



Report 07.743
Date 7 November 2007
File E/06/02/06

Committee Council
Author Fran Wilde, Chair

Committee Structure, Terms of Reference and Appointment of Members to Committees

1. Purpose

To consider a proposed committee structure, draft terms of reference for those committees and appointment of members to committees.

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 and Comment

3.1 Committee Structure

On 30 October 2007 the Council was presented with a proposed committee structure which was recommended by the outgoing Council (Report 07.717). The Council did not adopt the proposed committee structure, instead resolving to receive and note the contents of the report.

The Local Government Act 2002 empowers the Council to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate. The Council may also appoint joint committees with other local authorities. Non-elected members can be appointed to committees and subcommittees.

The Council is required to have a Regional Land Transport Committee and be part of a Civil Defence Emergency Management Group, which is a joint committee. To ensure continuity, the previous Council resolved that the Wellington Regional Strategy Committee would not be disestablished following the 2007 triennial Council elections.

I recommend the proposed committee structure detailed in **Attachment 1**.

3.2 Appointment of Members to Council Committees

Attachment 2 sets out the proposed membership of the Council's committees.

As well as appointing its own members to committees and other bodies, the Council will need to make appointments of external persons to the Regional Land Transport Committee (RLTC) and Wellington Regional Strategy Committee. Recommended local government appointees to the Wellington Regional Strategy Committee will be presented to the Council at this meeting. Recommended appointees to the Regional Land Transport Committee will be brought to the Council meeting on 29 November 2007.

3.3 Terms of Reference

Terms of reference are an important mechanism by which the Council is able to allocate responsibilities to committees. Each committee will need to have its own terms of reference. **Attachment 3** contains a proposed terms of reference for each committee.

It is anticipated that the draft committee terms of reference will need to be reviewed by the Chair and each committee chairperson, jointly with the relevant divisional manager(s), in the context of the adopted committee structure. The results of the reviews should be brought back to the Council to enable the terms of reference to be finalised at its meeting on 29 November 2007.

4. Communication

No external communication is required as a result of this report.

5. Recommendations

That the Council:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Adopts** the committee structure as outlined in Attachment 1 to this report.
4. **Appoints** members to each committee as set out in Attachment 2 to this report.
5. **Notes** the proposed terms of reference provided in Attachment 3 to this report.
6. **Requests** that the Chair and each committee chairperson, jointly with the relevant divisional manager(s), review the proposed terms of reference to enable their finalisation and adoption at the Council meeting on 29 November 2007.

7. ***Requests that the Chair formally invite Ara Tahi to make nominations for the appointment of persons representing Iwi interests to the new committees, and also discuss with Ara Tahi the nomination process.***
8. ***Agrees that the Chair and Deputy Chair will be the formal Council representatives at meetings of Ara Tahi.***

Report prepared by:

Fran Wilde
Chair

Attachment 1: Proposed Committee Structure
Attachment 2: Proposed Committee Membership
Attachment 3: Proposed Terms of Reference for Council Committees