

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Dunedin City Council will be held on:

Date: Tuesday 11 November 2025
Time: 1.00 pm
Venue: Council Chamber, Dunedin Public Art Gallery, the Octagon, Dunedin

Sandy Graham
Chief Executive Officer

Council
SUPPLEMENTARY AGENDA

MEMBERSHIP**Mayor
Deputy Mayor**

Mayor Sophie Barker
Cr Cherry Lucas

Members

Cr John Chambers	Cr Christine Garey
Cr Doug Hall	Cr Marie Laufiso
Cr Russell Lund	Cr Mandy Mayhem
Cr Benedict Ong	Cr Jules Radich
Cr Andrew Simms	Cr Mickey Treadwell
Cr Lee Vandervis	Cr Steve Walker
Cr Brent Weatherall	

Senior Officer

Sandy Graham, Chief Executive

Governance Support Officer

Lynne Adamson

Lynne Adamson
Governance Support Officer

Telephone: 03 477 4000
governance.support@dcc.govt.nz
www.dunedin.govt.nz

Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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REPORTS

APPROACH TO GOVERNANCE ARRANGEMENTS FOR THE TRIENNIUM.

Department: Corporate Policy

EXECUTIVE SUMMARY

- 1 The purpose of this report is to advise the Council that the Mayor has exercised her discretionary power under Section 41A(3) of the *Local Government Act 2002* to establish the committees of Council. The appointment of Chairs, Deputy Chairs, and membership will be advised separately.
- 2 This report proposes a new governance approach moves away from the traditional committee structure used in previous trienniums. The new approach introduces a portfolio model with Lead and Deputy Councillor roles, and a revised committee structure designed to strengthen strategic oversight and improve alignment with Council priorities.
- 3 The Mayor is also proposing to establish a Policy and Planning Committee of the Whole, which would include mana whenua representation to enable to meaningful participation in decision-making.
- 4 The report should be read in conjunction with the attached memorandum from the Mayor outlining her rationale for the proposed governance approach. **Attachment A**

RECOMMENDATIONS

That the Council:

- a) **Notes** the proposed governance structure for the 2025-2028 triennium, including the introduction of a portfolio model with Lead and Deputy Councillor roles.
- b) **Establishes the** following standing committees for the 2025-2028 triennium:
 1. Policy and Planning Committee (Committee of the Whole)
 2. Finance and Performance Committee (Committee of the Whole)
 3. Te Pae Māori
 4. Audit, Risk, and Assurance Committee
 5. Chief Executive Performance and Employment Committee
 6. Hearings Committee

- c) **Notes** that the governance arrangements will be reviewed after one year of operation.
- d) **Notes** that hearings panels will be established as required during the triennium

BACKGROUND

- 5 Under Section 41A of the Local Government Act 2002, mayors have the authority to establish committees of the Council and appoint their respective Chairs and Deputy Chairs.
- 6 Section 41A does not prevent Council from discharging or reconstituting committees, appointing additional committees, or amending Chairperson appointments in accordance with Schedule 7 of the Act.
- 7 Under the Act, the Mayor is an ex-officio member of every committee of Council, with full voting rights when present.
- 8 The Mayor's proposed committee structure is outlined in **Attachment B**
- 9 The Mayor's portfolio structure and Terms of Reference is outlined in **Attachment C**
- 10 Hearings panels, working groups and sub-committees will be established if and when required during the triennium.
- 11 Under Schedule 7, clause 32 of the Local Government Act 2022 the Council has the authority to delegate to Committees. The Council will constitute the Hearings Committee, the Audit, Risk, and Assurance Committee in accordance with the delegations outlined in **Attachment D**.
- 12 The delegations for the remaining committees will be confirmed by Council prior to the first meetings of those meetings.
- 13 Any remaining delegations will be established during December and January.

DISCUSSION

- 14 The Mayor proposes six standing committees for the 2025–2028 triennium, supported by a portfolio model to strengthen leadership, engagement, and strategic alignment.
- 15 It is proposed that Te Pae Māori be elevated to a formal standing committee of Council. As a standing committee, Te Pae Māori will operate in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, and the Council's Standing Orders. This change will ensure the committee is governed by the same legislative and procedural requirements as other Council committees, strengthening the visibility and integration of mana whenua and Māori perspectives within Council's formal governance framework.
- 16 The Mayor's memorandum (Attachment A) provides further detail on the proposed committee structures, portfolio approach, and underlying rationale, including mana whenua and Māori representation.

OPTIONS

- 18 There are no options.

NEXT STEPS

- 21 Progress the Terms of Reference of Te Pae Māori to reflect its status as a standing committee of Council.
- 22 Finalise delegations for the Policy and Planning and Finance and Performance Committees of the whole, in advance of the first meetings.
- 23 Implement the new meeting schedule and governance model, with a review after 12 months.

Signatories

Author:	Nicola Morand - Manahautū (General Manager Community and Strategy)
Authoriser:	Sandy Graham - Chief Executive

Attachments

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Office of the Mayor



To: The Council
From: The Mayor
Date: 7 November 2025
Subject: Approach to Governance Arrangements for the 2025–2028 Triennium

This memorandum is to confirm that I am exercising my powers under Section 41A of the Local Government Act 2002 to establish committees of the Council.

