



**Remuneration Authority**

# **Remuneration Setting for Local Authorities**

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# 1. Role of the Remuneration Authority

## a. How the Authority works

Under the Local Government Act, the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority is obliged to have regard to the need to minimise potential for behaviour distortion, maintain fair relativity with other levels of remuneration elsewhere, be fair to both elected members and ratepayers, and attract and retain competent persons. Further details of the legal requirements can be found under [Appendix A - Remuneration Authority Legal Framework](#).

## b. Timing

The following information applies to the determination that will come into effect on 1<sup>st</sup> July 2017, except where it is stated otherwise.

Most councils made any changes required to their governance structure following the 2016 election. Councils wishing to make changes now can apply to the Authority for an appropriate change in the determination ([see S.6 – Process for Approving Additional Remuneration below](#)).

# 2. Establishing Base Remuneration

## a. Approach

The Authority uses a “rate for the job” approach to the base remuneration of local government members, rather than meeting fees, because it has taken the view that an elected member’s role is more than attending meetings. However, there is provision for fees for elected members involved in resource consent hearings and district/regional RMA plan hearings.

In 2015, in order to establish the base remuneration of all councils except Auckland, the Authority undertook a job-sizing exercise with a cross section of sample councils (for example unitary/territorial/regional, urban/rural, northern/southern). This exercise included a survey and assessment of the hours required for governance and representative activity. The most recent exercise was completed in 2015. From that data it developed an overall size index measuring the relative size and complexity of each council’s business.

The results of this review were never fully implemented and we are currently undertaking (and consulting with councils on) a further and more comprehensive exercise around the sizing of councils. There may be significant changes arising from this and it is likely that it will not be implemented until the 2019 election.

## b. Mayors/Regional Chairs and Councillors

Remuneration for mayors and regional council chairs, as well as the base remuneration for councillors in each council, is derived from the job sizing exercise and the council’s place in the overall size index.

Following a local government election, extra remuneration for councillors with additional responsibilities is set, based on proposals from each council, with a cap for each council on the total additional remuneration that can be paid.

### **c. Loading for Unitary Councils**

Remuneration for unitary council mayors and councillors is determined in the same way as other territorial local authorities, and then a 12.5% additional loading is applied to recognise the wider regional responsibilities of unitary councils.

### **d. Community Board Members**

Remuneration for community board members is based on the population of their community and a job description. Extra remuneration for community boards with additional responsibilities is based on proposals from councils, with a cap for each board on the total additional remuneration that can be paid. The remuneration for community board chairs is set at twice that of members.

### **e. Auckland Governance Board and Local Board Members**

Positions on the governing body, including Mayor, Deputy Mayor, committee chairs and councillors were sized in 2015.

When the new Auckland council was set up, the provision for Local Boards was new for local government in New Zealand. The Authority initially had to assess the scope of the role. Our assessment was that a local board carried fewer responsibilities than a territorial local authority but significantly greater responsibilities than community boards. A number of the Auckland Local Boards are also serving relatively large populations, compared with many councils. The initial remuneration was set accordingly and will be re-assessed in the 2017-18 year.

## **3. Timetable for Local Government Remuneration Setting**

The general policy has been that Authority engages with councils during election year and issues determinations prior to the election to assist prospective candidates by letting them know the base remuneration for the role.

In non-election years the Authority may re-assess each council's place in the size index based on the latest data then determine an increase reflecting any changes in the CPI or general wage growth and apply the increase to each council's base remuneration for councillors, mayor or chair, using the revised position on the size index. If the reassessment results in a decrease in remuneration, remuneration is held at the existing levels until the next year or next election.

For positions with additional responsibilities, remuneration is adjusted pro rata to the change in base remuneration for councillors.

It is possible that the Authority could determine a general increase for mayors and chairs that is different from the increase for councillors.

For the 2017-18 year the Authority has not re-assessed each council's place in the size index. This work was begun but not completed in time for the 2017 determination, which focussed on allowances and other issues. All elected member remuneration has been adjusted upwards by 1.7% which reflects the change in the Statistics New Zealand Labour Market Statistics for the Public Sector in the year to March 2017. These statistics are also used by the Authority as the basis for changes in parliamentary remuneration.

