

Wellington Regional Council

Official Information Directory

August 2002

*Wellington Regional Council
Wakefield Street, Wellington
PO Box 11—646, Wellington
Telephone 384 5708
Fax 385 6960*



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1. Introduction

Pursuant to section 19 of the Local Government Official Information and Meetings Act 1987, this Directory sets out official information held by the Council and how to access this information. It is not possible to specifically identify every item of official information that the Council holds. The purpose of this directory is to inform the public about what kinds of information are available and to assist the public in accessing that information.

The information contained within the directory is reviewed annually.

2. Location

Wellington Office Regional Council Centre 142 - 146 Wakefield Street Wellington	P O Box 11-646 Wellington	Telephone: 04 - 384 5708 Freephone: 0800 4 WN REG (0800 496 734) Fax: 04 - 385 6960
Wairarapa Office 34 Chapel Street Masterton	P O Box 41 Masterton	Telephone: 06 - 378 2484 Fax: 06 - 378 2146
Biosecurity Department		Fax: 06 - 378 7994
Akura Conservation Centre Akura Road Masterton		Telephone: 06 - 370 5614
Harbours Department Museum of Wellington City and Sea Queens Wharf Wellington	PO Box 11-646 Wellington	Telephone: 04 - 384 5708 Telephone: 04 - 381 7760 Fax: 04 - 471 1373
Beacon Hill Communications Station		Telephone: 04 - 388 5470 Fax: 04 - 388 4319
Kaitoke Regional Park		Telephone: 04 - 526 7322 Mobile: 027 443 0361
Battle Hill Farm Forest Park		Telephone: 04 - 237 5511
Belmont Regional Park		Telephone: 04 - 586 6614
Wainuiomata Water Treatment Plant		Telephone: 04 - 564 7385
Waterloo Water Treatment Plant		Telephone: 04 - 569 8838 Fax: 04 - 566 6553
Te Marua Water Treatment Plant		Telephone: 04 - 526 6912 Fax: 04 - 526 8743

Mabey Road Depot

65 Mabey Road

Lower Hutt

- Flood Protection Telephone: 04 - 567 6609
Fax: 04 - 567 9796
- Water Supply Operations Telephone: 04 - 567 5554
- Laboratory Telephone: 04 - 567 7561
Fax: 04 - 567 9796

Otaki Depot

1 Main Street Road

OTAKI

Telephone: 06 - 364 7130

Fax: 06 - 364 7128

Upper Hutt Depot

1056-1058 Fergusson Drive

Upper Hutt

- Parks and Forests Telephone: 04 - 526 4133
Fax: 04 - 526 4171
- Plantation Forestry Telephone: 04 - 526 5335
- Biosecurity – Plants Telephone: 04 - 526 5325
Animals Telephone: 04 - 526 5327

Other Wellington Office Fax Numbers

- Ground Floor 04 - 802 0358
- Level 3 (Environment) 04 - 385 9855
- Level 4 (Utility Services) 04 - 384 1826
- Level 4 (Finance) 04 - 385 3973
- Level 5 (Management) 04 - 384 5023
- Level 6 (Corporate Advisory) 04 - 385 3149
- Level 6 (Transport) 04 - 802 0352
- Level 9 (Landcare) 04 - 802 0300

3. Members of the Wellington Regional Council

Thirteen Councillors are elected from six constituencies:

Kapiti Constituency (1 member)

C R Turver (Chris)	06 - 364 3640 (Private telephone)
Settlement Road	06 - 364 3650 (Private fax)
RD 1	027 - 230 1601 (Mobile)
TE HORO	chris.turver@xtra.co.nz

Lower Hutt Constituency (3 members)

T G G Evans (Glen)	04 - 566 4523 (Private phone)
14B Bloomfield Terrace	04 - 570 1433 (Business phone)
LOWER HUTT	04 - 570 1434 (Business/Private fax)
	025 458 170 (Mobile)
	glen@evans.net

R F Thomas JP (Rosemarie)	04 - 934 8466 (Private phone)
19 Hart Avenue	04 - 939 8466 (Business phone)
LOWER HUTT	04 - 939 8467 (Business fax)
	025 - 846 627 (Mobile)
	thomas@paradise.net.nz

R J Werry (Dick)	04 - 566 3465 (Private phone)
7 Marina Grove	04 - 566 3464 (Private fax)
LOWER HUTT	04 - 567 1912 (Business phone)
	04 - 567 1936 (Business fax)
	025 - 417 647 (Mobile)
	dwerry@xtra.co.nz

Porirua Constituency (1 member)

Hon M K Shields QSO (Margaret)	04 - 802 0346 (Business phone)
23 Haunui Road	04 - 384 5023 (Business fax)
Pukerua Bay	04 - 239 9949 (Private phone)
PORIRUA	04 - 239 9084 (Private fax)
	027 - 231 6102 (Mobile)
	margaret.shields@wrc.govt.nz

Upper Hutt Constituency (1 member)

R Kirton (Rex)	04 - 528 4751 (Private phone/fax)
191 Wallaceville Road	kirton@paradise.net.nz
Whitemans Valley	
RD 1	
UPPER HUTT	

Wairarapa Constituency (2 members)

I M Buchanan (Ian)
86 Pownall Street
MASTERON

06 - 378 7261 (Private phone)
06 - 378 7260 (Private fax)
025 - 248 4749 (Mobile)
buchanji@xtra.co.nz

F R Long (Rick)
14 Tankersley Street
MASTERTON

06 - 370 1123 (Private phone)
06 - 378 7179 (Business phone)
06 - 370 1128 (Private fax)
025 304 004 (Mobile)
frlong@xtra.co.nz

Wellington Constituency (5 members)

J E Aitken (Judith)
37 Putnam Sreet
Northland
WELLINGTON

04 - 475 8969 (Private phone)
04 - 904 8969 – Waikanae (Private phone)
04 - 904 8136 – Waikanae (Private fax)
025 658 1838 – (Mobile)
judith.aitken@paradise.net.nz

H Barr (Hugh)
12 Versailles Street
Karori
WELLINGTON

04 - 934 2244 (Private/business phone)
04 - 934 2244 (Private/business fax)
025 686 0063 (Mobile)
hugh@infosmart.co.nz

C Laidlaw (Chris)
51 Moana Road
Kelburn
WELLINGTON

04 - 934 3143 (Private phone)
04 - 934 3148 (Private fax)
021 260 9496 (Mobile)
chrislaidlaw@paradise.net.nz

T J McDavitt JP (Terry)
19 Holloway Road
Aro Valley
WELLINGTON

04 - 938 7036 (Private/business phone)
04 - 938 7037 (Private/business fax)
021 134 6455 (mobile)
tmcdavitt@paradise.net.nz

I Yardley (Irvine)
2 Kamla Way
Khandallah
WELLINGTON

04 - 479 3393 (Private phone/fax)
025 235 6019 (Mobile)
yardley@paradise.net.nz

3.1 Council and Standing Committee Membership

The Council and Standing Committee membership is set out on the chart on the following page.