This memorandum outlines my approach to governance arrangements for the 2025–2028 triennium. My intent is to strengthen Council’s governance and strategic focus, provide greater clarity on how we operate, and ensure all elected members can contribute meaningfully to the leadership of our city.

A More Strategic and Collaborative Approach

This governance structure will provide the balance and flexibility needed to deliver on our city’s priorities. I want to elevate our governance approach – focusing on strategy, oversight, and Council performance rather than operational matters. The new model promotes collaboration, commitment to our treaty partnership, shared leadership, transparency, and accountability across all councillors.

Standing Committees

I propose six standing committees essential for statutory compliance, governance oversight, and partnership commitments:

1. Finance and Performance Committee (Committee of the Whole)
2. Policy and Planning Committee (Committee of the Whole)
3. Te Pae Māori
4. Hearings Committee
5. Chief Executive Performance and Employment Committee
6. Audit, Risk, and Assurance Committee

These committees provide the framework for decision-making while maintaining the flexibility to establish hearings panels, subcommittees, or advisory groups as needed.

Mana Whenua Participation

Preliminary discussions have been held with mana whenua on how Council can strengthen mana whenua participation in governance and reflect shared decision-making in areas of mutual interest.

The final approach, including the structure and representation, will be confirmed following further discussions with mana whenua and will align with the principles and intent of our relationship agreement. Formal discussions are scheduled for the December hui to ensure the approach is developed collaboratively and in genuine partnership.

Te Pae Māori will be elevated to become a formal committee of council. The new terms of reference are being drafted to reflect all requirements under the Local Government Act 2002.

Portfolio System

Alongside these committees, I am introducing a **portfolio model**. Each portfolio will have Lead and Deputy Councillors responsible for key focus areas.

This approach provides:

- **Focused advocacy** for key issues and communities.
- **Improved oversight** of strategic plans and policy implementation.
- **Enhanced engagement** with community partners and stakeholders.
- **Alignment** with Council's Long-Term Plan and strategic priorities.
- **Capacity building** and leadership development for councillors.
- **Flexibility** to adapt as priorities evolve.

These are not operational roles. They are about strategic leadership, connecting Council's vision with the outcomes we seek for our communities. Deputies will provide essential support, ensuring continuity and resilience in our governance.

Appointments and Remuneration

I have met with each councillor to discuss their interests and strengths, which have informed both external appointments and portfolio allocations.

I propose equal remuneration for all councillors to reflect the balanced distribution of responsibilities and uphold the principle of equity across the Council table. A separate report outlines the remuneration details.

Review and Next Steps

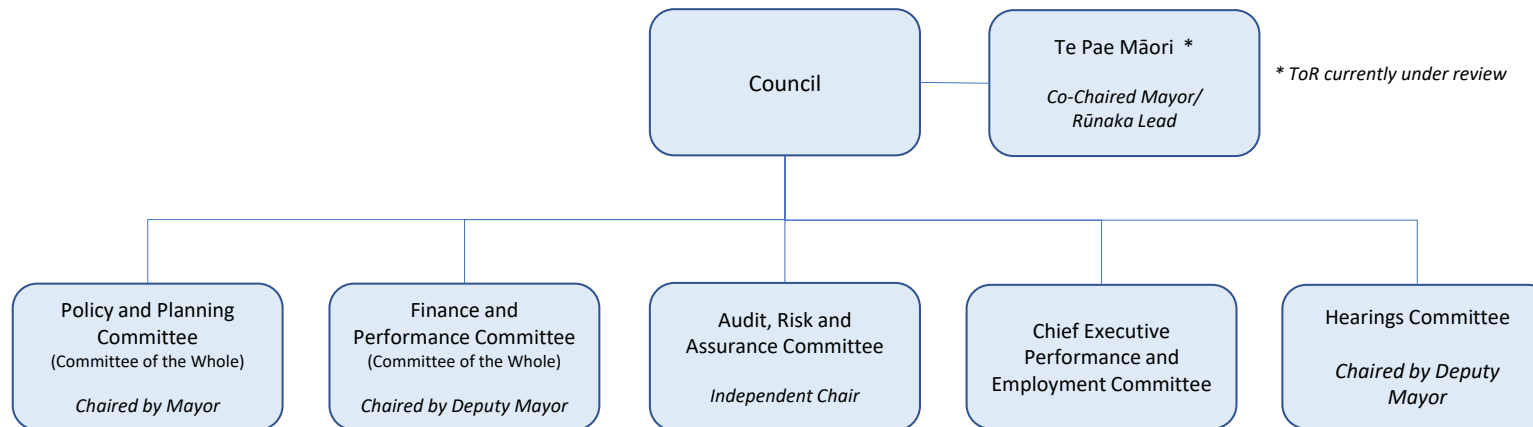
This governance model is designed to align councillors' skills and interests with the city's priorities such as economic development, housing, climate resilience, and community wellbeing etc.

Council meetings will be held more frequently, on Thursdays, to support timely decision-making.

The structure and portfolios will be reviewed after one year, considering:

- The effectiveness of decision-making.
- Workload balance across councillors.
- Feedback from councillors, staff, and mana whenua.
- The outcomes achieved for our communities.

