

Report 07.493  
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Committee Policy, Finance and Strategy Committee  
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## Proposed committee structure and terms of reference

### 1. Purpose

To seek the Committee's endorsement, for recommendation to Council, of a proposed committee structure for recommendation to the incoming Council, and a process for developing terms of reference for the proposed committees.

### 2. Significance of the decision

The matters for decision in this report **do not** trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002 (the Act).

### 3. Background

It is standard practice at Greater Wellington for the outgoing Council to review its committee structure and terms of reference and make recommendations for the incoming Council.

### 4. Committee structure

#### 4.1 Legal requirements

The Act empowers the Council to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate. The Council may also appoint joint committees with other local authorities. Persons who have not been elected to the Council may be appointed to a committee, subcommittee or subordinate decision-making body.

The Act provides that a committee, subcommittee or subordinate decision-making body is, unless the Council resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected at the triennial local elections. To ensure continuity, the Council has resolved that the Wellington Regional Strategy Committee will continue following the 2007 triennial Council elections.

Other legislation imposes requirements on the Council in relation to its committee structure. Under the Land Transport Act 1998 the Council is required to have a Regional Land Transport Committee. The Civil Defence Emergency Management Act 2002 requires the Council to be part of a Civil Defence Emergency Management (CDEM) Group, which is a joint committee.

## **4.2 Principles for proposed committee structure**

At a workshop on 12 July 2007, councillors discussed possible committee structure arrangements for the next triennium. This report puts forward a committee structure that reflects those discussions. The proposed structure applies the following principles:

- That the committee structure should provide for region-wide oversight of Greater Wellington's functions and responsibilities.
- That the committee structure should streamline management reporting to committees.
- That the committee structure should reflect the new Wairarapa representation arrangements determined by the Local Government Commission.

## **4.3 Proposed committee structure**

It is proposed that the existing structure of eight committees be reduced to seven. The proposed seven committees are as follows:

### *1 Wairarapa and Catchment Management Committee*

The most significant change to the committee structure would involve the disestablishment of the Rural Services and Wairarapa (RSW) Committee and the Landcare Committee. A new Wairarapa and Catchment Management Committee would retain the Wairarapa focus of the RSW Committee, while also having a region-wide responsibility for flood protection and land management, which is currently split between the RSW Committee and the Landcare Committee. The Wairarapa and Catchment Management Committee would also have responsibility for biosecurity. The conservation forestry responsibilities of the RSW Committee would transfer to the proposed Water Supply, Parks and Forests Committee.

The two existing sub-committees of the Landcare Committee – the Hutt River Advisory Committee and the Waiwhetu Stream Advisory Committee – would be retained as subcommittees of the Wairarapa and Catchment Management Committee.

While the Council is not subject to any legal requirement to maintain a committee with a focus on Wairarapa issues, is it considered appropriate at this time that the new committee retain this focus, given the large geographic area of the constituency (approximately three-quarters of the total Wellington

region), its relatively small population and the significant number of catchment and land management issues that Greater Wellington is involved with in the Wairarapa.

*2 Water Supply, Parks and Forests Committee*

This committee would retain the existing responsibilities of the current Utility Services Committee, with the addition of responsibility for parks and conservation forestry.

*3 Environment Committee*

The responsibility of this committee would remain essentially unchanged, except for the transfer of oversight of the Council’s CDEM functions to the Policy, Finance and Strategy Committee.

*4 Public Transport Committee*

The committee, currently named the Passenger Transport Committee, would continue with its existing responsibilities.

*5 Policy, Finance and Strategy Committee*

This special committee of the whole Council would continue, gaining the oversight of CDEM functions and biodiversity. It would retain a Planning and Monitoring Subcommittee.

*6 Regional Land Transport Committee*

This committee would continue with its existing responsibilities.

*7 Wellington Regional Strategy Committee*

This committee would continue with its existing responsibilities.

**4.4 Proposed committee membership**

It is proposed that the membership of the committees and subcommittees would be as follows, subject to the number of appointed members being confirmed as part of a review of committee terms of reference:

<b>Committee</b>	<b>Number of elected members</b>	<b>Number of appointed members</b>
Environment	6	1
Public Transport	6	0
Policy, Finance and Strategy	13	0

Regional Land Transport	6	17, or such number necessary to meet the requirements of section 178(2) Land Transport Act
Wairarapa and Catchment Management	6	3
Water Supply, Parks and Forests	6	0
Wellington Regional Strategy	1	11

<b>Subcommittee</b>		
Planning and Monitoring	5	0
Hutt River Advisory	4	11
Waiwhetu Stream Advisory	3	6

The Council would continue to have discretion to appoint additional members to committees and sub-committees where it identifies persons with particular skills and experience could make a contribution.

## 5. Iwi representation on committees

Iwi, through the Ara Tahi inter-Iwi representative group, have expressed a keen interest in being involved in the decision-making requirements of Council. In this regard, Ara Tahi, at its meeting on 9 May 2007, resolved to request that Greater Wellington appoint two Iwi nominees to each Greater Wellington committee.

There is already Iwi representation on several committees:

- An Iwi representative is appointed to the Regional Land Transport Committee to represent cultural interests
- An Iwi representative is appointed to the Environment Committee
- A person has been appointed to represent the interests of Māori on the Wellington Regional Strategy Committee.

In considering the issue of Iwi representation the requirements of the Act for the Council to recognise the Crown's Treaty of Waitangi responsibilities and to advance Māori participation in local government need to be taken into account. This was discussed at the July workshop and councillors indicated that it would be appropriate for the incoming Council to consider the issue.

## 6. Developing terms of reference for the committees

It is proposed that each committee chairperson, jointly with the relevant divisional manager(s), review the existing committee terms of reference in the context of the proposed committee structure outlined above, and that the results of the review be brought back to the Committee for consideration at its meeting on 27 September 2007.

The review should assess any changes in legislation that affect the role of the committee, and recommend any amendments necessary to the terms of reference.

## 7. Communication

No external communication is required as a result of this report. Ultimately, the findings will be reported to the incoming Council for consideration.

## 8. Recommendations

*That the Committee recommends that Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Agrees to recommend to the incoming Council that it operate the following seven committees:*

*Environment*

*Policy, Finance and Strategy*

*Public Transport*

*Regional Land Transport*

*Wairarapa and Catchment Management*

*Water Supply, Parks and Forests*

*Wellington Regional Strategy.*

4. *Agrees to recommend to the incoming Council that it continue to operate the following three sub-committees:*

*Planning and Monitoring*

*Hutt River Advisory*

*Waiwhetu Steam Advisory.*

5. ***Agrees** to recommend to the incoming Council that the committees and sub-committees have the membership as outlined in section 4.4 of this report, subject to confirmation of the number of appointed members as an outcome of a review of committee terms of reference.*
6. ***Requests** the incoming Council to consider iwi representation on committees.*
7. ***Agrees** that each Committee Chairperson, jointly with the appropriate divisional manager(s), should review the existing committee terms of reference for their application to the proposed committee structure.*
8. ***Agrees** that the review of the terms of reference will be reported back to the Committee on 27 September 2007, with the view to recommendations being made to the incoming Council.*

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