



Report 07.648  
Date 18 September 2007  
File E/09/15/01

Committee Policy, Finance and Strategy  
Author Francis Ryan, Manager Secretariat

## **Policies on the appointment and remuneration of directors of Council organisations, and the appointment of non-elected members to council committees and subcommittees, and advisory groups**

### **1. Purpose**

To revise the policy on the appointment and remuneration of directors of Council organisations, and to establish policies on the appointment of non-elected members to:

- Council committees and subcommittees, and
- independent advisory groups.

### **2. Significance of the decision**

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

### **3. Background**

There is a need to update the appointment and remuneration of directors of Council organisations, and to establish policies on the appointment of non-elected members to:

- Council committees and subcommittees, and
- independent advisory groups.

### **4. Comment**

There may be a number of appointments of non-elected members to Council organisations, committees and subcommittees and independent advisory groups following the election of the new Council in October 2007. It would be

appropriate for the Council to have in place policies outlining appropriate processes for the making of appointments. This report proposes a generic process for such appointments made up of the following elements:

- clarity of purpose of appointment and competencies (skills and experience) sought;
- identification of candidates;
- evaluation of candidates and selection of preferred candidate; and
- Council or committee decision.

It is proposed that these elements will apply to all appointments, but the nature of their application will vary according to:

- whether the appointment is to a Council committee or subcommittee, Council organisation, or advisory group;
- any applicable Terms of Reference, resolution or statutory direction, which requires variation to the process; and
- the nature of the particular vacancy.

This proposal has the advantages of:

- streamlining the appointment process;
- highlighting requirements specific to the appointment; and
- ensuring statutory compliance with the Local Government Act 2002, by ensuring that appointments of non-elected members meet the criteria of the position and follow a robust selection process.

If it is considered that a substantive variation to the generic process should be applied in respect of a particular set of appointments, the variation should be formally resolved in a Council or committee meeting. Where possible, appointments should be considered in a public excluded portion of a meeting.

A key aspect of the process is a Nominations Evaluation Group, which identifies potential candidates, evaluates and recommends a preferred candidate for committee or Council approval. It is proposed that the Nominations Evaluation Group be made up as follows:

Appointment to committee	Appointment to subcommittee	Appointment to council organisation	Appointment to advisory group
Council Chair	Committee Chair	Council Chair	Committee Chair
Committee Chair	Committee Member	Council Deputy Chair	Committee Member
Divisional Manager	Divisional Manager	Chief Financial Officer	Divisional Manager
		External specialist advisor, if considered necessary	

The following draft policies have been prepared, based on the aforementioned processes:

1. Policy on the appointment of non-elected members to committees and subcommittees (**Attachment 1**);
2. Policy on the appointment of non-elected members to advisory groups (**Attachment 2**); and
3. Policy on the appointment and remuneration of directors of council organisations (**Attachment 3**).

## 5. Communication

No communications initiatives are required at this time.

## 6. Recommendations

*That the Committee recommends that the Council:*

1. ***Receives the report.***
2. ***Notes the content of the report.***

3. ***Approves*** the attached policies for recommendation to the incoming Council.

Report prepared by:

Report approved by:

**Francis Ryan**  
Manager, Secretariat

**Jane Bradbury**  
Divisional Manager,  
Corporate and Strategy

**Attachment 1:** Policy on the appointment of non-elected members to committees and subcommittees

**Attachment 2:** Policy on the appointment of non-elected members to advisory groups

**Attachment 3:** Policy on the appointment and remuneration of directors of council organisations