is well imbedded into its procedures.</p>		
Kāpiti Coast District Council's comment	Noted	

\* \* \*

5. Professional Services		Effective
<p>Council's professional services are provided through an in-house business unit complimented by a large number of low value external direct appointments for specialised services.</p> <p>The in-house business unit agreement is light on the detail relating to the activities carried out by Access and Transport. The agreement also lacks budget information. Including this information would more accurately document the arrangements (but note a formal agreement is no longer a Waka Kotahi requirement).</p> <p>The cost recovery multiplier (calculated as approximately 2.1) is well within acceptable thresholds.</p> <p>Administration expenditure is not claimed separately but a portion of what would be defined as administration is included in the corporate overhead calculation applied to in-house professional services.</p>		
Suggestion	That Council considers reviewing its in-house professional services agreement to better reflect the services provided and the approved budget.	
Kāpiti Coast District Council's comment	Noted	

\* \* \*

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## APPENDIX A

## Council Feedback

Kāpiti Coast District Council's staff have considered this audit report and believe:

- the facts disclosed have been stated correctly;
- no facts material to an issue have been omitted; and
- no unfair inference has been conveyed, either generally or in particular.

We continue to value this external audit process as it provides rigour and challenge to our investment management and delivery. Overall, the effective rating assessment gives confidence to our team that we have effective systems, processes, and management practices.

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## APPENDIX B

## Audit Programme

Previous audit outcomes – from last procedural audit undertaken in February 2020
Land Transport Disbursement Account
Final claims 2019/20, 2020/21 2021/22
Transactions (accounts payable)
Retentions Account
Procurement Procedures
Contract Variations
Contract Management
Road Safety Audits
Professional Services
Transport Investment On-line (TIO) Reporting
Other issues that may be raised during the audit
Close-out meeting

Report Number: RATPI - 2235

Audit: Kāpiti Coast District Council

## APPENDIX C

## Contracts Audited

Contract Number	Tenders Received	Date Let	Description	Contractor		
			<b>Physical Works</b>			
2018/178	1	April 18	Road Maintenance 2018-2021 *	Higgins Contractors	Estimate Let Price Final Cost	\$13,288,119 \$13,344,727 ongoing
EPO 356302	1 (Direct Appoint)	Dec 21	Emergency Works: Nikau Palm Rd Slip Repair	Mills Albert Contracting	Estimate Let Price Final Forecast Cost	\$100,000 \$100,000 \$350,000
2018/198	1	Jan 22	2021/22 Chip Sealing **	Higgins Contractors	Estimate Let Price Final Cost	\$800,000 \$800,000 ongoing

Note:

\* The tender evaluation for this contract was reviewed in our last audit. Our review of this contract focused on the two possible term extensions specified in the contract.

\*\* Contract Extension to C198 Chipseal contract (second of two annual extensions provided for in contract)

**10.4 REVOCATION OF SPEED LIMITS BYLAW 2015 (AMENDED 2021)**

Kaituhi | Author: **Ron Minnema, Transport Safety Lead**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

**TE PŪTAKE | PURPOSE**

- 1 The purpose of this report is to present to Council, the research, reasons and information necessary to consider revoking the [Speed Limits Bylaw 2015 \(amended 2021\)](#).

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 Land Transport Rule: Setting of Speed Limits 2022 (the Rule) came into force on 19 May 2022 which resulted in all speed limits being migrated from the Speed Limits Bylaw 2015 (amended 2021) to the National Speed Limit Register (NSLR).
- 3 As the NSLR is the legal instrument for registering land transport records and Kapiti Coast District Council's speed limits have been migrated into the NSLR, the Speed Limits Bylaw 2015 (amended 2021) can now be revoked.

**TE TUKU HAEPAPA | DELEGATION**

- 4 Council has the delegation to accept this report.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. Receives the 'Revocation of Speed Limits Bylaw 2015 (amended 2021)' report, and,
- B. Resolves to revoke the Speed Limits Bylaw 2015 (amended 2021).

**TŪĀPAPA | BACKGROUND**

- 5 Council adopted the Speed Limits Bylaw 2015 (amended 2021) under section [22AB of the Land Transport Act 1998](#).
- 6 The Bylaw imposes speed limits for all roads under the control of Kapiti Coast District Council.
- 7 Land Transport Rule: Setting of Speed Limits 2022 (the Rule) was notified on 20 April 2022 and came into force on 19 May 2022, thereby revoking Land Transport Rule: Setting of Speed Limits 2017.
- 8 Under the Rule:
  - 8.1 A speed limit is set once a land transport record has been created for the speed limit (Refer 'Land Transport (Register of Land Transport Records – Speed Limits) Regulations 2022').
  - 8.2 Road controlling authorities must make reasonable efforts for existing speed limits to become land transport records by 19 July 2022.
- 9 Land transport records:
  - 9.1 Are created by migrating existing speed limits to the National Speed Limit Register (NSLR) which is an online, map based, central source of speed limits in New Zealand.
  - 9.2 In the NSLR, are the legal instruments for all speed limits.

## HE KŌRERORERO | DISCUSSION

- 10 As the NSLR is the legal instrument for registering land transport records and Kapiti Coast District Council's speed limits have been migrated into the NSLR, the Speed Limits Bylaw 2015 (amended 2021) can now be revoked.
- 11 The steps that need to be completed to enable revoking of the Speed Limits Bylaw 2015 (amended 2021) follow:
  - 11.1 Council minutes a resolution to that effect.
  - 11.2 The published bylaw shall be removed from the KCDC website, and an explanatory note provided directing the public to the NLSR to find the speed limits.
  - 11.3 Copies of the Speed Limits Register and Speed Limit Maps that comprise the Speed Limits Bylaw 2015 (amended 2021) shall be retained for 7 years from the date that the speed limit came into force as outlined in clause 10.2 Land Transport Rule: Setting of Speed Limits 2022.
- 12 Council Officers are of the view that the Bylaw should be revoked, effective immediately.

## He take | Issues

- 13 There are no issues if the bylaw is revoked, however there could be issues if the Bylaw is not revoked and enforcement action is taken that contradicts the NSLR.

## Ngā kōwhiringa | Options

- 14 There are no other options that should be considered as Council has migrated its speed limit data to the NSLR and the Bylaw must now be revoked.

## Tangata whenua

- 15 There are no tangata whenua issues with the revocation of the Bylaw.

## Panonitanga āhuarangi | Climate change

- 16 There are no climate change issues related to the Bylaw revocation.

