
REPORT 2
(1215/11/IM)

APPOINTMENT OF COMMITTEE AND SUBCOMMITTEE CHAIRPERSONS, PORTFOLIO LEADERS, DEPUTY CHAIRPERSONS AND REPRESENTATIVES TO OTHER COMMITTEES AND BODIES

1. Purpose of Report

This report provides for the appointment of Committee and Subcommittee Chairpersons and Deputy Chairpersons, Portfolio Leaders for the Strategy and Policy Committee, and the appointment of a Wellington City Council elected member plus alternate to the Greater Wellington Regional Council's Regional Land Transport Committee and the Wellington Regional Strategy Committee. It also provides for the election of one elected member to the Wastewater Treatment Plant and Landfill Joint Committee with the Porirua City Council, and for the appointment of two Northern Ward councillors to the Tawa Community Board.

The appointment of elected and non elected members to committees and subcommittees will be the subject of a separate report to Council. The appointment of the Chair of the Council Controlled Organisation Performance Subcommittee will also be considered in a separate report.

2. Recommendations

It is recommended that Council:

1. *Receive the information.*
2. *Agree the role description for the position of Committee/Subcommittee Chairperson as set out in Appendix One.*
3. *Agree the role description for the position of Committee Deputy Chairperson as set out in Appendix Two.*
4. *Agree the role description of Portfolio Leader as set out in Appendix Three.*
5. *Agree to appoint a Chairperson to the following committees:*
 - (a) *Strategy and Policy Committee*
 - (b) *Regulatory Processes Committee*

6. *Agree that the Deputy Mayor will be the Chair of the Performance Review Committee.*
7. *Agree that the Portfolio Leader, Built Environment will be the Chair of the Development Contributions Subcommittee.*
8. *Agree to appoint a Chairperson to the following subcommittees:*
 - (a) *Grants Subcommittee*
 - (b) *Audit and Risk Management Subcommittee*
9. *Note that the Chairperson of the Council Controlled Organisation Performance Subcommittee will be appointed through a separate report to Council.*
10. *Agree that all appointed Chairs and Deputy Chairs will undergo Chairperson training and mentoring within six months of appointment.*
11. *Agree to appoint Portfolio Leaders for the following portfolios using the French presidential voting system:*
 - (a) *Biodiversity*
 - (b) *Three Waters & Waste*
 - (c) *Transport (public transport and roading)*
 - (d) *Walking, cycling, motorcycling and safety*
 - (e) *Built Environment*
 - (f) *Social*
 - (g) *Community Facilities*
 - (h) *Economy*
 - (i) *Governance*
 - (j) *Community Engagement*
 - (k) *Sports and Events*
 - (l) *Arts and Culture*
12. *Agree that the Mayor will have responsibility for the following portfolios:*
 - (a) *Climate Change*
 - (b) *ICT*
 - (c) *Finance*
 - (d) *Emergency Management*
13. *Agree to appoint a Deputy Chairperson to the Strategy and Policy Committee.*
14. *Agree to appoint a representative, and an alternate representative, to the Greater Wellington Regional Council, Regional Transport Committee.*
15. *Agree to appoint a representative, and an alternate representative, to the Greater Wellington Regional Council, Wellington Regional Strategy Committee.*

16. *Agree to appoint a representative, and an alternate representative, to the Wastewater Treatment Plant and Landfill Joint Committee with Porirua City Council.*
17. *Agree to appoint Councillors Best and Lester to the Tawa Community Board for the 2010/13 triennium.*

3. Background

Having agreed to the governance arrangements and the establishment of a committee structure for the 2010/2013 triennium, the Council is required to appoint members as Chairpersons to its committees and subcommittees, and as Portfolio Leaders under the Strategy and Policy Committee.

These appointments are to be made using an open voting system (French Presidential) as provided for under clauses 25(1) and 25(3) of Schedule 7 of the Local Government Act 2002 and under Standing Order 185.1 from the Wellington City Council Standing Orders.

French Presidential (Open Voting System)

The Local Government Act 2002 provides for the following open voting system to be used for the appointment of Chairpersons. It is also proposed that this system is used for the appointment of portfolio leaders:

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics:-*
 - (i) *there is a first round of voting; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.*

4. The Role of Chairpersons

Council charges the Chairpersons of committees and subcommittees with ensuring that the decision making of committees and subcommittee is consistent with the powers delegated to each decision making body. Chairpersons are responsible for ensuring that the conduct of business is carried out in an orderly way and in accordance with Wellington City Council Standing

Orders and any statute that may apply from time-to-time. Chairpersons are responsible for reviewing the business included in agendas to ensure that matters that ought to be considered are included.

