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Report to Wellington Regional Council
from Stuart Macaskill, Retiring Chairman

Committee Arrangements

1. Purpose

One of the matters that the incoming Council needs to give early consideration to, is the establishment of Committees. The purpose of this report is to enable Committee arrangements to be reviewed on the basis of recommendations made by the outgoing Council.

2. Introduction

2.1 Strategic Vision

The Council's strategic vision for the Region as set out in its Long Term Financial Strategy "*Towards a Greater Wellington: Investing in the Future*", covering the 10 years 2000-2010.

That vision is for:

- A High Quality Environment
- A Prosperous and Viable Region
- Healthy People in a Safe Region
- A Strong and Inclusive Regional Community

Underpinning this are several regional policy documents, e.g.

- The Regional Policy Statement and Regional Plans prepared under the Resource Management Act
- The Regional Land Transport Strategy
- The Regional Pest Management Strategy

The law requires the Council to publish a ten year plan every three years. We are also required by law to produce an annual plan. Our response, as we prepare our annual plan each year, is to update our Long Term Financial Strategy. In this way we keep

our Long Term Financial Strategy “refreshed” and therefore it is more relevant to both the Council and to the Regional community. The next review of the LTFS will be a high priority for the incoming Council, its Committees and Management. It is essential that the organisation’s political and management structures facilitate the achievement of regional policies.

2.2 Roles of Council, Committees and Management

A partnership between councillors and management has been one of the strengths of the Wellington Regional Council. This has been a cornerstone of the effective implementation of the requirements of Central Government for higher levels of efficiency, effectiveness and accountability. The expectation set out in legislation is that Councillors will be accountable to the regional community for the **outcomes** of Council activities and the General Manager is responsible to the Council for the **outputs** which achieve those outcomes. This requires Councillors to concentrate on **policy and determination of priorities** with **day-to-day operations** being attended to by staff.

The outgoing Council’s approval to Committees was as follows:

(a) 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 10 year Plan “Investing in the Future”.

Business Plans for each significant activity specify in full detail 10 year programmes for each such activity. 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 and Finance Committee).

(b) Policy and Finance Committee

The Policy and Finance 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.

(c) Standing Committees

Standing Committees advise on policies to be adopted and, through the Policy and Finance Committee, recommend priorities and appropriate resource allocations 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 much business to be debated a second time before the full Council.

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.

(d) **Management**

The General Manager is responsible in law for the implementation of Council policy and has a clear accountability to the Council for this. The role of management is to ensure that policy is implemented and that Council resources are managed efficiently, effectively and equitably. In addition to providing advice, managers are accountable for performance and report to Council generally through Standing Committees and the Policy and Finance Committee.

The Local Government Act makes the General Manager responsible for the employment, remuneration and conditions of all staff. The General Manager has the power to delegate authority, so making others accountable, but still retains the ultimate responsibility to the Council.

2.3 Appointment of Committees

- (a) Under the Local Government Act, a local authority has the power to appoint such Standing Committees and Subcommittees as it considers appropriate. For the purposes of efficiency and effectiveness, a local authority may delegate any of its functions, duties or powers to a committee, except among other things, the power to make rates, bylaws and to borrow money.

Local authorities may at any time appoint or discharge any member of a committee. Local authorities may also appoint any person who is not a member of the local authority, if that person is viewed as having knowledge that will assist the work of the committee (i.e. Committee appointees). Council officers may not be appointed to standing or special committees, but may be appointed to subcommittees. These general provisions regarding committees apply in conjunction with other provisions concerning the separation of regulatory and service delivery responsibilities, as discussed below. The requirements of the Local Government (Wellington Region) Reorganisation Order 1989 and other relevant legislation, such as Civil Defence and Land Transport Acts, must also be taken into account.