Sophie Barker
Mayor of Dunedin



Portfolios

Portfolio	Portfolio Lead	Portfolio Deputy	ELT	Strategic Areas
Economic Development	Mayor Barker	Cr Simms	Mike Costelloe	Economic Development Strategy, Central City Plan, Dunedin Festivals and Events Plan, Otepoti Dunedin Destination Management Plan, Tertiary Precinct Development Plan
Infrastructure	Cr Radich	Cr Vandervis	Scott McLean, David Ward	Integrated Transport Strategy, Waste Futures, Water, South Dunedin Future, South Dunedin Revitalisation Plan
Hau Ora Health & Wellbeing	Cr Laufiso	Cr Chambers	Nicola Morand	Social Wellbeing Strategy, Housing Plan, Health, Homelessness
Environment, Youth	Cr Walker	Cr Treadwell	Scott McLean, Nicola Morand	Te Ao Turoa Environment Strategy, Parks and Recreation Strategy, Waste Minimisation Plan, Zero Carbon Plan, Climate Adaptation Plan, Dunedin Youth Council, Play Spaces Plan, Recreation Tracks Plan, Otepoti Pathways Plan, Young Persons Strategy, Reserve Management Plans
Cultural & Arts	Cr Garey	Cr Mayhem	Mike Costelloe	Ara Toi Cultural Strategy, Live Music Action Plan, Performing Arts Action Plan
Heritage	Cr Weatherall	Cr Lund	David Ward	Otepoti Dunedin Heritage Action Plan
Technology	Cr Hall	Cr Ong	Paul Henderson	Tech Sector, CODE, Digital Interactive Health



Terms of Reference – Portfolios

1. Introduction

The portfolio system complements the Council's formal committee structure and is designed to strengthen strategic governance, collaboration, and accountability.

Portfolios enable Councillors to:

- Champion key strategic or community issues;
- Enhance governance oversight across Council activities; and
- Ensure that the perspectives of specific communities, issues, or strategic priorities are considered in decision-making.

This approach supports the Council's objectives to build stronger connections with communities, enhance leadership capability, and ensure strategic alignment with Council's priorities and the Long-Term Plan.

2. Definition

A Portfolio is a defined area of focus aligned with Council's strategic priorities or community outcomes.

Each Portfolio will have:

- A Lead Councillor responsible for providing strategic leadership and advocacy; and
- A Deputy Portfolio Councillor/s who supports the Lead and provides continuity and shared leadership.

3. Role

In addition to their responsibilities under the Local Government Act 2002, Portfolio Councillors are expected to:

- 3.1 Provide leadership and champion Council's strategic priorities relevant to their portfolio;
- 3.2 Maintain awareness of proposals, issues, and activities relevant to their area;
- 3.3 Engage with stakeholders, mana whenua, and community organisations to strengthen partnerships and inform decision-making;
- 3.4 Act as a liaison between Council, staff, and the community on matters relevant to their portfolio;
- 3.5 Support the Mayor, Committee Chairs, and the Executive Leadership Team (ELT) by contributing to cross-portfolio discussions and initiatives; and
- 3.6 Focus on governance, strategy, and outcomes, rather than operational or management matters.

4. Portfolio Objective

To enable Councillors to:

- Champion strategic priorities and community outcomes;
- Enhance Council's governance oversight and engagement; and
- Ensure that Council's decisions reflect the aspirations and priorities of Ōtepoti Dunedin's communities.

5. Responsibilities

Portfolio Councillors should:

- 5.1 Provide input and advice to Council on issues and opportunities within their portfolio area;
- 5.2 Keep the Mayor informed on emerging issues and matters of strategic significance;
- 5.3 Collaborate with Committee Chairs, other Portfolio Leads, and Deputies where objectives are shared;



- 5.4 Engage constructively with Council officers, stakeholders, and mana whenua partners;
- 5.5 Participate in relevant meetings, forums, or events to represent the Council and advance portfolio interests;
- 5.6 Report regularly to Council on progress, emerging issues, and outcomes achieved;
- 5.7 Support clear and consistent communication on Council priorities; and
- 5.8 Contribute to the collective leadership of Council through cross-portfolio collaboration and alignment with city-wide strategies.

6. Term

Portfolio responsibilities apply for the duration determined by the Mayor or Council resolution.

Alterations to portfolio areas, responsibilities, or appointments may occur to reflect changing priorities or workload balance.

7. Delegations / Limitations

Portfolio Councillors do not have individual decision-making authority or statutory powers.

They do not assume the powers or functions of the Mayor under the Local Government Act 2002 unless specifically delegated.

Portfolios cannot commit Council to expenditure or a particular course of action without formal resolution.

8. Relationship with Council Officers

Each portfolio will have an assigned member of the Executive Leadership Team (or delegated senior officer) as a primary point of contact.

That officer will provide advice and support effective governance engagement between the elected members lead and staff.

9. Reporting and Accountability

Portfolio Councillors will report to the Council at least six-monthly, summarising:

- Key activities and engagement undertaken;
- Progress against strategic priorities; and
- Planned focus areas for the next period.

Regular communication with the Mayor and other Councillors is expected to ensure coordination and awareness across portfolios.

