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**REPORT 3**  
*(1215/11/IM)*

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**APPOINTMENT OF ELECTED MEMBERS TO  
COUNCIL'S COMMITTEES, SUBCOMMITTEES AND  
OTHER BODIES**

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**1. Purpose of Report**

The report provides for the appointment of elected members to Council's committees, subcommittees and the Funding and Activity Review Working Party.

**2. Recommendations**

It is recommended that Council:

1. *Receive the information.*
2. *Note that the Mayor is an ex-officio member of all Council committees and subcommittees.*
3. *Note that the Strategy and Policy Committee includes the Mayor and all Councillors as members.*
4. *Note that Councillor membership (including Chairpersons) was agreed in the Terms of Reference to be capped at:*
  - (a) *6 for the Regulatory Processes Committee*
  - (b) *4 for the Performance Review Committee*
  - (c) *5 for the Grants Subcommittee*
  - (d) *3 for the Council Controlled Organisation Performance Subcommittee*
  - (e) *3 for the Audit and Risk Management Subcommittee*
  - (f) *4 for the Development Contributions Subcommittee*
5. *Appoint Councillors (excluding Chairpersons) to the following decision making bodies:*

|   |                            |
|---|----------------------------|
| (a) <i>Regulatory Processes Committee</i>                           | <i>Up to 5 Councillors</i> |
| (b) <i>Performance Review Committee</i>                             | <i>Up to 3 Councillors</i> |
| (c) <i>Grants Subcommittee</i>                                      | <i>Up to 4 Councillors</i> |
| (d) <i>Council Controlled Organisation Performance Subcommittee</i> | <i>Up to 3 Councillors</i> |
| (e) <i>Audit and Risk Management Subcommittee</i>                   | <i>Up to 2 Councillors</i> |
| (f) <i>Development Contributions Subcommittee</i>                   | <i>Up to 3 Councillors</i> |

6. *Note that the appointment of external members to subcommittees will be recommended in a separate report.*
7. *Agree to establish the Funding and Activity Review Working Party with the Terms of Reference attached as Appendix One of this report.*
8. *Appoint four Councillors to the Funding and Activity Review Working Party, with one of those members appointed as the Chair.*
9. *Note that appointments to Council's advisory groups and appointment of Council representatives to external organisations will be considered in a separate report.*

### **3. Background**

Council is required to appoint elected members to its committees and subcommittees, once it has adopted its governance arrangements. Appointment is by way of Council resolution.

### **4. Discussion**

The terms of reference, as outlined in the *Governance Arrangements for the 2010/2013 Triennium* report, include the membership numbers for committees and subcommittees. Those numbers are based on two guiding principles:

- That forums be of a manageable size; and
- That all elected representatives have an equal opportunity to participate in the governance of council.

#### **4.1 Ad Hoc Committees and Subcommittees**

Council may from time to time establish ad hoc committees or subcommittees. Such bodies would be convened to deal with a specific matter and would generally be short-lived. Appointments to such bodies will be done by Council on a case-by-case basis.

#### **4.2 Funding and Activity Review Working Party**

A Funding and Activity Review Working Party (FAR) was established in 2004 to guide work on the Revenue and Financing Policy, the performance measurement framework, and the review of asset management plans.

It is recommended that the Working Party be re-established for the 2010/13 triennium.

The Council establishes working parties from time-to-time. These are commonly convened where operational or technical decisions are strengthened by the input of a governance perspective. Working parties:

- are a way of working efficiently through detailed and complex matters
- are informal fora that allow for matters to be reviewed in greater detail than the formal committee environment may practicably allow
- allow for the early identification of areas that require further work
- ensure that the committee's work is focussed.

The Funding and Activity Review Working Party is an informal body that makes recommendations to the Strategy and Policy committee – it has no decision-making powers.

The proposed terms of reference for the Working Party are attached as Appendix one of this report for approval. It is recommended that up to four elected members be appointed to the FAR Working Party, and that Council appoint one of those members as Chair.

#### **4.3 Non Member Participation**

Standing Order 70 provides for any councillor to attend any meeting of any committee or subcommittee whether or not they are a member of that committee or subcommittee. If a councillor is not a member of a committee or subcommittee they may take part in any discussions and debate but may not:

- Vote on any matter;
- Move or second a motion or amendment;
- Move or second a procedural motion; or
- Challenge, under Standing Orders, a Chair's ruling.

#### **4.4 Community Board Member Participation**

Standing Order 203 provides for Community Board members' attendance and participation at Council, committee or subcommittee. When a motion under debate relates to a matter that a Community Board considers to be of particular interest to the residents within its community, then the Community Board may, by resolution, nominate the chair or a members of the Board to speak, as of right, at Council, committee or subcommittee meetings when the motion is under debate.