- (b) The overall Committee structure of the past triennium comprised:
- (i) A Policy and Finance Committee of the whole Council together with a Policy and Finance Subcommittee.
 - (ii) The following committees:
 - Rural Services and Wairarapa
 - Environment
 - Passenger Transport and Regional Land Transport Committees
 - Landcare
 - Utility Services

- (c) A review of the make-up of the Regional Land Transport Committee has been undertaken and new Emergency Management legislation, which is still before the House, will both impact on Committee arrangements. Otherwise, no further changes to the overall structure are proposed.

Proposal

That the Council's Committee structure comprise:

- (i) *A Policy and Finance Committee of the whole Council, together with a Policy and Finance Subcommittee.*
- (ii) *The following standing committees:*
- *Rural Services and Wairarapa*
 - *Environment*
 - *Passenger Transport*
 - *Landcare*
 - *Utility Services*
- (iii) *A Regional Land Transport Committee*
- (d) The reduction in the number of Councillors from 14 to 13 members for the 2001-2004 triennium has the potential to impact on constituency representation on the Standing Committees. This is because, in the past, Council's general practice has been to include a representative from each constituency on each Standing Committee.

The Council is unable to achieve this situation for all Committees for a number of reasons:

- (i) A general need to ensure a relatively even distribution of committee membership among the Councillors.
- (ii) More importantly, are legislative factors which arise in two ways:
- There is the general requirement of the Local Government Act in Section 223C(g). This states "*so far as is practicable, where a Committee of a Local Authority.....is charged with, or has responsibility for, regulatory functions, that Committee shall not be charged with, or have responsibility for functions that are not regularity functions*". To achieve this it is thought inappropriate that a person be on both a regulatory and a service delivery committee.
 - There is also a "special provision" relating to the WRC in Section 223CA. This requires the Council to ensure that "*No person shall both be:*"
 - (i) *a member of any committee of that council that has responsibility for regulatory functions; and*
 - (ii) *a member of any committee of that council that has responsibility for the operation of the council's bulk water supply function."*

For the new Council there will be three constituencies with a single member (for the previous triennium there were two such constituencies).

The Local Government Act provides for appointment of other persons (but not officers) to Committees if “*that person has knowledge that will assist the work of the Committee*”. Our policy has been to include an appointee from any single member constituency where there are likely to be matters regularly coming before the committee which impact on that constituency, but the local elected councillor is not a member of the committee. This practice warrants continuation.

Proposal

That a committee include an appointee from a single member constituency, where there are likely to be matters regularly coming in before the committee which impact on that constituency, but the regional councillor from that constituency is not a member of the committee

3. Policy and Finance Committee

It is considered that this Committee should continue on its present basis as a special Committee of the whole Council. It is particularly helpful to be able to discuss matters with Council-wide impacts in a formal meeting environment, but with less of the formality of a Council meeting.

This Committee has a key role in consolidating our Long Term Financial Strategies, and consideration of Annual and Business Plan Proposals submitted by Standing Committees. It is also the Council’s Audit Committee, undertakes reviews relating to the employment of the General Manager and has a key role in development of Council’s communications strategy.

It would also be useful to continue with a Policy and Finance Subcommittee for dealing with matters such as consideration of annual plan submissions. Like the Policy and Finance Committee, this comprises all councillors and has differed only by having a smaller quorum.

Proposal

- (i) *That the Policy and Finance Committee be continued as a special committee of the whole Council.*
- (ii) *That the Policy and Finance Sub-committee also be continued.*

4. Rural Services and Wairarapa Committee

Prior to 1992, the Council operated separate Wairarapa and Rural Services Committees. In reality there was much overlap in matters of interest between these two Committees. This is not surprising given that the Wairarapa constituency covers around 75% of the land area of the region and includes the bulk of the Region’s rural land. Although biosecurity is a region-wide responsibility, the dominant problem of bovine Tb is most prevalent in the Wairarapa and the vast majority of the Bovine Tb Vector Control rates come from Wairarapa properties. Noxious plant management, and other pest management work, is spread more evenly throughout the region.

Of the two Committees, the Wairarapa Committee had a much heavier workload, but the overall commonality of interest of the two Committees led them to be combined in 1992.

