

Notice is given that an ordinary meeting of the Saxton Field Committee will be held on:

Date: **Wednesday 20 November 2019**
Time: **9.30 am**
Meeting Room: **Saxton Netball Pavilion**
Venue: **Stoke**
Nelson

Saxton Field Committee

AGENDA

MEMBERSHIP

Independent Chair

To be advised

Tasman District Council

Cr Trevor Tuffnell

Cr Kit Maling

Nelson City Council

To be advised

(Quorum 3 members)

Contact Telephone: 03 543 8578

Email: tara.fifield@tasman.govt.nz

Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 LATE ITEMS

6 PRESENTATIONS

Nil

7 REPORTS

7.1 Appointment of Chairperson for 20 November meeting..... 5

7.2 Saxton Field Activity Report..... 9

7.3 Appointment of Independent Chair to Saxton Field Committee 13

8 CONFIDENTIAL SESSION

Nil

7 REPORTS

RSFC19-11-1 APPOINTMENT OF CHAIRPERSON FOR 20 NOVEMBER MEETING

Decision Required

Report To: Saxton Field Committee

Meeting Date: 20 November 2019

Report Author: Susan Edwards, Community Development Manager

Report Number:

1 Summary

- 1.1 Nelson City Council (resolution: CL/2016/305) and Tasman District Council (resolution CN16-12-1) established the Saxton Field Committee as a joint committee of both Councils at their respective meetings in December 2016.
- 1.2 The Terms of Reference state that “At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting”.
- 1.3 The purpose of this report is to appoint a Chairperson for today’s meeting from among the Councillor members who are present. The person elected will assume the Chairperson role immediately following being elected.

2 Draft Resolution

That the Saxton Field Committee

1. **receives the Appointment of Chairperson for 20 November meeting report RSFC19-11-1; and**
2. **appoints Cr _____ as Chairperson of the 20 November 2019 inaugural meeting.**

3 Purpose of the Report

- 3.1 To appoint a Chairperson for today's meeting.

4 Background and Discussion

- 4.1 Nelson City Council (resolution: CL/2016/305) and Tasman District Council (resolution CN16-12-2) established the Saxton Field Committee as a joint committee of both Councils at their respective meetings in December 2016.
- 4.2 The Terms of Reference state that "At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting". The Terms of Reference provide for the Councils to undertake a recruitment process appoint an Independent Chair for the Saxton Field Committee following the triennial elections. This process is underway, but has not been completed prior to today's meeting.
- 4.3 This report provides the opportunity for the Committee to appoint the Chairperson for this inaugural meeting only.

5 Options

- 5.1 The Committee has the option of appointing any of its members present to the Chairperson role for today's meeting.

6 Strategy and Risks

- 6.1 The appointment of a Chairperson for today's meeting is consistent with the Terms of Reference for the Committee.

7 Policy / Legal Requirements / Plan

- 7.1 There are no policy, legal or planning considerations relevant to this decision.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are no financial or budgetary considerations relevant to this decision.

9 Significance and Engagement

- 9.1 I consider that the decision on who the Committee appoints as the Chairperson for the inaugural meeting is of low significance and, therefore, consultation does not need to be undertaken with the community or stakeholders prior to the Committee making the decision.

| Issue | Level of Significance | Explanation of Assessment |
|--|------------------------------|--|
| Is there a high level of public interest, or is decision likely to be controversial? | Low | The decision as to who chairs the inaugural meeting is likely to be of very low public interest. |
| Is there a significant impact arising from duration of the effects from the decision? | Low | The decision is only for the inaugural meeting. |
| Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | No | |
| Does the decision create a substantial change in the level of service provided by Council? | No | |
| Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | No | |
| Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | No | |
| Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No | |
| Does the proposal or decision involve Council exiting from or entering into a group of activities? | No | |

10 Conclusion

10.1 The Committee has the delegated power to choose a Chairperson for its inaugural meeting from within the members of the Committee.