## 4. Sizing Jobs

### a. Council Size Index

The size index was compiled using the population served by the council and the council's expenditure.

The Authority believes it is important to use standard data that can be externally verified. Both expenditure and population were found to be key indicators of council size when sample councils were reviewed in 2015.

The size index has been applied to all councils except Auckland.

### b. Job-Sizing Different Positions

The Authority uses the Korn Ferry HayGroup system of job evaluation to size positions. The evaluation takes into account time spent on governance and representation. In recent years the Authority has concluded that in most cases the role of mayor or regional council chair is full time or near to full time, even for smaller councils, but that this is not the case for councillor roles.

### c. Auckland

Because Auckland accounts for a third of the country's population, and also has a different governance structure, the Authority undertook separate job-sizing exercises for Auckland Council and Auckland initially had a separate determination. In the 2017-18 determination Auckland elected members received the same 1.7% increase as other members throughout the country. For an explanation of the current remuneration approach for Auckland, refer to *(link to determination on Govt. Leg site) Mike and others – please could you check what this is – not sure? Maybe we don't need it?*

## 5. Remuneration for Councillors

### a. Approach

A description of what the Authority considers to be the basic role of a councillor can be found in [Appendix B Councillor Base Role Description](#).

The Authority uses the job sizing exercise and the councils place on the size index to inform the decision on the base councillor remuneration for each council (except Auckland).

Councillors can also receive extra remuneration for:

- positions of additional responsibility (including deputy mayor/deputy chairperson);
- taking on significant extra duties during the district/regional plan review process or reviews of district and regional plans; and
- being formally appointed to a community board.

There may also be additional positions such as membership of specialist panels, working parties and external bodies.

Auckland councillors with additional formal responsibilities may also receive additional remuneration.

## **b. Fund for Additional Positions of Responsibility**

The Authority currently provides for each council to have a capped fund for extra remuneration for those who take on additional positions of responsibility.

The fund for each council is equivalent to twice the base remuneration of one councillor. For example, if the base remuneration for a councillor is \$40,000, then the total fund that council could use for additional remuneration will be capped at \$80,000.

For information about the anticipated responsibilities for such additional roles, refer to [Appendix C - Additional Councillor Responsibilities Role Description](#).

Where a councillor is also formally appointed as a member or chair of a community board, she or he is not automatically entitled to remuneration as a councillor as well as remuneration as a community board member. However, a council may apply to the Authority to pay some extra remuneration to that councillor from its capped fund.

There may also be additional positions such as membership of specialist panels, working parties and external bodies. These will vary from council to council.

Before approving any additional remuneration, the Authority expects to see evidence of significant extra workload and/or responsibility required on an ongoing basis for the position. This could include the need to attend regular additional meetings or to gain a technical knowledge base for a particular field of expertise.

The maximum total amount of additional remuneration for any council, including that of the deputy mayor, will be 200% of the base councillor remuneration for that council.

### **An example follows of how the extra remuneration might work:**

1. Council A has 10 councillors, each starting with a base remuneration of \$40,000.
2. The Council has a total fund of up to \$80,000 (i.e. 2.0 times the base councillor remuneration) to allocate to some or all of its 10 councillors for positions with extra responsibility.
3. The Council wishes to pay its Deputy Mayor an additional \$16,000 for carrying out the responsibilities of that role. That is 40% of the base councillor remuneration of \$40,000.

4. The Council has up to \$64,000 remaining to allocate to its councillors for any positions of additional responsibility.
5. The Council wishes to pay three of its councillors an extra \$10,000 each to undertake additional responsibilities as chair of a standing committee.
6. That leaves the sum of \$34,000 that could be allocated to councillors for undertaking significant extra duties around the District Plan process.

A council does not have to set extra remuneration for all additional areas of responsibility if it chooses to operate with a flat structure. For example, it may set only one additional payment for the deputy mayor/deputy chair.

### **c. RMA Hearings**

Councillors undertaking RMA resource consent hearings and district and regional plan hearings (including Regional Policy Statement) are entitled to additional fees for that work, but those fees are not drawn from the council's capped fund for positions of additional responsibility. For more information, refer to [S.9 – RMA and HASHA Hearings](#) below.

