

Greater Wellington Regional Council

Terms of reference for committees and advisory groups, and delegations for committees: 2019—22 triennium

Adopted by Council on 12 December 2019

Amendments:

Date	Report number	Brief description of the amendment
27 February 2020	20.55	Establishment of the Public Transport Advisory Group
24 March 2020	20.105	Reduced quorum for specific Committees
30 April 2020	PE20.136	Amended representation perspective for the Public Transport Advisory Group
20 August 2020	20.291	Amended KiwiRail representation on the Regional Transport Committee (effects legislative change)

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1. Preface

Legislative framework

The Wellington Regional Council (Council) is constituted by the Local Government Act 2002 and is subject to the following Acts of Parliament that provide its powers, functions and duties:

- 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 Council's statutory responsibility, being the Wellington Region, is referred to as "the region".

Governance

Councillors are elected to Council through regular three-yearly elections, when the different constituencies of the region select their representatives for the forthcoming triennium. Once the elected Councillors have made their statutory declarations, they collectively (as Council) 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 powers, functions and duties.

Committees

As Council is responsible for a wide range of strategies, plans, and functions, Councillors need to organise their own work in a way that both facilitates a clear understanding of the issues and community concerns, and promotes efficiency and effectiveness.

Council’s optimal governance model is to create a series of standing committees that have the purpose/s and specific responsibilities outlined in the following terms of reference. These committees may have delegated powers, functions and duties from Council; the Council remains accountable for the exercise of these matters.

This governance model is intended to ensure decisions are made at the most appropriate level, and to provide clarity on the different and complementary roles of ‘governance’ and ‘management’.

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

Management

Greater Wellington Regional Council (Greater Wellington), as an organisation, delivers Council’s strategies, policies and plans through a range of programmes and activities. The actual delivery is carried out, under delegation, by staff appointed by the Chief Executive. The Chief Executive is accountable to Council for all delivery.

Governance and management relationship

The following table summarises the key responsibilities for, and relationships between, the governance and management roles:

Governance	Management
Setting Council’s strategic direction (including the desired results), and approving strategies, policies and plans consistent with related legislation Key examples include developing and adopting Council’s Long Term Plan, Annual Plan and key policy/planning documents (like the Regional Policy Statement and the Regional Land Transport Plan).	Preparing draft documents and related advice for Council and Committees on the desired strategic direction and results, and to meet statutory requirements
Making statutory and administrative decisions	Providing politically neutral free and frank advice to Council and Committees to enable good and lawful decisions Implementing Council’s and Committees’ decisions
Representing residents and other members of the local community	Providing information to support Councillors to engage with the local community
Delegating functions, duties and powers to Committees and the Chief Executive	Exercising delegated functions, duties and powers

Governance	Management
<p>Overseeing and evaluating Greater Wellington's performance, including its effectiveness in implementing approved strategies, policies and plans and in delivering the desired results</p> <p>Prudently allocating and stewarding Council's finances and resources, including for Council's strategic assets</p>	<p>Managing Greater Wellington's systems, processes and delivery consistently with Council's strategic direction; approved strategies, policies and plans; and other statutory requirements</p> <p>Reporting to Council and Committees on Greater Wellington's performance and effectiveness. This includes providing assurance on systems and processes, and the management of finances, resources and assets</p>
<p>Reporting, and being accountable, publicly for the achievement of Council's desired results</p>	<p>Preparing related documents, communications, and advice to support Council's accountability</p>
<p>Managing political aspirations whilst meeting governance obligations to Greater Wellington and the community</p>	<p>Ensuring Greater Wellington has a clear understanding of the difference and relationship between political and management matters, and managing this relationship appropriately</p>
<p>Appointing the Chief Executive, and making or recommending key appointments (e.g. to committees and council-controlled organisations)</p>	<p>Supporting the appointment and induction of a new Chief Executive, as needed</p>
<p>Providing a link between the community and Greater Wellington</p>	<p>Providing a link between Council and staff</p>

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 that 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 advisory groups where appropriate; appoint members to these bodies; then receive and consider the recommendations and matters referred to it by such committees, subcommittees and advisory groups. [Council retains for itself the power to establish advisory groups.]
- 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 Council, and facilitate participation by Māori in Council decision-making processes.
- Appoint the Chief Executive; approve the Chief Executive's performance agreement and any recruitment and selection process for a Chief Executive; and then review the Chief Executive's contract, performance and remuneration at least annually.
- Approve Council's Annual Report.
- Approve all delegations to the Chief Executive, including the authority for further delegation to staff.
- Review the performance of the council-controlled trading organisations, council controlled organisations (CCOs) and the Wellington Regional Stadium Trust (WRST).
- Appoint directors to the council-controlled trading organisations and CCOs, trustees to the WRST, and representatives to any other organisations on which Council is entitled to representation.
- Review and decide Council's electoral and representation arrangements.
- Consider issues of regional significance that are not the responsibility of any specific standing committee or that are of such regional significance/high public interest that Council needs to make the decision/s. Such issues include, but are not limited to:
 - o Regional economic and business development, including Council's position on the Wellington Regional Strategy and its implementation, and the Wellington Regional Investment Plan
 - o Good regional form, including the Regional Growth Framework and geospatial plan
 - o Water supply, including future water collection areas
 - o Emergency management, for those matters that are not the responsibility of the Civil Defence Emergency Management (CDEM) joint committee.

3. Environment Committee (A committee of the whole)

1 Purpose

To oversee the development, implementation and review of Council's:

- a Environmental strategies, policies, plans, programmes and initiatives to address environmental issues in the region (including issues in the areas of land management, regional natural resources, river control, flood protection, regional parks and reserves, coastal marine environment, maritime navigation and safety, biosecurity and biodiversity)
- b Regional resilience priorities in the delivery of plans, programmes, initiatives and activities for flood protection and regional parks and forests
- c Regulatory systems, processes and tools to meet Council's related legislative responsibilities.

2 Specific responsibilities

The Committee's environmental responsibilities include the areas of land management, regional natural resources, river control, flood protection, regional parks and reserves, coastal marine environment, maritime navigation and safety, biosecurity and biodiversity.

2.1 Oversee the development and review of Council's:

- a Environmental strategies, policies, plans, programmes and initiatives
- b Regional resilience priorities

and recommend these matters (and variations) to Council for adoption.

2.2 Review periodically the effectiveness of implementing and delivering Council's:

- a Environmental strategies, policies, plans, programmes and initiatives
- b Regional resilience priorities.

2.3 Consider regional, national and international developments; emerging issues and impacts; and changes in the legislative frameworks for their implications for Council's:

- a Environmental strategies, policies, plans, programmes and initiatives
- b Regulatory systems, processes and tools.

2.4 Recommend to Council changes to improve the effectiveness of Council's:

- a Environmental strategies, policies, plans, programmes and initiatives
- b Regional resilience priorities
- c Regulatory systems, processes and tools.

- 2.5 Review Greater Wellington's compliance with Council's related legislative responsibilities¹, and the monitoring and enforcement of compliance.
- 2.6 Review progress with the development of non-regulatory proposals, including those arising from the whitua process.
- 2.7 Ensure that the Committee's decision making:
 - a Considers climate change-related risks (mitigation and adaptation)
 - b Is consistent with Council's plans and initiatives to give effect to Council's declaration of a climate emergency on 21 August 2019.

