



**LIST OF COMMITTEES  
AND PORTFOLIO GROUPINGS AND  
THEIR TERMS OF REFERENCE AS AT 11 DECEMBER 2008**

Prepared by: Jude Pani, Manager Secretariat

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# CONTENTS

<b>1. COMMITTEES .....</b>	<b>1</b>
CANTERBURY CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE .....	1
CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE .....	1
FINANCE AND AUDIT COMMITTEE .....	1
MAORI ADVISORY COMMITTEE .....	1
REGIONAL TRANSPORT COMMITTEE .....	2
REGIONAL PLANNING COMMITTEE .....	2
REGULATION HEARING COMMITTEE .....	2
REGULATION OVERVIEW COMMITTEE .....	2
SOUTHERN COMMITTEE .....	3
<b>2. AREA COMMITTEES .....</b>	<b>3</b>
CENTRAL AREA COMMITTEE .....	3
CHRISTCHURCH AREA COMMITTEE .....	3
NORTHERN AREA COMMITTEE .....	3
<b>3. PORTFOLIO GROUPINGS .....</b>	<b>4</b>
AIR QUALITY AND ENERGY PORTFOLIO GROUP .....	4
COASTS AND NAVIGATION SAFETY PORTFOLIO GROUP .....	4
DEMOCRATIC PROCESS PORTFOLIO GROUP .....	4
HAZARDS AND EMERGENCY MANAGEMENT PORTFOLIO GROUP .....	4
LAND, BIODIVERSITY, PEST MANAGEMENT, WASTE AND CONTAMINATED SITES PORTFOLIO GROUP .....	4
REGIONAL LAND TRANSPORT AND PUBLIC PASSENGER TRANSPORT PORTFOLIO GROUP .....	5
WATER QUALITY, QUANTITY AND ECOSYSTEMS PORTFOLIO GROUP .....	5
COMBINED PORTFOLIOS COMMITTEE .....	5
<b>4. TERMS OF REFERENCE .....</b>	<b>6</b>
CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE .....	6
CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE .....	8
FINANCE AND AUDIT COMMITTEE .....	10
MAORI ADVISORY COMMITTEE .....	13
CANTERBURY REGIONAL TRANSPORT COMMITTEE .....	15
<b>TERMS OF REFERENCE 2008-2010 .....</b>	<b>17</b>
REGIONAL PLANNING COMMITTEE .....	17
REGULATION HEARING COMMITTEE .....	18
REGULATION OVERVIEW COMMITTEE .....	20
SOUTHERN COMMITTEE .....	22
CENTRAL AREA COMMITTEE .....	23
CHRISTCHURCH AREA COMMITTEE .....	24
NORTHERN AREA COMMITTEE .....	25
COUNCIL PORTFOLIO GROUPINGS .....	26
COMBINED PORTFOLIOS COMMITTEE .....	29

# ENVIRONMENT CANTERBURY

## LIST OF COMMITTEES AND PORTFOLIO GROUPINGS AND THEIR TERMS OF REFERENCE AS AT 1 MAY 2008

### 1. COMMITTEES

#### **CANTERBURY CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE**

Cr Rik Tindall

Principal Adviser: Ken Lawn  
Committee Secretary: Robyn Pay

#### *Delegations*

See current schedule of delegated powers.

#### **CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE**

Cr Kerry Burke (Chair)  
Cr Carole Evans  
Cr Pat Harrow  
Cr Jo Kane  
Cr Bob Kirk  
Cr Alec Neill  
Cr Eugenie Sage

Principal Adviser:  
Committee Secretary: Jude Pani

#### **FINANCE AND AUDIT COMMITTEE**

Cr Bob Kirk (Chair)  
Cr Carole Evans  
Cr Pat Harrow  
Cr Jo Kane  
Cr Alec Neill  
Cr Eugenie Sage

Principal Adviser: Wayne Thomas  
Committee Secretary: Louise McDonald

#### **MAORI ADVISORY COMMITTEE**

Cr Kerry Burke (Chair)  
Cr Jane Demeter  
Cr Carole Evans  
Cr Bob Kirk  
Cr Bronwen Murray  
Cr Eugenie Sage  
Cr Rik Tindall  
Plus representatives of Ngāi Tahu and Nga Maata Waka

Principal Adviser: Jude Pani  
Committee Secretary: Louise McDonald

#### **REGIONAL TRANSPORT COMMITTEE**

Cr Jo Kane (Chair)  
Cr Kerry Burke  
Plus representatives of Canterbury territorial authorities, NZ Transport Agency, and the community.

Principal Adviser: Jill Atkinson  
Committee Secretary: Robyn Pay

##### *Delegations*

See current schedule of delegated powers.

#### **REGIONAL PLANNING COMMITTEE**

Cr Bob Kirk (Chair)  
All Councillors

Principal Adviser: Don Rule/Jill Atkinson  
Committee Secretary: Louise McDonald

##### *Delegations*

See current schedule of delegated powers.

