

## **APPOINTMENTS AND PORTFOLIO ALIGNMENTS OF TAWA COMMUNITY BOARD MEMBERS**

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The 'Appointments and Portfolio Alignments of Tawa Community Board Members' report from the 10 December 2010 is attached to this report as Appendix 1. The minutes relating to that report are attached as Appendix 2.

The Chair will call for nominations to the following positions:-

1. Tawa Community Board Grants Subcommittee member (one member)
2. Tawa Community Board Grants Subcommittee Chair (one member of the Tawa Community Board Grants Subcommittee)
3. Roding Officer/Community Board Working Group (one member)
4. Spicer Landfill Community Liaison Group (one member)

The Chair will ask for nominations to align Tawa Community Board members to the Wellington City Council councillor portfolios, namely

- Social
- Environment
- Economic Development and Recreation
- Urban Development
- Transport
- Governance
- Engagement, Climate Change & Cultural Wellbeing

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**REPORT 4**  
*(1215/12/IM)*

## **APPOINTMENTS AND PORTFOLIO ALIGNMENTS OF TAWA COMMUNITY BOARD MEMBERS**

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

Members of the Tawa Community Board are appointed to various bodies and external organisations and are aligned to Wellington City Council councillor portfolios.

Some roles have vacancies which need to be filled. Accordingly, this report recommends the appointment of members to those vacancies for the remainder of the 2007/2010 triennium.

### **2. Recommendations**

Officers recommend that the Tawa Community Board:

1. *Receive the information.*
2. *Note that the Chair of the Tawa Community Board is automatically a member of all subcommittees appointed by the Board.*
3. *Agree to appoint one member of the Tawa Community Board as a member of the Tawa Community Board Grants Subcommittee to fill the current vacancy.*
4. *Agree to elect one member of the Tawa Community Board Grants Subcommittee members as chair of the Tawa Community Board Grants Subcommittee.*
5. *Agree to discontinue the Tawa Rights of Way Working Subcommittee.*
6. *Agree to discontinue the Tawa Footpath Liaison Working Subcommittee.*
7. *Agree to appoint one member of the Tawa Community Board as a member of the Roding Officer/Community Board Working Group.*

8. *Note that under the Terms of Reference of the Roding Officer/Community Board Working Group, the Chair of the Working Group will be elected by the members of the Working Group.*
9. *Agree to appoint one member of the Tawa Community Board as a member of the Spicer Landfill Community Liaison Group.*
10. *Agree to align Tawa Community Board members to the Wellington City Council councillor portfolios, namely*
  - *Social*
  - *Environment*
  - *Economic Development and Recreation*
  - *Urban Development*
  - *Transport*
  - *Governance*
  - *Engagement, Climate Change & Cultural Wellbeing*

### **3. Background**

Members of Tawa Community Board are required to sit on various bodies and committees and are aligned to Wellington City Council councillor portfolios.

With the recent death of Graeme Sutton and the subsequent election of Malcolm Sparrow, it is necessary to reconsider the Community Board's appointments. In addition, there have been some changes to the Council's councillor portfolios which should be reflected in the Board's alignments.

In addition, there are a number of obsolete subcommittees which should be formally discontinued by the Board.

The table below shows the bodies that are currently represented by Board members:-

<b>Body</b>	<b>Member</b>
Camp Elsdon	David Darroch
Tawa Borough Scholarship Award Trust	Robert Tredger David Darroch Dennis Sharman
Tawa Community Board Grants Subcommittee	Chris Reading Dennis Sharman <i>Robert Tredger (automatically a member)</i>
Tawa Rights of Way Subcommittee	N/A
Tawa Roding Footpath Liaison Subcommittee	N/A
Roding Officer/Community Board Working Group	<i>Vacancy</i> Graeme Hansen (Council roding officer)
Spicer Landfill Community Liaison Group (Porirua City Council)	<i>Vacancy</i>
Friends of Tawa Bush – Primary Liaison	Ngaire Best

## **4. Discussion**

### **4.1 Tawa Community Board Grants Subcommittee**

The Tawa Community Board Grants Subcommittee was first established in June 1996 and has operated every triennium since its inception. The current subcommittee was established by the Tawa Community Board on 8 November 2007 and will discontinue at the conclusion of the 2007/2010 triennium.

The Subcommittee considers applications received for the Tawa Community Grants Fund, and has delegated authority to decide on the distribution of such funds, taking into account specified criteria and the characteristics and merits inherent in individual grant applications.

The Subcommittee consists of three members, and must have a quorum of not less than two members. It should be noted that under Standing Order 21, the Community Board Chair is automatically a member of the Subcommittee but is a member in addition to the three appointed members.

As the Subcommittee Chair has recently died, it is necessary to appoint another Board member to fill the vacancy and elect a new Chair.

#### **4.2 *Tawa Rights of Way Subcommittee and Tawa Roding Footpath Liaison Subcommittee***

The Tawa Community Board established the Tawa Rights of Way Working Group and Tawa Footpath Liaison Working Group in July 1997 and April 1999, respectively. These bodies were re-established as subcommittees by the Board on 13 December 2001. Neither of the subcommittees' Terms of Reference contained a sunset clause.

In practice, these subcommittees are no longer in effect, it is therefore recommended that they be formally discontinued by the Board.

#### **4.3 *Roding Officer / Community Board Working Group***

The Tawa Roding Officer/Community Board Working Group was first established in April 1999. The Working Group's objectives, responsibilities and delegated authorities are set out in its Terms of Reference (appended to this report). The main objective of the Working Group is to provide community input to the Tawa area's yearly roding, right of way and footpaths programme for the Tawa area.

