

Greater Wellington Regional Council

Terms of reference for committees and advisory groups, and delegations for committees: 2016-2019 triennium

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1 Preface

Statutory framework

The Wellington Regional Council (the Council) is constituted by statute and is subject to the following principal Acts of Parliament which establish its powers and responsibilities:

- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- Local Electoral Act 2001
- Biosecurity Act 1993
- Building Act 2004
- Civil Defence Emergency Management Act 2002
- Land Transport Management Act 2003
- Maritime Transport Act 1994
- Reserves Act 1977
- Resource Management Act 1991
- Soil Conservation and Rivers Control Act 1941
- Wellington Regional Council (Stadium Empowering) Act 1996
- Wellington Regional Council (Water Board Functions) Act 2005
- Wellington Regional Water Board Act 1972.

In this document the physical area of the Council's statutory responsibility is referred to as "the region".

Governance

Councillors are elected to the governance group of the Council through regular three-yearly elections, when the different constituencies of the Council select their representatives for the forthcoming triennium. Once the Councillors have made their declarations they make decisions in the interests of the region as a whole, although they are also expected to understand the aspirations of different groups within the community.

Councillors have statutory obligations and restraints regarding the exercise of their duties.

Key roles of Councillors include appointing the Chief Executive, approving policies through which programmes are delivered, approving the allocation of resources, setting priorities and monitoring delivery.

Overall programmes and priorities are set out in the Council's Long Term Plan (LTP), Annual Plan and key policy/planning documents, e.g. Regional Policy Statement, Regional Land Transport Plan.

Management

The Council as an organisation delivers its policies through a range of programmes and activities. The actual delivery is undertaken by staff appointed by the Chief Executive. The Chief Executive is accountable to the Council for all delivery.

Organisation of the Council

Because of the wide range of activities and programmes undertaken by the Council, it is necessary for Councillors to organise their own work in a way that facilitates understanding of the issues and community concerns, in a relatively efficient manner.

There are a number of ways of doing this. The Council has decided that the optimal governance model is to create a series of standing committees which have specific responsibilities and functions outlined in their terms of reference. They may have delegated powers given by the Council.

Specific Councillors are appointed to each committee, but all Councillors receive copies of the order papers of all standing committees. Any councillor may attend (sit at the table) and speak at any committee meeting, except for meetings of the Regional Transport Committee and Wellington Regional Strategy Committee. A summary of matters dealt with by the Regional Transport Committee and the Wellington Regional Strategy Committee is reported to the full Council.

2 Role of Council

The Council will:

- Retain the full right to exercise its powers, functions and duties.
- Consider and decide on the key statutory plans the Council is required to develop.
- In particular, be responsible for the development of the Regional Policy Statement, the Long Term Plan and the Annual Plan.
- Establish standing committees and subcommittees, hearing committees and working parties where appropriate, then receive and consider the recommendations and matters referred to it by such committees, subcommittees and working parties.
- Provide regional leadership in promoting and facilitating discussion on key issues that require a collaborative approach between a number of parties to achieve solutions.
- Take into account the principles of the Treaty of Waitangi as outlined in the Memorandum of Partnership between Te Tangata Whenua o Te Upoko o te Ika a Maui and the Council, and facilitate participation by Māori in Council decision-making processes.
- Appoint the Chief Executive, and then review his/her contract, performance and remuneration at least annually.
- Approve the Council's Annual Report.
- Monitor activities of the council controlled trading organisations, council controlled organisations and the Wellington Regional Stadium Trust (WRST).
- Appoint directors to the council controlled trading organisations, council controlled organisations, trustees to the WRST and representatives to any other organisations on which the Council is entitled to representation.
- Review and decide the Council's electoral and representation arrangements.
- Consider issues of regional significance which are not the responsibility of any specific standing committee or that are of such regional significance/high public interest that the full Council needs to decide on them. Such issues include, but are not limited to:
 - regional economic and business development, including the Council's position on the Wellington Regional Strategy and its implementation
 - oversight and decision-making on the Water Wairarapa Project

- good regional form (including spatial planning)
- water supply, including future water collection areas
- emergency management.

3. Environment Committee

Purpose

Promote policies and programmes that will ensure environmentally sustainable management of the region's natural resources, including biodiversity, soil conservation, land management, flood protection and the regulation of the harbours and coastal waters of the region for navigation and safety purposes.

Specific Responsibilities

1. Undertake monitoring, as required, of Council activities relating to the purpose of the Committee.
2. Monitor the delivery of Council's biodiversity (including the Key Native Ecosystems Programme), state of the environment monitoring, soil conservation and land management activities in the region.
3. Work with national and regional organisations, for example territorial authorities, the Department of Conservation and other environmentally focused agencies and groups, to enhance the environmental wellbeing of the region.
4. Monitor the management of the Council's regional parks network and, where necessary, recommend new programmes to provide recreational opportunities and protect and enhance the environmental, cultural and heritage values of these areas.
5. Prepare policy and strategy relating to environmental issues in the region, including for example the biodiversity strategy.
6. Monitor Council's biosecurity activities, including implementation and review of the Regional Pest Management Plan.¹
7. Monitor the Council's involvement with the national pest management strategy for bovine Tb, including Council's relationship with OSPRI / TbFree NZ.
8. Monitor Council delivery of:
 - a. the provision and maintenance of navigational aids;
 - b. a maritime communication service; and

¹ The power to make, review, amend or revoke a Regional Pest Management Plan rests with Council (s100H Biosecurity Act 1993).

- c. the enforcement of maritime safety regulations in the region's harbours and coastal waters.
9. Monitor the Council's provision of an effective:
 - a. navigation and safety service for harbours and coastal waters; and
 - b. marine oil pollution response.
10. Monitor the implementation of regional plans, compliance with the Resource Management Act 1991, and Council's oversight of resource consents.
11. Monitor the development of proposals arising from the whitua process.
12. Monitor the Council's engagement with community environmental groups.
13. Monitor the Council's activities and initiatives regarding the restoration of Wairarapa Moana.
14. Monitor the Council's strategies, plans and activities intended to address the impacts of climate change on the Wellington Region.
15. Work with regional organisations to promote waste management initiatives across the region.
16. Monitor the maintenance and improvement of flood protection and environmental assets for the region's river schemes, corridors and associated watercourses.
17. Monitor/oversee the development and implementation of floodplain management plans, including the Waiohine Floodplain Management Plan, and the work of the Hutt Valley Flood Management Subcommittee, the Te Kāuru Upper Ruamahanga Floodplain Management Plan Subcommittee and the Lower Ruamahanga Valley Floodplain Management Advisory Committee.
18. Maintain sound working relationships with the friends groups for the Otaki and Waikanae rivers.

Delegations

The Council delegates to the Committee all the statutory powers, functions and duties necessary to perform the Committee's purpose, except those that must not be delegated, have been retained by the Council, or delegated to another committee.²

The Committee has the authority to approve submissions to external organisations for matters pertaining directly to the committee's purpose.

² The delegation of statutory powers, functions and duties to the Environment Committee does not impact on those powers, functions and duties delegated to the Chief Executive prior to the establishment of the Committee.

Membership

All thirteen Councillors of Greater Wellington Regional Council.

The Chair of the Farming Reference Group.