Since 1992, the Rural Services and Wairarapa Committee has operated very effectively as a single Committee comprised as follows:

- (a) The two Councillors elected from the Wairarapa Constituency, one of whom is to be Chairperson.
- (b) Not less than one other Councillor.
- (c) The Council Chairperson and Deputy Council Chairperson are members *ex officio*, but the latter does not vote when the Council Chairperson is present.
- (d) Not less than four appointees, three of whom must be resident in the Wairarapa Constituency. (The fourth appointee has traditionally come from the western part of the region and from each western constituency on a triennial rotational basis.)

The requirement for a Wairarapa Committee is an ongoing one, provided for in the Wellington Region Constitution Order 1989. To meet this requirement, should the Rural Services and Wairarapa Committee need to meet to consider matters solely related to the Wairarapa Constituency, the following Membership applies:

- (a) The two Councillors elected from the Wairarapa Constituency.
- (b) The Council Chairperson *ex officio*.
- (c) The appointees resident in the Wairarapa Constituency.

(Rarely, if ever, has the Committee considered Wairarapa matters separately and excluded other members.)

An earlier proposal that an additional appointees be nominated by Wairarapa Iwi has not been implemented and, with the widened scope of Ara Tahī (para 11 refers), would not seem necessary.

In the previous Council's view the present arrangements have worked well and no change should be made.

Nominations for new appointments to the Committee have been invited, so that decisions on appointees can be expedited once councillors are appointed to the respective Committees. There is a requirement to consult with Wairarapa territorial authorities about such appointments.

It is proposed that the Regional Council members of the Rural Services and Wairarapa Committee be constituted as a sub-committee for the purpose of undertaking the required consultation with the three Wairarapa district councils, (this has traditionally been through the three Mayors) and subsequently confirming the appointments.

Proposal

- (i) *That the combined Rural Services and Wairarapa Committee be continued.*

- (ii) *That a sub-committee comprising the Regional Council members of the Rural Services and Wairarapa be constituted as a sub-committee to carry out the necessary consultation and to make the appointments.*

5. Environment Committee

No fundamental changes are suggested for this Committee which has a key role with the Council's Resource Management Act responsibilities.

The Committee should clearly continue to have responsibility for harbour matters, although its role as "Wellington Harbour Committee" was only required by the 1989 Reorganisation Order until 1 November 1995. The current terms of reference for this Committee requires one additional person when considering harbours issues. (This number was two prior to the present triennium, comprising one appointee with Wellington Harbour expertise and the other with Porirua Harbour expertise.)

There is also an ongoing requirement under the Civil Defence Act 1983 for this Committee to include a representative of the Director of Civil Defence when considering emergency management issues. New Emergency Management legislation, currently before Parliament, proposes establishment of a joint committee. This is to include representatives of territorial authorities and other agencies and to be administered by the Regional Council.

Proposal

- (i) *That one additional person be appointed to the Environment Committee when considering Harbour matters.*
- (ii) *That after advertising and appropriate consultation, the Environment Committee be invited to submit its proposal for the appointment.*
- (iii) *That Committee arrangements for Civil Defence be reviewed when the new legislation is enacted.*

6. Transport Committees

6.1 Council has two transport committees of the Council, being the –

- **Regional Land Transport Committee (RLTC)**, and the
- **Passenger Transport Committee (PTC)**

6.2 Regional Land Transport Committee

(a) Background

This Committee is required by the Land Transport Act (**Attachment 1**). In the past months, there has been a comprehensive review of RLTC membership and processes. This has been undertaken with the object of appraising various criticisms such as:

- Longstanding concern that the RLTC is too large and unwieldy, leading to lengthy meetings and processes. (It should be noted that most of the membership is suggested in legislation so there is only marginal discretion available.)