11 Next Steps / Timeline

11.1 The person elected as the Chairperson will take the Chair role immediately following their election to the role for today's meeting.

12 Attachments

Nil

RSFC19-11-2

SAXTON FIELD ACTIVITY REPORT

Decision Required

Report To: Saxton Field Committee
Meeting Date: 20 November 2019
Report Author: Richard Hollier, Reserves and Facilities Manager
Report Number: RSFC19-11-2

Item 8.2

1 Summary

1.1 This report updates the Committee on the progress on the following projects:

- 1.1.1 athletics track renewal;
- 1.1.2 mountain bike track;
- 1.1.3 shade sails;
- 1.1.4 velodrome lighting;
- 1.1.5 Champion Drive/Saxton Field link road design;
- 1.1.6 Alliance Green – drainage & irrigation design;
- 1.1.7 operational activity;
- 1.1.8 reserve management plan review;
- 1.1.9 key facilities review; and
- 1.1.10 marketing update.

2 Draft Resolution

That the Saxton Field Committee receives the Saxton Field Activity Report RSFC19-11-2.

3 Purpose of the Report

- 3.1 The purpose of this report is to provide you with an update on the following projects:
- 3.1.1 athletics track renewal;
 - 3.1.2 mountain bike track;
 - 3.1.3 shade sails;
 - 3.1.4 velodrome lighting;
 - 3.1.5 Champion Drive/Saxton Field link road design;
 - 3.1.6 Alliance Green – drainage & irrigation design;
 - 3.1.7 operational activity;
 - 3.1.8 reserve management plan review;
 - 3.1.9 key facilities review; and
 - 3.1.10 marketing update.

4 Capital projects 2019/2020 Update

Athletics Track renewal

- 4.1 The contractor has completed laying a Spurtan BV polyurethane track surface to replace the original athletics track surface laid in 2009. The contractor completed the final phase, marking of the athletics track on 30 October 2019. The final cost is \$902,000, which is \$3,000 above the budget of \$899,000.

Mountain Bike Track development

- 4.2 Work is proceeding on the children's beginner trail. We expect the final cost to be within the budget of \$30,000 and we expect completion of the work by mid-November.

Shade sails

- 4.3 We have arranged for installation of the poles in mid-November and for installation of the sails in early December.

Velodrome lighting

- 4.4 Track lighting has been installed and is awaiting commissioning and adjustment of the lights. Tasman District Council managed this project and Nelson City Council funded it.

Champion Drive/Saxton Field Link Road – Stage 2 Design

- 4.5 We will begin designing the next stage of the link road in the new year. This design will provide for completion of the road access from Champion Road to Saxton Drive. It will also provide for further car parking, which can serve as a cycling criterion circuit. The current year's budget is \$49,000. We are planning construction of the road in 2020/2021 within a budget of \$1,500,000.

Alliance Green – Stage 1 drainage & irrigation design

- 4.6 We are continuing work on site investigations and development of a consultant brief for the design of drainage and irrigation for the Alliance Green. We will be undertaking the design work during the first half of 2020, with construction programmed for 2020/2021.

5 Operational activity**Saxton Oval**

- 5.1 An England versus New Zealand T20 match was held at Saxton Oval on 5 November. Attendance at the game was nearly 6,000.

6 Reserve Management Plan Review Update

- 6.1 Staff have engaged a consultant to undertake work on the Saxton Field Reserve Management Plan (RMP) review. We have started the public consultation process for the preparation of the draft RMP, including early engagement with iwi. The submission period closes on 16 December and, to date, we have received 61 responses.
- 6.2 During the next couple of months we will be gathering relevant data, completing the online survey and summarising results, completing the first stage of iwi input, and planning the next stages of consultation.

7 Key Facilities Review Update

- 7.1 The report on investment options for the development of both Saxton Oval and Trafalgar Park was sent to both Cricket and Rugby for feedback. We have received feedback from Cricket but we have not yet received a response from Rugby. Staff will present a report will the Committee's next meeting.

