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**REPORT 2**  
*(1215/11/IM)*

## **APPOINTMENT OF ELECTED MEMBERS TO COUNCIL'S COMMITTEES, SUBCOMMITTEES AND OTHER BODIES**

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### **1. Purpose of Report**

The report provides for the appointment of elected members to Council's committees, subcommittees, the Tawa Community Board and the Funding and Activity Review Working Party.

### **2. Recommendations**

It is recommended that Council:

1. *Receive the information.*
2. *Note that the Mayor is an ex-officio member of all Council committees and subcommittees.*
3. *Note that the Strategy and Policy Committee includes the Mayor and all Councillors as members.*
4. *Note that Councillor membership (including Chairpersons and Deputy Chairperson if applicable) was agreed in the Terms of Reference to be capped at:*
  - a) *6 for the Regulatory Processes Committee*
  - b) *4 for the Performance Review Committee*
  - c) *5 for the Grants Subcommittee*
  - d) *3 for the CCO Performance Subcommittee*
  - e) *3 for the Audit and Risk Management Subcommittee*
  - f) *4 for the Development Contributions Subcommittee*
  - g) *3 for the Temporary Road Closures Subcommittee*

5. *Appoint Councillors (excluding Chairpersons and Deputy Chairpersons) to the following decision making bodies:*

|           |   |  |
|-----------|---|--|
| <i>a)</i> | <i>Regulatory Processes Committee</i>         | <i>Up to 4 Councillors<sup>1</sup></i> |
| <i>b)</i> | <i>Performance Review Committee</i>           | <i>Up to 4 Councillors<sup>2</sup></i> |
| <i>c)</i> | <i>Grants Subcommittee</i>                    | <i>Up to 3 Councillors<sup>3</sup></i> |
| <i>d)</i> | <i>CCO Performance Subcommittee</i>           | <i>Up to 3 Councillors<sup>4</sup></i> |
| <i>e)</i> | <i>Audit and Risk Management Subcommittee</i> | <i>Up to 2 Councillors<sup>5</sup></i> |
| <i>f)</i> | <i>Development Contributions Subcommittee</i> | <i>Up to 3 Councillors<sup>6</sup></i> |
| <i>g)</i> | <i>Temporary Road Closures Subcommittee</i>   | <i>Up to 2 Councillors<sup>7</sup></i> |
  
6. *Note that the appointment of external members to subcommittees will be recommended in a separate report.*
  
7. *Agree to appoint Councillors Best and Wain to the Tawa Community Board for the 2007/10 Triennium.*
  
8. *Agree to the Funding and Activity Review Working Party Terms of Reference attached as Appendix One to this report.*
  
9. *Appoint four Councillors to the Funding and Activity Review Working Party, with one of those members appointed to the chair.*
  
10. *Note that appointments to Council's advisory groups and appointment of Council representatives to external organisations will be considered in a separate report.*

### **3. Background**

Council is required to appoint elected members to its committees, subcommittees and community boards, once it has adopted its governance arrangements. Appointment is by way of Council resolution.

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<sup>1</sup> Note that Councillor Gill was elected as Chairperson and Councillor Goulden as Deputy Chairperson of the Regulatory Processes Committee by Council resolution of 6 November 2007.

<sup>2</sup> Note that Mayor Prendergast was appointed as Chairperson by Council resolution of 6 November 2007.

<sup>3</sup> Note that Councillor Wain was elected as Chairperson and Councillor Pannett as Deputy Chairperson of the Grants Subcommittee by Council resolution of 6 November 2007.

<sup>4</sup> Note that James Ogden was appointed as Chairperson of the Council Controlled Organisation Performance Subcommittee by Council resolution of 6 November 2007 and Alan Isaac was appointed as an external member until 30 June 2010 by Council resolution of 27 June 2007.

<sup>5</sup> Note that Councillor McKinnon was elected as Chairperson of the Audit and Risk Management Subcommittee by Council resolution of 6 November 2007 and the external appointments will be made in a separate report to the Council meeting of 21 November 2007.

<sup>6</sup> Note that Councillor Foster was elected as Chairperson of the Development Contributions Subcommittee by Council resolution of 6 November 2007.

<sup>7</sup> Note that Councillor Morrison was elected as Chairperson of the Temporary Road Closures Subcommittee by Council resolution of 6 November 2007.

## **4. Discussion**

The terms of reference, as outlined in the *Governance Arrangements for the 2007/2010 Triennium* report, include the membership numbers for committees and subcommittees. Those numbers are based on two guiding principles:

- That forums be of a manageable size; and
- That all elected representatives have an equal opportunity to participate in the governance of council.

### **4.1 Ad Hoc Committees and Subcommittees**

Council may from time to time establish ad hoc committees or subcommittees. Such bodies would be convened to deal with a specific matter and would generally be short-lived. Appointments to such bodies will be done by Council on a case-by-case basis.

### **4.2 Councillor Appointments to the Tawa Community Board**

The Local Government Commission determination of April 2007 stipulated that:

*“(5) The membership of the community board for each community shall be as follows:*

- (a) The Tawa Community Board shall comprise six elected members and two members of the Council representing the Northern Ward and appointed to the community board by the Council; and*
- (b) The Makara-Ohariu Community Board shall comprise six elected members.”*

The Tawa Community Board considered the appointment of councillors to its Board at its meeting of 8 November 2007 and recommended to Council the appointment of Councillors Best and Wain as Council’s representatives on the Tawa Community Board for the 2007/10 Triennium.