#### **REGULATION HEARING COMMITTEE**

(2 Committees)  
Crs Angus McKay and Alec Neill (Chairs)  
Plus all Councillors in rotation

Principal Adviser: Kim Drummond  
Committee Secretary: Donald Fraser

##### *Delegations*

See current schedule of delegated powers.

#### **REGULATION OVERVIEW COMMITTEE**

Regulation Hearing Committee Chairs: Crs Angus McKay and Alec Neill (Chairs)  
All Councillors

Principal Adviser: Kim Drummond  
Committee Secretary: Donald Fraser

##### *Delegations*

See current schedule of delegated powers.

## **SOUTHERN COMMITTEE**

Cr Mark Oldfield (Chair)  
Cr Kerry Burke  
Cr Jo Kane  
Cr Bronwen Murray  
Cr Alec Neill

Principal Adviser:  
Committee Secretary: Jude Pani

## **2. AREA COMMITTEES**

### **CENTRAL AREA COMMITTEE**

Cr Eugenie Sage (Chair)  
Cr Angus McKay  
Cr David Sutherland  
Cr Rik Tindall

Principal Adviser: Jackie Curtis  
Committee Secretary: Robyn Pay

### **CHRISTCHURCH AREA COMMITTEE**

Cr Carole Evans (Chair)  
All Councillors representing Christchurch:  
Cr Kerry Burke  
Cr Jane Demeter  
Cr Pat Harrow  
Cr Jo Kane  
Cr Bob Kirk  
Cr Ross Little  
Cr Alec Neill  
Cr Eugenie Sage  
Cr David Sutherland  
Cr Rik Tindall  
Plus Community Board and stakeholder nominees

Principal Adviser: Jackie Curtis  
Committee Secretary: Louise McDonald

### **NORTHERN AREA COMMITTEE**

Cr Ross Little (Chair)  
Cr Jane Demeter  
Cr Jo Kane

Principal Adviser: Jackie Curtis  
Committee Secretary: Robyn Pay

### **3. PORTFOLIO GROUPINGS**

#### **AIR QUALITY AND ENERGY PORTFOLIO GROUP**

Cr Jo Kane (Chair Air Quality)  
Cr Bronwen Murray (Chair Energy)  
Cr Pat Harrow  
Cr Angus McKay  
Cr Mark Oldfield  
Cr Eugenie Sage  
Cr Rik Tindall

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

#### **COASTS AND NAVIGATION SAFETY PORTFOLIO GROUP**

Cr David Sutherland (Chair Coasts)  
Cr Bronwen Murray (Chair Navigation Safety)  
Cr Jane Demeter  
Cr Bob Kirk  
Cr Alec Neill  
Cr Mark Oldfield  
Cr Rik Tindall

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

#### **DEMOCRATIC PROCESS PORTFOLIO GROUP**

Cr Kerry Burke (Chair)  
All Councillors

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

#### **HAZARDS AND EMERGENCY MANAGEMENT PORTFOLIO GROUP**

Cr Rik Tindall (Chair Emergency Management)  
Cr Jane Demeter (Chair Hazards)  
Cr Carole Evans  
Cr Ross Little  
Cr Angus McKay  
Cr Bronwen Murray

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

#### **LAND, BIODIVERSITY, PEST MANAGEMENT, WASTE AND CONTAMINATED SITES PORTFOLIO GROUP**

Cr Ross Little (Chair Land, Contaminated Sites)  
Cr Jane Demeter (Chair Biodiversity)  
Cr Eugenie Sage (Chair Pest Management)  
Cr Pat Harrow (Chair Waste)  
Cr Bronwen Murray  
Cr Mark Oldfield

Cr David Sutherland

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

**REGIONAL LAND TRANSPORT AND PUBLIC PASSENGER TRANSPORT PORTFOLIO GROUP**

Cr Jo Kane (Chair RLT)  
Cr Carole Evans (Chair PPT)  
Cr Jane Demeter  
Cr Pat Harrow  
Cr Bronwen Murray  
Cr Mark Oldfield

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

**WATER QUALITY, QUANTITY AND ECOSYSTEMS PORTFOLIO GROUP**

Cr Mark Oldfield (Chair)  
Cr Jane Demeter  
Cr Pat Harrow  
Cr Ross Little  
Cr Angus McKay  
Cr Bronwen Murray  
Cr Eugenie Sage  
Cr David Sutherland  
Cr Rik Tindall

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

**COMBINED PORTFOLIOS COMMITTEE**

Cr Kerry Burke (Chair)  
All Councillors

Principal Adviser: Jill Atkinson  
Committee Secretary: Louise McDonald

## 4. TERMS OF REFERENCE

### CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE

#### TERMS OF REFERENCE

*(Part of Group Plan 2005-10 which became effective on 22 May 2005, to be reviewed after 5 years)*

#### Parties

ASHBURTON DISTRICT COUNCIL  
CHRISTCHURCH CITY COUNCIL  
ENVIRONMENT CANTEBURY  
HURUNUI DISTRICT COUNCIL  
KAIKOURA DISTRICT COUNCIL  
MACKENZIE DISTRICT COUNCIL  
SELWYN DISTRICT COUNCIL  
TIMARU DISTRICT COUNCIL  
WAIMAKARIRI DISTRICT COUNCIL  
WAIMATE DISTRICT COUNCIL

a. The CDEM Group Joint Committee is a joint standing committee under the CDEM Act s12, and is made up of political representatives from each of the 11 local authorities in the Group s area. This joint-committee exercises governance and determines Group CDEM policy.