3 Delegations

- 3.1 Subject to sections 3.3 to 3.7, Council delegates to the Committee all the powers, functions and duties necessary to perform the Committee's responsibilities, except those that must not be delegated, have been retained by Council, have been delegated to another committee, or have been delegated to the Chief Executive.
- 3.2 The Committee has the authority to approve submissions to external organisations for matters pertaining directly to the Committee's purpose.
- 3.3 The Committee may make decisions on matters with a financial impact only where the related costs are:
 - a Budgeted for in the relevant business group's budget
 - b Not budgeted for in the relevant business group's budget, but can be met from savings within that budget.
- 3.4 Where the Committee considers a decision with a material financial impact is needed², the Committee must refer the matter to Council for its decision.
- 3.5 The Committee may not make a decision that is materially inconsistent with Council's Annual Plan or Long Term Plan.
- 3.6 Where a matter proposed for consideration by the Committee is of strategic importance to the Wairarapa Constituency, that matter shall first be referred to the Wairarapa Committee or its members for their consideration.
- 3.7 The Committee shall ensure that it acts under the guidance of the Memorandum of Partnership in working with Greater Wellington's mana whenua partners of the

¹ These responsibilities include those under the Resource Management Act 1991 and for the granting of resource consents, the Soil Conservation and Rivers Control Act 1967, the Biosecurity Act 1993, the Reserves Act 1977, and the Maritime Transport Act 1994.

² That is, where savings are identified from other business groups' budgets to meet the related costs; or no savings are identified across Greater Wellington's overall budget to meet the related costs.

Wellington Region to ensure effective Māori participation in the Committee's deliberations and decision-making processes.

4 Members

4.1 All thirteen Councillors.

4.2 The Chair of the Farming Reference Group.

4.3 One member, appointed by Council on the nomination of Ara Tahi, who has the necessary skills, attributes or knowledge that will assist the work of the Committee.

5 Quorum

Two Committee members.

4. Transport Committee (A committee of the whole)

1 Purpose

To oversee the development, implementation and review of Council's strategic direction and policies for transport and mode-shift; set the operational direction to deliver public transport and mode-shift; provide input into joint transport-related projects and initiatives; and ensure these matters promote the social, economic, environmental well-being of the region.

2 Specific responsibilities

- 2.1 Prepare the Wellington Regional Public Transport Plan (including variations) and recommend its adoption by Council.
- 2.2 Approve strategies, policies and guidelines to deliver public transport in accordance with the Wellington Regional Public Transport Plan.
- 2.3 Approve transport strategies, policies, plans, programmes and initiatives related to transport demand management and active mode promotion.
- 2.4 Review performance trends related to public transport activities.
- 2.5 Review periodically the performance and effectiveness of transport strategies, policies, plans, programmes and initiatives, including:
 - a Delivery of the Wellington Regional Public Transport Plan
 - b Transport demand management and active mode promotion initiatives.
- 2.6 Oversee Council's involvement in jointly-managed regional and national transport programmes and projects, including Let's Get Wellington Moving and Project NEXT.
- 2.7 Consider regional, national and international developments; emerging issues and impacts; and changes in the legislative frameworks for their implications for transport strategies, policies, plans, programmes and initiatives.
- 2.8 Consider and endorse business cases for submission to the NZ Transport Agency or other agencies on strategic transport projects with the potential for significant financial impact.
- 2.9 Inform Council's representatives on matters going forward to the Regional Transport Committee to assist that committee in developing the Wellington Regional Land Transport Plan.
- 2.10 Ensure that the Committee's decision-making:
 - a Considers climate change-related risks (mitigation and adaptation)
 - b Is consistent with Council's plans and initiatives to give effect to Council's declaration of a climate emergency on 21 August 2019.
- 2.11 Advocate for the alignment of initiatives across the region with transport implications including spatial planning and land use planning.

3 Delegations

- 3.1 Subject to sections 3.3 to 3.7, Council delegates to the Committee all the powers, functions and duties necessary to perform the Committee's responsibilities, except those that must not be delegated, have been retained by Council, have been delegated to another committee, or have been delegated to the Chief Executive.
- 3.2 The Committee has the authority to approve submissions to external organisations for matters pertaining directly to the Committee's purpose.
- 3.3 The Committee may make decisions on matters with a financial impact only where the related costs are:
 - a Budgeted for in the relevant business group's budget
 - b Not budgeted for in the relevant business group's budget, but can be met from savings within that budget.
- 3.4 Where the Committee considers a decision with a material financial impact is needed³, the Committee must refer the matter to Council for its decision.
- 3.5 The Committee may not make a decision that is materially inconsistent with Council's Annual Plan or Long Term Plan.
- 3.6 Where a matter proposed for consideration by the Committee is of strategic importance to the Wairarapa Constituency, that matter shall first be referred to the Wairarapa Committee or its members for their consideration.
- 3.7 The Committee shall ensure that it acts under the guidance of the Memorandum of Partnership in working with Greater Wellington's mana whenua partners of the Wellington Region to ensure effective Māori participation in the Committee's deliberations and decision-making processes.

4 Members

- 4.1 All thirteen Councillors.
- 4.2 One member, appointed by Council on the nomination of Ara Tahi, who has the necessary skills, attributes or knowledge that will assist the work of the Committee.

5 Quorum

Two Committee members.

³ That is, where savings are identified from other business groups' budgets to meet the related costs; or no savings are identified across Greater Wellington's overall budget to meet the related costs.

5. Chief Executive Employment Committee

1 Purpose

To act for, and advise, Council on matters relating to the employment, performance and remuneration of Council's Chief Executive.

2 Specific responsibilities

- 2.1 Negotiate an initial performance agreement, subsequent performance agreements, and variations (as needed) with the Chief Executive, and recommend any performance agreement (or variation) to Council for approval.
- 2.2 Undertake a six-monthly interim review of the Chief Executive's progress against the performance agreement.
- 2.3 Conduct the annual reviews of the Chief Executive's performance and remuneration, and make recommendations to Council as an outcome of those reviews.
- 2.4 Conduct a review of employment, at the end of the Chief Executive's first term of employment, under clause 35 of Schedule 7 to the Local Government Act 2002, and make a recommendation to Council on whether the Chief Executive should be appointed for a second term or the position declared vacant under clause 34 of Schedule 7 to the Local Government Act 2002.
- 2.5 Represent Council on any issues that may arise with the Chief Executive's job description, employment agreement, performance agreement, or related matters.
- 2.6 Recommend to Council, for its approval, a recruitment, selection, and appointment process for a Chief Executive.
- 2.7 Oversee any Council-approved recruitment, selection, and appointment process for a Chief Executive (noting that Council must legally make the appointment decision).

3 Members

Five Councillors.

4 Quorum

Two Councillors.

6. Climate Committee

1 Purpose

To oversee and inform the development and review of Council's strategies, policies, plans, programmes and initiatives from a climate change perspective; review the implementation and delivery of these matters; and provide effective leadership on climate change for the organisation and the region to reduce greenhouse gas emissions and ensure a climate resilient future for the Wellington Region.

2 Specific responsibilities

- 2.1 Oversee the development and review of Council's climate change strategies, policies, plans, programmes, and initiatives (including Council's Climate Emergency Response Programme⁴); and recommend these matters (and variations) to Council for adoption.
- 2.2 Review Council's other strategies, policies, plans, programmes, and initiatives, and recommend changes that improve the effectiveness of these matters from a climate change perspective.
- 2.3 Review the role of Greater Wellington in regional climate change programmes and initiatives, including:
 - a Regional initiatives enabling communities to adapt to climate change
 - b The development and implementation of a Regional Climate Mitigation Plan and recommend any changes to Council
 - c Supporting the transition of the region to a resilient low emissions economy.
- 2.4 Monitor Greater Wellington's, and the Wellington Region's, emissions and climate risks.
- 2.5 Consider regional, national and international developments; emerging issues and impacts; and changes in the legislative frameworks for their implications for Council's climate change strategies, policies, plans, programmes, and initiatives.
- 2.6 Advocate for the alignment and advancement of central government's and other external organisations' programmes and initiatives in climate change programmes and initiatives, working alongside the Wellington Regional Climate Change Working Group.
- 2.7 Advocate to central government for a more comprehensive set of climate tools for application by local authorities.
- 2.8 Liaise with other regional councils and territorial authorities in the interests of building a stronger regional consensus for climate change action.

⁴ The Climate Change Response Programme is the collective name for Council's Corporate Carbon Neutrality Action Plan and Regional Climate Emergency Action Plan.

