

Mayor and Councillors
COUNCIL

26 JANUARY 2016

Meeting Status: **Public**

Purpose of Report: For Decision

LGNZ NATIONAL COUNCIL - APPOINTMENT TO ADVISORY GROUP

PURPOSE OF REPORT

- 1 This report asks Council to consider the nomination of a Councillor to Local Government New Zealand's (LGNZ's) National Council Advisory Groups.

DELEGATION

- 2 Only Council may consider this matter as any nomination needs the support of Council.

BACKGROUND

- 3 In a recent Policy Brief LGNZ called for nominations for the LGNZ National Council Advisory Groups. LGNZ's National Council considered its committee structure for the new triennium in December 2016. It decided to continue with the Governance and Strategy Advisory Group and to create a new Policy Advisory Group (merging the previous Economic and Social Policy Advisory Group and the Environmental Policy Advisory Group).
- 4 Both Advisory Groups constitute sub-committees of the National Council and will be chaired by a National Councillor. Membership of the Groups is open to elected members and senior council officers. (See Appendix 1 for terms of reference).
- 5 The Group meet at least three times a year.
- 6 Accordingly nominations are invited (including a brief bio) with a deadline for submission on Friday 3 February 2017. The National Council will consider the nominations at its meeting on 10 February 2017.

ISSUES AND OPTIONS

Issues

- 7 The Deputy Mayor Cr Janet Holborow has expressed an interest in being nominated to the Policy Advisory Group. A brief bio is attached at Appendix 2.

CONSIDERATIONS

Policy considerations

- 8 There are no policy considerations.

Legal considerations

9 There are no legal considerations.

Financial considerations

10 There are no financial considerations.

Tāngata whenua considerations

11 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

12 This matter has a low level of significance under Council policy.

Engagement planning

13 An engagement plan is not needed to implement this decision.

Publicity

14 Council's decision in this matter will be publicised on the Council website.

RECOMMENDATIONS

15 That Council approves the nomination of the Deputy Mayor Cr Janet Holborow for appointment to the Local Government New Zealand National Council's Policy Advisory Group, noting that the deadline for the submission of nominations is Friday 3 February 2017.

Report prepared by	Approved for submission	Approved for submission
Vyvien Starbuck-Maffey	Sarah Stevenson	Wayne Maxwell
Democracy Services Manager	Group Manager Strategy and Planning	Group Manager Corporate Services

ATTACHMENTS

Appendix 1 Terms of reference for Advisory Groups
Appendix 2 Bio for Cr Janet Holborow

LGNZ ADVISORY GROUPS TERMS OF REFERENCE

Introduction

National Council wishes to establish two Advisory Groups to assist with the strategic oversight and development of LGNZ's strategy and work programme.

The two Advisory Groups will be sub-committees of National Council.

The two Advisory Groups are:

1. Governance and Strategy Advisory Group; and
2. Policy Advisory Group

Note that the portfolio areas of each Advisory Group are indicative. At times particular topics may cross over differing Advisory Groups but the lead will be allocated by National Council to a particular Advisory Group in the light of the Advisory Groups current workload.

The terms of reference for each Advisory Group are set out below.

LGNZ GOVERNANCE AND STRATEGY ADVISORY GROUP

1. Introduction

The LGNZ Governance and Strategy Advisory Group ("the GSAG") is appointed by National Council and constitutes a sub-committee of National Council in accordance with rule E30.

2. Scope of role

The GSAG is expected to investigate, analyse and make recommendations to National Council on the matters assigned by National Council.

A key role of the GSAG is to bring its collective knowledge and experience to bear on the matters brought before it.

The GSAG is expected to reconcile divergent views and interests in ways consistent with the vision of LGNZ.

3. Scope of advice

The GSAG has been established to provide advice to National Council primarily on:

1. the law, policy and best practice approaches that relate to local government governance, performance, funding and procedure;
2. the overall strategic direction of LGNZ; and
3. LGNZ's communications and stakeholder strategies.

Certain matters considered by the GSAG may interrelate with matters considered by National Council's other Advisory Groups. National Council will coordinate advice from other Advisory Groups on any such matters. This coordination may include joint meetings, workshops or the like.

4. Approach to Advisory Group work

Subject to any specific guidance from National Council, the GSAG will decide:

- The extent and type of analysis it undertakes and feedback it seeks, so as to enable it to make recommendations to National Council;
- The content of discussion and submission papers;
- How it will interact with interested parties to seek feedback on issues; and
- How to incorporate feedback into its analysis and recommendations.

National Council has the right at any stage to request reports from the GSAG on its progress.

5. Provision of advice and recommendations to National Council

National Council expects the GSAG to provide, wherever possible, consensus recommendations on the issues assigned to it.

If the GSAG is unable to provide consensus recommendations, National Council expects the GSAG to provide a report that explains the alternative views held by members.

In making recommendations to National Council, the GSAG must explain how the recommendations promote LGNZ's vision and the achievement of LGNZ's business plan.

