



greater WELLINGTON  
REGIONAL COUNCIL

# **Terms of Reference for Building Act Subcommittee**

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## **1. Membership**

The following 3 councillors are the members of the Building Act Subcommittee (the “Subcommittee”):

- Councillor Turver
- Councillor Baber
- Councillor Laidlaw

The chairperson of the Subcommittee is Councillor?

The quorum is 2 members of the Subcommittee.

## **2. Meeting procedure**

All members have equal speaking and voting rights (one per member).

Meetings will be publicly notified and open to the public, except where there are grounds to exclude the public in terms of the Local Government Official Information and Meetings Act 1987.

The Wellington Regional Council Standing Orders apply.

Members should be present for the substantial part of the hearings and deliberations in order to participate in the decision-making of the Subcommittee.

## **3. Purpose**

The purpose of the Building Act Subcommittee is to hear and consider submissions on the proposed transfer of selected functions, duties and powers in Part 2 of the Building Act 2004 (excluding Subpart 7 – Safety of Dams); and, any other functions, duties or powers that are necessary to allow the transferee council to act as a Building Consent Authority (BCA) and aid the Council in finalising the decision.

## **4. Powers**

The Subcommittee has the power to:

- (1) Hear oral presentations the Council receives on the proposed transfer of functions, duties and powers.
- (2) Consider any written and oral submissions the Council receives on the proposed transfer of functions, duties and powers.

- (3) Once submissions have been considered, make recommendations to the Council through the Policy, Finance and Strategy Committee on matters relating to the proposed transfer of selected functions, duties and powers in Part 2 of the Building Act 2004 (excluding Subpart 7 – Safety of Dams); and, any other functions, duties or powers that are necessary to allow the transferee council to act as a BCA.

## **5. Responsibilities**

The Subcommittee shall ensure that:

- (1) Where submissions are received, submitters are provided with the best possible opportunity to be heard.
- (2) Where submissions are received, they are heard and considered in a way that is effective and timely.
- (3) Decision-making processes are robust and transparent.
- (4) Quality advice is given when recommendations are made to the Council through the Policy, Finance and Strategy Committee.
- (5) The process and advice the Subcommittee provides to the Council is consistent with the Council's relevant policies and the legislative requirements, in particular the special consultative procedure set out in the Local Government Act 2002.

## **6. Duration of the Subcommittee**

The Subcommittee will dissolve once the Council's decision on transfer of selected functions, duties and powers in Part 2 of the Building Act 2004 (excluding Subpart 7 – Safety of Dams); and, any other functions, duties or powers that are necessary to allow the transferee council to act as a BCA, has been finalised by the Council.