

Report 00.288

4 May 2000

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Report to the Utility Services Committee
from Ted Maguire, Council Secretary and Dave Benham, Divisional Manager

Utility Services Committee Terms of Reference

1. Purpose

To review the Terms of Reference for the Utility Services Committee.

2. Background

On 13 April 2000, the Council resolved that the draft Terms of Reference attached to Report 00.234 be referred to the Council's Committees for consideration and recommendation to the Policy and Finance Committee, and that Committee in turn to recommend consolidated Terms of Reference to the Council.

3. Comment

Every Standing Committee of the Wellington Regional Council operates under specific Terms of Reference setting out their responsibilities. It is the function of every Standing Committee to advise and make recommendations to Council, (sometimes via the Policy and Finance Committee) relating to the effective and efficient performance of the Committee's functions and responsibilities, including periodic review of the Committee Terms of Reference. As well as having their own specific Terms of Reference, all Standing Committees have a series of general responsibilities in common.

It is therefore recommended that the Committee note the attached General Responsibilities of Standing Committees (**Attachment 1**) and review the proposed Terms of Reference for the Utility Services Committee (**Attachment 2**).

The only suggested change, a minor one, more accurately reflects the position of the Wellington City Councillor who attends Committee meetings.

4. Recommendation

That the Committee:

- (1) *Note the General Responsibilities of Standing Committees;*
- (2) *Recommend to the Policy and Finance Committee the adoption of the Terms of Reference of the Utility Services Committee, as amended.*

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Council Secretary

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Attachments

Attachment 1: General Responsibilities of Standing Committees

Attachment 2: Proposed Terms of Reference for Utility Services Committee