## **6. Process for Approving Additional Remuneration**

### **a. Timing**

Proposals most councils are unlikely to change their positions of responsibility in the middle of a triennium, the Authority will consider proposals made to it by councils requesting new arrangements and will either issue an amending determination or consult further with these councils. All proposals must be submitted to the Authority regardless of the additional level of remuneration proposed. The Authority expects councils to consider their full year's work programme when making proposals.

A council cannot exceed its capped fund available for additional councillor responsibilities. If a council's fund had previously been fully allocated, then any new position will require a reduction in the amounts of extra remuneration for other positions that were previously approved by the Authority.

If a council did not originally allocate its entire fund for additional councillor responsibilities, but wishes to do so by appointing an additional committee chair during the triennium, the Authority would need to be convinced that the new role did not result in a reduction of duties/workload of the other chairs.

The Authority does not need to be advised of a reduction in the number of positions of additional responsibility if no changes are proposed to levels of extra remuneration for other positions. Any funds saved from such a reduction do not need to be reallocated.

The Authority will consider requests to change structures as they are received. The process of developing and producing a determination will normally take at least three months. In all cases where there is a change, councils need to wait till an amended determination is gazetted by the Authority before they can make extra payments to elected members. However, all payments will be back dated to the time when a councillor assumed a particular role.

## **b. Criteria**

The Authority has traditionally accepted proposals in respect of additional remuneration that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

A council cannot generally make a request for an increase in the size of the total fund for additional councillor responsibilities if, in the course of the year, it appears that it is not sufficient to meet needs.

## **c. Allocation, increase and carry-over of additional funds**

Changes in councillor numbers following a representation review will not affect the base councillor remuneration level for each councillor, or the size of the fund available for councillor positions of additional responsibility. The only impact of a reduction in councillor numbers would be a reduction in the total remuneration costs for the council, with fewer councillors receiving the base councillor remuneration. Conversely more councillors would result in a higher total remuneration cost for the council.

# **7. Remuneration for Mayors and Regional Council Chairs**

## **a. Approach**

Remuneration for mayors and regional chairs is based on [the job sizing exercise described in S.4](#) above and the council's relative place in the size index.

No additional remuneration can be provided to mayors or chairs, with the exception of fees for resource consent hearings in exceptional circumstances (see [RMA and HASHA Hearings in S.9 below](#)).

# **8. Remuneration for Community Board Members**

## **a. Base Remuneration**

Base remuneration is set for each community board, using the population the community board serves and a core job description. The base remuneration assumes that each member of that board has similar responsibilities. These are set out in [Appendix D - Community Board Member Base Role Description](#).

A council's size index, used for the remuneration of mayors/regional chairs and councillors, is **not** used to size community board remuneration, which is related solely to population size.

The primary function of community boards is representation, so the Authority has taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a smaller number of people, thus the remuneration of members of a community board serving a large population will be greater than that of members of a board serving a small population. This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members. The Remuneration Authority draws on annual population estimates provided by Statistics New Zealand. Where a councillor is also formally appointed as a member or chair of a community board, a council may apply to the Authority to pay extra remuneration.

Where a councillor is also formally appointed as a member or chair of a community board, she or he is not automatically entitled to remuneration as a councillor as well as remuneration as a community board member. However, a council may apply to the Authority to pay some extra remuneration to that councillor from its capped fund.

## **b. Increase in Remuneration to Reflect Additional Board Responsibility**

If a community board has additional levels of responsibility, then the Authority may approve additional remuneration for that board after receiving proposals from the relevant council. Additional levels of responsibility can be recognised only for the board as a whole, and not for individual members.

Additional remuneration for community boards is not drawn from the pool of 2.0 times the basic councillor remuneration that can be used for councillor positions of additional responsibility – any additionality for a community board is over and above the maximum amount of the councillor fund.

