

## 9. ESTABLISHMENT OF STANDING COMMITTEES SPECIAL COMMITTEES AND STANDING SUB-COMMITTEES

The City Manager (Mike Richardson) reports as follows:

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.**

The Council resolved:

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 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 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.

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 Terms of Reference (page 19) for the six Community Boards be adopted.
7. That the Terms of Reference be reviewed after six months of operation.

#### **COMMUNITY BOARDS TERMS OF REFERENCE**

1. Development of programmes and plans for achieving community development, social well-being and community safety outcomes at the local level, within the framework developed by the City Council and enhancement of the quality of life of all residents.
2. An ongoing obligation to keep the Council informed as to community aspirations and level of satisfaction with the service provided.
3. The right and duty of active liaison with residents/business/special interests groups in the community, with the objective of expanding the existing residents groups' programme.
4. Advice to Standing Committees on local implications of such metropolitan projects which have city-wide impacts as are referred to Community Boards for comment.
5. Input into asset management plans, programme of works, and maintenance programmes for streets.

6. The preparation of an annual submission to the Annual Plan process, and to determine matters relative to the discretionary sum approved by the Council for the community area.
7. Consideration of all matters unless they have significant impact beyond the local area, or on the service level of any non-local road. Such consideration shall be consistent with any policies or standards adopted by the Council.

The determination of whether a matter has significant impact beyond the local area or on the service level of a non-local road, shall be decided, on behalf of the City Manager, by the Principal Adviser to the relevant Standing Committee, in consultation with the Chairperson of the Committee and the relevant Community Board Chairperson.

The Deputy Chair of each Committee is to act as a “watchdog” to ensure that appropriate matters are dealt with by Community Boards and/or by Committees.

These local matters would include:

- Purchase of land, within approved budgets, for parks, reserves, waterways or other local purposes
- Granting of leases or licences on reserves
- Proposed developments or activities on parks, reserves and waterways
- Removal of trees from parks, reserves, streets or other Council land
- Liquor licence applications for facilities on Council properties (acting as landowner)
- Granting of rights of way and other easements
- Implementation and oversight of local capital work projects
- Control signs on streets (eg, stop, give way, etc)
- Traffic control and constraint measures on streets, including parking
- Bus stops and shelters
- Neighbourhood improvements
- Closure of lanes consistent with Council policy
- Living Streets
- Erection of garages, platforms and structures on legal roads
- Objections relating to vehicle crossings
- Naming of roads, streets and parks