

Report No.	19-156
Decision Required	

REGIONAL COUNCIL COMMITTEE STRUCTURE

1. PURPOSE

- 1.1. The purpose of this report is to propose a structure and means of operation for Council Committees.

2. RECOMMENDATION

It is recommended that Council:

- a. receives the information contained in Report No. 19-156;
- b. approves, with or without amendment, the recommended Committee structure as follows:
 - Strategy & Policy Committee (committee of the whole)
 - Audit, Risk & Investment Committee
 - Catchment Operations Committee
 - Environment Committee
 - Regional Transport Committee
 - Passenger Transport Committee
 - Manawatu River Users' Advisory Group
 - Linklater Bursary Subcommittee
- c. approves, with or without amendments, the recommended Committee Terms of Reference at Annex A;
- d. approves, with or without amendments, the recommended generic meeting schedule as follows:

<i>First Tuesday of the month</i>	<ul style="list-style-type: none"> • <i>Regional Transport Committee 4 times per year</i>
<i>Second Tuesday</i>	<ul style="list-style-type: none"> • <i>Strategy & Policy Committee, can be followed by a Workshop</i>
<i>Wednesday following second Tuesday</i>	<p><i>Alternate</i></p> <ul style="list-style-type: none"> • <i>Environment Committee</i> • <i>Catchment Operations Committee</i>
<i>Third Tuesday</i>	<ul style="list-style-type: none"> • <i>Passenger Transport Committee 3 times per year</i>
<i>Fourth (or last) Tuesday</i>	<ul style="list-style-type: none"> • <i>Council meeting, followed by</i> • <i>Audit Risk & Investment financial briefings or meetings</i>
<i>Fourth (or last) Wednesday</i>	<ul style="list-style-type: none"> • <i>Potential Workshops</i>

- e. notes that membership nominations for the 2019-2022 triennium will be presented at the Council meeting on 5 November 2019;
- f. notes that Committee Chairs and Deputy Chairs will be confirmed at the Council meeting on 5 November 2019;
- g. notes that remuneration for Committee Membership, Chairs and Deputy Chairs will be workshopped prior to 5 November and confirmed at the Council meeting on 5 November.

3. FINANCIAL IMPACT

- 3.1. There is no financial impact.

4. COMMUNITY ENGAGEMENT

- 4.1. There is no requirement for community engagement.

5. SIGNIFICANT BUSINESS RISK IMPACT

- 5.1. There is no significant business risk associated with this item.

6. BACKGROUND

- 6.1. Council may choose to change its committee structure now or at any other time throughout the triennium. While the committee structure does not need Remuneration Authority (RA) approval, any remuneration associated with that structure will need to be submitted to the RA for approval and will be dealt with by way of amending determinations through the year (remuneration will be dealt with in a separate paper to Council).

- 6.2. In the triennium just concluded, the Committee structure was as follows:

- Strategy & Policy Committee (committee of the whole)
- Audit, Risk & Investment Committee
- Catchment Operations Committee
- Environment Committee
- Regional Transport Committee
- Passenger Transport Committee
- Manawatu River Users' Advisory Group
- Linklater Bursary Subcommittee

- 6.3. Generally all committees and subcommittees cease to exist at election date and the structure for the new triennium is confirmed by the new Council. The following generic schedule of meetings and workshops is proposed.

<i>First Tuesday of the month</i>	<ul style="list-style-type: none"> • <i>Regional Transport Committee 4 times per year</i>
<i>Second Tuesday</i>	<ul style="list-style-type: none"> • <i>Strategy & Policy Committee, can be followed by a Workshop</i>
<i>Wednesday following second Tuesday</i>	<p><i>Alternate</i></p> <ul style="list-style-type: none"> • <i>Environment Committee</i> • <i>Catchment Operations Committee</i>
<i>Third Tuesday</i>	<ul style="list-style-type: none"> • <i>Passenger Transport Committee 3 times per year</i>
<i>Fourth (or last) Tuesday</i>	<ul style="list-style-type: none"> • <i>Council meeting, followed by</i> • <i>Audit Risk & Investment financial briefings or meetings</i>
<i>Fourth (or last) Wednesday</i>	<ul style="list-style-type: none"> • <i>Potential Workshops</i>

7. COMMENT

- 7.1. The 2018-2028 Long-term Plan sets out the Council's vision, mission and goals, the operating principles, key issues and strategies. It is essential that the committee structure of Council reflects the need to meet the requirements set out in this document.
- 7.2. Council committees should focus on:
- planning for the future;
 - policy formulation;
 - reviewing / monitoring of policy implementation; and
 - continued development, where appropriate, of service delivery, regulatory and trading activities.
- 7.3. To meet these requirements, some amendments to the recommended committee structure may be necessary as the eleventh triennium progresses.