#### Functions

a. The functions of the CDEM Group Joint Committee, and of each member, are detailed in the CDEM Act s17, as follows:

- identify, assess and manage relevant hazards and risks;
- provide suitably trained and competent personnel and an appropriate organisational structure for effective CDEM in its area;
- respond to and manage adverse effects of emergencies; carry out recovery activities;
- assist other CDEM groups;
- promote and raise public awareness of CDEM and compliance with the CDEM Act within its area;
- develop, approve, implement, monitor and regularly review a CDEM Group Plan;
- participate in the development of the National CDEM Strategy and National CDEM Plan.

#### Delegations

a. The CDEM Group Joint Committee is able to delegate any of its functions to members of the Group, the Group Controller, or other persons. (CDEM Act s18 (1)).  
b. These delegations are made by a resolution at a CDEM Group Joint Committee meeting.

#### Membership of the CDEM Group Joint Committee

a. Each local authority that is a member of the Group must be represented on the Group by 1, and only 1, person, being the chairperson of that local authority or an elected

person from that local authority who has delegated authority to act for the chairperson (CDEM Act s13).

b. Each Local Authority will ensure that at all times its representative on the Group has sufficient delegated authority to enable the Group to exercise its powers and to fulfil its functions under the CDEM Act s16, 17 and 18 in a timely and efficient basis.

c. Nothing in s3.2.3.b. shall derogate from the principle that adequate notice must be given of all matters to be discussed at a meeting of the CDEM Group Joint Committee.

#### **Length of appointment of Chair and Deputy Chair**

a. A new chair and deputy chair will be elected for a term of three years at the first meeting of the CDEM Group Joint Committee following the local authority triennial elections.

b. Should the chair or deputy chair resign during their tenure a replacement will be elected to complete that term at the next CDEM Group Joint Committee meeting.

#### **Continuation of the CDEM Group Joint Committee**

a. The CDEM Group Joint Committee will not be discharged by a triennial election (CDEM Act s12 (2)). However, following the triennial election any previous delegations made by a local authority under the CDEM Act s13(4) must be renewed or rescinded

# CHIEF EXECUTIVE PERFORMANCE REVIEW COMMITTEE

## TERMS OF REFERENCE

*(Draft 2008)*

### 1. MEMBERSHIP

The Committee shall consist of the membership of the Finance & Audit Committee and be chaired by the Council Chairman.

### 2. QUORUM

Four councillors.

### 3. MEETINGS

As required.

### 4. REPORTS TO

Council.

### 5. RESPONSIBILITIES

To manage the Chief Executive employment contract, including appointment and review processes.

### 6. TASKS

6.1. The Committee and the Chief Executive at all times will observe good faith in negotiations and discussion in issues of performance and employment.

6.2. The performance and remuneration of the Chief Executive shall be as follows:

- Performance review shall be reviewed by 31 October each year.
- Remuneration review process shall be commenced by 31 October each year.

6.3. The Chief Executive's performance will be assessed in two areas (and reflect the performance review framework set out in the Report of the Controller and Auditor-General 2002 "Managing the Relationship Between a Local Authority's Elected Members and its Chief Executive"):

- organisational achievement of Council Outcomes (results), as outlined firstly in its LTCCP and further in its key documents such as the Annual Plan, and Funding and Financial Policies
- organisational operation within the boundaries established in the Council's Chief Executive Limitations policies.

- 6.4. Any evaluation of Chief Executive performance (and termination of the Chief Executive's contract for non-performance) may be conducted only in relation to the above criteria and monitoring only from data relating to these two aspects.
- 6.5. Deciding (and recording) what is expected of the Chief Executive must precede monitoring and evaluation.
- 6.6. The Committee will conduct an annual, formal evaluation of Chief Executive performance, but such evaluation is also the product of more frequent, informal monitoring and gathering of data. This will include quarterly meetings of the Chief Executive with the Chief Executive Performance Review Committee.
- 6.7. The formal annual review by the Committee will be supported by the reports to the Finance and Audit Committee on progress towards the completion of project outputs. Following the Finance and Audit Committee consideration of this report the Committee could take the opportunity to discuss with the Chief Executive any implications arising out of the report.
- 6.8. During development of the Draft Annual Plan the Committee will discuss with the Chief Executive:
  - Likelihood of delivering outputs within the proposed budget
  - To make known any additional expectation of the Chief Executive on the forth-coming financial year, with agreement reached.
- 6.9. Any other reviews during the year should take place in relation to specific matters that may have arisen with the objective of ensuring that good communication practice is observed. Such meetings should occur on the resolution of the Council and notice to the Chief Executive.
- 6.10. All appraisal processes will be undertaken in open and effective communication and with the genuine intention to observe the statutory obligations as they relate to good faith.

