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Committee Council  
Author Fran Wilde, Chair

## Committee Structure Review

### 1. Purpose

To amend the Terms of Reference and membership of some Council standing 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.

### 3. Background

Following the 2007 Council election, Councillors reviewed the committee structure. During this process the number and terms of reference of committees were discussed in detail. It was agreed that the structure that was adopted would be reviewed after one year of operation.

Over the summer holidays I consulted with Councillors on their view of current committees, and this paper presents the outcome of that consultation, with some recommendations for change.

### 4. Comment

During 2008 it became evident that some committees had considerably heavier workloads than others.

To address this, it is proposed to dis-establish the Parks, Forests and Utilities (PFU) Committee and reallocate the work as follows:

- Move responsibility for parks, water and future water catchment areas to the Regional Sustainability (RS) Committee.
- Move responsibility for plantation and reserve forests to the Catchment Management (CM) Committee.

Greater Wellington provides parks as part of its commitment to enhancing environmental and social wellbeing. Oversight of regional parks fits well with the mandate of Regional Sustainability to “provide leadership in promoting sustainable management of the region so that people can secure their social, economic, environmental and cultural needs without compromising the needs of future generations”.

Greater Wellington also has specific responsibility for the collection and delivery of bulk water to the four “metro” territorial authorities in the region. Water is now a significant issue. We have initiated a Water Strategy which will be delivered in partnership with the territorial authorities of the region. The objective is to have a policy and delivery framework that will ensure we can continue to provide an adequate volume of high quality potable water as well as protecting the quality and availability of rivers, streams and groundwater. The Regional Sustainability Committee has a mandate to “oversee the Council’s approach to water sustainability”. Aligning the policy and oversight of bulk water development with the Council’s work on water sustainability makes sense.

Plantation and reserve forests fit well with the Catchment Management mandate to “promote policies and programmes that will ensure environmentally sustainable management of the different catchment areas in the region, including flood protection, land management and bio-security”. Plantation forests were acquired for commercial purposes and reserve forests in South Wairarapa are managed primarily for soil conservation reasons.

I also received feedback from Councillors on the Finance, Evaluation and Risk (FER) Committee. It was felt that aligning its meetings with the regular quarterly financial reporting cycle of Council management would be helpful. The current six weekly Committee meeting schedule makes the agendas rather lumpy. It was also noted that in the last year Council developed a comprehensive risk management framework and the Committee spent considerable time on the oversight of this initiative, which is now operational.

A further change proposed is to move oversight of the CEO performance review to the full Council to eliminate the duplication of having the CEO reporting to FER prior to reporting to the full Council.

As a result of the changes outlined above, there are proposed amendments to the Terms of Reference of the Catchment Management, Regional Sustainability, and Finance, Evaluation and Risk Committees. It is also proposed to change the name of the FER Committee to replace “evaluation” with “audit”.

The review has also provided the opportunity for Councillors to assess their own Committee engagement. While most Committee membership remains stable, some minor reallocation is proposed. This is set out in the schedule in Attachment 4.

## 5. Communication

Key stakeholders will be directly informed of the changes to the committee structure and membership. The general public will be informed through a media release and via our web site.