3 Delegations

- 3.1 The Committee has the authority to approve submissions to external organisations on matters pertaining directly to the Committee's purpose.
- 3.2 Where a matter proposed for consideration by the Committee is of strategic importance to the Wairarapa Constituency, that matter shall first be referred to the Wairarapa Committee or its members for their consideration.

4 Members

- 4.1 Eight Councillors.
- 4.2 Two members, appointed by Council as follows, who have the necessary skills, attributes, or knowledge that will assist the work of the Committee, being:
 - a One member, nominated by Ara Tahi
 - b One member with recognised climate change expertise.

5 Quorum

Two Committee members.

6 Meeting frequency

The Committee shall meet quarterly, with additional meetings as required.

7. Finance, Risk and Assurance Committee

1 Purpose

To oversee, review and report to Council on the management and delivery of Greater Wellington's policies and frameworks for financial management, risk management, and assurance.

2 Specific responsibilities

- 2.1 Review the effectiveness of Greater Wellington's Council's financial management policies and frameworks for, and the robustness of, the organisation's financial performance.
- 2.2 Review the effectiveness of Greater Wellington's risk policies and frameworks, and Greater Wellington's identification and management of risks faced by Council and the organisation. This review includes whether Greater Wellington is taking effective action to mitigate significant risks.
- 2.3 Review Greater Wellington'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.
- 2.4 Approve an internal audit plan, and review the effectiveness of the implementation and delivery of actions to address audit recommendations from Greater Wellington's internal auditors.
- 2.5 Review annually the appropriateness of Council's insurance.
- 2.6 Recommend to Council changes to improve the effectiveness of Greater Wellington's policies and frameworks for financial management, assurance and risk management.
- 2.7 Review the draft Annual Report, together with Greater Wellington's responses to any related reports from the external auditors; and recommend the Annual Report for adoption by Council.

3 Delegations

The Committee has the authority to approve:

- a The internal audit plan
- b Submissions to external organisations on matters pertaining directly to the Committee's purpose.

4 Members

4.1 Five Councillors.

4.2 Two members, appointed by Council, who have the necessary skills, attributes or knowledge that will assist with the work of the Committee, being:

- a One member, nominated by Ara Tahi
- b One external member, who has the necessary independence, expertise, and knowledge of local government relevant to the Committee's purpose and responsibilities.

5 Quorum

Two Committee members.

8. Regional Transport Committee

1 Purpose

To exercise the legislative functions and powers of a regional transport committee under the Land Transport Management Act 2003 (the Act).

2 Specific responsibilities

- 2.1 Prepare, for approval by Council, the Wellington Regional Land Transport Plan and any variations to it.
- 2.2 Provide Council with any advice and assistance it may request in relation to its transport responsibilities.
- 2.3 Adopt a policy that determines significance for variations made to, and activities included in, the Wellington Regional Land Transport Plan.
- 2.4 Review the implementation and delivery of the Wellington Regional Land Transport Plan.
- 2.5 Approve submissions to external organisations on matters pertaining directly to the Committee's purpose.
- 2.6 Advocate for the alignment of the Wellington Regional Land Transport Plan and supporting projects with related plans and initiatives, including the Regional Growth Framework, Regional Climate Mitigation Plan and Wellington Lifelines Resilience Business Case.

3 Members⁵

3.1 Council shall appoint:

- a Two persons to represent Council
- b One person from each territorial authority in the region (to represent that territorial authority)
- c One person to represent the New Zealand Transport Agency.

3.2 KiwiRail must appoint the KiwiRail member⁶.

3.3 To assist the Committee in its decision-making, Council may appoint other non-local government advisors⁷.

⁵ Section 105(2) of the Act.

⁶ Section 105A(3) of the Act.

⁷ Clause 31(3) of Schedule 7 to the Local Government Act 2002.

4 Voting entitlement

- 4.1 The KiwiRail member has full speaking rights, but no voting rights at any meeting of the Committee⁸.
- 4.2 The advisors appointed to the Committee have full speaking rights, but no voting entitlement on any matter.

5 Alternate members

- 5.1 The New Zealand Transport Agency and each territorial authority are each entitled to nominate an alternate member. This alternate may sit at the table, speak and vote at Committee meetings; but only if the appointed member is unable to attend.
- 5.2 KiwiRail may appoint an alternate KiwiRail member. This alternate may sit at the table and speak at Committee meetings, but only if the appointed KiwiRail member is unable to attend.

6 Quorum

The Chair or Deputy Chair, and one other Committee member.

7 Chair and Deputy Chair

- 7.1 Council must appoint, from its representatives, the Chair and Deputy Chair⁹.
- 7.2 The Chair, or any other person presiding at the meeting, 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)¹⁰.
- 7.3 The KiwiRail member must not be appointed as the Chair or Deputy Chair (or by any other process preside at any meeting)¹¹.

8 Remuneration and expenses

The advisors appointed to the Committee (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting fee and mileage allowances and expenses.

⁸ Section 105A(4) of the Act.

⁹ Section 105(6) of the Act.

¹⁰ Section 105(7) of the Act.

¹¹ Section 105A(4) of the Act.

9. Te Upoko Taiao – Natural Resources Plan Committee

1 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.

2 Specific responsibilities

- 2.1 Review operative regional plans.
- 2.2 Prepare proposed regional plans.
- 2.3 Prepare any variations to proposed regional plans or plan changes.
- 2.4 Prepare any plan changes in relation to operative regional plans.
- 2.5 Recommend to Council the proposed plans, proposed variations and proposed plan changes that should proceed to public notification.
- 2.6 Review any provisions which Council may refer back to the Committee for further consideration.
- 2.7 Oversee consultation under the First Schedule to the Resource Management Act 1991.
- 2.8 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.).
- 2.9 Review progress with the development of regulatory proposals, including those arising from the whitua process.

3 Members

- 3.1 Six Councillors.
- 3.2 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.
- 3.3 In making appointments under section 3.2, 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.

4 Co-Chairs

4.1 The Committee will have two Co-Chairs:

- a A Councillor member of the Committee; and
- b A non-Councillor member of the Committee.

4.2 At the commencement of each triennium:

- a The Council shall appoint the Councillor Co-Chair
- b 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.

4.3 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.

4.4 The Councillor Co-Chair of the Committee shall be the presiding member when the Committee is meeting to recommend to Council:

- a The notification of proposed regional plans, proposed variations or proposed plan changes; or
- b The commencement of the preparation of a variation of a proposed regional plan or proposed plan change, or
- c The commencement of the preparation of proposed plans, or plan changes in relation to operative regional plans

4.5 The Councillor Co-Chair of the Committee shall be the presiding member when the Committee is meeting to appoint hearing committees or panels.

5 Voting entitlement

5.1 Members of the Committee have full speaking rights and voting entitlements.

5.2 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.

6 Quorum

6.1 Two Councillor and two non-Councillor members of the Committee.

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

7 Remuneration

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

8 Delegations

- 8.1 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.
- 8.2 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.

9 Duration of the Committee

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

10 Review of Committee's terms of reference

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.

11 Special terms of reference

- 11.1 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.
- 11.2 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.
- 11.3 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.

- 11.4 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.
- 11.5 It is not the role of any member (elected or otherwise) to represent or advocate for any particular interest.
- 11.6 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.
- 11.7 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.

10. Wairarapa Committee

1 Purpose

To consider areas and matters of strategic importance to the Wairarapa, and recommend to Council on these matters.

2 Specific responsibilities

The areas for consideration and recommendation to Council include, but are not limited to:

- Flood protection
- Land management
- Biosecurity
- Biodiversity
- Climate
- Public transport
- Natural resource management
- Broader areas of common interest to the territorial authorities and Council.

3 Members

3.1 The Councillor elected by the Wairarapa constituency.

3.2 Two other Councillors, appointed by Council.

3.3 Three other members, appointed by Council as follows:

- a The Mayor of Carterton District Council
- b The Mayor of Masterton District Council
- c The Mayor of South Wairarapa District Council.

