

REMUNERATION OF EXTERNAL APPOINTEES TO COUNCIL COMMITTEES POLICY

Approved by:	Council		
Sponsor:	Manahautū (General Manager) Community and Strategy		
Department responsible:	Governance Team		
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PURPOSE

This policy sets out the remuneration framework for external representatives appointed to Dunedin City Council committees and subcommittees.

CONTEXT

The remuneration of external appointees is a matter of public interest and requires transparency, consistency and alignment with statutory guidance.

Dunedin City Council has an interest in attracting and retaining appropriately qualified people to contribute specialist knowledge, experience and community perspectives to its governance and decision-making processes.

This policy acknowledges the need for external appointees to be fairly compensated for their time, expertise and business-related expenses while ensuring value for money and public confidence in Council processes.

It supports Te Tiriti partnership commitments (where Māori representation is involved), strong governance and leadership, and effective partnerships and engagement. It also aligns with the principles and guidance issued by the Remuneration Authority and reflects good practice across local government.

SCOPE

This policy applies to external representatives appointed to a Council committee or subcommittee by Council resolution, or by an authority delegated by Council resolution.

It does not apply to:

- Independent commissioners or members of the District Licensing Committee who are appointed and remunerated under separate statutory or contractual arrangements;
- Individuals appointed to a committee on a contractual basis;
- Individuals who are remunerated by their employer for participation on a committee.

DEFINITIONS

Committee

Any committee, sub-committee or other subordinate decision-making body established by Council resolution with terms of reference.

External Appointee

A non-elected member of a Council committee or subcommittee, appointed by a Council resolution, or by an authority delegated by Council resolution. For the avoidance of doubt this does not include any Dunedin City Council staff member appointed or co-opted to any committee.

Meeting

Any first, ordinary, or extraordinary meeting of a committee (as defined in this policy), or any other meeting attended in the capacity as an external appointee at the invitation of the Mayor or Chief Executive.

POLICY

1. Appointment

- 1.1. 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.
- 1.2. The appointment of Māori representatives will be made on the recommendation the relevant marae, hapū or iwi.
- 1.3. The appointment will be considered to have commenced from the date of the Council resolution making the appointment.
- 1.4. With the exception of independent members of the Audit, Risk and Assurance Committee, who have delegated authority to continue in these roles for any matters that may arise during the Interregnum period, appointments will be considered to end when the newly elected council comes into office after triennial local elections.
- 1.5. Council may discharge an external appointee at any time by resolution of Council.
- 1.6. An external appointee may give written notice of their intention to resign to either the Mayor or Chief Executive and the appointment will be discharged at the conclusion of the period in that notice.

2. Remuneration

- 2.1. Council will remunerate external representatives appointed to Council committees by way of meeting fees, in accordance with this policy.
- 2.2. 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.
- 2.3. Fees for external appointees to the Audit and Risk Committee will be negotiated with the successful candidates, following a public advertisement and formal selection process. The

independent chair and member may receive either an annual fee, paid quarterly, or a fee per meeting plus a monthly fee for advice provided outside meetings. Additional work (if required) may be contracted at an agreed hourly rate. The fees will be benchmarked against fees paid by other local government authorities and will reflect both the skill and expertise required of external appointees and the complexity of the matters on which they advise. They will also balance the need to contain expenditure of public funds within reasonable limits.

- 2.4. External appointees to other committees will receive a fee of \$500 per meeting attended in person or virtually.
- 2.5. Only one meeting fee is payable per day. However, if a meeting runs for more than one day, the fee is payable for each day.
- 2.6. In addition to attendance of the meeting, the meeting fee includes preparation time, any pre- or post-meeting communication or consultation, preparation and delivery of any written decision; and an allowance for travel costs. No additional payment will be made for these items.

3. Reimbursement of expenses

- 3.1. An allowance for travel costs is built into the meeting fee. Mileage, parking and public transport costs are not eligible for separate reimbursement.

4. Tax obligations

- 4.1. All payments are subject to withholding tax as required by law. Representatives must provide their IRD number.
- 4.2. External appointees are responsible for meeting their own tax obligations beyond statutory withholding.
- 4.3. External appointees are responsible for their own ACC Levy obligations.

MONITORING AND EVALUATION PLAN

This policy will be reviewed in line with the Long-Term Plan cycle. The first review will occur in January 2027.

The Manager, Governance will oversee the ongoing operation of and compliance with this policy.

Policy review reporting will be tracked as part of the Forward Work Programme.

Relevant Legislation:	Schedule 7, Clause 31, Local Government Act 2002
Associated Documents:	Local Government Elected Members (2025/26) Determination 2025 Remuneration Authority Guidelines Dunedin City Council 9-Year Plan 2025-34 Dunedin City Council Committee Structure and Delegations