

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

Date: Thursday 6 November 2025
Time: 9:30 am
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place,
Hamilton

Lance Vervoort
Chief Executive

Council Kaunihera OPEN AGENDA

Membership

Chairperson Mayor Tim Macindoe
Heamana

Deputy Chairperson Deputy Mayor Geoff Taylor
Heamana Tuarua

Members	Cr Andrew Bydder	Cr Sue Moroney
	Cr Anna Casey-Cox	Cr Robbie Neha
	Cr Maria Huata	Cr Angela O’Leary
	Cr Rachel Karalus	Cr Emma Pike
	Cr Leo Liu	Cr Jamie Strange
	Cr Mesh Macdonald	Cr Sarah Thomson
	Cr Graeme Mead	

Quorum: A majority of members (including vacancies)

Meeting Frequency: Monthly – or as required

Amy Viggers
Mana Whakahaere
Governance Lead

30 October 2025

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Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council¹:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Council's Governance Statement.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act 1991.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.

¹ [Clause 32, Schedule 7, Local Government Act 2002](#)

- e) Approval of the Triennial Agreement.
- f) Approval of the local governance statement required under the Local Government Act 2002.
- g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
- h) Approval of any changes to the nature and delegations of the Committees.
- i) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
- j) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
- k) Approval of Activity Management Plans.
- l) Sister City relationships.

Oversight of Strategies, Plans and Reports:

- Long Term Plan
- Annual Plan
- Annual Report
- Shaping Hamilton Kirikiriroa Together
- Our Climate Future
- He Pou Manawa Ora

Oversight of Policies and Bylaws:

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to officers specific to the Resource Management Act 1991*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*
- *Climate Change Policy*
- *Any Community Engagement Policies*

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1 Apologies – *Tono aroha*

2 Confirmation of Agenda – *Whakatau raarangi take*

The Council to confirm the agenda.

3 Declaration of Interest – *Tauaakii whaipanga*

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4 Public Forum – *Aatea koorero*

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Mayor.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6699.

Council Report

Item 5

Committee: Council

Date: 06 November 2025

Author: Keryn Phillips

Authoriser: Amy Viggers

Position: Governance Advisor

Position: Governance Lead

Report Name: Confirmation of the Inaugural Council Meeting Minutes - 22 October 2025

Report Status	<i>Open</i>
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Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council confirms the minutes of the Inaugural Council Meeting held on 22 October 2025 as a true and correct record.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Council Open Unconfirmed Minutes - 22 October 2025

Council *Kaunihera* OPEN MINUTES

Minutes of a meeting of the Council held in Civic Square and Council Chamber, Municipal Building, Garden Place, Hamilton on Wednesday 22 October 2025 at 10:30am.

PRESENT

Chairperson Mayor Tim Macindoe
Heamana

Members Cr Andrew Bydder
Cr Anna Casey-Cox
Cr Maria Huata
Cr Rachel Karalus
Cr Leo Liu
Cr Mesh Macdonald
Cr Graeme Mead
Cr Sue Moroney
Cr Robbie Neha
Cr Angela O’Leary
Cr Emma Pike
Cr Jamie Strange
Cr Geoff Taylor
Cr Sarah Thomson

SWEARING IN OF MAYOR-ELECT AND COUNCILLORS-ELECT

The Official Party and Elected Members entered the meeting. A karakia was given by Hamilton City Council Kaumatua Tame Pokaia followed by waiata by Council staff.

The Inaugural Council meeting was then opened by Chief Executive Lance Vervoort. He welcomed everyone to the meeting and acknowledged the presence of mana whenua and those able to be a part of the ceremony including the newly Elected Members, former Councillors, and family.

Installation of the Mayor

Mayor Macindoe read and signed the Statutory Declaration required by the Local Government Act 2002, which was witnessed by the Chief Executive. Following his declaration, the Mayor addressed the meeting.

Installation of the Councillors

Councillors Andrew Bydder, Anna Casey-Cox, Maria Huata, Rachel Karalus, Leo Liu, Mesh Macdonald, Graeme Mead, Sue Moroney, Robbie Neha, Angela O’Leary, Emma Pike, Jamie Strange, Geoff Taylor and Sarah Thomson read and signed the Statutory Declaration required by the Local Government Act 2002,

which were witnessed by Mayor Macindoe. Following their declarations, each Councillor addressed the meeting.

The Official Party, Elected Members, and all in attendance stood to sing the National Anthem.

Council Kaumata Tame Pokaia closed the ceremony with a karakia supported by a waiata.

The meeting was adjourned from 12.15pm to 1.57pm.

1. Apologies – *Tono aroha*

There were no leaves of absence.

2. Confirmation of Agenda – *Whakatau raarangi take*

Resolved: (Cr Bydder/Cr Taylor)

That the Council confirms the agenda.

3. Declarations of Interest – *Tauaakii whaipanga*

No members of the Council declared a Conflict of Interest.

4. Inaugural Meeting Requirements

The Manager Governance and Assurance took the report as read.

Resolved: (Cr Taylor/Cr Thomson)

That the Council receives the report.

5. Explanation of Statutory Matters Affecting Elected Members

The Manager Governance and Assurance spoke to the report noting that there is Central Government proposal to raise the threshold for the Local Authority (Members' Interest) Act from \$25,000 to \$100,000. Staff responded to questions from Elected Members concerning official information costs and the code of conduct.

Resolved: (Cr O'Leary/Cr Pike)

That the Council:

- a) receives the report; and
- b) notes that until such time as the Council formally adopts a Code of Conduct, elected members are expected to abide by the provisions, as set out in Section 15, Code of Conduct, of the Local Government Act 2002.

The meeting was closed with a karakia.

The meeting was declared closed at 2.04pm.

Council Report

Item 6

Committee: Council

Date: 06 November 2025

Author: Keryn Phillips

Authoriser: Michelle Hawthorne

Position: Governance Advisor

Position: Governance and Assurance
Manager

Report Name: Chair's Report

Report Status	<i>Open</i>
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Recommendation – *Tuutohu*

That the Council receives the report.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's report

Chair's Report:

Kia ora koutou,

I extend a very warm welcome to both new and returning councillors at Council's first meeting of the triennium. I was delighted to share a special swearing-in ceremony with all Councillors in Civic Square, as a visible reminder of our connection to the community we serve, and I was heartened by the sentiments expressed in your speeches.

I am proud to work with such a capable and committed team. You each bring valuable experience, perspectives, and passion for Hamilton. I have greatly enjoyed my individual conversations with all Councillors to discuss your priorities and aspirations for our city. We have been actively participating in a comprehensive induction programme, as outlined in *attachment 1*, designed to equip us to be effective governors of our city.

I also extend my sincere thanks to Hamilton City Council staff for their dedication and professionalism throughout the election process. Voter turnout was slightly better than in 2022 but still disappointing. Next year we will undertake the triennial representation review, and I hope to see some improvements to further boost voter turnout before the next election in 2028.

I am committed to leading this Council to focus on delivering core services well, relieving pressure on ratepayers, and continuing to invest wisely in what makes Hamilton special, while supporting economic growth.

As elected officials, we are entrusted to uphold the highest professional and ethical standards, that the public expect and deserve. As your Mayor and Chair of Council, I am committed to leading by example.

Today's meeting includes consideration of proposed roles for Councillors. I am pleased to have appointed our Deputy Mayor and Committee Chairs in your respective leadership roles. I think we are a strong team, and I know you will bring your enthusiasm and expertise to these roles. Thank you for your willingness to serve.

Following my discussions with all Councillors, our full committee structure for the 2025–2028 triennium is outlined in *attachment 2*. Experienced councillors and staff have undertaken a review of our committee structures and proposed arrangements that I expect will serve us well over the next three years. However, I am proposing to review these arrangements at mid-term to ensure they remain effective, in the face of significant changes to Local Government, such as waters and RMA reforms. Consultation with iwi partners is required before a decision is made on Maangai Maaori.