One member, appointed by Council on the recommendation of Ara Tahi, who has the necessary skills, attributes or knowledge to assist the Committee.

Quorum

Seven Councillors.

4 Sustainable Transport Committee

Purpose

Guide and monitor the Council's work on:

- promoting sustainable transport, including walking and cycling
- delivering a world class public transport service
- enhancing regional resilience, community health, economic development, and the liveability of urban centres and of the region through an effective public transport system
- reducing the impacts of the region's transport system on the environment and on climate change, including identifying opportunities to reduce public transport emissions.

Specific responsibilities

1. Consider the implications for the Council and the region of regional transport matters and make recommendations to Council as appropriate.
2. Prepare any regional public transport plans, and their variation or renewal, for adoption by Council.
3. Monitor the Council's delivery of the Regional Public Transport Plan and review and recommend changes necessary to ensure appropriate, efficient, effective and sustainable public transport services within the region.
4. Review and evaluate policies and programmes intended to ensure access to the region's transport networks and services.

Delegations

The Council delegates to the Committee all the statutory powers, functions and duties necessary to perform the Committee's purpose, except those that must not be delegated, have been retained by the Council, or delegated to another committee.³

The Committee has the authority to approve submissions to external organisations for matters pertaining directly to the committee's purpose.

³ The delegation of statutory powers, functions and duties to the Sustainable Transport Committee does not impact on those powers, functions and duties delegated to the Chief Executive prior to the establishment of the Committee.

Membership

All thirteen Councillors of Greater Wellington Regional Council.

One member, appointed by Council on the recommendation of Ara Tahi, who has the necessary skills, attributes or knowledge to assist the Committee.

Quorum

Seven Councillors.

5 Te Upoko Taiao - Natural Resources Plan Committee

Purpose

To promote the sustainable management of the region's natural and physical resources by overseeing the review and development of regional plans, changes and variations for the Wellington Region, as required under the Resource Management Act 1991.

Specific responsibilities

1. Review operative regional plans.
2. Prepare proposed regional plans.
3. Prepare any variations to proposed regional plans or plan changes.
4. Prepare any plan changes in relation to operative regional plans.
5. Recommend to the Council the proposed plans, proposed variations and proposed plan changes that should proceed to public notification.
6. Review any provisions which the Council may refer back to the committee for further consideration.
7. Oversee consultation under the First Schedule of the Resource Management Act 1991.
8. Appoint hearing committees or hearings panels, composed of accredited persons, to hear and decide upon submissions on proposed regional plans, proposed variations and proposed plan changes. (Such hearing committees or panels may include members of the Committee and/or other persons chosen for their particular skills, attributes or knowledge that will assist the hearing committee or panel.)
9. Monitor the development of proposals arising from the whitua process.

Membership

1. Six Councillors.
2. Six non-Councillor members, each appointed by Council for their skills, attributes or knowledge that will assist the work of the committee and including their knowledge of the rohe of the relevant iwi authority to which they belong. (In making such appointments Council will have regard to the recommendation of each of the six iwi authorities that are signatories to the Memorandum of Partnership between Te Tangata Whenua ki Te Upoko o te Ika a Māui and Wellington Regional Council Te Pane Matua Taiao.)

Chairperson

1. The committee will have two Co-Chairs:
 - a Councillor member of the Committee, and
 - a non-Councillor member of the Committee.
2. At the commencement of each triennium:
 - the Council shall appoint the Councillor Co-Chair
 - the Committee, at its first meeting of each triennium, on the recommendation of the non-Councillor members of the Committee, shall appoint the non-Councillor Co-Chair.
3. Each Co-Chair shall be the presiding member at meetings of the Committee on an alternate basis. If a Co-Chair is absent from a meeting of the Committee for which they are scheduled to be the presiding member, then the other Co-Chair shall preside at the meeting.
4. The Councillor Co-Chair of the Committee shall be the presiding member when the Committee is meeting to recommend to Council:
 - the notification of proposed regional plans, proposed variations or proposed plan changes; or
 - the commencement of the preparation of a variation of a proposed regional plan or proposed plan change, or
 - the commencement of the preparation of proposed plans, or plan changes in relation to operative regional plans
5. The Councillor Co-Chair of the Committee shall be the presiding member when the Committee is meeting to appoint hearing committees or panels.

Voting entitlement

1. Members of the Committee have full speaking rights and voting entitlements.
2. A casting vote will only apply when the Committee is meeting to make a recommendation to Council relating to any of the matters set out in section 4.4, or making an appointment under section 4.5.

Quorum

1. Three Councillor and three non-Councillor members of the Committee.
2. All (six) Councillor members of the Committee must be present when the Committee is meeting to make a recommendation to Council relating to any of the matters set out in sections 4.4, or making an appointment under section 4.5.

Remuneration

The remuneration of the non-Councillor members of the Committee will be determined and approved by the Council.

Delegated powers

The Council delegates all the functions and powers of the Council that are capable of delegation under the Resource Management Act 1991 to Te Upoko Taiao - Natural Resources Plan Committee which are necessary for it to carry out the specific responsibilities listed above relating to the review and development of regional plans, changes and variations.

The Council delegates to any hearing committee or hearing panel appointed by Te Upoko Taiao – Natural Resources Plan Committee all necessary powers under the Resource Management Act 1991 to hear and decide submissions on proposed regional plans, proposed variations and proposed plan changes.

Duration of the Committee

With reference to clause 30(7) of Schedule 7 of the Local Government Act 2002, Te Upoko Taiao - Natural Resources Plan Committee is not discharged following the next triennial election.

Review of the Committee

A review of the Committee's terms of reference will be undertaken when the Proposed Natural Resources Plan for the Wellington Region becomes operative or at any time at the Council's discretion.

Special terms of reference

1. A role of the Committee and all members of the Committee is to objectively oversee the development of proposed plans, variations and plan changes in

accordance with the requirements of the Resource Management Act 1991. In particular the Committee must apply the purpose and principles of the Act and section 32 to its decision-making and recommendations.

2. The Committee may make recommendations to the full Council as to the readiness of plans, variations and plan changes for notification. The Committee must consider the matters raised by Council in respect of any document or parts of a document referred back to it for further consideration.
3. The Committee, when appointing hearings committees or panels, shall appoint members for their particular skills, attributes or knowledge relevant to the work of the Committee or panel and shall so far as possible ensure that none of the members is open to perceptions or allegations of bias or predetermination.
4. The role of the non-Councillor members is to apply their particular skills, attributes and knowledge of Māori relationships to land, water and taonga, including knowledge relating to their particular rohe, to assist the committee in carrying out its responsibilities under the Resource Management Act 1991.
5. It is not the role of any member (elected or otherwise) to represent or advocate for any particular interest.
6. It is not intended that the participation of non-Councillor members on the Committee be a substitute for any consultation with iwi authorities required under the First Schedule of the Resource Management Act 1991.
7. The participation of Māori on the Committee is consistent with the Council's obligations under the Local Government Act 2002 to facilitate participation in decision-making.

6 Regional Transport Committee

Purpose

To promote the objectives of the Land Transport Management Act 2003 (the Act) within the region, linking it to other regions of New Zealand and other transport systems.