8 Attachments

Nil

RSFC19-11-3 APPOINTMENT OF INDEPENDENT CHAIR TO SAXTON FIELD COMMITTEE**Decision Required**

Report To: Saxton Field Committee

Meeting Date: 20 November 2019

Report Author: Susan Edwards, Community Development Manager

Report Number:

Item 8.3**1 Summary**

- 1.1 This report seeks the Committee's agreement to membership of an Interview Panel to assist the Chief Executives of the Councils to identify and recommend to the Councils a suitable person for the role of the Independent Chair of the Saxton Field Committee. The Committee's Terms of Reference (Attachment 1) provide for the Councils to appoint an Independent Chair in accordance with their "Policy for the appointment and remuneration of jointly-appointed independent members to committees" (Attachment 2). Clause 3 of the Policy outlines the skills, which the Independent Chair should have.
- 1.2 Staff have initiated a recruitment process to ensure that it is "objective and transparent", as required under the new Policy.
- 1.3 The Policy requires the appointment of an Interview Panel to prepare a short list of candidates. The Panel will assist the Chief Executives of the Councils (or their delegates), with the interview process and reference checking. Once interviews are completed, the Panel will recommend a preferred candidate to the Councils.

2 Draft Resolution**That the Saxton Field Committee:**

1. **receives the Appointment of Independent Chair to Saxton Field Committee report RSFC19-11-3; and**
2. **appoints Councillors _____, _____, _____, and _____ to be the Interview Panel to assist the Chief Executives (or their delegates) to undertake a recruitment process for the Independent Chair of the Saxton Field Committee and to recommend a preferred candidate to both Councils.**

3 Purpose of the Report

- 3.1 The purpose of this report is to seek the Committee's agreement to membership of an Interview Panel to assist the Chief Executives of the Councils (or their delegates) to identify and recommend to the Councils a suitable person for the role of the Independent Chair of the Saxton Field Committee.

4 Background and Discussion

- 4.1 Nelson City Council and Tasman District Council first established the Saxton Field Committee as a joint committee of both Councils in 2016. Tasman District Council has re-established the Committee following the recent triennial elections and it will be re-established by Nelson City Council at their Council meeting on 14 November. The agreed Terms of Reference for the Committee are attached (Attachment 1). The Committee's purpose is "to oversee the development and management of Saxton Field on behalf of Nelson City Council and Tasman District Council".
- 4.2 The Terms of Reference provide for the Councils to appoint an Independent Chair in accordance with their "Policy for the appointment and remuneration of jointly-appointed independent members to committees" (Attachment 2).
- 4.3 This process required under the Policy is different from the one undertaken during the last triennium, as the Councils amended the Committee's Terms of Reference and adopted the new Policy at their meetings in late 2018.
- 4.4 Staff have initiated a recruitment process to ensure that it is "objective and transparent", as required under the new Policy.
- 4.5 The Policy requires the appointment of an Interview Panel to prepare a short list of candidates. The Panel will assist the Chief Executives of the Councils (or their delegates), with the interview process and reference checking. Once interviews are completed, the Panel will recommend a preferred candidate to the Councils.
- 4.6 Clause 3 of the Policy outlines the skills, which the Independent Chair should have:
- 4.7 The skills include:
- Effective communication and facilitation skills
 - Strong leadership qualities
 - Objectivity in decision making
 - Respect for colleagues and staff
 - Ability to get on with a range of people
 - High ethical standards
 - Positive attitude to public ownership and the principles of good corporate citizenship
 - Financial acumen
 - Commitment to regional needs and priorities
 - Experience chairing committees, boards or trusts
 - An understanding of local government processes
 - Any other special considerations/requirements in respect of the specific committee.

The independent member should also be able to demonstrate:

- Experience in chairing committees, boards or trusts

- Effective communication and facilitation skills
- Strong leadership qualities
- An ability to get along well with a range of people
- An understanding of Local Government processes.

