

**REPORT OF THE CITY MANAGER**

**1. ESTABLISHMENT OF STANDING COMMITTEES, SPECIAL COMMITTEES AND STANDING SUBCOMMITTEES**

1. Section 114P of the Local Government Act enables a local authority to appoint such standing committees, special committees and subcommittees as it considers appropriate. In turn committees may appoint subcommittees unless prohibited from doing so by the Council.
2. A committee or subcommittee is subject in all things to the control of the Council and shall carry out its directions. However, the Council cannot rescind or amend any decision made by a committee or a subcommittee pursuant to a delegation authorising the making of that decision.
3. All committees and subcommittees of the previous Council were deemed to be discharged on the coming into office of the newly elected Council on Wednesday 24 October 2001. The intention of this provision is that at the commencement of each term the Council should look afresh at its committee structure and review the need for subordinate arrangements.
4. It will be necessary for the Council at the inaugural meeting to determine its standing committee, special committee and subcommittee structure. It is also desirable that membership is resolved at this meeting. If not, a further Council meeting will be required to put membership in place.
5. Customarily the Council appoints the chairperson of each committee. If it fails to do so that power may be exercised by the committee itself. Any committee may from time to time appoint a deputy chairperson to act in the absence of the chairperson. Subcommittees elect their own chairperson.
6. Appointment of officer subcommittees is normally considered in the December round of meetings.
7. Regarding issues where the Council hears applications and objections under various statutes and regulations there is a need to establish a special committee as the Council Hearings Panel (comprising all Councillors and Community Board Members) to deal with day to day hearings matters on a range of subjects in the same way that the former Council Hearings Panel dealt with these matters.
8. It is intended that a comprehensive report regarding delegations to committees, subcommittees and Community Boards will come before the Council at the December 2001 meeting.

**Recommendation:**

1. That pursuant to sections 114P, 114Q and 114R of the Local Government Act 1974 the following standing committees be appointed and their terms of reference as attached be adopted:
  - Strategy and Finance Committee
  - Arts, Culture and Heritage Committee
  - Community and Leisure Committee
  - Sustainable Transport and Utilities Committee
  - Property and Major Projects Committee
  - Parks, Gardens and Waterways Committee
  - Regulatory and Consents Committee
2. That pursuant to sections 114P, 114Q and 114R of the Local Government Act 1974 the following special committees be appointed and their terms of reference as attached be adopted:
  - Budget Scrutiny and Audit Special Committee
  - Community Plans Special Committee
  - Urban Planning and Growth Special Committee
  - Consultation and Communication Special Committee
3. That the chairperson and member of each standing and special committee be appointed according to the list to be tabled at the inaugural Council meeting by the Mayor.

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4. That pursuant to sections 114P, 114Q and 114R of the Local Government Act the Council appoint as a separate committee the Council Hearings Panel comprising all Councillors and Community Board members.
5. That pursuant to section 114P of the Local Government Act 1974 the following standing subcommittees be appointed:
  - (a) Council Subcommittees
    - Maori Liaison
    - City Manager Liaison
  - (b) Strategy and Finance Committee
    - Economic Development and Employment
    - Metropolitan Funding
    - Legislation
    - International Relations and Sister Cities
  - (c) Property and Major Projects
    - Cell Sites on Council Land Subcommittee
  - (d) Sustainable Transport and Utilities Committee
    - Cycling Development
    - Traffic Safety
    - Cleaning Contract Partnering
    - Waste Initiatives
    - Land Transport
  - (e) Parks, Gardens and Waterways Committee
    - Estuary Green Edge
    - Garden City Advisory Group
  - (f) Community and Leisure Committee
    - Housing
    - Children and Youth
    - Pools and Stadia
  - (g) Arts, Culture and Heritage Committee
    - Festivals and Events
    - Creative Communities
    - Multicultural City
    - Art in Public Places
  - (h) Regulatory and Consents Committee
    - City Plan References
6. That the attached Terms of Reference for the six Community Boards be adopted.
7. That the Terms of Reference be reviewed after six months of operation.

M A Richardson  
**CITY MANAGER**  
2 November 2001