Specific responsibilities

1. Prepare for approval by the Council the Wellington Regional Land Transport Plan and any variations to it.
2. Provide the Council with any advice and assistance it may request in relation to its transport responsibilities.
3. Adopt a policy that determines significance in respect of -
 - Variations made to the Regional Land Transport Plan
 - The activities that are included in the Regional Land Transport Plan.
4. Carry out consultation in accordance with the requirements set out in the Act.
5. Approve submissions to external organisations for matters pertaining directly to the committee's purpose.

Membership

The membership set out below is consistent with the requirements of sub-section (2) of section 105 of the Act:

1. Two persons to represent the regional council
2. One person from each territorial authority in the region to represent that territorial authority
3. One person to represent the New Zealand Transport Agency.

The Council may, in accordance with clause 31(3) schedule 7 of the Local Government Act 2002, appoint non-local government advisors to the Committee for the purpose of assisting the Committee in its decision making.

Voting entitlement

Advisors appointed to the Committee have full speaking rights, but no voting entitlement on any matter.

Alternates

The New Zealand Transport Agency and each territorial authority is entitled to nominate an alternate member who may attend and vote at meetings of the committee, but only in the event that the appointed member is unable to attend

Quorum

The chairperson or deputy chairperson of the committee and at least 50% of the remaining voting membership.

Chairperson

Greater Wellington Regional Council must appoint from its representatives the chair and deputy chair of the Committee. (Section 105 (6) of the Land Transport Management Act 2003)

The Chair has a deliberative vote and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved). (Section 105 (7) of the Land Transport Management Act 2003)

Remuneration

The advisors appointed to the Committee who are not otherwise being remunerated are entitled to receive Greater Wellington Regional Council's standard daily meeting fee and mileage allowances payable to non-elected members of council committees for each meeting they attend.

7 Wellington Regional Strategy (WRS) Committee

Objective

The Wellington Regional Strategy (WRS) Committee is established to implement and develop the WRS, including overseeing the Wellington Regional Economic Development Agency (WREDA) to deliver tourism, events and business growth initiatives in the Wellington region.

Specific responsibilities

The committee's responsibilities include:

- a) On behalf of the Council, and acting on behalf of all councils in the region:
 - i. To take responsibility for overall guidance and further development of the WRS. To provide regional leadership, engage and establish partnerships with key Government agencies and non-government agencies involved in economic development, acknowledging that constituent local authorities also have leadership roles within their cities and districts;
 - ii. To oversee and monitor the work of WREDA;
 - iii. To ensure the WRS continues to be relevant by reviewing economic trends, investigating opportunities for promoting economic growth through growing tourism, promoting major events, attracting and supporting businesses to grow and ensuring the region continues to prosper;
 - iv. To approve submissions to external organisations for matters pertaining directly to the committee's responsibilities;
 - v. To recommend a required funding proposal to Greater Wellington Regional Council to be consulted on annually, in the course of the Greater Wellington Regional Council's Annual Plan or Long Term Plan process which will include the proposed amount and allocation of a recommended targeted rate, to be collected by Greater Wellington Regional Council, to fund the existing and new economic development initiatives and the other initiatives outlined in the WRS.
- b) On behalf of the shareholding councils of WREDA:
 - i. To receive and consider the half-yearly and annual reports of WREDA.
 - ii. To agree the annual Letter of Expectation to WREDA.
 - iii. To receive and consider WREDA's draft statement of intent (SOI) and provide agreed feedback.
 - iv. To receive, consider and agree WREDA's final SOI, and if necessary, require modifications to the statement of intent.

- v. To provide recommendations to the shareholding councils regarding WREDA director appointments and/or removals and WREDA director remuneration.

Operating principles

The Council has agreed that it will not act independently of the Committee, so that any committee recommendations that the Council is not prepared to accept will be referred back to the Committee for further consideration.

The Council and the territorial authorities of the region intend to complete a Multiparty Agreement to record their agreement in regard to the future implementation, governance, and funding of the WRS by the Council.

The regional Chief Executives of GWRC, WCC and the Chair of the Chief Executives' Forum will be the principal advisors to the Committee, after discussion with the wider Chief Executives' Forum.

Membership

The membership of the WRS Committee will be 10 persons in total, appointed by the Council (from time to time) as follows:

1. One regional councillor.
2. Four members nominated by Wellington City Council.
3. One member nominated by each of Porirua City Council, Hutt City Council, Kapiti Coast District Council, and Upper Hutt City Council.
4. One member nominated by the three Wairarapa district councils.

The members may be replaced from time to time by the respective councils by providing written notice to the Greater Wellington Regional Council, confirming the amended nomination. The nominees must be elected members of the nominating council in order to be appointed by the Council.

Chairperson

The appointment of the Chairperson and deputy is to be determined by the full Committee.

Quorum

The quorum shall be five members of the Committee, of which one must be the regional council member of the Committee, and one must be the Chairperson or Deputy Chairperson (once appointed).

When the Committee is meeting to exercise the shareholding councils' responsibilities in terms of the WREDA Shareholders' Agreement (to determine agreed feedback on the draft SOI, to agree the final SOI or require that modifications be made to it) and to recommend director appointments/removals and director remuneration the quorum specified above shall include two Wellington City Council members of the Committee.

Alternates

The regional councillor appointed to the Committee must have an alternate who may attend and vote at meetings of the Committee, in the event of the appointed regional councillor's absence or unavailability.

In the case of the Wellington City Council members appointed to the Committee, that Council may nominate a pool of up to four alternative members for appointment. In the event that a Wellington City Council member of the Committee is unavailable to attend a Committee meeting any one person from the pool of the Council's alternative members may attend and vote in their place.

Each of the other members are entitled to an alternate member who may attend and vote at meetings of the Committee, but only in the event that the nominated and appointed member is unable to do so.

Remuneration

Each council shall be responsible for remunerating its representative on the Committee for the cost of that person's participation in the Committee.

Term of appointment

Each member shall be appointed by the Council as soon as possible after each local government triennial election, and for a term that expires on the date of the next local government triennial election.

Standing Orders

The Council's Standing Orders are adopted, subject to the inclusion of the following provisions relating to the WRS Committee:

i. Voting

The acts of the Committee must be done and questions before the Committee must be decided at a meeting by vote. Each member of the Committee will have one equal vote and decisions will be made by simple majority.

ii. Chairperson voting

The Chairperson or other person presiding at a meeting:

- a. has a deliberative vote; and
- b. in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).

Delegations

Each shareholding Council will delegate to its representative(s), and alternate(s) appointed to the Committee the responsibility and powers of the Council with regard to WREDA's draft and final statement of intent.

Duration of the Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Strategy Committee is not deemed to be discharged following each triennial election.

8 Chief Executive Employment Review Committee

Purpose

The Chief Executive Employment Review Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. The Committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

Specific responsibilities

1. Work as required with the Chief Executive on the implementation of the performance agreement entered into between the Council and the Chief Executive;
2. Conduct the performance review required in the agreement between the Council and the Chief Executive;
3. Re-negotiate new performance agreements to cover subsequent periods as required and recommend any new performance agreement to the Council for adoption.
4. Negotiate variations to existing performance agreements as required and recommend any variations to the performance agreement to the Council for adoption.
5. Make recommendations to the Council regarding remuneration for the Chief Executive, including payment of any performance bonus;
6. Represent the Council in regard to any issues which may arise in respect to the Chief Executive's job description, employment agreement, performance agreement or other similar matters;
7. Recommend to the Council a recruitment and selection process for a Chief Executive; and
8. Oversee any recruitment and selection process agreed to by the Council for a Chief Executive (noting that the decision on appointment must by law be made by the Council).