## Ahumoni me ngā rawa | Financial and resourcing

- 17 There are no financial or resourcing issues regarding the Bylaw revocation.

## Ture me ngā Tūraru | Legal and risk

- 18 There are no legal risks or impacts anticipated from revoking the Bylaw.

## Ngā pānga ki ngā kaupapa here | Policy impact

- 19 There are no policy implications expected from the revocation of the Bylaw.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

- 20 There is no requirement to consult under section 156 of the Local Government Act 2002 or section 22AB of the Land Transport Act 1998 as the sole reason for the revocation is because the speed limits have been migrated to the NSLR.
- 21 This is because of section 168AAA (2) of the Land Transport Act 1998 and regulation 13 of the Land Transport (Register of Land Transport Records—Speed Limits) Regulations 2022.

**Te mahere tūhono | Engagement planning**

- 22 This matter has a low degree of significance under Council's Significance and Engagement Policy and an engagement plan is not required.

**Whakatairanga | Publicity**

- 23 The public should be made aware of these changes via the usual channels. This will be actioned shortly after a resolution has been made.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Guidance on process to revoke speed limit bylaws [↓](#)



# GUIDANCE ON PROCESS TO REVOKE SPEED LIMIT BYLAWS

9 MAY 2022

## Audience

Road Controlling Authorities (RCAs)

## Note about this guidance

This guidance is not a substitute for legal advice on the specific scenarios you are dealing with.

## Overview

Once your speed limit data is migrated to the National Speed Limit Register (NSLR) (which is the first component in the Register of Land Transport Records) and it is live, the “land transport record” in the NSLR will become the legal instrument for the speed limits.

This means that the bylaws you have for speed limits will need to be formally revoked as soon as practicable after this time.

This document provides guidance for you on how to do this.

## How to revoke your bylaws

There are two different scenarios for revoking bylaws:

- Scenario 1 – bylaw just sets speed limits – you need to revoke the bylaw
- Scenario 2 – consolidated bylaw that covers more than just speed limits – you need to revoke the part of your bylaw that sets speed limits.

To revoke your bylaws (or part of your bylaws) you need to take a decision to council in the usual way for revoking one of your bylaws, eg minuted resolution of the council.

If the sole reason for the revocation is because the speed limit has been migrated to the NSLR (that is, a “land transport record” for the speed limit has been created in the NSLR), then there is no requirement to consult under section 156 of the Local Government Act 2002 or section 22AB of the Land Transport Act 1998. This is because of [section 168AAA\(2\)](#) of the Land Transport Act 1998 and [regulation 13](#) of the Land Transport (Register of Land Transport Records—Speed Limits) Regulations 2022.

Then you need to update your published bylaws in the usual way, to show that the bylaws (or part of the bylaws) have been revoked. You are welcome to include an explanatory note directing readers to the NSLR to find the speed limits.

You will need to retain copies of the bylaws according to your usual legal obligations (including the obligation in clause 2.8(7) of the Setting Speed Limits Rule 2017 to keep speed limit information for 7 years).



**10.5 CONFIRMATION OF COMMUNITY BOARD REPRESENTATIVES**

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

**TE PŪTAKE | PURPOSE**

- 1 This report asks Council to consider and confirm community board representatives as proposed by each Community Board to Council, its committees and subcommittees as outlined below in accordance with the Governance Structure adopted on 24 November 2022.

**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY**

- 2 An executive summary is not required for this report.

**TE TUKU HAE PAPA | DELEGATION**

- 3 Council has the authority to consider and confirm representatives to its committees and subcommittees under the Local Government Act 2002.
- 4 Council has provided for community board representatives to participate at Council and to be appointed to various committees and subcommittees in its governance structure for the 2022-2025 Triennium.

→

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council, in line with the formally adopted Governance Structure and Delegation 2022-2025, confirm the following Community Board representatives to Council and its committees and subcommittees as set out below and effective from the date of this meeting on 26 January 2023:

Committee/Subcommittee	Community Board and Name(s) of Representative(s)
<b>Council – speaking rights only</b>	Paraparaumu Community Board – Glen Olsen
	Raumati Community Board – Bede Laracy
	Waikanae Community Board – Richard Mansell
<b>Strategy, Operations and Finance Committee – speaking rights only</b>	Paraparaumu Community Board – Glen Olsen
	Raumati Community Board – Bede Laracy
	Waikanae Community Board – Michael Moore
<b>Social Sustainability Subcommittee – full voting rights</b>	Paraparaumu Community Board – Guy Burns
	Raumati Community Board – Johnny Best
<b>Climate and Environment Subcommittee – full voting rights</b>	Paraparaumu Community Board – Glen Olsen
	Raumati Community Board – Tim Sutton
<b>Risk and Assurance Committee – speaking rights only</b>	Paraparaumu Community Board – Bernie Randall
	Waikanae Community Board – Richard Mansell
<b>Grants Allocation Committee Waste Levy Programme – full voting rights</b>	Paraparaumu Community Board – Bernie Randall
	Raumati Community Board – Tarn Sheerin
	Waikanae Community Board – Tonchi Begovich

## TŪĀPAPA | BACKGROUND

- 5 On 24 November 2022, Council adopted its formal Governance Structure and Delegations for the 2022-2025 triennium.
- 6 As part of the Governance Structure and Delegations, Council confirmed its commitment to enabling community board participation and representation at the Council table in order to strengthen local decision making. Council has resolved to include community board representatives and in some cases as an alternative community representatives in the membership of its committees and subcommittees as set out in its Governance Structure and Delegations 2022-2025.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 7 As resolved on 24 November 2022, Council may confirm community board representatives as follows:
  - 7.1 **Council** – five community board representatives (chair or alternate), one per community board speaking rights only
  - 7.2 **Strategy, Operations and Finance Committee** – five community board representatives (chair or alternate), one per community board with speaking rights only
  - 7.3 **Social Sustainability Subcommittee** – five community board representatives (or alternatively a nominate community representative) – one per community board with voting rights
  - 7.4 **Climate and Environment Subcommittee** – five community board representatives (or alternatively a nominate community representative) – one per community board with voting rights
  - 7.5 **Risk and Assurance Committee** – five community board representatives (chair or alternate), one per community board with speaking rights only
  - 7.6 **Grants Allocation Committee** – five community board representatives to the Waste Levy programme – one per community board with voting rights
- 8 Community Board representatives may also attend other meetings of committees and subcommittees with speaking rights at the discretion of the Chair.
- 9 Non-appointed community board representatives may also attend meetings of Council and/or its committees/subcommittees with speaking rights at the discretion of the Chair.

