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# Terms of Reference for Council and Standing Committees

Adopted by the Wellington Regional Council on

**FOR FURTHER INFORMATION**

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## **1. Preface**

### **1.1 Role of the Council**

The full Council makes policy, authorises the overall allocation of resources and sets priorities. It determines the levels of services to be provided and monitors the decisions of Standing Committees.

Overall priorities are set out in the Council's Long Term Council Community Plan.

Business Plans for each significant activity specify in full detail 10 year programmes for each such activity. Year one of each Business Plan forms the basis of the Council's statutory Annual Plan. Because the Business Plans represent the Council approved programme for part of the Council's business they can only be (substantively) changed by Council (via the Policy, Finance and Strategy Committee).

### **1.2 Role of Policy, Finance and Strategy Committee**

The Policy, Finance and Strategy Committee, a Special Committee of the whole Council, has a key role in co-ordinating and advising Council on overall priorities, plans and resource requirements and monitoring overall progress in achieving plan objectives.

### **1.3 Role of Standing Committees**

Standing Committees advise on policies to be adopted and, through the Policy, Finance and Strategy Committee, and recommend priorities for their areas of responsibilities.

Standing Committees are delegated wide decision making powers within the framework of approved plans and budgets. This avoids the need for business to be debated a second time before the full Council. It should be noted that formal decisions of Committees made under delegated authority are legally decisions of Council and cannot readily be overturned. Where Council has a concern over the decisions of standing committees, the appropriate course of action is to refer the matter back to the Committees concerned. Delegations are formally set out in the Council's Delegations Manual.

To ensure that Councillors are fully informed and have an opportunity to participate, it is a policy of this Council that all Councillors receive copies of all order papers for all Committees. Councillors may attend any Committee meeting and put forward their views on any matter before the Committee. All matters coming before Standing Committees are reported to Council to ensure that councillors are aware of all decisions made by these Committees in the name of the Council.

## **2. Policy, Finance and Strategy Committee**

### **2.1 Membership**

A Special Committee of the whole Council which meets as required by Council or on requisition of the Chairperson.

Quorum: 7

### **2.2 Objectives of the Policy, Finance and Strategy Committee**

#### 2.2.1 Objective 2A

To review progress towards achievement of **all** of the Council's objectives.

#### 2.2.2 Objective 2B

To recommend financial policies.

#### 2.2.3 Objective 2C

To propose the Long Term Council Community Plan and associated policies, and consider Annual and Business Plans, major activities, programmes and any changes to them, and to make recommendations to Council.

#### 2.2.4 Objective 2D

To provide a forum that is less formal than a meeting of Council for consideration of matters that are not the specific responsibility of any Standing Committee or which affect functions or operations in more than one area of the Council's responsibilities.

### **2.3 Specific Responsibilities of the Policy, Finance and Strategy Committee**

2.3.1 Advising the Council on the formulation and review of overall policy and financial objectives, responsibilities, policies and priorities and the resolution of conflicts emerging from competing activities of Council.

2.3.2 Providing policy and financial parameters as input to the preparation of Business and Annual Plans.

2.3.3 Examining proposed Business Plans and consolidating them into a Council-wide Long Term Council Community Plan and Annual Plan for consideration by Council.

2.3.4 Reviewing progress on all work programmes and expenditure, considering progress reports and making recommendations to Council where appropriate.

2.3.5 Acting as the Council's Audit Committee, including consideration of the Council's draft Annual Report and making recommendations to Council as appropriate.

- 2.3.6 Giving initial consideration to those matters of regional significance which are not the specific responsibility of other Committees and recommending the most appropriate means for those matters to be dealt with.
- 2.3.7 Recommending to Council policies in relation to Treasury Management including borrowing and investment activities.
- 2.3.8 Recommending to Council approval of unbudgeted reserve transfers.
- 2.3.9 Recommending to Council policies required under the Local Government Act 2002, including policy on signifance, policy on partnership with the private sector, rate remission and postponement policies, policy on development contributions and financial contributions and revenue and financing policy.
- 2.3.10 Monitoring activities of:
  - (a) Council owned companies and making recommendations concerning the appointment of directors; and
  - (b) The Wellington Regional Stadium Trust and making recommendations concerning the appointment of trustees.
- 2.3.11 Reviewing and recommending Council's electoral arrangements.
- 2.3.12 Reviewing the appointment, contract and remuneration of the Chief Executive.
- 2.3.13 Monitoring and reviewing Council's insurance and significant risk management policies.
- 2.3.14 Advising the Council and its Committees on policy matters relating to property management.
- 2.3.15 Recommending the establishment of subcommittees and working parties where appropriate, with specific terms of reference to advise on matters relevant to the Policy, Finance and Strategy Committee's area of responsibilities and evaluating the recommendations of such subcommittees.
- 2.3.16 Dealing with such other matters as are referred to it by the Council, Standing Committees, the Chairperson, the Chief Executive or other officers.