10. External Communication Protocol

The Mayor is the Council's principal spokesperson on significant or city-wide matters.

Portfolio Councillors may act as spokespersons on portfolio-related issues when:

- They are communicating the official policy or position of Council; or
- They are speaking in alignment with the Council's agreed strategic direction and following prior consultation with the Mayor's Office.

Audit, Risk and Assurance Committee

REPORTING TO:	Council
CHAIRPERSON:	Warren Allen (Independent Member)
DEPUTY CHAIRPERSON	Janet Copeland (Independent Member)
CONSTITUTION AND MEMBERS:	The Mayor (ex officio), Deputy Mayor, Councillor Simms, Councillor Chambers, Councillor Vandervis and the two independent members
QUORUM:	Three members which must include at least one independent member
MEETING FREQUENCY:	Quarterly with additional meetings as required by the Chairperson

PURPOSE AND OBJECTIVES

- 1 The purpose of the Audit, Risk and Assurance Committee is to assist and advise the Council and the Chief Executive on the discharge of the Council's responsibilities for risk management and internal control, particularly ensuring the Council:
 - a) Operates with a robust internal control framework and risk management systems, processes and procedures.
 - b) Carries out activities and makes decisions using prudent financial management practices.
 - c) Complies with applicable laws, regulations, standards, policies and best practice guidelines.
- 2 The Subcommittee will satisfy itself with the integrity and appropriateness of internal and external reporting and accountability arrangements and ensure the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- 3 In fulfilling their role on the Audit, Risk and Assurance Committee, members shall be always impartial and independent. Committee members have a responsibility to treat all information with appropriate confidentiality. This includes matters tabled and/or discussed at meetings as well as any material circulated before or after a meeting.

AREA OF RESPONSIBILITY AND DELEGATIONS

- 1 To advise on matters of audit and risk and provide advice and recommendations to the Chief Executive and Council for its consideration.
- 2 To receive the External Auditor's correspondence in regard to the audit arrangements and letters of representation and recommend their execution to the Council.

- 3 To meet with the External Auditors, receive their reports and monitor and approve the implementation of changes to policies, procedures and practices that result from the External Auditor's recommendations.
- 4 To monitor the financial management practices and processes of the Council and consider their compliance with relevant legislation, policies and good practice.
- 5 To review the annual report including the accounting policies and make recommendations to the Council on adoption.
- 6 To review, maintain and monitor the robustness and comprehensiveness of the Council's policy framework and recommend these to Council for approval.
- 7 To monitor the appropriate operation of governance policies through the regular consideration of reports on health and safety matters, legislative compliance, fraud prevention and investigations, risk registers, sensitive expenditure and any other matters referred to it through policy content or the direct request of the Council.
- 8 To set and monitor the Internal Audit plan, appoint the Internal Auditor, receive Internal Audit findings, and monitor and approve the implementation of changes to policies, procedures and practices that result from the Internal Auditor's recommendations.
- 9 To take independent external advice and independently access information from management as required.
- 10 To consider annually the delegations for the subcommittee and make recommendations to Council on their content.

DELEGATION LIMITS

- 1 The Audit, Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

Hearings Committee

REPORTING TO:	Council
CHAIRPERSON:	Deputy Mayor Cherry Lucas
MEMBERSHIP:	Members are to be approved on a case by case basis by the Chair of the Hearings Committee or Council in consultation with the Chair
CONSTITUTION:	A committee may be constituted by either the Hearings Committee or the Chairperson selecting any combination of committee members, independent commissioners or a community board member
QUORUM:	<p>Three, in the case of a committee being constituted, except that where following the establishment of the committee a Councillor or independent commissioner becomes ill or is otherwise prevented from continuing as a member of the Committee, the quorum shall be two.</p> <p>One, in the case of the Hearings Committee, or the Chairperson of the Hearings Committee, delegating the powers of the Hearings Committee to a Committee member or independent commissioner.</p>
MEETING FREQUENCY:	As required

AREA OF RESPONSIBILITY

- 1 The Hearings Committee provides for the development and growth of Dunedin City by decision making in respect of all of Council's regulatory functions under the Local Government Act 1974, Local Government Act 2002, Reserves Act 1977, Resource Management Act 1991 and Bylaws.
- 2 One Community Board member may be appointed by the Chairperson to assist the Hearings Committee where appropriate.
- 3 The quorum must be made up of committee members unless a subcommittee or independent commissioner is appointed under delegated authority. For the avoidance of doubt, the quorum does not include a Community Board member (if appointed).
- 4 The Committee may make recommendations to Council or the Chief Executive on any matter within its responsibilities.
- 5 The Hearings Committee is responsible for the development of regulatory policy and bylaws.
- 6 The Committee's responsibilities are to make regulatory decisions delegated to it by the Council or any of its Committees.
- 7 The Hearings Committee must make a recommendation to Council or the Chief Executive if the decision considered appropriate is not consistent with, or is contrary to, any policy (including the Annual Plan or Long Term Plan) established by the Council. This limit does not apply to

decisions made under the Resource Management Act 1991, or in respect of development contribution remissions.