### Ngā kōwhiringa | Options

- 10 The Kāpiti Coast District has five community boards:
 

Ōtaki Community Board	Four members elected by the community plus the Ōtaki Ward Councillor appointed by Council
Waikanae Community Board	Four members elected by the community plus one of the two Waikanae Ward Councillors appointed by Council
Paraparaumu Community Board	Four members elected by the community plus two of the three Paraparaumu Ward Councillors appointed by Council
Raumati Community Board	Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by Council

Paekākāriki Community Board

Four members elected by the community plus the Paekākāriki-Raumati Ward Councillor appointed by Council

- 11 As per the Governance Structure and Delegations 2022-2025, Community Boards have proposed the following Community Board representation arrangement:

### Community Board Representation

Committee/Subcommittee	Community Board and Name of Representative		Voting Rights
<b>Council</b>	Paraparaumu	Glen Olsen	No – only speaking rights
	Raumati	Bede Laracy	
	Waikanae	Richard Mansell	
<b>Strategy, Operations and Finance Committee</b>	Paraparaumu	Glen Olsen	No – only speaking rights
	Raumati	Bede Laracy	
	Waikanae	Michael Moore	
<b>Social Sustainability Subcommittee</b>	Paraparaumu	Guy Burns	Yes
	Raumati	Johnny Best	
<b>Climate and Environment Subcommittee</b>	Paraparaumu	Glen Olsen	Yes
	Raumati	Tim Sutton	
<b>Risk and Assurance Committee</b>	Paraparaumu	Bernie Randall	No – only speaking rights
	Waikanae	Richard Mansell	
<b>Grants Allocation Committee – Waste Levy Programme</b>	Paraparaumu	Bernie Randall	Yes
	Raumati	Tarn Sheerin	
	Waikanae	Tonchi Begovich	

- 12 The above representation arrangements will take effect from the date of this meeting and will continue unless there is a resignation or Council resolves to amend its governance structure.
- 13 We have not yet received formal nominees from the Ōtaki and Paekākāriki Community Board; however, the Democracy Services team is liaising with each Community Board in this respect. Non-appointed Community Board representatives may attend Council, committee and subcommittee meetings at the discretion of the Chair, pending formal nominations.

### Tangata whenua

- 14 There are no tangata whenua considerations.

### Panonitanga āhuarangi | Climate change

- 15 There are no climate change considerations.

### Ahumoni me ngā rawa | Financial and resourcing

- 16 The remuneration of community boards is set by the Remuneration Authority and no additional budgetary considerations are required.
- 17 Community Board representatives may also claim for travel and other administrative expenses under the elected member remuneration, expenses and allowances policy.

### Ture me ngā Tūraru | Legal and risk

- 18 There are no additional legal considerations.

**Ngā pānga ki ngā kaupapa here | Policy impact**

19 There are no policy considerations.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

**Te mahere tūhono | Engagement planning**

20 An engagement plan is not required to implement this decision.

**Whakatairanga | Publicity**

21 The appointments will be announced via Council communications channels and promoted to media.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

Nil

**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES**

**Author:** Anna Smith, Democracy Services Advisor

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 24 November 2022 be accepted as a true and correct record.

That the minutes of the Council meeting of 8 December 2022 be accepted as a true and accurate record.

**APPENDICES**

1. Confirmation of Minutes - 24 November 2022 [↓](#)
2. Confirmation of Minutes - 8 December 2022 [↓](#)

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COUNCIL MEETING MINUTES24 NOVEMBER 2022

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**MINUTES OF KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 24 NOVEMBER 2022 AT 9.35AM**

**PRESENT:** Mayor Janet Holborow, Cr Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson

**IN ATTENDANCE:** Sean Mallon, Janice McDougall, Mark de Haast, Tim Power, Darren Edwards, Andre Baker, Denise Hapeta, Huriwai Paki, Cam Butler, Jackie Elliott, Bede Laracy, Glen Olsen, Mike Moore, Mike Mendonça, Laura Willoughby, Morag Taimalietane, Kris Pervan, Deanna Rudd, Kahu Ropata, Steffi Haefeli, Tanicka Mason, Anna Smith

**APOLOGIES:** None

**LEAVE OF  
ABSENCE:** None

**1 WELCOME**

**2 COUNCIL BLESSING**

The Mayor welcomed everyone in the meeting and read the Council blessing.

**3 APOLOGIES**

There were none.

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

There were none.

**5 PRESENTATION OF PETITION**

There were none.

**6 HEARINGS**

There were none.

**7 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Gwynn Compton spoke to item 10.1 in support of the notice of motion, as he has concerns regarding the overall budget blowout costs of the Gateway project and whether the project was a necessary expenditure. Mr Compton answered questions from members.

**COUNCIL MEETING MINUTES****24 NOVEMBER 2022**

Richard Young spoke to item 10.1 in support of the notice of motion. Mr Young believes the costs and modelling and any potential operating costs of the project are not viable.

Dale Evans spoke to item 10.1 in support of the notice of motion. Mr Evans stated that the project costs to the rate payer of the project are too high, and that the current economic timing is wrong for such a project.

Neil Mackay, Chair of Kāpiti Kotahitanga Economic Development Board spoke to item 10.1 in opposition to the notice of motion. Mr Mackay highlighted the importance of an up to date and informed decision making process with contribution to that process by all sections of the community. Mr Mackay answered questions from members.

George Hickton spoke on behalf of the Tourism Advisory Board to item 10.1 in opposition to the notice of motion. Mr Hickton believes the Gateway Project as an important economic opportunity for tourism throughout the region. Mr Hickton answered questions from members.

David Ogden spoke on behalf Grey Power to item 10.1 in support of the notice of motion, and asked that the project be parked until supporters had found a way to raise funds to cover the additional costs. Mr Ogden spoke regarding the importance of the advocacy role of Grey Power.

Fred Davey spoke to item 10.1 in support of the notice of motion as an affected party living in the Paraparaumu Beach area. Mr Davey spoke of the additional building costs of the project, and also the additional costs generated by the resource consent and building consent parts of the process. Mr Davey does not believe the tourism and traffic costs should be focussed on the Paraparaumu Beach area. Mr Davey answered questions from members.