- Concern amongst some Mayors that communication of RLTC agenda and discussion is less effective than it should be – in particular that they are “left out of the loop”. This led to Mayoral discussion of regional transport issues taking place separately from RLTC.
- Concern both at the Committee and among Mayors that the monitoring role of the RLTC is not being carried out systematically; it worked well in respect of Crown agencies for example but less effectively in respect of local authorities. This issue assumes larger importance in the minds of Mayors in respect of urban rail futures – they see RLTC as the main monitoring channel for TLA's re rail performance.
- Questions voiced by both TLA's and Regional Councillors about the apparent conflict between the Regional Council's other roles and RLTC's roles. The RLTC acts as regional transport planner and monitor but the Regional Council is also public transport purchaser (hence an agent in regional transport) and environmental policy maker (hence involved in regulatory processes affecting transport). It is felt steps should be taken to more clearly separate and identify the various Regional Council roles.

The transition period between successive Councils is the most appropriate time to introduce any changes.

(b) Principles

The Regional Land Transport Strategy (RLTS) is the **region's strategy** not simply that of the Regional Council. To be effective it needs to be 'owned' by the region's transport agencies. This is less likely to the extent that it is seen as mainly the Regional Council's strategy. Some separation of RLTC/RLTS from Regional Council seems desirable is indicated. This would enable the Regional Council, too, to pursue its other roles.

The Strategy is well developed and technically robust but an effective strategy process does not end there. Equally robust **implementation and monitoring** processes are also necessary. Notwithstanding the limits placed on implementation by the national decision-making framework the strategy still needs drivers working towards it implementation and monitoring. Implementation is mainly in the hands of agents (including TLA's and the Regional Council) but TLA agents currently do not report their activity, progress, or blockages. The modelling process used in developing the RLTS requires ongoing monitoring. The legislative requirement for Annual Reporting on the RLTS provides an appropriate vehicle for monitoring implementation and should be upgraded in the RLTC's agenda.

As ‘the only channel for community input into transport decisionmaking’ (*Local Government New Zealand's* description of the /RLTC mechanism) the transport strategy process needs to connect much better with the community directly – ie. not just transport agents but also users and neighbours. Communication activity around the RLTS needs to be improved.

At **national** level a number of policy directions are being formulated that will or could have implications for the RLTS – as well as a National Land Transport Strategy and a revised Road Safety Strategy, these include an Energy Efficiency Strategy and a Climate Change Strategy. There needs to be a better connection between the RLTC and national policy advisors.

Proposed Changes

To appoint the next Chair of the RLTC as a separate person from the Chair of the Regional Passenger Transport Committee

During the initial period of the RLTC the Chair of the RLTC was a separate person from the Chair of the Regional Passenger Transport Committee. The present alleged confusion roles can be partially addressed by appointing the next Chair of the RLTC as a separate person from the Chair of the Regional Passenger Transport Committee. Such separation would underline the different roles being executed. For servicing and accountability reasons the Chair of the RLTC should still be a regional councillor, as the RLTC formal reporting is done via Wellington Regional Council.

To reduce the number of regional councillors on the RLTC

The current number swells the Committee unnecessarily and underlines the impression of Regional Council dominance. The public transport advocacy/monitoring role already has the Passenger Transport Committee Chair, a user representative and technical influence on the RLTC. Further, the number in Wellington is out of alignment with other practices in other regions. It is suggested that the number be reduced by appointing in addition to the Chair of the RLTC, only the Chair of the Regional Council, the Chair of the Passenger Transport Committee and the Chair of the Environment Committee (4) with their deputies nominated as stand-ins. An alternative would be to appoint one representative of each regional constituency (5). There seems no reason to appoint any more than 5 regional councillors.

To continue to have the RLTC report formally to Regional Council

Servicing and resourcing of the RLTC should remain in the Regional Council for reasons of accountability (the ratepayer share of planning costs is spread regionally) and efficiency/capability.