3.4 Two other members, appointed by Council for each person's skills, attributes or knowledge that will assist the work of the Committee, being:

- a One member, nominated by Ngāti Kahungunu ki Wairarapa
- b One member, nominated by Rangitāne ō Wairarapa.

4 Alternate members

4.1 For the members in sections 3.1 and 3.2, Council may nominate a pool of up to three alternate Councillors for appointment by Council. If one of those members is unable to attend a meeting any person from this pool may sit at the table, speak and vote in their place.

- 4.2 Each territorial authority in section 3.3 may nominate an alternate elected member for appointment by Council. If an appointed member is unable to attend a meeting their alternate member may sit at the table, speak and vote in their place.
- 4.3 Each iwi authority in section 3.4 may nominate an alternate member for appointment by Council. If an appointed member is unable to attend a meeting their alternate member may sit at the table, speak and vote in their place.

5 Quorum

Four members, including two Councillors.

6 Voting entitlement

- 6.1 All members have equal speaking and voting rights.
- 6.2 Council's Standing Orders apply to the Committee; except that 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 Servicing

The Committee is serviced by Greater Wellington.

8 Committee consideration

- 8.1 Matters of strategic importance to the Wairarapa Constituency (that are proposed for consideration by each of the Climate, Environment, and Transport Committees) shall first be referred to the Wairarapa Committee or its members for their consideration.
- 8.2 Proposals developed by Wairarapa-focused advisory groups formally established by Council shall be considered by the Committee for direct recommendation to Council for decision.

9 Council's decisions on Committee recommendations

- 9.1 Council's decisions on the Committee's recommendations are reported to the Committee.
- 9.2 Where Council makes any decision that is materially different from the Committee's recommendation, Council's report to the Committee will set out the reason/s for that decision.

10 Remuneration and expenses

- 10.1 The expenses of the elected members shall be met by the council they represent.
- 10.2 Non-elected members (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.

11 Meeting frequency

The Committee shall meet quarterly, with additional meetings as required.

11. Wellington Regional Strategy (WRS) Committee

1 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.

2 Specific responsibilities

The Committee's responsibilities include:

2.1 On behalf of Council, and acting on behalf of all councils in the region:

- a 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
- b To oversee and monitor the work of WREDA
- c 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
- d To approve submissions to external organisations for matters pertaining directly to the committee's responsibilities
- e To recommend a required funding proposal to Council to be consulted on annually, in the course of 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.

2.2 On behalf of the shareholding councils of WREDA:

- a To receive and consider the half-yearly and annual reports of WREDA
- b To agree the annual Letter of Expectation to WREDA
- c To receive and consider WREDA's draft statement of intent (SOI) and provide agreed feedback
- d To receive, consider and agree WREDA's final SOI, and if necessary, require modifications to the statement of intent
- e To provide recommendations to the shareholding councils regarding WREDA director appointments and/or removals and WREDA director remuneration.

3 Operating principles

- 3.1 Council has agreed that it will not act independently of the Committee, so that any Committee recommendations that Council is not prepared to accept will be referred back to the Committee for further consideration.
- 3.2 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 Council.
- 3.3 The regional Chief Executives of Greater Wellington, Wellington City Council and the Chair of the Chief Executives' Forum will be the principal advisors to the Committee, after discussion with the wider Chief Executives' Forum.

4 Members

- 4.1 Ten members, appointed by Council as follows:
 - a One Councillor
 - b Four elected members, nominated by Wellington City Council
 - c Four elected members, being one nominated by each of Porirua City Council, Hutt City Council, Kapiti Coast District Council, and Upper Hutt City Council
 - d One elected member, nominated by the three Wairarapa district councils.
- 4.2 The members may be replaced from time to time by the respective councils by providing written notice to Greater Wellington, confirming the amended nomination. The nominees must be elected members of the nominating council.

5 Chair

The Committee appoints the Chair and Deputy Chair.

6 Quorum

- 6.1 Five members, of which one must be the Councillor member and one must be the Chair or Deputy Chair.
- 6.2 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.

7 Alternate members

- 7.1 The Councillor member must have an alternate member, who may sit at the table and vote at Committee meetings, in the event of the appointed Councillor member's absence or unavailability.

- 7.2 In the case of the Wellington City Council members, that council may nominate a pool of up to four alternative elected members for appointment. In the event that a Wellington City Council member is unavailable to attend a meeting, any one person from the pool may sit at the table and vote in their place.
- 7.3 Each of the other members are entitled to an alternate member who may sit at the table and vote at Committee meetings, but only in the event that the appointed member is unable to attend.

8 Remuneration

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

9 Term of appointment

Each member shall be appointed by 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.

10 Standing Orders

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

10.1 Voting

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

10.2 Chair voting

The Chair 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).

11 Delegations

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

12 Duration of the Committee

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

12. Hutt Valley Flood Management Subcommittee

(A subcommittee of the Environment Committee)

1 Purpose

To oversee development, implementation and review of Floodplain Management Plans (FMPs) for the Te Awa Kairangi/Hutt River floodplain.

2 Specific responsibilities

- 2.1 Oversee the development and review of FMPs for the Te Awa Kairangi/Hutt River floodplain, for consideration by the Environment Committee.
- 2.2 Oversee the public involvement process during development or review of FMPs for the Te Awa Kairangi/Hutt River floodplain.
- 2.3 Review periodically the effectiveness of implementation and delivery of FMPs for the Te Awa Kairangi/Hutt River floodplain, and recommend any changes to the Environment Committee.

3 Members

- 3.1 The three Councillors elected by Te Awa Kairangi ki Tai/Lower Hutt constituency.
- 3.2 The Councillor elected by Te Awa Kairangi ki Uta/Upper Hutt constituency.
- 3.3 Six members, appointed by Council, as follows:
 - a Two elected members of Hutt City Council, nominated by that council
 - b Two elected members of Upper Hutt City Council, nominated by that council
 - c Two members, appointed for each person's skills, attributes, or knowledge that will assist the work of the Subcommittee, being:
 - i One member, nominated by the Port Nicholson Block Settlement Trust
 - ii One member, nominated by the Toa Rangatira Trust.
- 3.4 Such other members, appointed by the Environment Committee on the Subcommittee's nomination, for each person's skills, attributes, or knowledge that will assist the work of the Subcommittee.

4 Chair

Council appoints the Chair from the four Councillor members.

5 Quorum

Two Councillors, one Hutt City Council member, and one Upper Hutt City Council member.

6 Voting entitlement

- 6.1 All members have equal speaking and voting rights.
- 6.2 The Chair has a deliberative vote; and, in the case of an equality of votes, has a casting vote.

7 Servicing and Standing Orders

- 7.1 The Subcommittee is serviced by Greater Wellington.
- 7.2 Council's Standing Orders apply to the Subcommittee, with no provision for alternate members.

8 Remuneration and expenses

- 8.1 Elected members' remuneration and expenses are met by the council they represent.
- 8.2 Non-elected members (who are not otherwise remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.

9 Meeting frequency and dissolution

- 9.1 The Subcommittee meets as required.
- 9.2 The Subcommittee may recommend its dissolution to the Environment Committee.

13. Ara Tahi (An advisory body to Council)

1 Purpose

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

2 Specific responsibilities

- 2.1 Develop an Ara Tahi Strategic Plan and work programme.
- 2.2 Monitor the progress and achievements of the Ara Tahi work programme.
- 2.3 Review the Ara Tahi Strategic Plan every three years.
- 2.4 Maintain an overview of the review of the Memorandum of Partnership every three years.
- 2.5 Provide a forum for collective discussions and action on matters of strategic importance to the region.
- 2.6 Oversee matters pertaining to the partnership between mana whenua and Council.
- 2.7 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 obligations¹².
- 2.8 Enable separate mana whenua caucus opportunities at the end of planned meetings, as required.

