



20 September 2022

[REDACTED]  
[REDACTED]

Ref: OIA-2022/23-0089

Dear [REDACTED]

### Official Information Act request about the Department's salary bands

Thank you for your Official Information Act 1982 (the Act) request received on 25 August 2022.

You have requested:

*"[...] documentation held by your organisation that sets out:*

- Your organisation's current salary bands;*
- Which jobs fall into which of those salary bands;*
- If your organisation has negotiated a collective agreement that provides for new salary bands that are not yet in effect, those salary bands; and*
- If so, which jobs will fall into which of those not yet in effect salary bands;*
- Any policy your organisation has re the position within a band at which a new appointee to a role will typically be placed."*

Please note this response includes the salary bands for the National Emergency Management Agency (NEMA), as it is a departmental agency hosted by the Department of the Prime Minister and Cabinet (DPMC).

DPMC's current salary bands, from grade 11.12 to 17, are based on the 50<sup>th</sup> percentile of the 2022 Public Sector market data and grades 18 to 25 are informed by the 2022 Public Sector market data.

DPMC uses total remuneration, which includes Fixed Package and employer KiwiSaver contribution.

DPMC and NEMA has not negotiated a Collective Employment Agreement that provides for new salary bands not yet in effect.

DPMC's current remuneration policy with regards to new employees is:

*"[...] Remuneration for new employees is determined by the level of the position, the skills, qualifications, and experience of the successful candidate. As a guideline, on appointment, employees are ideally placed at 87% to 95% of the pay range for the role they occupy. For roles in bands 11.12, 13.14, and 15, employees are to be placed at a minimum 90%."*

DPMC does not generally place new employees above 100% of the relevant band. If this is required, hiring managers follow a formal delegation sign-off process.

The table below summarises roles within business groups at DPMC and NEMA, and their relevant salary bands.

Grade	Public Sector 85% of Range (FP Incl Super*)	Public Sector Median (FP Incl Super)	Public Sector 115% of Range (FP Incl Super)	ROLES
25	\$309,781	\$364,449	419,116	Tier 2, Executive Senior Leadership positions
24	\$285,481	\$335,860	386,240	
23	\$236,436	\$278,161	319,885	
22	\$210,001	\$247,061	284,120	Tier 3 positions (Directors, Senior Advisory)
21	\$184,665	\$217,254	249,842	Tier 3 positions (Managers and Directors)
20	\$157,193	\$184,933	212,673	Chief Advisors, Directors and Tier 3 and 4 Managers
19	\$133,966	\$157,608	181,249	Principal Advisors/Analysts, Team Leaders
18	\$114,529	\$134,740	154,951	Senior Specialist Advisors/Analysts, Team Leaders
17	\$100,872	\$118,673	136,474	Senior Advisors/Analysts, Team Leaders
16	\$84,787	\$99,750	114,713	Specialist Advisors/Analysts, Team Leaders
Grade	Public Sector 90% of Range (FP Incl Super)	Public Sector Median (FP Incl Super)	Public Sector 115% of Range (FP Incl Super)	ROLES
15	\$77,305	\$85,895	98,779	Advisors/Analysts, Executive Assistants, Household roles
13.14	\$63,788	\$70,876	\$81,507	Graduate Advisors/Analysts, Business Support, Co-ordinators, Executive Assistants, Household roles
12.11	\$52,385	\$58,206	\$66,937	Interns, Business Support, Household roles

Note: \* FP Incl Super: DPMC uses total remuneration (which includes Fixed Package plus KiwiSaver).

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response may be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Catherine Delore  
**Acting Executive Director**  
**Strategy, Governance and Engagement**