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Selection, Appointment and Remuneration Policy for External Appointees on Council Committees

Purpose

This policy sets out the process for selection, appointment, remuneration and reimbursement of expenses of external appointees to Council committees or joint committees in accordance with Schedule 7, clause 31 of the Local Government Act 2002. This policy does not cover appointments to subcommittees.

Definitions

Governance Level	Governance level initiatives include any Council committees or joint committees established under the Local Government Act 2002 (schedule 7 clause 30).
External Appointee	A person appointed by Council to any Council committees, joint committees or working groups

Background

Council makes a number of external appointments to various committees of council. This policy provides a clear and transparent process for the selection, appointment and remuneration of those external appointments.

Policy Statement

Budget allocation

Council will allocate on a three-year basis, as part of the Long-term Plan process, a budget to remunerate external appointments at a Governance Level.

Who will be compensated?

Council will remunerate by way of a meeting fee, in accordance with this policy, external representatives appointed to Council committees or joint committees as set out in the Terms of Reference and Delegations to Council Committees 2022-25 and any external representatives appointed to committees created during the triennium.

For the purposes of this policy, meeting includes workshops and induction sessions.

Remuneration will not apply where the individual is appointed in their role as an employee or representative of an organisation and where that person is receiving financial remuneration from that organisation.

Only one meeting allowance will be paid per day. This policy does not apply where remuneration is set by legislation such as District Licensing Committee or the appointment of Independent Commissioners.

Level of Remuneration

Council will provide remuneration by way of a meeting fee set at \$250.00 per meeting and a vehicle mileage allowance may be claimed on the following basis:

Travel must be by the most direct route from the person's home/workplace to the meeting venue;

- The vehicle mileage allowance is to be at the same rates as determined by the Remuneration Authority.
- The rate compensates for travel expenses incurred and does not include an additional allowance for time spent commuting.

If there are any expenses incurred not covered by this policy, the principles of the Elected Members' Expenses Policy will be followed e.g. actual and reasonable; for a justifiable business purpose; and moderate and conservative.

In instances where an external representative is also the chairperson, an additional sum can be negotiated with Council's Chief Executive to remunerate chairpersons for his/her extra duties.

For those members appointed to the Risk and Assurance Committee, and the Tūrangi Township Co-Governance Committee, an additional sum may be negotiated with Council's Chief Executive to remunerate individuals appropriately. This recognises the greater responsibility and specialist skills required for these roles.

Selection and Appointment

Council may appoint to a committee a person who is not an elected member if, in the opinion of Council, that person has the skills, attributes, or knowledge that will assist the work of the committee.

The Mayor, Deputy Mayor, Committee Chair and the Chief Executive (or their delegate) will agree the skills, attributes, and knowledge required to assist the work of the committee. This will be reflected in a position description to which the appointment is to be made.

This position description will guide the selection process. Based on this description, appropriate advertising will be undertaken.

Applicants will be shortlisted and interviews will be conducted (if necessary).

Any person appointed to a committee must demonstrate sufficient experience in the relevant subject field to be able to add considerable value to the discussions.

A report will be presented to Council recommending the appointment of that candidate.

This policy covers only appointments made via a resolution of Council.

If Council decides to make external appointments for a triennium, it will undertake the full selection and appointment process.

Potential external appointees who have previously been through the full selection and appointment process, may be reappointed for a further term by resolution of Council, subject to the limit on length of term set out in Schedule 7 of the Local Government act 2002.

Appointment of Marae or Māori representatives will be made on recommendation from the relevant Marae, hapū, or iwi/entities.

Term

The appointment will be considered to have commenced from the date of the Council resolution making that appointment.

The appointment will be considered to end when the newly elected council comes into office after the triennial local elections.

Council may discharge an external appointee at any time by resolution of Council.

Code of Conduct

All external appointees must sign and comply with the behaviours and processes set out in the Code of Conduct.

Policy review

This policy shall be reviewed three yearly at the commencement of each triennium.

Relevant delegations

The implementation of this policy is delegated to the Chief Executive and his/her delegates.

References and relevant legislation

[The Local Government Act 2002](#)

[Taupō District Council Code of Conduct](#)