WRC Committee Membership

REGIONAL LAND TRANSPORT COMMITTEE
Chair
Cr McDavitt
WRC Members
Cr Buchanan
Cr Turver
Council Chairperson
(ex officio)

Deputy Chair
Cr Evans
Other Members
(see note 4)

COUNCIL
Chair
Cr Shields
Deputy Chair
Cr McDavitt

POLICY, FINANCE & STRATEGY COMMITTEE
Chair
Cr Shields
Deputy Chair
Cr McDavitt
Members
All Councillors

POLICY, FINANCE & STRATEGY SUBCOMMITTEE
Chair
Cr Evans
Members
All Councillors

PASSENGER TRANSPORT COMMITTEE
Chair
Cr Turver
Deputy Chair
Cr Aitken
Members
Cr Barr
Cr Buchanan
Cr Evans
Cr Kirton
Cr Laidlaw
Cr McDavitt
Cr Thomas
Cr Yardley
Council Chairperson
(ex officio)
Appointee
Cr Foster

UTILITY SERVICES COMMITTEE
Chair
Cr Werry
Deputy Chair
Cr Thomas
Members
Cr Aitken
Cr Kirton
Cr Laidlaw
Cr Long
Council Chairperson
*(ex officio)*¹
Council Deputy Chairperson 1,2
(ex officio)

LANDCARE COMMITTEE
Chair
Cr Laidlaw
Deputy Chair
Cr Barr
Members
Cr Evans
Cr Kirton
Cr Thomas
Cr Werry
Cr Yardley
Council Chairperson
(ex officio)
Council Deputy Chairperson 2
(ex officio)
Appointees
Mr Gilbert
 (Kapiti Constituency)
Mr Ross (DoC)³

ENVIRONMENT COMMITTEE
Chair
Cr Buchanan
Deputy Chair
Cr Yardley
Members
Cr Barr
Cr Evans
Cr McDavitt
Cr Turver
Council Chairperson
(ex officio)
Appointee
Mr Chapman
 (Upper Hutt Constituency)
Mr Begg
 (Emergency Management)

RURAL SERVICES AND WAIRARAPA COMMITTEE
Chair
Cr Long
Deputy Chair
Cr Kirton
Members
Cr Buchanan
Cr Turver
Council Chairperson
(ex officio)
Council Deputy Chairperson 2
(ex officio)
Appointees
Mr Benton
Mr Dalziell
Mr McQueen
Mr Southey

1. The Council Chairperson and Council Deputy Chairperson do not vote when the Utility Services Committee is considering Wellington Bulk Water Supply matters.
2. The Deputy Council Chairperson does not vote when the Council Chairperson is present.
3. Speaking but no voting rights.
4. Persons representing local authorities, Central Government agencies and users.

4. Council and Standing Committee Terms of Reference

4.1 Wellington Regional Council

Membership

The Wellington Regional Council elected in 2002 consists of 13 members from six constituencies:

- Kapiti Constituency 1
- Lower Hutt Constituency 3
- Porirua Constituency 1
- Upper Hutt Constituency 1
- Wairarapa Constituency 2
- Wellington Constituency 5

Chairperson M K Margaret Shields
Deputy Chairperson T J McDavitt

Quorum: 7

Mission

*Sustainable Environmental Management
Efficient Regional Services
Community Responsiveness*

Policies in Pursuit of the Above Mission of the Regional Council with its Statutory responsibilities are to:

- 4.1.1 Represent and advance the Wellington Region, and the Region's viewpoint, within the parameters of legislative powers.
- 4.1.2 Provide the means for regional issues that are the responsibilities of the Council to be assessed, addressed and determined within the Region.
- 4.1.3 Take the necessary initiatives to develop regional strategic objectives and policies.
- 4.1.4 Act quickly and positively in response to events and circumstances that could affect the Region.
- 4.1.5 Ensure the Government is well informed on the implications for the Wellington Region of Government's policies and to promote with Government measures for the advancement of this Region.

- 4.1.6 Assess existing and proposed legislation and make submissions relevant to Regional Council activities and regional community interests.
- 4.1.7 Employ staff, services and advice and take such actions as are necessary to achieve the Regional Council's objectives and to develop and maintain efficiently and effectively those regional and local services for which the Council is responsible.
- 4.1.8 Establish the priorities for resource allocation within the Wellington Region, including the allocation of funds from Government and any grants and levies raised within Wellington Region for regional facilities, activities and services.
- 4.1.9 Promote the transfer to the Regional Council or other regional organisations of those Government responsibilities which can most appropriately be undertaken at the regional level.
- 4.1.10 Undertake itself or jointly such other functions as are provided in law and agreed by Council, and as may be agreed by constituent authorities or other organisations either within or adjacent to the Wellington Region.
- 4.1.11 Encourage, establish and maintain effective co-operation and co-ordination with territorial and special purpose authorities, Government Departments and other public and private organisations.
- 4.1.12 Ensure that new activities necessary to the development and/or conservation of the Region's resources are undertaken by the most appropriate organisation.
- 4.1.13 Be accessible and accountable at all times to the people and community of the Wellington Region.
- 4.1.14 Delegate to each Standing Committee and Officers such powers and responsibilities as are appropriate for the maximum efficiency of operation.

4.2 Policy, Finance and Strategy Committee

Membership

A Special Committee of the whole Council which meets as required by Council or on requisition of the Chairperson.

Quorum: 7

Objectives of the Policy, Finance and Strategy Committee

Objective 2A

To review progress towards achievement of **all** of the Council's objectives.

Objective 2B

To recommend financial policies.

Objective 2C

To propose the Long Term Financial Strategy and associated policies, and consider Annual and Business Plans, major activities, programmes and any changes to them, recommended by Standing Committees and to make recommendations to Council.

Objective 2D

To provide a forum that is less formal than a meeting of Council for consideration of matters that are not the specific responsibility of any Standing Committee or which affect functions or operations in more than one area of the Council's responsibilities.

Specific Responsibilities of the Policy, Finance and Strategy Committee

- 4.2.1 Advising the Council on the formulation and review of overall policy and financial objectives, responsibilities, policies and priorities and the resolution of conflicts emerging from competing activities of Council.
- 4.2.2 Providing policy and financial parameters as input to the preparation of Business and Annual Plans by Standing Committees.
- 4.2.3 Examining the Business Plans prepared by Standing Committees and consolidating them into a Council-wide Long Term Financial Strategy and Annual Plan for consideration by Council.
- 4.2.4 Reviewing progress on all work programmes and expenditure, considering progress reports and making recommendations to Council where appropriate.
- 4.2.5 Acting as the Council's Audit Committee, including consideration of the Council's draft Annual Report and making recommendations to Council as appropriate.
- 4.2.6 Giving initial consideration to those matters of regional significance which are not the specific responsibility of other Committees and recommending the most appropriate means for those matters to be dealt with.
- 4.2.7 Recommending to Council policies in relation to Treasury Management including borrowing and investment activities.
- 4.2.8 Recommending to Council approval of unbudgeted reserve transfers.
- 4.2.9 Making recommendations on Council's statutory funding policies, its rating policies and levels of rates.

- 4.2.10 Recommending to Council funding policies on fees and charges for all goods and services provided by Council to other authorities, organisations and private individuals.
- 4.2.11 Monitoring activities of:
 - (a) Council owned companies and making recommendations concerning the appointment of directors; and
 - (b) The Wellington Regional Stadium Trust and making recommendations concerning the appointment of trustees.
- 4.2.12 Reviewing and recommending Council's electoral arrangements.
- 4.2.13 Reviewing the appointment, contract and remuneration of the General Manager.
- 4.2.14 Reviewing of decisions of the General Manager on remuneration of Executive Managers — the "one over one" principle.
- 4.2.15 Monitoring and reviewing Council's insurance and significant risk management policies.
- 4.2.16 Advising the Council and its Committees on policy matters relating to property management.
- 4.2.17 Recommending the establishment of subcommittees and working parties where appropriate, with specific terms of reference to advise on matters relevant to the Policy and Finance Committee's area of responsibilities and evaluating the recommendations of such subcommittees.
- 4.2.18 Dealing with such other matters as are referred to it by the Council, Standing Committees, the Chairperson, the General Manager or other officers.

