

Report 16.493
Date 8 November 2016
File CCAB-8-845

Committee Council
Author Cr Chris Laidlaw, Chair

Proposed committee and advisory group structure for the 2016-2019 triennium

1. Purpose

To consider a proposed committee and advisory group structure for the 2016-2019 triennium.

2. Background and comment

2.1 Committee structure

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 may be appointed to committees, subcommittees and advisory groups.

For the 2016-2019 triennium, it is proposed that the Council appoint two ‘committees of the whole’ to consider matters related to the environment and sustainable transport, with a small number of additional committees to oversee more technical areas such as finance, audit and risk, and regional plan development. The committees of the whole (Environment Committee and Sustainable Transport Committee) will enable all councillors to participate and to vote on issues.

In addition, the Council is required to establish a Regional Transport Committee and be part of a Civil Defence Emergency Management Group, which is a joint committee.

The previous Council resolved that the Wellington Regional Strategy Committee, Te Upoko Taiao – Natural Resource Management Committee, Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee, Te Awarua-o-Porirua Committee and Wellington Water Committee would not be disestablished following the 2016 local elections.

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

2.2 Advisory groups

The Council has traditionally established a number of advisory groups to provide advice and recommendations that inform the consideration of matters and decision-making by committees and Council.

The previous Council resolved that the Ruamāhanga Whaitua Committee, Te Awarua-o-Porirua Whaitua Committee and the Wairarapa Water Use Project Governance Group would remain in existence until their respective purposes and functions have been completed.

I propose the establishment of a Lower Ruamahanga Valley Flood Management Advisory Committee to provide oversight of flood management activities in the Lower Ruamahanga catchment. I also propose the re-establishment of the Farming Reference Group, and the renaming of the Wairarapa Water Use Project Governance Group as the Water Wairarapa Governance Group.

I recommend the proposed advisory group structure detailed in **Attachment 2**.

2.3 Terms of reference

Terms of reference are an important mechanism by which the Council is able to allocate responsibilities to committees and advisory groups. Specific terms of reference will need to be prepared for each committee and advisory group

It is anticipated that officers, in consultation with committee chairs, will prepare terms of reference for the committees and advisory groups and that the Council will adopt the terms of reference and committee delegations at its meeting on 8 December 2016.

2.4 Appointments to committees and advisory groups

The appointment of councillors to individual committees and advisory groups is the subject of Report 16.495.

3. Communication

No external communication is considered necessary.

4. The decision-making process and significance

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

4.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance and engagement policy and decision-making guidelines. Due to the procedural nature of this decision 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.

4.2 Engagement

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

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. *Adopts the advisory group structure as outlined in Attachment 2 to this report.*

Report prepared by:

Cr Chris Laidlaw
Council Chair

Attachment 1: Proposed committee structure

Attachment 2: Proposed advisory group structure