

## 6.1. Committee Structure 2022-2025

**Prepared for:** Council  
**Report No.** GOV2272  
**Activity:** Governance Report  
**Endorsed by:** Gretchen Robertson, Chairperson  
**Date:** 9 November 2022

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### PURPOSE

- [1] To consider and adopt a committee structure for the Otago Regional Council for the 2022-2025 triennium. This structure can be reviewed at any point during the triennium.

### EXECUTIVE SUMMARY

- [2] The Chairperson of the Otago Regional Council, following discussions with members, recommends the attached committee structure for the Otago Regional Council for the 2012-2025 triennium.
- [3] Recommendations for the co-chairs of the committees have also been made.
- [4] Recommendations to invite mana whenua representatives onto the Environmental Policy and Science Committee, and Regional Leadership Committee, and an independent member onto the Audit and Risk Subcommittee are also included.
- [5] Once a committee structure has been adopted, terms of reference and delegations will be developed and be presented for Council consideration and adoption.
- [6] It is proposed to review the committee structure in 18 months' time, following the adoption of the next Long-term Plan, to ensure it remains fit for purpose.

### RECOMMENDATION

*That the Council:*

- 1) **Notes** this report.
- 2) **Adopts** the new committee structure attached to this report.
- 3) **Approves** the appointment of co-chairs to the committees as listed in the attachment.
- 4) **Approves** inviting mana whenua to nominate two representatives to be members of the Environmental Policy and Science Committee, including one as co-chair (nominations will be brought back to Council for confirmation).
- 5) **Approves** inviting mana whenua to nominate one representative to be a member of the Regional Leadership Committee (nomination will be brought back to Council for confirmation).
- 6) **Approves** the Chair nominating an independent member to Chair the Audit and Risk Subcommittee (nomination will be brought back to Council for approval).

- 7) **Notes that** a further list of Council appointments to various internal and external working groups will be presented for consideration at the December 2022 Council Meeting.
- 8) **Notes** the updated delegations and terms of reference for each committee and subcommittee will be brought to a future meeting for consideration and approval.

## **BACKGROUND**

- [7] The Local Government Act 2002 gives local authorities the power to appoint committees, subcommittees and other subordinate decision-making bodies that it considers appropriate (Section 30, Schedule 7).
- [8] Council and its committees are the key vehicle for enabling democratic local decision-making. Meeting agendas and papers are in large-part publicly notified, and the public is welcome to attend. When necessary, council and committees can be designated public-excluded for a range of reasons.
- [9] Iwi representatives have been appointed on the Strategy and Planning Committee since 2019. An independent member has also been appointed to the Audit and Risk Subcommittee. Clause 31(3) of Schedule 7 of the Local Government Act enables this.
- [10] This Local Government New Zealand [Decision making guide, draft summary 2019](#) has some useful background on committee structures.

## **DISCUSSION**

- [11] See attached committee structure.

## **OPTIONS**

- [12] To approve the proposed committee structure, with or without amendments.

## **CONSIDERATIONS**

### **Strategic Framework and Policy Considerations**

- [13] A committee structure that enables clear policy and strategy decisions, while supporting monitoring and compliance is important.

### **Financial Considerations**

- [14] The cost of supporting the operation of the committee structure is budgeted for.

### **Significance and Engagement**

- [15] Not applicable.

### **Legislative and Risk Considerations**

- [16] The proposed committee structure meets the Council's legislative and risk obligations.

### **Climate Change Considerations**

- [17] This is an administrative report.

### **Communications Considerations**

- [18] Once adopted, this committee structure will be made available online, and councillor biographies will be updated to note their council co-chairing roles.

**NEXT STEPS**

[19] Terms of reference and delegations will be drafted and brought back to Council for approval. A council calendar for 2023 will also be created based on the committee structure and brought back to Council for approval.

**ATTACHMENTS**

1. DRAFT Committee Structure 2022-2025 [6.1.1 - 5 pages]

## DRAFT

### Otago Regional Council Committee Memberships

**2022-2025**

<b>Finance Committee</b>	<b>Environmental Policy and Science Committee</b>	<b>Environmental Implementation Committee</b>
Co-Chairs: Kevin Malcolm, Tim Mepham	Co-Chairs: Lloyd McCall, Iwi Representative	Co-Chairs: Bryan Scott, Kate Wilson
Committee of the Whole	Committee of the Whole Iwi representatives (2)	Committee of the Whole
<b>Public Transport Committee</b>	<b>Regional Leadership Committee</b>	<b>Safety and Resilience Committee</b>
Co-Chairs: Alexa Forbes, Andrew Noone	Co-Chairs: Bryan Scott, Elliot Weir, Michael Laws	Co-Chairs: Gary Kelliher, Alan Somerville
Committee of the Whole	Committee of the Whole Iwi representative (1)	Committee of the Whole
<b>Audit and Risk Subcommittee</b>	<b>Civil Defence and Emergency Management Joint Committee</b>	<b>Regional Transport Committee</b> <i>(established by the Land Transport Management Act)</i>
Co-Chairs: Tim Mepham, Independent Member	ORC Chair Otago Mayors	Kate Wilson (ORC) Alexa Forbes (ORC) Cr (DCC) Cr (CDC) Cr (CODC) Cr (QLDC) Cr (WDC) (NZTA)
Alexa Forbes Gary Kelliher Kevin Malcolm Gretchen Robertson Kate Wilson		Alternates: Cr (DCC) Cr (NZTA) Cr (WDC) Cr (ORC)