4.3 Policy, Finance and Strategy Subcommittee

Membership

All Councillors.

Quorum: 4 Councillors including the Subcommittee Chairperson.

Objectives of the Policy and Finance Subcommittee

Objective 3A

To consider all submissions received from the public in relation to the Council's Long-term Financial Strategy, Annual Plan and Funding Policy.

Objective 3B

To provide an informal forum for the discussion of strategic communications issues.

Objective 3C

To monitor senior executive staffing policies and provide an informal forum for the discussion of Human Resources issues.

Objective 3D

To monitor and advise Council on the efficient and effective provision of support services to Council and Councillors.

Specific Responsibilities of the Policy and Finance Subcommittee

- 4.3.1 Receiving submissions on the Council's Long-term Financial Plan, Annual Plan and Funding Policy, and making recommendations to the full Policy and Finance Committee.
- 4.3.2 Providing a forum in which discussions can take place regarding strategic communications issues, with particular reference to their political impacts.
- 4.3.3 Providing a forum in which discussions with the General Manager can take place regarding human resource issues.
- 4.3.4 Reviewing budgets for corporate support responsibilities for recommendation to the full Policy and Finance Committee.
- 4.3.5 Reviewing and maintaining Council Standing Orders, regulations and policy manuals.
- 4.3.6 Such other matters as may be referred to the Subcommittee from time to time.

4.4 General Responsibilities of Standing Committees**All Standing Committees Shall Have Common Responsibilities To**

- 4.4.1 Advise and make recommendations to Council relating to the effective and efficient performance of the Committee's functions and responsibilities, including periodic review of the Committee Terms of Reference.
- 4.4.2 To recommend to the Policy and Finance Committee programmes, priorities and budgets identifying desired outcomes over a period of up to 10 years and the resources considered necessary for the effective and efficient performance of functions for which it is responsible.

- 4.4.3 Monitor progress on the implementation of those activities and projects contained in the current Business and Annual Plans which are the responsibility of the Committee.
- 4.4.4 Recommend to Council, through the Policy and Finance Committee, any changes in priorities and funding for activities and projects within the Committee's area of responsibility as and when considered necessary or appropriate.
- 4.4.5 Authorise expenditure for purposes set out in the Business and Annual Plans within the limits of the current approved budget and delegations authorised by Council, as set out in the Council's Delegations Manual and the current approved plans.
- 4.4.6 Evaluate and report on legislation relevant to the Committee's area of responsibility and make recommendations concerning Bylaws where appropriate.
- 4.4.7 Make recommendations to the Environment Committee on changes considered necessary or appropriate to the Wellington Regional Policy Statement or regional plans relevant to the Committee's functions and responsibilities.
- 4.4.8 Discuss and promote its activities with constituent councils and other public bodies, Government agencies, private sector organisations and the general public.
- 4.4.9 Set up and terminate subcommittees and working parties where appropriate with specific terms of reference to advise the Committee on matters relating to its area of responsibility.
- 4.4.10 Recommend for consideration by the Policy and Finance Committee, where appropriate, appointment of persons who are not regional councillors and who have a knowledge that would assist the work of the Committee.
- 4.4.11 Recommend to Council the establishment and termination of joint committees with other authorities to advise or act on matters which, in the Committee's view, require or would benefit from co-operation.
- 4.4.12 Nominate, for Council consideration, Committee members or other persons to serve as Council representatives on any body or organisation, the activities of which are relevant to the Committee's area of responsibility.
- 4.4.13 Actively promote and ensure compliance with relevant legislation.
- 4.4.14 Determine those matters delegated to it by Council in accordance with approved policies, management plans and Bylaws.

- 4.4.15 Consider such other matters, relevant to the Committee's responsibilities, as it may determine from time to time.

4.5 Environment Committee

Membership

In addition to Councillors, to include:

- (1) A statutory appointee as required by the Civil Defence Act 1983 when considering emergency management matters.
- (2) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.
- (3) The Council Chairperson is a member *ex officio*.

Quorum: 3 Regional Councillors

Objectives of the Environment Committee

Objective 5A

To promote the sustainable management of the natural and physical resources of the Region.

Objective 5B

To manage the use, development and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic and cultural well-being and for their health and safety while:

- Sustaining the potential of natural and physical resources (excluding minerals) to meet the reasonably foreseeable needs of future generations.
- Safeguarding the life supporting capacity of air, water, soil and ecosystems.
- Avoiding, remedying, or mitigating any adverse effects of activities on the environment.

Objective 5C

To promote and enhance comprehensive emergency management, including mitigation, awareness, response and recovery programmes, within the Region.

Objective 5D

To manage the harbours and coastal waters of the Wellington Region for navigation and safety purposes.

Specific Responsibilities of the Environment Committee

- 4.5.1 Advising the Council on policy matters relating to resource management, environmental standards, harbours and emergency management.
- 4.5.2 Developing and implementing regional policies and plans.
- 4.5.3 Considering applications for resource consents and determining them under delegated authority.
- 4.5.4 Reviewing and approving civil defence plans submitted by city and district councils.
- 4.5.5 Providing navigational aids, a communications service and enforcing maritime safety regulations on the harbours for which Council is responsible, as well as providing an oil pollution response service for regional coastal waters.
- 4.5.6 Taking into account the principles of the Treaty of Waitangi in the decision making process and working with the Region's Iwi through Ara Tahi.

4.6 Landcare Committee

Membership

- (1) Councillors.
- (2) The Regional Conservator, Wellington Conservancy, Department of Conservation, or his/her nominee, with speaking (but not voting) rights.
- (3) The Council Chairperson and Deputy Council Chairperson are members *ex officio*, but the latter does not vote when the Council Chairperson is present.
- (4) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.

Quorum: 3 Regional Councillors

Objectives of the Landcare Committee

Objective 6A

To promote sustainable environmental management by recommending policies on the provision, development, operation and management relating to flood protection in the Western part of the Region and the Regional Council's parks and indigenous forests.

Objective 6B

To promote sustainable environmental management by monitoring and advising the Council on the effectiveness and efficiency of the services and facilities relating to achievement of Objective 6A.

Specific Responsibilities of the Landcare Committee

- 4.6.1 Overseeing the planning, development, protection/conservation, operation, and maintenance of:
- Flood protection and environmental assets for the Western Region river corridors and associated watercourses, including Floodplain Management Planning; policy and implementation.
 - The recreation, environmental/ecological and heritage values of the Regional Parks network: parklands, recreation reserves, natural forests, facilities and, as mutually agreed, other assets, owned, operated, or to be developed by, the Regional Council, or in conjunction with other parties.
- 4.6.2 Approving under delegated authority and, where appropriate, recommending to Council commercial agreements with public and private sector authorities and organisations and private individuals for the use of Council property and facilities within the areas of the Committee's responsibility.

4.7 Utility Services Committee

Membership

- (1) Councillors.
- (2) Membership of the Committee includes the Council Chairperson and the Deputy Council Chairperson *ex officio*, but excludes both when the Committee is considering Wellington bulk water supply matters. When considering other matters, the Deputy Council Chairperson does not vote when the Council Chairperson is present.
- (3) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.

- (4) An appointee nominated by Wellington City Council who will have speaking rights but no voting rights.

Quorum: 3 Regional Councillors

Objectives of the Utility Services Committee

Objective 7A

To recommend policies on the provision, development, operation and management of those services which are the responsibility of the Committee.