6. Membership

The GSAG will comprise a maximum of ten members appointed by National Council.

The Group will be comprised of LGNZ member representatives. A balance of elected members and senior council officers are eligible for membership. National Council members are eligible for membership.

Members are appointed for a period of up to three years.

The President will appoint the chairperson of the GSAG. The Chair must be a member of National Council.

At the discretion of the Chair, additional persons may be co-opted to be members of the GSAG for the purpose of particular matters under consideration by the GSAG.

Members of National Council are entitled to attend GSAG meetings and participate in discussion, whether or not they are members of the GSAG.

Members are not entitled to send an alternate in their place if they cannot attend a GSAG meeting.

7. Interacting with Working Groups

National Council may from time to time establish working groups to progress certain matters and choose to give day to day oversight of a working group's deliberations to the GSAG.

Any working group placed under the oversight of the GSAG will report its analysis and recommendations first to the GSAG.

8. Frequency of meetings

The GSAG will meet as required, but no less than three times a year.

9. Quorum

A quorum for a meeting of the GSAG is:

- Half plus one of the Group's members if the GSAG has an even number of members; or
- A majority of the members if the GSAG has an odd number of members.

POLICY ADVISORY GROUP

1. Introduction

The LGNZ Policy Advisory Group ("the PAG") is appointed by National Council and constitutes a sub-committee of National Council in accordance with rule E30.

2. Scope of role

The PAG is expected to investigate, analyse and make recommendations to National Council on the matters assigned by National Council.

A key role of the PAG is to bring its collective knowledge and experience to bear on the matters brought before it.

The PAG is expected to reconcile divergent views and interests in ways consistent with the vision of LGNZ.

3. Scope of advice

The PAG has been established to provide advice to National Council on policy matters relating to the economic, environmental, social and cultural wellbeing of New Zealand and its communities.

Certain matters considered by the PAG may interrelate with matters considered by National Council's other Advisory Groups. National Council will coordinate advice from other Advisory Groups on any such matters. This coordination may include joint meetings, workshops or the like.

4. Approach to Advisory Group work

Subject to any specific guidance from National Council, the PAG will decide:

- The extent and type of analysis it undertakes and feedback it seeks, so as to enable it to make recommendations to National Council;
- The content of discussion and submission papers;
- How it will interact with interested parties to seek feedback on issues; and
- How to incorporate feedback into its analysis and recommendations.

National Council has the right at any stage to request reports from the PAG on its progress.

5. Provision of advice and recommendations to National Council

National Council expects the PAG to provide, wherever possible, consensus recommendations on the issues assigned to it.

If the PAG is unable to provide consensus recommendations, National Council expects the GSAG to provide a report that explains the alternative views held by members.

In making recommendations to National Council, the PAG must explain how the recommendations promote LGNZ's vision and the achievement of LGNZ's business plan.

6. Membership

The PAG will comprise a maximum of fifteen members appointed by National Council.

The Group will be comprised of LGNZ member representatives. A balance of elected members and senior council officers are eligible for membership. National Council members are eligible for membership.

Members are appointed for a period of up to three years.

The President will appoint the chairperson of the PAG. The Chair must be a member of National Council.

At the discretion of the Chair, additional persons may be co-opted to be members of the PAG for the purpose of particular matters under consideration by the PAG.

Members of National Council are entitled to attend PAG meetings and participate in discussion, whether or not they are members of the PAG.

Members are not entitled to send an alternate in their place if they cannot attend a PAG meeting.

7. Interacting with Working Groups

National Council may from time to time establish working groups to progress certain matters and choose to give day to day oversight of a working group's deliberations to the PAG.

Any working group placed under the oversight of the PAG will report its analysis and recommendations first to the PAG.

8. Frequency of meetings

The PAG will meet as required, but no less than three times a year.

9. Quorum

A quorum for a meeting of the PAG is:

- Half plus one of the Group's members if the PAG has an even number of members; or
- A majority of the members if the PAG has an odd number of members.

APPENDIX 2

Bio for Cr Janet Holborow

Janet Holborow has been an elected member since 2007 and a District Councillor since 2013. She is currently Paekākāriki-Raumati Ward Councillor and Deputy Mayor on the Kapiti Coast District Council.

She holds an RMA Chair's Accreditation and has a strong interest in environmental and planning issues.

Working in partnership with the community and harnessing local skills and resources has been a feature of her work as an elected member. During her six years the Paekākāriki Community Board developed a library, skate park, street upgrade and new sports fields.

During her time as a Councillor the Council has committed to continuing to provide quality infrastructure and services in a rapidly changing environment, including responding to environmental changes and major roading projects.

With a Master's degree in composition and an honours degree in performance cello, she continues this dedication to the Arts as a member of the Mahara Gallery Trust Board and the Kapiti Performing Arts Centre project committee. She is Deputy Chair of the District Licensing Committee.