DELEGATIONS TO THE COMMITTEE

- 1 To exercise and perform all the Council's functions, powers and duties relating to the areas of responsibility listed above, except those matters reserved to the Council by law, by resolution of the Council, or by clause 57, Part III of this Manual.
- 2 To consider and determine all procedural and jurisdictional matters arising during the exercise of the Committee's delegations.
- 3 The Committee may delegate any of its powers to an independent commissioner and/or officer(s) of the Council appointed in accordance with the provisions of this delegation.
- 4 To hear submissions and make recommendations to Council on existing and proposed bylaws, including amendments.
- 5 To hear and determine objections under the Dog Control Act 1996.
- 6 To hear and determine, except where otherwise specified in the Council bylaws or relevant legislation, applications for a waiver of provisions of a bylaw.
- 7 To hear and determine, except where otherwise specified in the Council bylaws or relevant legislation, objections arising from the implementation or administration of bylaws.
- 8 To hear submissions and make recommendations to Council on changes on traffic and parking restrictions.

[Resource Management Act 1991](#)

- 9 To consider, determine or make recommendations on matters relevant to any of the following:
 - a) Resource consents (including variation or cancellation of conditions)
 - b) Designations/notices of requirement
 - c) Submissions on proposed plan changes (both Council initiated and private plan changes)
 - d) Heritage orders
 - e) Variation of the District Plan
 - f) Compliance certificates/existing use certificates
 - g) Objections
- 10 To approve for notification a proposed change to the District Plan (including any partially operative District Plan).
- 11 Withdraw a proposed plan change under clause 8D, First Schedule of the Resource Management Act 1991.

[Reserves Act 1977](#)

- 12 To approve any easements under section 48 of the Reserves Act 1977.

- 13 To determine any reserve management matter where a member of the public has requested to be heard under section 120 of the Reserves Act 1977.
- 14 To act as the administering body and determine whether to grant, vary, renew or decline:
 - Leases
 - Licences
 - Easements
 - Any other statutory instrument in relation to land held or administered under the Reserves Act 1977

Explanatory Note: in some instances, it may be necessary for the committee to recommend to Council to exercise the Minister's delegation to Council in respect of the above decisions.

Second Generation District Plan Appeals

- 15 The Chair of the Hearings Committee (or their delegate) has the delegation to resolve 2GP appeals.

Explanatory Note: This is in order to provide consistency through the Environment Court process which provides certainty for appellants.

- 16 The Chairperson, or in the absence of the Chairperson, a Deputy Chairperson of the Planning and Environment Committee may authorise lodging submissions in support or in opposition to a plan review, change or variation, or to an application for a resource consent relating to:
 - a) The District Plan including any partially operative District Plan
 - b) Other local authorities or agencies where the subject matter could impact on any strategic or planning issue, strategy, policy or objective of Council.

Local Government Act 1974 and Local Government Act 2002

- 17 To levy development contributions under section 198 of the Local Government Act 2002.
- 18 To consider and determine applications for remission of a development contribution for an unusual development where the amount is less than \$10,000 and a hearing has been requested.
- 19 To consider and determine applications for remission of a development contribution for an unusual development where the contribution is greater than \$10,000.
- 20 Receive, hear and determine transport shelter objections under section 339 of the Local Government Act 1974.
- 21 To receive, hear and consider objections to any proposal by the Council under section 342 of the Local Government Act 1974 to stop any road and recommend to the Customer and Regulatory Committee whether to allow or disallow any objections.
- 22 To hear submissions on any Council policy or strategy that has been adopted for public consultation.

- 23 To hear and determine matters regarding drainage and works on private land under the Local Government Act 1974 and Local Government Act 2002.

Other Powers

- 24 To decide applications for a Right of Way.
- 25 To consider, except where otherwise specified in Council Bylaws or relevant legislation, any rights of objection from decisions made under Council Bylaws.
- 26 To appoint a subcommittee of Councillors, an independent Commissioner or a subcommittee made up of a combination of Councillors and independent Commissioner(s) in accordance with the following:
- Independent Commissioners*
A sole independent Commissioner can hear and determine a matter where appointed and delegated to do so by this Committee or the Committee. Unless specifically appointed to make only a recommendation, independent Commissioner(s) are appointed to make a decision on the Council's behalf.
 - Otago Regional Council Commissioners*
Independent Commissioners may include representatives of the Otago Regional Council provided the Otago Regional Council representative holds appropriate accreditation.
 - Community Board Representatives*
Community Board representatives may be appointed to the Hearings Committee or a subcommittee when applications within the Community Board area are being considered. Where a Community Board member is appointed, this is in addition to the quorum.

Explanatory Note: Independent Commissioner(s) may be appointed to hear and determine matters if either:

- An application for resource consent designation, plan change, or variation is being considered and Council or a Council Controlled Organisation is the:
 - Landowner
 - Lessee
 - Applicant
 - Has a financial interest
 - Affected person
 - Submitter; or
- If a Councillor is unavailable, has a conflict of interest or the Council has any other role where the Council is unable to be regarded at all times as fully impartial in its decision-making capacity.