Membership

Seven Councillors

Quorum

Four Councillors.

9 Finance, Risk and Assurance Committee

Purpose

To monitor, evaluate and report to the Council on its financial, assurance and risk management policies, systems and processes.

Specific monitoring, evaluating and reporting responsibilities

1. Monitor the identification and management of risks faced by the Council, including any assurances sought or initiated by management and other relevant authorities (notably the external auditor) on the efficacy of risk management policies and practices.
2. Monitor management of the Council's internal audit systems, programmes and control environment, and report as appropriate to the Council on compliance with all external audit requirements and statutory responsibilities.
3. Monitor the Council's health and safety management system to obtain assurance that the organisation is identifying and managing risks in accordance with the Health and Safety at Work Act 2015
4. Annually monitor and review the Council's insurance.
5. Monitor and review the Council's financial policies and financial performance.
6. Consider information and forecasts on the state of the economic and business environment for their implications for the Council's activities.
7. Review the draft Annual Report prior to consideration by Council, including consideration of reports from external auditors.
8. Approve submissions to external organisations for matters pertaining directly to the committee's purpose.

Membership

Seven Councillors.

One member, appointed by Council on the recommendation of Ara Tahi, who has the necessary skills, attributes or knowledge to assist the Committee.

At least one external member, appointed by Council, who has the necessary skills, attributes or knowledge to assist the Committee.

Quorum

Four Councillors.

10 Wairarapa Committee

1 Purpose

The purpose of the Wairarapa Committee is to consider matters of importance to the Wairarapa and make recommendations to the Council on these matters.

2 Specific responsibilities

The Committee may consider and make recommendations to Council on any issues relevant to the Wairarapa, including but not limited to:

- flood protection
- land management
- biosecurity
- biodiversity
- public transport
- natural resource management.

3 Membership

1. The Greater Wellington Regional Council Councillor elected from the Wairarapa Constituency, and two other Greater Wellington Regional Council Councillors.
2. One member, being an elected member of Carterton District Council appointed by the Council on nomination by Carterton District Council.
3. One member, being an elected member of the Masterton District Council appointed by the Council on nomination by Masterton District Council.
4. One member, being an elected member of South Wairarapa District Council appointed by the Council on nomination by South Wairarapa District Council.
5. One member, appointed by Council on the nomination of Kahungunu ki Wairarapa, for their skills, attributes or knowledge to assist the Committee.
6. One member, appointed by Council on the nomination of Rangitāne ō Wairarapa, for their skills, attributes or knowledge to assist the Committee.

4 Alternates

1. Each territorial authority is entitled to nominate an alternate member for appointment to the Committee. The alternate may attend and vote at meetings of the Committee, but only in the event that the appointed member is unable to attend.
2. In the case of the Greater Wellington Regional Council members appointed to the Committee, that Council may nominate a pool of up to three alternate members for appointment to the Committee. In the event that a Greater Wellington Regional Council member is unavailable to attend a Committee meeting any one person from the pool of the Council's alternate members may attend and vote in their place.

5 Quorum

Half the number of members, including two Wellington Regional Council members.

6 Voting entitlement

All members have equal voting and speaking rights.

The Chair, in the case of an equality of votes, does not have a casting vote (and therefore the motion is defeated and the status quo is preserved).

7 Reporting and servicing

1. The Committee reports to the Greater Wellington Regional Council.
2. The Committee is serviced by the Greater Wellington Regional Council.
3. As the servicing body, Greater Wellington Regional Council standing orders apply to the Committee, subject to the exclusion of the casting vote provision, as referenced in section 6.

8 Council decision-making on Committee recommendations

Decisions made by Council on Committee recommendations will be reported to the Committee. Where Council makes a decision that is materially different from the recommendation of the Committee the reasons for the Council decision will be set out in the report.

9 Remuneration

1. The expenses of members of the Committee who are elected members of the Greater Wellington Regional Council, Carterton District Council, Masterton District Council, or South Wairarapa District Council shall be met by the council they represent.

2. Committee members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.

10 Meeting frequency

The Subcommittee shall meet on a quarterly basis, with additional meetings as required.

11 Hutt Valley Flood Management Subcommittee

(A subcommittee of the Environment Committee)

Purpose

- A. Provide oversight of the development, implementation and review of Floodplain Management Plans (FMPs) of the Hutt River floodplain in a way which:
- recognises the need of the community to mitigate the effects of flooding to an acceptable level of risk and in a sustainable way
 - recognises that flood risk cannot be completely eliminated and that provisions must be implemented to handle residual risk
 - recognises that methods chosen to mitigate the effects of flooding must be affordable
 - balances the priorities of Council in funding flood mitigation methods with the aspirations and contribution of the local community for implementation of the methods and ensures that any flood management solutions chosen can be accommodated within the funding constraints of the Council's Long-term Council Community Plan
 - ensures that methods adopted through FMPs to mitigate the effects of flooding consider the river/stream environment, recognising the unique nature and the role that rivers/streams play in the lives of the community.
- B. Provide oversight of the public involvement process for FMPs within a framework recommended by this subcommittee which:
- ensures that the information base held by the community is made available to decision makers when appropriate
 - enhances community awareness of FMPs
 - develops public confidence in the process of FMPs
 - develops and maintains a network of contacts and mechanisms which can be used to provide community input required for FMPs and to obtain that input when appropriate.

Membership

1. All Greater Wellington Regional Council Councillors elected from the Upper Hutt and Lower Hutt Constituencies, the Chair of the Environment Committee and the

- Chair of the Wellington Regional Council, one of whom shall be appointed Chair.
2. Three members, being elected members of Hutt City Council appointed by the Council on nomination by Hutt City Council.
 3. Three members, being elected members of Upper Hutt City Council appointed by the Council on nomination by Upper Hutt City Council.
 4. One member, appointed by Council on the nomination of the Port Nicholson Block Settlement Trust, for their skills, attributes or knowledge to assist the Committee.
 5. One member, appointed by Council on the nomination of the Toa Rangatira Trust, for their skills, attributes or knowledge to assist the Committee.
 6. Such other members appointed by the Environment Committee, when the Subcommittee considers that it could function more effectively by having such appointed members.

Quorum

Three Greater Wellington Regional Council Council members, two Hutt City Council members and one Upper Hutt City Council member.

Voting entitlement

All members have equal voting and speaking rights.

The Chair has a deliberative vote and in the case of an equality of votes has a casting vote.

Reporting and servicing

1. The Subcommittee reports to the Environment Committee of the Wellington Regional Council.
2. The Subcommittee is serviced by the Wellington Regional Council.
3. As the servicing body, Wellington Regional Council standing orders will apply to the Subcommittee with no provision for alternate members.

Remuneration

1. The expenses of members of the Subcommittee who are elected members of the Wellington Regional Council, Hutt City Council or Upper Hutt City Council shall be met by the council they represent.

2. Subcommittee members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.

Meeting frequency and life of Subcommittee

The Subcommittee shall meet as required and may, by resolution, recommend its dissolution to the Environment Committee.