## 6. Recommendations

*That the Council:*

1. ***Agrees** to discharge the Parks, Forests and Utilities Committee with effect from 1 March 2009.*
2. ***Agrees** to transfer responsibility for parks, water and future catchment areas into the Regional Sustainability Committee, and to transfer responsibility for plantation and reserve forests into the Catchment Management Committee.*
3. ***Approves** the revised Terms of Reference for the Catchment Management Committee with effect from 1 March 2009 (Attachment 1).*
4. ***Approves** the revised Terms of Reference for the Regional Sustainability Committee with effect from 1 March 2009 (Attachment 2).*
5. ***Approves** the revised membership of Committees as detailed in Attachment 4 with effect from 1 March 2009.*
6. ***Notes** that the Councillor membership of the Catchment Management, Regional Sustainability, Regulatory, and Transport and Access Committees is increased to eight Councillors, and **approves** the quorum for meetings of each of those committees being four Councillor members.*
7. ***Notes** that Councillor membership of the Regional Transport and Wellington Regional Strategy Committees, the two sub-committees of the Catchment Management Committee, Wellington Regional Holdings, Ara Tahi and external organisations is unchanged.*
8. ***Notes** that the current appointment of the Department of Conservation Regional Conservator, Wellington Conservancy, to the Parks, Forests and Utilities Committee will cease when the Committee is discharged and **agrees** that the Department of Conservation Regional Conservator, Wellington Conservancy, will be appointed as a member of the Regional Sustainability Committee with effect from 1 March 2009.*
9. ***Agrees** that the Iwi appointment to the Parks, Forests and Utilities Committee will cease when the Committee is discharged; **notes** that Iwi already have an appointee on the Regional Sustainability Committee and **asks** the Chair of the Council to discuss this situation with the Chair of Ara Tahi.*

10. **Approves** the revised Terms of Reference (Attachment 3) and change of name of the Finance, Evaluation and Risk Committee to the Finance, Audit and Risk Committee, with effect from 1 March 2009.
11. **Agrees** that at the Council meeting on 9 March 2009, the unconfirmed minutes of the Parks, Forests and Utilities Committee meeting of 12 February 2009 should be confirmed by those Councillors who were members of the Committee and present at its final meeting.
12. **Agrees** that responsibility for the consideration of submissions on the review of the Forests, Parks and Reserves By-laws and consequent recommendations to Council transfers to the Regional Sustainability Committee with effect from 1 March 2009.

Report prepared by:

Fran Wilde  
Chair

## Catchment Management Committee

### Purpose

- A. Promote policies and programmes that will ensure environmentally sustainable management of the different catchment areas in the region, including flood protection, land management, bio-security and forestry.
- B. Consider any issues relating specifically to the Wairarapa constituency that are not more appropriately dealt with in any other Council committee, and oversee the delivery of policies and programmes relating to those issues.

### Specific Responsibilities

- 1. Promote the integrated management of natural resources, land use and flood risk across the region through the development of the total catchment management concept.
- 2.
  - (a) Monitor/oversee the maintenance and improvement of flood protection and environmental assets for the region's river schemes, corridors and associated watercourses.
  - (b) Monitor/oversee the development and implementation of floodplain management plans, including the work of the Waiwhetu Stream Advisory Subcommittee.
  - (c) Maintain sound working relationships with the Kapiti Friends, Wairarapa river scheme committees and the Hutt River Advisory Subcommittee.
- 3. Monitor/oversee the delivery of land management services in the region.
- 4. Monitor the region's bio-security services, including implementation and regular review of the Regional Pest Management Strategy and the Key Native Ecosystems Programme.
- 5. Monitor the Council's involvement with the national pest management strategy for bovine Tb, including Council's relationship with the Animal Health Board, and provide a Council representative to the Regional Animal Health Committee.
- 6. Oversee the management of the Council's plantation forests so that they provide a financial return while environmental health for future catchment use is maintained.
- 7. Approve the annual harvesting and planting programme for the plantation forests.

8. Oversee the management of the Council’s reserve forestry areas so that they serve their soil conservation purposes whilst providing some financial return.
9. Approve or recommend to the Council commercial agreements for the use of Council property and facilities within the area of the Committee’s responsibility.
10. Ensure that any issues of concern to the Wairarapa constituency or to other rural areas that are not covered by other committee responsibilities are given appropriate attention and that any resulting recommendations for policies or actions are recommended to the Council.

### Membership

1. Up to eight councillors, including the Council chairperson *ex officio*.
2. Three appointed members selected for their knowledge of flood protection, land management, biosecurity issues, the Wairarapa and/or rural constituencies. One of these three is to be nominated by the Wairarapa Hill Country Advisory Committee.
3. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
4. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members

### Quorum

Four councillors.