Other Representation

The only other current representation on the RLTC that is truly discretionary is the Regional Chamber of Commerce. This representation was established principally around the development of a new RLTS, to recognise that the Chamber was a genuine regional interest group and to recognise that regional economic development, while an objective of the RLTS, was not otherwise represented. These arguments are still powerful, but the proposed transport forum mechanism, discussed on the following page, would suffice. Others who occasionally express interest in the RLTC table are Tranz Rail, and bus and Coach Operators. As public transport operators, their interest is represented through the Passenger Transport Committee. They have ordinary participation rights should they feel the need to exercise them. It is suggested that their interests would be accommodated through the transport forum mechanism.

To rotate venues around the transport corridors

It is proposed to revive the practice of rotating venues around the corridors (Western, Wellington, Hutt, Wairarapa) and to invite the hosting locality to present its report on its RLTS related activity since the last meeting of the Committee at that location and to arrange an on-site tour of 1-2 significant transport issues chosen by the host. This

was a previous practice, it was first phased down and is now discontinued completely. Initially it is suggested that half of the meetings be at rotated venues. A programme would be drawn up early in the triennium. Convenience is a powerful argument against rotation and the fact that a core of RLTC members were veterans who had seen it all before added weight to that argument. But most RLTC members, next triennium will not be veterans in that sense, and the intermediate period has seen a loss of RLTC familiarity with local transport issues – and just as importantly a loss of local connection with the RLTC. Tying the TLA implementation report to the local visit will reduce the reporting burden on each TLA (and heighten the significance of the actual report) and the 'absorbing' burden on RLTC members. Relevant Councillors of the host authority could attend (but not speak) at the RLTC meeting in their area.

To revive Transport Forums

It is proposed to hold up to two transport forums annually, in approximately June (to deliver the Annual Report) and approximately December, in addition to having four RLTC meetings a year. Forums enable the wider community interested in transport issues (interest groups, non-RLTC Councillors with an interest in transport and officers of agencies) to mingle with RLTC members, enable relevant national and international speakers to attend and be quizzed, enable working group sessions to take place and/or enable focus on a particular policy, issue or corridor. They normally take half a day and take place at a 'neutral' venue. Forums are strongly oriented around development of the RLTS – especially the pre-public consultation stages and the introduction or discussion of relevant national policy – the 2002/03 period will therefore see a need for forums anyway. The first such forum would be held before the end of the year.

To emphasise that TLA representatives have a responsibility to their TLA to report back formally from the RLTC and that assistance is available to expedite that. For example, the recent innovation of a **Chair's Report** on the RLTC meeting should be continued and it is suggested that it be attached to (or form the basis of) any report to the next relevant TLA committee. The Chair's report could be circulated more widely to the 'forum mailing list'.

An induction process is also planned for members of the next RLTC covering familiarisation with legislation and the current RLTS, the RLTS procedures including reporting back, the roles of the RLTC, current developments (NLTS etc.) and the programme for the triennium.

Proposal

- (1) *That the representation and operation of the Wellington RLTC be as follows:*
- (a) *The Chairperson of the RLTC should be a member of the Regional Council who is not the Chairperson of any other transport related committee.*
 - (b) *The number of Regional Councillors on the RLTC should not exceed five.*
 - (c) *Servicing and resourcing of the RLTC should remain in the hands of the Regional Council.*
 - (d) *Membership of the RLTC should be restricted to no more than 21 people representing –*
 - *Regional Council (up to five members)*
 - *TLAs (eight members)*

