

## APPENDIX 2

File No: GM/03/02/12  
9 August 2006

«Address»

Dear «Name»

### Wellington Regional Strategy

I am pleased to confirm that the Greater Wellington Regional Council approved the establishment of the Wellington Regional Strategy Committee on Tuesday 8 August 2006. The Committee's terms of reference are *enclosed* together with a copy of the Council resolution establishing the Committee.

I confirm that Ian Buchanan has been appointed as a member of the Committee, with Fran Wilde as alternate. I now invite you to nominate a member and one alternate to represent your Council on the Committee.

It is important that the local government members of the Committee are appointed as soon as possible, as they will then be responsible for the appointment of the five remaining non-local government members of the Committee. We have scheduled the first Wellington Regional Strategy Committee meeting for 29 August 2006. Can you please let me have the name of your Council's nominee and alternate no later than **25 August 2006**.

### Local Government Act consultation process

This letter also serves (pursuant to section 16 LGA 2002) as notice that Greater Wellington (via the Wellington Regional Strategy Committee) proposes to undertake a significant new activity in regard to the future governance, implementation and funding of the WRS.

Our reason for doing so is that we have been asked by the Forum to take this role on behalf of the region, to enable the collection of a regional rate to fund the implementation of the WRS, and to allow effective co-ordination of the implementation and governance of economic development initiatives across the region. Before proceeding, the proposal must be consulted on using a special consultative procedure to amend Greater Wellington's LTCCP. We will also consult on the establishment of the proposed Greater Wellington Council Controlled Organisation and a proposed amendment to our Revenue and Finance Policy, to allow introduction of a targeted economic development rate from 1 July 2007.

We are in the process of preparing a draft Statement of Proposal (SOP). To finalise the SOP we require your input to enable the SOP to record:

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Wellington 6142  
142 Wakefield St  
New Zealand  
T 04 384 5708  
F 0-4-384 1826  
W [www.gw.govt.nz](http://www.gw.govt.nz)

Greater Wellington is the promotional name of the Wellington Regional Council

1. The expected effects of the proposal on the activities of your Council.
2. Any objections that your Council may wish to record in the proposal.

Please arrange for your Council to consider its position in regard to the SOP and let me know if there are particular matters that you would like us to record in the draft SOP. A working draft of the SOP is currently being prepared, and will be forwarded to you early next week to provide you with the context for the provisions that you may wish to record.

### **Timeframe**

As you will appreciate the timetable for approval for the SOP and initiation of the special consultative procedure is challenging, but necessary, if we are to be in a position to initiate a new funding regime from 1 July 2007.

The current timetable for development of and consultation on the SOP is as follows:

Wellington Regional Strategy (WRS) Committee Meeting	11 September
<ul style="list-style-type: none"> <li>• To consider make recommendations on <ul style="list-style-type: none"> <li>○ SOP</li> <li>○ Consultation Plan</li> <li>○ WRS</li> </ul> </li> </ul>	
GW Council to consider recommendations	12 September
Consultation starts	30 September
Close submissions	30 October
Hearings (sub-committee)	10-13 November
WRS Committee to consider consultation feedback/report from subcommittee	4 December
GW Council to consider WRS Committee recommendations	14 December
Notice sent to TAs of GW Council decision	15 December

We will need to hear from you no later than **25 August 2006** if we are to record details regarding the expected effects of the proposal on the activities of your Council together with your objections (if any).

I look forward to hearing from you as soon as possible.

Yours sincerely

**David Benham**  
Chief Executive

david.benham@gw.govt.nz

**Attach/**

# Terms of Reference for Wellington Regional Strategy Committee

Adopted by the Wellington Regional Council on 8  
August 2006

**FOR FURTHER INFORMATION**

Jane Bradbury  
Divisional Manager  
Corporate and Strategy  
Greater Wellington Regional  
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August 2006

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## 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 (who shall be interim chairperson until such time as all other appointees are in place).
- (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.

Ex-officio member: The Council Chairperson is not a member ex-officio of this Committee; unless appointed by Council under paragraph XX 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.

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

This is a committee established to complete the preliminary work required to recommend proposals to the Council and conduct (on behalf of the Council) a special consultative procedure to consult on:

- (a) The proposed Wellington Regional Strategy (WRS), and
- (b) Proposals outlined below in regard to the future implementation, governance and funding of the WRS.