Mr Le Harivel spoke to item 10.1 in support of the notice of motion. Mr Le Harivel does not agree with the design and organisation of the project. Mr Le Harivel believes the project should not be parked completely, but scope for a more iconic building or the project could go ahead in a different form.

Darren Hunter spoke to item 10.1 in support of the notice of motion. Mr Hunter lives in Paraparaumu Beach close to the project, and has supported an affected party through the Resource Consent process. Mr Hunter believes that the site is inappropriate for the project due to ponding and climate issues, building and operating costs. Mr Hunter answered questions from members.

Sandra Daly from the Kāpiti Health Advisory Group spoke to item 10.3. Ms Daly highlighted the importance of their role as an advocacy and advisory group working in partnership with council and local health providers. Ms Daly answered questions from members.

**TABLED DOCUMENTS**

The following documents were tabled.
--------------------------------------

**Appendices**

1 Kāpiti Health Advisory Group Submission
-------------------------------------------

**8 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses. Darren Edwards, Chief Executive, thanked Sandra Daly for her presentation.
- (b) Leave of Absence – none were requested.
- (c) Matters of an Urgent Nature – none were raised.

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

## 9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT

## MOTION

**RESOLUTION CO2022/143**

Moved: Cr Sophie Handford

Seconder: Cr Nigel Wilson

That the Mayor's Report was accepted.

**CARRIED****Appendices**

- 1 Mayor's Report November 2022

The meeting adjourned at 10:50am, and returned at 11:09am.

The Mayor moved Item 12 forward on the agenda.

Lynn Sleath and Richard Young spoke on behalf of Kapiti Cycling Action. Mr Sleath briefly outlined the intentions of the group, and introduced Mr Young. Mr Young outlined the issues and barriers facing cyclists in the district and outlined steps the group would like taken to alleviate these. Mr Sleath and Mr Young answered questions from members.

## TABLED DOCUMENTS

The following documents were tabled.

**Appendices**

- 1 Kapiti Cycling Action Submission to Council

Sean Mallon spoke in response to Public Speaking Time. Some of the issues relating to the Revocation Project are due to the length of time the project has been rolling through the district. It may be a good time to raise some of the older issues. Council is in communication with Waka Kotahi every day, and we are happy to add to that list based on conversations with community groups and try to resolve those. Budget for cycleway projects that were considered important was reduced as part of the Long Term Plan and Annual Plan process. Mr Mallon indicated that this could be raised again through the upcoming LTP and Annual Plan.

Mike Mendoça pointed out that while we do still have some work to do, on completion we will have the second longest off road cycle way in the country. Mr Mendoça also reminded council that the Cycleway, Walkways and Bridleways Group is a long running and well-functioning group.

Mr Mallon responded to further questions from members.



## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

## 10 PŪRONGO | REPORTS

## 10.1 NOTICE OF MOTION -TE URUHI PROJECT

**MOTION**

That the Kapiti Coast District Council rescind and revoke all prior resolutions and amendments relating to the Kapiti Island Gateway – Te Uruhi project; *(see attached list of resolutions as supplied by KCDC as Under Standing Orders **clause 23.1(b)**)*

And further moves to request the Chief Executive to withdraw all resource consent applications relating to the project;

And further moves the Chief Executive to instruct staff and contractors to cease all work on progressing the Kapiti Island Gateway – Te Uruhi project

That Council reflects on the key outcomes Te Uruhi was seeking to achieve and, alongside key partners and stakeholders, builds on or develops work streams to deliver on these aspirations. We see the aspirations as including;

- to enhance biosecurity and visitor experience of travelling to Kāpiti Island.
- to provide opportunity for mana whenua stories to be told in an integrated, visible and mana enhancing way.
- to refine and tell our Kāpiti story, to support our destination marketing and sense of self and place.

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

Moved by: Cr Liz Koh

Seconded by: Cr Martin Halliday

Supported by: Cr Glen Cooper

Cr Nigel Wilson

Cr Jocelyn Prvanov

Cr Shelly Warwick

Cr Rob Kofoed

Cr Sophie Handford

Cr Kathy Spiers

Cr Lawrence Kirby

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

**LIE ON THE TABLE**

Cr Kirby moved a procedural motion under standing order 24.2 to let the matter lie on the table and not be discussed or debated any longer at the meeting.

Cr Kirby suggested that councillors request a report from staff to be presented with further information, potentially at the January meeting so that councillors could make an informed and decision with good governance allowing for up to date information, and consultation with mana whenua.

**RESOLUTION CO2022/144**

Moved: Cr Lawrence Kirby

Seconder: Cr Shelly Warwick

That the item of business, 10.1, being discussed should stand on the table and not be discussed further at this meeting until a report from staff could be presented back to council with up to date information, and consultation with mana whenua could take place.

For: Mayor Janet Holborow, Cr Kirby, Cr Handford, Cr Kofoed, Cr Spiers and Cr Warwick

Against: Cr Cooper, Cr Halliday, Cr Koh, Cr Prvanov and Cr Wilson

**CARRIED**

**10.2 MAYORAL APPOINTMENTS AND ESTABLISHMENT OF COMMITTEES**

Darren Edward, Chief Executive introduced the report, and Steffi Haefeli, Democracy Services Manager. Mr Edwards asked that the report be taken as read.

**RESOLUTION CO2022/145**

Moved: Cr Kathy Spiers

Seconder: Cr Martin Halliday

That the Council notes:

The establishment of committees including their terms of reference for the 2022-2025 triennium as per appendix 1 of the mayoral appointments and establishment of committees report.

The mayoral appointment of the committee/subcommittee chairpersons.

**CARRIED**

**RESOLUTION CO2022/146**

Moved: Mayor Janet Holborow

Seconder: Cr Martin Halliday

That the council notes that work is underway to assign Te Reo Māori names for the council committees and subcommittees.

**CARRIED**

The meeting adjourned at 12:31 pm and resumed at 1:14pm.

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

**10.3 GOVERNANCE STRUCTURE AND DELEGATIONS 2022-2025 TRIENNIUM**

Steffi Haefeli, Manager Democracy Services, spoke to this report.

Cr Nigel Wilson left the meeting at 1:30 pm.

Cr Nigel Wilson returned to the meeting at 1:31 pm.

**RESOLUTION CO2022/147**

Moved: Cr Lawrence Kirby

Seconder: Cr Sophie Handford

That the Council notes:

the establishment of committees including their terms of reference for the 2022-2025 triennium in accordance with the Mayoral Appointments and Establishment of Committees report (Appendix 1).

the mayoral appointment of the committee/subcommittee chairpersons.

