

Report 16.96  
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File CCAB-8-454

Committee Council  
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## Policy on the appointment of non-elected members to committees, subcommittees and advisory groups

### 1. Purpose

For the Council to adopt a new policy on the appointment of non-elected members to committees, subcommittees and advisory bodies.

### 2. Background

In November 2007 the Council adopted two policies relating to the appointment of non-elected members:

- Policy on the appointment of non-elected members to committees and subcommittees (**Attachment 1**)
- Policy on the appointment of non-elected members to independent advisory groups (**Attachment 2**).

Officers have recently undertaken a full review of these policies and propose that these two policies be replaced with a single policy setting out the process for the appointment of non-elected members to committees, subcommittees and advisory bodies. The proposed policy is attached as **Attachment 3**.

### 3. Comment

It is appropriate for the Council to have in place a policy outlining the procedures to be applied to the making of appointments. This report proposes a 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.

The key changes to the current policies include:

- Replacing both policies with a single policy, given that the appointment process is similar for committees/subcommittees and advisory bodies.
- Introducing a set of principles that apply to the appointment process.
- During the candidate shortlisting process ensuring disclosure of candidates' interests that could give rise to a conflict of interest.
- Considering the significance of the matters that candidates for appointment would be exposed to as committee/subcommittee and advisory group members when determining the detail of the candidate selection process.

#### **4. Communication**

No communication is required as a result of this report.

#### **5. The decision-making process and significance**

Officers recognise that the matters referenced in this report may have a high degree of importance to affected or interested parties.

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act). Part 6 sets out the obligations of local authorities in relation to the making of decisions.

##### **5.1 Significance of the decision**

Part 6 requires Greater Wellington Regional Council to consider the significance of the decision. The term 'significance' has a statutory definition set out in the Act.

Officers have considered the significance of the matter, taking the Council's significance and engagement policy and decision-making guidelines into account. Officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

##### **5.2 Engagement**

Due to its procedural nature and low significance, no engagement on this matter has been undertaken.

## 6. Recommendations

*That the Council:*

1. ***Receives*** the report.
2. ***Notes*** the content of the report.
3. ***Revokes*** the Policy on the appointment of non-elected members to committees and subcommittees and the Policy on the appointment of non-elected members to independent advisory groups, adopted on 13 November 2007.
4. ***Adopts*** the Policy on appointment of non-elected members to committees, subcommittees and advisory groups as in Attachment 3.

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**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 independent advisory groups

**Attachment 3:** Draft Policy on the appointment of non-elected members to committees, subcommittees and advisory groups