3 Members

- 3.1 Up to 12 non-Councillor members, being a maximum of two members nominated and mandated by each iwi signatory to the Memorandum of Partnership.
- 3.2 Two Councillors, appointed by Council, and the Chief Executive.

¹² *Memorandum of Partnership* 2013, page 4.

4 Chair

- 4.1 At the commencement of each triennium, Ara Tahi elects a Chair from its members.
- 4.2 The Chair serves for the duration of the triennium, unless:
- a The Chair resigns
 - b A new Chair is elected, following a demand for an election signed in writing by Ara Tahi members from at least four of the mana whenua partner organisations represented on Ara Tahi.
- 4.2 Nominations for the Chair:
- a Are submitted and endorsed by a partner to the Memorandum of Partnership¹³
 - b Include the name/s of the individual nominating the candidate and the nominee (if these are different, as members can nominate themselves), and a brief profile statement
 - c Are submitted to Te Pou Whakarae by email or post by 5pm Friday, three weeks prior to the first Ara Tahi planned meeting after the triennial elections.
- 4.3 Te Hunga Whiriwhiri will distribute nominee information to members at least one week prior to the first Ara Tahi planned meeting.
- 4.4 Members will:
- a Vote for the Chair at the first Ara Tahi planned meeting
 - b 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 Councillor vote cast. No proxy votes are allowed
 - c 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.
- 4.5 If a secret ballot is used, one of the Councillor members will receive and tally the votes and announce the results.
- 4.6 If no nominations are received for Chair, the previous Chair will be invited to continue in the role.
- 4.7 The Chair:
- a Starts the term effective immediately
 - b Presides at all meetings of Ara Tahi
 - c Is supported by Te Hunga Whiriwhiri
 - d Is eligible to an annual honorarium as determined and approved by Council.

¹³ *Memorandum of Partnership* 2013. For a list of mana whenua partners, refer to page 2

4.8 If the Chair is unable to attend a meeting, the members will appoint a presiding member from amongst the members present.

5 Quorum

Representatives from at least four mana whenua entities, plus one Councillor member.

6 Decision making and voting entitlement

6.1 Decision making is by consensus.

6.2 If a vote is required, decisions are made by majority.

6.3 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 Councillor vote cast. No proxy votes are allowed.

6.4 The Chair does not have a casting vote.

7 Remuneration

The non-Councillor members are each eligible to claim a meeting fee of \$400 (inclusive of travel and preparation time).

8 Meeting frequency and life of Ara Tahi

8.1 Ara Tahi:

a Meets at least quarterly according to the agenda demands, and more often as negotiated and agreed

b Continues as long as it achieves its purpose.

8.2 Council may disestablish Ara Tahi, on the unanimous recommendation 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 improvement or refinement.

14. Farming Reference Group (An advisory body to the Environment Committee)

1 Purpose

To provide advice, information and recommendations on matters concerning Greater Wellington's functions as these relate to the well-being of the Wellington Region's farming communities.

2 Objectives

- 2.1 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:
 - a Soil conservation
 - b Flood protection
 - c Plant and animal pests
 - d Climate change
 - e Nutrient management
 - f Biodiversity protection and enhancement
 - g Riparian management.
- 2.2 To provide a forum to consider and provide advice on farming matters during the development of the Wellington Region's Natural Resources Plan.
- 2.3 To provide a forum to consider and provide advice on matters related to Greater Wellington's other functions as these affect the farming communities within the Wellington Region.
- 2.4 To establish robust and enduring partnerships between Greater Wellington and the Wellington Region's farming communities and stakeholders.

3 Reporting

The Farming Reference Group (the Group) shall report to the Environment Committee on matters that the Group considers warrant consideration by Council.

4 Members

Up to ten persons appointed by Council, as follows:

- a Two Councillors
- b Up to eight persons, nominated on the basis of their experience and skills relevant to the Group and their networks in the Wellington Region's farming sector community.

5 Chair

Once all members are appointed, Council appoints the Chair from the Group's non-Councillor members.

6 Quorum

At least 50 percent of the members.

7 Term of appointment

A member's term of appointment ceases:

- a At the end of the 2019—22 triennium.
- b If the member resigns or misses two consecutive meetings without tendering an apology.

7 Remuneration and expenses

Members (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting fee and mileage allowances and expenses.

8 Meeting procedure and frequency

- 8.1 All members have equal speaking and voting rights (one vote per member).
- 8.2 The Group meets up to six times each year, with additional meetings arranged, as required.

9 Status

The Farming Reference Group is an advisory body established by Council. It does not form part of Council's sub-ordinate governance structure.

10 Duration of the Farming Reference Group

In the absence of Council's prior decision to continue the Group in the next triennium, the Group is dissolved at the end of the 2019—22 triennium.

15. Lower Ruamahanga Valley Floodplain Management Advisory Committee

(An advisory committee to the Wairarapa Committee)

1 Purpose

1.1 Provide oversight of the development, implementation and review of the Lower Wairarapa Valley Development Scheme and floodplain management plans (FMPs) for the Lower Ruamahanga Valley floodplains in a way which:

- a Recognises the need of the community to mitigate the effects of flooding to an acceptable level of risk and in a sustainable way
- b Recognises that flood risk cannot be completely eliminated and that provisions must be implemented to handle residual risk
- c Recognises that methods chosen to mitigate the effects of flooding must be affordable
- d 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 Council's Long Term Plan
- e 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.

1.2 Provide oversight of the public involvement process for FMPs within a framework recommended by the Lower Ruamahanga Valley Floodplain Advisory Committee (the Advisory Committee) that:

- a Ensures that the information base held by the community is made available to decision makers when appropriate
- b Enhances community awareness of FMPs
- c Develops public confidence in the process of FMPs
- d 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.

2 Status of the Advisory Committee

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

3 Members

- 3.1 Two Councillors, being the Councillor elected by the Wairarapa Constituency and the Chair of the Environment Committee.
- 3.2 Eleven members, appointed by Council, as follows:
 - a One member, being an elected member of the South Wairarapa District Council, nominated by that council
 - b Eight members, nominated by the local scheme committees
 - c One member, nominated by Ngati Kahungunu ki Wairarapa
 - d One member, nominated by Rangitāne ō Wairarapa.
- 3.3 Such other members, appointed by the Wairarapa Committee, on the nomination of the Advisory Committee, who have the necessary skills, attributes or knowledge that will assist the work of the Advisory Committee.

4 Chair

Council appoints the Chair on nomination of the Advisory Committee.

5 Quorum

At least 50 percent of the members, including one Council Advisory Committee member.

6 Alternate members

No alternate members/proxies are permitted.

7 Voting entitlement

All members have equal voting and speaking rights.

8 Reporting and servicing

The Advisory Committee reports to the Wairarapa Committee, and is serviced by Greater Wellington.

9 Remuneration and expenses

- 9.1 Elected members' remuneration and expenses are met by the council they represent.
- 9.2 Non-elected members (who are not otherwise remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.
- 9.3 Provided the Chair is not an elected member of a council, the Chair shall also be eligible to receive an annual taxable honorarium of \$5,000 (in addition to Greater Wellington's standard daily meeting attendance allowances and expenses).

10 Meeting frequency and life of the Advisory Committee

- 10.1 The Advisory Committee shall meet as required and may, by resolution, recommend its dissolution to the Wairarapa Committee.
- 10.2 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 2019—22 triennium.

16. Public Transport Advisory Group

(An advisory group to the Transport Committee)

1 Purpose

To provide advice from a consumer perspective to inform the business of Metlink and the Transport Committee (as required).

