
REPORT 2
(1215/11/IM)

APPOINTMENT OF COMMITTEE AND SUBCOMMITTEE CHAIRPERSONS, PORTFOLIO LEADERS, DEPUTY CHAIRPERSONS AND REPRESENTATIVES TO OTHER COMMITTEES AND BODIES

1. Purpose of Report

The report provides for the appointment of Committee and Subcommittee Chairpersons and Deputy Chairpersons, Portfolio Leaders for the Strategy and Policy Committee, and the appointment of a Wellington City Council (WCC) elected member to the Greater Wellington Regional Council's Regional Land Transport and Wellington Regional Strategy Committees. It also provides for the election of one elected member to the Wastewater Treatment Plant and Landfill Joint Committee with the Porirua City Council.

The appointment of elected and non elected members to committees and subcommittees will be the subject of a separate report to Council. The appointment of the Chair of the Council Controlled Organisation Performance Subcommittee will be considered in a separate, public excluded report at this meeting.

2. Recommendations

It is recommended that Council:

1. *Receive the information.*
2. *Agree the role description for the position of Committee/Subcommittee Chairperson as set out in Appendix 1.*
3. *Agree the role description of the Portfolio Leader as set out in Appendix 2*
4. *Agree to appoint a Chairperson to the following committees:*
 - a) *Strategy and Policy Committee*
 - b) *Performance Review Committee*
 - c) *Regulatory Processes Committee*

5. *Agree to appoint a Chairperson to the following subcommittees:*
 - a) *Grants Subcommittee*
 - b) *Development Contributions Subcommittee*
 - c) *Temporary Road Closures Subcommittee*
 - d) *Audit and Risk Management Subcommittee*

6. *Note that the Chairperson of the Council Controlled Organisation Performance Subcommittee will be appointed through a separate report to Council.*

5. *Agree to appoint a Portfolio Leader for the following portfolios using the French presidential voting system:*
 - a) *Urban Development and Transport*
 - b) *Environment*
 - c) *Social*
 - d) *Cultural Wellbeing*
 - e) *Economic Development and Recreation*
 - f) *Governance*
 - g) *Climate Change.*

6. *Agree to appoint a Deputy Chairperson to the following bodies:*
 - a) *Regulatory Processes Committee*
 - b) *Grants Subcommittee*

7. *Agree to appoint a representative, and alternate representative, to the Greater Wellington Regional Council, Regional Land Transport Committee.*

8. *Agree to appoint a representative, and alternate representative, to the Greater Wellington Regional Council, Wellington Regional Strategy Committee.*

9. *Agree to appoint a representative, and alternate representative, to the Wastewater Treatment Plant and Landfill Joint Committee with Porirua City Council.*

3. Background

Having agreed to the governance arrangements and the establishment of a committee structure for the 2007/2010 Triennium, Council is required to appoint members as Chairpersons to its committees and subcommittees, and as Portfolio Leaders under the Strategy and Policy Committee.

These appointments are to be made using an open voting system (French Presidential). The Local Government Act 2002 Schedule 7, Clause 25 sub-clauses 1 and 3, and Wellington City Council Standing Order 185.1 provides for this process.

French Presidential (Open Voting System)

The Local Government Act 2002 provides for the following open voting system to be used for the appointment of Chairpersons. It is also proposed to use this system for the appointment of portfolio leaders:

- a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- b) *has the following characteristics:-*
 - (i) *there is a first round of voting; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.*

4. The Role of Chairpersons

Council charges the Chairpersons of committees and subcommittees with ensuring that the decision making of committees and subcommittee is consistent with the powers delegated to each decision making body. Chairpersons are responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Wellington City Council Standing Orders and any statute that may apply from time-to-time. Chairpersons are responsible for reviewing the business included in agendas to ensure that matters that ought to be considered are included.

Committee and subcommittee Chairpersons may be called on to act as official leaders on issues within the body's terms of reference and area of activity.

A full role description for Chairpersons is attached as Appendix One.