As indicated in my speech at the swearing-in ceremony, I am committed to harnessing the skills of every councillor. Regardless of your roles, each of you has an important role to play in shaping Hamilton's future and I want your time on Council to be fulfilling and impactful.

Before concluding, I wish to inform you that nominations for zone and sector National Council representatives are now open. Any elected member can stand for these roles if they are part of the relevant sector or zone.

If more than one candidate stands, an election will be held at the relevant sector or zone meeting in November (apart from Zone 5, where any election will be via email). Nominations for sector National Council representatives and chairs close on 5 November, while nominations for zone National Council representatives and chairs close on 7 November.

Elected Members are asked to consider their interest in these roles carefully; nominations require the signature of two Council Mayors and Chief Executives. This, as you can appreciate, may take some coordination if an Elected Member is interested. A delegation to the Mayor and Deputy Mayor is sought for voting, if an election is required on National Council and Zone positions. More information can be found on the LGNZ website, if you have any questions Governance Staff can assist.

We have significant work ahead to meet our responsibilities, address challenges, and seize opportunities for our city. Let's approach this triennium in a spirit of collaboration, respect, and determination to make decisions that serve the best interests of Hamiltonians, today and for years to come.

I look forward to working with you all.

Chair's Recommendation

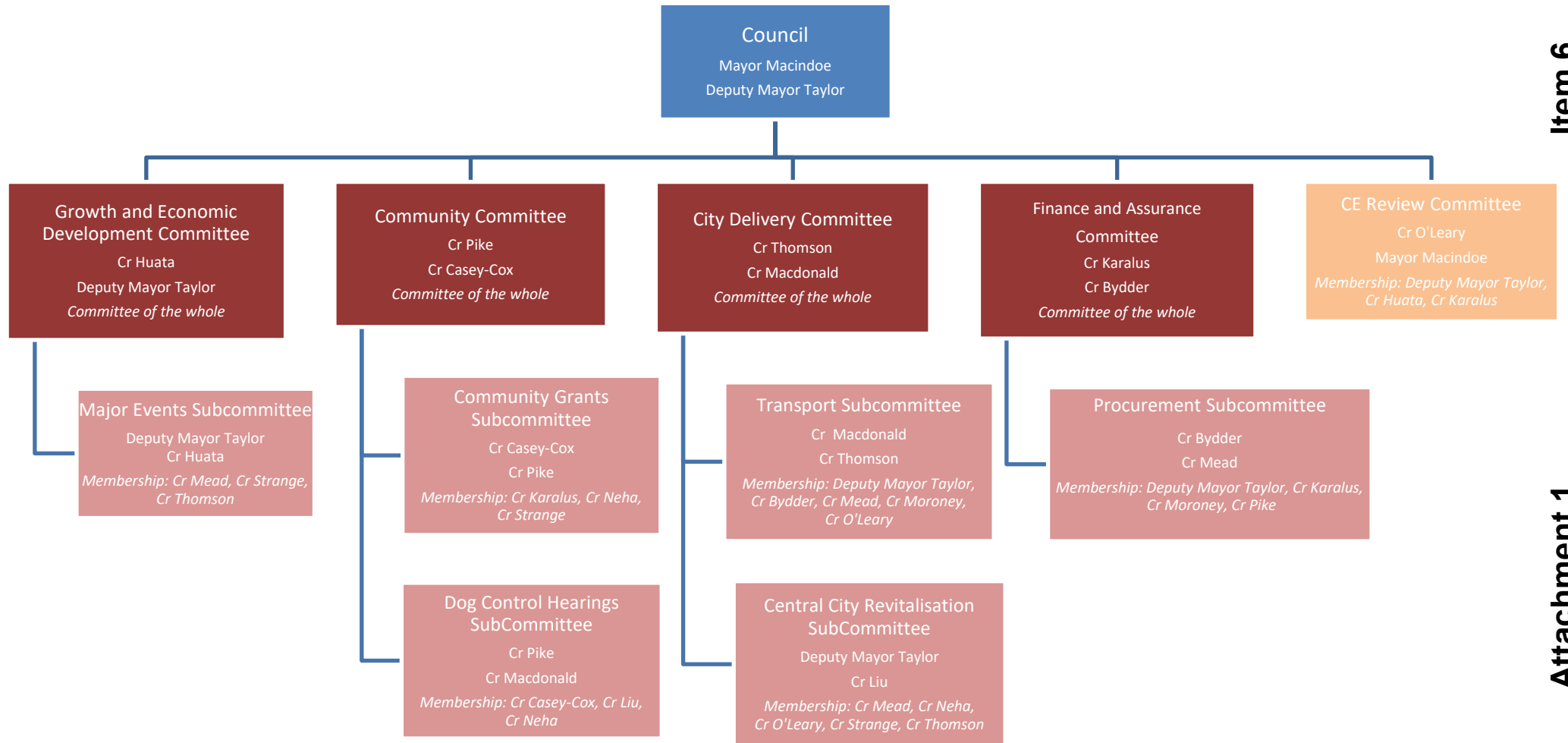
That the Council receives the report

Tim Macindoe

Mayor Hamilton City

Attachment 1

Week	Date	Session/Topic
Week 1 13- 17 Oct	Monday 13	Mayor Elect, CE and Governance meeting #1
	Tuesday 14	Mayor and CE session #2
	Wednesday 15	Mayor and CE session #3
	Thursday 16	Mayor and CE session #4
	Friday 17	Mayor and CE session #5
Week 2 20-24 Oct	Monday 20	LGNZ Mayor's Day One induction
	Tuesday 21	LGNZ Mayor's Day Two induction Individual Session Governance and provisionally elected Councillors
	Wednesday 22	INAUGURAL COUNCIL MEETING 10.30am Full powhiri and Swearing in Ceremony
	Thursday 23	Individual Session Governance and provisionally elected Councillors
	Friday 24	Mayor individual meetings with Councillors
Week 3 27-31 Oct	Monday 27	LABOUR DAY
	Tuesday 28	Mayor individual meetings with Councillors
	Wednesday 29	Introduction to the Executive Leadership Team EM Strategic Induction 1: The brave new world of local government
	Thursday 30	EM Strategic Induction 2: Our Growth Story
	Friday 31	
Week 4 3 - 7 Nov	Monday 3	Full day induction session with Executive Leadership Team
	Tuesday 4	EM Strategic Induction 3: Strategy Framework Session and Standing orders
	Wednesday 5	EM Strategic Induction 4: Local Government Finances
	Thursday 6	FIRST OFFICIAL COUNCIL MEETING (and fire drill training)
	Friday 7	
Week 5 10-14 Nov	Monday 10	
	Tuesday 11	EM Strategic Induction 5: Corporate Planning (the work ahead) IAWAI an Overview Session
	Wednesday 12	INFORMATION SESSION and Legislative Obligations (<i>LGA, LGOMIA, ETC</i>) Session
	Thursday 13	EM Strategic Induction 6: Organisation health and performance
	Friday 14	Mayoral Meeting - Annual Plan and Long-Term Direction
Week 6 7-21 Nov	Monday 17	
	Tuesday 18	COUNCIL MEETING
	Wednesday 19	Strategic Induction: Information Session – Annual Plan and Long-Term Plan Direction and Health and Safety 101
	Thursday 20	
	Friday 21	Zone 2 meeting
Week 7 24-28 Nov	Monday 24	
	Tuesday 25	
	Wednesday 26	INFORMATION SESSION
	Thursday 27	Te Maruata whaanui
	Friday 28	Young Elected Members Network - YEM



Council Report

Committee: Council

Date: 06 November 2025

Author: Amy Viggers

Authoriser: Michelle Hawthorne

Position: Governance Lead

Position: Governance and Assurance Manager

Report Name: Elected Member Remuneration and Elected Member Support and Allowances Policy

Report Status

Open

Purpose - *Take*

1. To seek approval from the Council for the allocation of the available remuneration funds to positions for Elected Members, based on the proposed 2025-28 Committee Structure, and an associated Elected Members Support and Allowances Policy.

Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council:

- a) receives the report;
- b) approves the remuneration allocation set out in **Attachment 2** of this report be submitted to Remuneration Authority for determination;
- c) approves the adoption of the Elected Member Support and Allowances Policy as per **Attachments 3 and 4**, to replace the operative Elected Member Support Policy, and a preferred option for parking allowances to be included in this Policy; and
- d) revokes the Corporate Hospitality and Entertainment Policy as per **Attachment 5**.

Executive Summary - *Whakaraapopototanga matua*

2. The Remuneration Authority (the Authority) is the independent body set up by Central Government to set out a process and approve the remuneration of key office holders, including local government representatives.
3. Councils are legally required to make decisions regarding allocation of remuneration for Elected Members relating to positions of responsibility. Mayors are excluded from this approach. Each Mayor continues to have their pay set independently by the Remuneration Authority.
4. The [Determination](#) includes the minimum allowable councillor remuneration for each council. The minimum amount for Hamilton for the 2025 financial year is \$92,479. Elected Members started on this rate the day after the official results were announced (19 October 2025). The full amount of the 2022 pool for Hamilton is \$1,572,146. By law, this pool must be fully distributed. The latest Local Government determination which affects these changes was gazetted 1 September 2025 and can be found [here](#).

5. Following the elections in October 2025, a new Governance Structure was proposed by Mayor Macindoe via an earlier report in this agenda. Based on this structure, it is proposed that the remuneration allocation for Elected Members be distributed per **Attachment 2** of this report.
6. The Council's recommendations, regarding allocation of the pool, must be submitted to the Authority. The Authority will then make its decisions which will be included in the next determination. Regardless of the determination date, all remuneration rates for positions will be backdated to the commencement date of the respective roles (6 November 2025).
7. The proposed Elected Member Support and Allowances Policy (**Attachments 3 and 4**) outlines the support and allowances available to Elected Members. Staff have reviewed the Elected Member Support Policy and Corporate Hospitality and Entertainment Policy (**Attachment 5**) which have been combined. Further minor changes have been made to better align the combined proposed Policy with the relevant legislation, such as the Remuneration Authority Determination and Local Government Act, and associated Council policies.
8. Staff consider the matters have a low risk associated with the decision(s) required for this matter as outlined in the report.
9. Staff consider the decisions have low significance and that the recommendations comply with the Council's legal requirements.

Background - *Koorero whaimaarama*

Elected Member Remuneration

10. The determination from the Remuneration Authority in 2019 noted that there would be a move to resize each Council and adjust remuneration accordingly. It was also identified that there would be a move from a "partial pool" approach to a "full pool" approach.
11. A partial pool approach is where the Remuneration Authority determines base Councillor pay but each Council has a pool to 'top up' remuneration for Councillors holding positions of responsibility.
12. A full pool approach means each Council is allocated a pool related to the ranking of the Council by size index, and then the Council proposes to the Remuneration Authority the Councillor base pay and the additional pay for positions of responsibility. This excludes the Mayor who will continue to have their pay set directly by the Remuneration Authority. More information on the Remuneration Authority and its approach to setting remuneration for local authorities can be found [here](#).
13. Council has previously recognised the additional work undertaken by Deputy Mayors, Chairs, and Deputy Chairs of Committees, and proposed an increased percentage to the relevant Elected Members' remuneration for these roles. This is a common approach to setting remuneration across the local government sector.
14. It should be noted that each Elected Member is entitled to one payment for additional responsibilities. Consequently, if a Councillor is undertaking two roles, they will get paid the additional remuneration for the higher paying role only.
15. Guidance from the Remuneration Authority to councils is attached to the report as **Attachment 1**.

Elected Member Support and Allowances

16. Allowances are entirely at the discretion of individual councils within the limits set by the Remuneration Authority. Council approved allowances for elected members must be included in the council's elected members' support policy and published on its website. Allowance limits are reviewed annually by the Remuneration Authority.

17. Councils do not need the Authority's agreement for changes to their elected members' expenses and reimbursement policy, or to their mayors/regional council chairs' motor vehicle entitlements, so long as their policy remains within the limits of the current remuneration and allowances determination.
18. Current allowances identified by the Remuneration Authority are:
 - i. Vehicle kilometre allowance;
 - ii. Travel time allowance;
 - iii. ICT allowance;
 - iv. Childcare allowance; and
 - v. Home security allowance.
19. More information on Elected member allowances can be found [here](#).
20. The Remuneration Authority also sets the maximum payments and guidelines for Elected members who also act as Hearing Chairs or Commissioners in certain circumstances. More information on Elected Member hearing payments can be found [here](#).

Discussion – *Matapaki*

21. The proposed Committee Structure for the new triennium has changed the number of committees and members undertaking additional responsibilities as outlined in an earlier report in this agenda.
22. The proposed Elected Member remuneration allocation (outlined in **Attachment 2** of this report) reflects the distribution of roles and responsibilities.
23. The following standard supporting information for each position with additional responsibilities, together with the Council resolution:
 - i. Position description outlining the additional responsibilities, delegations and reporting obligations
 - ii. Estimated additional hours;
 - iii. Benefit to the ratepayer; and
 - iv. The extent to which the duties can vary.
24. The operative [Elected Member Support Policy](#) contains provisions on Corporate Hospitality and Entertainment. Council has a separate Corporate Hospitality and Entertainment Policy (**Attachment 5**).
25. Staff have amended and expanded provisions contained within the operative Elected Member Support Policy and included these in the proposed amended Policy (**Attachments 3 and 4**) The proposed Policy has also been renamed for clarity.
26. The Corporate Hospitality and Entertainment Policy is recommended for revocation, to avoid duplication.
27. Further changes made in the proposed Elected Member and Allowance Support Policy better align it with the Remunerations Authority determination.
28. The most significant changes in the proposed Policy have been made regarding the below areas:
 - i. Clarification of communications allowances provisions, in line with Remuneration Authority guidance
 - ii. Addition of the home security allowance provisions
 - iii. Addition of counselling and assistance service provisions
 - iv. Clarity on parking as an Item of possible private benefit

- v. Changes to corporate hospitality and entertainment provisions (expanded).

Options – *Koowhiringa*

- 29. There are a number of reasonable and viable options for the Council to consider.
- 30. The options are set out below:
 - Option 1 (Status Quo):** This does not reflect the additional allowances available to Elected Members outlined above and recommended changes from staff.
 - Option 2:** Adopt the Policy as proposed.
 - Option 3:** Make changes to the Policy – Council can make further changes to any aspect of the Policy it wishes, as long as they are within the parameters set out by the Remuneration Authority.
- 31. The Elected Member allocation and associated Determination is a legislative requirement, and having an associated Council Policy is identified best practice and is required for benefits and reimbursements to occur.

Financial Considerations - *Whaiwhakaaro Puutea*

- 32. This is a regular operating activity funded through the Long-Term Plan.

Legal Considerations - *Whaiwhakaaro-aa-ture*

- 33. Staff confirm that Option 2 complies with the Council's legal requirements.

Risks – *Tuuraru*

- 34. There are no known risks associated with the Option 2.

Strategic Considerations - *Whaiwhakaaro-aa- rautaki*

- 35. Everything we do is aimed at improving the wellbeing of Hamiltonians. Council has been working alongside our community to understand what people in our city want the future of Hamilton Kirikiriroa to look like as represented by our five priorities.
- 36. The promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future is expressed through Council's key strategies.
- 37. The proposed recommendation will align with Council key documents.
- 38. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.
- 39. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Remuneration Authority Guidance 2025

Attachment 2 - Proposed Remuneration Allocation

Attachment 3 - Draft Elected Members' Support & Allowances Council Policy (Tracked Changes)

Attachment 4 - Draft Elected Members' Support & Allowances Council Policy (Clean)

Attachment 5 - Corporate Hospitality & Entertainment Council Policy



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 Friday 14 November 2025 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 Friday 30 January 2026 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

Proposed Remuneration for Councillors Following the 2025 Local Elections Using Dollar Amounts



Use this worksheet to calculate the proposed remuneration for positions with additional responsibilities and the proposed remuneration for councillors without additional responsibilities using DOLLAR amounts.

