



Elected Members Membership of Other Entities Policy

Date Adopted	Review Date	Officer Responsible
25 June 2025	25 June 2028	Manager Governance, Strategy and Compliance

Policy Purpose

The purpose of this policy is to describe the process and responsibilities of elected members that are appointed to other entities as ex-officio of Rotorua Lakes Council.

Scope

This policy is relevant to elected members who are appointed to other entities.

Interpretations

Ex-officio - Is a member of a body (notably a board, committee, organisation) who is part of it by virtue of holding another office.

Background

Local Authorities may, where relevant, appoint representatives as ex-officio positions to other entities (Clause 30(1), (7) and 31 of Schedule 7 of the Local Government Act 2002). In the context of Rotorua Lakes Council, other entities are external committees, Iwi protocol committees, joint committees, boards and trusts within the Bay of Plenty region.

Content of Policy

Appointments to other entities

Following each local body election, decisions are made by the Mayor as to which elected members will represent Rotorua Lakes Council on a variety of working groups, committees and trusts.

The decisions are ratified at a council meeting and in most cases, stand for the balance of the triennium that follows the election.

Membership

The terms of reference, rules or constitution of each group, committee or trust outlines their focus and how the group conducts their business. The role of elected member is as an ex-officio member of the entity. A list of elected members membership to other entities is published on the Rotorua Lakes Council's website.

Elected member role

Elected members act as a link between not-for-profit groups/organisations/trusts whose meetings they are attending and Rotorua Lakes Council. In this role, the focus is communication i.e. sharing decisions of Rotorua Lakes Council as appropriate.

Conflicts of interest

If an elected member is an ex-officio of an entity, they must withdraw/abstain from voting at Rotorua Lakes Council meetings on decisions that would benefit the entity.

Document history

Version	Adopted	Approved by
Version 1	6 March 2019	Council meeting
Version 2	25 June 2025	Council resolution on 25 June 2025