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## **Report 01.834**

23 November 2001

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Report to Environment Committee  
from Ted Maguire, Council Secretary and Jane Bradbury, Divisional Manager

### **Terms of Reference**

#### **1. Purpose**

For the Environment Committee to review its Terms of Reference.

#### **2. Background**

At the continuation of the first meeting on 8 November, Council adopted the outgoing Council's recommendations that its committee structure include an Environment Committee. The Council also resolved that Committees' Terms of Reference be referred to the new Standing Committees for consideration and recommendation to the Policy and Finance Committee, with that Committee in turn recommending consolidated Terms of Reference to the Council.

#### **3. Comment**

Each Standing Committee of the Council operates under specific Terms of Reference setting out its responsibilities. **Attachment 1** covers those for the Environment Committee. Also it is a function of every Standing Committee to advise and make recommendations to Council, via the Policy and Finance Committee, relating to the effective and efficient performance of the Committee's functions and responsibilities, including, periodic review of its Terms of Reference. As well as having their own specific Terms of Reference, all Standing Committees have a series of general responsibilities in common (**Attachment 2**).

In our view, apart from membership matters which are dealt with separately in report 01.836, no other changes are needed at this time. However, the arrangement for Civil Defence will need to be reviewed when new Emergency Management legislation is enacted. This is expected to take place early in 2002. The legislation proposes the establishment of a joint committee that includes representatives of Territorial Authorities and other agencies and is to be administered by the Regional Council. It should be noted

that the question of the appointees to the Environment Committee is discussed in Report 01.836.

#### 4. **Recommendations**

*That the Committee:*

- (a) *Note the general responsibilities of Standing Committees.*
- (b) *Note that committee arrangements for civil defence will need to be reviewed when the new emergency management legislation is enacted.*
- (c) *Recommend to the Policy and Finance Committee the confirmation of the Terms of Reference for the Environment Committee, except as may be amended concerning appointment of additional persons when considering harbours matters.*

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Council Secretary

JANE BRADBURY  
Divisional Manager

**Attachments:            Terms of Reference for Environment Committee  
                                  General Responsibilities of Standing Committees**