<b>MAYORAL APPOINTMENTS UNDER S41A LGA 2002</b>	
<b>COMMITTEE / SUBCOMMITTEE</b>	<b>CHAIR</b>
Strategy, Operations and Finance Committee (committee of the whole)	Councillor Sophie Handford
Social Sustainability Subcommittee	Councillor Martin Halliday
Climate and Environment Subcommittee	Councillor Jocelyn Prvanov
Risk and Assurance Committee	Independent – appointment to follow
Grants Allocation Committee	Councillor Nigel Wilson
Appeals Hearing Committee	Mayor Janet Holborow
Chief Executive Performance and Employment Committee	Mayor Janet Holborow

**CARRIED****RESOLUTION CO2022/148**

Moved: Cr Nigel Wilson

Seconder: Cr Shelly Warwick

That the Council adopts either election system A or system B as outlined in Schedule 7, clause 25 of the LGA to elect Deputy Chairs to its committees, in case where there is more than one nomination for the positions.

That the Council approves the appointment of the following Deputy Chairs to its committees/subcommittees for the 2022-2025 triennium:

## COUNCIL MEETING MINUTES

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	COMMITTEE / SUBCOMMITTEE	DEPUTY CHAIR
	Strategy, Operations and Finance Committee (committee of the whole)	Councillor Liz Koh
	Social Sustainability Subcommittee	Councillor Rob Kofoed
	Climate and Environment Subcommittee	Councillor Sophie Handford
	Risk and Assurance Committee	To be appointed
	Grants Allocation Committee	Councillor Glen Cooper
	Appeals Hearing Committee	Councillor Jocelyn Prvanov
	Chief Executive Performance and Employment Committee	Councillor Lawrence Kirby

**CARRIED**

**RESOLUTION CO2022/149**  
 Moved: Mayor Janet Holborow  
 Seconder: Cr Lawrence Kirby

That the Council:  
 Adopts the delegations for committees, subcommittees and community boards as appended in the tabled document.  
 Confirms the appointments of the following membership to its committees/subcommittees as appended in the tabled document.

**TABLED DOCUMENTS**  
 The following documents were tabled.  
 Kāpiti Coast District Council Governance Structure 2022-2025

**CARRIED**

Cr Wilson moved the following amendment, seconded by Cr Koh.  
 That proposed Iwi representations on all committees be set aside until adequate consultation is undertaken between appropriate governance bodies.  
 Members discussed the proposed motion, and at the conclusion of which Cr Wilson withdrew the motion with the support of the majority of members present.

**RESOLUTION CO2022/150**  
 Moved: Cr Shelly Warwick  
 Seconder: Cr Martin Halliday

That Council discharges Janet Holborow, Jackie Elliott, and Jocelyn Prvanov as *independent* hearing commissioners for resource consent applications as per the relevant provisions of the Resource Management Act 1991, noting they will continue to be accredited as elected member hearing commissioners.

That Council appoints Mayor Janet Holborow (and Councillor Lawrence Kirby as an alternate) as the appointment member(s) to represent Council at the Wellington Region Civil Defence Emergency Management (CDEM) Joint Committee.

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

**CARRIED****Appendices**

- 1 Kāpiti Coast District Council Governance Structure 2022-2025

Adjourned 2:50pm, restart 3:04pm

#### 10.4 APPOINTMENT OF THE CHAIR AND DEPUTY CHAIR OF THE DISTRICT LICENSING COMMITTEE

Fiona Story, Senior Democracy Advisor spoke to this report.

**RESOLUTION CO2022/151**

Moved: Mayor Janet Holborow

Seconded: Cr Shelly Warwick

That Council appoint Cr Wilson as the chair of the District Licensing Committee. That Council appoint Cr Halliday as the deputy chair of the District Licensing Committee.

That Council direct the Chief Executive to begin recruitment for an additional two members of the District Licensing Committee, with a report to be brought back to Council with recommendation of appointments.

That Council note the remuneration of the District Licensing Committee chair and list members set by the Minister of Justice in accordance with the Cabinet fees framework.

**CARRIED****RESOLUTION CO2022/152**

Moved: Cr Martin Halliday

Seconded: Cr Nigel Wilson

That the meeting carry on past 6 hours.

**CARRIED**

#### 10.5 ELECTED MEMBER REMUNERATION AND POSITIONS OF RESPONSIBILITY

Steffi Haefeli, Manager Democracy Services spoke to this report. Ms Haefeli clarified points regarding Community Board Members remuneration, and mana whenua iwi reimbursement. Ms Haefeli answered questions from members.

**RESOLUTION CO2022/153**

Moved: Cr Martin Halliday

Seconded: Cr Lawrence Kirby

A. That Council approves the following allocation of the governance remuneration pool of money allocated to the Kāpiti Coast District Council:

- Base remuneration for Councillors of \$38,964.00
- Tier 2: additional remuneration of \$27,329.00 for the Deputy Mayor (Cr Lawrence Kirby)
- Tier 3: additional remuneration of \$21,000.00 for the Chair of the Strategy, Operations and Finance Committee (Cr Sophie Handford)

## COUNCIL MEETING MINUTES

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- Tier 4: additional remuneration of \$18,000.00 for Deputy Chair of the Strategy, Operations and Finance Committee (Cr Liz Koh), Chair of the Social Sustainability Subcommittee (Cr Martin Halliday) and Chair of the Climate Change and Environment Subcommittee (Cr Jocelyn Prvanov)
  - Tier 5: additional remuneration of \$14,000.00 for Chair of the Grants Allocation Subcommittee (Cr Nigel Wilson)
  - Tier 6: additional remuneration of \$10,000.00 for additional responsibilities relating to appointments to community boards, advisory groups and other external bodies (Cr Kathy Spiers, Cr Shelly Warwick, Cr Rob Kofoed, Cr Glen Cooper) as per the job descriptions set out in Appendix 2.
- B. That Council agrees to reimburse each mana whenua iwi (Ngāti Toa Rangātira, Ngā Hapū o Ōtaki and Ātiawa ki Whakarongotai Charitable Trust) for the contribution of their representatives as set in the Governance Structure and Delegations document (Appendix 4) by paying each iwi an annual fee, equivalent to the remuneration of a full-time elected member (Tier 6) which is currently \$48,964.00.

**CARRIED****10.6 DRAFT CALENDAR OF MEETINGS 2023**

Cr Nigel Wilson left the meeting at 3:32 pm. Cr Nigel Wilson returned to the meeting at 3:34 pm.

