
ORDINARY MEETING

OF

**WELLINGTON REGION WASTE MANAGEMENT AND
MINIMISATION PLAN JOINT COMMITTEE**

LATE AGENDA

**Time: 09:15am
Date: Monday, 27 February 2017
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington**

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2. General Business

REVISION OF WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION JOINT COMMITTEE TERMS OF REFERENCE

Purpose

1. To request that the Wellington Region Waste Management and Minimisation Plan Joint Committee (WMMP Joint Committee) recommends to Territorial Authorities within the Wellington region (TA) that they appoint an alternate to WMMP Joint Committee.
2. In addition, the Terms of Reference need to be amended to reflect that WMMP Joint Committee meetings are held at one host Council, until the Joint Committee decides otherwise.

Summary

3. Following a review of the WMMP Joint Committee's Terms of Reference it has been identified that if a member was unable to attend a meeting, the appointing TA could not provide an alternate Councillor to attend at and vote in that member's absence.

Recommendations

That the Wellington Region Waste Management and Minimisation Plan Joint Committee:

1. Receive the information.
2. Agree to recommend to each Territorial Authority within the Wellington Region that they appoint an alternate member to the Wellington Region Waste Management and Minimisation Plan Joint Committee.
3. Note that the Terms of Reference have been amended to allow for one Council to host the Wellington Region Waste Management and Minimisation Plan Joint Committee meetings until the Joint Committee decides otherwise.

Background

4. On 15 February 2017 Councillor McLeod stated she would be unable to attend the WMMP Joint Committee and Mayor Guppy would be attending in her place.
5. Wellington City Council officers sought legal advice from their legal team as they had concerns that the Terms of Reference did not specify whether or not an alternate could attend and vote in a WMMP Joint Committee member's place.
6. The legal advice received stated that an alternate could attend and vote in a member's place under Clause 30A(6)(a) of schedule 7 of the Local Government Act 2002, if the territorial authority appoints an alternate. However, without an amendment to the

WMMP Joint Committee's Terms of Reference or express prior approval from the appointing local authority, alternates are currently not provided for.

7. Currently only Porirua City Council have agreed to allow for an alternate.
8. The immediate issue of Councillor McLeod's non-attendance has been addressed by Mayor Guppy attending, but not voting at the WMMP Joint Committee meeting on 27 February 2017. However, this context has highlighted the need to provide for alternate members to the WMMP Joint Committee going forward.

Options

9. To ensure that all TA's continue to be able to have input into recommendations reviewed by the WMMP Joint Committee, it is recommended that each TA appoint an alternate.
10. If an alternate is not appointed by each TA and their appointed member of the WMMP Joint Committee cannot attend a committee meeting, another Councillor will not be able to vote in their absence.

Attachments

Attachment 1. Revised Terms of Reference 2017 for WMMP Joint Committee Page 6

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SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

Not applicable.

Financial implications

Not applicable.

Policy and legislative implications

Not applicable.

Risks / legal

If the WMMP Joint Committee's terms of reference are not amended, and a member is absent, decisions made at the Joint Committee may have an impact on the absent committee members TA without their input.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

Health and Safety Impact considered

Not applicable.

**Terms of Reference for Joint Committee on the Wellington Region Waste
Management and Minimisation Plan**

Membership:

Each Territorial Authority in the Wellington Region will be entitled to appoint one member to the Joint Committee.

In addition, each Territorial Authority can appoint an alternate member to attend and vote Joint Committee meetings in the appointed member's absence.

The host Council must be notified of the appointments.

The Joint Committee is not deemed to be discharged following each triennial election.

Quorum:

4

Chair:

The Chair and Deputy Chair will be elected by the Joint Committee.

A new chair and deputy chair must be elected at least once every triennium following local body elections.

Frequency of meetings:

The Joint Committee will meet on an as required basis.

Hosting of meetings:

The Joint Committee will agree at the beginning of each triennium where meetings are to be held.

At any time during the Triennium a member of the Joint Committee or a Council officer can make a recommendation that the meeting location should change. The request will need to receive support from the majority of the Joint Committee to change the meeting location.

General purpose:

To oversee the implementation of the Wellington Region Waste Management and Minimisation Plan and its statutory review which is required not more than 6 years after the last review.

Administrative support:

Officers responsible for the implementation of the Plan will provide reports and advice to the Joint Committee as required.

Secretariat support for meetings will be provided by the host Council.

Terms of Reference:

The Joint Committee will have responsibility and authority to:

1. Accept and consider advice and reports on the implementation of the Wellington Region Waste Management and Minimisation Plan (the Plan) and future Wellington Region Waste Management and Minimisation Plans (the Plan).

2. Make decisions on the implementation of aspects of the Plan where the matter for decision is not an operational matter that falls under officers' delegated responsibilities and where the matter is provided for in the Plan and/or budget has been made available by territorial authorities for that matter.
3. Monitor and review the management and implementation of the Plan.
4. Report back to territorial authorities of the Wellington region on any aspect of the implementation of the Plan, including: recommendations for funding projects of the Plan, recommendations for the management of the Plan; and reports on the effectiveness of the Plan.
5. Report back to the territorial authorities with any recommended amendments to the Plan and/or recommended variations to the Terms of Reference of the Committee.

Delegated Authority

The Joint Committee on the Wellington Region Waste Management and Minimisation Plan will have delegated authority to carry out activities within its terms of reference.