When appointing Chairpersons it should be noted that:

- the Performance Review Committees terms of reference refer to it being chaired by the Mayor;
- the Development Contributions Subcommittee terms of reference refer to it being chaired by the Portfolio Leader, Urban Development and Transport;
- the Temporary Road Closures Subcommittee terms of reference refer to it being chaired by the Portfolio Leader, Economic Development and Recreation.

It is also proposed that Council appoint a Deputy Chairperson to the Regulatory Processes Committee and the Grants Subcommittee. Under Standing Orders, if the Chair is absent or withdraws from any meeting, the Deputy Chairperson, if appointed, takes over chairing the meeting. It is not proposed that the position of Deputy Chairperson be remunerated in any way.

5. The Role of Portfolio Leaders

The seven Portfolio Leader positions as previously agreed in the '*Governance Arrangements for the 2007/10 Triennium*' report have responsibilities relating to strategy and policy in their respective areas of activity. These include:

- *Policy Leadership*: to provide guidance to colleagues on issues and reports from within a particular Strategy area. Portfolio Leaders will move reports from their area of responsibility, advocate for them, explain and clarify matters to colleagues and, where necessary, introduce reports at Council. Portfolio Leaders will also facilitate informal policy discussions between elected members, and elected members and officers, on matters within their area of responsibility.
- *External Representation and Relationships*: to represent the Council at meetings of pan-Council working groups, and other external organisations and groups, and contribute to the work carried out by such organisations and groups. Attend official functions within their area of responsibility, and represent the Mayor on those occasions when the Mayor and Deputy Mayor are unable to attend.
- *Communication*: to act as the Committee's principal spokesperson in communicating to the media and public the official policy of the Council (or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction) on items relating to their respective area of activity.
- *Officer Liaison*: to act as the point of contact for officers in supporting the work programme in their area of activity.
- *Meeting Preparation and Follow-Up*: to attend agenda meetings, ensure satisfactory presentations are under preparation, ensure media issues have been addressed, and following a meeting make sure key issues and decisions are clearly communicated to the media and public.
- *Conduct of Meetings*: in the absence of the Chair and Deputy Chair (if any) of the Strategy and Policy Committee, to act as Chairperson of the meeting.

A full role description for Portfolio Leaders is attached as Appendix Two.

6. Appointments to external committees

6.1 Regional Land Transport Committee Representative

The Greater Wellington Regional Council (GWRC) has invited Wellington City Council to nominate a representative and alternate to its Regional Land Transport Committee. Transport has consistently been rated a key issue for residents in terms of the future of the city, and it remains a critical aspect of what makes a successful city. Representation on the Regional Land Transport Committee will provide a mechanism for better aligning our strategic objectives in relation to transport. It is administered by the GWRC.

6.2 Wellington Regional Strategy Committee Representative

The Greater Wellington Regional Council has invited Wellington City Council to nominate a representative and alternate to its Wellington Regional Strategy Committee. The Wellington Regional Strategy (WRS) is a project of all nine councils in the Wellington Region. Its goal is to build an internationally competitive Wellington by developing and implementing a vision and an integrated framework to achieve sustainable development. The project has a long term outlook – to the year 2050 with a more detailed focus of action and priority for the next ten to twenty years. The role of the committee is to provide oversight of the strategic direction set out in the WRS, and of specific implementation agencies for economic development, tourism and urban development. It is administered by the GWRC.

6.3 Wastewater Treatment Plant and Landfill Joint Committee Representative

The Council also needs to appoint one member to the Wastewater Treatment Plant and Landfill Joint Committee with the Porirua City Council (PCC). The joint committee was established in 2006 when the Joint Services Committee and Porirua Basin Drainage Authority were combined to form a single Joint Committee. The broad purpose of this joint committee is to provide the necessary overview of key infrastructure projects serving catchments across the boundaries of the two Councils. For Wellington City Council, representation on a revised Joint Committee is seen as being important in gaining the necessary overview and input to infrastructural issues that may affect long term growth within the urban growth catchment area. It is administered by the PCC.

7. Conclusion

Council is required to appoint Chairpersons to each of its committees and subcommittees, appoint Portfolio Leaders for the Strategy and Policy Committee and appoint a representative and alternate to the GWRC Regional Land Transport and Wellington Regional Strategy Committees. The Council also must appoint a representative to the Wastewater Treatment Plant and Landfill Joint Committee.