The Authority will not automatically approve extra remuneration for community boards. Each proposal will be considered on a case by case basis. Evidence will be required to show how any community board is operating significantly above and beyond the role of community boards as outlined in section 52 of the [Local Government Act 2002](#). Factors that the Authority will take into account include:

- the implications for overall workload, such as significant additional hours required
- whether the additional responsibility is an ongoing one

It is not expected that any core council responsibilities would be delegated from a council to its board(s) as that would be seen as reducing the role of the council. A description of what may constitute additional responsibilities for community boards is outlined in [Appendix E - Possible Additional Responsibilities for Community Boards](#).

For community boards that serve areas with fluctuating populations in tourist or holiday areas, the Authority would need evidence that those populations created significantly increased responsibilities and workload for community boards.

The maximum percentage that can be added to the base community board member remuneration is 30%. However, the maximum would only be approved for roles where significant additional responsibility had been proven.

An example of how additional remuneration might be approved for a community board follows.

- I. Community Board A has a base remuneration of \$7,000 for each board member. The maximum additional remuneration for each board member, except the board chair, would be \$2,100 (i.e. 30% of \$7,000).
- II. Extra remuneration of \$1,500 each has been approved by the Remuneration Authority for Community Board A's additional roles of responsibility. All board members, except the board chair, would each receive total remuneration of \$8,500.
- III. The board chair would receive total remuneration of \$17,000 (i.e. twice the remuneration of a board member).

### **c. Chairs**

The remuneration of an elected chair of a community board will be twice the remuneration of a community board member (including additional remuneration for that board's members, if any). The Authority will require confirmation that the chair will carry out the additional responsibilities for that role, as described in [Appendix F - Additional Responsibilities of Chair of a Community Board](#).

The deputy chair of a community board is remunerated as a board member. That reflects the Authority's view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration. A deputy chair will be able to receive additional remuneration for any additional role of responsibility that the board might collectively have.

As with councillor remuneration, the Authority has traditionally accepted council proposals relating to community boards that are unanimously supported. Where it receives split recommendations, or where the relativities established are well outside national norms, the Authority cannot overlook the possibility of political differences driving the proposal. In those cases, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

## **9. RMA and HASHA Hearings**

### **a. Hearings**

Elected members are entitled to additional payments for the following work:

- Resource consent hearings under the [Resource Management Act 1991](#) (RMA) or the [Housing Accords and Special Housing Areas Act 2013](#) (HASHA)
- District Plan hearings
- Regional Plan or Regional Policy Statement hearings.

These fees are not part of the capped fund for positions of additional responsibility that is allocated to each council. Note also that while there is a cap on the total extra amount that councils can pay for positions of additional responsibility, there is no cap on the payment of fees for these hearings.

The hourly rate paid is to be decided by the council up to the following amounts: \$80 an hour for a hearing member and \$100 an hour for a hearing chair.

The Authority does not have any jurisdiction over fees related to alcohol licensing hearings.

### **b. Preparation Time**

Councillors undertaking hearings under the RMA or HASHA are also paid for preparation time. Preparation time to be reimbursed should not exceed the time of the actual hearing. For example, if a hearing lasts for three hours then no more than three hours of preparation time may be paid. Preparation time may include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings. Reimbursement will be at the same rates as those for actual hearings time.

### **c. Committee Chair Chairing Hearing**

If the chair of a council's Hearings Committee undertakes resource consent hearings and is paid additional fees for that, those fees are in addition to what that person can be paid for the additional responsibility as chair of the Hearings Committee.

### **d. Mayors/Regional Chairs**

Generally, mayors and regional chairs are not able to receive fees for participating in resource consent hearings. Fees might be considered in exceptional circumstances if there is a shortage of experienced hearing commissioners on the council and there is a significant hearing of a lengthy duration, which would create undue time pressure on the mayor or chair. In such circumstances no fees should be paid without seeking prior approval from the Authority.

## **10. Vehicle Provision and Mileage Allowance**

### **a. Vehicle Mileage**

Elected members are able to claim compensation for using private vehicles on council business. In making its decisions on vehicle allowances, the Authority uses the IRD mileage rate.

Elected members can receive 73 cents per kilometre allowance for the first 10,000 kilometres travelled on council business, and 37 cents per kilometre for any remaining council travel. Electric vehicles will be reimbursed for the first 10,000 kilometres at a rate of 81 cents per kilometre and thereafter at 37 cents.