Objective 7B

To monitor and advise the Council on the effectiveness and efficiency of the services which are the responsibility of the Committee.

Specific Responsibilities of the Utility Services Committee

- 4.7.1 Overseeing the planning, development, operation and maintenance of:
- The Wellington metropolitan bulk water supply system.
 - The Wellington City Water distribution system (in accordance with a contract with Wellington City Council).
 - The Engineering Consultancy Business Unit.
 - The Laboratory Services Business Unit.
 - Plantation forest estates in the Western part of the Region that are owned by the Wellington Regional Council or operated jointly with other authorities, organisations or individuals.
- 4.7.2 Monitoring performance of Utility Services Division Business Units.
- 4.7.3 Approving under delegated authority and, where appropriate, recommending to Council commercial agreements with public and private sector authorities and organisations, and private individuals for the supply of Council services within the area of the Committee's responsibility.

4.8 Passenger Transport Committee

Membership

- (1) Regional Councillors appointed by Council.
- (2) The Council Chairperson is a member *ex officio*.

- (3) An appointee from any single member constituencies, where there are likely to be matters regularly coming before the Committee which impact on that constituency, but the local Councillor is not a member of the Committee.
- (4) An appointee nominated by Wellington City Council who will have speaking rights but no voting rights.

Quorum: 3 Regional Councillors

Objectives of the Passenger Transport Committee

Objective 8A

To promote, monitor and evaluate the establishment and maintenance of efficient, effective and sustainable passenger transport services within the Wellington Region.

Objective 8B

To demonstrate patronage increases on passenger transport services.

Specific Responsibilities of the Passenger Transport Committee Include:

- 4.8.1 Preparation and implementation of the Regional Passenger Transport Plan.
- 4.8.2 Ensuring that Government subsidies and the costs of passenger transport services are allocated fairly across the Region.
- 4.8.3 Exploring the potential for innovation and the introduction of new or modified systems and techniques that improve the effectiveness of the passenger transport system.
- 4.8.4 Actively promoting and marketing initiatives to increase passenger transport usage.
- 4.8.5 Having regard for environmental values and pollution in passenger transport planning and provision.
- 4.8.6 Ensuring passenger transport planning is consistent with the Regional Land Transport Strategy.

4.9 Regional Land Transport Committee

Membership

A special committee of the Council, comprising no more than 21 people as follows:

- (1) A Regional Councillor as Chairperson.

- (2) The Regional Council Chairperson is a member *ex officio*.
- (3) Up to three other Regional Councillors including the Chairs of the Environment Committee and the Passenger Transport Committee.
- (4) Eight territorial authority councillors with one for each constituent territorial authority wholly within the Region.
- (5) One person to represent each of the following organisations:
 - Transfund New Zealand
 - Transit New Zealand
 - Land Transport Safety Authority
 - Police Commissioner
 - Commercial road users
 - Private road users
 - Public transport users/cyclists/pedestrians
 - Wellington Regional Chamber of Commerce

In the absence of a member, a deputy or nominated alternate member may attend to ensure continuity of representation by organisations.

The Committee meets as required, generally on a quarterly basis.

Quorum: 3 Regional Councillors

Objectives of the Regional Land Transport Committee

Objective 9A

To promote the establishment and maintenance of appropriate, efficient, effective and sustainable transport systems within the Wellington Region and linking it to other regions of New Zealand and the outside world.

Specific Responsibilities of the Regional Land Transport Committee Include:

- 4.9.1 Preparing of the five year Regional Land Transport Strategy.
- 4.9.2 Ensuring the Regional Land Transport Strategy is consistent with all statutory requirements.
- 4.9.3 Ensuring transport planning work is co-ordinated with overall planning policies and objectives.
- 4.9.4 Giving due regard to environmental values and pollution in land transport planning.
- 4.9.5 Receiving Annual Reports on implementation of the Regional Land Transport Strategy.

4.10 Rural Services and Wairarapa Committee

Membership

- (1) The two Councillors elected from the Wairarapa Constituency, one of whom is to be Chairperson.
- (2) Not less than one other Councillor.
- (3) The Council Chairperson and Deputy Council Chairperson are members *ex officio*, but the latter does not vote when the Council Chairperson is present.
- (4) Not less than four appointees, three of whom must be resident in the Wairarapa Constituency.

Quorum: 2 Regional Councillors

Should the Rural Services and Wairarapa Committee need to meet to consider matters solely related to the Wairarapa Constituency, the following membership applies:

- (1) The two Councillors elected from the Wairarapa Constituency.
- (2) The Council Chairperson *ex-officio*.
- (3) The appointees resident in the Wairarapa Constituency.

Quorum: 2 Regional Councillors

Objectives of the Rural Services and Wairarapa Committee

Objective 10A

To recommend policies and strategies concerning the management and control of plant and animal pests for the Region.

Objective 10B

To monitor and advise Council on the efficient and effective provision of plant and animal pest control services for the Region.

Objective 10C

To provide a forum for consideration of matters of concern to the rural community of the Wellington Region.

When the Rural Services and Wairarapa Committee meets to consider matters solely related to the Wairarapa Constituency, the following objectives apply:

Objective 10D

To advise and make recommendations on the formulation and implementation of regional policies with respect to the Wairarapa community.

Objective 10E

To monitor and advise Council on the effective and efficient provision of Council services within the Wairarapa Community.

Objective 10F

To provide a forum for consideration of relevant matters of concern to the Wairarapa Community and to be directly involved in the advocacy of those issues.

Objective 10G

To establish and maintain liaison with the three district territorial authorities within the Wairarapa.

Specific Responsibilities of the Rural Services and Wairarapa Committee Include

- 4.10.1 Formulating regional plant and animal pest management strategies and plans that are consistent with other regional resource management policies and plans.
- 4.10.2 Ensuring appropriate funds are available to develop and maintain plant and animal pest management services.
- 4.10.3 When the Rural Services and Wairarapa Committee meets to consider matters solely related to the Wairarapa Constituency the following responsibilities apply:
 - 4.10.3.1 Ensuring that the Council and other Committees are well informed on the implications of Council policies with respect to the Wairarapa community.
 - 4.10.3.2 Initiating with other Committees the development of regional strategic objectives and policies that take into account Wairarapa concerns and aspirations.
 - 4.10.3.3 Advising on corporate relations and promotional programmes aimed at informing all sectors of the Wairarapa community on issues of Council policy and business.
 - 4.10.3.4 To ensure so far as practicable, the separation of service and regulatory functions in the conduct of its business.

4.11 Subcommittees

From time to time subcommittees are established. Some are permanent and some are established and dissolved as required.

4.12 Further Information

Information on current subcommittees and joint committees can be obtained from the Senior Committee Secretary at the Council offices, which are situated at 142-146 Wakefield Street, Wellington.