The Working Group consists of two representatives from the Tawa Community Board and one Council roding officer. The Chair of the Working Group is elected by the Working Group's members.

On 13 December 2007, the Board appointed Graeme Sutton and Graeme Hansen as members of the Working Group. A vacancy has arisen on the Working Group following Mr Sutton's recent death. As such, it is necessary to appoint another Board member to fill that vacancy.

#### **4.4 *Spicer Landfill Community Liaison Group***

As a requirement of Spicer Landfill's resource consent, a community liaison group was established. Wellington City Council is a minority shareholder of Spicer Landfill. The Community Liaison Group meets approximately once a year. The last meeting was on 18 June 2009.

On 14 June 2007, the Board appointed Graeme Sutton to be its representative on the Liaison Group. Following Mr Sutton's death, it is necessary to appoint another Board member to fill the vacancy.

#### **4.5 Alignments to Wellington City Council Portfolios**

The governance structure for Wellington City Council is divided into portfolios. Some councillors are appointed as leaders or associate leaders to each portfolio. Board Members are aligned to the different portfolios and are responsible for “keeping up with” and reporting to the Board on those areas.

On 11 September 2008, the Board approved the following alignments:-

<b>Portfolio</b>	<b>Member</b>
Social	Chris Reading
Environment	Graeme Sutton
Economic Development and Recreation	Robert Tredger
Urban Development & Transport	Graeme Hansen
Governance	Robert Tredger
Climate Change, Engagement & Cultural Wellbeing	Dennis Sharman David Darroch

In November 2009, the Council approved the changes to the structure of the portfolios. The portfolios are now as follows:-

- Social
- Environment
- Economic Development and Recreation
- Urban Development
- Transport
- Governance
- Engagement, Climate Change & Cultural Wellbeing

Following these changes, the death of a Community Board member and the election of a new member, it is necessary for Board members to be realigned to the portfolios.

## **5. Conclusion**

It is recommended that the Board adopt the recommendations.

Contact Officer: *Lauren Kemple, Deputy Electoral Officer / Community Board Coordinator, Democratic Services*

## **Roading Officer/Community Board Working Group** **Terms of Reference**

### ***Objectives***

To provide community input to the Tawa area's yearly roading, right of way and footpaths programme for the Tawa area.

### ***Responsibilities of the Working Group***

The Working group shall

- Provide input into the roading, right of way and footpaths programme for the Tawa area
- Monitor and keep the Council informed of community satisfaction with roading, right of way and footpaths programme.

### ***Delegated Authority***

The Working Party will have the Delegated Authority to consider the roading, right of way and footpaths programme for the Tawa area.

It should be noted that the roading, right of way and footpaths programme for the Tawa area will be subjected to the draft Annual Plan process as part of the Council's total roading programme.

### ***Membership***

The Working Group shall consist of 2 representatives from the Tawa Community Board and the Manager, Roding, Traffic and Transportation, Commissioning.

The Chair of the Working Group will be responsible for setting agendas, conduct of the meeting and overall organisations of the work of the Working Group. The Chair shall be elected by the members of the Working Group at the first meeting of the Working Group.

### ***Meetings of the Working Group***

It is anticipated that the Working Group shall meet annually to consider the Tawa area roading programme to be submitted to the draft Annual Plan process.

Once the Annual Plan process has been agreed, the Working Party shall meet to refine the proposed programme in light of the decisions on the Annual Plan.

### ***Support of the Working Group***

The Working Group will be serviced by the Roding, Traffic and Transportation Group, Commissioning.

## Appendix 2

### 158/09TB APPOINTMENTS AND PORTFOLIO ALIGNMENTS OF TAWA COMMUNITY BOARD MEMBERS (1215/12/IM) (REPORT 4)

**Moved Robert Tredger, seconded Councillor Wain the substantive motion.  
The substantive motion was put and declared CARRIED.**

#### **RESOLVED:**

*THAT the Tawa Community Board:*

1. *Receive the information.*
2. *Note that the Chair of the Tawa Community Board is automatically a member of all subcommittees appointed by the Board.*
3. *Agree to appoint one member of the Tawa Community Board as a member of the Tawa Community Board Grants Subcommittee to fill the current vacancy.*
4. *Agree to elect one member of the Tawa Community Board Grants Subcommittee members as chair of the Tawa Community Board Grants Subcommittee.*
5. *Agree to discontinue the Tawa Rights of Way Working Subcommittee.*
6. *Agree to discontinue the Tawa Footpath Liaison Working Subcommittee.*
7. *Agree to appoint one member of the Tawa Community Board as a member of the Roading Officer/Community Board Working Group.*
8. *Note that under the Terms of Reference of the Roading Officer/Community Board Working Group, the Chair of the Working Group will be elected by the members of the Working Group.*
9. *Agree to appoint one member of the Tawa Community Board as a member of the Spicer Landfill Community Liaison Group.*
10. *Agree to align Tawa Community Board members to the Wellington City Council councillor portfolios, namely*
  - *Social*
  - *Environment*
  - *Economic Development and Recreation*
  - *Urban Development*
  - *Transport*
  - *Governance*
  - *Engagement, Climate Change & Cultural Wellbeing*



**Moved Councillor Best, seconded Councillor Wain the motion that the Community Board make appointments to roles at the 11 February 2010 Board meeting.**

**The motion was put and declared CARRIED.**

**RESOLVED:**

*THAT the Tawa Community Board:*

*The Community Board will make appointments to roles at the 11 February 2010 Board meeting.*