

Attachment 3 to Report 07.743

**Proposed Terms of Reference for Council Committees:
2007-2010 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
- Land Transport Act 1998
- Land Transport Management Act 2003
- Reserves Act 1977
- Resource Management Act 1991
- Wellington Regional Water Board Act 1972
- Civil Defence and Emergency Management Act 2002.

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 are sworn in 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 Officer (CEO), 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 Council Community Plan (LTCCP), Annual Plan and key policy/planning documents, e.g. Regional Policy Statement, Regional Land Transport Strategy.

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 CEO. The CEO 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 organisational model is to create a series of standing committees which have specific functions outlined in their terms of reference, as well as a series of common responsibilities. They may have delegated powers given by the Council.

Standing committees advise the Council on policies to be adopted, and recommend priorities, in their areas of responsibility. Specific councillors are appointed to each committee, but all Councillors receive copies of the order papers of all standing committees and any councillor may attend and speak at any committee meeting. All matters coming before standing committees are reported to the full Council.

2. Role of Council

The Council will:

1. Retain the full right to exercise the powers, functions and duties outlined in the statutes listed above. The specific statutory responsibilities are detailed in Appendix 1.
2. Consider and decide on the key statutory plans the council is required to develop.
3. In particular be responsible for the development of the Regional Policy Statement, the LTCCP and the Annual Plan.
4. Establish standing committees and subcommittees, and working parties where appropriate, then receive and consider the recommendations and matters referred to it by such committees, subcommittees and working parties.
5. Consider issues of regional significance which are not the responsibility of any specific standing committee.
6. Provide regional leadership in promoting and facilitating discussion on key issues that require a collaborative approach between a number of parties to achieve solutions.
7. Take into account the principles of the Treaty of Waitangi as outlined in the charter of understanding 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.
8. Appoint the Chief Executive Officer then review his/her contract, performance and remuneration at least annually.
9. Approve the Council's Annual Report.
10. Appoint hearings committees as necessary. In the case of the RPS, the LTCCP and the Annual Plan, the hearings committees will be committees of the whole Council with a Chair appointed by the Council for that specific hearing process and an appropriate quorum determined.
11. Monitor activities of the Council Controlled Trading Organisations and the Wellington Regional Stadium Trust (WRST).
12. Appoint directors to the trading organisations, trustees to the WRST and representatives to any other organisations on which the Council is entitled to representation.

13. Review and decide the Council's electoral arrangements.

14. Consider policy matters relating to emergency management.

3. General Responsibilities of Committees

Except where otherwise specifically stated in their terms of reference, all standing committees shall comply with Wellington Regional Council Standing Orders.

All committees and subcommittees have common responsibilities to:

1. Advise and make recommendations to the Council on the effective and efficient performance of the committee's functions and responsibilities, including periodic review of the committee's terms of reference.
2. Monitor and evaluate progress on the implementation of activities and projects in the Annual Plan and the LTCCP, which are the responsibility of that committee and recommend changes to improve outcomes.
3. Monitor and evaluate progress on the achievement of any other plans that are the responsibility of the committee and recommend changes to improve outcomes.
4. Advise the Council on options when there is the possibility of creating greater congruence and integration between the work of the committee in question and other committees.
5. Take into account the principles of the Treaty of Waitangi as outlined in the charter of understanding 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.
6. Recommend to Council any changes in priorities and funding for activities and projects within the committee's area of responsibility, as and when considered necessary or appropriate.
7. Authorise expenditure for purposes set out in the business and annual plans within the limits of the current approved budget and delegations authorised by Council, as set out in the Council's delegations manual and the current approved plans.
8. Evaluate and report on legislation relevant to the committee's area of responsibility, and make recommendations concerning bylaws where appropriate.
9. Make recommendations to the Council on changes considered necessary or appropriate to key policies and plans, including the Wellington Regional Policy Statement, the LTCCP and the Annual Plan.