5. Management Team

5.1 Management Team

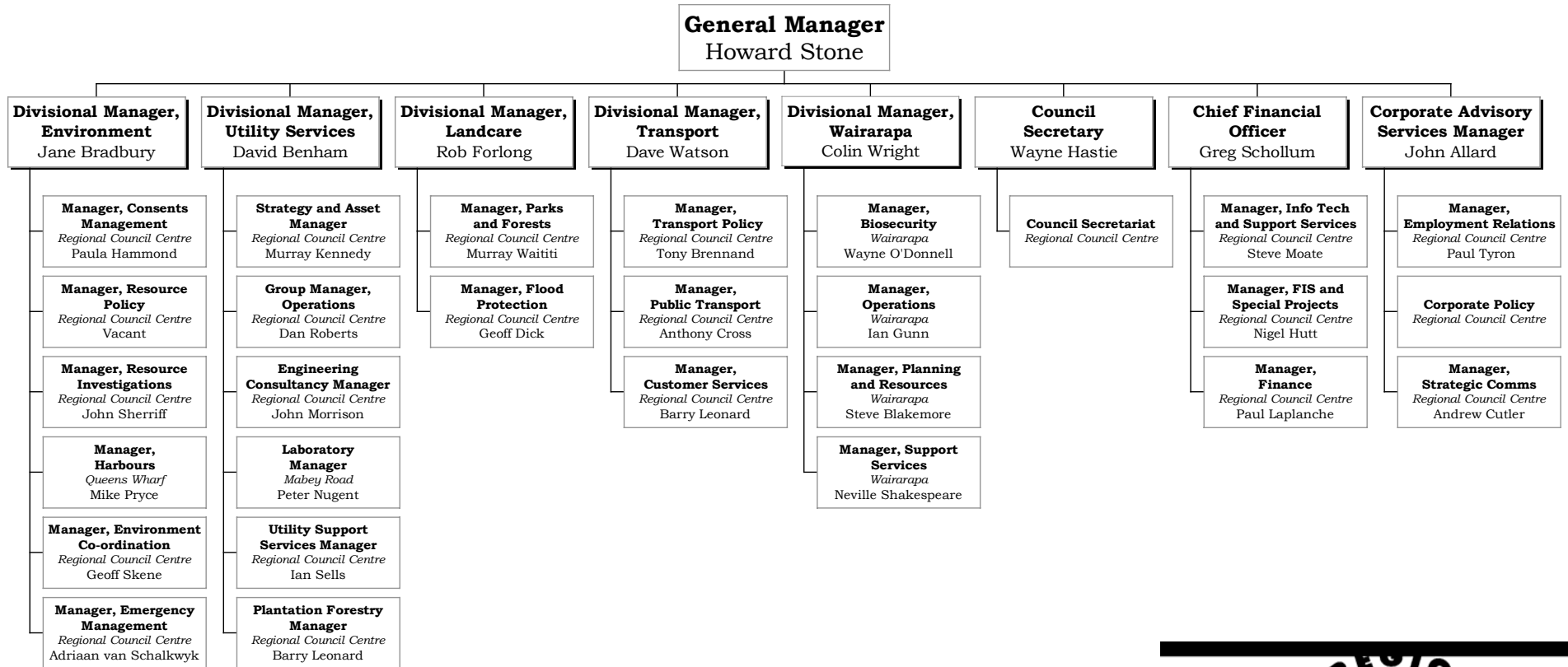
The General Manager is charged with overall responsibility for the implementation of Council policy. The Wellington Regional Council is divided into five functional divisions and three Corporate divisions. These are

- (1) Environment Division
- (2) Utility Services Division
- (3) Landcare Division
- (4) Transport Division
- (5) Wairarapa Division
- (6) Council Secretariat
- (7) Finance and Administration
- (8) Corporate Advisory Services

5.2 Management Team Structure

The management team structure and membership are set out on the chart on the following page.

Wellington Regional Council Management



5.3 ***Divisional and Departmental Responsibilities***

Divisional and Departmental responsibilities are as follows:

(1) **Environment Division**

The Environment Division is the responsibility of the Divisional Manager, Environment. The Division is made up of the following departments:

Environment Co-ordination Department

Role: To oversee the implementation of the Regional Policy Statement and the environmental education/communication strategy, as well as delivering programmes for both.

Consents Management Department

Role: To provide a resource consent regime (including compliance monitoring) which facilitates the use and development of our natural and physical resources while ensuring that adverse environmental effects are avoided, remedied, or mitigated.

Resource Investigations Department

Role: To monitor the state of the Regional environment, deliver a flood-warning service, carry out targeted studies on specific resource management issues, promote sustainable resource management practices and enforce the requirements of the RMA & Regional Plans.

Resource Policy Department

Role: To promote the sustainable management of the Region's natural and physical resources through well-informed and integrated policy and plan development, the implementation of programmes relevant to those policies and plans, and comprehensive state of the environment reporting.

Harbours Department

Role: To manage the harbours and coastal waters of the Wellington Region for navigation and safety purposes and to mitigate the effects of marine pollution incidents.

Emergency Management Department

Role: To try to ensure that the Region is as ready as possible to cope with major emergency events.

(2) Utility Services Division

The Utility Services Division is the responsibility of the Divisional Manager, Utility Services. The Division is made up of the following departments:

Operations Group

Role: To ensure that a safe and constant supply of water is provided for the benefit of the people of the Wellington Metropolitan Region.

Strategy and Asset Group

Role: To enhance the management of water supply in the region by providing strategic direction, asset management and associated capital works, marketing and economics advice and quality assurance.

Engineering Consultancy Group

Role: To operate a successful consultancy business by providing competitive quality design and project management expertise for The Water Group and WRC, and to provide a return to The Water Group.

Laboratory Services

Role: To operate a successful unit and provide a return to The Water Group by providing high quality scientific analytical and interpretative services in the water quality field.

Utility Services Support

Role: To provide managerial, financial, secretarial and administrative assistance to the departments of The Water Group and Plantation Forestry.

Plantation Forestry

Role: To operate as a successful exotic forestry business by maximising returns to Council in the medium term.

(3) Landcare Division

The Landcare Division is the responsibility of the Divisional Manager, Landcare. The division is made up of the following departments:

Parks and Forests (Operations)

Role: To maintain regional park and forest lands assets, including the implementation of Asset Management Plans. Provides specialist field staff and Park and Forest Rangers. Manages recreational facilities, opportunities and areas; and protection of important natural and heritage features within the greater Wellington metropolitan area.

Parks and Forests (Strategy and Marketing)

Role: To provide strategic leadership for Regional Parks and Forest Lands:

- develops, implements and interprets an appropriate policy framework for the provision and management of the Regional Parks, natural forests and for environmental management services in Water Collection Areas;
- develops opportunities to enhance community participation, understanding and education about its Regional Parks and Forests.

Flood Protection

Role: Preparation of Floodplain Management Plans, Asset Management Plans and flood risk assessments (including advisory services to territorial local authorities). “Design and build” responsibilities for new flood protection capital assets. Flood Protection policy development and flood warning.

Management and maintenance of the Council’s flood protection assets in the western part of the region. Activities also include environmental enhancement programmes, flood response and managing gravel extraction.

(4) Transport Division

The Transport Division is the responsibility of the Divisional Manager, Transport. The Division is made up of the following departments:

Public Transport Department

Role: To ensure that the Regional community benefits from the provision of an efficient, cost-effective public transport system that is of the highest quality possible given the available funding.

Transport Policy Department

Role: To prepare land transport plans and programmes that will, when implemented, provide a transport system that enhances accessibility and economic development; is safe, affordable, cost effective and sustainable.

Customer Services Department

Role: To promote public transport ridership through the provision of accurate information relating to urban passenger services and by monitoring services to ensure satisfactory operating standards are maintained.

(5) Wairarapa Division

The Wairarapa division is the responsibility of the Divisional Manager, Wairarapa. The Division is made up of the following departments:

Wairarapa Operations Department

Role: To provide soil conservation throughout the Region, and rivers management, land drainage, and conservation forestry in the Wairarapa.

Wairarapa Planning and Resources Department

Role: To provide services in emergency management, including flood warnings, statutory planning, environmental planning, and management and monitoring of natural resources.