Steffi Haefeli, Manager Democracy Services spoke to this report and answered questions from members.

**RESOLUTION CO2022/154**

Moved: Cr Lawrence Kirby  
 Seconder: Cr Nigel Wilson

That Council approves:

The calendar of meetings 2022-23 as detailed in Appendix 1 of this Draft Calendar of Meetings 2022-23 report, noting that Council, Committee and Subcommittee meetings are generally scheduled on a Thursday (with a few exceptions on scheduled on a Tuesday) and start at 9:30am; and

Mana whenua iwi representation attendance at briefings, noting that briefings are generally scheduled on a Tuesday and start at 9:30am.

**CARRIED****10.7 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNium**

Fiona Story, Senior Democracy Services Advisor spoke to this report and answered questions from members.

**RESOLUTION CO2022/155**

Moved: Cr Martin Halliday  
 Seconder: Cr Nigel Wilson

That the Council adopts the standing orders attached in the document Attachment 3 as the Kāpiti Coast District Council standing orders for the 2022-2025 Triennium with effect from 25 November 2022.

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

CARRIED

**10.8 MEMBERS' DECLARATION OF INTERESTS**

Fiona Story, Senior Democracy Services Advisor spoke to this report and answered questions from members.

**RESOLUTION CO2022/156**

Moved: Cr Kathy Spiers  
 Seconder: Cr Martin Halliday

That the Council note the policy *Members' Declaration of Interests* has been updated.

That members note their obligations under the Local Government Act (LGA) 2002 to provide an accurate return of their pecuniary interests to the Registrar by the specified due dates.

That members note that if they do not provide a return by the due date without reasonable explanation or provide an inaccurate return, the Chief Executive may make a referral to the Secretary for Local Government.

CARRIED

**10.9 RECOMMENDATIONS ON WASTE LEVY GRANT APPLICATIONS 2022/23 - COMMUNITY PROJECTS AND BUSINESS WASTE REDUCTION**

Eilish Andrews, Waste Minimisation Advisor, and Robbie Stillwell, Waste Projects Manager spoke to this report and answered questions from members.

**RESOLUTION CO2022/157**

Moved: Cr Nigel Wilson  
 Seconder: Cr Sophie Handford

That Council allocates waste levy funding for the Community Projects category as set out in **Table 1** of this report, totalling **\$27,667.43**

That Council allocates waste levy funding for the Business Waste Reduction category as set out in **Table 2** of this report, totalling **\$2,752.93**

CARRIED



## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

## 11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

## 11.1 CONFIRMATION OF MINUTES

**RESOLUTION CO2022/158**

Moved: Cr Liz Koh

Seconder: Cr Lawrence Kirby

That the minutes of the Council meeting of 3 November 2022 be accepted as a true and correct record.

**CARRIED**

## 12 PUBLIC SPEAKING TIME

This item was moved to an earlier part of the minutes.

## 13 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

## 14 PUBLIC EXCLUDED REPORTS

**RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2022/159**

Moved: Cr Martin Halliday

Seconder: Cr Lawrence Kirby

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>14.1 - Recommendations on Waste Levy Seed Funding Allocation 2022/23</b>	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

## COUNCIL MEETING MINUTES

24 NOVEMBER 2022

**CARRIED****14.1 RECOMMENDATIONS ON WASTE LEVY SEED FUNDING ALLOCATION 2022/23**

The council resolved that the following resolution be released from public excluded business.

**RECOMMENDATION****RESOLUTION CO2022/160**

Moved: Cr Martin Halliday  
Seconder: Cr Sophie Handford

That Council:

- A. Allocates \$150,000 per annum for a period of 3 years of *Waste Levy New Technologies and Seed Funding* funds to the Sustainability Trust and Localised to establish and operate the Otaihangā Zero Waste Hub

**RESOLUTION CO2022/161**

Moved: Cr Lawrence Kirby  
Seconder: Cr Nigel Wilson

That the Council moves out of a public excluded meeting.

**CARRIED**

The Council meeting went into public excluded session at 3:58pm.

The Council came out of public excluded session at 4:08pm.

**The Council meeting closed at 4:08pm.**

.....  
**CHAIRPERSON**

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COUNCIL MEETING MINUTES8 DECEMBER 2022

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**MINUTES OF KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU  
ON THURSDAY, 8 DECEMBER 2022 AT 9.33AM**

**PRESENT:** Mayor Janet Holborow, Cr Lawrence Kirby, Cr Glen Cooper, Cr Martin Halliday, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson

**IN ATTENDANCE:** Bede Laracy, Cam Butler, Richard Mansell, Glen Olsen, Darren Edwards, Sean Mallon, Janice McDougall, Mark de Haast, Tim Power, Mike Mendonça, Kate Coutts, Fiona Story, Steffi Haefeli, Andy McKay, Lynda Edwardson, Nicky Holden

**APOLOGIES:** There were none.

**LEAVE OF ABSENCE:** There were none.

**1 WELCOME**

The Mayor welcome everyone to the meeting.

**2 COUNCIL BLESSING**

Cr Sophie Handford read the Council blessing.

**3 APOLOGIES**

There were none.

**4 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Cr Handford declared an interest in Item 11.3 Adoption of Memorandum of Understanding with Kapiti Youth Support, as a trustee on the board of the Kapiti Youth Support.

Richard Mansell declared an interest in Item 11.7 Notice of Motion – Whale Song, as a director of a corporation discussed.

**5 PRESENTATION OF PETITION**

There were none.

**6 HEARINGS**

There were none.

**7 PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

Marco Zeeman, Takiri Cotterill (Puketapu ki Paraparaumu Trust), Steve La Hood and Barry Cleveley (Coastlands Ngahina Development) on behalf of Whale Song, spoke in support of Item 11.7 Notice of Motion – Whale Song, and answered members questions.

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**COUNCIL MEETING MINUTES****8 DECEMBER 2022**

Richard Young spoke in regards to Item 11.7 Notice of Motion – Whale Song; and spoke against Item 11.6 Notice of Motion - Make it 16, and answered members questions.

Caeden Tipler, on behalf of the Make it 16 Campaign, spoke in support of Item 11.6 Notice of Motion - Make it 16, and answered members questions.

Lyndy McIntyre, Prue Hyman and Finn Cordwell, on behalf of Aotearoa Living Wage Movement, spoke support of Item 11.2 Becoming a Living Wage Employer.