## **FINANCE AND AUDIT COMMITTEE**

### **TERMS OF REFERENCE**

*(Adopted by Council 7 February 2008)*

#### **1. MEMBERSHIP**

The Committee shall consist of six Councillors including the Council Chairman (ex officio) and three be required to form a quorum.

#### **2. OBJECTIVES**

The objectives of the Committee are to assist the Council to address audit, external financial reporting, financial risk management, internal control and strategic performance management.

#### **3. ATTENDANCE AT MEETINGS**

- Unless otherwise requested the Chief Executive and the Chief Financial Officer are to attend meetings.
- Other parties may be invited to attend by the Committee to assist the Committee in its work.
- The public are welcome to attend any meeting of the committee, except for any part of a meeting where the public are excluded for the reasons set out in the Local Government Official Information and Meetings Act.
- There shall be at least one meeting per year, or part thereof, where the external Auditors shall attend.
- External Auditors (or internal Auditors) may request a special meeting if they consider this to be necessary.

#### **4. DELEGATED POWERS**

The Committee is authorised by the Council to:

- (a) review matters within its Terms of Reference;
- (b) seek information that it requires from the Chief Executive who is required to co-operate with appropriate requests made by the Committee;
- (c) request access to outside legal or independent professional advice should it consider this necessary; such Advisors may attend meetings if so requested;
- (d) undertake other such matters of a financial nature that the Committee may from time to time deem important; and
- (e) make recommendations to the Council.

## **5. RESPONSIBILITIES**

Responsibilities of the Committee shall be:

### **Audit and Reporting**

- (a) Consider the appointment of the external Auditor and assess the independence of the external Auditor such as is permitted within the terms of Section 196(1) of the Companies Act 1993 and Section 70 of the Local Government Act 2002.
- (b) Ensure that the provision of non-audit services by the external Auditors does not impair their independence or objectivity.
- (c) Discuss with the external Auditor before the interim audit commences, the nature and scope of the audit and to review the Auditor's quality control procedures and changes in regulatory or other requirements.
- (d) Review the external auditor's management letter including ensuring that management's responses are adequate.
- (e) Consider any matters referred to it by an internal audit function.
- (f) Consider any changes in accounting policies, standards or reporting requirements requiring Council approval.
- (g) Satisfy itself about the existence and quality of cost-effective internal control systems, and the proper application of procedures.
- (h) Review the draft financial statements and groups of activities prior to being furnished to Council for adoption as part of the annual report.
- (i) Consider other matters referred to the Committee by the Council.

### **Financial Risk Management**

- (a) Maintain overview of contingent liabilities.
- (b) Overview of financial risk associated with Council controlled trading organisations.
- (c) Consider matters relating to rating.
- (d) Overview of financial reserves to deal with unexpected financial contingencies.

### **Investment**

- (a) Appoint and review the Funds Manager contract and custodian performance contract in regard to the management of investment funds and as a result of that review, to determine that the contracts may be extended or retendered.
- (b) Review the performance of the investment portfolio, annually.
- (c) Receive and review the half yearly and annual report of any Council Controlled Trading Organisations and to subsequently report to the Council.
- (d) Undertake such further review and monitoring of any Council Controlled Trading Organisations as the Committee deems appropriate, given the

prevailing or expected circumstances of the Council Controlled Trading Organisation.

### **Strategic Council Performance Management**

- (a) Review of results of measurements undertaken during the year of progress towards the achievement of community outcomes (such measures are subject to audit under the Local Government Act).
- (b) The cost effectiveness of major programmes in delivering Environment Canterbury's contribution to community outcomes.
- (c) The contributions from other government organisations and the Council's role in facilitating contributions from those organisations to achieve community outcomes in partnership with Environment Canterbury.
- (d) To set criteria and review portfolio budgets with Portfolio Committee chairs, early in the budget cycle, to understand the reasons behind budget decisions to ensure that proposals going forward into the budget have been systematically and rigorously analysed, and to make recommendations.

## **6. REPORTING PROCEDURES**

- (a) The Committee shall be accountable to the Council, in relation to the Committee's activities and responsibilities.
- (b) The Committee shall conduct an annual review of its work and the Terms of Reference and the Chairperson shall make a report to the Council at the end of each financial.
- (c) The Committee shall report to Council in relation to the yearly work plan.

**CANTERBURY REGIONAL COUNCIL**  
**MAORI ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**PURPOSE / KAUPAPA**

To enhance the Canterbury Regional Council's relationship with Maori and to facilitate input into the Council's decisions that have significance to Maori.