Before completing this worksheet, read the instructions sheet in the tab below for detailed guidance.

1) Enter the legal name of the local authority, as listed in schedule 2 of the Local Government Act 2002: Hamilton City Council

2) Enter the date on which the official result of the 2025 election was declared for the local authority: 18 October 2025

3) Enter the number of elected members (excluding the mayor or regional council chair) on the council: 14

4) Enter local authority's governance remuneration pool as shown in the current local government members determination (\$): 1,572,146

5) Enter councillor minimum allowable remuneration as shown in the current determination (\$): 92,479

6) Enter proposed remuneration for a councillor with no additional responsibility (\$): 96,000

7) Enter title of proposed position <u>with additional</u> responsibilities (ie: the title that will be displayed in the amending determination)	8) Enter number of members per position	9) Enter date of appointment or local authority's resolution	Effective Date*	Councillor with no additional responsibilities (\$)	10) Enter proposed additional remuneration (\$)	Proposed annual total remuneration per councillor (\$)	Total (\$)
Deputy Mayor	1	6 November 2025	7 November 2025	96,000	39,146	135,146	135,146
Committee Chair	5	6 November 2025	7 November 2025	96,000	27,000	123,000	615,000
Committee Deputy Chair	3	6 November 2025	7 November 2025	96,000	18,000	114,000	342,000
Councillor with no additional responsibilities	5		19 October 2025	96,000	n/a	96,000	480,000

Grand total (\$): 1,572,146

* = For positions with additional responsibilities the effective date is the day after the date of either the local authority's resolution or the date of appointment of the Deputy Mayor or Committee Chairperson by the Mayor using their powers under section 41(3) of the Local Government Act 2002, and for councillors with no additional responsibility the effective date is on and from the day after the date on which the official result of 2025 election of members for the council is declared.

Balance of pool (\$): 0

A brief description must be provided for each position of responsibility ie: specify the additional responsibilities over and above the councillor with no additional responsibilities role - covering duties, delegations, deputising and reporting obligations and the extra time involved in carrying out the additional responsibilities.

Return this completed worksheet together with a copy of the public notice declaring the official result of the local election, a copy of the minutes recording the council's resolution, and a brief description of each position of responsibility to: info@remauthority.govt.nz

2025 Local Elections

First adopted:	August 2015; Implemented October 2016
Revision dates/version:	November 2017; March 2021, November 2022, XXX 2025
Next review date:	As required but no later than November-XXX 20252028
Engagement required:	Not required
Document Location:	XXXElected Member Support Policy – November 2022 FINAL Approved.docx
Associated documents:	The most current Remuneration Authority Determination, Code of Conduct for Elected Members and OAG-Office of the Auditor General (OAG) Guidelines
Sponsor/Group:	General Manager – People and Organisational PerformancePartnerships, Communication and Maaori

Elected Member Support and Allowances Policy

Ko te Puutaketanga

Purpose

1. The purpose of this policy is to:

a) ~~To~~ set out clear and transparent levels of expenses and allowances paid to, or on behalf of, Elected Members of Hamilton City Council ([Council](#)).

~~1-~~

b) ~~To~~ outline the level of support provided to Elected Members to enable them to carry out their roles.

~~2-c)~~ ~~To~~ set out expectations for Elected Members on items of possible private benefit, including [corporate hospitality and entertainment](#).

Ko te Whaanuitanga

Scope

2. This ~~p~~Policy applies to:

a) [Council](#) Elected Members; ~~of Hamilton City Council~~.

b) [All Council owned facilities](#); and

c) [All Elected Members' benefits and allowances, including complementary tickets received because of Council financial support](#).

~~3-~~

-This ~~p~~Policy does not apply to

~~4.3.~~ [S](#)taff employed by [Hamilton City](#) Council.

Ko ngaa Whakamaaramatanga

Definitions

Term	Definition in this Policy
Authority	The Remuneration Authority
Local Government Members' Determination	The annual determination gazetted by the Authority, determining the level and parameters of permitted remuneration and allowances payable to members of a local authority. A determination applies from 1 July to 30 June.
The Office of the Auditor General	The Controller and Auditor-General is an Officer of Parliament. This means they are independent of the Government and can't be directed by

(OAG)

whichever political party is holding power.

The Auditor-General has two business units – the ~~Office of the Auditor-General~~ OAG (~~this site~~) and Audit New Zealand (auditnz.parliament.nz).

Together, the work of both units gives Parliament and the public an independent view of how public organisations, including central and local government organisations ~~/councils~~, are operating.

Ko nga Tikanga Whakahaere Kaupapahere Principles of Policy

4. The guiding principles for this policy are:

~~4-a)~~ Elected Members should be reimbursed for actual and reasonable expenses they incur in carrying out Council business in their official capacity as an Elected Member. This ~~should~~ must ~~occur~~ comply within the parameters set by the Remuneration Authority and any relevant legislation. This also applies to payment of allowances and use of Council resources.

~~a)~~ Reasonable resources should be made available to Elected Members to enable them to ~~more~~ efficiently carry out their responsibilities.

~~b)~~

~~5-c)~~ Reimbursement of expenses, payment of allowances and use of the Council ~~resources~~ apply only to Elected Members while they are carrying out Council business in their official capacity as an ~~elected~~ Elected Member.

~~d)~~ Transparency and accountability guide the reimbursement of Elected Members' allowances and expenses.

~~e)~~ In addition, the following principles for this Policy have been adopted ~~from the~~ Office of the Auditor-General's Controlling Sensitive Expenditure: Guide for Public Entities:

- Expenditure on corporate hospitality and entertainment is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.
- Given this, this ~~P~~policy promotes transparency and accountability to ensure the prudent use of public money so that Council's corporate hospitality and entertainment is able to withstand public scrutiny.
- It is recognised that Elected Members play an important role in building relationships, advancing commercial objectives and representing the ~~organisation~~ Council.
- As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.

~~6.~~

Ko ngaa Tikanga

Policy

Equipment

- ~~7.5.~~ At the commencement of each three-year term, all Elected Members will be provided with Council approved standard DS (Digital Services) equipment (a mobile phone, laptop, and iPad).
- ~~8.6.~~ Elected Members who are provided with Council approved standard DS equipment will be connected to Council's DS network and provided with DS support services.
- ~~7.~~ All Council equipment must be returned at the end of each three-year term.
- ~~9.8.~~ Any equipment provided must be used in accordance with the Council's DS Digital Services information management and acceptable use expectations¹.
- ~~10.9.~~ Elected Members have the opportunity of having a remuneration deduction to cover personal use of Council mobile devices². The amount of the deduction is determined by the Chief Executive or his/her delegate, in line with central government practice and Authority advice.

Stationery and Services

11. The Council will provide a reasonable supply of stationery to Elected Members for their use on Council business.
12. Elected Members should use the following internal Council services to an appropriate and reasonable level as determined by the Chief Executive or ~~his/her~~their delegate:
- ~~a)~~ a) Postage and courier service;
 - ~~b)~~ b) Photocopying;
 - ~~c)~~ c) DS Information technology advice/assistance for Council-owned equipment; and
 - d) Meeting rooms.

Communications Expenses and Allowances

- ~~13. On receipt of supporting tax invoices, the Governance Lead may authorise reimbursement for Council-related telephone calls made on private telephones (including mobile phones).~~
- ~~1.13.~~ International calling, text, and data can be purchased at the Elected Member's expense.

