

Attachment B: Guidance, Process and Timeline for Setting Elected Members' Remuneration following the October 2025 Local Elections



Policy, Procedures and Timeline for Setting Elected Members' Remuneration following the October 2025 Local Elections

1. Please familiarise yourself with the **Local Government Elected Members (2025/26) Determination 2025 (the Principal Determination)** specifically:
 - **Clause 8(2)** – entitlement to remuneration on and from the day after the date on which the official result of the 2025 election was declared under section 86 of the Local Electoral Act 2001 in relation to your council;
 - **Schedule 3** – elected members remuneration from the 2025 local elections and the governance remuneration pool which is included in the guidance note for your council.

Mayors, Regional Council Chairpersons, Auckland Local Board Members and Community Board Members' Remuneration

2. **Mayors, Auckland local board members and community board members** must be paid according to the provisions set out in the Principal Determination on and from the day after the date on which the official result for your council or board was declared.
3. **Regional council chairpersons, Auckland local boards chairpersons and deputy chairpersons, and community boards chairpersons** must be paid according to the provisions set out in the Principal Determination on and from the day after the date on which the chairpersons and deputy chairpersons were elected to their respective roles.
4. Note the governance remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members (including chairpersons and deputy chairpersons) and community board members (including chairpersons).
5. Likewise, the pools do not apply to people who are appointed by the council to be members or chairpersons of council committees or to act as expert advisors to the council. The Remuneration Authority (the Authority) does not determine the remuneration of non-elected people or people who are not appointed to the council under section 117 of the Local Electoral Act 2001.
6. If your council delegates significant additional responsibilities to its community board(s) and therefore proposes an increase to the remuneration of its community board(s) members, the additional funds will come out of the governance remuneration pool for your council. If this is the case for your council, please contact the Authority for further advice.

Councillors' Remuneration

7. Councillors must be paid the councillor minimum allowable remuneration according to the provisions set out in the Principal Determination on and from the day after the date on which the official result was declared for your council.
8. If a councillor is also elected or appointed to a local board or a community board, the councillor is only entitled to receive the remuneration that is payable to the councillor as an elected or appointed¹ member of the governing body of the council (see clause 8(3) of the Principal Determination).

Governance Remuneration Pools

9. The Authority sets a governance remuneration pool for your council. The pool that applies to your council following the 2025 local elections is shown in the guidance note for your council listed in schedule 3 of the Principal Determination. The pool enables your council to differentially remunerate positions with additional responsibilities.
10. As soon as practicable after the date on which the official result of the 2025 election for your council was declared, your council must submit a proposal to the Authority on how it wishes to distribute its pool, amongst its councillors, according to its governance structure. Your council must ensure that its pool is fully allocated.

Setting Councillors' Remuneration

11. Schedule 3 includes the minimum allowable remuneration that your councillors must be paid. A councillor cannot be paid below the minimum allowable remuneration.
12. The difference between the total councillor minimum allowable remuneration payable and the total of the governance remuneration pool is then available to your council for remunerating its councillors who are assigned additional responsibilities and/or to increase the base payment for all councillors with no additional responsibilities.
13. Roles to which additional remuneration can be paid may include internal council roles (such as deputy mayor, committee chair or member of a committee) but also other positions representing the council on outside groups where significant work arises from being involved on community and cross-council groups.
14. Any fees paid to councillors for serving as directors on council-controlled organisations (CCOs) are not covered by the governance remuneration pool.

Calculating the Distribution of the Governance Remuneration Pool

15. Attached to this policy are the following Excel worksheets which will assist your council in fully distributing its pool amongst its councillors:
 - **Worksheet 1** – either use this worksheet to enter the dollar amounts to calculate councillors' remuneration; or alternately use
 - **Worksheet 2** – to enter the ratios to calculate the remuneration of councillors.

¹ Appointed under section 117 of the Local Electoral Act 2001.

Both worksheets contain detailed instructions for proposing the distribution of your council's pool.

Your Council's Proposal

16. Your council's proposal must include:
 - a. one of the completed worksheets (**NOT** a PDF or MS Word copy);
 - b. a description of each position with additional responsibilities;
 - c. a copy of the minute confirming the council's resolution(s) and/or evidence of your mayor's appointments (*under section 41A(3) of the Local Government Act 2002*) to the deputy mayor and committee chairperson positions;
 - d. a copy of the council's declaration, made under section 86 of the Local Electoral Act 2001, of the official result of the 2025 local election.
17. Your council must forward its proposal to the Authority who will consider it and make a determination that will amend the Principal Determination. The proposal must be emailed to info@remauthority.govt.nz by either of the dates shown in the timeline below (shaded boxes).

Amending Determination

18. Amending determinations will be backdated so that:
 - a. for a councillor with no additional responsibilities, remuneration determined by the Authority will take effect on and from the day after the date on which the official result of the 2025 election of members for your council was declared; and
 - b. for positions with additional responsibility, remuneration determined by the Authority will take effect:
 - in the case of the mayor using their powers under section 41A (3) of the Local Government Act 2002, on and from the day after the date the mayor appointed the deputy mayor and/or chair of each council committee; and/or
 - on and from the day after the date of your council's resolution of its proposal.

Payroll Considerations

19. Your council cannot pay the proposed new remuneration rates until the Authority has gazetted its amending determination which contains the new remuneration rates. However, it is important to note that councillors' remuneration will be backdated in the amending determination.
20. The minimum allowable remuneration rate for councillors as shown in schedule 3 is paid until the new rates have been gazetted.
21. Gazetted remuneration rates for positions with additional responsibility will then be backdated to the day after the mayor made appointments to the deputy mayor and chairperson of council committee positions and/or to the day after your council formally voted to confirm its proposal.

22. The gazetted remuneration rates for councillors with no additional responsibilities are backdated to the day after the date on which the official result for your council was declared.

Timeline

Action	By Whom	Date
Familiarisation by elected members and staff with the process	Councils	Until remuneration proposals submitted
Incoming councils formally propose remuneration for positions within the allocated pool and forward proposals to the Authority (round 1)	Councils	Proposals must be submitted by <u>Friday 14 November 2025</u> to meet deadline for the first amending determination
The Authority considers councils' proposals	Remuneration Authority	From 13 October to 19 November 2025
First amending determination drafted	Parliamentary Counsel Office	From 24 November to 12 December 2025
First amending determination gazetted	Remuneration Authority	Thursday 18 December 2025
Incoming councils which miss the 14 November 2025 deadline formally propose remuneration for positions within the allocated pool and forward proposals to the Authority (round 2)	Councils	Proposals submitted by <u>Friday 30 January 2026</u> to meet deadline for second amending determination
Remuneration Authority considers councils' proposals	Remuneration Authority	From 12 January to 4 February 2026
Second amending determination drafted	Parliamentary Counsel Office	From 9 February to 23 February 2026
Second amending determination gazetted	Remuneration Authority	Early March 2026