To give effect to Council's obligations under the Treaty of Waitangi, Ngai Tahu Settlement Act, Local Government Act 2002 and the related obligations under the Resource Management Act 1991

**1. MEMBERSHIP**

The Maori Advisory Committee shall be a Committee of the Council and comprise the following members:

Elected Members

Cr Sir Kerry Burke  
Cr Jane Demeter  
Cr Carole Evans  
Cr Bob Kirk  
Cr Bronwen Murray  
Cr Eugenie Sage  
Cr Rik Tindall

Appointed Members Representing:

Arowhenua Runanga  
Horomaaka  
Kaikoura Runanga  
Runaka ki Otautahi  
Te Runanga o Ngai Tahu  
Waihao Runanga

Te Runanga o Nga Maata Waka  
Canterbury District Health Board  
Te Puni Kokiri

**2. QUORUM**

Four Regional Councillors and four appointed members.

### **3. OBJECTIVES**

For Environment Canterbury to give effect to the obligations set out in the Long Term Council Community Plan. (Appendix 1)

- (a) To provide opportunities for Maori to contribute to the decision-making processes of Environment Canterbury;
- (b) To consider ways to develop Maori capacity to contribute to decision-making;
- (c) To facilitate Tangata Whenua and Maori values being considered in the Council's decision-making;
- (d) To assist Council in meeting its obligations to Tangata Whenua;
- (e) To enhance effective communication and consultation between the Tangata Whenua and Maori Communities of the Canterbury Region and the Council;
- (f) To ensure that the Council is aware of and sensitive to issues of concern to Tangata Whenua and Maori; and
- (g) To provide advice on programmes and initiatives for recommendation to Council and input to the Regional Policy Statement, Long Term Council Community Plan and Annual Plan.

### **4. OPERATING GUIDELINES**

- (a) Committee will operate in a culturally sensitive way observing tikanga Maori.
- (b) Committee formed on a three-yearly basis in line with the local government election cycle with a review to be undertaken by the outgoing Committee and provided to Council.
- (c) Remuneration for appointed members will be paid in the form of the meeting allowance agreed by Council and paid for attendance by appointed members at formal meetings of the Committee called in accordance with the Local Government Official Information and Meeting Act 1987 (LGOIMA).
- (d) Meetings of the Committee shall be called in accordance with the requirements of LGOIMA;
- (e) Committee will meet four times per annum, and with workshops and meetings as required.
- (f) That the Committee allows alternates when the appointed members are unable to attend.

# CANTERBURY REGIONAL TRANSPORT COMMITTEE

## TERMS OF REFERENCE 2008-2010

*(adopted by the Council on 25 September 2008 and amended on 11 December 2008)*

### ESTABLISHMENT

The Canterbury Regional Transport Committee is established under the auspices of the Land Transport Management Amendment Act 2008.

### PURPOSE AND FUNCTIONS

The purpose and function of the Canterbury Regional Transport Committee is to prepare for approval by the regional council a regional land transport strategy, a regional land transport programme, any regional fuel tax scheme should it be desired; as well as advise and assist the regional council on any other matter relating to its transport responsibilities.

### OBJECTIVES AND DELEGATED POWERS

- (a) To develop at least every six years a Regional Land Transport Strategy (RLTS), including any associated documents desired by the region or as directed by the requiring legislation, and recommend this to the Regional Council for approval.
- (b) To promote the Regional Land Transport Strategy within the region and to monitor the progress of its implementation.
- (c) To provide forums on land transport issues of regional significance, enabling comprehensive and region-wide involvement.
- (d) To report and recommend to the Regional Council, local territorial authorities and other organisations where appropriate on the Committee's objectives and delegated powers.
- (e) To develop a three-yearly Regional Land Transport Programme (RLTP), and any variations thereof, and recommend this to the Regional Council for approval.
- (f) To establish and support suitable working groups to help guide the development and implementation of the RLTS (including any associated documents) and the RLTP.
- (g) To adopt a policy that determines significance in respect of variations to the regional land transport programme and the regional land transport strategy.
- (h) To prepare and recommend a regional fuel tax scheme for the region, for approval by the Regional Council, should any such scheme be desired by the region.
- (i) To provide the Regional Council with any advice and assistance it may request in relation to its transport responsibilities.

### MEMBERSHIP

- **Regional Council:**

Two Canterbury Regional Councillors (who shall be the Chairperson and Deputy Chairperson of the Committee)

- **Territorial Local Authorities:**

One elected member from each City/District Council in the region\*

- **Crown Entity:**

One New Zealand Transport Agency representative

- **Community Appointees:**

One access and mobility representative

One safety and personal security representative

One public health representative

One economic development representative

One environmental sustainability representative

One cultural representative

- **Alternate Members:**

The Regional Council, Territorial Local Authorities and Crown Entity (as detailed above) may each appoint an alternate member who may vote at meetings not attended by the principal member.

*[This section added by Committee resolution November 2008]*

## **QUORUM**

For any Committee meeting to proceed nine members, of whom at least one shall be a Regional Councillor.

## **MEETINGS**

Ordinary meetings of the Committee shall take place on a quarterly basis, but may take place more frequently if determined by the Committee as necessary to effectively deliver its functions.

## **VOTING**

All members shall have full speaking rights; however community appointees are not entitled to vote on matters related to regional land transport programmes.