Childcare Allowance

- ~~2.14.~~ The Council will on application, pay a childcare allowance, in accordance with the relevant sections of the Local Government Elected Members Determination/Remuneration Authority Determination, to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on ~~local authority~~Council business.

Home Security Allowance

- ~~14.15.~~ The Council will on application, pay a home security allowance, in accordance with the relevant sections of the Remuneration Authority Determination, to an eligible Elected Member as a contribution towards expenses incurred by the Elected Member for security provided while the Elected Member is engaged on local authority business

Training / conference costs

¹ Hamilton City Councils' Information Management Policy and Acceptable Use Management Policy

² Elected Members should note that technical support for personal devices may not be available from Staff

~~15.16.~~ Any training or conferences paid for by the Council must:

- a) be relevant to Council business or governance, as determined by the Chief Executive (if required);
- b) be booked through Council staff with the Council's preferred agents and at the most economic cost available (where possible) at the time of the booking, unless all costs are being met privately or by a third party; and
- c) not fall after 30 June in the year of a triennial Election.

~~16.17.~~ If Elected Members, including the Mayor, wish to attend professional development training or conferences of their own choice, they must make a written request to the Governance Lead for funding from the Elected Members' professional development discretionary budget. Each member is entitled up to a maximum of \$3,000 per ~~annum~~ (financial year, up until 30 June of the final year of a three-year term). This includes the cost of travel, accommodation and meals (excluding alcohol), noting that the cost of accommodation and meals should not exceed a midrange, reasonable and justifiable level.

~~17.~~ A professional development or conference costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.

18. Once approved, the Governance team will organise the necessary registrations, bookings and payments.

19. On receipt of supporting tax invoices, Elected Members are entitled to the reimbursement of travel fares (including Taxi, Uber, Mevo and Ola) when traveling on Council business outside of the Hamilton City boundary, instead of private vehicle or public transport, for the following reasons:

- ~~e)a)~~ Council business is occurring outside normal business operating hours; or
- ~~e)b)~~ For the safety/security of an Elected Member

20. Elected Members are eligible for reimbursement of actual and reasonable costs incurred by Elected Members who use public transport (long distance coach, local bus, train or ferry), micromobility vehicles (such as e-bikes and e-scooters) and bicycles for travel on local authority business and upon the production of receipts or evidence satisfactory to the Governance Lead.

21. Where the Council has formally appointed Elected Members to external organisations or approved Elected Members' attendance at training or a conference (by resolution) within the 3-year term, the Council will pay or reimburse Elected Members for appropriate and reasonable costs incurred for representing Council outside of the City boundary within the relevant budget provision. For clarity, such expenditure does not fall within an Elected Member's discretionary allocation of \$3,000.

~~3-22.~~ The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (i.e. friends or relatives) when travelling on Council business. The maximum amount payable will be \$50 per night.

Vehicle Mileage Allowance and Travel-Time Allowance

~~22-23.~~ Elected Members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local

Government [Remuneration Authority Determination](#) and this Policy.

~~23.~~24. A mileage allowance is payable for any distance travelled in relation to eligible travel as determined by the relevant [Remuneration Authority Determination](#), including:

- ~~i.)~~a) if it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
- ~~e.)~~b) if the Member is travelling in a private vehicle on local authority business by the most direct route that is reasonable in the circumstances.

~~24.~~ The maximum payable per annum is set out as per the [Authority determinationRemuneration Authority Determination](#).

- 25. A mileage or travel time costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.
- 26. Elected Members must maintain an accurate record of travel undertaken in their private vehicle related to any claimed mileage allowance (e.g. logbook) and provide a copy to the Governance Lead on request to support any mileage claim.
- 27. However, if an Elected Member of a local authority travels from a place where the Elected Member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the Elected Member is only eligible for a vehicle-~~kilometre~~kilometer allowance for eligible travel after the member crosses the boundary of the local authority area as per the relevant [Remuneration Authority Determination](#).
- 28. Elected Members may access and use [the](#) Council's electric vehicle charging stations where Council has the functionality to record and charge back electricity costs to an individual. Elected Members will be required to reimburse Council for these costs.

Mayoral Vehicle

29. ~~If~~ Council approves the provision of a vehicle for the Mayor, the policy must be included in the Council's Elected Members' expenses, and this Policy.

~~4-30.~~ The Mayor is provided with a vehicle, and salary deductions are made in accordance with the Authority's determination and rules. The vehicle is serviced and maintained in accordance with manufacturers recommendations and [the](#) Council's fleet management practices.

Gifts

~~—~~ [A person in a position of trust, such as an Elected Member, should not make a profit through their office. The Crimes Act 1961 and the Secret Commissions Act 1910 deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs.](#)

[31. Gifts can include discounts, commissions, bonus or deductions.](#)

[32. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Elected Members must notify the Governance Lead \(or delegate\) if any gifts are accepted for inclusion in the Gifts Register maintained by the Council.](#)

[33. Where a gift to the value of \\$150 or more is offered to an Elected Member, it will also be included in the Register of Members Interests maintained by the Council ~~\(Governance- team\)~~.](#)

[34. The cumulative value of recurring gifts received each financial year from the same donor must be disclosed by an Elected Member.](#)

35. An Elected Member is not required to disclose tickets to events for which that member is required to attend as the Council's representative (as recorded in the Council's Governance Structure).

Corporate Hospitality and Entertainment

30.36. Elected Members must follow the following expectations Corporate Hospitality and Entertainment Policy when extending hospitality or participating in Council hosted events.

37. Usage of the Council facilities (including tickets) or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:

- a) building relationships;
- b) networking opportunities;
- c) representing the organisation;
- d) reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
- e) recognising significant business achievement;
- f) advancing commercial objectives; and/or
- g) building revenue.

35.38. Decisions about expenditure and facility use for corporate hospitality and entertainment must be transparent, impartial and made by the appropriate delegated authority.

36.39. Staff arranging the hospitality for Elected Members must be guided by the principle of moderate and conservative expenditure when determining the level of expenditure for official entertainment and hospitality.

37.40. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is not to be viewed as 'as of right' by Elected Members and/or staff.

38.41. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is only available before 30 June in the final year of a three-year term

39.42. Elected Members must use the Corporate Hospitality Register and Elected Members Support and Allowances Standard Operating Process (both are managed by the Chief Executive's Office, with support from Governance) when extending hospitality or participating in Council hosted events.

40. Elected Members should also refer to the Council's Code of Conduct in relation to gifts and hospitality received by, and in their capacity as, Elected Members, and.

5.43. Elected Members should also refer to the Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities for further guidance.

Items of Possible Private Benefit

6.44. The Authority has issued clear guidelines on the following items of possible private benefit. The following matters that are for private benefit will not be paid for or reimbursed unless otherwise

stated:

~~i.a)~~ Medical Insurance

Elected Members are permitted to opt-in to optional discounted staff Medical Health Insurance through an independent third-party provider, at no cost to the Council.

The Elected Member will continue to receive their full remuneration as shown in the determination and the deduction from salary, if they decide to opt in the scheme, will subsequently be made by Payroll.

If the Elected Member opts in, they understand that Council's Chief Executive may in the future change providers or elect to end the scheme as a staff benefit.

~~a.b)~~ Staff Discounts

The Authority has authorised the Council to extend its flu vaccination benefit to Elected Members. Elected Members are otherwise not permitted to access any other discounts offered to Council staff for their own personal purchases.

~~b.c)~~ Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of Elected Members where the payment of a claim is made to the elected representative or his or her estate.

~~ii.d)~~ Airpoints

Airpoints earned by an Elected Members on travel and accommodation paid for by the Council should be used by that member towards his/her future travel or accommodation that is required for Council business.