12 Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee

(A subcommittee of the Environment Committee)

Purpose

- 1 The purpose of the Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee is to facilitate the development of a Floodplain Management Plan (FMP) for the upper Ruamahanga valley area. A FMP is a non-statutory plan that sets out a long-term strategy for managing areas at risk from flooding and erosion. FMPs may contain both regulatory and non-regulatory proposals.

Specific Responsibilities

- A The Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee is responsible for developing a FMP, for consideration and approval by Council, that:

- recognises the need for communities to mitigate the effects of flooding to an acceptable level of risk, in a way that improves community resilience to flooding
- recognises that flood risk cannot be completely eliminated and that provisions must be implemented to handle residual risk
- recognises that methods chosen to mitigate the effects of flooding must be both affordable and sustainable
- balances the priorities of Council in funding flood mitigation methods with the aspirations and contribution of the local community for implementation of the methods and ensures that any flood management solutions chosen can be accommodated within the funding constraints of the Council's Long-term Plan
- ensures that methods adopted to mitigate the effects of flooding consider the river/stream environment, recognising the unique nature and the role that rivers/streams play in the lives of the community.

- B. Provide oversight of the public involvement process that:

- ensures that the information base held by the community is made available to decision makers when appropriate
- enhances community awareness of floodplain management planning
- develops public confidence in the process of developing a FMP

- develops and maintains a network of contacts and mechanisms which can be used to provide community input required for the FMPs and to obtain that input when appropriate.

Membership

1. The Greater Wellington Regional Council Councillor elected from the Wairarapa Constituency, and one other Greater Wellington Regional Council Councillor.
2. One member, being an elected member of the Masterton District Council appointed by the Council on nomination by Masterton District Council.
3. One member, being an elected member of Carterton District Council appointed by the Council on nomination by Carterton District Council.
4. One member, appointed by Council on the nomination of Kahungunu ki Wairarapa, for their skills, attributes or knowledge to assist the Committee.
5. One member, appointed by Council on the nomination of Rangitāne ō Wairarapa, for their skills, attributes or knowledge to assist the Committee.
6. Up to two members appointed by Council on the nomination by the existing scheme committees.
7. Up to four community members appointed by the Council for their skills and experience relevant to the work of the subcommittee.

Chairperson

The Chairperson shall be appointed by Council from the community members appointed to the subcommittee.

Quorum

Half the number of members, including one Greater Wellington Regional Council member.

Voting entitlement

All members have equal voting and speaking rights.

The Chair has a deliberative vote and in the case of an equality of votes has a casting vote.

Reporting and servicing

2. The Subcommittee reports to the Environment Committee of the Wellington Regional Council.

2. The Subcommittee is serviced by the Wellington Regional Council.
3. As the servicing body, Wellington Regional Council standing orders will apply to the Subcommittee with no provision for alternate members.

Remuneration

2. The expenses of members of the Subcommittee who are elected members of the Wellington Regional Council, Masterton District Council or Carterton District Council shall be met by the council they represent.
2. Subcommittee members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.
3. The Chairperson shall also be eligible to receive an annual taxable honorarium of \$5,000.

Meeting frequency and life of Subcommittee

The Subcommittee shall meet as required.

The Subcommittee shall cease to exist when the Council has made a decision on the Floodplain Management Plan recommended by the subcommittee or at a time the Council determines.

13 Ruamāhanga Whaitua Committee

Purpose and function

The purpose of the Ruamāhanga Whaitua Committee is to facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Greater Wellington Regional Council (the Council) which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

The Ruamāhanga Whaitua Committee will operate in partnership with tangata whenua and develop recommendations guided by the five principles created as part of the Regional Plan Review process:

Ki uta ki tai – interconnectedness

Wairuatanga – identity

Kaitiakitanga – guardianship

To matou whakapono – judgement based on knowledge

Mahitahi – partnership (co-operative)

Status of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee is an advisory body established by the Council. The Committee is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

Specific responsibilities

1. The Ruamāhanga Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within their whaitua boundary, including measures to implement the National Policy statement for Freshwater Management.
2. The WIP developed will include:
 - (a) An assessment of region wide objectives contained in the draft/proposed or operative regional plan, as they relate to the whaitua
 - (b) Specific whaitua or catchment objectives and targets for water quality and quantity outcomes, including setting timeframes and priorities for achieving whaitua or catchment objectives and targets
 - (c) A review of the region wide values held for water quality and quantity and prioritisation of these values as they relate to the whaitua

- (d) Water quality limits, including nutrient load and contamination limits for freshwater and coastal waters if appropriate
 - (e) An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives and targets for the whaitua or catchment
 - (f) Programmes or activities that will support or contribute to the achievement of the established objectives and targets for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements, and the prioritisation of these programmes or activities and,
 - (g) Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.
3. In developing the WIP the following matters will also be considered:
- (a) Identification of the land and water opportunities for the whaitua, supported by the best available information sources
 - (b) Identification of a vision of the future of land and water management for the whaitua
 - (c) The management of rivers for flood hazard mitigation
 - (d) Priority water allocation (domestic, stock, irrigation uses) and secondary allocation
 - (e) Demand and supply management for all uses and their implications
 - (f) Significant water use projects, such as irrigation and electricity generation.
4. In developing objectives, targets, limits and activity programmes the members of the Ruamāhanga Whaitua Committee must work within the ambit of the following:
- (a) The Resource Management Act 1991
 - (b) The New Zealand Coastal Policy Statement 2010
 - (c) The National Policy Statement for Freshwater Management 2011
 - (d) The Regional Policy Statement 2013
 - (e) The National Environmental Standards for Sources of Human Drinking Water 2007
 - (f) The Soil Conservation and Rivers Control Act 1941

- (g) Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resource Management Committee or the General Manager, Environment Management.
5. The Ruamāhanga Whaitua Committee shall recommend to the Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan through a plan change process.
6. The Ruamāhanga Whaitua Committee shall recommend to the Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington Regional Council and in conjunction with relevant external organisations. They will also be considered in the development of the next Long Term Plan.

Council consideration of proposals in the WIP

The Council is responsible for the review and approval of the regulatory proposals in the Ruamāhanga Whaitua Committee WIP, including ensuring consistency with relevant statutory requirements. Non-regulatory options put forward in the WIP will be considered by the Council in conjunction with relevant external organisations, including local and iwi authorities.

The Council will give weight to the recommendations in the WIP agreed to through the collaborative process. If the WIP, or any part of it, is inconsistent with the Council's view or statutory requirements, these elements will be referred back to the Ruamāhanga Whaitua Committee for further consideration.

Ruamāhanga Whaitua Committee membership and operation

Ruamāhanga Whaitua Committee membership

The Ruamāhanga Whaitua Committee will be appointed by the Council and will have the following membership:

1. One elected and one appointed member of Te Upoko Taiao – Natural Resource Management Committee representing the interest of Greater Wellington Regional Council and acting as a voice of Te Upoko Taiao – Natural Resource Management Committee
2. One member nominated from each iwi authority whose rohe falls entirely or partly within the whaitua boundary, representing the interest of that tangata whenua group
3. One member nominated by each territorial authority operating within the whaitua boundary.
4. Up to seven members from the community with a range of backgrounds and interests related to land and water management within the community. The Council may approve additional members if it determines their necessity to ensure appropriate balance.

