

Report 13.1036  
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File E/12/01/08

Committee Council  
Author Fran Wilde, Chair

## **Committee and advisory body terms of reference and delegations for the 2013-16 triennium**

### **1. Purpose**

To adopt the proposed terms of reference for the Council's committees and advisory groups, and to delegate statutory powers to committees.

### **2. Background**

On 21 November 2013 the Council adopted its committee and advisory group structure (Report 13.1004 refers).

Officers, in consultation with committee chairs and portfolio leaders, have prepared terms of reference for the committees and advisory groups based on the adopted structure.

The approach taken with the new committees has been to set out each committee's responsibilities in broad terms and delegate full powers relating to those responsibilities subject to exceptions. For example a committee cannot exercise a power that the Council has retained to itself.

Those committees which are carried over from the previous term have their previous delegations.

After discussion with committee chairs and portfolio leaders, I recommend the committee and advisory group terms of reference and delegation, as detailed in **Attachment 1**, for the Council's adoption.

### **3. Communication**

No communications are necessary as a result of this report.

### **4. The decision-making process and significance**

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

#### **4.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### **5. Recommendations**

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Adopts the committee and advisory group terms of reference, as detailed in Attachment 1 to this report.*
4. *Delegates statutory powers to committees, as detailed in Attachment 1 to this report.*

Report prepared by:

**Fran Wilde**  
Chair

Attachment 1: Committee and advisory group terms of reference for the 2013-2016 triennium