Raechel Osborne, Mike Styles and Jess Smith spoke on behalf of Kāpiti Youth Support in regard to Item 11.3 Adoption of Memorandum of Understanding with Kapiti Youth Support, and answered members questions. Cr Prvanov enquired about KYS funding figures, which would be answered by Council staff at a later time.

Cr Lawrence Kirby left the meeting at 10:39 am.

Cr Lawrence Kirby returned to the meeting at 10:40 am.

**8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

There were none.

(b) Matters of an Urgent Nature (advise to be provided to the Chair prior to the commencement of the meeting)

There were none.

**9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT**

There was no Mayor's report.

The meeting adjourned at 10:56 am and resumed at 11:06 am.

**10 HE KŌRERO HOU | UPDATES****10.1 INTRODUCTION TO THE WELLINGTON REGIONAL LEADERSHIP COMMITTEE**

Kim Kelly, Programme Director of the Wellington Regional Leadership Committee, spoke to the update and a presentation; and answered members questions.

**10.2 UPDATE ON THE ANNUAL PLAN**

Mark de Haast, Group Manager Corporate Services, spoke to the update on the Annual Plan, and answered members questions.

Cr Martin Halliday left the meeting at 11:45 am.

Cr Martin Halliday returned to the meeting at 11:46 am.

**11 PŪRONGO | REPORTS****11.2 BECOMING A LIVING WAGE EMPLOYER**

Janice McDougall, Group Manager People and Partnerships, spoke to the report and answered

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## COUNCIL MEETING MINUTES

8 DECEMBER 2022

members questions.

**RESOLUTION CO2022/154**

Moved: Cr Nigel Wilson

Seconder: Cr Lawrence Kirby

That the Council:

- A. notes that council officers do not currently have the necessary information to provide detailed cost implications to the Council, or to develop an implementation plan to enable the Council to become an accredited Living Wage Employer.
- B. notes the strategic alignments, benefits and issues that may result from the Council becoming an accredited Living Wage Employer.
- C. notes that all staff directly employed by the Kāpiti Coast District Council are currently paid above the 2022 Living Wage.
- D. approves to progress with investigating becoming an accredited Living Wage Employer in accordance with Option A "Review all contracts through a staged approach".

**CARRIED**

Cr Glen Cooper left the meeting at 11:56 am.

Cr Glen Cooper returned to the meeting at 11:57 am.

Cr Nigel Wilson left the meeting at 11:57 am.

Cr Nigel Wilson returned to the meeting at 11:59 am.

**11.4 SIX MONTH UPDATE - ECONOMIC DEVELOPMENT KOTAHITANGA BOARD**

Neil Mackay, Chair of the Economic Development Kotahitanga Board (EDKB), introduced George Hickton (Chair of the Tourism Advisory Board) and EDKB members Russel Spratt (Āti Awa ki Whakarongotai), Hillmarè Schulze, Kim Tahiwī (Ngāti Raukawa), and Scott Houston.

Mr Hickton and EDKB members spoke to key activities outlined in the report, and in conjunction with staff members Kris Pervan, Group Manager Strategy and Growth, and Mark Ward, Economic Development Manager, answered members questions.

**RESOLUTION CO2022/155**

Moved: Cr Martin Halliday

Seconder: Cr Sophie Handford

That Council notes progress to implement the Economic Development Strategy and the six-monthly update from the Economic Development Kotahitanga Board Independent Chair, Neil Mackay.

**CARRIED**

Cr Sophie Handford left the meeting at 12:29 pm.

Cr Sophie Handford returned to the meeting at 12:31 pm.

Cr Lawrence Kirby left the meeting at 12:34 pm.

Cr Lawrence Kirby returned to the meeting at 12:33 pm.

**COUNCIL MEETING MINUTES****8 DECEMBER 2022**

Cr Shelly Warwick left the meeting at 12:37 pm.

Cr Rob Kofoed left the meeting at 12:39 pm.

Cr Rob Kofoed returned to the meeting at 12:41 pm.

Glen Olsen left the meeting at 12:44 pm.

Cr Kathy Spiers left the meeting at 12:49 pm.

Cr Kathy Spiers returned to the meeting at 12:51 pm.

Cam Butler left the meeting at 12:57 pm.

**11.1 HERITAGE FUND**

Mike Mendonça, Acting Group Manager Place and Space and Andy McKay, Team Leader, Environment and Ecological Services spoke to the report, and answered elected members questions.

**RESOLUTION CO2022/156**

Moved: Cr Nigel Wilson

Seconder: Cr Lawrence Kirby

That the Council:

Approves the recommendations for funding made in this report.

**CARRIED**

Cr Lawrence Kirby left the meeting at 1:05 pm.

Cr Lawrence Kirby returned to the meeting at 1:06 pm.

Cr Martin Halliday left the meeting at 1:07 pm.

Cr Martin Halliday returned to the meeting at 1:09 pm.

The meeting adjourned at 1:11 pm and resumed at 1:30 pm.

The meeting adjourned at 1:30 pm and resumed at 1:33 pm.

*Item - 11.2 Becoming a Living Wage Employer - was moved to another part of the minutes.*

**11.3 ADOPTION OF MEMORANDUM OF UNDERSTANDING WITH KAPITI YOUTH SUPPORT**

Marie Ottley-Clarke, Manager Connected Communities, and Janice McDougall spoke to the report, and answered members questions.

**RESOLUTION CO2022/157**

Moved: Cr Nigel Wilson

Seconder: Cr Rob Kofoed

A. Note that the attached Memorandum of Understanding has been endorsed by the Kāpiti

## COUNCIL MEETING MINUTES

8 DECEMBER 2022

Youth Support Board.

- B. Approve the attached Memorandum of Understanding.
- C. Delegate the Mayor to sign the Memorandum of Understanding along with members of the KYS Board at a date yet to be agreed.

**CARRIED**

*Item - 11.4 Six month update - Economic Development Kotahitanga Board - was moved to another part of the minutes.*

**11.5 APPOINTMENT OF MANA WHENUA REPRESENTATIVE**

Steffi Haefeli, Democracy Services Manager, and Janice McDougall spoke to the report and advised of an additional recommendation following the nomination by Ngā Hapu o Ōtaki of Kim Tahiwi as their representative for the Strategy, Operations and Finance Committee.

Cr Kirby proposed an amendment to recommendation B, which was accepted.