The future role of the committee and its ongoing role and responsibilities will be decided at the outcome of the consultation process.

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

The Committees responsibilities include:

- (a) Overseeing the identification and recommendation of the five Non-Local Government Members for appointment to the Committee by the Council.
- (b) Completing the preliminary work required to finalise and recommend a draft statement of proposal to the Council for consultation, which will propose:
  - (i) That the Council via the Wellington Regional Strategy Committee takes responsibility on behalf of the region for overall guidance of the Wellington Regional Strategy and in doing so takes on a significant new activity on behalf of the region.
  - (ii) That the Council establishes or becomes a participant in an economic development agency established as a Council Controlled Organisation (CCO) to be responsible for delivering the economic development initiatives outlined in the Wellington Regional Strategy.
  - (iii) A funding proposal to be consulted on including the amount and allocation of a recommended new targeted rate and

changes to the Revenue and Finance Policy to be decided by the Committee following appointment of the five non-Local Government Members.

- (iv) A recommendation that the Council (on behalf of the region) fund existing and new economic development initiatives outlined in the Wellington Regional Strategy by the implementation of a recommended targeted rate from 1 July 2007, to be proposed initially as an amendment to the Council's Revenue and Finance Policy.
- (c) To receive and hear submissions (via a sub-committee if necessary) arising from the consultation.
- (d) To make a recommendation to the Council following the consultation on all aspects of the proposal.
- (e) To recommend to the Council a rate level for proposed amendment to its Revenue and Finance Policy for adoption from 1 July 2007.
- (f) To do any further work necessary and to liaise with the Council and the Territorial Authorities to record the agreed outcomes of the consultation and to determine the Committee's future role (if any) in regard to the future implementation, governance and funding arrangements for the Wellington Regional Strategy.

#### **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 Memorandum of Understanding (MOU) to record their agreement in regard to how consultation on the Wellington Regional Strategy will be achieved, the establishment of the Wellington Regional Strategy Committee and its role, the initiation of a process under section 16 Local Government Act 2002 to consult on a proposal that the Council takes on a significant new activity in regard to the future governance, implementation and funding of the Wellington Regional Strategy and initiation of consultation on the other measures required to effect the new activity, should it proceed. Although the Committee is not a party to the MOU it will endeavour to ensure that the Committee's actions are consistent with the matters recorded in the MOU and its guiding principles.
- (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 two thirds 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.

### **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 to hear any submissions made on the proposals notified under the special consultative procedure and to either (i) hear and report on the submissions to the Committee, or (ii) hear, evaluate and report on the submissions and make recommendations to the Committee, 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 .

## 6. Recommendations

*That the Council:*

1. ***Receives*** the report.
2. ***Notes*** the content of the report.
3. ***Agrees*** that rating quantum and allocation matters will be discussed by council members before the next Wellington Regional Strategy Forum.
4. ***Resolves*** to establish a committee, to be called the Interim Wellington Regional Strategy Committee as a standing committee of the Council.
5. ***Resolves*** to amend the Greater Wellington Regional Council Standing Orders 2005 for the Interim Wellington Regional Strategy Committee as follows:

*Clauses 4.1 and 32.1 (“Decisions to be by Majority Voting”) amended and replace by the following :*

### *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 two thirds 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.*

*Clauses 4.2 and 32.2 (“Chairperson’s Voting”) are amended and replaced by the following:*

### *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. ***Adopts*** the terms of reference contained in Attachment 4 (as amended at the meeting) for the Interim Wellington Regional Strategy Committee.

7. **Requests** the Chief Executive Officer to invite, on the Council's behalf, the following Councils to nominate a member for the Committee, and one alternate:

- Wellington City Council
- Hutt City Council
- Upper Hutt City Council
- Porirua City Council
- Kapiti Coast District Council.

and **requests** that the Chief Executive Officer invites the three Wairarapa Councils to jointly nominate one member for the Committee and one alternate, to represent the three councils.

8. **Resolves** to appoint Cr Buchanan as a member of the Committee with Cr Wilde as alternate.

9. **Resolves** that the remaining 6 Local Government Members of the Committee will be the individuals nominated from time to time by the respective Councils and the three Wairarapa Councils as referred to at clause 6 of this resolution.