On matters for a Committee decision in relation to the RLTS and any RFT scheme, there shall be at least nine RTC members present, of whom at least one shall be a Regional Councillor. On matters for a Committee decision in relation to the RLTP, there shall be at least six RLTP voting members present of whom at least one shall be a Regional Councillor.

## **SUPPORT**

Administration and technical support and advice shall be provided by officers of Environment Canterbury and the Canterbury Regional Land Transport Officers Group.

## TERMS OF REFERENCE 2008-2010

### REGIONAL PLANNING COMMITTEE

#### TERMS OF REFERENCE

*(Adopted By Council on 27 February 2008)*

#### 1. MEMBERSHIP

All Councillors (one of whom shall be the Chairperson).

#### 2. QUORUM

Seven members.

#### 3. OBJECTIVES

A more sustainable Canterbury Region.

The effective and efficient development of regional policies, plans and strategies in order to promote sustainable management and give effect to the Regional Policy Statement, and policy directions of the Council.

#### 4. DELEGATED POWERS

- (a) The Committee shall give effect to the Regional Policy Statement by developing draft and proposed plans and strategies for recommendation for approval to the Council after the Council has set the policy direction including standards and timeframes.
- (b) The Committee may receive reports on planning issues and matters from workshops, Area Committees, Portfolio Committees and Constituencies. The Committee may incorporate these matters into the development of draft and proposed plans and strategies where appropriate. The Committee can also develop recommendations dealing with these matters to the Council.
- (c) The Committee may review and recommend changes and variations to the Regional Policy Statement to the Council where amendments are assessed as desirable.
- (d) The Committee may from time to time undertake tasks delegated to it by the Council, including preparation of other planning documents.
- (e) Where delegations are not exercised by staff the Committee will consider appeals, references and submissions on District Plans prepared under the RMA, for recommendation to the Council.
- (f) The Committee may consider, and recommend to the Council for consideration, contributions to submissions on legislation, national policies and national environmental standards and other planning matters.

# REGULATION HEARING COMMITTEE

## TERMS OF REFERENCE

*(Adopted by Council during previous Triennium)*

### 1. MEMBERSHIP

There shall be two Regulation Hearings Committees (RHC), each with a permanent Chairperson and two additional councillors who will be rostered on to each RHC by a system approved by Council.

### 2. QUORUM

The quorum for the RHC meetings shall be two councillors.

### 3. OBJECTIVES

The objectives for the RHC meetings shall be:

- (a) to consider and decide resource consent applications in accordance with delegated powers;
- (b) to appoint Consent Hearing Committees;
- (c) to appoint Commissioners; and
- (d) to exercise such other powers as delegated by Council.

### 4. DELEGATED POWERS

The Regulation Hearing Committee shall have those powers that are delegated to it by Council:

- (a) The authority to appoint Consent Hearing Committees from time to time comprising a minimum of three members and a maximum number four members, one of whom shall be appointed Chairperson by the Regulation Hearings Committee, with the full powers of the Council as a consent authority under the Resource Management Act 1991. A committee so appointed may include any person who is not a member of the Council.
- (b) The authority to hear and decide resource consent applications for which the Council is obliged to hold a hearing.
- (c) The authority to decide resource consent applications to which submissions were received and where there are no requests to be heard or any requests to be heard have been withdrawn.
- (d) The authority to decide resource consent applications for notified non-complying activities irrespective of whether the Council is obliged to hold a hearing.
- (e) The authority to make decisions on a review of resource consent decisions.
- (f) The authority to decide notified resource consent applications to which no submissions were received and where the applicant has not requested to be heard.
- (g) The authority to authorise or prohibit the use in a clean air zone of any class of fuel.

- (h) The authority to hear appeals to Council's contaminated site registration process under the Council's Contaminated Site Information Strategy.

# REGULATION OVERVIEW COMMITTEE

## TERMS OF REFERENCE

(adopted 28 August 2008)

### 1 MEMBERSHIP

All Councillors.

### 2 QUORUM

The quorum for the meetings of the Regulation Overview Committee shall be seven Councillors.

### 3 TIMING

The Regulation Overview Committee will meet three times a year, and meetings will follow the Finance and Audit Committee's consideration of portfolio-based financial and performance reporting.

### 4 OBJECTIVES

The Regulation Overview Committee will review the performance of the Environment Canterbury-wide regulatory functions. Summaries of section financial performance will be tabled.

In combination with the earlier consideration of the performance by portfolio by the Finance and Audit Committee it is intended that Council will develop a comprehensive understanding of Environment Canterbury performance in meeting commitments as set out in the Annual Plan and in statute.

Specifically, the objectives for the Regulation Overview Committee shall be to oversee the following reports on specific regulatory activities:

#### (i) Processing of Resource Consents

General report on the combined activities of the Section.

- Total work volume and trends
- Current demands on resourcing
- Summary of section financial performance

Reports on Portfolio specific activities.

#### (ii) Status of Appeals of Resource Consent Decisions

#### (iii) RMA Compliance and Enforcement

Oversee and report on specific Resource Management Act compliance and enforcement activities by portfolio.

Portfolio Highlights, comments and issues arising.