In determining the composition of the community members of the Ruamāhanga Whaitua Committee, consideration shall be given to balancing the following land and water management values:

- Agricultural interests
- Indigenous biodiversity/environmental groups
- Tangata whenua values (hapū)
- Recreational users
- Wider economic development interests
- Urban interests
- General community interests
- Incorporating existing structures/programmes and how they will be represented.

To be eligible to be considered for appointment to a Ruamāhanga Whaitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with, the whaitua.

Each community member must also reflect the interests of a wider group within the community and have the skills, experience and knowledge to relay information between the Ruamāhanga Whaitua Committee and different sectors within the community.

Staff eligibility

Greater Wellington Regional Council officers will not be eligible to apply for membership of the Ruamāhanga Whaitua Committee.

Chairperson

The Chairperson position is to be determined by the full Ruamāhanga Whaitua Committee when all members have been appointed. The Chairperson position must be filled by a member of the Ruamāhanga Whaitua Committee.

Quorum

A majority of the membership of the Ruamāhanga Whaitua Committee shall be present to form a quorum.

Alternate members

No alternates/proxies shall take the place of Ruamāhanga Whaitua Committee members.

Committee meetings and workshops

The Ruamāhanga Whaitua Committee will meet at least 4 times per annum (once a quarter) and with workshops and additional meetings as required.

Meetings will be advertised and will be open to the public.

Reporting

The Ruamāhanga Whaitua Committee will provide updates, at least quarterly, on work undertaken to both the Environment Committee and the Te Upoko Taiao - Natural Resource Management Committee.

Consensus

The Ruamāhanga Whaitua Committee will decide upon the recommendations proposed within their WIP by consensus.

Remuneration

Each council shall be responsible for remunerating its nominee appointed by Council on the Ruamāhanga Whaitua Committee for the cost of that person's participation on the Committee.

All other members of the Ruamāhanga Whaitua Committee will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Council and shall be eligible to receive the following taxable honorarium:

- Appointed members (excluding the Chairperson): \$7,500 per annum each
- Chairperson: \$12,000 per annum. This is only payable in the event that the Chairperson is a non-Councillor member of the Committee.

Duration of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee shall exist for the duration of the development and completion of a WIP (Whaitua Implementation Programme) document, and shall cease to exist when the Council has made decisions on regulatory proposals within the WIP.

14 Te Awarua-o-Porirua Whaitua Committee

'Whaitua' is a traditional Te Reo Māori term for a designated area.

The Regional Plan utilises the word 'whaitua' to describe a catchment or sub-catchment (zone) managed as an integrated system.

1. Purpose and function

The purpose of Te Awarua-o-Porirua Whaitua Committee is to facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Council which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

Te Awarua-o-Porirua Committee will operate in partnership with mana whenua and develop recommendations guided by the five principles created as part of the Regional Plan Review process:

- Ki uta ki tai – interconnectedness
- Wairuatanga – identity
- Kaitiakitanga – guardianship
- To matou whakapono – judgement based on knowledge
- Mahitahi – partnership (co-operative)

2. Status of Te Awarua-o-Porirua Whaitua Committee

Te Awarua-o-Porirua Whaitua Committee is an advisory body established by Council. The Committee is not a subordinate decision-making body of Council and is not a committee under the Local Government Act 2002.

3. Specific responsibilities

1. Te Awarua-o-Porirua Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within the whaitua boundary, including measures to implement the National Policy Statement for Freshwater Management 2014.

The WIP development will include:

- a. An assessment of region wide objectives contained in the draft/proposed or operative regional plan, as they relate to the whaitua
- b. Consideration of the Porirua Harbour and Catchment Strategy and Action Plan

- c. Implementation of the Porirua Harbour Strategy and Action Plan where this is appropriate to include in the regional plan
- d. Specific whaitua objectives for water quality and quantity outcomes
- e. Discharge limits, including for sediment, nutrients and other contaminants if appropriate, including setting timeframes and priorities, and management methods, to achieve freshwater and coastal objectives, including objectives in the Porirua Harbour Strategy and Action Plan
- f. Identification of mana whenua values and interests in the harbour and fresh water, and how these might be reflected in the regional plan
- g. An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives for the whaitua
- h. Programmes or activities that will support or contribute to the achievement of the established objectives for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements and,
- i. Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.

In developing the WIP the following matters will also be considered:

- a. Identification of the land and water issues, challenges, and opportunities for the whaitua
- b. Identification of a vision of the future of land and water management for the whaitua
- c. The management of stormwater and wastewater infrastructure
- d. The management of sediment inputs into the harbour
- e. Interactions between groundwater and surface water, fresh water, land use and coastal environments

In developing objectives, limits, management methods and activity programmes the members of Te Awarua-o-Porirua Whaitua Committee must work within the ambit of the following:

- a. The Resource Management Act 1991
- b. The New Zealand Coastal Policy Statement 2010
- c. The National Policy Statement for Freshwater 2014
- d. The Regional Policy Statement 2010

- e. The NES for Drinking Water Standards 2007
- f. The Soil Conservation and Rivers Control Act 1941
- g. Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resource Management Committee, Porirua Harbour and Catchment Joint Committee or the General Manager, Environment Management.
- h. Treaty of Waitangi settlements

Te Awarua-o-Porirua Whaitua Committee shall recommend to Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan through a plan change process.

Te Awarua-o-Porirua Whaitua Committee shall recommend to Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington and in conjunction with relevant external organisations.

Te Awarua-o-Porirua Whaitua Committee shall recommend new non-regulatory initiatives to be considered by the Porirua Harbour and Catchment Joint Committee for inclusion in the Porirua Harbour Strategy and Action Plan

4. Council consideration of regulatory proposals in the WIP

If the Council is not prepared to accept any specific elements of the regulatory proposals within the WIP, those specific elements will be referred back to Te Awarua-o-Porirua Whaitua Committee for further consideration.

5. Te Awarua-o-Porirua Whaitua Committee membership and operation

5.1 Te Awarua-o-Porirua Whaitua Committee membership

Te Awarua-o-Porirua Whaitua Committee will be appointed by Council and will have the following membership:

1. One elected and one appointed member of Te Upoko Taiao – Natural Resource Management Committee representing the interest of Greater Wellington Regional Council and acting as a voice of Te Upoko Taiao – Natural Resource Management Committee. One or both of these members may also be a representative on the Porirua Harbour and Catchment Joint Committee or otherwise ensure ongoing liaison with that committee
2. One member nominated from Te Runanga o Toa Rangatira representing the interests of mana whenua
3. One member nominated by each territorial authority operating within the whaitua boundary; Porirua City Council and Wellington City Council, who shall be an elected member of that territorial authority. These members may also be

a representative on the Porirua Harbour and Catchment Joint Committee or otherwise ensure ongoing liaison with that committee

4. Up to eight members from the community with a range of backgrounds and interests related to land and water management within the community. Council may approve additional members if it determines their necessity to ensure appropriate balance.

In determining the composition of the community members of Te Awarua-o-Porirua Whaitua Committee, consideration shall be given to balancing the following land and water management interests and values:

- Indigenous biodiversity/environmental values
- Tangata whenua values
- Recreational values
- Wider economic development interests
- Urban ratepayer interests
- Urban Maori interests
- General community interests
- Incorporating existing structures/programmes and how they will be represented.
- Regional infrastructure interests

To be eligible to be considered for appointment to Te Awarua-o-Porirua Whaitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with, the whaitua.