- *Transit New Zealand*
 - *Transfund*
 - *Land Transport Safety Authority*
 - *Police*
 - *Road Transport Forum*
 - *Automobile Association*
 - *Wellington Regional Chamber of Commerce*
 - *User groups (one member)*
- (e) *“Ordinary” meetings of the RLTC should be held no more than four times a year at venues around the region.*
- (f) *That in the interests of improving communications Regional Land Transport Committee representatives develop appropriate mechanisms for briefing their own organisations and providing feedback to all Regional Land Transport Committee members.*
- (g) *That the Chairperson of the Regional Land Transport Committee in the new triennium continue to provide written “outcome” reports to members of the Committee following each meeting.*
- (2) *That potential members of the RLTC and members of other interested transport organisations be invited to attend a Forum before the end of the year to discuss RLTC process in the coming triennium and the forthcoming review of the RLTS.*
- (3) *That an RLTC technical working group of officers representing the Regional Council, each Territorial Local Authority, Transit, Transfund and the LTSA be established to assist and advise the RLTC.*
- (4) *That the RLTC technical working group report to the Forum on:*
- *Reporting and communication protocols between agents and the RLTC*
 - *Processes to be used to identify regionally-significant transport issues and methods of addressing them.*
- (5) *Given the nature and infrequency of meetings of this Committee, its membership arrangements and the fact that it has no budgetary responsibilities, it be treated as a special committee, rather than as a standing committee of the Council.*

6.3 Passenger Transport Committee (PTC)

The Committee’s role is principally about delivering on the passenger transport provisions of the Regional Land Transport Strategy.

In addition to Councillors, the Committee has also included an appointee nominated by Wellington City Council (WCC) who had speaking but not voting rights. (The Chair of the WRC’s PTC, attended meetings of the WCC’s Transport and Infrastructure Committee on a reciprocal basis.) It is considered this should continue, given that Wellington City is the major destination for public transport services.

WRC members of this Committee have also made up “core” membership of the RLTC. However, the current review of that Committee proposes a different basis for WRC representation and a separate Committee Chairperson.

The frequency of meetings of the PTC needs to be reviewed, given some of the issues facing Council. Generally, it has been meeting on a three-monthly basis, alternating with meetings of the RLTC.

Proposal

That the PTC continue as a standing committee; but generally meeting on a six-weekly basis.

7. Landcare Committee

This Committee has responsibilities for overseeing the financial management and planning, operation, enhancement and maintenance of the Council's river and floodplain management in the western region, natural forests, regional parks and recreational facilities.

In addition to Regional Councillors, Membership of the Committee has included the Regional Conservator of the Department of Conservation who has speaking but no voting rights. (Council has been represented informally at meetings of the Conservation Board, also without voting rights). This arrangement could be reconsidered when the new Committee's terms of reference are reviewed.

The Council is no longer a rural fire fighting authority, which was a specific responsibility of this Committee in the past.

No changes are proposed at this time.

Proposal

That the Landcare Committee continue as at present.

8. Utility Services Committee

The responsibilities of this Committee have included overseeing the planning, development, operation and maintenance of:

- The Wellington metropolitan bulk water supply system.
- The Wellington City Water distribution system (in accordance with a contract with Wellington City Council).
- The Engineering Consultancy Business Unit.
- The Laboratory Services Business Unit.
- Plantation forest estates owned by the Wellington Regional Council or operated jointly with other authorities, organisations or individuals.

The WCC is of course taking back much of the responsibility of the contract with that Council.

It should also be noted that the Chair of WCC's Transport and Infrastructure Committee, currently attends this Committee with speaking rights. The arrangement has been beneficial. (The Chair of the Utility Services Committee attends the WCC Transport and Infrastructure Committee meeting on a reciprocal basis).

This arrangement should be reviewed, given WCC's actions concerning our contract with them. In the new environment, it would be very hard to justify WCC representation on the Committee when the other three bulk water customers are not represented. The new Council could consider appointing a representative from each of our four city customers, or alternatively have no TA representation.

Proposal

- (i) *That, for the mean time, the Utility Services Committee continue unchanged.*
- (ii) *That City Council representation on the Utility Services Committee be reviewed.*

10. Special and Joint Committees

The only such Committee at the end of the 1998-2001 triennium was the Hutt River Floodplain Management Advisory Committee, which was a sub-committee of the Landcare Committee.

The Advisory Committee was established in 1998 and its Terms of Reference formally adopted. Its role was to prepare a management plan for the Hutt River.

With the recent adoption of the plan by the Wellington Regional Council, the Advisory Committee's primary function has been achieved. This plan lays the foundation for the next 40 years of flood protection in the Hutt Valley and involves capital expenditure of around \$80M.