### **3. Policy, Finance and Strategy Subcommittee**

#### **3.1 Membership**

All Councillors.

Quorum: 4 Councillors including the Subcommittee Chairperson.

#### **3.2 Objectives of the Policy, Finance and Strategy Subcommittee**

##### **3.2.1 Objective 3A**

To consider all submissions received from the public in relation to the Council's Long-term Council Community Plan , Annual Plan and Revenue and Financing Policy.

##### **3.2.2 Objective 3B**

To consider such matters as may be referred to the Subcommittee from time to time.

#### **3.3 Specific Responsibilities of the Policy, Finance and Strategy Subcommittee**

3.3.1 Receiving submissions on the Council's Long-term Council Community Plan and Annual Plan and making recommendations to the full Policy, Finance and Strategy Committee.

3.3.2 Such other matters as may be referred to the Subcommittee from time to time.

## **4. General Responsibilities**

### **All Standing Committees Shall Have Common Responsibilities To**

- 4.1 Advise and make recommendations to Council relating to the effective and efficient performance of the Committee's functions and responsibilities, including periodic review of the Committee Terms of Reference.
- 4.2 Monitor progress on the implementation of those activities and projects contained in the current Business and Annual Plans and the Long Term Council Community Plan which are the responsibility of the Committee.
- 4.3 Take into account the principles of the Treaty of Waitangi and facilitate participation by Maori in Council decision-making processes.
- 4.4 Recommend to Council, through the Policy, Finance and Strategy Committee, any changes in priorities and funding for activities and projects within the Committee's area of responsibility as and when considered necessary or appropriate.
- 4.5 Authorise expenditure for purposes set out in the Business and Annual Plans within the limits of the current approved budget and delegations authorised by Council, as set out in the Council's Delegations Manual and the current approved plans.
- 4.6 Evaluate and report on legislation relevant to the Committee's area of responsibility and make recommendations concerning Bylaws where appropriate.
- 4.7 Make recommendations to the Environment Committee on changes considered necessary or appropriate to the Wellington Regional Policy Statement or regional plans relevant to the Committee's functions and responsibilities.
- 4.8 Discuss and promote its activities with constituent councils and other public bodies, Government agencies, private sector organisations and the general public.
- 4.9 Set up and terminate subcommittees and working parties where appropriate with specific terms of reference to advise the Committee on matters relating to its area of responsibility.
- 4.10 Recommend for consideration by the Policy, Finance and Strategy Committee, where appropriate, appointment of persons who are not regional councillors and who have a knowledge that would assist the work of the Committee.
- 4.11 Recommend to Council the establishment and termination of joint committees with other authorities to advise or act on matters which, in the Committee's view, require or would benefit from co-operation.

- 4.12 Nominate, for Council consideration, Committee members or other persons to serve as Council representatives on any body or organisation, the activities of which are relevant to the Committee's area of responsibility.
- 4.13 Actively promote and ensure compliance with relevant legislation.
- 4.14 Determine those matters delegated to it by Council in accordance with approved policies, management plans and Bylaws.
- 4.15 Consider such other matters, relevant to the Committee's responsibilities, as it may determine from time to time.



## **5. Environment Committee**

### **5.1 Membership**

In addition to Councillors, to include:

- (1) A statutory appointee as required by the Civil Defence Act 1983 when considering emergency management matters.
- (2) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.
- (3) The Council Chairperson is a member *ex officio*.

Quorum: 3 Regional Councillors

### **5.2 Objectives of the Environment Committee**

#### 5.2.1 Objective 5A

To promote the sustainable management of the Region, particularly the natural and physical resources.