Delegation to Committee Members

- 27 The Chairperson, or in their absence, the Deputy Chairperson of the Hearings Committee, in consultation with the General Manager Corporate and Regulatory Services, is authorised to:

- a) appoint a subcommittee and select independent commissioners and committee members, as required, and delegate to them the power to carry out any of the Council's functions, powers or duties under the Resource Management Act 1991 delegated to the Hearings Committee.
- b) Select the chairperson or mediator for pre-hearing meetings pursuant to s99, s99A and clause 8AA of the First Schedule of the Resource Management Act.

Explanatory Note: In the event of a conflict of interest arising, the Chairperson or Deputy Chairperson will consult with the Governance Manager before exercising this delegation.

- 28 The Chairperson together with the Deputy Chairperson of the Hearings Committee (or in the event of a conflict of interest or absence, the Chair of the Policy and Planning Committee) shall authorise:
 - a) Initiating or joining any District Court or Environment Court proceedings where the Dunedin City Council has made a submission on a policy document or wishes to join an appeal as a party to proceedings.
 - b) Negotiating and resolving, or withdrawing from, any proceeding arising from any District Court or Environment Court proceedings initiated under clause 29(a).
- 29 The Chairperson and Deputy Chairperson of the Hearings Committee (or in the event of a conflict of interest or absence, the Chair of the Policy and Planning Committee) may delegate the power to negotiate and resolve District Court or Environment Court proceedings to any other member of the Hearings Committee, or to the Chief Executive Officer or their delegate.

ELECTED MEMBER REMUNERATION FOR THE 2025 - 2028 TRIENNIUM

Department: Civic

EXECUTIVE SUMMARY

- 1 The Local Government Act 2002 (LGA) gives the Remuneration Authority (the Authority) the responsibility for setting remuneration for local government elected members.
- 2 The Authority allocates a base pay for each councillor, along with a pool for remunerating additional responsibilities, to a system of allocating a governance pool (the pool) to each council. The pool provides the total amount that can be paid in remuneration to councillors, excluding the Mayor, whose remuneration has been determined directly by the Authority. This change takes effect following the election.
- 3 The purpose of this paper is to give consideration to the allocation of the pool to remunerate councillors, and to update the current Rules for Recovery of Expenses (the Rules).

RECOMMENDATIONS

That the Council:

- a) **Approves** annual remuneration of \$145,008 for the Deputy Mayor.
- b) **Approves** annual remuneration of \$99,340 for Councillors.
- c) **Notes** the Rules for Recovery of Expenses.
- d) **Notes** the proposed remuneration levels and Rules for the Recovery of Expenses will be forwarded to the Remuneration Authority for approval.

BACKGROUND

- 4 The Authority allocates a base pay for each councillor, along with a pool for remunerating additional responsibilities, to a system of allocating a governance pool to each council.
- 5 From 1 July 2025 until the new council assumes office following the election, an interim determination applied, and was based on a system of allocating a base pay for each councillor, along with a pool for remunerating additional responsibilities.
- 6 Following the election, a new pool-based approach has come into effect. Councillors will be paid a minimum allowable remuneration of \$84,496 pa until a determination is made on how the pool is to be allocated.

The Authority advised that the pool for the DCC councillors, excluding the Mayor, would be \$1,436,428. The minimum remuneration payable to a Councillor as per the determination is \$84,496 pa. This leave a balance of \$253,484 which the determination requires, must be fully allocated.

DISCUSSION

- 7 This report discusses how to allocate the remainder of the pool.
- 8 The Council's recommendations to the Authority must include a remuneration rate for the base councillor position and rates for all positions that hold additional responsibility.
- 9 The proposed remuneration is detailed in the table below but can be summarised as follows.
- 10 The role of Deputy Mayor has significant additional responsibilities, and it is recommended that this role is remunerated at a ratio of 1.46 when compared to the base Councillor remuneration.
- 11 While the minimum base Councillor remuneration is \$84,496, the proposal is that this base is increased to \$99,340 to recognise the additional duties that all Councillors will have including the introduction of a portfolio system with Lead and Deputy Councillors for each portfolio, and representatives on Community Boards and a considerable number of external organisations.
- 12 These additional responsibilities will be fully detailed in the report to the Authority as they require justification for the level of remuneration that Council intends paying.

Position	Number	Base Rem	Additional Rem	Total Rem per Councillor	Total Annual Rem
Deputy Mayor	1	\$84,496	\$60,512	\$145,008	\$145,008
Councillors	13	\$84,496	\$14,844	\$99,340	\$1,291,420
TOTAL					\$1,436,428

- 13 This proposal fully allocates the pool as required by the determination. I believe it is a fair representation of the responsibilities of each of the outlined positions.

OPTIONS

- 14 The Council has no option but to allocate the full pool of \$1,436,428 and the proposal in the report does that. Council is free to consider alternative options for allocating the pool, but any alternative must ensure full allocation and be able to be justified to the Authority.
- 15 The Council is also required to have the Rules. These have been updated to reflect current practice and modern communications and are attached. These will be forwarded to the Authority, who is required to confirm them.

NEXT STEPS

- 16 Both the remuneration rates and the Rules will be forwarded to the Authority by Friday 14 November 2025, to ensure that the proposal put forward by the Council can be considered and a determination can be made pre-Christmas.

- 17 Regardless of the determination date, all remuneration rates decided by Council will be back-dated to take effect from the day following the day that the Council makes a formal decision on remuneration.