**(iv) Biosecurity**

Compliance inspection and enforcement activities undertaken.

**(v) Navigation and Safety**

Report on activities undertaken in the marine and inland waterways.

Consider other regulatory matters and make recommendations to Council where appropriate.

**5 DELEGATED POWERS**

None.

# **SOUTHERN COMMITTEE**

## **TERMS OF REFERENCE**

*(Adopted by Council on 27 February 2008)*

### **1. PURPOSE**

The Southern Committee is established to facilitate extending delegated decision-making for the methods of service delivery to the southern area while strengthening the involvement of stakeholders in partnerships to achieve community outcomes.

### **2. MEMBERSHIP**

The Southern Committee shall comprise five Councillors, the two Councillors from the South Canterbury constituency, (one of whom will be the Chair of the Committee), the Chairman and Deputy Chair of the Council, plus one other Councillor.

Any other Council Member may attend and participate in any Committee or workshop meeting or forum but will not have voting rights.

### **3. QUORUM**

Three members including at least one Councillor from the South Canterbury constituency.

### **4. MEETING FREQUENCY AND MEETING VENUES**

Bi-monthly, at various venues around the southern area depending on the agenda.

### **5. OBJECTIVES AND DELEGATED POWERS**

The Southern Committee shall:

- (a) Make decisions (aligned to the Committee's purpose) on matters relevant to the southern area within the overall framework of regional policies and plans.
- (b) Act as a Southern Advisory Group, involving regular engagement with the Mayors, or their appointees, of the Territorial Authorities.
- (c) As the southern advisory body, meet with a number of advisory groups comprising Territorial Authorities, specialist representatives of the various southern stakeholders and non-government organisations. Link with existing networks and committees where possible for water, pest management, catchment work, air quality, public passenger transport, and other relevant matters.
- (d) Assist management with the development of enhanced operational/service delivery for the southern area.

# **CENTRAL AREA COMMITTEE**

## **TERMS OF REFERENCE**

*(The Committee has not yet met.)*

# CHRISTCHURCH AREA COMMITTEE

## TERMS OF REFERENCE

*(Adopted by Council on 27 March 2008)*

### PURPOSE

“To build and maintain the highest and best co-operative relationship with the community of Christchurch, encompassing the regional and legislative responsibilities of Environment Canterbury”.

### 1. MEMBERSHIP

The Christchurch Area Committee shall be a Committee of the Council and comprise all Christchurch constituency councillors, two Christchurch City Council councillors, one representative from each of the Community Boards in the city, at least one representative of Tangata Whenua and appointees from key stakeholder groups, and individual opinion leaders.

In addition the Council Chairperson will be an ex-officio member, with the Deputy Chairperson as his/her alternate. Alternates will be sought for all external members.

### 2. QUORUM

Four Regional Councillors and four other members.

### 3. OBJECTIVES AND DELEGATED POWERS

In achieving its purpose the Christchurch Area Committee shall engage with key stakeholders and groups in the community and support the Council's Communications Strategy. In order to do these the Committee shall:

- (a) Meet in committee mode in the first quarter of each year to identify issues and to programme its activities for the year (including forums and liaison meetings) designed to:
  - listen to stakeholder views on issues and report back to the councils, boards and organisations its members represent;
  - communicate the role, objectives and responsibilities of the Regional Council and raise awareness of an interest in them; and
  - generate stakeholder involvement, support and satisfaction.
- (b) Meet in committee or workshop mode, as required, to aid the implementation of the Purpose;
- (c) Assist in the facilitation of the consultation process and discussion of issues before the Regional Council's Portfolio Committees;
- (d) Report annually and make recommendations from time to time to the councils, boards and stakeholders represented on the committee; and
- (e) Publicise the results of the work of the Committee.

# **NORTHERN AREA COMMITTEE**

## **TERMS OF REFERENCE**

*(The Committee has not yet met.)*

# COUNCIL PORTFOLIO GROUPINGS

## TERMS OF REFERENCE

*(Adopted by Council on 7 February 2008)*

### 1. MEMBERSHIP

There are Council Portfolio Groups for the following portfolios:

- 1 Air Quality & Energy
- 2 Coasts & Navigational Safety
- 3 Hazards & Emergency Management
- 4 Land, Biodiversity, Pest Management, Waste, Hazardous Substances & Contaminated Sites
- 5 Regional Land Transport & Public Passenger Transport
- 6 Water Quality, Quantity & Ecosystems
- 7 Democratic Process

#### **Air Quality/Energy**

Jo Kane (Chair/Spokesperson Air Quality), Bronwen Murray (Chair/Spokesperson Energy), Pat Harrow, Angus McKay, Eugenie Sage, Mark Oldfield, Rik Tindall

#### **Coasts/Navigation Safety**

David Sutherland (Chair/Spokesperson Coasts), Bronwen Murray (Chair/Spokesperson Navigation Safety), Bob Kirk, Jane Demeter, Alec Neill, Mark Oldfield, Rik Tindall

#### **Hazards/Emergency Management**

Rik Tindall (Chair/Spokesperson Emergency Management), Jane Demeter (Chair/Spokesperson Hazards), Carole Evans, Angus McKay, Bronwen Murray, Ross Little.