~~a)~~ — Car parking

~~e)~~ —

~~b) — All Elected Members are provided a car park for use while on Council business at the Garden Place carpark adjacent to the Council offices on Anglesea Street. The location and size of the carpark is dependent on availability and any changes are at the discretion of the Chief Executive. NB Provisions are to be determined by resolution of Council (6 November 2025).~~

~~e)~~ — Assistance services

~~f)~~ —

Elected Members can access up to three face-to-face counselling sessions per issue, for each year of a 3th year term. If more than three sessions are required, the provider will contact the CEO's office to request that permission be granted for a further session(s).

Elected Members with a personal or professional issue that's affecting their role are

[eligible to access support and assistance 24/7 from a confidential service provided by a counsellor or psychologist. To arrange an appointment call Instep EAP on 080 284 678 or visit \[www.istep.nz\]\(http://www.istep.nz\) to book online or view some online resources. Booking online through the Instep website will require an Elected Member to use the Members login using the following username and password:](#)

Hearing Fees

~~7.45.~~ An Elected Member who acts as a chairperson or a member who is sitting as part of a Council hearing is entitled to be paid a fee per hour of hearing time related to the hearing as per the relevant [Remuneration Authority Determination](#).³

~~42.46.~~ Hearing fees as an additional payment to remuneration are not available to a Mayor or Acting Mayor. For Acting/Mayors, fees may only be considered in exceptional circumstances if:

- ~~a)~~ there is a shortage of experienced hearing commissioners on the Council; and
- ~~b)~~ there is significant hearing of a lengthy duration, which would create undue time pressure on the Acting/Mayor; and
- ~~c)~~ fees are approved by the Remuneration Authority prior to payment.

Ko te Aroturukitanga me te Whakatinanatanga Implementation

Monitoring and

~~43.47.~~ The expenses and allowances payable, and supplies, consumables or services administered, under this Policy are provided:

- ~~a-a)~~ at no cost to Elected Members, but only while they are holding office (e.g. not on a leave of absence or absent without leave)~~2~~; and
- ~~b.b)~~ for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.

~~44.48.~~ All claims for reimbursement of expenses must be submitted on the [Elected Member](#) expense claim form to the Governance Lead. Claims must be signed by the Elected Member, and all expenses claimed must be supported by a tax invoice.

~~45.49.~~ The Governance Lead will approve all expenses claims that are in accordance with this Policy. [Any](#) claims that are unusual and items outside of this policy ~~which~~ must be approved by the Chief Executive.

~~46.50.~~ A summary of Elected Members' expense claims and reimbursements paid under this Policy may be published on the Council's website.

Ko ngaa Tohutoro [References](#)

³ It is for each Elected Member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.

[The most current Local Government Elected Members Determination](#)

[Local Government Act 2002, Section 54 and Schedule 7, Section 6.](#)

[Hamilton City Council Code of Conduct for Elected Members \(May 2022\)](#)

[Hamilton City Council Gifts Register](#)

[Hamilton City Council Corporate Hospitality Register](#)

[Hamilton City Council Elected Members Support and Allowances ~~SOP~~Standard Operating Procedure](#)

[Officer of the Auditor General, Controlling Sensitive Expenditure Guidelines \(October 2020\)](#)

²~~It is for each elected member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.~~

First adopted:	August 2015; Implemented October 2016
Revision dates/version:	November 2017; March 2021, November 2022, XXX 2025
Next review date:	As required but no later than XXX 2028
Engagement required:	Not required
Document Location:	XXX
Associated documents:	The most current Remuneration Authority Determination, Code of Conduct for Elected Members and Office of the Auditor General (OAG) Guidelines
Sponsor/Group:	General Manager – Partnerships, Communication and Maaori

Elected Member Support and Allowances Policy

Ko te Puutaketanga

Purpose

1. The purpose of this policy is to:
 - a) set out clear and transparent levels of expenses and allowances paid to, or on behalf of, Elected Members of Hamilton City Council (Council).
 - b) outline the level of support provided to Elected Members to enable them to carry out their roles.
 - c) set out expectations for Elected Members on items of possible private benefit, including corporate hospitality and entertainment.

Ko te Whaanuitanga

Scope

2. This policy applies to:
 - a) Council Elected Members;
 - b) All Council owned facilities; and
 - c) All Elected Members' benefits and allowances, including complementary tickets received because of Council financial support.
3. This policy does not apply to Staff employed by Council.

Ko ngaa Whakamaaramatanga

Definitions

Term	Definition in this Policy
Authority	The Remuneration Authority
Local Government Members' Determination	The annual determination gazetted by the Authority, determining the level and parameters of permitted remuneration and allowances payable to members of a local authority. A determination applies from 1 July to 30 June.
The Office of the Auditor General (OAG)	The Controller and Auditor-General is an Officer of Parliament . This means they are independent of the Government and can't be directed by whichever political party is holding power. The Auditor-General has two business units – the OAG and Audit New Zealand (auditnz.parliament.nz). Together, the work of both units gives Parliament and the public an independent view of how public organisations, including central and local government organisations, are operating.

Ko ngaa Tikanga Whakahaere Kaupapahere Principles of Policy

4. The guiding principles for this policy are:
- Elected Members should be reimbursed for actual and reasonable expenses they incur in carrying out Council business in their official capacity as an Elected Member. This must comply within the parameters set by the Remuneration Authority and any relevant legislation. This also applies to payment of allowances and use of Council resources.
 - Reasonable resources should be made available to Elected Members to enable them to efficiently carry out their responsibilities.
 - Reimbursement of expenses, payment of allowances and use of the Council resources apply only to Elected Members while they are carrying out Council business in their official capacity as an Elected Member.
 - Transparency and accountability guide the reimbursement of Elected Members' allowances and expenses.
 - In addition, the following principles for this Policy have been adopted from the [Office of the Auditor-General's Controlling Sensitive Expenditure: Guide for Public Entities:](#)
 - Expenditure on corporate hospitality and entertainment is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.
 - Given this, this Policy promotes transparency and accountability to ensure the prudent use of public money so that Council's corporate hospitality and entertainment is able to withstand public scrutiny.
 - It is recognised that Elected Members play an important role in building relationships, advancing commercial objectives and representing the Council.
 - As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.

Ko ngaa Tikanga

Policy

Equipment

- At the commencement of each three-year term, all Elected Members will be provided with Council approved standard DS (Digital Services) equipment (a mobile phone, laptop, and iPad).
- Elected Members who are provided with Council approved standard DS equipment will be connected to Council's DS network and provided with DS support services.
- All Council equipment must be returned at the end of each three-year term.
- Any equipment provided must be used in accordance with the Council's Digital Services information management and acceptable use expectations¹.
- Elected Members have the opportunity of having a remuneration deduction to cover personal

¹ Hamilton City Councils' Information Management Policy and Acceptable Use Management Policy

use of Council mobile devices². The amount of the deduction is determined by the Chief Executive or his/her delegate, in line with central government practice and Authority advice.

Stationery and Services

11. The Council will provide a reasonable supply of stationery to Elected Members for their use on Council business.
12. Elected Members should use the following internal Council services to an appropriate and reasonable level as determined by the Chief Executive or their delegate:
 - a) Postage and courier service;
 - b) Photocopying;
 - c) DS Information technology advice/assistance for Council-owned equipment; and
 - d) Meeting rooms.