Council and the community boards obtain certain benefits from having Councillors appointed to the community boards as Councillors can provide:

- a conduit between the two assemblies
- a perspective of the community board’s business and objectives in context with Council business
- a potential sponsor for any initiatives, plans or ideas the boards may wish to put forward in the Annual Plan.

### **4.3 Funding and Activity Review Working Party**

The funding and activity review working party (FAR) was established last triennium to guide work on the revenue and financing policy, activity reviews and asset management plans.

It is recommended that the funding and activity review working party be established for the 2007/10 triennium.

The Council establishes working parties from time-to-time. These are commonly convened where operational or technical decisions are strengthened by the input of a governance perspective. Working parties:

- are a way of working efficiently through detailed and complex matters
- are informal fora that allow for matters to be reviewed in greater detail than the formal committee environment may practicably allow
- allow for the early identification of areas that require further work
- ensure that the committee's work is focussed.

The funding and activity review working party is an informal body that makes recommendations to committee – it has no decision-making powers.

The proposed terms of reference for the working party are attached as appendix one to this report for approval. It is recommended that up to four elected members be appointed to the FAR working party, and that Council appoint one of those members as Chair.

#### **4.5 Non Member Participation**

Standing Order 70 provides for any councillor to attend any meeting of any committee or subcommittee whether or not they are a member of that committee or subcommittee. If a councillor is not a member of a committee or subcommittee they may take part in any discussions and debate but may not:

- Vote on any matter;
- Move or second a motion or amendment;
- Move or second a procedural motion; or
- Challenge, under Standing Orders, a Chair's ruling.

#### **4.6 Community Board Member Participation**

Standing Order 203 provides for Community Board members' attendance and participation at Council, committee or subcommittee. When a motion under debate relates to a matter that a Community Board considers to be of particular interest to the residents within its community, then the Community Board may, by resolution, nominate the chair or a members of the Board to speak, as of right, at Council, committee or subcommittee meetings when the motion is under debate.

### **5. Conclusion**

Council is required to appointment elected members to its committees and subcommittees, the Tawa Community Board and the Funding and Activity Review Working party.

Contact Officer: *Michael Webster, City Secretary*

| <b>Supporting Information</b>   |
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| <p><b>1) Strategic Fit / Strategic Outcome</b><br/> <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><b>2) LTCCP/Annual Plan reference and long term financial impact</b><br/> <i>Relates to 7.2.2: Provider: City Governance and Decision-making</i></p>   |
| <p><b>3) Treaty of Waitangi considerations</b><br/> <i>N/A</i></p>  |
| <p><b>4) Decision-Making</b><br/> <i>This is not a significant decision</i></p>   |
| <p><b>5) Consultation</b></p> <p><b>a) General Consultation</b><br/> <i>Not required</i></p> <p><b>b) Consultation with Maori</b><br/> <i>Not required</i></p>  |
| <p><b>6) Legal Implications</b><br/> <i>There are no legal implications</i></p>   |
| <p><b>7) Consistency with existing policy</b><br/> <i>This report is consistent with existing Wellington City Council policy</i></p>  |

## **FUNDING AND ACTIVITY REVIEW WORKING PARTY: TERMS OF REFERENCE**

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### **Purpose of the Working Party**

The funding and activity review working party has three distinct purposes. These are for elected members to:

- i. Guide officers in the review of the revenue and financing policy as it applies to all activities and recommend any changes to the policy to the strategy and policy committee.
- ii. Review asset management plans.
- iii. Provide a strategic overview to officers as they undertake the remaining detailed activity reviews.

### **Membership**

Up to four elected members will be members of the working party.

### **Portfolio Leaders**

Portfolio Leaders will be invited to engage in discussions with the working party on items directly related to their area of responsibility.

### **Chair**

The chairperson shall be appointed by the Council.

### **Parent Committee**

The working party will report to the Strategy and Policy Committee.

### **Terms of Reference**

The working party has specific responsibilities to:

1. prepare at least annually, and in conjunction with the draft LTCCP/Annual Plan process, a report that recommends any amendments to (or occasions when the Council should make decisions that are inconsistent with) the Revenue and Financing Policy. In its review the working party will give consideration to:
  - how each Council activity is funded after consideration of s101(3)(a) and (b) of the Local Government Act 2002
  - the appropriate level for the commercial/ residential rates differential, and if different to the present level, how and over what period should the position be corrected
  - the possible impact on rates following any decision to change the way Council funds activities
  - the application of targeted rates
  - how capital funding should be reflected in the policy (including Development Contributions)

# APPENDIX ONE

- the appropriate level of user charges (including the results of benchmarking exercises where applicable)
  - a review of performance against current Revenue and Financing Policy targets
  - the need for any changes to the Council's financial policies as required by s102 of the Local Government Act 2002
  - submissions that are received as part of the special consultative procedure.
  - the report of the Local Government Rates Inquiry and its impact on the Council's Revenue and Financing Policy.
2. review asset management plans
  3. review reports from officers on their findings from the remaining detailed activity reviews.

## **Delegation**

The working party has the authority to carry out its activities in line with its terms of reference.

## **Frequency of Meetings**

A schedule of meetings will be agreed by the working party with the chairperson having the discretion to call additional meetings as required.

## **Duration/Sunset**

The working party will cease at the end of the 2007/10 triennium.