However, as the components of the plan had developed and been approved by the Regional Council, an ongoing role for the Advisory Committee has emerged including implementation of the structural and non-structural measures, the environment strategy and plan monitoring.

Membership of the Advisory Committee has included representation of the Hutt and Upper Hutt City Councils and IWI.

The former Council has recommended continuation of the Advisory Committee, together with revised Terms of Reference. In the first instance, these should be discussed by the Standing Committee to which the Advisory Committee would report. (Presumably the new Landcare Committee).

Proposal

- (i) *That the Hutt River Advisory Committee continue*
- (ii) *That the incoming Landcare Committee consider the recommendations of the previous Council and report back to this Council.*

11. Ara Tahī

Ara Tahī is an advisory group of regional iwi representatives which was established in 1994, in response to the Council's duty to consult iwi in terms of the Resource Management Act 1991. (It is **not** a Committee of Council). Ara Tahī provides advice to the Council on issues relating especially to resource management. Over the last three

years, Ara Tahi has also developed a more general liaison role between the Council and the regional Iwi.

The Council has a Charter of Understanding with individual iwi represented on the group which reflects the Council's commitment to the principal of partnership with the tangata whenua. A major review of this was completed in August 2000. **(A copy of the Charter is being supplied to Councillors separately.)**

Proposal

That Ara Tahi continue as at present.

12. Council and Committees' Terms of Reference

The terms of reference adopted by Council on 4 July 2000 are tabled. **(Copies have been provided to Councillors separately.)** It is proposed that these terms of reference be reviewed by the incoming committees for recommendation to the Policy and Finance Committee which would recommend consolidated terms of reference to the Council.

Proposal

That the Committees' terms of reference be referred to the new standing committees for consideration and recommendation to the Policy and Finance Committee and that that Committee recommend consolidated terms of reference to the Council.

13. Meeting Timetable

The six-weekly meeting cycle continues to work well and there is no justification for any change. Council meetings are usually preceded by a meeting of the Policy and Finance Committee.

The current pattern for ordinary meetings is as follows:

	Tuesday	Thursday
Week 1		
Week 2	<i>RLTC (quarterly)</i>	Rural Services & Wairarapa
Week 3	Landcare	Passenger Transport
Week 4	Utility Services	Environment
Week 5		
Week 6	Council	

Daytime meetings should also be continued, commencing 9.30am.

Because some Councillors are also elected members of the Capital and Coast District Health Board, there may be a need to co-ordinate meetings arrangements.

Proposal

That the new Council continue to hold ordinary meetings on a six-weekly meeting cycle with Committee meetings concentrated over three weeks in each cycle on Tuesdays and

Thursdays with Council meetings being held on a second Tuesday after the last Standing Committee meeting, with all meetings starting at 9.30am.

14. Role of Deputy Council Chairperson

It has been Council policy that the Chairperson be an *ex officio* member of all committees, except the Utility Services Committee when it considers bulk water supply issues. The Deputy Chairperson, like other Councillors, has full membership of some committees and for the remainder, is an *ex officio* member. There is a convention that if both are present at a Committee meeting, then only one should vote. There have been a number of matters which have taken me away from Council from time to time, and meant that I have missed some Committee meetings. Having the Deputy Council Chairperson at all the meetings can be very useful in terms of a general understanding of issues and also in the respect to thinking on specific issues which have implications extending beyond the particular Committee.

The practice of the Deputy Chairperson chairing meetings of the Policy and Finance Subcommittee works well and should continue.

15. Induction

Once the Committees are set, a comprehensive induction process will be put in place. This will commence with a general workshop for each Committee to be briefed on current approved programmes and also provides opportunities to meet key staff of each Division.

Early in 2002, a series of field visits are planned including places of particular interest to the Regional Council.