#### 5.2.2 Objective 5B

To manage the use, development and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic and cultural well-being and for their health and safety while:

- Sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations.
- Safeguarding the life supporting capacity of air, water, soil and ecosystems.
- Avoiding, remedying, or mitigating any adverse effects of activities on the environment.

#### 5.2.3 Objective C

To promote and enhance comprehensive emergency management, including mitigation, awareness, response and recovery programmes, within the Region.

#### 5.2.4 Objective D

To manage the harbours and coastal waters of the Wellington Region for navigation and safety purposes.

### **5.3 Specific Responsibilities of the Environment Committee**

- 5.3.1 Advising the Council on policy matters relating to resource management, environmental standards, harbours and emergency management.
- 5.3.2 Developing and implementing regional policies and plans.
- 5.3.3 Considering applications for resource consents and determining them under delegated authority.
- 5.3.4 Reviewing and approving civil defence plans submitted by city and district councils.
- 5.3.5 Providing navigational aids, a communications service and enforcing maritime safety regulations on the harbours for which Council is responsible, as well as providing an oil pollution response service for regional coastal waters.
- 5.3.6 Providing an oil pollution response service for the harbours and regional coastal waters for which the Council is responsible.

## **6. Landcare Committee**

### **6.1 Membership**

- (1) Councillors.
- (2) The Regional Conservator, Wellington Conservancy, Department of Conservation, or his/her nominee, with speaking (but not voting) rights.
- (3) The Council Chairperson is a member *ex officio*.
- (4) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.

Quorum: 3 Regional Councillors

### **6.2 Objectives of the Landcare Committee**

#### 6.2.1 Objective 6A

To promote sustainable environmental management by recommending policies on the provision, development, operation and management relating to flood protection in the Western part of the Region and the Regional Council's parks and indigenous forests.

#### 6.2.2 Objective 6B

To promote sustainable environmental management by monitoring and advising the Council on the effectiveness and efficiency of the services and facilities relating to achievement of Objective 6A.

### **6.3 Specific Responsibilities of the Landcare Committee**

#### 6.3.1 Overseeing the planning, development, protection/conservation, operation, and maintenance of:

- Flood protection and environmental assets for the Western Region river corridors and associated watercourses, including Floodplain Management Planning; policy and implementation.
- The recreation, environmental/ecological and heritage values of the Regional Parks network: parklands, recreation reserves, natural forests, facilities and, as mutually agreed, other assets, owned, operated, or to be developed by, the Regional Council, or in conjunction with other parties.

#### 6.3.2 Approving under delegated authority and, where appropriate, recommending to Council commercial agreements with public and private sector authorities and organisations and private individuals for the use of Council property and facilities within the areas of the Committee's responsibility.

## **7. Utility Services Committee**

### **7.1 Membership**

- (1) Councillors.
- (2) Membership of the Committee includes the Council Chairperson *ex officio*, but excludes the Council Chairperson when the Committee is considering Wellington bulk water supply matters relating to resource consents.
- (3) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.

Quorum: 3 Regional Councillors

### **7.2 Objectives of the Utility Services Committee**

#### 7.2.1 Objective 7A

To recommend policies on the provision, development, operation and management of those services which are the responsibility of the Committee.

#### 7.2.2 Objective 7B

To monitor and advise the Council on the effectiveness and efficiency of the services which are the responsibility of the Committee.

### **7.3 Specific Responsibilities of the Utility Services Committee**

#### 7.3.1 Overseeing the planning, development, operation and monitoring of:

- The Wellington metropolitan bulk water supply system.
- The Engineering Consultancy Business Unit.
- The Laboratory Services Business Unit.
- Plantation forest estates in the Western part of the Region that are owned by the Wellington Regional Council or operated jointly with other authorities, organisations or individuals.

## **8. Passenger Transport Committee**

### **8.1 Membership**

- (1) No more than seven Regional Councillors appointed by Council.
- (2) The Council Chairperson is a member *ex officio*.
- (3) The Council may appoint a person from any single member constituencies where the local Regional Councillor is not a member of the Committee.
- (4) Such other non-voting members of any territorial local authority as the Council may see fit to appoint.

Quorum: 3 Regional Councillors

### **8.2 Objectives of the Passenger Transport Committee**

#### 8.2.1 Objective 8A

To promote the establishment and maintenance of appropriate efficient, effective and sustainable passenger transport services within the Greater Wellington Region in keeping with any approved Regional Land Transport Strategy.

