

Report to Rural Services and Wairarapa Committee
from Ted Maguire, Council Secretary and Colin Wright, Divisional Manager

Terms of Reference

1. Purpose

For the Rural Services and Wairarapa Committee to review its Terms of Reference.

2. Background

At the continuation of the first meeting on 8 November, Council adopted the outgoing Council's recommendations that its committee structure include a Rural Services and Wairarapa Committee. The Council also resolved that Committees' Terms of Reference be referred to the new Standing Committees for consideration and recommendation to the Policy and Finance Committee, with that Committee in turn recommending consolidated Terms of Reference to the Council.

3. Comment

Each Standing Committee of the Council operates under specific Terms of Reference setting out its responsibilities. (**Attachment 1** covers those for the Rural Services and Wairarapa Committee.) Also it is a function of every Standing Committee to advise and make recommendations to Council, via the Policy and Finance Committee, relating to the effective and efficient performance of the Committee's functions and responsibilities, including, periodic review of its Terms of Reference. As well as having their own specific Terms of Reference, all Standing Committees have a series of general responsibilities in common (**Attachment 2**).

In our view, apart from the actual appointed membership matter that is dealt with separately in report 01.817, no other changes are needed at this time.

It is noted that the existing terms of reference for the Committee are written without reference to any specific function other than pest management. This is because the 1989 Order in Council setting up the 'new' Wellington Regional Council established a Wairarapa Committee that may consider any matter of concern to the Wairarapa Constituency.

4. **Recommendations**

That the Committee:

- (a) *Note the general responsibilities of Standing Committees.*
- (b) *Recommend to the Policy and Finance Committee the confirmation of the Terms of Reference for the Rural Services and Wairarapa Committee.*

TED MAGUIRE
Council Secretary

COLIN WRIGHT
Divisional Manager

**Attachments: Terms of Reference for Rural Services and Wairarapa Committee
 General Responsibilities of Standing Committees**