- 4.8 In addition, the Saxton Field Committee Independent Chair is required to have skills in one or more of the following areas:
- Recreation planning
 - Sport and Recreation Management Marketing
 - Communications
 - Events Management.
- 4.9 Clause 7 of the Policy outlines the remuneration for the Independent Chair.
- 4.10 If Committee members are aware of people they consider would be suitable for the role of the Chair, they are welcome to contact them or ask staff to contact them, to make them aware of the role and the recruitment process underway.

5 Options

- 5.1 The Committee can decide whether it appoints the whole Committee or only some of the members to the Interview Panel. Given that the Chief Executives of both Councils (or their delegates) will also be involved in the recruitment process, it may be advantageous to appoint only two Councillors (one from each Council) to the Panel to keep numbers more manageable. However, as the Independent Chair will need to work with the whole Committee, you may decide to appoint all Committee members to the Panel.

6 Strategy and Risks

- 6.1 The Terms of Reference for the Saxton Field Committee and the Policy for the appointment and remuneration of jointly appointed independent members to committees provide for the appointment of the Independent Chair. This report is consistent with the provisions of the Terms of Reference.
- 6.2 There should be no public perception risks if the Committee follows the recruitment process outlined in the Policy.

7 Policy / Legal Requirements / Plan

- 7.1 The process we have outlined in this report to recruit the Committee's Independent Chair is in accordance with the Councils' "Policy for the appointment and remuneration of jointly-appointed independent members to committees".

8 Consideration of Financial or Budgetary Implications

- 8.1 The two Councils will need to cover costs of the recruitment process and the remuneration of the Independent Chair from their existing budgets.

9 Significance and Engagement

- 9.1 I consider that the decision sought in this report is of relatively low significance in terms of both Councils Significance and Engagement Policies. The reasons for this are that the decision is unlikely to be of much interest to the community, apart from Saxton Field user groups, the decision only lasts for a three year period, it does not have a major financial impact, and it does not impact on levels of service.

| Issue | Level of Significance | Explanation of Assessment |
|--|------------------------|--|
| Is there a high level of public interest, or is decision likely to be controversial? | Low to moderate | This decision is likely to be of low public interest overall, but of some interest to user groups at Saxton Field. |
| Is there a significant impact arising from duration of the effects from the decision? | Low | The decision sought in this report will be for the duration of the recruitment process. |
| Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | No (for both Councils) | |
| Does the decision create a substantial change in the level of service provided by Council? | Low | This decision does not impact levels of service. |
| Does the decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | Low | The decision will have a small effect on both Councils' finances. |
| Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | No | |
| Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | No | |
| Does the decision involve Council exiting from or entering into a group of activities? | No | |

10 Conclusion

- 10.1 The Committee is required to appoint an Interview Panel to assist the Chief Executives of the Councils to identify and recommend to the Councils a suitable person for the role of the Independent Chair of the Saxton Field Committee. The Committee can appoint some or all of its members to the Interview Panel.

11 Next Steps / Timeline

- 11.1 When the advertising period closes, staff will prepare a list of applicants for the Independent Chair's role. We will schedule a meeting with the Chief Executives (or their delegates) and the Interview Panel to short-list suitable applicants to interview and then we will schedule interviews with the short-listed applicants. Once the interviews and reference checks are completed, the Panel will select its preferred candidate. Staff will prepare a report for both Councils to consider the Panel's recommendation on the preferred candidate.

12 Attachments

- | | | |
|----------------------|---|----|
| 1. ↓ | Saxton Field Committee - Terms of Reference | 19 |
| 2. ↓ | Policy on the Appointment and Remuneration of Jointly-Appointed Independent Members on Committees | 23 |

Saxton Field Committee

Terms of Reference

November 2018

1. Purpose

The Saxton Field Committee (the Committee) is to oversee the development and management of Saxton Field on behalf of Nelson City Council and Tasman District Council (the councils).