Committee and subcommittee Chairpersons may be called on to act as official leaders on issues within the body's terms of reference and area of activity.

It is recommended that all appointed Chairs and Deputy Chairs undertake Chairperson training and mentoring to be conducted by an independent training provider within six months of their appointment. This training will provide Chairs with the tools and skills necessary to facilitate productive, efficient and successful meetings

A full role description for Chairpersons is attached as Appendix One.

When appointing Chairpersons it should be noted that:

- the Performance Review Committee terms of reference refer to it being chaired by the Deputy Mayor;
- the Development Contributions Subcommittee terms of reference refer to it being chaired by the Portfolio Leader, Built Environment, and;
- the Council Controlled Organisation Performance Subcommittee terms of reference refer to it being chaired by an externally appointed member.

It is also proposed that Council appoint a Deputy Chairperson to the Strategy and Policy Committee. Under Standing Orders, if the Chair is absent or withdraws from any meeting, the Deputy Chairperson, if appointed, takes over chairing the meeting. It is not proposed that the position of Deputy Chairperson be remunerated in any way. The role description for Deputy Chairperson is attached as Appendix two.

5. The Role of Portfolio Leaders

The Portfolio Leader positions as previously agreed in the '*Governance Arrangements for the 2010/13 Triennium*' report have responsibilities relating to strategy and policy in their respective areas of activity. These include:

- *Policy Leadership*: to provide guidance to colleagues on issues and reports from within a particular Strategy area. Portfolio Leaders will move reports from their area of responsibility, advocate for them, explain and clarify matters to colleagues and, where necessary, introduce reports at Council. Portfolio Leaders will also facilitate informal policy discussions between elected members, and elected members and officers, on matters within their area of responsibility.
- *External Representation and Relationships*: to represent the Council at meetings of pan-Council working groups, and other external organisations and groups, and contribute to the work carried out by such organisations and groups. Attend official functions within their area of responsibility, and

represent the Mayor on those occasions when the Mayor and Deputy Mayor are unable to attend.

- *Communication*: to act as the Committee's principal spokesperson in communicating to the media and public the official policy of the Council (or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction) on items relating to their respective area of activity (noting that the Mayor has right of first refusal as the Council's principal spokesperson).
- *Officer Liaison*: to advise the Chief Executive and/or Management Board of issues, provide feedback from councillors and the community, and to act as the point of contact for officers in supporting the work programme in their area of activity.
- *Meeting Preparation and Follow-Up*: to ensure satisfactory presentations are under preparation, ensure media issues have been addressed, and following a meeting make sure key issues and decisions are clearly communicated to the media and public.

A full role description for Portfolio Leaders is attached as Appendix Three.

6. Appointments to external committees

6.1 *Regional Transport Committee Representative*

The Greater Wellington Regional Council (GWRC) has invited Wellington City Council to nominate a representative and an alternate to its Regional Transport Committee. Transport has consistently been rated a key issue for residents in terms of the future of the city, and it remains a critical aspect of what makes a successful city. Representation on the Regional Land Transport Committee will provide a mechanism for better aligning our strategic objectives in relation to transport. It is administered by the GWRC.

6.2 *Wellington Regional Strategy Committee Representative*

The Greater Wellington Regional Council has invited Wellington City Council to nominate a representative and an alternate to its Wellington Regional Strategy Committee. The Wellington Regional Strategy (WRS) is a project of all nine councils in the Wellington Region. Its goal is to build an internationally competitive Wellington by developing and implementing a vision and an integrated framework to achieve sustainable development. The project has a long term outlook – to the year 2050 with a more detailed focus of action and priority for the next ten to twenty years. The role of the committee is to provide oversight of the strategic direction set out in the WRS, and of specific implementation agencies for economic development, tourism and urban development. It is administered by the GWRC.

6.3 Wastewater Treatment Plant and Landfill Joint Committee Representative

The Council also needs to appoint one member to the Wastewater Treatment Plant and Landfill Joint Committee with the Porirua City Council (PCC). The joint committee was established in 2006 when the Joint Services Committee and Porirua Basin Drainage Authority were combined to form a single Joint Committee. The broad purpose of this joint committee is to provide the necessary overview of key infrastructure projects serving catchments across the boundaries of the two Councils. For Wellington City Council, representation on a revised Joint Committee is seen as being important in gaining the necessary overview and input to infrastructural issues that may affect long term growth within the urban growth catchment area. It is administered by the PCC.

