



**Report**                    **04.573**  
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**Committee**            **Policy, Finance and Strategy**  
**Author**                **Wayne Hastie Council Secretary**

## **Review of Committee Terms of Reference**

### **1. Purpose**

To seek the Council's endorsement of Terms of Reference for Council and Standing Committees for recommendation to the in-coming Council.

### **2. Background**

At its meeting on 13 July 2004 the Council resolved:

- (1) That it agree that the current committee structure is appropriate.
- (2) That it ask each Committee Chairperson and Committee Deputy Chairperson, jointly with the appropriate divisional manager, to review the Terms of Reference for their Committee.
- (3) That the outcomes from the review be compiled and brought back to the Council for consideration with a view to making recommendations to the incoming Council post the October elections.
- (4) That it note that the outcomes from a review of the relationship between the Regional Land Transport Committee and the Council will be taken into account in the review.

Committee Chairpersons, Deputy Chairpersons and divisional managers have now reviewed the Terms of Reference and a number of changes have been proposed.

### **3. Amended Terms of Reference**

**Attachment 1** to this Report is a copy of the Terms of Reference for Council and Standing Committees showing the changes proposed.

- (1) General Amendments

In addition to the changes recommended for the Council and Committees, it is recommended that the document be simplified by the removal of the

majority of the introductory material. This material is not considered necessary for the Terms of Reference document.

A number of changes are proposed to update terminology and to reflect current practices. Specifically changes have been proposed to bring the terminology in line with new legislation and to reflect the fact that committees no longer make budgetary recommendations as part of the Long Term Council Community Plan and Annual Plan processes.

Additional changes have been made to standardise the references to membership of all Committees by the Chairperson, *ex officio*. The reference in some Committee Terms of Reference to the Deputy Council Chairperson has been removed.

(2) Policy, Finance and Strategy Committee

An additional change is proposed to remove the Committee's role in reviewing the decisions of the Chief Executive on remuneration of Executive Managers. This change is in line with practice over the last couple of years and more correctly represents the governance/management relationship and the role of the Chief Executive as set out in section 42 of the Local Government Act 2002.

(3) Policy, Finance and Strategy Subcommittee

Changes are proposed to recognise that the key role of this Subcommittee is to hear and consider submissions on the Long-term Council Community Plan and Annual Plan and to make recommendations to the Policy, Finance and Strategy Committee. This has been the only role undertaken by the Subcommittee in recent years, and it is recommended that the Terms of Reference be simplified to recognise this key role while maintaining the option of referring other matters to the Subcommittee from time to time.

(4) General Responsibilities

In addition to changes outlined in (1) above, a new general provision is recommended in relation to the principles of the Treaty of Waitangi. Current reference to the Treaty only occurs in the Terms of Reference for the Environment Committee.

(5) Environment Committee

Changes proposed include a broadening of the sustainable management objective and the addition of a reference to oil pollution response.

(6) Landcare Committee

No changes are proposed.

(7) Utility Services Committee

The membership of the Committee has been amended to recognise that it is no longer a legal requirement that no person shall be both a member of a committee that has regulatory functions and a member of a committee that has bulk water supply functions. (It is worth noting that under the Council's current policy, independent commissioners will hear any resource consents applied for by the Council.)

Further changes are proposed to reflect the fact that the Council no longer holds a contract for delivering water within Wellington City and to tidy up some wording. In addition, specific reference to commercial arrangements is not considered necessary.

(8) Passenger Transport Committee

A number of significant changes are proposed for the Passenger Transport Committee. In addition to changes which aim to align the Terms of Reference with current statutory requirements and current practices, there is a deliberate move to expand the role of the Committee to make recommendations on any transport matters of interest to the Council. This change would overcome a vacuum in the current Committee arrangements where there is no standing committee tasked with providing advice on transport matters that are not related to passenger transport.

It is proposed that the membership of the Committee be limited to no more than seven Regional Councillors.

(9) Regional Land Transport Committee

The Regional Land Transport Committee is a special committee of the Council. Amendments to the Terms of Reference are required in response to recent legislative amendments. It is also recommended that this Committee be delegated the consultation responsibilities for the preparation of the Regional Land Transport Strategy and the role of monitoring the implementation of the Strategy. It is also proposed that the Committee be authorised to make recommendations to the Council or any other relevant organisation on any aspects of land transport of interest to the Regional Council.

(10) Rural Services and Wairarapa Committee

A number of changes are proposed to simplify and tidy-up the Terms of Reference for this Committee.

#### **4. Process**

The Council has already agreed that the current committee structure is appropriate and this structure should be recommended to the in-coming Council together with the amended Terms of Reference.

## 5. Communication

No external communication is required as a result of this report. The findings will be presented to the in-coming Council post the October elections.

## 6. Recommendations

*That the Committee recommends to Council that it recommends to the in-coming Council:*

- (a) that the current committee structure is **appropriate***
- (b) that it **adopt** the Terms of Reference for Council and Standing Committees as amended by this current review.*

Report prepared by:

**Wayne Hastie**  
Council Secretary

**1. Attachment 1:** Terms of Reference for Council and Standing Committees