Communications Expenses and Allowances

13. International calling, text, and data can be purchased at the Elected Member's expense.

Childcare Allowance

14. The Council will on application, pay a childcare allowance, in accordance with the relevant sections of the [Local Government Elected Members Determination/Remuneration Authority Determination](#), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

Home Security Allowance

15. The Council will on application, pay a home security allowance, in accordance with the relevant sections of the [Remuneration Authority Determination](#), to an eligible Elected Member as a contribution towards expenses incurred by the Elected Member for security provided while the Elected Member is engaged on local authority business

Training / conference costs

16. Any training or conferences paid for by the Council must:
 - a) be relevant to Council business or governance, as determined by the Chief Executive (if required);
 - b) be booked through Council staff with the Council's preferred agents and at the most economic cost available (where possible) at the time of the booking, unless all costs are being met privately or by a third party; and
 - c) not fall after 30 June in the year of a triennial Election.
17. If Elected Members, including the Mayor, wish to attend professional development training or conferences of their own choice, they must make a written request to the Governance Lead for funding from the Elected Members' professional development discretionary budget. Each member is entitled up to a maximum of \$3,000 per financial year, up until 30 June of the final year of a three-year term. This includes the cost of travel, accommodation and meals (excluding alcohol), noting that the cost of accommodation and meals should not exceed a midrange, reasonable and justifiable level.
18. A professional development or conference costs claim request must be submitted to the

² Elected Members should note that technical support for personal devices may not be available from Staff

Governance Lead or their delegate in writing and via the appropriate form. Once approved, the Governance team will organise the necessary registrations, bookings and payments.

19. On receipt of supporting tax invoices, Elected Members are entitled to the reimbursement of travel fares (including Taxi, Uber, Mevo and Ola) when traveling on Council business outside of the Hamilton City boundary, instead of private vehicle or public transport, for the following reasons:
 - a) Council business is occurring outside normal business operating hours; or
 - b) For the safety/security of an Elected Member
20. Elected Members are eligible for reimbursement of actual and reasonable costs incurred by Elected Members who use public transport (long distance coach, local bus, train or ferry), micromobility vehicles (such as e-bikes and e-scooters) and bicycles for travel on local authority business and upon the production of receipts or evidence satisfactory to the Governance Lead.
21. Where the Council has formally appointed Elected Members to external organisations or approved Elected Members' attendance at training or a conference (by resolution) within the 3-year term, the Council will pay or reimburse Elected Members for appropriate and reasonable costs incurred for representing Council outside of the City boundary within the relevant budget provision. For clarity, such expenditure does not fall within an Elected Member's discretionary allocation of \$3,000.
22. The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (i.e. friends or relatives) when travelling on Council business. The maximum amount payable will be \$50 per night.

Vehicle Mileage Allowance and Travel-Time Allowance

23. Elected Members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local Government [Remuneration Authority Determination](#) and this Policy.
24. A mileage allowance is payable for any distance travelled in relation to eligible travel as determined by the relevant [Remuneration Authority Determination](#), including:
 - a) if it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - b) if the Member is travelling in a private vehicle on local authority business by the most direct route that is reasonable in the circumstances.
25. The maximum payable per annum is set out as per the [Remuneration Authority Determination](#). A mileage or travel time costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.
26. Elected Members must maintain an accurate record of travel undertaken in their private vehicle related to any claimed mileage allowance (e.g. logbook) and provide a copy to the Governance Lead on request to support any mileage claim.
27. However, if an Elected Member of a local authority travels from a place where the Elected Member permanently or temporarily resides that is outside the local authority area, to the local

authority area on local authority business, the Elected Member is only eligible for a vehicle-kilometer allowance for eligible travel after the member crosses the boundary of the local authority area as per the relevant [Remuneration Authority Determination](#).

28. Elected Members may access and use the Council's electric vehicle charging stations where Council has the functionality to record and charge back electricity costs to an individual. Elected Members will be required to reimburse Council for these costs.

Mayoral Vehicle

29. If Council approves the provision of a vehicle for the Mayor, the policy must be included in the Council's Elected Members' expenses, and this Policy.
30. The Mayor is provided with a vehicle, and salary deductions are made in accordance with the Authority's determination and rules. The vehicle is serviced and maintained in accordance with manufacturers recommendations and the Council's fleet management practices.

Gifts

31. A person in a position of trust, such as an Elected Member, should not make a profit through their office. The Crimes Act 1961 and the Secret Commissions Act 1910 deal with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs. Gifts can include discounts, commissions, bonus or deductions.
32. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Elected Members must notify the Governance Lead (or delegate) if any gifts are accepted for inclusion in the Gifts Register maintained by the Council.
33. Where a gift to the value of \$150 or more is offered to an Elected Member, it will also be included in the Register of Members Interests maintained by the Council Governance team.
34. The cumulative value of recurring gifts received each financial year from the same donor must be disclosed by an Elected Member.
35. An Elected Member is not required to disclose tickets to events for which that member is required to attend as the Council's representative (as recorded in the Council's Governance Structure).

Corporate Hospitality and Entertainment

36. Elected Members must follow the following expectations when extending hospitality or participating in Council hosted events.
37. Usage of the Council facilities (including tickets) or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:
 - a) building relationships;
 - b) networking opportunities;
 - c) representing the organisation;
 - d) reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
 - e) recognising significant business achievement;
 - f) advancing commercial objectives; and/or
 - g) building revenue.

38. Decisions about expenditure and facility use for corporate hospitality and entertainment must be transparent, impartial and made by the appropriate delegated authority.
39. Staff arranging the hospitality for Elected Members must be guided by the principle of moderate and conservative expenditure when determining the level of expenditure for official entertainment and hospitality.
40. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is not to be viewed as 'as of right' by Elected Members and/or staff.
41. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is only available before 30 June in the final year of a three-year term
42. Elected Members must use the Corporate Hospitality Register and Elected Members Support and Allowances Standard Operating Process (both are managed by the Chief Executive's Office, with support from Governance) when extending hospitality or participating in Council hosted events.
43. Elected Members should also refer to the [Council's Code of Conduct](#) in relation to gifts and hospitality received by, and in their capacity as, Elected Members, and to the Office of the Auditor General – [Controlling Sensitive Expenditure: Guidelines](#) for public entities for further guidance.

Items of Possible Private Benefit

44. The Authority has issued clear guidelines on the following items of possible private benefit. The following matters that are for private benefit will not be paid for or reimbursed unless otherwise stated:

- a) Medical Insurance

Elected Members are permitted to opt-in to optional discounted staff Medical Health Insurance through an independent third-party provider, at no cost to the Council.

The Elected Member will continue to receive their full remuneration as shown in the determination and the deduction from salary, if they decide to opt in the scheme, will subsequently be made by Payroll. If the Elected Member opts in, they understand that Council's Chief Executive may in the future change providers or elect to end the scheme as a staff benefit.

- b) Staff Discounts

The Authority has authorised the Council to extend its flu vaccination benefit to Elected Members. Elected Members are otherwise not permitted to access any other discounts offered to Council staff for their own personal purchases.

- c) Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of Elected Members where the payment of a claim is made to the elected representative or his or her estate.

- d) Airpoints

Airpoints earned by an Elected Members on travel and accommodation paid for by the Council should be used by that member towards his/her future travel or accommodation that is required for Council business.

e) Car parking

All Elected Members are provided a car park for use while on Council business at the Garden Place carpark adjacent to the Council offices on Anglesea Street. The location and size of the carpark is dependent on availability and any changes are at the discretion of the Chief Executive.

f) Assistance services

Elected Members can access up to three face-to-face counselling sessions per issue, for each year of a three-year term. If more than three sessions are required, the provider will contact the CEO's office to request that permission be granted for a further session(s).

Elected Members with a personal or professional issue that's affecting their role are eligible to access support and assistance 24/7 from a confidential service provided by a counsellor or psychologist. To arrange an appointment call Instep EAP on 080 284 678 or visit www.instep.nz to book online or view some online resources. Booking online through the Instep website will require an Elected Member to use the Members login using the following username and password:

Hearing Fees

45. An Elected Member who acts as a chairperson or a member who is sitting as part of a Council hearing is entitled to be paid a fee per hour of hearing time related to the hearing as per the relevant [Remuneration Authority Determination](#).³

46. Hearing fees as an additional payment to remuneration are not available to a Mayor or Acting Mayor. For Acting/Mayors, fees may only be considered in exceptional circumstances if:

- a) there is a shortage of experienced hearing commissioners on the Council; and
- b) there is significant hearing of a lengthy duration, which would create undue time pressure on the Acting/Mayor; and
- c) fees are approved by the Remuneration Authority prior to payment.

