

# **Terms of Reference for Wellington Regional Strategy Committee**

## **FOR FURTHER INFORMATION**

Jane Bradbury  
Divisional Manager  
Corporate and Strategy  
Greater Wellington Regional  
Council  
142-146 Wakefield Street  
Wellington  
Ph: 802 0346

May 2007

# **Contents**

<b>1.</b>	<b>Membership</b>	<b>1</b>
<b>2.</b>	<b>Objectives of the Wellington Regional Strategy Committee</b>	<b>2</b>
<b>3.</b>	<b>Specific Responsibilities of the Wellington Regional Strategy Committee</b>	<b>2</b>
<b>4.</b>	<b>Operating Principles</b>	<b>4</b>
<b>5.</b>	<b>Standing Orders</b>	<b>4</b>
<b>6.</b>	<b>Delegations</b>	<b>5</b>
<b>7.</b>	<b>General Responsibilities</b>	<b>5</b>
<b>8.</b>	<b>Duration of the Committee</b>	<b>5</b>

## 1. **Membership**

The membership will be 12 persons in total, made up and appointed by the Council (from time to time), as follows:

### **Seven Local Government Members**

- (a) One Regional Councillor.
- (b) One member nominated to represent the interests of the Wairarapa. This person will be nominated jointly by the Masterton, Carterton and South Wairarapa Councils.
- (c) One member nominated by each of the remaining constituent Territorial Authorities within the Region.
- (d) The Local Government Members may be replaced from time to time by the respective Territorial Authorities providing written notice to Greater Wellington Regional Council, confirming the amended nomination.

### **Five Non-Local Government Members**

- (e) Five Non-Local Government Members, recommended by the seven Local Government Members, appointed on the basis of skills, experience, standing and networks in the regional community relevant to the goals of the Wellington Regional Strategy.
- (f) One of the five Non-Local Government Members must be a suitable person to represent interests of Maori.

Chairperson: Appointment of the Chairperson and deputy to be determined by the full Committee when all 12 members have been appointed. The chairperson must be a Non-Local Government member.

Ex-officio member: The Council Chairperson is not a member ex-officio of this Committee; unless appointed by Council under paragraph 1(d) above.

Quorum: Must include a member that is a Regional Councillor and the Chairperson or deputy Chairperson of the Committee and at least 50% of the remaining membership.

### **Alternates**

The Regional Councillor appointed to the Committee must have an alternate who may attend and vote at meetings of the Committee, in the event of the appointed Regional Councillor's absence or unavailability.

Each of the Councils is entitled to appoint an alternate member who may attend and vote at meetings of the Committee, but only in the event that the nominated and appointed member is unable to do so.

## **Remuneration**

Each Council shall be responsible for remunerating its representative on the Committee for the cost of that persons participation in the Committee.

The remuneration of the Non Local Government Members will be determined and approved by the Council, following consideration of any recommendation by the Committee.

## **Term of Appointment**

The initial seven Local Government Members shall be appointed for terms that expire on the date of each Local Government triennial election.

The subsequent Local Government Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

The initial five Non Local Government Members shall be appointed for terms that expire on the date of the Local Government triennial election in 2007. Each of the initial five Non Local Government Members shall, subject to the following clauses, be eligible for re-appointment at the beginning of the Triennium following the 2007 elections.

On 30 January 2009, and on each succeeding 30 January one of the five non-Local Government Members shall retire from office.

The Non Local Government Members to retire in any year shall be the member who has been longest in office since the last appointment, but as between members who became or were appointed as members on the same day, the order in which members shall retire shall (unless they otherwise agree among themselves) be decided by lot.

## **2. Objectives of the Wellington Regional Strategy Committee**

This is a Committee established to implement and develop the Wellington Regional Strategy.