Elected members should note that the 10,000 kilometres range is taken from the example used on the IRD website. When the IRD makes a final decision on the allowance for tax purposes, this will be taken into consideration by the Authority and the distance and the reimbursement rate may be altered in the next determination.

## **b. Use of other transport modes**

The Authority has previously considered and discarded the idea of a mileage allowance for other forms of transport. The Authority is aware that where costs are incurred by self-employed people, these costs can be offset against income in their tax returns. Such ability to offset costs, together with the travel time entitlement, removes any disincentive for other travel preferences created by mileage compensation for the use of motor vehicles.

## **c. Long distance meetings**

If an elected member is required to attend a long distance conference or meeting, alternative transport arrangements can be made. For example, it may be more economical and/or time efficient for member to fly to a destination rather than drive for several hours. Any alternative arrangements would need to be consistent with the council's overall travel policy.

## **d. Vehicle mileage for mayors/regional chairs**

Councils decide whether or not a car is to be supplied for the mayor or chair, taking into consideration what is the most cost effective for the council and ratepayers. Vehicle mileage for the use of a private car by the mayor/chair cannot be claimed if a council car is provided.

If the mayor/chair is provided with a vehicle, salary will be reduced to reflect private usage, which is normally assessed at 20%. Where a larger or smaller usage is claimed, supporting information such as a log book will be required. The methodology for this reduction is detailed in [Appendix G – Valuing the Private Use of a Vehicle](#).

The Authority will need to be informed whenever a mayor's or chair's car changes, or private usage of that car changes substantially. Details of the new car's cost and details of any substantial changed private usage will need to be provided before the next annual Determination.

The Authority will not, however, adjust the mayor's or chair's remuneration unless the change in car or private use is significant enough to warrant a change. Changing a car for a later similar model and make would not normally trigger a remuneration change.

# **11. Travel Time Allowance**

## **a. Criteria**

All elected members including mayors and regional council chairs are entitled to claim an allowance for time travelled on council business, provided the journey is by the quickest form of transport reasonable in the circumstances and **the travel time exceeds one hour on any day**.

The allowance is available each day for any business on behalf of the council or board.

## **b. Rate**

As of 1st July 2017, the rate will be \$37.50 per hour in respect of any qualifying travel that

exceeds one hour on any day.

The applicability of this provision to mayors and chairs will be reviewed when the Authority has made a formal decision on the job size of mayors and chairs in the near future (i.e. probably 2018-19).

## **12. Communications Allowances**

### **a. Approach**

The Authority's view is that elected members should not carry the costs of communicating with councils or with ratepayers. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently and decisions about equipment for individual councillors should flow from that.

### **b. Council-Owned Equipment**

The Authority believes it is efficient if a council provides each elected official with a phone (mobile or landline), a PC or a laptop or a tablet, and a compatible scanner & printer. The council should also cover the costs of any consumables required.

Equipment should remain the property of the council and shall be replaced or updated at least triennially.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected officials can use personal devices and the nature of the technology required will be a local decision. In approving allowances in expenses documents, the Authority will seek confirmation of a formal decision by the council around the use of technology.

### **c. Member-Owned Equipment**

Where councils decide to provide an annual allowance to those using their own devices and/or connections, the following annual allowances will apply:

- for the use of a personal computer, tablet or a laptop, including any related docking station, \$200
- for the use of a multi-functional or other printer, \$40
- for the use of a mobile telephone, \$150
- for the use of a home internet/broadband connection, \$400
- for the use of a personal telephone plan, \$400 or actual cost upon production of receipts.

The total annual cost of allowances to a member for the use of her or his own equipment and services must not exceed \$1190.

In the case where the council provides a mobile phone plan, the portion of the cost to be paid by the member to cover personal use will be agreed with the council. The Authority recommends that councils look at current practice in central government for

models and we can supply examples if requested.

In the current determination, the Authority has assumed that councils will not be providing plans for home internet/broadband services because household use is growing significantly and it is unlikely that official use required by the elected member will be a high proportion of the cost. However, in cases where this is not so and the council wishes to supply the whole plan, the council should contact the Authority.

