

## Council

Meeting of 06 May 2026

Business Unit: Corporate

Date Created: 23 April 2026

## Adoption of the Remuneration and Reimbursement for External Committee Members Policy

### Purpose Te Aronga o te Pūrongo

To present the Remuneration and Reimbursement for External Committee Members Policy to the Council for consideration and adoption.

### Recommendations Ngā Tūtohinga

That the Council adopts the Remuneration and Reimbursement for External Committee Members Policy without amendment.

### OR

That the Council adopts the Remuneration and Reimbursement for External Committee Members Policy with amendments listed below.

Note: Any cost increases will be accommodated within existing budgets.

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Approved for submission by:

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General Manager - Corporate

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## 1 Background Ngā Kōrero o Muri

- 1.1 The Remuneration and Reimbursement for External Committee Members Policy (“the Policy”) sets out guidelines for the remuneration and reimbursement of expenses to elected members appointed as community representatives to Council committees and other subordinate decision-making bodies. In the case of the District Licensing Committee the Policy applies to both elected and external members.
- 1.2 The Policy does not apply to external members of Council committees or subordinate decision-making bodies who are engaged under an individual contract with the Chief Executive.

### **Creative Communities Funding Panel**

- 1.3 The Council established the Creative Communities Funding Panel at its meeting 04 February 2026 in accordance with the Local Government Act 2002 (schedule 7, cl. 30). The Panel replaces the Creative Communities Assessment Committee that was disestablished at the end of the 2022-25 triennium. The purpose and functions of the Panel are the same as the previous Committee.
- 1.4 The current provisions in the Policy have been extended to the Panel, given that the purpose and functions of the current Panel and the previous Committee are identical.
- 1.5 The six **external members** on the Panel are currently eligible to claim:
- \$130 for pre-meeting work (the assessment of grants);
  - \$130 for attendance at a Panel meeting; and
  - Mileage in accordance with the rates set by the Remuneration Authority (varies depending on vehicle type).
- 1.6 The two **elected members** on this Panel can only claim for mileage, as the Remuneration Authority prohibits the payment of additional fees to members outside of the remuneration and allowances listed in the current Local Government Elected Members (2025/26) Determination 2025 (with a few exceptions).

### **District Licencing Committee**

- 1.7 The District Licencing Committee is established in accordance with the Sale and Supply of Alcohol Act 2012 (s. 186) and is not disestablished at the end of each triennium.
- 1.8 Fees for the District Licencing Committee are guided by the “Cabinet Fees Framework for members appointed to bodies in which the Crown has an interest” (the “**Fees Framework**”), the most recent version of this taking effect 01 July 2025 (CO(25)2), replacing the 2022 version (CO(22)2). The Fees Framework is typically revised every three years.
- 1.9 Members of the Committee (both elected and external) are eligible to claim fees. The Remuneration Authority does not have jurisdiction over this Committee, with remuneration instead guided by the Fees Framework. Notwithstanding this, there is precedent for such payments, as the Remuneration Authority permits hourly rates for elected members on

Hearing Committees (e.g. resource consent, District Plan, and Regional Plan hearings). District Licencing Committees and Hearing Committees are similarly quasi-judicial in nature.

1.10 The current remuneration and allowance provision rates are:

- \$85.23 per hour – Committee Chair;
- \$55.73 per hour – Committee member; and
- Mileage in accordance with the rates set by the Inland Revenue Department (varies depending on vehicle type).

1.11 The hourly fee covers both pre-meeting work and attendance at meetings.

1.12 The Policy was last reviewed in May 2025 and is on a 1-yearly review schedule, in order to ensure that the fees for external members remain up to date and appropriate.

## 2 Strategic Fit Te Tautika ki te Rautaki

2.1 This Policy supports the strategic goal of “Value for money and excellence in local government”. The provision of remuneration and allowances for external representation on Council committees and subordinate decision-making bodies ensures that appropriately skilled and experienced individuals are able to participate, supporting effective decision-making and good governance.

## 3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

### Creative Communities Funding Panel

3.1 Staff are not proposing any increase to the pre-meeting or attendance rates for external Panel members, noting that any such increase would need to be funded from OPEX rates, as Creative NZ funding cannot be used for this purpose. Council may, however, resolve otherwise.

### District Licencing Committee

3.2 In accordance with the guidance listed in the current Fees Framework, the District Licencing Committee is assessed as sitting under **Group 2** (Statutory Tribunals and Authorities), **Level 3** (mid-level).

3.3 The five levels articulated in the Fees Framework are hierarchical, based on overall complexity, expertise, decision-making authority, and impact of decision-making.

3.4 The fees outlined in the Fees Framework (CO(25)2) represent an increase on those in the 2022 version. Staff therefore recommend adopting the minimum of the prescribed ranges within the Policy, which would result in an approximate 19% increase on current fees.

3.5 It is noted that the Fees Framework sets relatively high approval thresholds for fee increases. By adopting the minimum of the prescribed ranges, any future increases are likely to be limited to those within the Chief Executive or Governance Board delegation (up to 3% per annum), unless Council seeks approval from the Responsible Minister or higher authorities – at least until the Fees Framework is next reviewed:

Increase %	Approval Level
Up to 3%	Chief Executive or Governance Board
3% - 5%	Responsible Minister
5% - 10%	Minister for the Public Service
Above 10%	Cabinet Appointments and Honours Committee (APH) and Cabinet

3.6 These rates will be reviewed again in one year's time during the Policy review.

#### 4 Risk Assessment Te Arotake Tūraru

4.1 No material risks have been identified in relation to this item.

#### 5 Engagement Te Whakapānga

##### Significance of Decision

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

##### Māori and Cultural Engagement

5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

##### Community Engagement

5.3 No community engagement is warranted.

#### 6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report.

#### 7 Financial Implications Ngā Pānga Ahumoni

7.1 The financial implications of this Policy are minor. There has been no increase to the pre-meeting or meeting attendance fees offered to external members on the Creative Communities Funding Panel, and the total increase to fees for the District Licencing Committee members are small (approximately \$1,500 per year) and can be accommodated within the existing Council Meeting Allowance budget.

#### 8 Statutory Requirements Ngā Here ā-Ture

8.1 The remuneration and reimbursement rates for the Creative Communities Funding Panel are not set by any specific legislation or statutes, although they should not contravene any relevant provisions contained within the Local Government Act 2002 or prescriptions set by the

Remuneration Authority. Remuneration and reimbursement rates are also not covered by the Creative NZ Guidelines.

- 8.2 Fees and allowances for District Licensing Committee members are provided for under the Sale and Supply of Alcohol Act 2012 (s. 195), with fee levels guided by the Fees Framework. The fees included in the Policy for consideration and adoption fall within the relevant range (Group 2, Level 3) set by the Fees Framework.

## 9 Next Steps Te Kokenga

- 9.1 If adopted, staff will update the Policy and expense forms to display the new rates for the District Licencing Committee.

## 10 Attachments Ngā ĀpitiHanga

- Remuneration and Reimbursement for External Committee Members Policy – draft May 2026