2 Expectations of the Advisory Group

- 2.1 The Advisory Group will operate by consensus - with a focus on advising on issues in a way that is acceptable to all members.
- 2.2 Each member should have the ability to provide a big picture view while also having an understanding of the Wellington public transport network and broader public transport issues.
- 2.3 Taken as a whole, the membership of the Advisory Group should provide:
 - a Broad representation of perspectives and consumer needs
 - b Governance experience
 - c Geographic spread
 - d Demographic diversity.
- 2.4 The Advisory Group will connect with other bodies or groups as required to enable it to provide advice on public transport design and delivery (e.g. accessibility groups).
- 2.5 When considering matters the Advisory Group will consider the connections between public transport and strategic issues of climate change, mode share shift, and reduced deaths and serious injuries on our roads.
- 2.6 Members of the Advisory Group will occasionally receive information that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

3 Membership

- 3.1 The Deputy Chairperson of the Transport Committee.
- 3.2 Up to 20 members to represent the following perspectives relating to public transport and active mode matters in the Wellington Region:
 - a Peak users (rail and bus)
 - b Off peak users (rail and bus)
 - c Active mode users (walking, cycling and micro-mobility)
 - d Rural

- e Disability accessibility
- f Transport dependent
- g Tertiary students
- h Youth
- i Senior citizens
- j Employers
- k Business/retail sector
- l Mana whenua, Māori.

3.3 More than one member may be appointed to represent a single perspective and one member may be appointed to represent more than one perspective.

3.4 Such other members appointed by Council, when the Advisory Group considers that it could function more effectively by having such appointed members.

4 Appointment

4.1 Members will be appointed by Council.

4.2 Appointments will be made taking into account the matters set out at sections 2.2 and 2.3 above.

5 Chair

The Chairperson shall be determined by the Advisory Group.

6 Quorum

Half the number of members for meetings.

7 Alternates

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

8 Reporting and servicing

8.1 The Chairperson of the Advisory Group will have the opportunity to provide an oral report to the Transport Committee on matters considered by the Advisory Group at its most recent meeting.

8.2 Matters that the Public Transport Advisory Group considers warrant formal consideration shall be reported in writing to the Transport Committee by the Chairperson of the Advisory Group.

8.3 The Advisory Group is serviced by the Public Transport Group (Metlink).

9 Remuneration

- 9.1 Advisory Group members (who are not otherwise being remunerated) may claim Greater Wellington’s standard daily meeting attendance allowances and expenses for scheduled meetings of the Advisory Group.
- 9.2 In addition, the Chairperson of the Advisory Group may claim Greater Wellington’s standard daily meeting attendance allowances and expenses for scheduled meetings of the Transport Committee that the Chairperson is required to attend.

10 Meeting frequency, methods of holding meetings and life of Advisory Group

- 10.1 The Advisory Group shall meet quarterly, and as required.
- 10.2 Meetings may be held at locations throughout the Wellington Region and will be held either by:
- a A number of members who constitute a quorum being assembled together at the place, date and time appointed for the meeting
 - b Means of audio, or audio and visual, communication by which a quorum of members participating can simultaneously hear each other throughout the meeting.
- 10.3 In the absence of a prior decision made by Council to continue the Advisory Group in the next triennium, the Advisory Group will dissolve at the end of the 2019—22 triennium.

11 Status of the Advisory Group

- 11.1 The Public Transport Advisory Group is an advisory body established by Council.
- 11.2 The Advisory Group is not a subordinate decision making body of Council and is not a committee under the Local Government Act 2002.

17. Ruamāhanga Whaitua Committee¹⁴

1 Purpose and function

To advise Te Upoko Taiao – Natural Resources Plan Committee and Greater Wellington officers as the regulatory components of the Ruamāhanga Whaitua Implementation Programme (WIP) are integrated into the Proposed Natural Resources Plan (proposed Plan).

2 Specific responsibilities

Advise whether the direction and intent of the recommendations in the WIP are being appropriately developed into the proposed Plan provisions.

3 Status of the Ruamāhanga Whaitua Committee

The 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.

4 Members

5.1 Council shall appoint:

- a Two members, being one elected member and one appointed member of Te Upoko Taiao – Natural Resources Plan Committee (to represent Council’s interests and act as a voice for that committee)
- b One member nominated by each iwi authority whose rohe falls entirely or partly within the whaitua boundary, to represent the interests of that tangata whenua group
- c One elected member of each territorial authority operating within the whaitua boundary, nominated by that territorial authority
- d Up to seven community members from a range of backgrounds and interests related to land and water management within the community. Council may approve additional members if it determines these are needed to ensure appropriate balance.

5.4 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 Committee and different sectors within the community.

7 Chair

The full Committee determines the Chair from its members.

¹⁴ Council initially adopted these terms of reference on 16 August 2018 to specify a role for the Ruamāhanga Whaitua Committee (the Committee), following the submission of the Ruamāhanga Whaitua Implementation Programme to Council.

8 Quorum

At least 50 percent of members.

9 Alternate members

No alternate members/proxies are permitted.

10 Committee meetings

The Committee will meet as required.

11 Remuneration

11.1 Elected members' remuneration and expenses are met by the council they represent.

11.2 All non-elected members are eligible to receive Greater Wellington's standard daily meeting attendance allowances and expenses.

12 Duration of the Ruamāhanga Whaitua Committee

12.1 The Committee exists for the duration of the development of the regulatory components of the WIP to be incorporated into the Proposed Natural Resources Plan.

12.2 The Committee ceases to exist upon notification of the associated plan change/variation through the Resource Management Act Schedule 1 process.

18. Upper Ruamahanga River Management Advisory Committee

(An advisory committee of the Wairarapa Committee)

1 Purpose

To oversee the implementation of the Te Kāuru Upper Ruamāhanga Floodplain Management Plan (the FMP).

2 Specific responsibilities

- 2.1 Review periodically the effectiveness of implementation and delivery of the FMP, and recommend any changes to the Wairarapa Committee¹⁵.
- 2.2 Oversee the public involvement process during implementation of the FMP.
- 2.3 Ensure the methods adopted through the FMP to manage the effects of flooding and erosion consider the river/stream environment, recognising the unique nature and the role that rivers/streams play in the lives of the community.

3 Status of the Advisory Committee

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

4 Members

- 4.1 Two Councillors, being the Councillor elected by the Wairarapa Constituency and the Chair of the Environment Committee.
- 4.2 Fourteen members, appointed by Council as follows:
 - a Three elected members of Masterton District Council, nominated by that council.
 - b Two elected members of Carterton District Council, nominated by that council.
 - c Seven members, being members nominated by the river management groups of the Upper Ruamahanga river schemes.
 - d One member, nominated by Ngati Kahungunu ki Wairarapa.
 - e One member, nominated by Rangitāne ō Wairarapa.
- 4.3 Such other members, appointed by the Wairarapa Committee on the nomination of the Advisory Committee, who have the necessary skills, attributes, or knowledge that will assist the work of the Advisory Committee.

¹⁵ Recommendations on the FMP, made by the Wairarapa Committee to Council, do not require consideration by the Environment Committee prior to the decision being made by Council. Council retains the final decision on the adoption or otherwise of the FMP.

5 Chair

Council appoints the Chair on nomination of the Advisory Committee.

6 Quorum

At least 50 percent of members, including one Council Advisory Committee member.

7 Voting entitlement

All members have equal speaking and voting rights.

8 Reporting and servicing

The Advisory Committee reports to the Wairarapa Committee and is serviced by Greater Wellington.

9 Remuneration and expenses

9.1 Elected members' remuneration and expenses are met by the council they represent.

9.2 Non-elected members (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.

9.3 Provided that the Chair is not an elected member of a council, the Chair shall also be eligible to receive an annual taxable honorarium of \$5,000 (in addition to Greater Wellington's standard daily meeting attendance allowances and expenses).

10 Meeting frequency and dissolution

10.1 The Advisory Committee meets as required.

10.2 The Advisory Committee may recommend its dissolution to the Wairarapa Committee.

10.3 In the absence of a prior decision by Council to continue the Advisory Committee in the next triennium, the Advisory Committee will dissolve at the end of the 2019—22 triennium.

