

Sport NZ Group

Board Fees and Reimbursement Policy

Purpose

1. To provide clarity to Board Members/Directors of Sport NZ Group entities of the rules pertaining to Board fees and other reimbursements.

Scope

2. This policy applies to current Board Members/Directors of the Sport NZ, HPSNZ and Taumata Maori Boards (Sport NZ Group Boards) and Sport NZ/ HPSNZ employees as holders of board/ director positions in a public sector agency.
3. All Sport NZ Group Board Members will display behaviours and conduct themselves in a manner that is aligned to the [Public Service Standards of Integrity and Conduct](#) (details outlined in Appendix One), Sport NZ Group Conflict of Interest HPSNZ Code of Conduct (HPSNZ), and Sport NZ Group Values.

Summary

Cabinet Fees Framework

4. Cabinet Fees Framework (the Framework) sets out the parameters for the payment and requirements for board members' fees. ([CO\(22\)2 - Revised Fees Framework for members appointed to bodies in which the Crown has an interest](#))
5. The purpose of the Framework is to ensure consistency, contain expenditure and provide flexibility within clear criteria.
6. The Public Service Commission (PSC) reviews the Framework every three years, recommending changes for Cabinet consideration.
7. Both Sport NZ and HPSNZ are covered by the Framework as a Crown Entity and wholly owned subsidiary, respectively.
8. PSC and our monitoring agency, Ministry for Culture and Heritage (MCH) are available to provide any advice in interpreting the Framework.
9. This policy is consistent with the Framework. It should be read in conjunction with the Sport NZ and HPSNZ Board Appointment Process and Board Conflicts of Interest and Confidentiality Policy.

Procedure

Setting Board Fees

10. Fees paid to the board members of Sport NZ are set by the Minister for Sport and Recreation (the Minister) as the responsible Minister, within the applicable Framework range.

11. Fees paid to the board directors of HPSNZ and Taumata Maori are set by the Sport NZ Board, within the applicable Framework range. The determinations are made based on the expected hours boards are required to attend and prepare for board meetings and other aspects of their governance role, level of complexity of the organisation, reputational risks, level of public scrutiny etc.
12. The applicable Framework range is determined by Cabinet Appointments and Honours Committee (APH) and Cabinet. This process is managed through MCH for both Sport NZ and HPSNZ.
13. Increases to fees can be made by:
 - a. Sport NZ Board, for HPSNZ Board and Taumata Maori fees up to 3%, within the applicable Framework range and not more frequently than once a year
 - b. The Minister, for both Sport NZ and HPSNZ, up to 5% within the applicable Framework range, not more frequently than once a year
 - c. The Minister for Public Service must be consulted on any increase above 5% and may approve fee increases up to 10%, and minor and technical changes to fees
 - d. Any increase above 10%, or that takes the fee above the applicable Framework fee range, must be referred to APH and Cabinet for consideration
14. Sport NZ Group pay board fees on a monthly basis (1/12th of the annual rate).

Public Sector Employees as Sport NZ Group Board Members/Directors

15. All public sector employees appointed to either the Sport NZ, HPSNZ or Taumata Maori Boards must not be double-paid for their job and their membership of a board. A public sector employee should not retain both the board fee and their ordinary pay where the duties of the board are undertaken during their ordinary working hours. Any public service employee who seeks appointment to the Sport NZ Group Board(s) must have the approval of their Agency Chief Executive and subject to oversight of the Public Service Commissioner.

Absences

16. Where a Board Member/Director is absent from Board business for a period of greater than two consecutive months, then the annualised fee should be pro-rated to take account of this absence (e.g. an absence of two months would result in payment of 10/12 of the annual fee). Where there are frequent absences over the period of a year, the annual fee should also be pro-rated to take account of those absences. (This does not apply to members who work full time or substantially full time).
17. Where a Board Member/Director fails to attend a significant number of meetings, or otherwise perform their duties as a member, the Chairperson needs to raise the issue of expectations about performance with the member and if necessary, with the Minister. Consideration should be given at the time of reappointment of members to the issue of continued absences from Board business.

Additional Fees

18. Under exceptional circumstances, it may be appropriate to pay additional fees to Board Members/Directors undertaking work in excess of the ordinary demands of the Board.
19. At a minimum this requires prior support from the Minister and the Minister of State Services. Depending on the nature of the request, it may also require approval through APH and Cabinet.
20. The process as outlined in the Cabinet Fees Framework, Section E (Operating outside the parameters of the Framework/ exceptions to the Framework) will need to be followed. In the first instance, support from the Chairperson and Group Chief Executive should be received, following consultation with the GM Corporate Services. The next step is to consult with MCH who will make initial enquiries with PSC.