### Delegated Powers

The Council delegates the following statutory powers to the Catchment Management Committee:

<b>Biosecurity Act 1993</b>	
<b>Section of Act</b>	<b>Powers, functions, duties</b>
45(4)(a)	Ask the responsible Minister to declare a pest to which a regional pest management strategy relates to be an organism notifiable within the region
71	Prepare a proposal for a regional pest management strategy

74(3)	Where considered appropriate, require a person who has given notice in writing (requesting that Council notify a proposal for a regional pest management strategy) to pay all or part of the costs of processing the proposal
80D(1)	Where considered appropriate and upon such conditions as considered appropriate, exempt any person from any specified requirement in any rule included in a regional pest management strategy in accordance with the Act
80D(3)	Upon such conditions as considered appropriate, exempt all persons or any specified class of persons, persons in any specified place, or persons responsible for specified goods or things, from any requirement in any rule included in a regional pest management strategy made under this Act, where satisfied that events have occurred that make the prescribed requirements unnecessary or inappropriate
88A(3)	Make minor amendments to a regional pest management strategy, in certain circumstances, without undertaking a review of the strategy in accordance with s88

## Regional Sustainability Committee

### Purpose

- A. Provide leadership in promoting sustainable management of the region so that people can secure their social, economic, environmental and cultural needs without compromising the needs of future generations.
- B. Ensure that energy and climate uncertainty are considered in all planning and activities.
- C. Link and integrate Council issues and programmes that contribute to environmental, social, cultural and economic sustainability.
- D. Oversee the management of Council land that is used for recreational purposes and, where appropriate, recommend enhancements that will give better outcomes for the Council as well as users and customers.
- E. Oversee the Council's approach to water sustainability.
- F. Facilitate solutions to region-wide issues for which the Council does not have primary responsibility for delivery but where it may usefully be engaged with other partners in order to achieve sustainable outcomes.

### Specific responsibilities

- 1. Review the Council's sustainability agenda by assessing key policies and programmes to ensure that they are linked and integrated so as to provide optimal outcomes.
- 2. Review policy and approach to climate change and recommend changes or additions to ensure that climate change is taken into account in the delivery of the Council's core activities and programmes.
- 3. Identify and recommend specific policies that maximise sustainable energy opportunities for the region and oversee the implementation of renewable energy developments that the Council has decided to undertake on Council land.
- 4. Review current policies and programmes to ensure they are effectively addressing biodiversity, water, urban form, the built environment (including heritage protection) and other key elements of sustainability in the region, and identify opportunities for new initiatives in areas of Council delivery or where regional leadership is required on issues that are not part of Council's core responsibilities.
- 5. Monitor the management of the Council's regional parks network and land set aside for future water catchment areas and, where necessary, recommend new programmes to provide recreational opportunities and



protect and enhance the environmental, cultural and heritage values of these areas.

6. Oversee the management of the Council's bulk water supply operation to ensure that it meets the needs of its customers and operates to high business standards and in an environmentally friendly manner.
7. Monitor the progress of economic development initiatives in the Wellington Regional Strategy and recommend policies or programmes designed to enhance the sustainability of economic development in the region.
8. Work with other regional organisations and individuals to enhance enabling technologies, e.g. broadband internet, wireless, that support social connections, economic endeavours and sustainable communities.
9. Investigate and recommend how the Council can better collaborate with regional institutions such as District Health Boards which have a specific mandate to deliver community wellbeing, and then develop appropriate programmes or activities that will result in improved community outcomes.
10. Ensure that the Council effectively reports on the state of the region's environment and recommend a formal report on the State of the Environment for adoption by the Council every six years.
11. Recommend and monitor policies and programmes that will demonstrably develop and enhance delivery of Council community outreach and education programmes to encourage people and communities to achieve sustainable lifestyles.

## **Membership**

1. Up to eight councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
3. The Regional Conservator, Wellington Conservancy, Department of Conservation, or his/her nominee, with speaking (non-voting) rights.
4. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.

## **Quorum**

Four councillors.