Each community member must also reflect the interests of a wider group within the community and have the skills, experience and knowledge to relay information between Te Awarua o Porirua Whaitua Committee and different sectors within the community.

5.2 Chairperson

The Chairperson position is to be determined by the full Te Awarua-o-Porirua Whaitua Committee when all members have been appointed. The Chairperson position must be filled by a member of Te Awarua-o-Porirua Whaitua Committee.

5.3 Quorum

A majority of the membership of Te Awarua-o-Porirua Whaitua Committee shall be present to form a quorum.

5.4 Alternate members

No alternates/proxies shall take the place of Te Awarua-o-Porirua Whaitua Committee members.

5.5 Committee meetings and workshops

Te Awarua-o-Porirua Whaitua Committee will meet at least 4 times per annum (once a quarter) and with workshops and additional meetings as required.

Meetings will be advertised and will be open to the public.

5.6 Reporting

Te Awarua-o-Porirua Whaitua Committee will provide updates, at least quarterly, on work undertaken to both the Environment Committee and the Te Upoko Taiao- Natural Resource Management Committee.

5.7 Consensus

Te Awarua-o-Porirua Whaitua Committee will decide upon the recommendations proposed within their WIP by consensus.

6. Remuneration

Each council shall be responsible for remunerating its nominee appointed by Council on Te Awarua-o-Porirua Whaitua Committee for the cost of that person's participation on the Committee.

All other members of Te Awarua-o-Porirua Whaitua Committee will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Council and shall be eligible to receive the following honorarium:

- Appointed members \$7,500 per annum
- Chairperson \$12,000 per annum

7. Duration of Te Awarua-o-Porirua Whaitua Committee

Te Awarua-o-Porirua Whaitua Committee shall exist for the duration of the development and completion of a WIP (Whaitua Implementation Programme) document, and shall cease to exist when Council has made decisions on regulatory proposals within the WIP.

15 Farming Reference Group

Purpose

To provide advice, information and recommendations on matters concerning the functions of Greater Wellington Regional Council as they relate to the well-being of the greater Wellington region's farming communities.

Objectives

- To promote, demonstrate and encourage the sustainable management of the Wellington Region within a framework of environmental and economic sustainability as it relates to the following issues:
 - soil conservation
 - flood protection
 - plant and animal pests
 - climate change
 - nutrient management
 - biodiversity protection and enhancement
 - riparian management.
- To provide a forum to consider and provide advice on farming matters during the development of the region's Natural Resource Plan.
- To provide a forum to consider and provide advice on matters related to other Greater Wellington Regional Council functions as they affect the farming communities within the Wellington Region.
- To establish robust and enduring partnerships between Greater Wellington Regional Council and the region's farming communities and stakeholders.

Reporting

Matters that the Farming Reference Group considers warrant consideration by the Council shall be reported to the Environment Committee.

Membership

The membership shall be up to eight persons appointed by the Council, as follows:

- Two Councillors
- Up to eight persons appointed by Council on the basis of their experience and skills relevant to the Group and their networks in the region's farming sector community.

The quorum is at least 50% of the members.

Chairperson

The Group's Chairperson will be appointed by the Council from its non-Councillor membership when all members have been appointed.

Term of Appointment

A member's term of appointment will cease at the end of the 2016-2019 triennium. A member's term of appointment will cease before this time if the member resigns or misses two consecutive meetings without tendering an apology.

Remuneration

Members who are not otherwise being remunerated may claim Greater Wellington Regional Council standard daily meeting attendance allowances and expenses.

Meeting procedure and frequency

All members have equal speaking and voting rights (one per member). Greater Wellington Regional Council's Standing Orders do not apply.

The Farming Reference Group will meet up to six times per year, with additional meetings arranged, as required.

Status

The Farming Reference Group is an advisory body; it does not form part of the Council's sub-ordinate governance structure.

Duration of the Farming Reference Group

In the absence of a prior decision made by Council to continue the Group in the next triennium, the Group will dissolve at the end of the 2016-2019 triennium.

16 Lower Ruamahanga Valley Floodplain Management Advisory Committee

(An advisory committee to the Environment Committee)

Purpose

- A. Provide oversight of the development, implementation and review of the Lower Wairarapa Valley Development Scheme (LWVDS) and Floodplain Management Plans (FMPs) for the Lower Ruamahanga Valley floodplains in a way which:
- recognises the need of the community to mitigate the effects of flooding to an acceptable level of risk and in a sustainable way
 - recognises that flood risk cannot be completely eliminated and that provisions must be implemented to handle residual risk
 - recognises that methods chosen to mitigate the effects of flooding must be affordable
 - balances the priorities of Council in funding flood mitigation methods with the aspirations and contribution of the local community for implementation of the methods and ensures that any flood management solutions chosen can be accommodated within the funding constraints of the Council's Long-term Plan
 - ensures that methods adopted through FMPs to mitigate the effects of flooding consider the river/stream environment, recognising the unique nature and the role that rivers/streams play in the lives of the community.
- B. Provide oversight of the public involvement process for FMPs within a framework recommended by this Advisory Committee which:
- ensures that the information base held by the community is made available to decision makers when appropriate
 - enhances community awareness of FMPs
 - develops public confidence in the process of FMPs
 - develops and maintains a network of contacts and mechanisms which can be used to provide community input required for FMPs and to obtain that input when appropriate.

Status of the Advisory Committee

The Lower Ruamahanga Valley Floodplain Management Advisory Committee is an advisory body established by the Council. The Advisory Committee is not a subordinate decision making body of Council and is not a committee under the Local Government Act 2002.

Membership

1. The Wellington Regional Council Councillor elected from the Wairarapa Constituency and the Chair of the Environment Committee.
2. One member, being an elected member of South Wairarapa District Council appointed by the Council on nomination by South Wairarapa District Council.
3. Eight members, being members appointed by the Council on nomination by the local scheme committees.
4. One member appointed by Council on the nomination of Kahungunu ki Wairarapa.
5. One member appointed by Council on the nomination of Rangitāne ō Wairarapa.
6. Such other members appointed by the Environment Committee, when the Advisory Committee considers that it could function more effectively by having such appointed members.

Chair

The Chairperson shall be appointed by Council on nomination of the Advisory Committee.

Quorum

Half the number of members, including one Wellington Regional Council member.

Alternates

No alternates/proxies shall take the place of Advisory Committee members.

Voting entitlement

All members have equal voting and speaking rights.

Reporting and servicing

4. The Advisory Committee reports to the Environment Committee of the Wellington Regional Council.
5. The Advisory Committee is serviced by the Wellington Regional Council.

Remuneration

4. The expenses of members of the Advisory Committee who are elected members of the Wellington Regional Council and South Wairarapa District Council shall be met by the council they represent.
5. Advisory Committee members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.
6. Provided they are not an elected member of a Council the Chairperson shall also be eligible to receive an annual taxable honorarium of \$5,000, in addition to the daily meeting attendance allowances and expenses.

Meeting frequency and life of Advisory Committee

The Advisory Committee shall meet as required and may, by resolution, recommend its dissolution to the Environment Committee.