Wairarapa Biosecurity Department

Role: To manage plant and animal pests, and to provide Bovine Tb vector control services throughout the Region.

Wairarapa Support Services

Role: To provide administrative and account processing support for the Wairarapa Division. Includes rating for the Council's Separate

Scheme and Pest Rates, resourcing of the Masterton office and the servicing of the Rural Services and Wairarapa Committee.

(6) Council Secretariat

The Council Secretariat is the responsibility of the Council Secretary. The Council Secretariat supports the Regional Council's decision-making process in two primary ways:

- By providing advice on constitutional and administrative issues; and
- By providing secretariat services to the Council and its Committees.

More specifically, the Secretariat:

- Services Council and Committee meetings;
- Responds to legislative changes and external events affecting the general administration of the Council. Administers general statutory public consultation processes.
- Regularly reviews the Council's administrative policies, systems and procedures, and carries out special processes as required.
- Provides advice on the above matters to elected members and senior management.

(7) Finance and Administration

Finance and Administration is the responsibility of the Chief Financial Officer. The Division is made up of the following departments:

Finance

Role: To provide the Council with financial skills, advice and services so as to ensure that the organisation's assets, liabilities and operations are accurately accounted for, and to provide good quality financial information systems to meet the needs of Council departments.

Information Technology and Support Services

Role: To provide a source of cost effective access to Information Technology equipment and expertise, and to provide good quality support services to meet the needs of Council departments.

Property

Role: To ensure the effective management of the Council's property, and to provide advice to Council departments on various property related matters.

(8) Corporate Advisory Services

Corporate Advisory Services is the responsibility of the Corporate Policy Manager.

Communications

Communications is the responsibility of the Strategic Communications Manager, Corporate Advisory Services.

Role: To get the public of the Region to understand, value and support, the continuation of the services provided by the Wellington Regional Council.

Corporate Policy

Corporate Policy is the responsibility of the Corporate Policy Manager.

Role: To provide advice to the General Manager as to the best direction for the Council and to help establish priorities.

Employment Services

Employment Services is the responsibility of the Employment Relations Manager.

Role: To provide effective and appropriate “value added” human resource services to Council management and staff including Payroll.

6. Information Held – General

Much of the official information held by the Wellington Regional Council is in the form of operational plans and related documentation for the management of Council resources and functions.

There is also information related to personnel and Council policy.

6.1 **File Index**

Files are kept under the following main headings:

Current Files

Correct as August 2002

B	Bulk Water
CC	Communications
CFO	Chief Financial Officer
CMM	Consents Management: Management
CPM	Corporate Policy Management
CS	Council Secretariat Management
D	Technical Services
E	Council
ENV	Environment Division Overall
ER	Employment Relations
ES	Environment Support
F	Forestry
G	Financial Services
H	Wellington City Water
I	Information Technology and Support Services
IM	Information Technology and Support Services Management
J	Harbours
LM	Land Management
M	Wellington Regional Council Subsidiaries
N	Flood Protection
O	Utility Services Division Management
OM	Operations Management
R	Recreation
RIM	Resource Investigations Management
RPM	Resource Policy Management
SN	Site Identification Notes
T	Regional Transport
TP	Transport Policy
US	Utility Support Services
X	Resource Policy
Y	Wairarapa
Z	Emergency Management

Wellington Regional Council Information Services also holds old Regional Council records and the records of previous organisations and bodies of the Council.

For further information about the Council's records, please contact the Information Services Officer (Records Management).

7. Information Held: Council

*Towards a Greater Wellington -
Investing in the Future
2001 Update*

Documents combining the Council's 2002/03 Annual Plan and long term financial strategy. The long term financial strategy has been produced in accordance with the following Council policies which are summarised in this document:

- Funding Policy
- Treasury Management Policy
- Specific Council policies in relation to each of the significant activities
- Section 247D analysis of contracting versus in-house service delivery.

Departmental Operating Plans

These documents are produced by every department within Council and contain detailed financial information concerning each department's activities.

Information Held: By Division

This section gives a general description of the manuals and other documents held by the Wellington Regional Council. Copies are held in the Library and/or Information Services Section of the Information Technology and Support Services Department, as well as by the appropriate department or division.

7.1 *Environment Division*

Resource Policy Department

- (1) Regional Plans prepared under the Resource Management Act 1991
- (2) Regional Policy Statement
- (3) Iwi consultation material, including Charter of Understanding
- (4) Reports and maps on regional hazards (other than flooding)
- (5) State of the Environment monitoring reports

- (6) Geographic Information Systems database information
- (7) Various items of demographic information

Consents Management Department

- (1) Details of Resource Consents
- (2) Resource Management Charging Policy, 2001
- (3) Pamphlets on Resource Consents and consent application forms.
- (4) Resource Consents Database
- (5) Consents Processing Manual
- (6) Compliance Monitoring Manual
- (7) Enforcement Manual
- (8) Incident Database

Resource Investigations Department

- (1) Details of reported pollution complaints
- (2) Incident Response Manual
- (3) Enforcement Manual
- (4) Administration Procedures Manual
- (5) Incident Database
- (6) Hydrological, air quality, water quality and other information and monitoring reports
- (7) Reports of targeted investigations
- (8) Contaminated Sites Management Strategy
- (9) Selected Land Use Register – This register contains information that may be personally or commercially sensitive. Information from the register will be supplied or withheld in accordance with the Council's Contaminated Site Management Strategy and the provisions of the Local Government Official Information and Meetings Act 1987.
- (10) Take Charge Database – records of site audits done as part of our pollution prevention programme.

Harbours Department

- (1) General harbours information for referral purposes
- (2) Response manuals (civil defence, pollution)
- (3) Port of Wellington information
- (4) Lloyd's Register
- (5) Wellington Regional Navigation and Safety Bylaws 2000
- (6) Shipping periodicals
- (7) General shipping information

Emergency Management Department

- (1) National Civil Defence Plan
- (2) Regional Civil Defence Plan
- (3) Territorial Local Authority Civil Defence Plans
- (4) Information on the reduction of risks (mitigation)
- (5) Information on the preparedness of the community (readiness)
- (6) Information on the Region's Lifelines Group
- (7) Audio/visual resource material

Environment Co-ordination Department

- (1) Information on environmental education, resource kits, and the Environmental Education Strategy.

7.2 Utility Services Division**Operations Group**

- (1) Plans of the Wholesale water system
- (2) History of water supply in the Wellington Region 1872 - 1985
- (3) Annual Business Reports of Works Group
- (4) Information sheets and brochures

- (5) Health and Safety Manual
- (6) Incident Management System

Engineering Consultancy Group

No documents held

Strategy and Asset Group

- (1) ISO9002 & ISO 14001 Manuals
- (2) Asset Management Plans

Laboratory Services

No documents are held.

Client reports are produced which include water quality data. However any data relating to external clients can not be released.

Plantation Forestry

- (1) Data on exotic forest stands
- (2) Forest Working Plan

7.3 Landcare Division

Regional Parks

Surveys and Studies

- (1) Regional parks for the Wellington Region, Wellington Regional Planning Authority, 1976
- (2) Belmont Regional Park Landscape Assessment, 1988
- (3) Wellington Regional Recreation study, 1988
- (4) Levels of Demand for Outdoor Recreational Activities, A Survey of Wellington Region, 1993
- (5) Summer and Winter Visitor Survey of Wellington Regional Parks and Key Recreation Areas, 1995 (Volumes I and II)
- (6) Akatarawa Visitor Survey, 1999
- (7) Regional Parks Visitor Survey, 2000

- (8) Landcare Division's contribution to the Plantation Forestry Exit Strategy, 1999
- (9) Forest Health Survey, 2000

Plans

- (10) Rimutaka Incline Management Plan, July 1986
- (11) Pakuratahi Development Plan, Kaitoke Regional Park, 1987
- (12) Tunnel Gully Recreation Area Management Plan, 1988
- (13) Stratton Street Development Plan, Belmont Regional Park, 1988
- (14) Dry Creek Development Concept, Belmont Regional Park, 1989
- (15) Wellington Regional Council Ranger Review, 1990
- (16) Kaitoke Regional Park Interpretation Plan, 1991
- (17) Tunnel Gully Development Plan, 1990
- (18) Kaitoke Regional Park Management Plan, 1991
- (19) Battle Hill Farm Forest Park Management Plan, 1992
- (20) Queen Elizabeth Park Management Plan, 1993
- (21) Te Marua Entrance, Kaitoke Regional Park, Development Proposals, 1993
- (22) Maungakotukutuku Valley Management Plan, 1994
- (23) Outdoors Wellington, A Strategic Plan for Outdoor Recreation, Landscape and Heritage in the Wellington Region 1994-2004
- (24) East Harbour Regional Park Management Plan, 1995
- (25) Belmont Regional Park Management Plan, 1996
- (26) Wellington Regional Council Forest Lands and Water Collection Areas Interim Management Plan, 1996

Policies and Guidelines

- (27) Visitor Monitoring Programme for Wellington Regional Parks and Recreation Areas, 1991

- (28) Commercial Recreation and Related Services on Regional Council Lands: Concessions Policy, 1992 (currently being reviewed, draft plan prepared July 2000)
- (29) Trail Bike Riding in the Wellington Metropolitan Area, 1992
- (30) WRC Policy on Mountain Biking, 1996
- (31) Regional Parks Fees and Charges, 1996 (currently under review)
- (32) Park Brochures (full list available from Parks and Forests).
- (33) Motorised Recreational user Code and Management Guidelines 1997 – Akatarawa Forest
- (34) Animal Pest Management Strategy Council, Council Lands, 1998
- (35) Asset Management Plan June 2000
- (36) Fire Protection Guidelines – WRC Rural Fire District has been disestablished. Each Park and Forest has a Fire Protection Plan prepared in association with the Local Rural Fire Authority

Flood Protection

- (1) Plans, photographs, maps of major river systems
- (2) Aerial photographs of Hutt, Otaki, Waikanae, Porirua and Mangaone floodplains
- (3) “Living with the River”, 1996 and associated Draft Hutt River Floodplain Management Plan, 2001, and companion documents, including Newsletters Nos 1-7
- (4) Waikanae River Floodplain Management Plan, 1997 and associated documents
- (5) Otaki River Floodplain Management Plan, 1998 and associated documents
- (6) Porirua Flood Mitigation Scheme documents
- (7) Waiwhetu Stream Management documents
- (8) Ewen Floodway Project documents
- (9) Wainuiomata Flood Hazard Assessment documents
- (10) Asset Management Plans, June 2002

- (11) Various minor watercourse investigations in the Western part of the Region
- (12) Mangaone Flood Hazard Assessment
- (13) Archive of gravel bed levels for Hutt, Otaki, Waikanae and Wainuiomata Rivers, Porirua Stream

7.4 Transport Division

- (1) Regional Land Transport Strategy – Identifies future land transport needs and the most desirable means of responding to these in a safe and cost effective manner, and having regard to the environment. Contains policies and programmes for the strategic development of the transport system.

Annual Report 2002 on the Road Land Transport Strategy - identifies progress in implementing the Strategy.
- (2) Wellington Regional Road Safety Strategy – Lists goals for road safety and proposed action.
- (3) Land Use and Urban Design Guidelines – Provides guidelines on land use and urban design to support passenger transport, cycling, efficient movement of freight and pedestrian movements.
- (4) Regional Passenger Transport Plan – Specifies administrative and operational matters relating to the passenger transport system in the Region, including policies related to fares, routes and timetables. (This document is incorporated into the Regional Land Transport Strategy document)
- (5) Bus Timetables for each route or group of routes in the Region showing all services which are funded by the Council, whether under contract or through the concessionary fares scheme. Train timetables are published by Tranz Rail. All bus and train services are also available on the Council's website at www.wrc.govt.nz/timetables.
- (6) Register of Scheduled Passenger Services – List of all scheduled public transport services that operate in the Region.
- (7) Annual Road Safety Report – Contains statistics on road accidents.
- (8) Traffic Related Air Quality Monitoring Reports – Contain air quality information collected at several sites adjacent to the road network.
- (9) Census Day Journey To Work Data 1996: Contains Wellington regional data on travel modes for the work journey.
- (10) Population Forecasts by Territorial Local Authority area for the

Wellington Region to 2021, showing predictions of population changes over time up to 2016.

- (11) Economic Forecasts by Sector in the Wellington Region to 2016 – Provide predictions on changes to employment totals by industry sector in the Wellington Region up to 2016.
- (12) 1988 Home Interview Travel Survey – Contains data on household travel patterns at 1988.
- (13) School Bus Schedules – List all the special school buses provided in the Wellington Region.
- (14) Bus and Train Guide – A fold out map and travel guide showing all train and bus services in the Wellington Region.
- (15) Bus, Train and Ferry Passenger Surveys undertaken in 1998, 1999, 2000 and 2001 (held in the Council's library)
- (16) Contracted bus services listed by route, operator, duration, contract type and first year contract price.

7.5 Wairarapa Division

Biosecurity

- (1) Regional Pest Management Strategy 2001 - 2021
- (2) Records of inspections and incidence of pest plants, both computer based and maps
- (3) Bovine Tb vector control programme maps

Wairarapa Operations

- (1) River management scheme records, plans, maps, aerial photographs, rating classifications
- (2) Drainage management scheme records, rating classifications
- (3) Soil and water conservation plans, including maps, photos and aerial photographs
- (4) Wind erosion control and shelter plans
- (5) Soil conservation reserves – management plans and records
- (6) Catchment scheme plans, maps, aerial photographs and rating classifications

- (7) Various works programmes and cost expenditure records
- (8) Riparian programmes
- (9) Conservation Forestry
 - Hiwinui
 - Stoney Creek
 - Tauanui

Wairarapa Planning and Resources

- (1) Planning applications for new subdivision development
- (2) Regional Policy Statement
- (3) Regional Plans
- (4) Transitional Regional Plan 1991
- (5) Off the Edge
- (6) Wairarapa Waste Survey
- (7) Investigations of Coastal Hazards – Riversdale Beach
- (8) Waingawa Flood Hazard Report
- (9) The Waiohine River: Assessment of potential flood damage costs
- (10) Regional Plan for Moroa shallow aquifer
- (11) Waingawa Groundwater Study
- (12) Water Allocation Plans –
 - Waingawa River
 - Waiohine River
 - Tauherenikau River
 - Kopuaranga River
- (13) Investigation Reports for the development of groundwater supply systems for Martinborough, Carterton and Masterton, plus the proposed Martinborough Irrigation Scheme and various rural water supply schemes
- (14) Details of resource consents and consent monitoring
- (15) Resource consents database
- (16) Details of pollution incidents investigated