19. Waiohine FMP Steering Group (A project group reporting to the Wairarapa Committee)

1 Purpose

- 1.1 To oversee completion of a Waiohine Floodplain Management Plan (Waiohine FMP), including making recommendations to the Wairarapa Committee¹⁶ on the following:
 - a Areas of refinement and a preferred option to guide revision of the draft Waiohine FMP
 - b A proposed Waiohine FMP that will form the basis for further consultation with the Greytown / Carterton community
 - c A process for engaging with the community on the proposed FMP.
- 1.2 The management of the existing river scheme and the implementation of the Waiohine FMP sit outside the remit of the Waiohine FMP Steering Group (the Steering Group).

2 Specific responsibilities

- 2.1 Familiarise itself with the work undertaken to date on the Waiohine FMP
- 2.2 Oversee and contribute to the scoping of viable options for the project and recommend a preferred option
- 2.3 Request and test relevant evidence-based advice and/or technical information received from the Project Team, and resolve/mediate any conflicting advice supplied
- 2.4 Ensure the work of the Project Team delivers a comprehensive, long-term and sustainable solution for the Waiohine River and the people who occupy its floodplain
- 2.5 Develop and implement a communication strategy to facilitate effective engagement with the Waiohine Action Group, the wider Greytown / Carterton communities, and the general public on the proposed Waiohine FMP
- 2.6 Identify and manage potential and relevant project risks.

3 Status of the Steering Group

The Steering Group is an advisory body established by Council (on recommendation of the Wairarapa Committee). The Steering Group is not a sub-ordinate decision making body of Council, and is not a committee or subcommittee under the Local Government Act 2002.

¹⁶ Recommendations on the Waiohine FMP, made by the Wairarapa Committee to Council, do not require consideration by the Environment Committee prior to the decision being made by Council. Council retains the final decision on the adoption or otherwise of a Waiohine FMP.

4 Members

- 4.1 Two members appointed by the Carterton District Council, of which once must be an elected member of that Council.
- 4.2 Two members appointed by the South Wairarapa District Council., of which one must be an elected member of that Council.
- 4.3 Two members, being elected members of Council.
- 4.4 Two members to represent the Waiohine Action Group (one of whom will be the Waiohine Project Team Chair).
- 4.5 One member to represent Ngati Kahungunu ki Wairarapa.
- 4.6 One member to represent Rangitane ō Wairarapa.

5 Appointment

Members of the Steering Group are appointed directly by the organisation that they represent.

6 Chair

The Steering Group appoints the Chair.

7 Quorum

Six members.

8 Consensus

The Steering Group will strive to make decisions on matters by consensus. Where a consensus cannot be achieved on a particular matter, each member has a deliberate vote and the Chair does not have a casting vote.

9 Reporting and servicing

The Steering Group reports to the Wairarapa Committee, and is serviced by Greater Wellington.

10 Remuneration and expenses

- 10.1 The expenses of elected members shall be met by the council they represent.
- 10.2 Non-elected members (who are not otherwise remunerated) may claim Greater Wellington's standard daily meeting attendance allowances and expenses.

11 Meeting frequency and life of the Steering Group

- 11.1 The Steering Group meets as required.

11.2 The Steering Group ceases to exist when Council has made a decision on the Waiohine FMP recommended by the Wairarapa Committee, or when the Council determines.

20. Wellington Region Climate Change Working Group

1 Purpose

To provide a forum through which councils and mana whenua from across the Wellington Region can network, discuss issues, share information and (where appropriate) achieve a consistent approach across all jurisdictions on climate change **mitigation** (reducing greenhouse gas emissions) and **adaptation** (preparing for impacts such as sea level rise, drought and enhanced natural hazards effects).

2 Objectives

- 2.1 Provide a forum for the region's councils and mana whenua to network, discuss issues, share information and build capability.
- 2.2 Provide a regional forum for dialogue with stakeholders.
- 2.3 Oversee strategies, plans, research and initiatives being implemented or developed by councils within the region¹⁷ and (where appropriate) align these activities to achieve greater consistency and efficiency.
- 2.4 Utilise the full range of skills and capabilities available in the region's local authorities, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.
- 2.5 Initiate joint projects/initiatives/campaigns that impact on, or require the active involvement of, more than one local authority (e.g., by sharing capacity, budgets or having a joint steering committee).
- 2.6 Enable the development of regionally consistent recommendations that could be considered and adopted by each council individually (within a timeframe that meets individual councils' needs).
- 2.7 Act as a reference group to ensure consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities.
- 2.8 Provide a platform for joint advocacy and leadership – enabling Wellington Region's councils to speak with one voice when appropriate¹⁸ (for example by advocating to central government through the preparation of joint submissions on policy proposals).
- 2.9 Enable the development and dissemination of joint communications to the public.

¹⁷ Including the climate change-related work progressed through the Regional Natural Hazards Management Strategy.

¹⁸ This approach would be consistent with that set out in Local Government New Zealand's *Local Government Leaders Climate Change Declaration 2017*.

3 Background

- 3.1 Councils in the Wellington Region are addressing a broad range of climate change-related issues, with individual councils implementing initiatives designed to reduce emissions and adapt to the impacts of a changing climate.
- 3.2 At a meeting in August 2017, representatives from councils across the region agreed that each council would benefit from participating in a regional working group that would provide coordination, facilitate joined up action, and enable consistent leadership, advocacy and communications in relation to climate change.

4 Members

- 4.1 An elected member from each council in the Wellington Region¹⁹.
- 4.2 Three mana whenua representatives from Ara Tahi²⁰.

5 Alternate members

Each council may nominate an alternate elected member. This alternate may sit at the table, speak, and vote at Working Group meetings; but only if the related elected member is unable to attend.

6 Arrangements

- 6.1 The Working Group is a collaborative group of representatives from each of the councils in the Wellington Region and mana whenua. It is not a joint committee under the Local Government Act 2002, and any recommendations of the Working Group are for consideration by each council²¹.
- 6.2 Servicing of the Working Group is shared across the councils of the region, including arranging and hosting meetings on a roster basis.
- 6.3 The Working Group meets four times a year, on a quarterly basis.
- 6.4 The Working Group will agree at the beginning of each calendar year where and when meetings are to be held. At any time during the year, a member of the Working Group or

¹⁹ Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kapiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

²⁰ Ara Tahi is a leadership forum comprising Council and its six mana whenua partners, who meet to discuss strategic issues of mutual interest. Ara Tahi members comprise two representatives from each mana whenua authority, two Councillors, and Greater Wellington's Chief Executive. Council will appoint up to three of these representatives to the Working Group, with each representing one of: East Coast - Wairarapa; West Coast - Otaki to Porirua; Central - Wellington and Hutt Valley. Ara Tahi representatives are entitled to receive Greater Wellington's standard daily meeting fee and mileage allowances for each meeting they attend.

²¹ Including any consultation process that is appropriate to that council.

a council officer can recommend that the meeting date or location should change. The request will need to receive support from the majority of members to change.

7 Participation

- 7.1 The representatives of each council, or their alternates, will attend meetings and participate in activities relevant to their respective councils. These members will report to their respective councils about the Working Group's activities and will champion recommendations as appropriate to their council.
- 7.2 Ara Tahi representatives will attend meetings and participate in activities relevant to their allocated area (East Coast - Wairarapa; West Coast - Otaki to Porirua; Central - Wellington and Hutt Valley). These representatives will report to Ara Tahi and will champion recommendations as appropriate to their allocated area.
- 7.3 When relevant, additional councillors from each council and/or representatives of the six mana whenua partners represented by Ara Tahi are welcome to attend meetings.
- 7.4 Relevant stakeholder groups can be invited to attend meetings.