Signatories

Authoriser:	Nicola Morand - Manahautū (General Manager Community and Strategy)
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Attachments

	Title	Page
↓A	Rules for the Recovery of Expenses and Childcare	24

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arts and Culture Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other strategic projects/policies/plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Māori Impact Statement

This has not been assessed in preparing this report.

Sustainability

The level of remuneration being proposed is above the base level remuneration for all Councillors and is aimed to provide a more sustainable income recognising the mahi that will be required from all elected members.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

There are no implications as the increase in the remuneration pool was included in the Annual Plan.

Financial considerations

The increase in remuneration was included in the Civic budget

Significance

The decision is considered low in terms of the Council's Significance and Engagement Policy

Engagement – external

There has been no external engagement.

Engagement - internal

There have been discussions with Councillors about possible levels of remuneration.

Risks: Legal / Health and Safety etc.

There are no identified risks.

Conflict of Interest

There are no identified conflicts of interest

Community Boards

Community Board remuneration is dealt with separately by the Authority and is not part of the pool.

RULES FOR THE RECOVERY OF EXPENSES AND CHILDCARE

The table below details the resources available to elected members, and the types of expenses for which members may seek reimbursement. The process to follow when seeking reimbursement is set out beneath the table, on page five.

Position	Expense Type	Description
Mayor	Car	The Mayor has the option of: <ul style="list-style-type: none"> being provided with a Council car with unrestricted private use, offset by an adjustment in salary approved by the Remuneration Authority; <u>or</u> being provided with a Council car for Mayoral use only. This option means the car can be driven home and garaged by the Mayor (providing he/she has an office set up in the home), but does not permit any private use. The car can also be used by other officers.
	Telephone	Full payment by the Council of: <ul style="list-style-type: none"> home telephone rental, associated charges and national call charges call charges for Council related international toll calls monthly cell phone rental and all associated call charges.
Mayor, Deputy Mayor and Councillors	Landline and Broadband Connection	Option of either: <ul style="list-style-type: none"> up to \$ 800 per annum for landline and broadband connection.
	Conferences/Council Business	Actual and reasonable registration, travel, accommodation, meal and related incidental expenses incurred by members in attendance at conferences and approved Council business on behalf of the Council, held both within New Zealand and overseas, provided: <ul style="list-style-type: none"> the related expenditure can be accommodated within the Civic budget approval to attend the conference has been given by the Mayor and Manager Governance

Position	Expense Type	Description
	Training/Seminars	<p>Actual and reasonable registration, travel, meal and related incidental expenses incurred by members attending training or seminars for the purpose of professional development provided:</p> <ul style="list-style-type: none"> the expenditure can be accommodated within the relevant activity budget approval to attend the training has been given by the Mayor Note – this is for actual travel costs (petrol/diesel for example). Mileage is not payable for conference attendance.
	Computing Equipment/Laptops	<p>Option of either:</p> <ul style="list-style-type: none"> provision of a tablet device (for electronic agendas) and printer (if required) including full support and applications necessary for Council business, or provision of an annual allowance for any or all equipment provided by the elected members, as follows: <ul style="list-style-type: none"> ii) \$ 400 for a tablet iii) \$ 50 for a printer.
	Mobile phone	<p>DCC phone:</p> <ul style="list-style-type: none"> provision of a mobile phone and corporate plan (data, texts and voice) including full support and applications necessary for Council business, or <p>If providing own mobile phone:</p> <ul style="list-style-type: none"> \$ 500 per annum (\$ 41.66 per month) to cover council generated calls, texts and data through mobile phones.
	Mobile Phone Expenses (Own Phone)	
	Stationery	<p>Supply of reasonable amounts of paper, letterhead, business cards and envelopes and printer consumables for Council business.</p> <p>Reimbursement of ICT consumables such as paper and ink cartridges of up to \$200 during the term of the determination.</p>
	Car Parks	Provision of a single car park (currently in Harrop St).
Community Board Chairpersons	Car Parks	Access to a Council car park (currently in Harrop St) for use on Council business.

Position	Expense Type	Description
	Mobile Phone Expenses	\$500 per annum (\$41.66 per month) to cover Council generated calls, texts and data through mobile phones.
Community Board Members	Parking Expenses	Reimbursement of car parking expenses related to Community Board Meetings, Working Party or other Committee meetings held outside the Board area during business hours, on receipt of a signed claim accompanied by a receipt.
	Conferences/Community Board Business	<p>Actual and reasonable registration, travel, accommodation, meal and related incidental expenses incurred by members in attendance at conferences and approved Community Board business on behalf of the Community Board, held both within New Zealand and overseas, provided:</p> <ul style="list-style-type: none"> the related expenditure can be accommodated within the Civic budget approval to attend the conference has been given by the Board or the approval by the Mayor. <p>Note – this is for actual travel costs (petrol/diesel for example). Mileage is not payable for conference attendance.</p>
	Community Board Conference and Community Board forums	The Council will cover the accommodation, travel and registration costs for one Community Board Member (per Community Board) to attend the Conference or Forum when it is held South Island, and two Community Board members in total to attend the conference or forum when they are held in the North Island.
	Training/Seminars	<p>Actual and reasonable registration, travel, meal and related incidental expenses incurred by members attending training or seminars for the purpose of professional development provided:</p> <ul style="list-style-type: none"> the expenditure can be accommodated within the relevant activity budget approval to attend the training has been given by the Mayor and the Manager Governance.