## **5. Conclusion**

Council is required to appoint elected members to its committees and subcommittees, and the Funding and Activity Review Working party.

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| <b>Supporting Information</b>   |
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| <p><b>1) Strategic Fit / Strategic Outcome</b><br/> <i>This project supports Long-term outcome 7.2.B “Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system”.</i></p> |
| <p><b>2) LTCCP/Annual Plan reference and long term financial impact</b><br/> <i>Relates to 7.2.2: Provider: City Governance and Decision-making</i></p>   |
| <p><b>3) Treaty of Waitangi considerations</b><br/> <i>N/A</i></p>  |
| <p><b>4) Decision-Making</b><br/> <i>This is not a significant decision</i></p>   |
| <p><b>5) Consultation</b></p> <p><b>a) General Consultation</b><br/> <i>Not required</i></p> <p><b>b) Consultation with Maori</b><br/> <i>Not required</i></p>  |
| <p><b>6) Legal Implications</b><br/> <i>There are no legal implications</i></p>   |
| <p><b>7) Consistency with existing policy</b><br/> <i>This report is consistent with existing Wellington City Council policy</i></p>  |

## **FUNDING AND ACTIVITY REVIEW WORKING PARTY: TERMS OF REFERENCE**

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### **Purpose of the Working Party**

The working party's purpose is to:

- (a) Review the Revenue and Financing Policy at least annually as it applies to all activity components
- (b) Review the performance measurement framework as part of the long-term plan process
- (c) Review asset management plans as part of the long-term plan process
- (d) Provide a governance perspective and strategic overview of Council's revenue, funding and financing.

### **Membership**

Up to four elected members will be members of the working party. The Mayor is also an ex officio member.

### **Portfolio Leaders**

Portfolio Leaders are invited to participate in discussions with the working party on items directly related to their area of responsibility.

### **Chair**

The Chairperson shall be appointed by the Council.

### **Parent Committee**

The working party will report to the Strategy and Policy Committee.

### **Terms of Reference**

The working party has specific responsibilities to:

1. At least annually, (in conjunction with the draft LTCCP/Annual Plan processes), or on occasions when the Council is required to consider recommendations that are inconsistent with the Revenue and Financing Policy, present a report to the Strategy and Policy Committee that recommends any amendments to the Revenue and Financing Policy. The working party will have specific responsibility to:
  - a. review the Revenue and Financing Policy – and where amendments are recommended – be guided by the requirements of the Local Government Act 2002 to set funding sources for each activity component from the most appropriate source after considering:
    - i. the outcomes to which the activity contributes;
    - ii. the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals;

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- iii. the period over which those benefits are expected to occur;
    - iv. the extent to which the action or inaction of particular individuals or a group contribute to the need to undertake the activity;
    - v. the costs and benefits, including importance for transparency and accountability, of funding the activity distinctly from other activities;
    - vi. the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental and cultural well-being of the community.
  - b. recommend the appropriate level for the commercial/residential rates differential
  - c. recommend how capital funding should be reflected in the policy (including Development Contributions)
  - d. undertake an annual review of performance against current revenue and financing policy targets and recommend changes as appropriate
  - e. review and recommend any changes to the Council's financial policies as required under the Local Government Act 2002 (s102)
  - f. make recommendations on other factors that may impact on the Council's rate funding or Revenue and Financing Policy.
2. Review the performance measurement framework as part of the long-term plan process, and prepare a report to the Strategy and Policy Committee that recommends any amendments to the performance measurement framework.
- a. For the avoidance of doubt, the purpose of the working party is to ensure the performance measurement framework allows actual levels of service provision to be meaningfully assessed – not to set performance targets.
3. Review asset management plans as part of the long-term plan process to ensure they:
- a. identify the relevant levels of service and policies, together with associated demand forecasts, and confirm that the listed assets are suitable to deliver on these; and
  - b. provide for maintenance and renewal programmes that incorporate lifecycle asset management strategies that are cost effective, industry standard and optimise the use of the assets
  - c. for the avoidance of doubt, the Working Party does not have authority to review the policies or levels of service but may recommend that they be reviewed by the Strategy and Policy Committee where cost or other factors relating to asset management mean it is prudent to do so.

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## **Delegation**

The working party has the authority to carry out its activities in line with its terms of reference.

## **Frequency of Meetings**

A schedule of meetings will be agreed by the working party with the chairperson having the discretion to call additional meetings as required.

## **Duration/Sunset**

The working party will cease at the end of the 2010/13 triennium.