

SOUTH WAIRARAPA DISTRICT COUNCIL

5 APRIL 2017

AGENDA ITEM B2

WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN JOINT COMMITTEE REVISED TERMS OF REFERENCE

Purpose of Report

To consider a recommendation from the Wellington Region Waste Management and Minimisation Plan (WRWMMP) Joint Committee to alter the agreed Terms of Reference.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Consider the recommendation from the Wellington Region Waste Management and Minimisation Plan Joint Committee (WRWMMP) to alter the Terms of Reference to allow the appointment of an alternate.*
3. *Consider appointing an alternate to the WMMP Joint Committee should Cr Craig be unable to attend a meeting.*
4. *Note that the WRWMMP Terms of Reference have been amended to allow for one council to host the WRWMMP Joint Committee meetings until the Joint Committee decides otherwise.*

1. Executive Summary

On the 15 February 2017 Cr McLeod stated she would be unable to attend the WMMP Joint Committee and advised that Mayor Guppy would be attending in her place. Wellington City Council sought legal advice and was advised that the terms of reference needed to be amended to allow the appointment of an alternative who could then attend and vote in a members place. Without an amendment to the Terms of Reference or express prior approval from the appointing local authority, alternates are not provided for.

2. Recommendation from WRWMMP Joint Committee

On the 27 February the Wellington Region Waste Management and Minimisation Plan Joint Committee made the following resolution:

Moved Councillor Bridson, seconded Councillor Pannett Resolved

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.

Carried

2.1 WRWMMP Joint Committee Terms of Reference

The Local Government Act requires Councils to have an agreed terms of reference for all joint committees (Schedule 7, part 1, section 30A(1)).

(1) A local authority may not appoint a joint committee under [clause 30\(1\)\(b\)](#) unless it has first reached agreement with every other local authority or public body that is to appoint members of the committee.

The revised Terms of Reference is included in Appendix 1.

3. Options

To ensure that all local authorities continue to be able to have input into recommendations reviewed by the WRWMMP Joint Committee, it is recommended that each territorial authority appoint an alternate.

If an alternate is not appointed by each local authority and their appointed member of the WRWMMP Joint Committee cannot attend a committee meeting, another councillor will not be able to vote in their absence.

4. Appendices

Appendix 1 – Revised WRWMMP Joint Committee Terms of Reference

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

**Appendix 1 – Revised
WRWMMP Joint Committee
Terms of Reference**

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.