8 Chair

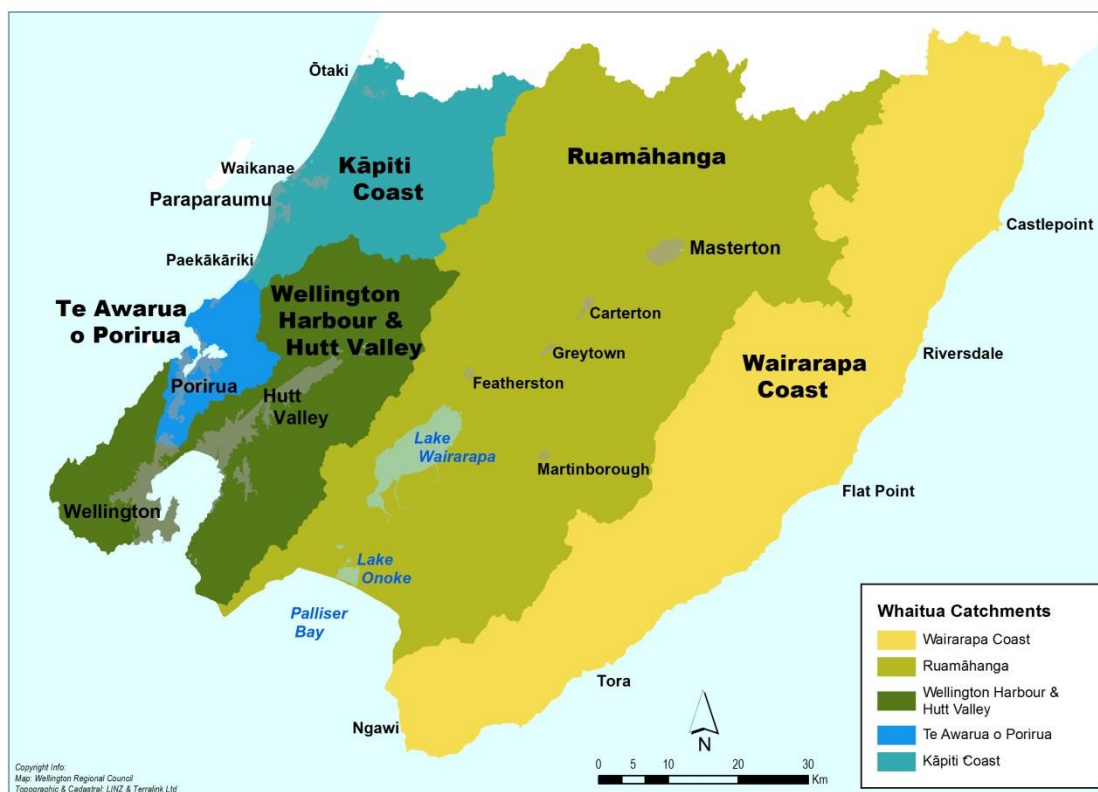
- 8.1 The Working Group elects a Chair and Deputy Chair from its members.
- 8.2 A new Chair and Deputy Chair are elected at least once every triennium, following local government elections.

9 Administrative support

- 9.1 Each council will ensure that its representatives participating in the Working Group are sufficiently supported by officers from their council. Greater Wellington will support the Ara Tahi representatives.
- 9.2 Each council will provide reports and advice to the Working Group as required.
- 9.3 For meetings:
 - a Secretariat support (i.e. developing the agenda and associated content) is provided by Greater Wellington
 - b Administrative support (i.e. venue, catering and logistical support) is provided by the host council.

21. Whaitua Te Whanganui-a-Tara 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. The area of the Whaitua Te Whanganui-a-Tara Committee (the Whaitua Committee) is shown on the map below:



1 Purpose and function

1.1 To facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Council that 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.

1.2 The Whaitua 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 the Whaitua Te Whanganui-a-Tara Committee

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

3 Specific responsibilities

3.1 Develop a 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.

3.2 Include in this WIP:

- a An assessment of region wide objectives contained in the proposed or operative regional plan, as they relate to the whaitua
- b Specific whaitua objectives for water quality and quantity outcomes
- c 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
- d An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives for the whaitua
- e Identification of mana whenua values and interests in the harbour and fresh water, and how these might be reflected in the regional plan
- f 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,
- g Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.

3.3 Consider, in developing the WIP, the following:

- 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 Management of stormwater and wastewater infrastructure
- d Management of urban development
- e Interactions between groundwater and surface water, fresh water, land use and coastal environments.

- 3.4 Work within the ambit of the following (when developing objectives, targets, limits and activity programmes):
- a Resource Management Act 1991
 - b New Zealand Coastal Policy Statement 2010
 - c National Policy Statement for Freshwater Management 2017
 - d Regional Policy Statement 2013
 - e National Environmental Standards for Sources of Human Drinking Water 2007
 - f Soil Conservation and Rivers Control Act 1941
 - g Local Government Act 2002
 - h Any other document referred to the Committee by Te Upoko Taiao – Natural Resources Plan Committee, the Environment Committee, or the General Manager, Environment Management.
- 3.5 Recommend to Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resources Plan Committee for incorporation into the Regional Plan through a plan change process.
- 3.6 Recommend to Council that the non-regulatory proposals within the WIP be further developed within Greater Wellington and in conjunction with relevant external organisations. These proposals will also be considered in the development of Council’s next Long Term Plan.

4 Council consideration of proposals in the WIP

- 4.1 Council is responsible for reviewing and approving regulatory proposals in the WIP, including ensuring consistency with relevant statutory requirements.
- 4.2 Council will, in conjunction with relevant external organisations (including local and iwi authorities), consider non-regulatory options put forward in the WIP
- 4.3 If Council is not prepared to accept any specific elements of the regulatory proposals within the WIP, Council will refer those specific elements back to the Whaitua Committee for its further consideration.

5 Members

- 5.1 Council shall appoint:
- a Two Councillors
 - b Two non-Councillor members of Te Upoko Taiao – Natural Resources Plan Committee to act as a voice for that committee
 - c One member nominated by each iwi authority whose rohe falls entirely or partly within the whaitua boundary, to represent the interests of that mana whenua group

- d One elected member of each territorial authority operating within the whitua boundary (being Wellington City Council, Hutt City Council and Upper Hutt City Council), nominated by that territorial authority
- e Up to eight community members from a range of backgrounds and interests related to land and water management within the community, and a commitment to achieving consensus decision making. Council may approve additional members if it determines these are needed to ensure appropriate balance.

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

- a Indigenous biodiversity/environmental values
- b Mana whenua values
- c Recreational values
- d Wider economic development interests
- e Urban ratepayer interests
- f Mātāwaka interests
- g General community interests
- h Incorporating existing structures/programmes and how they will be represented
- i Infrastructure interests
- j Commercial interests.

5.3 To be eligible for appointment to a Whitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with, the whitua.

5.4 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 Whitua Committee and the community.

6 Staff eligibility

Greater Wellington officers cannot be Whitua Committee members.

7 Co-Chairs

7.1 Once all members are appointed, the Whitua Committee shall appoint two Co-Chairs:

- a One from the mana whenua members
- b One from the community members.

8 Quorum

At least 50 percent of the members.

9 Alternate members

No alternate members/proxies are permitted.

10 Committee meetings and workshops

10.1 The Whaitua Committee will meet around ten times a year for a full day, with workshops and additional meetings as required. At times, the workload will be significantly higher.

10.2 The Whaitua Committee will engage regularly with the wider community. This is a significant time commitment, in addition to the meetings and workshops.

11 Reporting

The Whaitua Committee will update, at least quarterly, both the Environment Committee and Te Upoko Taiao - Natural Resources Plan Committee on its work.

12 Consensus

Decisions on the recommendations proposed within the WIP are made by consensus.

13 Remuneration

13.1 Elected members' remuneration and expenses for participating in the Whaitua Committee are met by the council they represent.

13.2 All non-elected members are eligible to receive:

- a Greater Wellington's standard mileage allowances or reimbursement of travel expenses
- b An annual taxable honorarium, as follows:
 - i Member (excluding the Chair) - \$10,000 each
 - ii Co-Chair (only if the Co-Chair is a non-Councillor member) - \$15,000 each.

14 Duration of the Whaitua Te Whanganui-a-Tara Committee

The Whaitua Committee exists for the duration of the development and completion of the WIP, and ceases to exist when Council has made decisions on regulatory proposals within the WIP.