

# Committee Structure Changes - 2019 to 2021 triennium

**Meeting:** Kaipara District Council  
**Date of meeting:** 28 October 2020  
**Reporting officer:** General Manager Engagement and Transformation

## Purpose/Ngā whāinga

To note the establishment of the Externally-Funded Projects Committee, approve the Terms of Reference (ToR) for the new committee and note the disestablishment of the Horizons Committee.

## Executive summary/Whakarāpopototanga

Kaipara District Council has received significant government funding in the previous 18 months. There is recognition that elected member governance is important over the projects for which external funding has been received. The Mayor has therefore constituted a new committee called the Externally-Funded Projects Committee to do this. The Mayor has also disestablished the Horizons Committee.

The responsibilities of committees are included in the Kaipara District Council ToR document, which are required to be approved by Council. Draft ToR for the new Externally-Funded Projects Committee is included in this report for Council to approve.

## Recommendation/Ngā tūtohunga

That the Kaipara District Council:

- a) Notes that the Mayor has established the Externally-Funded Projects Committee using the mayoral powers provided in the Local Government Act (2002).
- b) Approves the Terms of Reference for the Externally-Funded Projects Committee (Attachment B).
- c) Delegates the Mayor and Chief Executive the authority to make minor editorial changes to finalise the Terms of Reference, if needed.
- d) Notes that the Horizons Committee has been disestablished.

## Discussion/Ngā kōrerorero

The Mayor has provided a memo which confirms some changes to the Kaipara District Council Committee Structure for this term, provided at **Attachment A**. This memo has established the Externally-Funded Projects Committee and disestablished the Horizons Committee.

The Local Government Act (2002) provides the ability for the Mayor to establish/disestablish committees, appoint chairpersons and assign membership. These changes are in line with those powers.

The memo provides detail on the establishment of the Externally-Funded Projects Committee. Characteristics include:

- It is a committee of the whole (CoW) – this means that the Mayor and all councillors are members
- It will meet monthly (or as necessary)
- The Mayor will be the chairperson

The Council must adopt the new committee's ToR. Staff have prepared a draft ToR document for the Council to adopt, available at **Attachment B**.

We are also making internal fixed term staffing changes to align with the new governance and project workload. We are ensuring our Project Management Office (PMO) processes are applied, and in line with this, an operational steering group is being formed which will sit underneath the committee. We will also ensure we have a staffing structure in place which can support the programme. For example, Programme Manager, Project Managers/Coordinators, Communications and Engagement. Any outstanding Kaipara Kickstart work will also be incorporated into this new structure and governance model. The positions have been allowed for and will be funded by the external funding received by government.

### Options

**Option 1** – Approve the draft ToR. The preparation of the Externally-Funded Projects Committee ToR is in line with the format and style of the current committee ToR. They are high level and provide the appropriate direction. This is the recommended option.

**Option 2:** Agree changes to ToR. Council can request changes at the meeting, if desired.

**Option 3:** Do not agree to the ToR and request staff review further.

### Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

### Next steps/E whaiake nei

Staff will:

- Finalise the ToR if needed after feedback
- Work with the Chair to schedule the meetings of the committee
- Make the changes to the KDC ToR document
- Work with the Kaipara Kick Start team to transition governance to the committee will commence
- Set up the reporting framework and staffing model

### Attachments/Ngā tapiritanga

	Title
A	Committee structure changes memo from Mayor Dr. Smith
B	Draft Terms of Reference for the Externally-Funded Projects Committee