2. Membership

Each council must appoint two elected members to the Committee.

An independent member will be appointed in accordance with the councils' Policy for the appointment and remuneration of jointly-appointed independent members to committees'.

At the inaugural meeting a Chairperson will be elected for the purposes of the inaugural meeting only, and will not have a casting vote at that meeting.

The independent member will be the Chair of the Committee and will have voting rights.

If the Chair is unavailable a Chairperson will be elected from among members attending on the day.

3. Stakeholders

Representatives from iwi, relevant sporting codes, relevant community groups, and Sport Tasman may be invited to attend Committee meetings as key stakeholders when required. However, these representatives will only have speaking rights with the agreement of the Committee Chair. The representatives will not have voting rights.

4. Quorum

Quorum for the Committee is three members, including a minimum of one councillor each from Nelson City Council and Tasman District Council.

5. Meeting Frequency

Ordinary Committee meetings will be held at least three times per year, or as needed.

6. Areas of Responsibility

The Committee is responsible for:

- Considering proposals for reserve development
- Promotion and marketing of Saxton Field as a regional venue
- Capital development of Saxton Field

- Developing a naming and signage policy and considering requests under this policy
- Considering applications for leases and licenses
- Activities, developments and management actions provided for in the adopted Saxton Field Reserve Management Plan and associated policies
- Developing a work programme including any community consultation required.

7. Powers to decide

- Matters relating to items provided for in the approved operations, capital expenditure and maintenance budgets for Saxton Field
- Matters relating to marketing of Saxton Field, within approved budgets and policies
- Approval of applications for concessions

8. Powers to recommend

The Committee has powers to recommend to the Nelson City Council, and the Tasman District Council:

- Future capital works programmes
- Financial contributions for the operations, maintenance and capital development of the reserve
- Reserve policies for approval including the Saxton Field Reserve Management Plan and any Development Plan
- Leases, licenses and easements (to the relevant Council)
- Any other matters within the areas of responsibility noted above

All recommendations will carry the rider that it shall be subject to adoption by the other Council, unless for a matter specific to one Council.

9. Role of the Committee

- To act as a governance group for matters relating to Saxton Field
- To request, receive and consider any information relevant to the areas of responsibility
- To be an interface between community groups and the two councils
- To report to Nelson City Council, and Tasman District Council when required

10. Role of the Chair

- To review the agenda with staff prior to Committee meetings
- To chair meetings according to the agreed agenda and to assist the Committee to reach consensus on issues and options

11. Role of staff

Staff provide technical expertise, project management and administrative support to the Committee. Their role is to:

- Provide advice and reports to enable full consideration of the options before the Committee
- Provide advice to the Committee on legal and statutory issues and obligations
- Lead technical discussions on options under consideration
- Manage project resources (budget and staff time)
- Manage project issues, risks, changes and advise the Committee of issues as they arise
- Provide staff reports to meetings at decision making points
- Organise and manage engagement with key stakeholders and the wider community
- Keep Committee members briefed on key communications with key stakeholders and the public
- Prepare and distribute agendas for Committee meetings
- Maintain records of processes used, options considered, key decisions made by the Committee and reasons for decisions, so that the decision making process can be clearly understood

12. Independent member

The independent member will be appointed in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members to committees'.

13. Remuneration

The independent Chair will be remunerated in accordance with the councils' 'Policy for the appointment and remuneration of jointly-appointed independent members to committees'.

Reimbursement of the independent Chair's expenses relating to vehicle mileage and travel time will be done in accordance with the Tasman District Council Expenses Policy for Elected Members. To claim expenses the independent chair is required to fill out and submit a claim form to seek reimbursement. Any such claim must be made within the relevant financial year.

14. Interests

Interests should be declared at the start of Committee meetings.