#### 8.2.2 Objective 8B

To make recommendations, as appropriate, on any transport matters of interest to the Regional Council.

### **8.3 Specific Responsibilities of the Passenger Transport Committee**

- 8.3.1 Developing and overseeing the implementation of the Regional Land Transport Programme, required by the Land Transport Management Act 2003, as part of the Council's Long Term Council Community Plan to implement the passenger transport policies of any Wellington Regional Land Transport Strategy.
- 8.3.2 Preparing submissions or responses on any transport related matters of interest to the Council including any draft Wellington Regional Land Transport Strategy.
- 8.3.3 Monitoring the implementation of the Regional Land Transport Programme.
- 8.3.4 Monitoring the key transport performance indicators of the Long Term Council Community Plan and promoting corrective action when necessary.
- 8.3.5 Receiving reports from all Quality Partnership Agreement groups and any other transport related groups established by the Council.

## **9. Regional Land Transport Committee**

### **9.1 Membership**

(The membership, set out below, complies with Section 178(2) of the Land Transport Act 1998 and its amendments).

1. A Regional Councillor as Chairperson
2. Up to four other Regional Councillors including the Regional Council Chairpersons ex officio, to represent the Regional Council
3. One representative of each of the eight constituent Territorial Local Authorities, wholly within the Region
4. One person to represent the Land Transport Safety Authority
5. One person to represent Transfund New Zealand
6. Up to five suitable persons to represent the following objectives of the New Zealand Transport Strategy:-
  - Economic development
  - Safety and personnel security
  - Public health
  - Access and mobility
  - Environmental sustainability
7. One suitable person to represent cultural interests
8. In addition, one person to represent each of the following national network providers with speaking but not voting rights:-
  - Transit New Zealand
  - TrackCo

Quorum: The Chairperson or deputy Chairperson of the Committee and at least 50% of the total membership.

### **9.2 Objectives of the Regional Land Transport Committee**

#### **9.2.1 Objective 9A**

To promote the objectives of the Land Transport Management Act 2003 within the Greater Wellington region, linking it to other regions of New Zealand and other transport systems

### **9.3 Specific Responsibilities of the Regional Land Transport Committee**

- 9.3.1 Preparing the Wellington Regional Land Transport Strategy as required by the Land Transport Management Act 2003.
- 9.3.2 Hearing any submissions on any draft Regional Land Transport Strategy and the determination of these submissions in accordance with the consultative procedures required by the Land Transport Management Act 2003.
- 9.3.3 Monitoring the implementation of any Regional Land Transport Strategy.
- 9.3.4 Making recommendations to the Regional Council or other relevant organisations on any aspects of land transport of interest to the Regional Council.

## **10. Rural Services and Wairarapa Committee**

### **10.1 Membership**

- (1) The two Councillors elected from the Wairarapa Constituency, one of whom is to be Chairperson.
- (2) Not less than one other Councillor.
- (3) The Council Chairperson is a member *ex officio*.
- (4) Not less than four appointees, three of whom must be resident in the Wairarapa Constituency.

Quorum: 3 Regional Councillors

### **10.2 Objectives of the Rural Services and Wairarapa Committee**

#### 10.2.1 Objective 10A

To promote sustainable management of the Region by recommending policies and strategies relating to plant and animal pests and to Council activities in the Wairarapa.

#### 10.2.2 Objective 10B

To monitor and advise Council on the efficient and effective provision of plant and animal pest control services for the Region and for Council activities in the Wairarapa for which the Committee has responsibility.

#### 10.2.3 Objective 10C

To provide a forum for consideration of matters of concern to the Wairarapa Constituency or to the rural community of the Wellington Region.

#### 10.2.4 Objective 10D

To establish and maintain liaison with the three district territorial authorities within the Wairarapa.

### **10.3 Specific Responsibilities of the Rural Services and Wairarapa Committee**

- 10.3.1 Overseeing the Council's involvement with the National Pest Management Strategy for Bovine Tb.
- 10.3.2 Considering applications for resource consents in the Wairarapa and determining them under delegated authority.
- 10.3.3 Developing policy and monitoring the effectiveness of those Council activities that are delivered through the Council's Masterton office.