#### **d. Unusual Circumstances**

In some areas of the country a regular landline or mobile coverage is not available. Where such circumstances exist the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support of no-standard equipment, reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

### **13. Forms to Use in 2017-2018**

The following forms are for Council use in the period between elections:

- [Form A - Proposed positions and remuneration](#)
- [Form B - Information about each position recommended for additional payments](#)
- [Form C - Proposed additional duties payment for community board](#)
- [Council Mayor or Chair vehicle information form 2017 -18 \[DOC, 43KB\]](#)

## APPENDIX A Remuneration Authority Legal Framework

The main acts relating to remuneration for elected local authority members are:

- The [Local Government Act 2002, clause 6 of Schedule 7](#) which provides for:
  - the Remuneration Authority to set the remuneration, allowances and expenses of mayors, and other elected members on local authorities, community boards and Auckland Council local boards
  - to set scales of salaries, allowances, ranges of remuneration, different forms of remuneration; prescribe rules for the application of those scales, ranges or different forms of remuneration; differentiate between individuals occupying equivalent positions in different, or in the same, local authorities or community boards; set pay arrangements that apply to individuals or groups occupying equivalent positions
  - place a levy on local authorities, to be set by the Minister responsible for the Remuneration Authority, to cover the costs of the Remuneration Authority in setting the remuneration of local authority members.
- The [Remuneration Authority Act 1977, ss. 18, 18A](#) which sets out the criteria to which the Authority must have regard in setting pay for local body elected members and the other groups and individuals for which it sets pay. These are:
  - fair relativity with comparable positions
  - the need to be fair both to the individuals whose pay is being set, and to ratepayer
  - the requirements of the job
  - the need to recruit and retain competent individuals
  - any prevailing adverse economic conditions (which may lead the Authority to set remuneration at a rate lower than might otherwise have been the case).

The Local Government Act 2002 also requires the Authority to minimise the potential for certain types of remuneration to distort behaviour.

## **APPENDIX B Councillor Base Role Description**

The Remuneration Authority considers these responsibilities to be part of the base role of a councillor.

### **Collective duties of the council**

- Representing the interests of the council.
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by council over a ten-year period.
- Determining the expenditure and funding requirements of council activities through the LTP and annual planning processes.
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility.
- Monitoring the on-going performance of council against its stated objectives and policies (including formal sign-off of the Annual Report).
- Ensuring prudent use of council resources.
- Law-making (bylaws).
- Overseeing council compliance with any relevant acts of Parliament.
- Employing, setting performance requirements for, and monitoring the on-going performance of the council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf. Elected members of council have no responsibilities for, and cannot direct, any staff employed by the council other than the Chief Executive.

### **Representation and advocacy**

- Bringing the views of the community into council decision-making processes.
- Being an advocate for community groups and individuals at council meetings.
- Balancing the need to advocate for specific interests against the needs of the wider community.
- Listening to the concerns of local residents and ratepayers on issues pertaining to the council.
- Maintaining contact with community representatives and other local stakeholders.
- Participating in any relevant consultative processes with the local community and/or other organisations.

## **Governance**

- Participating constructively and effectively in the good governance of the council as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council.
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders and Councillors.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run.
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints.
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.
- Ensuring familiarity with agendas and other council reports before council meetings.
- Being familiar with and complying with the statutory requirements of an elected Councillor.
- Complying with the Code of Conduct adopted by the council.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## **APPENDIX C Additional Councillor Responsibilities Role Description**

The following would be additional responsibilities for councillors chairing committees or holding specific portfolios:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility.
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in their role reflects on council as a whole.
- Promoting and supporting good governance by the Council.
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role.
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the formal council delegations.
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by the council.
- Liaising with appropriate council staff in respect of the areas of council activity and business within their area of responsibility.
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across their and other areas of

council activity and business.

- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor/Chair in chairing council meetings and other sessions of council.
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of council to ensure smooth council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in they are event of deputising for the Mayor/Chair.

## **APPENDIX D Community Board Member Base Role Description**

These responsibilities considered part of the basic role for community board members and the board chair.