15. Reporting

- Agendas and minutes of Committee meetings will be prepared by Tasman District Council.
- Minutes of Committee meetings will be received by each Council, at which point any recommendations to the Council/s will be considered.
- Committee meetings will comply with the Local Government Official Information and Meetings Act 1987 (Part 7, 45(1)).
- Tasman District Council Standing Orders apply to Committee meetings.

16. Varying Terms of Reference

These terms of reference may be varied by resolution of both councils and any such resolution shall carry the rider that it shall be subject to adoption by the other council.

17. Review of Terms of Reference

These Terms of Reference will be reviewed after one year of Committee operations, and no later than the third year of the 2016-19 triennium.

18. Dissolution of the Committee

The councils may dissolve the committee at any time. Any such dissolution is completed once both councils have separately confirmed the decision by resolution.

Policy on the Appointment and Remuneration of Jointly-Appointed Independent Members on Committees

Joint Policy of Nelson City Council/Tasman District Council

Contact Mike Drummond, Corporate Services Manager, Tasman District Council
Nikki Harrison, Group Manager Corporate Services Nelson City Council

Approved by Tasman District Council
Nelson City Council

Date November 2018
Review November 2021

1. Introduction

1.1. Nelson City Council and Tasman District Council jointly appoint independent members to a number of joint committees.

2. Purpose

2.1 This Policy sets out the process for selection, appointment and remuneration of jointly-appointed independent members on joint committees.

3. Criteria for Selection of Independent Members

3.1. All appointees must have, in the opinion of the councils, the skills, knowledge or experience to:

- guide the committee, given the nature and scope of its activities; and
- contribute to the achievement of the objectives of the committee.

3.2 The following qualities and skills of candidates must also be considered

- Effective communication and facilitation skills;
- Strong leadership qualities;
- Objectivity in decision making;
- Respect for colleagues and staff;
- Ability to get on with a range of people;
- High ethical standards;
- Positive attitude to public ownership and the principles of good corporate citizenship;
- Financial acumen;
- Commitment to regional needs and priorities;
- Experience chairing committees, boards or trusts;
- An understanding of local government processes;

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- Any other special considerations/requirements in respect of the specific committee.

3.3 In addition to the qualities and skills outlined in paragraph 3.2 above, in respect of commercial committees (eg. Nelson Regional Sewage Business Unit and Nelson Tasman Regional Landfill Business Unit), the following qualities and skills of candidates must be considered:

- Ability to think commercially and financially about strategies, projects and the intelligent deployment of resources;
- Commitment to, and understanding of, the responsibilities of directorships;
- Relevant business experience and/or the ability to gain an in-depth understanding of the committee and its activities;
- Proven commercial experience;

3.4 In addition to the qualities and skills outlined in paragraph 3.2 above, in respect of the Saxton Field Committee, it is important that the independent member has an understanding of local government processes, as well as skills in one or more of the following areas:

- Recreation planning;
- Sport and recreation management marketing;
- Communications;
- Event management.

4. Process for Appointment of Independent Members

4.1. The Chief Executives of the councils (or their delegates) and the Mayors (or their delegates) will:

- meet with the Chairperson of the relevant committee (or another representative of the committee in circumstances where the independent member will be the Chairperson) to discuss specific requirements (including whether the appointment is necessary) and to consider whether there is any need for any variation of procedure, under Section 8 of this policy; and
- If the vacancy is on a commercial committee, retain a recruitment consultant to advertise the vacancy and develop a list of candidates; and
- If the vacancy is on a non-commercial committee, arrange for the vacancy to be advertised and a list of candidates to be prepared; and
- Decide on the composition of the interview panel, to include the relevant committee Chairperson. In circumstances where the independent member will be the Chairperson, the panel will not include the Chair.