16. Recommendations

That the Council:

- (1) *Receive the report*
- (2) *Consider the recommendations that its Committee Structure comprise –*
 - (a) *A Policy and Finance Committee of the whole Council, as a special committee, together with a Policy and Finance Subcommittee.*
 - (b) *The following committees:*
 - *Rural Services and Wairarapa*
 - *Environment*
 - *Regional Land Transport*
 - *Passenger Transport*
 - *Landcare*
 - *Utility Services*
 - (c) *That in the case of single member constituencies, where there are likely to be matters regularly coming before a committee which impact on that constituency,*

but the local Councillor is not a member of the Committee, another person from the constituency be appointed to the Committee.

(d) *Concerning individual committees, it is further recommended:*

(i) *Rural Services and Wairarapa Committee:*

- *That the combined Rural Services and Wairarapa Committee be continued.*
- *That a subcommittee comprising the Regional Council members of the Rural Services and Wairarapa be constituted as subcommittee to carry out the necessary consultation and to make the appointments.*

(ii) *Regional Land Transport Committee:*

- *The Chairperson of the RLTC should be a member of the Regional Council who is not Chairperson of any other transport related committee.*
- *The number of Regional Councillors on the RLTC should not exceed five.*
- *Servicing and resourcing of the RLTC should remain in the hands of the Regional Council.*
- *Membership of the RLTC should be restricted to no more than 21 people representing:*
 - *Regional Council (up to five members)*
 - *TLAs (eight members)*
 - *Transit New Zealand*
 - *Transfund*
 - *Land Transport Safety Authority*
 - *Police*
 - *Road Transport Forum*
 - *Automobile Association*
 - *Wellington Regional Chamber of Commerce*
 - *User groups (one member)*
- *“Ordinary” meetings of the RLTC should be held no more than four times a year at venues around the region.*
- *That in the interests of improving communications Regional Land Transport Committee representatives develop appropriate mechanisms for briefing their own organisations and providing feedback to all Regional Land Transport Committee members.*
- *That the Chairperson of the Regional Land Transport Committee in the new triennium continue to provide written “outcome” reports to members of the Committee following each meeting.*
- *That potential members of the RLTC and members of other interested transport organisations be invited to attend a Forum before the end of the year to discuss RLTC process in the coming triennium and the forthcoming review of the RLTS.*
- *That an RLTC technical working group of officers representing the Regional Council, each Territorial Local Authority, Transit, Transfund and the LTSA be established to assist and advise the RLTC.*
- *That the RLTC technical working group report to the Forum on:*

- *Reporting and communication protocols between agents and the RLTC*
- *Processes to be used to identify regionally-significant transport issues and methods of addressing them*
- *Given the nature and infrequency of meetings of this Committee, its membership arrangements and the fact that it has no budgetary responsibilities, it be treated as a special committee, rather than as a standing committee of the Council.*

(iii) *Passenger Transport Committee:*

- *That the PTC continue as a standing committee; but generally meeting on a six-weekly basis.*

(iv) *Landcare Committee:*

- *That the Landcare Committee continue as at present.*

(v) *Utility Services Committee:*

- *That, for the mean time, the Utility Services Committee continue unchanged*
- *That City Council representation on the Utility Services Committee be reviewed.*

(vi) *Special and Joint Committees:*

- *That the Hutt River Advisory Committee continue but the incoming Landcare Committee consider the recommendations of the previous Council and report back to this Council.*

(e) *Ara Tahi:*

That Ara Tahi continue as present.

(f) *Council and Committees' Terms of Reference:*

That the Committees' terms of reference be referred to the new standing committees for consideration and recommendation to the Policy and Finance Committee and that that Committee recommend consolidated terms of reference to the Council.

(g) *Meeting Timetable:*

That the new Council continue to hold ordinary meetings on a six-weekly meeting cycle with Committee meetings concentrated over three weeks in each cycle on Tuesdays and Thursdays with Council meetings held on a second Tuesday after the last Standing Committee meeting, with all meetings starting at 9.30am.

STUART MACASKILL

Chairman

Attachment 1: Extract from Land Transport Act