7. Councillor Appointments to 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.”*

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 board may wish to put forward in the Annual Plan.

8. Conclusion

Council is required to appoint Chairpersons to each of its committees and subcommittees, appoint a Deputy Chairperson to the Strategy and Policy Committee, appoint Portfolio Leaders for the Strategy and Policy Committee, appoint Northern Ward Councillors to Tawa Community Board, and appoint a representative and alternate to the GWRC Regional Land Transport as well as the Wellington Regional Strategy Committees. The Council also must appoint a representative to the Wastewater Treatment Plant and Landfill Joint Committee.

Contact Officer: *Svea Cunliffe-Steel, City Secretary*

Supporting Information

1) Strategic Fit / Strategic Outcome

This project supports Outcome 7.2.B – More actively engaged: Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system.

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

This project relates to C534: Elections, Governance and Democratic Process.

3) Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

4) Decision-Making

This is not a significant decision.

5) Consultation

a) General Consultation

Council Officers will not be undertaking consultation in relation to this report.

b) Consultation with Maori

Not applicable.

6) Legal Implications

This report is consistent with the provisions of the Local Government Act 2002.

7) Consistency with existing policy

This report is consistent with existing policy.

APPENDIX ONE

COMMITTEE/SUBCOMMITTEE CHAIRPERSON Role Description

Role Title:

Committee/Subcommittee Chairperson

Role of the Committee/Subcommittee Chairperson

For the Council to successfully discharge its responsibilities, a committee or subcommittee Chairperson is required to discharge the following responsibilities:

Conduct of Meetings:

Conducts committee meetings in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Council Standing Orders, and any other statute that may apply from time to time.

Committee Leadership:

Provides guidance to the committee or subcommittee as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions if appropriate authority has been delegated by Council; and exercise good financial stewardship.

Communication and Representation:

Acts as the committee's or subcommittee's principal spokesperson in communicating to the parent body or Council. Represents the Wellington City Council position in matters relating to the committee or subcommittee area of responsibility, and may be authorised to represent Wellington City Council at meetings with other local authorities, national bodies and conferences or seminars.

Council Staff Liaison:

Acts as the Committee's principal contact point with the Council's Chief Executive and officers.

Meeting Preparation:

Ensures media issues have been addressed, satisfactory presentations are under preparation and meeting management issues are identified.

APPENDIX ONE

Promotes informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction.

Ensures that decisions are made on the basis of:

- informed debate
- sufficient time to debate the issues
- necessary delegated power.

To ensure that decisions are communicated by:

- signing off minutes
- liaising with other committee and subcommittee Chairpersons
- liaising with the media
- representing the views of the Council at public meetings, to community groups, other statutory bodies and any other organisations.

APPENDIX TWO

COMMITTEE DEPUTY CHAIRPERSON Role Description

Role Title:

Committee Deputy Chairperson

Role of the Committee/Subcommittee Chairperson

For the Council to successfully discharge its responsibilities, in the absence of the Chair, a Deputy Chairperson is required to discharge the responsibilities of the Chairperson.

APPENDIX THREE

PORTFOLIO LEADER Role Description

Role Title:

Portfolio Leader

Role of the Portfolio Leader:

The Portfolio Leader has the following responsibilities:

Policy Leadership

At meetings of the Strategy and Policy Committee, to provide guidance to the Committee, within a particular portfolio area, as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions where authority has been delegated by Council; and exercise good financial stewardship. Portfolio Leaders will move reports from their area of responsibility, advocate for them, explain and clarify matters to colleagues and, where necessary, introduce reports at Council. Portfolio Leaders will also facilitate informal policy discussions between elected members, and elected members and officers, on matters within their area of responsibility.

External Representation and Relationships

To represent the Council at meetings of pan-Council working groups, and other external organisations and groups, and contribute to the work carried out by such organisations and groups. Attend official functions within their area of responsibility, and represent the Mayor on those occasions when the Mayor and Deputy Mayor are unable to attend.

Communication:

Act as the Committee's principal spokesperson in communicating to the media and public the official policy of the Council (or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction) on items relating to their respective area of activity, noting that the Mayor has right of first refusal as the Council's principal spokesperson, including representing Council at Select Committees.

Officer Liaison:

Advise the Chief Executive and/or Management Team of issues, provide feedback from councillors and the community, and to act as the point of contact for officers in supporting the work programme in their area of activity.

Meeting Preparation and Follow-Up:

Ensure satisfactory presentations are under preparation, ensure media issues have been addressed, and following a meeting make sure key issues and decisions are clearly communicated to the media and public.