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- 4.2. The Chief Executive of either of the councils (or their delegates) may include on the list of candidates any persons recommended by the councils.
- 4.3. For a commercial committees, the recruitment consultant shall, in consultation with the interview panel, prepare a short list of candidates, assist with any interview process and carry out reference checks of persons on the list of candidates, having regard to the criteria listed in Section 3 above.
- 4.4. For non-commercial committees (e.g. Saxton Field Committee), the Chief Executives of the councils (or their delegates) shall in consultation with the interview panel, prepare a short list of candidates, assist with any interview process and carry out reference checks of persons on the list of candidates, having regard to the criteria listed in Section 3 above.
- 4.5. The interview panel will conduct interviews with the short listed candidates and recommend a preferred candidate (or in the case of multiple vacancies, candidates) to the councils through the Chief Executives.
- 4.6. The councils will individually make the final decision to appoint the independent member, on the recommendation of the interview panel.

5. Term of appointment

- 5.1. The term of the appointment will be as per the terms of reference/memorandum of understanding of the relevant committee.
- 5.2. In circumstances where the term of appointment is not specified in the terms of reference or memorandum of understanding of the committee, the term of appointment will be specified in the resolution to appoint the independent member.

6. Reappointment of Independent Members

- 6.1. Independent members may not be reappointed for a fifth consecutive term unless there are special circumstances.
- 6.2. Subject to the terms of reference / memorandum of understanding of the committee concerned, where an independent member's term of appointment is about to expire and the independent member is offering themselves for reappointment, the Chief Executives of the councils (or their delegate) and the Mayors -
 - 6.2.1. May make confidential enquiries to the Chairperson and/or other members of the committee as appropriate, including:
 - Whether the skills of the incumbent add value to the work of the committee;
 - Whether there are other skills which the committee needs;

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- Whether the committee's ability to pursue a desired vision and long term strategy would be compromised by the appointment of a new independent member;
 - Whether there is a need for new skills and ideas on the committee; and
 - Whether an appointment is necessary.
- 6.2.2. Must consider any information obtained and form a view on the appropriateness of reappointment or making a replacement appointment; and
- 6.2.3. Must recommend to each council whether reappointment is appropriate.
- 6.3. If reappointment is not appropriate, the appointment process outlined in Section 3 and 4 will be followed.

7. Remuneration

- 7.1. The process for calculating the remuneration for directors of Council Controlled Trading Organisations, which is based on the Strategic Pay New Zealand Directors' fees data, is applied to calculating the remuneration for independent members of commercial committees. Adjustments will be made for the varying workloads, risk and responsibilities associated with the role.
- 7.2. The formula is outlined in the joint Nelson City and Tasman District Council procedure "*Jointly Setting Remuneration for Directors of Council Controlled Trading Organisation*", which is focused on recruiting professional directors, and is as follows:
- 7.2.1. Remuneration is based on the previous two years' data from the Strategic Pay New Zealand Directors' fees report for the appropriate organisation type.
- 7.2.2. Other relevant factors from the surveys, such as annual turnover, assets, number of respondents and number of employees are also taken into consideration.
- 7.2.3. An average for the two years' results is taken, with recommended remuneration per annum set between the lower and median quartile results.
- 7.2.4. Remuneration is normally set for a three year period aligning with the Long Term Plan cycle.
- 7.3. Based on the above, the remuneration range for independent members of commercial committees would be between \$6,692 and \$10,420 per annum, as a starting range, as at the time of this Policy being written.
- 7.4. The remuneration range for independent members of non-commercial committees, would be set at half of the above-mentioned range, (\$3,350

- \$5,200 per annum) as a starting range, as at the time of this Policy being written

- 7.5. A review of these indicative ranges will be made when the Policy is next reviewed.
- 7.6. Consideration of additional factors, such as the skills required to carry out the role, the ability to attract the necessary expertise, whether the independent member will be acting as chair of the committee and the public good aspect of the role, allow for some flexibility around the actual fees paid.

8. Variation of Procedure

- 8.1. Each council may decide, by agreed resolution, to vary the procedures outlined in this policy as necessary, provided that such variation meets the requirements of the Local Government Act 2002 and provides an objective and transparent process for the appointment of an independent member.

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