

Councillors
COUNCIL

25 OCTOBER 2016

Meeting Status: **Public**

Purpose of Report: For information

MAYORAL APPOINTMENTS

PURPOSE OF REPORT

- 1 I wish to inform the Council of the exercise of mayoral powers under section 41A of the Local Government Act (LGA) 2002.

BACKGROUND

- 2 Section 41A of the LGA 2002 enables the mayor to carry out a number of actions independent of council. Mayors may:
 - Appoint the deputy mayor
 - Establish committees of council (including the terms of reference but excluding delegations to those committees; only the council may approve delegations and these are the subject of a separate report)
 - Appoint the chairperson of each committee established by the mayor, and for that purpose, a mayor may make the appointment before the other members of the committee are determined (noting that the mayor is a member of each committee), and may appoint himself or herself.
- 3 Under the Sale and Supply of Alcohol Act 2012 only the Council can appoint the Chair of the District Licencing Committee and this is covered elsewhere on the agenda.

ACTIONS

- 4 Accordingly I am taking the following actions:
- 5 I am appointing Cr Janet Holborow as the Deputy Mayor for the 2016-2019 Triennium.
- 6 I am establishing the following Committees of Council, and appointing the following Chairs and membership to them:

COMMITTEE	CHAIR	MEMBERS
Strategy and Policy Committee	Cr James Cootes	Mayor & all Councillors
Operations and Finance	Cr Michael Scott	Mayor & all Councillors
Audit and Risk	Cr Mike Cardiff	Mayor + Chairs of Strategy & Policy, & Operations & Finance Committees

COMMITTEE	CHAIR	MEMBERS
Grants Allocation	Cr David Scott	Mayor and 2 Councillors
Appeals Hearing	Cr Jackie Elliott	Mayor, Deputy Mayor, and Chairs of Strategy and Policy, and Operations and Finance Committees
Chief Executive Performance and Employment	Mayor	All Councillors

- 7 Terms of reference for each Committee, which describe their major responsibilities, are also at Appendix 1.

RECOMMENDATIONS

- 8 That Council notes the mayoral appointments of the Deputy Mayor, Committee Chairpersons, and the establishment of Committees including terms of reference for the 2016-2019 Triennium as at Appendix 1 of report Mayor-16-2017.

K Gurunathan, JP, MA
MAYOR
KAPITI COAST DISTRICT

APPENDIX 1 MAYORAL APPOINTMENTS AND ESTABLISHMENT OF COMMITTEES 2016-2019 TRIENNIUM

DEPUTY MAYOR	Cr Janet Holborow
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COMMITTEE	CHAIR	MEMBERSHIP
STRATEGY AND POLICY	Cr James Cootes	Mayor and all Councillors

This Committee will deal with all strategy and policy decision-making that is not the responsibility of the Council. Key responsibilities will include:

- Setting and approving the policy and strategy work programme
- Overseeing strategic programmes
- Liaison and planning with other territorial authorities
- Development and/or review of strategies, plans, policies and bylaws
- Preparation of District Plan and Plan Changes
- Oversight of any shared services initiatives
- Signing off any submission to an external agency or body
- Economic development strategy
- Reviewing and approving community contracts
- Receive annual reports from any community or advisory group

COMMITTEE	CHAIR	MEMBERSHIP
Operations and Finance	Cr Michael Scott	Mayor and all Councillors

This Committee will deal with monitoring and decision-making on all broader financial management matters. Key responsibilities will include:

- Financial management, including risk mitigation
- Approval of non-budgeted expenditure
- Approval of contracts and contract variations outside the Chief Executive's delegations
- Write-offs and remissions
- Financial policies
- All regulatory and planning matters from an operational perspective
- Property purchases or sales
- Operational aspects of bylaws
- Civil defence and emergency management matters
- Procedural matters relation to electoral processes not otherwise delegated to the Chief Executive
- Signing off any submission to an external agency or body

COMMITTEE	CHAIR	MEMBERSHIP
Audit and Risk	Cr Mike Cardiff	Mayor + Chairs of Strategy & Policy, & Operations & Finance Committees