Ko te Aroturukitanga me te Whakatinanatanga Implementation

Monitoring and

47. The expenses and allowances payable, and supplies, consumables or services administered, under this Policy are provided:

- a) at no cost to Elected Members, but only while they are holding office (e.g. not on a leave of absence or absent without leave); and

³ It is for each Elected Member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.

- b) for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.
- 48. All claims for reimbursement of expenses must be submitted on the Elected Member expense claim form to the Governance Lead. Claims must be signed by the Elected Member, and all expenses claimed must be supported by a tax invoice.
- 49. The Governance Lead will approve all expenses claims that are in accordance with this Policy. Any claims that are unusual and items outside of this policy must be approved by the Chief Executive.
- 50. A summary of Elected Members' expense claims and reimbursements paid under this Policy may be published on the Council's website.

Ko ngaa Tohutoro **References**

The most current Local Government Elected Members Determination
 Local Government Act 2002, Section 54 and Schedule 7, Section 6.
 Hamilton City Council *Code of Conduct for Elected Members* (May 2022)
 Hamilton City Council Gifts Register
 Hamilton City Council Corporate Hospitality Register
 Hamilton City Council Elected Members Support and Allowances Standard Operating Procedure
 Officer of the Auditor General, *Controlling Sensitive Expenditure Guidelines* (October 2020)

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Associated documents:	Ticket Allocation SOP D-131730
Sponsor/Group:	Chief Executive

Corporate Hospitality and Entertainment Policy

Purpose and scope

1. The purpose of this Policy is to outline Council's roles and responsibilities around corporate hospitality, hosting and entertainment opportunities.
2. It is appropriate that from time to time, hospitality and entertainment is extended for official business, commercial and networking purposes and for building relationships which benefit the strategic aspirations of the city.
3. The Policy clarifies how these opportunities can be utilised for corporate hospitality and entertainment.
4. This Policy applies to:
 - a. All Council-owned facilities.
 - b. All complimentary tickets received as a result of Hamilton City Council (HCC) financial support.
 - c. All Council staff and elected representatives.

Strategic alignment

5. This Policy assists in the delivery of Council's outcomes and goals as follows:

Prosperous and Innovative	Outstanding City Leadership	People Love Living Here
<ul style="list-style-type: none"> • Hamilton has a strong, productive economy and we build on our economic strengths. • We have a thriving CBD. • It's easy to do business here. • Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> • The city is led by effective, open and responsive governance. • Council's finances are sustainable for the long term. • We operate efficiently and provide exceptional service. • The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> • Hamilton embraces the Waikato River and it is the focal point of our city. • We value, preserve and protect Hamilton's natural, green environment. • Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. • Our city is a fun place to live with a vibrant arts scene. • Hamilton is a safe city. • It's easy to get around. • We celebrate our people and many cultures.

• = primary contribution

Principles

6. The guiding principles for this Policy have been adopted from the Office of the Controller and Auditor-General's good practice guide as follows:
 - a. The dominant purpose for usage of Council facilities or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:
 - Building relationships.
 - Networking opportunities.
 - Representing the organisation.
 - Reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality.
 - Recognising significant business achievement.
 - Advancing commercial objectives.
 - Building revenue.
 - b. It is recognised that elected representatives play an important role in building relationships, advancing commercial objectives and representing the organisation.
 - c. Decisions about expenditure and facility use for corporate hospitality and entertainment
 - d. must be transparent, impartial and made by the appropriate delegated authority.
 - e. As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.
 - f. Officers arranging the hospitality must exercise discretion and conservatism when determining the level of expenditure for official entertainment and hospitality.
 - g. Access to Council facilities (including the offering of free or complimentary tickets to events
 - h. and access to reception facilities such as the Clarke Lounge at Waikato Stadium) is not to be viewed as 'as of right' or 'perks' to staff or elected representatives.

Policy

Access to Council facilities for official hospitality and entertainment

7. A number of complimentary seats and/or tickets are set aside, by clients and hirers of Council facilities as part of their Venue Hire Agreement, for Council use.
8. The events and number of complimentary tickets which are available will be communicated to the Chief Executive's Office by the Events Facilities Unit, the Communication and Marketing Unit and the Community Services Group.
9. In recognising their unique role in governance and representing the organisation, four (4) tickets to events at Clarence St Theatre; two (2) tickets to events at The Meteor and up to nineteen (19) tickets to the Clarke Lounge at Waikato Stadium will be allocated to elected representatives and their guests depending on availability (e.g. where such tickets can be procured from the event promoter and/or are not required for commercial purposes).
10. The Clarke Lounge tickets may be substituted for seated stand tickets at Waikato Stadium.
11. Members of the Clarke family to be invited to the lounge for a Waikato National Provincial Competition (NPC) or equivalent game on one occasion each year.

12. The five district Councils (Waipa, Waikato, Matamata-Piako, Otorohanga and Hauraki) who contributed to the Stadium development will be invited to use the Clarke Lounge for one game each year. The occasion will be hosted by the Mayor or their delegate, or the CEO or their delegate.
13. Where tickets are allocated under the Access to Council Facilities for Official Hospitality and Entertainment section, for the Clarke Lounge the cost of any food and beverage for elected representatives and any guests will be paid for personally by the respective elected representatives.
14. Where elected representatives and their guests attend the Clarke Lounge to specifically further city and business opportunities, hospitality costs for themselves and their guests will be charged to the Group or Unit concerned with prior approval from the Chief Executive.
15. Complimentary seats and tickets (including those specifically allocated for Councillor use) will be allocated based on the guidelines of the Ticket Allocation Standard Operating Procedure D- 131730.
16. Access to Council facilities will be by ticket or valid entry pass only.
17. Council's corporate hospitality and entertainment requirements will take precedence for the utilisation of Council facilities.
18. The Chief Executive's Office will establish a Hospitality and Entertainment Register. This will outline the purpose of function, date of function, recipients of complimentary tickets and the event attended or facility used. The Events Facilities Unit will establish a register to document complimentary tickets utilised for advancing commercial purpose. This will include the number of tickets, recipients and reason for issuing of tickets.
19. Documentation must be adequate to satisfy internal and external audit requirements, including corporate, accounting and taxation requirements with the business purpose being identified.

Official hospitality for business meetings and functions

20. There must be a direct and demonstrable link between the provision of hospitality and the business of the Council. Managers must ensure that they know the reasons for and scope of the intended hospitality, including the intended participants.
21. The staff member arranging the hospitality should bear in mind Council's obligations to be financially prudent. Where a restaurant is involved, it should be of an appropriate standard but not unduly expensive with a reasonable balance between the cost of food and the cost of alcohol (if provided).
22. The staff member arranging the hospitality must ensure that:
 - a. arrangements for hospitality are fully detailed in respect of purpose, participants and costs, and approved by the relevant manager in advance
 - b. only those staff who are relevant to the business concerned should be included in a hospitality event.
23. Alcohol provision (if available) needs to be carefully managed in terms of the principles and strategic aspirations of this Policy. Responsible host principles also need to be followed therefore consideration needs to be given to:
 - a. the length and reason for the function

- b. safe transport options
 - c. provision of food/catering.
24. The cost of hospitality and entertainment for guests and visitors must be charged to the appropriate account code. Council finance policies must be followed.

Monitoring and implementation

25. The Chief Executive's Office will monitor the implementation of this Policy.
26. The Policy will be reviewed every three years or at the request of Council or in response to triggers, legislative and statutory requirements.

References

- Office of the Controller and Auditor-General. (2007). Controlling Sensitive Expenditure: Guidelines for Public Entities. Wellington. <http://www.oag.govt.nz/2007/sensitive-expenditure/docs/sensitive-expenditure.pdf>