## **3. Specific Responsibilities of the Wellington Regional Strategy Committee**

The Committee's responsibilities include:

- (a) To oversee the ongoing selection and recommendation of five (5) Non Local Government Members for appointment to the WRS Committee.
- (b) On behalf of GW, and acting on behalf of all the Councils of the region:

- i. to take responsibility for overall guidance and further development of the WRS;
  - ii. to recommend, in accordance with clause 7 of this document, a required funding proposal to GW to be consulted on annually, in the course of the GW annual plan or LTCCP process which will include the proposed amount and allocation of a recommended targeted rate, to be collected by GW, to fund the existing and new economic development initiatives and the other initiatives outlined in the WRS;
  - iii. to oversee the establishment, governance, funding and accountability of a GW Council Controlled Organisation to be responsible for delivering the economic development initiatives outlined in the strategy;
  - iv. to seek additional Central Government funding to support the initiatives outlined in the WRS;
  - v. to implement ( subject to available funding ) the other initiatives outlined in the strategy; and
  - vi. to co-ordinate, monitor and guide the various initiatives to achieve the outcomes identified in the WRS.
- (c) To support an independent review of the WRS and its implementation in accordance with the following:
- i. The review to address and make recommendations for changes to the strategy. This will include consideration of whether the WRS Committee and / or its funding and other arrangements should continue.
  - ii. The review to be completed by 30 June 2011.
- (d) To recommend to Greater Wellington whether or not it will continue to carry out the function of regional economic development, having considered the outcome of the review in (c) above.
- (e) Subject to a recommendation to Greater Wellington for it to continue the function of regional economic development, to undertake on behalf of the Council the process set out in Section 16 of the Local Government act 2002 or such other process that applies at the time, prior to 1 July 2012.

#### **4. Operating Principles**

- (a) The Council has agreed that it will not act independently of the Committee, so that any committee recommendations that the Council is not prepared to accept will be referred back to the Committee for further consideration.
- (b) The Council and the Territorial Authorities of the region intend to complete a Multiparty Agreement to record their agreement in regard to the future implementation, governance and funding of the WRS by Greater Wellington.
- (c) The Local Government Chief Executive Group will be the principal advisor to the Committee.

#### **5. Standing Orders**

- (a) The Council's Standing Orders are adopted, subject to the following amendments:

##### **Voting**

The acts of the Committee must be done and questions before the Committee must be decided at a meeting by vote. Each member of the Committee will have one equal vote and decisions will be made by simple majority with the exception of the following proposals which will require a three quarters majority vote:

- (i) decisions on the recommended quantum of funding required for the Wellington Regional Strategy;
- (ii) decisions on the recommended amendment to the Council's Revenue and Finance Policy; and
- (iii) decisions on the recommended targeted rate; and
- (iv) any decision resulting in a statutory consultation process under the LGA 2002 (such as establishing a new CCO).
- (v) adoption of the statement of corporate intent for the EDA.
- (vi) appointment of directors of the EDA.
- (vii) the following decisions relating to the review referred to in 3(c) above:
  - a. agreeing the terms of reference
  - b. selecting the independent reviewer
  - c. decisions made on the recommendations following the review; and

- (viii) Any significant amendments to the WRS.

### **Chairperson voting**

The Chairperson or other person presiding at the meeting:

- (i) has a deliberative vote; and
- (ii) in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).

## **6. Delegations**

- (a) The Council delegates to the Committee all functions and powers to achieve its specific responsibilities except those matters reserved under clause 32 schedule 7 LGA 2002 and the appointment of new members.
- (b) The Committee is authorised to appoint a subcommittee of its members, as determined by the Committee.

## **7. General Responsibilities**

The General Responsibilities in Section 4 of the Terms of Reference for All Standing Committees set out in the "Terms of Reference for Council and Standing Committees " adopted by the Council on 31 January 2005 apply with the exception of clauses 4.4 and 4.10 which are amended to read as follows for this Committee :

### **Clause 4.4**

Recommend to Council, any changes in priorities and funding for activities and projects within the Committee's area of responsibility as and when considered necessary or appropriate.

### **Clause 4.10**

Recommend for ratification by the Council, where appropriate , appointment of Members of the Committee in accordance with the Terms of Reference .

## **8. Duration of the Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Strategy Committee is not deemed to be discharged following each triennial election.