Contact Officer: Michael Webster, City Secretary

Supporting Information
<p>1) Strategic Fit / Strategic Outcome <i>This project supports Long-term outcome 7.2.B “Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system”.</i></p>
<p>2) LTCCP/Annual Plan reference and long term financial impact <i>Relates to 7.2.2: Provider: City Governance and Decision-making</i></p>
<p>3) Treaty of Waitangi considerations <i>There are no Treaty of Waitangi implications</i></p>
<p>4) Decision-Making <i>This is not a significant decision</i></p>
<p>5) Consultation a) General Consultation <i>Not required</i></p> <p>b) Consultation with Maori <i>Not required</i></p>
<p>6) Legal Implications <i>There are no legal implications</i></p>
<p>7) Consistency with existing policy <i>This report is consistent with existing Wellington City Council policy</i></p>

COMMITTEE/SUBCOMMITTEE CHAIRPERSON Role Description

Role Title:

Committee/Subcommittee Chairperson

Role of the Committee/Subcommittee Chairperson

For the Council to successfully discharge its responsibilities, a committee or subcommittee Chairperson is required to discharge the following responsibilities:

Conduct of Meetings:

Conducts committee meetings in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Council Standing Orders, and any other statute that may apply from time to time.

Committee Leadership:

Provides guidance to the committee or subcommittee as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions if appropriate authority has been delegated by Council; and exercise good financial stewardship.

Communication and Representation:

Acts as the committee's or subcommittee's principal spokesperson in communicating to the parent body or Council. Represents the Wellington City Council position in matters relating to the committee or subcommittee area of responsibility, and may be authorised to represent Wellington City Council at meetings with other local authorities, national bodies and conferences or seminars.

Council Staff Liaison:

Acts as the Committee's principal contact point with the Council's Chief Executive and officers.

Meeting Preparation:

Attends agenda meetings to ensure the key issues are clearly communicated, media issues have been addressed, satisfactory presentations are under preparation and meeting management issues are identified.

APPENDIX ONE

Promotes informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction.

Ensures that decisions are made on the basis of:

- informed debate
- sufficient time to debate the issues
- necessary delegated power.

To ensure that decisions are communicated by:

- signing off minutes
- liaising with other committee and subcommittee Chairpersons
- liaising with the media
- representing the views of the Council at public meetings, to community groups, other statutory bodies and any other organisations.

APPENDIX TWO

PORTFOLIO LEADER Role Description

Role Title:

Portfolio Leader

Role of the Portfolio Leader:

The Portfolio Leader has the following responsibilities:

Policy Leadership

At meetings of the Strategy and Policy Committee, to provide guidance to the Committee, within a particular portfolio area, as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions where authority has been delegated by Council; and exercise good financial stewardship. Portfolio Leaders will move reports from their area of responsibility, advocate for them, explain and clarify matters to colleagues and, where necessary, introduce reports at Council. Portfolio Leaders will also facilitate informal policy discussions between elected members, and elected members and officers, on matters within their area of responsibility.

External Representation and Relationships

Represent the Council at meetings of pan-Council working groups, and other external organisations and groups, and contribute to the work carried out by such organisations and groups. Attend official functions within their area of responsibility, and represent the Mayor on those occasions when the Mayor and Deputy Mayor are unable to attend.

Communication:

Acts as the Committee's principal spokesperson in communicating to the media and public the official policy of the Council (or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction) on items relating to their respective area of activity.

Officer Liaison:

Act as the point of contact for officers in supporting the work programme in their area of activity.

Meeting Preparation and Follow-Up:

Attend agenda meetings, ensure satisfactory presentations are under preparation, ensure media issues have been addressed, and following a meeting make sure key issues and decisions are clearly communicated to the media and public.

APPENDIX TWO

Conduct of Meetings:

In the absence of the Chair and Deputy Chair (if appointed) of the Strategy and Policy Committee, to act as Chairperson of the meeting and to conduct that meeting in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Council Standing Orders, and any other statute that may apply from time to time. When acting as Chair, to promote informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction.