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**REPORT 4**  
*(1215/52/IM)*

## **CHANGES IN SUBCOMMITTEE GOVERNANCE ARRANGEMENTS AND APPOINTMENT MATTERS**

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

The purpose of this report is to seek the Strategy and Policy Committee's approval to recommend that Council:

- establish a Temporary Road Closures Subcommittee
- change the membership and quorum of the Development Contributions Subcommittee
- appoint an additional elected member as a representative to Zone 4 of Local Government New Zealand.

### **2. Executive Summary**

In July 2005 Council noted that the need for the establishment of ad hoc subcommittees would be kept under review. Following a review of our processes around temporary road closures, it is proposed that a Temporary Road Closures Subcommittee be established. In order to ensure the effective functioning of the Development Contributions Subcommittee, some membership and quorum changes are also proposed. Finally, the report also recommends that Council appoint a replacement Wellington City Council representative to the LGNZ Zone 4 body.

### **3. Recommendations**

It is recommended that the Committee:

1. *Receive the information.*
2. *Recommend to Council that it establish a Temporary Road Closures Subcommittee with the terms of reference and delegations attached at Appendix 1.*
3. *Recommend to Council that it appoint Councillors Gill and Shaw as members of the Temporary Road Closures Subcommittee.*
4. *Recommend to Council that it appoint a third member as Chairperson of the Temporary Road Closures Subcommittee.*

5. *Recommend to Council that it appoint a new member to the Development Contributions Subcommittee.*
6. *Recommend to Council that it alter the quorum of the Development Contributions Subcommittee from four to three.*
7. *Recommend to Council that it appoint an elected member as a representative to Zone 4 of Local Government New Zealand.*

## **4. Background**

At its meeting on 7 July 2005, the Strategy and Policy Committee (SPC) considered a report on the review of the committee structure. In that report, officers noted that they would keep the need for the establishment of ad hoc subcommittees under review, and would ensure the committee and subcommittee delegations agreed in November 2004 remain current and effective. Since that time, there have been some changes to Council, SPC, and Regulatory Processes Committee' delegations (e.g. transferring final approval of policy from SPC to Council). Officers now consider that some further changes should be made, with the establishment of a Temporary Road Closures Subcommittee and some changes to the terms of reference and membership of the Development Contributions Subcommittee.

## **5. Discussion**

### **5.1 Temporary Road Closures Subcommittee**

Closing a road temporarily, for any purpose, is allowed under the Tenth Schedule of the Local Government Act 1974. Council has the power to close roads to vehicular and pedestrian traffic for events, filming, functions, fairs and such like, provided that it is satisfied that the road has not been closed for more than 31 days in any year, and that the closure will not impede traffic unreasonably.

As part of our ongoing work in this area, officers have been reviewing our processes around temporary road closure. In addition to a range of improvements to the way in which we notify proposed road closures and deal with public submissions on proposals, officers consider that the formal process around the decision to temporarily close a road needs to be clarified. It is proposed that a small Subcommittee be established to make these decisions. It is often the case that these sorts of decisions need to be made quickly, and in a responsive manner. A small Subcommittee is a useful vehicle for making such decisions. The proposed terms of reference and delegations for the Temporary Road Closures Subcommittee is attached at Appendix 1.

### **5.2 Development Contributions Subcommittee**

Council has established the Development Contributions Subcommittee to assist with the development of the Council's development contributions policy and to make decisions on applications for remission and/or postponement of contributions. Among other roles, the Subcommittee has the responsibility to hear submissions on the draft policy, or any amendments to it. Currently, the Subcommittee has five members. The Subcommittee

also has a high quorum – four - when the quorum for other subcommittees is two. It is proposed that Council agree to appoint a new member. It is also proposed that the quorum be reduced to three. These two steps will ensure the Subcommittee is able to function effectively, both when hearing submissions, and when discussing and voting on policy matters. It is recognised that a number of the Subcommittee’s functions (in particular, a meeting dealing with submissions on the policy or a remission application) require that the committee carefully manage its processes to ensure that all decision-makers are present during the consideration of a matter. However, it is proposed that this be administered through the Chair, rather than through the quorum requirement.

### **5.3 Subcommittee Membership Changes**

With the establishment of the Temporary Road Closures Subcommittee, the following changes are proposed:

- the appointment of a Chair of the Temporary Road Closures Subcommittee
- the appointment of Councillors Gill and Shaw as members of the Temporary Road Closures Subcommittee.

It is proposed that Council consider appointing the Portfolio Leader – Economy, Councillor Morrison, as Chair of the Temporary Road Closures Committee, given his portfolio responsibilities. It is not proposed that this Chair position be remunerated, as the responsibilities of the Subcommittee fit within the portfolio leadership responsibilities of Councillor Morrison. This is in line with the approach adopted in relation to the Development Contributions Subcommittee and the Portfolio Leader – Urban Development.

In addition, as noted above, it is proposed that a new member be appointed to the Development Contributions Subcommittee.

### **5.4 Local Government New Zealand (LGNZ) Zone 4**

Zone 4 is a regional forum developed by LGNZ that allows local authorities to address matters of common interest in the area. Zone 4 comprises all member local authorities within the area bounded by the Wellington Region with the exception of a portion within the Tararua District.

As a member of Zone 4, at the beginning of the triennium Council appointed its representatives, who were the Chief Executive, Mayor (as presiding delegate) and Councillors Pepperell and Wade-Brown. All elected members are entitled to attend any meeting of Zone 4. Councillor Wade-Brown has resigned from her Zone 4 position. It is proposed that Council appoint another elected member as a Wellington City representative on Zone 4.

## **6. Conclusion**

In July 2005 Council noted that the need for the establishment of ad hoc subcommittees would be kept under review. Following a review of our processes around temporary road closures, it is proposed that a Temporary Road Closures Subcommittee be established. In order to ensure the effective functioning of the Development Contributions Subcommittee, some membership and quorum changes are also proposed. The report also recommends that Council appoint an additional Wellington City Council representative to the LGNZ Zone 4 body.

Contact Officer: *Michael Webster, City Secretary*

## Supporting Information

### 1) Strategic Fit / Strategic Outcome

*This project supports objective 9.2 City decision-making:  
People are encouraged to participate in the decision making of the city.*

### 2) LTCCP/Annual Plan reference and long term financial impact

*Relates to C534: Committee and Council process*

### 3) Treaty of Waitangi considerations

*There are no Treaty of Waitangi implications*

### 4) Decision-Making

*This is not a significant decision*

### 5) Consultation

#### a) General Consultation

#### b) Consultation with Maori

*Not required*

### 6) Legal Implications

*The advice contained in this report has been discussed with the Council's legal advisors*

### 7) Consistency with existing policy

*This report is consistent with existing Wellington City Council policy*

## Temporary Road Closures Subcommittee

**Voting Membership:**

The Temporary Road Closures Subcommittee will have three Councillors as members.

**External Membership (non-voting):**

Nil.

**Quorum:**

2

**Chair:**

The chair will be elected by Council.

**Frequency of Meetings:**

The Temporary Road Closures Subcommittee will meet on an as required basis.

**Parent Body:**

The Temporary Road Closures Subcommittee will report to the Strategy and Policy Committee.

**General Purpose and Objectives:**

The Temporary Road Closures Subcommittee has primary responsibility for approving temporary road closures.

**Terms of Reference:**

The Temporary Road Closures Subcommittee will have authority to:

- 1.0 Make decisions under Clause 11(e) of the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965
- 1.1 Determine the procedure to be adopted by the Subcommittee when making a decision in 1.0 above.

***Delegated Authority***

The Temporary Road Closures Subcommittee will have delegated authority to carry out activities within its terms of reference.