



*caring about you & your environment*

## **Report 01.845**

26 November 2001

File: E/6/2/2

Report to Utility Services Committee  
from Ted Maguire, Council Secretary and David Benham, Divisional Manager

### **Utility Services Committee: Terms of Reference**

#### **1. Purpose**

For the Utility Service 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 a Utility Services 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**

- (1) Each Standing Committee of the Council operates under specific Terms of Reference setting out its responsibilities. (**Attachment 1** covers those for the Utility Services 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**).
- (2) 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 in the Western Part of the Region that are owned by the Wellington Regional Council or operated jointly with other authorities, organisations or individuals.
- (3) It should be noted that there are also significant plantation forest estates in the Wairarapa for which the Rural Services and Wairarapa Committee has been responsible. (Major policy issues affecting both Forestry Estates have been dealt with the Policy and Finance Committee.) The Terms of Reference of the Utility Services Committee, as currently worded, should be clarified to explicitly refer to the forest estates in the Western part of the Region.
- (4) It should also be noted that in the previous triennium the Chair of WCC's Transport and Infrastructure Committee, attended this Committee with speaking rights and the Chair of the Utility Services Committee attended the WCC Transport and Infrastructure Committee's meetings on a reciprocal basis.

As the WCC has taken back virtually all of the responsibilities of the facilities management contract with that Council, the Regional Council has agreed that the appropriateness of this arrangement should be reviewed. 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. Council could consider appointing a representative from each of our four city customers, or alternatively have no TA representation or introduce other liaison arrangements.

A report on the subject of relationships with local authorities and other organisations is to be made to the Policy and Finance Committee as any decisions could affect other WRC committees (e.g. the Passenger Transport Committee). However, any decision should be held over until this report has been considered and the Council Chairperson had further discussions with the Mayors of the Metropolitan City Councils.

- (5) While the Kapiti Constituency is not represented on this Committee, such representation would not seem necessary given the Committee's very limited current functions in that Constituency.

#### 4. **Recommendations**

*That the Committee:*

- (a) *Note the general responsibilities of Standing Committees.*
- (b) *Recommend to the Policy and Finance Committee the amendment of the Terms of Reference for Utility Services Committee in para 7.1 (final bullet point) to read:*

- *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.*
- (c) ***Agree** that consideration of City Council representation at meetings of the Utility Services Committee be held over pending further consideration, by the Policy and Finance Committee, of the question of relationships with other Councils.*

TED MAGUIRE  
Council Secretary

DAVID BENHAM  
Divisional Manager

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