### **Representation and advocacy**

- Representing and acting as an advocate for the interests of their community.
- Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the community board.
- Communicating with community organisations and special-interest groups in the community.
- Bringing the views of their community to the attention of council.
- Listening to the concerns of their community on issues pertaining to the community board.
- Maintaining an overview of services provided by the council in the community, and commenting on any services delivered by the parent council.
- Maintaining contact with various community representatives and other local stakeholders.
- Championing causes which best relate to the interests of their community and campaigning for the improvement of the quality of life in their community.

### **Governance**

- Participating constructively and effectively in the good governance of the community board as a whole.
- Understanding and ensuring that basic principles of good governance are a part of the approach of the community board.
- Understanding and respecting the differing roles of community board chair and community board members; the roles of the parent council's Mayor, Deputy Mayor, committee chairs / portfolio holders and Councillors; and the very different roles of the managers and staff of the parent council with whom the community board might work.
- Recognising that the governance role does not extend to operational matters or to the management of any implementation.
- Having a good understanding of the community board processes set out in the Standing Orders that determine how community board meetings are run and how decisions are made.
- Developing and maintaining a working knowledge of council services, management

processes, powers, duties and constraints.

- Ensuring familiarity with agendas and other community board reports before meetings of the community board.
- Being familiar with and complying with the statutory requirements of a community board member.
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.

## **APPENDIX E Possible Additional Responsibilities of Community Boards**

- Undertaking any other responsibilities that are delegated to them by the council or are prescribed by Order in Council.
- Preparing an annual submission to the council for expenditure within the community.
- Formally participating in any relevant consultative processes with the local community and/or other organisations.
- Representing the views and position of the community board to external parties, where delegated to do so, and with a clear understanding that only formal community board decisions can commit the community board to any particular course of action (and then only in matters where the community board is delegated to act).
- Participating, as needed, in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes.

## **APPENDIX F Additional Responsibilities of Chair of a Community Board**

- Chairing meetings of the community board.
- Representing the community board to a high standard in the areas of activity and business delegated.
- Promoting and supporting good governance by the community board.
- Developing a clear understanding of the terms of reference of their community board, and of the scope and range of delegations in order to carry out the role of community board Chair.
- Ensuring sufficient familiarity with parent council's Standing Orders and procedures that they can chair community board meetings and any other sessions for which they have responsibility.
- Undertaking sufficient preparation before the meetings they are chairing to allow them to effectively carry out the role of chair.
- Ensuring meetings they chair operate within the powers delegated by the parent council as set out in the parent council's Delegation Manual.
- Managing the progress of business during meetings, including ensuring adherence to the parent council's Standing Orders and to other statutory obligations and requirements.
- Ensuring that all participants in meetings have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring due order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the community board spokesperson, where delegated/ authorised to do so, on issues that pertain to the community board.
- Liaising with appropriate council staff in respect of the areas of delegated council business for which the community board has responsibility.
- Providing leadership to the community board in helping form a consensus that is representative of the community.
- Working closely with other members of the community board to ensure smooth community board decision-making.
- Keeping abreast of all issues facing the community board.

## APPENDIX G Valuing the Private Use of a Vehicle

The Authority has set a benchmark of 41% of the price of a new car (including GST) as the value of the benefit in terms of gross remuneration.

In valuing a vehicle:

- “Mayor/Chair use only” means the car can be used by other officers, can be driven home and garaged by the mayor/chair but does not permit any private use.
- “Full private use” of a car means exclusive use by the mayor/chair, including for any private travel.
- Full private use is assessed by the Authority at 20% of the use of the car.
- If a larger or smaller private usage is claimed, supporting information is required (i.e. a log book).
- For either Mayor/Chair use only or full private use, all vehicle insurance, maintenance, repair and running costs incurred, including fuel, shall be met by the council.

The following example shows the calculation that would be undertaken on a car valued at \$38,000 incl. GST, which is available for the full private use of the mayor/chair:

$$\$38,000 \times 41\% \times 20\% = \$3116$$

The amount of \$3116 is to be deducted from the salary of the mayor/chair.