In the absence of a prior decision made by Council to continue the Advisory Committee in the next triennium, the Advisory Committee will dissolve at the end of the 2016-2019 triennium.

17 Water Wairarapa Governance Group

Purpose and function

The purpose of the Water Wairarapa Governance Group is to provide governance oversight of the day-to-day activities and work programme of the Water Wairarapa Project and to provide recommendations to Greater Wellington Regional Council on future aspects of the project.

Status of the Water Wairarapa Governance Group

The Group is an advisory body established by Greater Wellington Regional Council. The Group is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

Specific responsibilities

1. Oversee the day-to-day activities of the Water Wairarapa Project, including monitoring of the delivery of the annual project work programme.
2. Source funding for and initiate full feasibility investigations on selected sites.
3. Recommend to Council any matters relating to the Water Wairarapa Project that should be included in the Council's Long Term Plan or Annual Plan.
4. Recommend to Council proposals for the future direction and stages of the project.

Reporting to Council and Council consideration of Governance Group recommendations

The Council retains oversight of the Water Wairarapa Project within Greater Wellington Regional Council. It is expected that an update on the progress of the Water Wairarapa Project will be reported to Council at least quarterly.

Recommendations from the Group which require a Greater Wellington Regional Council decision will be considered by the full Council for decision.

If the Council has a concern with any particular recommendation of the Group the matter will be referred back to the Group for further consideration.

Water Wairarapa Governance Group membership and operation

Water Wairarapa Governance Group membership

The Group shall comprise up to nine members appointed by Council:

- The Greater Wellington Regional Council Councillor elected from the Wairarapa Constituency, and one other Greater Wellington Regional Council Councillor.
- Up to seven members appointed on the basis of their relevant skills and experience (including two members from the iwi authorities of the Wairarapa and one elected member from one of the three Wairarapa territorial authorities.)

The Group may recommend to Council the appointment of additional persons to the Group, on the basis of their skills and experience relevant to the purpose of the Group.

Chairperson

The Group Chairperson will be appointed by the Council from the non-Councillor appointees.

Quorum

A majority of the membership of the Group shall be present to form a quorum at meetings.

Alternate members

No alternates/proxies shall take the place of the Group members.

Governance Group meetings

The Group will generally meet approximately every four weeks, with workshops and additional meetings as required.

Meetings will be held at Shed 39, 2 Fryatt Quay, Pipitea, Wellington, unless members are notified otherwise.

Consensus

The Group will strive to decide upon the matters by consensus. In the circumstance that a consensus cannot be achieved on a particular matter, each member has a deliberate vote and the Chair does not have a casting vote.

Remuneration

All members of the Group, who are not otherwise being remunerated for their attendance at the Group meetings and workshops, will be eligible to receive standard meeting fees, mileage allowances or reimbursement of travel expenses as determined by Council.

In addition, the Chairperson shall be eligible to receive a taxable annual honorarium of \$10,000.

Duration of the Water Wairarapa Governance Group

The Group shall cease to exist when GWRC's financial contribution to the WWUP project concludes.

Management

Greater Wellington Regional Council staff will provide administrative and other support for the Governance group.

Greater Wellington Regional Council staff led by the Project Director will manage the project. Other Greater Wellington Regional Council support will be provided through the General Manager Environment Management group including financial advice, media assistance, science, planning and regulatory advice.

18. Ara Tahi Partnership Forum Terms of Reference

1. Purpose

To influence and guide Council decision making and uphold the Memorandum of Partnership.

2. Specific responsibilities

Ara Tahi will:

- develop an Ara Tahi Strategic Plan and work programme
- monitor the progress and achievements of the Ara Tahi work programme
- review the Ara Tahi Strategic Plan every three years
- maintain an overview of the review of the Memorandum of Partnership every three years
- provide a forum for collective discussions and action on matters of strategic importance to the region
- oversee matters pertaining to the partnership between mana whenua and Council
- by invitation from Council, nominate persons on the basis of their skills and experience, for appointment by Council to Council committees, as one means of providing opportunities for Māori to contribute to Council's decision-making processes and provide advice to Council on the delivery of Council's recognition and respect of the Crown's Treaty obligations⁴
- enable separate mana whenua caucus opportunities at the end of planned meetings as required.

3. Membership

Up to 12 non-Councillor members, being a maximum of two members nominated and mandated by each iwi signatory to the Memorandum of Partnership.

Two Council members appointed by Council and the Chief Executive.

4. Chairperson

At the commencement of each triennium, Ara Tahi members will elect a Chair from among its members. The Chair will serve for the duration of the Council triennium unless they resign or a fresh election is held as a result of a demand for an election signed in writing by an Ara Tahi member from at least four of the mana whenua partner organisations represented on Ara Tahi.

Nominations for the Chair will:

- be submitted and endorsed by a partner to the Memorandum of Partnership⁵

⁴ Memorandum of Partnership 2013, p4

⁵ Memorandum of Partnership 2013, For a list of mana whenua partners refer to p2

- include the name of the individual nominating the candidate and the nominee (if they are different as members can nominate themselves), and a brief profile statement
- be submitted to Te Pou Whakarae by email or post by 5.00pm Friday, three weeks prior to the first Ara Tahī planned meeting after the triennial elections.

Te Hunga Whiriwhiri will distribute nominee information to members at least one week prior to the first Ara Tahī planned meeting.

Members will:

- vote for the Chair at the first Ara Tahī planned meeting
- cast a single vote on behalf of the agency or entity that nominated them or that they represent. For the avoidance of doubt, this means there will be a total of six mana whenua votes and one Greater Wellington Regional Council vote cast. No proxy votes will be allowed.
- vote either by a show of hands or a secret ballot. The request by one member for a secret ballot is sufficient to instigate this method.

If a secret ballot is used, one of the Council representatives will receive and tally the votes and announce the results.

If no nominations are received for the Chair's position the incumbent will be invited to continue in the role.

The Chair:

- will start the term effective immediately
- shall preside at all meetings of Ara Tahī
- will be supported by Te Hunga Whiriwhiri
- will be eligible to receive an annual honorarium as determined and approved by the Council.

If the Chair is unable to attend a meeting, members present will appoint presiding member from among their own members.

5. Quorum

The quorum for each meeting will be representatives from at least four mana whenua entities present plus one Council representative.

6. Decision making and voting entitlement

Decision making will be by consensus.

Should a vote be required, decisions will be by a majority.

Members will cast a single vote on behalf of the agency or entity that nominated them or that they represent. For the avoidance of doubt, this means there will be a total of six

mana whenua votes and one Greater Wellington Regional Council vote cast. No proxy votes will be allowed.

The Ara Tahi Chair does not have a casting vote.

7. Remuneration

The non-Councillor appointees to Ara Tahi are each eligible to claim a meeting fee of \$400 inclusive of travel and preparation time.

8. Meeting frequency and life of the Ara Tahi

Ara Tahi will:

- meet at least quarterly according to the agenda demands and more often as negotiated and agreed
- continue as long as it achieves the purpose for which it was established. Ara Tahi may be disestablished by Council on the unanimous vote of Ara Tahi.

9. Review/evaluation

Ara Tahi supports a process of continuous improvement and will undertake a self-review every second year to identify any areas of improvements or refinements.