

Chair – Te Huia Committee for Chief Executive Performance

Far North District Council 2026 - 2028

COMMITTEE CONTEXT

Role: Actively manage, oversee, and evaluate the Chief Executive's performance; recommend remuneration adjustments; supervise recruitment if required.

Membership:

- External Appointment – (Chairperson)
- Kohepu - Deputy Mayor Chicky Rudkin (Deputy Chairperson)
- Cr Felicity Foy
- Cr Tāmati Rākena
- Cr Davina Smolders
- Cr Kelly Stratford
- Cr John Vujcich

Quorum: 4 members.

Meeting Frequency: 12-weekly, with additional meetings as required.

PURPOSE OF THE POSITION

Provide independent governance leadership to chair Te Huia Committee meetings, ensuring robust oversight of the Chief Executive's performance, remuneration, and employment matters in alignment with Council's vision, values, and priorities.

The External Chair is appointed to provide independent governance leadership to Te Huia Committee by facilitating effective meetings, supporting disciplined performance oversight, and enabling informed decision-making by elected members. The role is facilitative and advisory in nature and does not confer independent authority over the Chief Executive.

AUTHORITY AND DECISION RIGHTS

The External Chairperson has full voting rights on all matters within the Committee's responsibilities and delegations. The Committee may not delegate its responsibilities, duties, or powers and the Chair ensures decisions remain within the Committee's scope and are escalated to Council where required.

The External Chair does not hold employer authority, executive authority, or delegated decision-making powers in relation to the Chief Executive. All substantive decisions regarding Chief Executive

appointment, performance expectations, remuneration, or disciplinary matters sit with Council's elected members.

The External Chair will not act independently of the Committee or Council in matters relating to the Chief Executive.

KEY RESPONSIBILITIES

Governance Leadership

- Chair all Te Huia meetings, ensuring compliance with standing orders and the Committee's Terms of Reference.
- Maintain impartiality and fairness in deliberations; ensure clarity of resolutions and lawful decision-making.

Performance Oversight

- Lead the process for setting, reviewing, and monitoring Chief Executive KPIs, focusing on outcomes that advance Council's strategic priorities.
- Oversee regular and comprehensive performance reviews, including annual assessments and any additional reviews required under the employment agreement.

Remuneration & Employment

- Recommend remuneration adjustments and professional development support.
- Supervise recruitment and selection processes for the Chief Executive when required, ensuring compliance with LGA provisions.

Reporting & Transparency

- Report findings and recommendations to full Council at least twice per year or as otherwise required.
- Ensure transparency and accountability in all Committee outputs.
- Maintain the highest standards of confidentiality in relation to Chief Executive performance matters, noting they are bound by Council's confidentiality and information management obligations. Information obtained through this role cannot be used for any purpose outside the Committee's formal mandate.
- Maintain complete independence from Council management, advisors, unions, sector bodies, and external stakeholders.
- Any actual or perceived conflict of interest, including prior professional or advisory relationships with the Chief Executive, will be declared and managed in accordance with Council policy.

Independent Advice

- Procure specialist advice (up to \$25,000 per annum) in line with Council procurement policy to support decision-making.

Stakeholder Engagement

- Liaise with Chief Executive, Chief of Staff, and senior staff as required, particularly in the setting of agendas, progress on Committee work program and review of reports.
- Represent the Committee to Council and external stakeholders where appropriate.

Meeting Management & Work Programme

- Set agendas (with relevant staff) and ensure timely, high-quality papers.
- Maintain action tracking and ensure reporting on resolution implementation occurs.

Relationship with Elected Members

- The External Chair is accountable to Council through the Committee and is required to defer to elected members on all matters of policy direction, performance outcomes, and final recommendations.
- The role supports, but does not replace or override, the democratic authority of elected members.

Relationship with the Chief Executive

- The External Chair will maintain a professional, arms-length relationship with the Chief Executive.
- The role does not include mentoring, advocacy, representation, or acting as an intermediary between the Chief Executive and Council unless directed to by this Committee or Council.
- Any engagement with the Chief Executive occurs strictly within the framework agreed by the Committee and Council.

PERSON SPECIFICATIONS@

All Appointed Members are required to have:

- Sound judgement and decision-making
- A public service ethos
- A high standard of personal integrity
- Clear communication skills and an ability to debate in a reasoned manner
- Effective teamwork and collaboration
- Commitment to the principles of good corporate citizenship
- A demonstrable commitment to the Far North District (role of the elected member)
- Have a strong foundational knowledge of tikanga Māori
- Understand the issues facing Māori within Te Tai Tokerau
- Have specific mātauranga Māori relevant to the committee in question. Any cultural knowledge or competency required for this role is intended to support informed governance and statutory decision-making.

Specific Specifications for the Chair Te Huia Committee for Chief Executive Performance

Essential

- Proven governance leadership experience, ideally in executive performance management or remuneration committees.
- Strong understanding of local government frameworks, including the Local Government Act 2002 and Schedule 7 provisions.
- Ability to interpret complex performance data and employment law considerations.
- Skilled in chairing meetings and facilitating consensus among elected members.
- Demonstrated commitment to political neutrality, independence, and good governance.
- Not act as an advocate for any sectoral, cultural, organisational, or political interest, nor promote agendas external to Council's adopted strategies and policies.

- The ability to proactively identify, declare, and manage actual and perceived conflicts of interest, including prior or current relationships with Council Controlled Organisations, their subsidiaries, or associated entities.

Desirable

- Professional qualifications in business administration / legal / employment relations.
- Independent judgment, integrity, and impartiality.
- Commitment to Council's vision and values; ability to maintain confidentiality and manage conflicts of interest.

ELIGIBILITY AND APPOINTMENT

- Any person is eligible to be an Appointed Member of a Committee provided that:
 - they are not a currently elected member of the Council, including an elected member of any Community Board
 - they are not a current employee of the Council (subject to Schedule 7, Clause 31(4)(b), LGA02)
 - they are not contracted or sub-contracted by the Council.
- Pursuant to Schedule 7, Clause 31(4)(b), LGA02 an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

Nothing in this role description is intended to diminish or displace the democratic authority of elected members under the Local Government Act 2002.