Position	Expense Type	Description
All Elected Members	Mileage	<p>Reimbursement of mileage will be paid for all travel to and from meetings at the Dunedin City Council Offices and Community Board Venues in excess of the threshold distance.</p> <p>Mileage is payable for all travel in excess of the threshold distance. The threshold distance is 50 km per day.</p> <p>Mileage will be paid on the following basis:</p> <p>For a petrol vehicle</p> <ul style="list-style-type: none"> • \$1.17 per km for the first 14,000 km of eligible travel then • 37 cents per km for travel in excess of 14,000 km <p>For a diesel vehicle</p> <ul style="list-style-type: none"> • \$1.26 per km for the first 14,000 km of eligible travel then • 35 cents per km for travel in excess of 14,000 km <p>For a petrol hybrid car</p> <ul style="list-style-type: none"> • 86 cents per km for a petrol hybrid car for the first 14,000 km of eligible travel then • 21 cents per km for travel in excess of 14,000 km <p>For an electric vehicle</p> <ul style="list-style-type: none"> • \$1.08 per km for the first 14,000 km of eligible travel then • 19 cents per km for travel in excess of 14,000 km <p>Where a Councillor is determined to be eligible for mileage, mileage will be calculated and paid based on the meeting schedule and meeting attendance. All other mileage will be paid to eligible members on receipt of a completed and signed mileage claim.</p>

Position	Expense Type	Description
	Use of Public Transport, Micromobility Vehicles or Bicycles	Reimbursement of actual and reasonable costs incurred by members who use public transport, micromobility vehicles and bicycles for travel on local authority business, upon production of receipts or satisfactory.
	International Travel	All elected representatives of the Dunedin City Council will travel by economy class subject to the inclusion of a 24-hour recuperation period in each individual's itinerary where any flight sector exceeds nine hours.
	Air Points	Should any elected representative of the Dunedin City Council accrue sufficient air points as a direct result of travel paid for by the Dunedin City Council, then these air points may be used to upgrade that individual's travel class from economy on international travel for the Dunedin City Council. Should such an upgrade occur, the requirement for a 24-hour recuperation period may be waived.
	Sister City	Elected representatives visiting Sister Cities by invitation as part of an approved delegation will have their costs met at the discretion of the Council on a case-by-case basis. The Council will not meet the air travel costs of their partner.

Position	Expense Type	Description
	Childcare Allowance	<p>A member is eligible to be paid a childcare allowance for a child if:</p> <ul style="list-style-type: none"> the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and the child is aged under 14 years of age; and the childcare is provided by a person who <ul style="list-style-type: none"> is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and Does not ordinarily reside with the member; and the member provides evidence satisfactory to the local authority of the amount paid for childcare. the childcare allowance will not exceed more than \$7,500 per annum, per child.
	Home Security System Allowance	<p>Based on a security threat and risk assessment, a local authority may reimburse the expenses of having a security system installed and monitored at a member's primary place of residence to a maximum of:</p> <ul style="list-style-type: none"> \$4,500 for purchasing and installing the system; and \$1,000 in any year for monitoring, call-outs, and repairs. <p>A member may also be reimbursed for addition expenses for the provision of supplementary security measures if:</p> <ul style="list-style-type: none"> the security threat and risk assessment recommends that those supplementary security measures be provided; and the Remuneration Authority, on application from the local authority, approves reimbursement of the additional expenses.

REIMBURSEMENTS TO ELECTED MEMBERS – PROCESS TO FOLLOW

The procedures for reimbursement are as follows:

1. Reimbursements will be made via the payroll system. The procedure is:
 - a) A reimbursement claim form is to be completed by the claimant. (These are available from Payroll or the Governance Support Officers. The claim form is to set out the reason for the expenditure, and the amount).
 - b) Where GST is to be claimed this must be supported by tax invoices.
 - c) In any event, the claim form must be supported by invoices or evidence of the amount, details of the goods or services etc. Should the expense be one for which no invoice can be obtained, a note explaining this can be attached in lieu of an invoice.
 - d) All amounts claimed are to be in New Zealand currency. Where foreign currency is involved, each invoice must have written on it the NZD amount which is being claimed, together with the exchange rate used. Note that the exchange rate to be used is that which applied to the actual transaction.
 - e) The reimbursement claim form is to be completed and approved by the Team Leader Civic who will provide the details of the general ledger code to which the amount is to be charged.
 - f) The claim will be forwarded to Payroll and the reimbursement will be included in the next payroll payment to the elected member.
2. All reimbursement claim forms will be held in one file in the Payroll Section.
3. Elected members should claim expenses such as mileage, vehicle usage and use of own residence through their tax returns and not by seeking reimbursement from Council. However, some mileage expenses (as detailed in the table above) will be reimbursed via the Payroll system.

INTERNAL CONTROL

An Expenditure Officer will carry out random checks on reimbursement claim forms.

Approved at 27-7-2021 Council meeting