**RESOLUTION CO2022/158**

Moved: Mayor Janet Holborow

Seconder: Cr Sophie Handford

- A. That Council appoint Huriwai Paki as the representative for Ngāti Toa Rangatira to attend Council (speaking rights only), Strategy, Operations and Finance Committee, Social Sustainability Subcommittee, the Climate and Environment Subcommittee meetings in line with the formally adopted Governance Structure and Delegations 2022-2025.
- B. That Council note that remuneration for mana whenua representatives was confirmed in the Governance Structure and Delegations document, as agreed by Council on 24 November 2022.
- C. That Council appoint Kim Tahiwi for Ngā Hapu o Ōtaki to attend the Strategy, Operations and Finance Committee meetings in line with the formally adopted Governance Structure and Delegations 2022-2025.

**CARRIED**

**11.6 NOTICE OF MOTION - MAKE IT 16**

Cr Sophie Handford spoke to the motion.

Cr Cooper introduced a procedural motion to leave the item to lie on the table until the review by the Independent Electoral Commission has concluded and findings published, which was lost.

Cr Prvanov proposed an amendment to recommendation 4.4, which was accepted.

## COUNCIL MEETING MINUTES

8 DECEMBER 2022

**RESOLUTION CO2022/159**

Moved: Cr Sophie Handford

Seconder: Mayor Janet Holborow

That the Kāpiti Coast District Council;

1. Endorse the Make It 16 campaign to lower the voting age in New Zealand to 16 for both local elections and central government elections.
2. Note that the Supreme Court of New Zealand has declared that the provisions of the Electoral Act 1993 and of the Local Electoral Act 2001 which provide for a minimum voting age of 18 years are inconsistent with the right in s 19 of the New Zealand Bill of Rights Act 1990 to be free from discrimination on the basis of age; and that these inconsistencies have not been justified in terms of s 5 of the New Zealand Bill of Rights Act.
3. Note that the Prime Minister has announced that legislation will be drafted for making the voting age 16 in response to the Supreme Court declaration.
4. Submit to the select committee reviewing the proposed legislation:
  - 4.1 in support of lowering the voting age to 16 for both local elections and central government elections;
  - 4.2 suggesting that lowering the voting age for local elections and central government elections be dealt with in two separate Bills; and
  - 4.3 encouraging that the voting age for local elections is lowered in time for the 2025 local elections.
  - 4.4 suggesting that the provision of civics education in secondary schools across the country.

Signed:



Cr. Sophie Handford

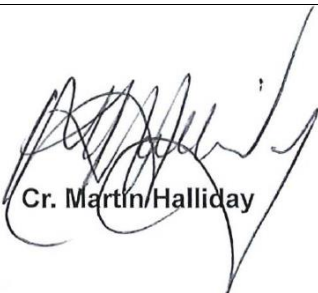


Mayor Janet Holborow



## COUNCIL MEETING MINUTES

8 DECEMBER 2022

  
Dep Mayor Lawrence Kirby  
Cr. Martin Halliday

Cr. Nigel Wilson

Cr. Glen Cooper

Cr. Liz Koh

  
Cr. Rob Kofoed  
Cr. Shelly Warwick

Cr. Jocelyn Prvanov

Cr. Kathy Spiers

For: Crs Janet Holborow, Lawrence Kirby, Martin Halliday, Sophie Handford, Rob Kofoed and Nigel Wilson

Against: Crs Glen Cooper, Jocelyn Prvanov and Kathy Spiers

Abstained: Cr Liz Koh

**CARRIED 6/3**

Carried

**MOTION**

Moved: Cr Glen Cooper

Seconded: Cr Jocelyn Prvanov

Leave this notice of motion to lie on the table until the review by the Independent Electoral Commission has concluded, and the Commission has published its findings.

## COUNCIL MEETING MINUTES

8 DECEMBER 2022

For: Crs Glen Cooper, Liz Koh, Jocelyn Prvanov and Kathy Spiers  
Against: Crs Janet Holborow, Lawrence Kirby, Martin Halliday, Sophie Handford, Rob Kofoed and Nigel Wilson  
**LOST 4/6**

The meeting adjourned at 2:29 pm and reconvened at 2:29 pm.

**11.7 NOTICE OF MOTION - WHALE SONG****RESOLUTION CO2022/160**

Moved: Cr Martin Halliday  
Seconder: Cr Nigel Wilson

That the Kapiti Coast District Council:

A: Endorse " Whale Song " as per the proposal presented by - Whale Song Pakake Waiata Charitable Trust - as a desirable and significant project for the Kapiti Coast Region.

B: Note that this endorsement does not obligate KCDC to a financial commitment as per the request of the Whale Song Pakake Waiata Charitable Trust that a financial commitment by KCDC is not a requirement of this endorsement.

C: Noting B, that this does not preclude KCDC from contributing either financially, in kind or in other (capacities) at a future date.

D: Commit to considering the Whale song proposal as part of the Paraparaumu town centre development refresh that is due to commence late 2022 or early 2023.

Signed by Martin Halliday

**CARRIED**

## COUNCIL MEETING MINUTES

8 DECEMBER 2022

## 12 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

## 12.1 CONFIRMATION OF MINUTES

**RESOLUTION CO2022/161**

Moved: Cr Sophie Handford

Seconder: Cr Lawrence Kirby

That the minutes of the Council meeting of 27 October 2022 be accepted as a true and correct record.

**CARRIED**

## 13 PUBLIC SPEAKING TIME

- Covering other items if required  
There were none.
- Public Speaking Time responses  
There were none.

## 14 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

There were none.

## 15 PUBLIC EXCLUDED REPORTS

**RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2022/162**

Moved: Cr Martin Halliday

Seconder: Cr Lawrence Kirby

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
15.1 - Strategic Property Acquisitions	Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

Page 9

## COUNCIL MEETING MINUTES

8 DECEMBER 2022

	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	withholding would exist under section 6 or section 7
<b>CARRIED</b>		

**RESOLUTION CO2022/163**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

That the Council moves out of a public excluded meeting.

**CARRIED**

The Council meeting went into public excluded session at 2:40 pm.

The Council came out of public excluded session at 3:26 pm.

**The Council meeting closed at 3:26 pm.**.....  
**HEAMANA | CHAIRPERSON**

**12      TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |  
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

## RESOLUTION TO EXCLUDE THE PUBLIC

**PUBLIC EXCLUDED RESOLUTION**

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>12.1 - Confirmation of Public Excluded Minutes</b>	<p>Section 7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>13.1 - Strategic Property Update</b>	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7