Committees, Subcommittees, advisory Committees, and working groups

- 7.4. The Council, the Strategy & Policy Committee, and the Regional Transport Committee are the main decision-making bodies of the Council. The Environment Committee, Catchment Operations Committee and Audit, Risk & Investment Committee are the main performance monitoring/reporting committees.
- 7.5. The **Catchment Operations Committee** includes all functions relating to catchment management, which includes activities under the Sustainable Land Use Initiative.
- 7.6. The **Environment Committee** receives reports relating to environmental management, regulatory management, biosecurity, biodiversity, freshwater and science activities.
- 7.7. The **Audit, Risk & Investment Committee** provides assurance to the Council that the organisation is meeting its financial, statutory compliance, and risk assessment responsibilities.
- 7.8. The Land Transport Management Act 2003 (LTMA) requires regional councils to establish a **Regional Transport Committee** which has the following statutory functions:
- Prepare a regional land transport plan, or any variation to the plan, for the approval of the relevant regional council;
 - Provide the regional council with any advice and assistance the regional council may request in relation to its transport responsibilities.
- 7.9. The membership of the Regional Transport Committee is prescribed by the LTMA and is outlined in its terms of reference (at Annex A).
- 7.10. The **Passenger Transport Committee** oversees Horizons' role in public transport, which is to plan, fund and implement services (including bus services, the Total Mobility taxi scheme and community van and health shuttle services) throughout the Region. Under section 119 of the Land Transport Management Act 2003, regional councils must prepare a regional public transport plan and this task is undertaken by the Committee for the Council's approval.
- 7.11. The purpose of a regional public transport plan is to provide:
- a means for encouraging regional councils and public transport operators to work together in developing public transport services and infrastructure; and
 - an instrument for engaging with the public in the Region on the design and operation of the public transport network; and

- c. a statement of:
- i. the public transport services that are integral to the public transport network; and
 - ii. the policies and procedures that apply to those services; and
 - iii. the information and infrastructure that support those services.
- 7.12. The membership of the **Passenger Transport Committee** is set out in its terms of reference (at Annex A).
- 7.13. The **Manawatu River Users' Advisory Group** has responsibilities to ensure the facilitation of a better understanding among the competing river interest groups and users of the Manawatu River, coordination of the many recreational users on the River, provision of input into the River Management Plan, and facilitation with public consultation on resource management issues.
- 7.14. The **Linklater Bursary Subcommittee** which was established in August 2001, has met over the last triennium on an informal basis, as required, to consider applications and select annual recipient/s for the Don Linklater Memorial Bursary.
- 7.15. The relevant Terms of Reference are at Annex A. When considering Committee membership, careful consideration needs to be given to whether Council wants a representative committee, or a committee of the whole. Members should note that the Terms of Reference at Annex A are the same as those adopted by the previous Council with the exception of:
- the inclusion of a quorum requirement under Committee Membership for Council, Catchment Operations Committee, Environment Committee, Regional Transport Committee, Passenger Transport Committee;
 - clarification of voting rights for deputy members of the Regional Transport Committee;
 - the provision to rollover advisory membership at a new triennium;
 - amendments to Objectives (bullet point 2), and Delegations for the Linklater Bursary Subcommittee.

Delegation of Authority

- 7.16. The Council has adopted the following principles:
- a. The primary role of Council and its Committees is that of policy formulation with the Chief Executive being responsible for day-to-day operations within limits of prescribed policy.
 - b. Committees, when established, should to the greatest extent practicable and subject to legislative constraints, be delegated power to act, to avoid the need for business to be debated a second time before the full Council.
 - c. The Chief Executive, in undertaking his responsibilities, needs to delegate substantial authority.
 - d. In terms of reporting, 'exception reporting' should be the normal practice – this means that when Council makes a decision it should expect that decision to be implemented without further reporting. Only if the target is not met, ie an exception occurs, should further reporting be necessary.

8. SIGNIFICANCE

- 8.1. This is not a significant decision according to the Council's Policy on Significance and Engagement.

Craig Grant
GROUP MANAGER CORPORATE & GOVERNANCE

ANNEXES

A Terms of Reference