

**Memorandum**

**To:** Louise Miller, Chief Executive  
**From:** Mayor Jason Smith  
**Date:** 2 October 2020  
**Subject:** Committee structure changes

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Dear Louise,

This memo advises that I am making some changes to the Kaipara District Council committee structure, applicable for the remainder of this term of council. I am confirming these changes using the mayoral powers provided by section 41(A) of the Local Government Act (2002).

**New Committee**

As you know, Kaipara District Council, on behalf of the community, has received significant government funding for various projects in the previous 18 months. Due to the recent new funding announcements, such as the Kaihu Valley Rail Trail, shared path in Mangawhai and the Kaiwaka footbridges to name a few, I believe it is important to have appropriate elected governance oversight for this new work.

I am also mindful of the Kaipara Kickstart Programme and its excellent work to date. I acknowledge the hard work of the current Programme Steering Group here who have provided oversight and managed the programme to date. It is hoped that members of this group may still provide input into the programmes moving forward. I also believe that it is important for elected governance oversight for the remainder of this programme.

To provide this governance, I am constituting a new committee called the **Externally-Funded Projects Committee**. It is to be a committee of the whole, meaning that all of council's elected members will form its membership. I will be the Chairperson of the committee. Given the upcoming workload, it is intended that this committee will meet monthly or as necessary, with the same quorum as required for council.

I appreciate that staff are currently working with our partners to confirm the additional announced funding and the details, so I am requesting that you prepare an appropriate Terms of Reference for this committee, based on the intention above.

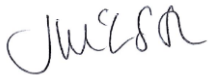
Whilst I am constituting the committee immediately, I appreciate that the Council will need to adopt the Terms of Reference. It is hoped that this could be presented to the October Kaipara District Council meeting for assessing and adoption.

**Horizons Committee**

Since last October the world has changed significantly. Included in the list of changes: COVID-19 has hit us, external funding has been announced, the Kaipara Moana remediation has emerged and the 3 Waters work has also been fast tracked by Central Government. Some of those things that were on the horizon are now well and truly upon us.

When coupled with the work required to develop the 2021-31 Long Term Plan and also upcoming heavy workload to review the District Plan, I recognise the impacts of an additional committee on the small staff team and our elected members. To counter the creation of the new committee and the fact that much of the work of the Horizons Committee is being reported through to Council via our normal briefings and meeting cycle, I am removing the Horizons Committee from the committee structure. This change is effective immediately.

Nga mihi,



Dr. Jason Smith  
Mayor