#### **Land/Biodiversity/Pest Management/Waste/Contaminated Sites**

Ross Little (Chair/Spokesperson Land, Contaminated Sites), Jane Demeter (Chair/Spokesperson Biodiversity), Eugenie Sage (Chair/Spokesperson Pest Management), Pat Harrow (Chair/Spokesperson Waste), Bronwen Murray, Mark Oldfield, David Sutherland

#### **Regional Land/Public Passenger Transport**

Jo Kane (Chair/Spokesperson RLT), Carole Evans (Chair/Spokesperson PPT), Bronwen Murray, Mark Oldfield, Pat Harrow

#### **Water Quality, Quantity and Ecosystems**

Mark Oldfield (Chair/Spokesperson), Jane Demeter, Eugenie Sage, Pat Harrow, Angus McKay, Bronwen Murray, Rik Tindall, David Sutherland, Ross Little

#### **Democratic Process**

All Councillors, chaired by the Council chairperson.

Each Council Portfolio Group shall be a subordinate group of the Council. Each Portfolio shall comprise a Portfolio Chair/Spokesperson and at least two additional Council Members to facilitate the business of that particular portfolio and can make recommendations to the Council. The Chair/ Spokesperson will chair the Portfolio Group meeting during discussion of the relevant portfolio business.

In the case of the Council's Regional Land Transport Portfolio, the Chair/Spokesperson shall be the Chairperson of the Regional Land Transport Committee and the additional members shall include the Council Members on the Regional Land Transport Committee.

The Council Chairperson is ex-officio on any Council Portfolio.

The Portfolio Groups shall use Council's Standing Orders to assist with efficient meeting process. Any other Council Member may attend and participate in any Council Portfolio meeting but will not have voting rights.

The Combined Portfolios Committee has a co-ordination role across all portfolios (see Council Combined Portfolios Committee Terms of Reference).

## **2. QUORUM**

Three members or 50% + one if membership is greater than five Councillors.

## **3. OBJECTIVES AND DELEGATED POWERS**

The Council Portfolio Groupings act on behalf of the Council as advocate in the community for policy issues and activities of the Portfolio.

Portfolios will recommend, as required, to Council a stakeholder relationship programme (developed as part of overall stakeholder relationship plans). The recommendation will include such matters as:

- Agreed issues to be discussed with each stakeholder.
- The frequency of meeting.
- Who is involved (Chair, Deputy Chair, Portfolio Spokesperson, other Councillors, Chief Executive, Directors, Planners and other staff).
- When more than one portfolio is involved who is to report back to the Council (plus who will help prepare reports to Council).

The Portfolios will be supported by the staff portfolio team, and shall:

- (a) With the assistance of the staff portfolio team, communicate portfolio issues and activities to the community, including participation in issue-based forums around the region.
- (b) Bring to the Council's attention any need to review policy arising from such matters as legislation, new research or developments, and case law.
- (c) Bring community concerns and points of view to the Council and staff portfolio team.
- (d) Involve the constituency Member(s) in the communication of portfolio issues and activities to the community.
- (e) Monitor the performance of the Portfolio during the year
- (f) Meet with the staff portfolio team in formal meeting mode (chaired by the Portfolio spokesperson) three times per financial year for the purposes of:

- i. reviewing performance against outputs and outcomes for the completed financial year prior to adoption of the Annual Report; and
  - ii. to reconfirm outcomes and provide early input into the Community Plan and Annual Plan; and
  - iii. review key stakeholder input and sign off the output/outcome programme to the draft Community Plan and draft Annual Plan.
- (g) Be familiar with the expected outcomes.
- (h) Be aware of the means being used by the Chief Executive to achieve the outcomes (but not interfere in their selection or implementation, other than through recommendations to the Council on changes or additions to the Chief Executive limitation policies).
- (i) **Over-Riding Condition**  
It is obligatory that Council Portfolio Group Members respect the legitimacy of constituency Councillors to communicate to their own constituents should this be the wish of the constituency Councillor. The only Councillor who has the support of Council to assume the right to communicate portfolio policies across the whole region without reference to individual Councillors is the Chairperson of Council. The portfolio concept will not work unless there is respect by all Councillors for this over-riding condition.

# **COMBINED PORTFOLIOS COMMITTEE**

## **TERMS OF REFERENCE**

*(Adopted by Council on 7 February 2008)*

### **1. MEMBERSHIP**

All Councillors, chaired by the Council chairperson.

### **2. QUORUM**

Seven Councillors.

### **3. OBJECTIVES AND DELEGATED POWERS**

For each Council Portfolio there is a working party of the Council (see Council Portfolio Groupings Terms of Reference).

The Combined Portfolios Committee's role is to provide co-ordination across all portfolios.

The Combined Portfolios Committee will be supported by the staff portfolio team in respect of the following activities:

- Council processes
- Communication and education
- Customer services
- District planning and liaison
- Plan effectiveness and the environment
- Regulatory