

OC220758

22 September 2022

s 9(2)(a)

Tēnā koe s 9(2)(a) ,

I refer to your email dated 19 August 2022, requesting the following under the Official Information Act 1982 (the Act):

“I request - under the Official Information Act 1982 or Local Government Official Information and Meetings Act 1987, whichever is relevant - 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 find attached (appendix) our organisations current salary bands and salary steps including the roles that fall into those salary bands.

The Ministry of Transport is currently in collective bargaining and has not negotiated new salary bands as of this date.

I include the various sources of guidance that the Ministry uses for placement of new appointees to a role within a band below and as links.

Step One	Step One is considered entry level to the role with a significant amount of learning required. The incumbent has limited knowledge of the role and no experience. Could be a recent graduate or newly promoted to the level.
Step Two	The employee has some knowledge of the role and possibly some experience in the role but will require substantial coaching and training as well as on the job

Step Three	experience. The employee is considered to be developing into the role.
Step Four	The employee has a reasonable level of knowledge and experience and will quickly assimilate into the role. Has had some experience at working at the level required for this role.
Step Five	
Step Six	The employee has extensive knowledge and experience and will add value immediately with no obvious training. Already considered to have the ability to work at 'fully competent'
Above Step 6	This should be used in exceptional cases, where there is a special or distinct rationale or there are significant recruitment issues affecting our delivery of services.

- [Public Service recruitment guide to support Public Service recruiters](#)
- [Tools and resources for addressing bias and building inclusion](#)
 - [Recruitment guidance](#)

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website www.ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā

S Williams

Suzanne Williams
Manager Human Resources

Job Structure & Remuneration Data
July 2021

Hay Grade	Role Titles	90%	Base Salary	
			(Median) 100%	120%
24	DCE System Strategy and Investment, DCE System and Regulatory Design	\$271,916	\$319,902	\$383,882
23	DCE Performance and Governance DCE Corporate Services	\$220,623	\$259,557	\$311,468
22	Director Auckland	\$200,658	\$236,069	\$283,282
21	Policy Director Chief Financial Officer Director NZSAR	\$174,513	\$205,310	\$246,372
20	Manager Resilience & Security, Manager Mobility & Safety, Manager Economic Regulation, Manager Domain Strategy Economics & Evaluation, Manager Analytics & Modelling, Manager Regulatory Policy, Manager Strategic Policy & Innovation, Manager Investment, Manager Demand Management & Revenue, Manager Environment, Emissions & Adaptation, Manager Placemaking & Urban Development, Manager Supply Chain, Manager Governance, Manager Programme Assurance and Commercial, Manager Engagement & Communications, Manager Human Resources, Chief Legal Adviser & Manager Procurement, Chief Economist, Manager Ministerial Services, Manager T, Manager GIU	\$159,059	\$176,732	\$212,078
19	Auckland Strategic Programme Lead	\$135,963	\$151,070	\$181,284
18	Manager Business Support, HR Business Partner, Principal Adviser OD, Finance Business Partner, Principal Adviser Strategic Financial Management, Principal Policy Adviser, Principal Adviser Governance, Principal Adviser Engagement & Communications, Principal Solicitor, Principal Economist, Principal Domain Strategy Adviser, Principal Data Analyst, Principal Adviser Ministerial Services, Auckland Strategic Adviser, Financial Controller, Team Leader Official Correspondence, Procurement Business Partner, Risk Business Partner, Deputy Chief Legal Officer, Policy Delivery Lead	\$118,256	\$131,395	\$157,674
17	Senior Policy Adviser, Senior Solicitor, Adviser Online Channels, Senior Adviser Engagement & Communications, Senior Adviser Governance, Senior Adviser Knowledge Management, Senior Economist, Senior Evaluation Adviser, Senior Data Analyst, NZSAR Senior Adviser, NZSAR Support Programme Coordinator, NZSAR Senior Information Analyst, Systems Accountant, Senior Adviser Official Correspondence, Senior Financial Accountant, Senior Management Accountant, Senior Adviser Hei Arataki	\$99,483	\$110,536	\$132,643
16	Policy Adviser Level 2, Crown Accountant, Corporate Accountant, NZSAR Training Coordinator, Solicitor Level 2	\$82,698	\$91,886	\$110,264
15	Policy Adviser Level 1, Solicitor Level 1, Adviser - Governance, Adviser – Legal & Procurement, Adviser - Engagement & Communications, Recruitment & Contracts Adviser, Adviser – Official Correspondence	\$71,172	\$79,080	\$94,896

14	HR Adviser, Graduate Adviser, Accounts Officer, Private Secretary Support, Executive Assistant to Chief Executive	\$61,784	\$68,648	\$83,278
13	HR Co-ordinator, Executive Assistant to Deputy Chief Executive, Executive Assistant to Director Auckland, NZSAR Project & Team Administrator	\$55,210	\$61,344	\$73,613
12	Facilities & Business Support Coordinator, Business Support Coordinator, Technician	\$50,014	\$55,571	\$66,685

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982

Hay Grade										
Steps		12	13	14	15	16	17	18	19	20
	1 (Minimum, 90%)	50,014	55,210	61,784	71,172	82,698	99,483	118,256	135,963	159,059
	2	51,404	56,744	63,500	73,149	84,536	101,694	120,621	138,381	161,534
	3	52,793	58,277	65,216	75,126	86,373	103,904	122,986	140,798	164,008
	4	54,182	59,811	66,932	77,103	88,211	106,115	125,351	143,215	166,482
	5	55,571	61,344	68,648	79,080	90,049	108,326	127,716	145,632	168,956
	6	56,683	62,571	70,021	80,662	91,886	110,536	130,082	148,049	171,431
	6+ (Free field)									
	Maximum (120%)	66,685	73,613	83,278	94,896	110,264	132,643	157,674	181,284	212,078

RELEASED UNDER THE
OFFICIAL INFORMATION ACT