## Delegations

Council delegates the following statutory powers to the Regional Sustainability Committee:

<b>Reserves Act 1977</b>	
<b>Section of Act</b>	<b>Power, Function, Duty</b>
23(3)	Local authority may from time to time, by public notice, prohibit access to the whole or any specified part of a local purpose reserve vested in it
41	All the powers of an administrative body that is required to consult on and draft management plans. This does not include the power to approve management plans.
77(1)	Recommend to Council whether it should treat and agree with the owner or lessee for a covenant to provide for the management of that land in a manner that will achieve the particular purpose or purposes of conservation

## Finance, Audit and Risk Committee

### Purpose

- A. Provide assurance to the Council that all audit processes, including financial and asset management processes, required by the Council or by statute are completed and consistent with agreed local government standards.
- B. Receive assurances from Council management regarding management and control systems and internal audit systems, including whether or not they comply with legal requirements and agreed best practice standards, and report to the Council on these.
- C. Provide assurance to the Council on the implementation of the agreed risk management framework and procedures.
- D. Report to the Council on the administration of HR practices and OSH systems, including key indicators.

### Specific Responsibilities

- 1. Monitor the Council's financial management reporting to ensure rigour, transparency and delivery to plan.
- 2. Monitor the annual accounts of the Council to ensure they are consistent with legal requirements.
- 3. Monitor the management of the commercial activities of the Council and report as agreed to the Council on both the long term strategic and financial implication of these activities.
- 4. Monitor the management of the Council's HR and OSH systems and, in particular, consider the key indicators in place in these areas.
- 5. Consider reports from any internal audit programmes and advise Council on actions taken as a result of these audits.
- 6. Consider the reports and opinions to and from the Council's statutory external audit, and advise the Council on the actions taken as a result of this annual audit.
- 7. Monitor and report six monthly to Council on the management of the Council's risk management programme and on mitigation measures, including those for efficient contract management, and for the training and support of all GW staff.

8. Monitor and review the Council's insurance and recommend changes to the Council.
9. Recommend to the Council approval of unbudgeted reserve transfers.
10. Recommend to the Council policies in relation to treasury management, including borrowing and investment activities.
11. As appropriate, recommend to the Council policies on:
  - Significance
  - Partnership with the private sector
  - Rates remission and postponement
  - Developing contributions and financial contributions, and
  - Revenue and financing.
12. Advise the Council on policy matters relating to property management.
13. Report to Council on the effectiveness and cost efficiency of any programme or delivery area referred by other committees or the full Council.

### **Membership**

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region (Iwi appointee).
3. Such other members appointed by Council, when the Committee considers that it could function more effectively by having such appointed members.

### **Quorum**

Three councillors.

## **Councillor Membership of Committees (with effect from 1 March 2009)**

### **Catchment Management**

1. Buchanan (Chair)
2. Wilson (Deputy Chair)
3. Baber
4. Greig
5. Kirton
6. Laidlaw
7. Lamason
8. Wilde

### **Regional Sustainability**

1. Laidlaw (Chair)
2. Bruce (Deputy Chair)
3. Aitken
4. Baber
5. Burke
6. Donaldson
7. Kirton
8. Wilde

### **Regulatory**

1. Baber (Chair)
2. Lamason (Deputy Chair)
3. Bruce
4. Buchanan
5. Donaldson
6. Laidlaw
7. Wilde
8. Wilson

### **Transport and Access**

1. Glensor (Chair)
2. Greig (Deputy Chair)
3. Aitken
4. Bruce
5. Burke
6. Lamason
7. Wilde
8. Wilson

## **Finance, Audit and Risk**

1. Aitken (Chair)
2. Donaldson (Deputy Chair)
3. Glensor
4. Greig
5. Kirton
6. Wilde

**Note:** Councillor membership on the Regional Transport Committee, Wellington Regional Strategy Committee, the two sub-committees of the Catchment Management Committee, Ara Tahi, Wellington Regional Holdings, and external organisations is unchanged.