This Committee will monitor the Council's financial management and reporting mechanisms and framework and review the audit and risk function, ensuring the existence of sound internal systems. Key responsibilities will include:

- Reviewing and maintaining the internal control framework;
- Reviewing processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council;
- Considering Council's existing accounting policies and principles;
- Obtaining from external auditors any information relevant to the Council's financial statements, and assessing whether appropriate action has been taken by management in response to the above;
- Ensuring that the Council's financial statements are supported by appropriate management signoff and adequate systems of internal control (ie letters of representation);
- Considering regular reports on the status of investigations by the Office of the Ombudsman into decisions by the Council;
- Ensuring that Council has in place a current and comprehensive risk management framework and making recommendations to the Council on risk mitigation;
- Assisting elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role;
- Confirming the terms of engagement for each audit with a recommendation to the Council; and receiving the external audit reports for recommendation to the Council;
- Governance role in regards to the Health and Safety Leadership Charter and Health and Safety Plan.

COMMITTEE	CHAIR	MEMBERSHIP
Chief Executive Performance and Employment	Mayor	All Councillors

This Committee will manage the Contract of Employment between the Council and the Chief Executive. Key responsibilities will include:

- Being a good employer
- Approving the employment agreement including the setting of performance indicators

- Working with the Chief Executive to implement a new performance agreement
- Conducting performance reviews as per the agreement and clauses 34 and 35 of Schedule 7 of the Local Government Act 2002
- Making decisions about remuneration
- Considering and deciding on any other relevant issues
- Investigating and addressing any disciplinary or performance issues
- Seeking the advice of appropriately qualified external advisors in relation to any aspect of the Chief Executive’s employment and performance
- Making recommendation/s to Council on the appointment of a Chief Executive.

COMMITTEE	CHAIR	MEMBERSHIP
Grants Allocation	Cr David Scott	Mayor and 2 Councillors

This Committee will consider, and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes: Creative Communities NZ, Community Grants, Waste Levy, Districtwide Hall Hire Remissions, and Heritage Fund. Key responsibilities will include assessing applications and allocating funds in accordance with each programme’s criteria, considering factors such as (but not limited to):

- the clear aims and objectives of the applicant;
- the project or event for which the grant is requested;
- where appropriate, evidence of a sound management structure, and good financial management;
- how closely the application fits with the scheme criteria;
- the identification and evaluation of local needs;
- the use of any previous money granted by Council or Creative New Zealand;
- the level of community involvement in the project;
- the expected outcomes and benefits of the service/project for the Kāpiti Coast District.

COMMITTEE	CHAIR	MEMBERSHIP
Appeal Hearings	Cr Jackie Elliott	Mayor, Deputy Mayor, & Chairs of Strategy & Policy, & Operations & Finance Committees

This Committee will act in a regulatory capacity on behalf of Council in regards to appeals or objections required to be heard under relevant pieces of legislation. Key responsibilities will include:

Dog Owners' Objections

- Hearing and adjudicating objections from dog owners to classifications of dog owners and/or dogs under the Dog Control Act 1996 as per the following sections:
 - Objection to classification as probationary owner (s22)
 - Objection to disqualification (s26)
 - Objection to classification of dangerous dog (s31(3))
 - Objection to classification of menacing dog (by nature) (s33B)
 - Objection to classification of menacing dog (by breed) (s33D)
 - Barking dog abatement notice (s55(2))
- Hearing and determining applications made under the Kapiti Coast District council dog Control Bylaw 2008 ('the Bylaw') for medical exemption for dogs from clauses 6.1 and 6.4 of the Bylaw including the imposition of any conditions surrounding any such exemptions.

Transport and Roading

- Authority to hear and determine objections to the fixing of road levels (13th schedule, Local Government Act 1974)

Littering

- Authority to hear appeals against infringement notices issued under Sections 13 and 14 of the Litter Act 1976.

Development Contributions

- Authority to hear and determine objections to development contributions received prior to 8 August 2014.