Consultancy Fees

21. As a rule, Board Members/Directors should not receive payments as consultants from either Sport NZ or HPSNZ, regardless of which Board they are an appointed member of. This includes anyone appointed as a Board Intern.
22. If, however, the Minister agrees that there are overriding reasons for board members to carry out consulting assignments, any proposal to do so should be submitted to APH and Cabinet for consideration, prior to a commitment being made. In the first instance, support from the Chairperson and Group Chief Executive should be received, following consultation with the GM Corporate Services. The next step is to consult with MCH who will make initial enquiries with PSC.
23. At the conclusion of their appointed terms of the applicable Sport NZ Group Board(s), Members/Directors become eligible for providing consultancy services, following the general policy requirements of the procurement policy.
24. There will be legitimate situations where a Board Member/Director has an interest in a business which either Sport NZ or HPSNZ contract with for the provision of goods or services. These interests are recorded by Board Members/Directors through the 'Interests Register'. As a Board Member/Director, it is important that you can be satisfied that the commercial arrangement is at an 'arms-length' from you as a Board member/director and that this is adequately known and understood within your business. If in doubt, ensure you consult the Board Secretary and GM Corporate Services prior to any commitments being made.

Reimbursement of Expenditure

25. Board Members/Directors travelling to and from meetings, or on the business of either Sport NZ or HPSNZ in which they are asked to represent the organisation, are entitled to reimbursement of out of pocket travelling, meal and accommodation expenses actually and reasonably incurred. The expectation is that standards of travel, accommodation, meals and other expenses are modest and appropriate to reflect public sector norms and in accordance with Sport NZ and HPSNZ policies.
26. As a general rule, travel, meals and accommodation will be organised through Sport NZ and HPSNZ and billed directly to the respective entity.

27. Where Board Members/Directors are incurring the expenditure themselves or through their business, actual and reasonable travel, meals, accommodation, and other expenses incurred may be reimbursed provided they are supported by appropriate documentation.

Childcare Expenses

28. The Framework allows for a contribution to be made to childcare expenses under exceptional circumstances. However, it is generally expected that the fees paid are adequate to meet out-of-pocket expenses of individual members as well as reimbursing them for their time spent. An example where a contribution to childcare expenses may be made is where an additional meeting is called at short notice (e.g. less than 48 hours).
29. A contribution may be made to childcare expenses with the prior agreement of the Chairperson (or another member if the chair is claiming expenses) and the Group Chief Executive.
30. In determining whether payment is warranted, consideration should be given to issues of equity and ensuring that attendance at meetings does not result in undue personal hardship.

Reference

31. This policy should be read in conjunction with the following policies and procedures available through the Board Resource Centre:
- [Public Service Commission – members interest and conflicts: identification, disclosure and management](#)
 - [Sport NZ Delegated Authorities Manual](#); [HPSNZ Delegated Authorities Manual](#)
 - [Sport NZ Group Sensitive Expenditure Policy](#)
 - [Sport NZ Group Procurement Policy](#)

Further guidance – [CO\(22\)2 - Revised Fees Framework for members appointed to bodies in which the Crown has an interest](#))

Appendix One – Public Service Commission – Code of Conduct for the Public Sector

The Code of Conduct for the Public Sector

Ngā Paerewa | Our Standards

Ngā Mātāpono | Our Values



1. We are honest and professional.
2. We act lawfully and use public power fairly and reasonably.
3. We avoid work and non-work activities that may compromise our ability to do our job.



4. We recognise and uphold the dignity of every person.
5. We contribute to a positive and safe workplace culture.
6. We act with care and respect, and do not behave in ways that are inappropriate or could harm others.



7. We act objectively and do not allow our personal beliefs, interests, activities, or relationships to impact our work.
8. We disclose our relevant interests and manage all conflicts of interest appropriately.
9. We never misuse our position for personal gain or to benefit or disadvantage others.
10. We decline gifts or benefits that place us under any actual or perceived obligation or influence.



11. We are open to scrutiny and can account for what we do.
12. We treat our organisation's information and resources with care and use them only for proper purposes.
13. We aim to improve the performance and efficiency of our organisation.



14. We take the time to listen to and understand people's circumstances and needs.
15. We aim to collaborate and engage meaningfully with New Zealanders to design policies and deliver services that meet their needs and aspirations.

Ngā Pou | Our Principles



16. We act in a politically neutral manner, which enables us to effectively serve current and future governments.
17. We respect the authority of the government of the day.



18. We support our organisation to provide Ministers with timely, robust, and unbiased advice.



19. We are fair and robust in our recruitment and selection processes and must give preference to the person who is best suited to the position.



20. We aim to make government information, decisions, and services transparent, accessible and available.



21. We manage and care for the Public Sector, so that it may continue to meet the needs of New Zealanders now and into the future.

4

5