## 1. Finance Committee

<b>Co-Chairs</b>	Kevin Malcolm, Tim Mepham
<b>Members</b>	Councillors
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly

### Areas of Responsibility

- Quarterly activity reporting against the agreed levels of service and target measures outlined in the Long-Term and Annual Plans
- Quarterly and annual financial statements including the statement of comprehensive income, balance sheet and treasury report
- Long-term and Annual Plan process including consultation and hearings and make recommendations to Council for adoption
- Financial policies including the Financial Strategy and Revenue and Financing Policy
- Rates, fees, charges, royalties and rentals
- Port Otago Ltd (including Statement of Corporate Intent and receive the six month and annual reports)
- Commercial activities, trading activities or investments held by the Council
- Council's assets, leases and financial reserves

## 2. Audit and Risk Subcommittee

<b>Chair</b>	Tim Mepham, Independent Member
<b>Members</b>	Alexa Forbes Gary Kelliher Kevin Malcolm Gretchen Robertson Kate Wilson
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly

- Council's financial risk and management of that risk,
- Strategic risk register and management of risks on the register
- Insurance renewals and notifications
- Annual audit process, including audit plan, management letter, and management response, and annual report
- Internal audit and control process

- Health and Safety reporting
- Investment management, including managed fund, performance of Council's investment manager including compliance of the managed fund with the Statement of Investment Policies and Objectives (SIPO), and appointment of fund manager.
- Legal compliance

### 3. Environmental Policy and Science Committee

<b>Co-Chairs</b>	Lloyd McCall, Iwi Representative
<b>Members</b>	Councillors Iwi representatives (2)
<b>Quorum</b>	
<b>Meeting frequency</b>	As needed

#### Areas of Responsibility

- Land and Water Regional Plan development, including the policy and science inputs, and then monitoring and evaluation of that plan
- Air Plan review, including the policy and science inputs, and then monitoring and evaluation of that plan
- Coast plan review, including the policy and science inputs, and then monitoring and evaluation of that plan
- Regional Pest Management Plan, including the policy and science inputs, and then development of annual Biosecurity Operational Plan. Monitoring and evaluation of those plans.
- Strategy development related to the environment (water, air, land, coast, biodiversity and biosecurity)
- Review of State of the Environment monitoring, analysis and reporting

### 4. Environmental Implementation Committee

<b>Co-Chairs</b>	Bryan Scott, Kate Wilson
<b>Members</b>	Councillors
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly

### Areas of Responsibility

- Implementation of activities related to (but not limited to):
  - ORC work with catchment groups
  - Biodiversity strategy implementation
  - Biosecurity strategy/operational plan implementation (rabbits, etc)
  - Air Strategy implementation
- Integrated Catchment Management development
- The ECO Fund
- Biosecurity outcomes/compliance reporting

## 5. Regional Leadership Committee

<b>Co-Chairs</b>	Bryan Scott, Elliot Weir, Michael Laws
<b>Members</b>	Councillors Iwi Representative
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly

### Areas of responsibility

- Council positions and submissions, and advocacy on behalf of the Otago region on national and regional plans, policies and legislation
- Community Engagement, including how to reach new/all communities using tools like the annual plan
- Regional Policy Statement, and other regional policy responses to issues of regional and national importance
- Strategic Directions (development, and monitoring of implementation)
- Governance
- Communications
- Regulatory (including Harbour Master)
- Urban development
- Impact of Council's policies on the social, economic, environmental and cultural well-being of the region
- Partnership with Kāi Tahu

## 6. Safety and Resilience Committee

<b>Co-Chairs</b>	Gary Kelliher, Alan Somerville
<b>Members</b>	Councillors
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly

### Areas of Responsibility

- Programme of work on climate change, including adaptation and mitigation, and ensuring climate change is considered as part of all decision making.
- Otago Climate Change Risk Assessment
- Programmes for managing natural hazards risks
- Waterway management, flood control and land drainage
- Condition and performance of council's river management, flood control and land drainage schemes and service delivery risks
- Natural hazards monitoring and warning systems and processes
- Civil Defence and Emergency Management

## 7. Public Transport Committee

<b>Co-Chairs</b>	Andrew Noone, Kate Wilson
<b>Members</b>	Councillors
<b>Quorum</b>	
<b>Meeting frequency</b>	Quarterly (or as needed)

### Areas of Responsibility

- Public transport governance
- Public Transport Dunedin provision of service, routes, data, contracts, complaints, and communications
- Public Transport Queenstown provision of service, routes, data, contracts, complaints and communications
- Regional Total Mobility Service