- (17) Information pamphlets on Resource Consents and Consent application forms
- (18) Agwaste disposal policy
- (19) Pollution response manual
- (20) Rainfall and river gauging, telemetry data and accompanying water records for rivers and lakes
- (21) Flood warning manual and lists
- (22) Groundwater data – levels and pump tests
- (23) Water quality data – surface and groundwater
- (24) Air emissions inventory, Wairarapa
- (25) Various flood reports
- (26) Resource Management Administrative Charging Policy 2001
- (27) Baseline Water Quality of Wairarapa Rivers
- (28) Baseline Water Quality of Wairarapa Coastal Water
- (29) Heavy Metals, Soils and Water
- (30) Policy & Planning Database
- (31) Policy & Planning Quality Management Manual
- (32) Emergency Management Hazard Identification
- (33) Corporate Emergency Plan
- (34) Regional Civil Defence Plan
- (35) Wellington Region Headquarters Manual
- (36) Earthquake Events Survey
- (37) Road Closure Manual

Support Services

- (1) Minutes and records from the previous local authorities, namely the Wairarapa Catchment Board, Pest Destruction Board and Wairarapa United Council

- (2) Rating records for Special Scheme Rates
- (3) Wairarapa inwards and outwards correspondence
- (4) Minutes and records of the Rural Services and Wairarapa Committee meetings

7.6 Council Secretariat

- (1) WRC Standing Orders Bylaw for regulation of Council business and meetings.
- (2) Wellington Regional Water Board Bylaws
- (3) Wellington Regional Council Bylaws for Forests, Parks and Recreational Areas.
- (4) Corporate Objectives, Policies and Terms of Reference for Council and Standing Committees.
- (5) Delegations Manual.
- (6) Official Information Directory.
- (7) Councillors' Handbook
- (8) Regional Council Elections 2001
- (9) Local Government Electoral Documents
- (10) Guide to the Privacy Act 1993
- (11) Minutes and order papers of Council and Standing Committee meetings, including reports to Council and Committees from 1989.
- (12) Minutes, order papers and reports of the former Wellington Regional Council and the Wellington Regional Water Board.
- (13) Minutes and reports of WRC Holdings Ltd.
- (14) Administration Guide for WRC Holdings Ltd
- (15) The Councillor Services Guide – Guidelines for writing reports to Council and Standing Committees.

7.7 Finance and Administration Division

Finance Department

Holds supporting documentation for the Annual Plan and Annual Report. This includes financial records and documentation on loans, investments, assets and liabilities.

Information Technology and Support Services Department

- (1) Holds files and records on behalf of other departments.
- (2) Copies of Council publications are held in the Regional Council Centre office library.

Property Department

Holds database of key information relating to Council property.

7.8 Corporate Advisory Services

Corporate Policy

- (1) Funding Policy

Communications

- (1) Investing in the Future 2000-2010 and 2002/03 Annual Plan – A document combining the Council's 2002/03 Annual Plan and long term financial strategy.
- (2) Annual Plans
- (3) Annual Reports

Employment Services

- (1) Personnel Database: Computerised personnel records – leave management, personal details, corporate structure, position/job, salary ranges.
- (2) Personal files for past and current employees.
- (3) Employment contracts.
- (4) Employment legislation reference material.
- (5) Information on training opportunities, seminars and conference.
- (6) Current and historical salary surveys.
- (7) Induction and information/kits for new employees.

- (8) Job descriptions/advertisements
- (9) Health and Safety Guidelines.

8 Obtaining Information

8.4 *Local Government Official Information and Meetings Act 1987*

The Local Government Official Information and Meetings Act 1987 applies to all information held by local authorities, including that relating to meetings. "Information" means information in its broadest sense, that is, what is known as well as what is physically recorded and includes a variety of types of records, including tapes, photographs, microfiche.

Requests for official information may be written or oral and should be directed in the first instance to the Information Services Officer (Records Management). Information Services will send a brief letter acknowledging that the request has been received.

The Council is under a statutory obligation to decide whether or not the information requested will be provided. This decision is required to be made within 20 working days of the date the request is received and the Council must inform the individual accordingly. Where the Wellington Regional Council declines a request, there is a right of review by the Ombudsman and subsequent appeal to the High Court.

Personal information is available free of charge to that person. The first hour of staff time involved in retrieving information and the first 20 pages of information are free of charge. There may be a charge of \$28 per half-hour of staff time after the first hour and 20 cents per A4 page after the first 20 pages. Other charges will be based on the recovery of actual costs.

8.5 *Privacy Act 1993*

The objective of the Privacy Act 1993 is to provide better protection for individual privacy in relation to the collection, use, access, correction and disclosure of personal information held by any public and private sector "agency", which includes the Council.

Personal information may be collected only for a lawful purpose connected with a function or activity of the Council and only if necessary for that purpose. Such information must, as a general rule, be collected directly from the individual concerned and that person must be told why the information is needed.

Only an individual who is in New Zealand, or who is a citizen or permanent resident of New Zealand may make a request for personal information. Requests for privacy information may be written or oral and should be directed in the first instance to the Information Services Officer (Records Management).

The Council is required within 20 working days after the request has been made to decide whether the request is to be granted, and to inform the individual accordingly. There is no charge for information supplied under the Privacy Act.

Where the Council refuses an individual's request for personal information, it is required to give reasons and inform the individual of their right to seek a review by the Privacy Commissioner.

9 Meetings

9.4 Council

Ordinary meetings of the Wellington Regional Council are held in six weekly intervals in the Council Chamber, Level 5, Regional Council Centre, 142-146 Wakefield Street, Wellington.

Special meetings are held as required.

9.2 Standing Committees

The Rural Services and Wairarapa Committee generally meets in the Committee Room, Wellington Regional Council office, 34 Chapel Street, Masterton.

Meetings of all the Standing Committees are usually held in the Council Chamber.

9.5 Special Meetings

Special Meetings of the Wellington Regional Council or of the Standing Committees are held as requested.

9.6 Notice of Meetings

Public notification of all Wellington Regional Council meetings is given in daily newspapers published in the region. Unless otherwise notified, all meetings commence at 9.30am.

A schedule of ordinary meetings and some special meetings is adopted annually by Council.

10 Statutory References

10.4 Legislation

Some of the more important legislation affecting the Wellington Regional Council is:

- Biosecurity Act 1993
- Building Act 1991
- Bylaws Act 1910
- Carter Observatory Act 1938
- Civil Defence Act 1983
- Companies Act 1993
- Crimes Act 1961
- Fees and Travelling Allowances Act 1951
- Hazardous Substances and New Organisms Act 1996
- Health and Safety in Employment Act 1992
- Land Transport Act 1993
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- Marine Pollution Act 1974
- Maritime Transport Act 1994
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993
- Public Finance Act 1977
- Public Finance Act 1989
- Public Bodies Leases Act 1969
- Rating Valuations Act 1998
- Reserves Act 1977
- Resource Management Act 1991
- Secret Commissions Act 1910
- Securities Act 1978
- Soil Conservation and Rivers Control Act 1941
- Transit New Zealand Act 1989
- Transport Services Licensing Act 1989
- Wellington Regional Council (Stadium Empowering) Act 1996 (Local Act)
- Wellington Regional Water Board Act 1972 (Local Act)

10.5 Regulations

Relevant regulations include:

- Wellington Regional Navigation and Safety Bylaws 2000
- Wairarapa Catchment Board and Regional Water Board Bylaws 1979
- Wellington Harbour Board Bylaws 1985
- Wellington Regional Council (Standing Orders) Bylaw 1990
- Wellington Regional Council Bylaws for Forests, Parks and Recreation Areas 1994
- Wellington Regional Water Board Bylaws 1976
- Local Government (Wellington Region) Reorganisation Order 1989
- Local Government (Local Authorities Salaries and Allowances) Determinations 2001