10. Make recommendations to the Regulatory Committee on any changes considered necessary or appropriate to regional plans relevant to the committee's functions and responsibilities.
11. Discuss and promote its activities with constituent councils and other public bodies, government agencies, private sector organisations, and the general public.
12. Set up and terminate subcommittees and working parties where appropriate, with specific terms of reference, to advise the committee on matters relating to its area of responsibility.
13. Recommend for consideration by the Council, where appropriate, appointment of persons who are not regional councillors and who have skills, attributes or knowledge that would assist the work of the committee.
14. Recommend to Council the establishment and termination of joint committees with other authorities to advise or act on matters which, in the committee's view, require or would benefit from co-operation.
15. Nominate, for Council consideration, committee members or other persons to serve as Council representatives on any body or organisation, the activities of which are relevant to the committee's area of responsibility.
16. Actively promote and ensure compliance with relevant legislation.
17. Determine those matters delegated to it by Council in accordance with approved policies, management plans and bylaws.
18. Consider such other matters relevant to the committee's responsibilities as it may determine from time to time.

4. Catchment Management Committee *(with responsibility for overview of Wairarapa)*

Purpose

- A. Promote policies and programmes that will ensure environmentally sustainable management of the different catchment areas in the region, including flood protection, land management and bio-security.
- B. Consider any issues relating specifically to the Wairarapa constituency that are not more appropriately dealt with in any other Council Committee, and oversee the delivery of policies and programmes relating to those issues.

Specific Responsibilities

1. Monitor delivery of flood protection and environmental assets for the region's river corridors and associated watercourses, including floodplain management. This includes all river schemes including the work of the Hutt River Advisory subcommittee and the Waiwhetu Stream Advisory Subcommittee.
2. Monitor delivery of land management services in the region.
3. Monitor the region's bio-security services, including the Key Native Ecosystems Programme.
4. Monitor the Council's involvement with the national pest management strategy for bovine Tb, including developing and maintaining a positive relationship with the Animal Health Board and providing a Council representative to the Regional Animal Health Committee.
5. Approve or recommend to the Council commercial agreements for the use of Council property and facilities within the area of the Committee's responsibility.
6. Ensure that any issues of concern to the Wairarapa constituency or to other rural areas that are not covered by other committee responsibilities are given appropriate attention and that any resulting recommendations for policies or actions are recommended to the council.

Delegated Powers

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson ex officio.
2. Three appointed members selected for their knowledge of flood protection, land management, biosecurity issues, the Wairarapa and/or rural constituencies. One of these three is to be nominated by the Wairarapa Hill Country Advisory Committee.
3. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
4. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members

Quorum

Three councillors.

5. Finance, Evaluation and Risk Committee

Purpose

- A. Provide to the Council assurance that all policies and procedures governing financial and asset management are lawful and consistent with agreed local government standards.
- B. Provide to the Council assurance that adequate management and control systems and internal audit systems are in place, that they comply with all legal requirements and that they meet agreed best practice standards.
- C. Advise the Council on the design and implementation of a framework for consistent evaluation of policies and activities.
- D. Make recommendations on the CEO performance review.

Specific Responsibilities

- 1. Monitor the Council's financial management and monthly reporting to ensure rigour, transparency and delivery to plan.
- 2. Monitor the annual accounts of the Council to ensure they are consistent with legal requirements.
- 3. Monitor the Council's risk management programme and develop policies to ensure appropriate mitigation measures are in place for significant risks.
- 4. Monitor and review the Council's insurance and recommend changes to the Council.
- 5. Recommend to the Council policies in relation to treasury management, including borrowing and investment activities.
- 6. Recommend to the Council policies on significance, partnership with the private sector, rates remission and postponement, development contributions and financial contributions, and revenue and financing.
- 7. Recommend to the Council approval of unbudgeted reserve transfers.
- 8. Advise the Council on policy matters relating to property management.
- 9. Advise the Council on the development and implementation of an annual internal audit programme that meets agreed best practice standards.

10. Consider all matters relating to or rising from the audit of the Council's activities.
11. Develop a framework for evaluation of policies and activities that can be applied by other committees to policies and work programmes under their auspices.
12. Investigate and evaluate in detail any programme or delivery area referred by other committees or the full Council, in order to establish effectiveness and cost-efficiency.
13. Monitor the performance of the Chief Executive and work with him/her to inculcate a culture of continuous improvement in Council delivery.

Delegations

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region (Iwi appointee).
3. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.
4. The Iwi appointee is not a member of the Committee when the Committee is considering matters relating to the performance of the Chief Executive.

Quorum

Three councillors.

6. Parks and Utility Services

Purpose

Oversee the management of Council land that is used for recreational, water supply and forestry purposes and, where appropriate, recommend enhancements that will give better outcomes for the Council as well as users and customers.

Specific responsibilities

1. Monitor the management of the Council's regional parks network and forest areas and where necessary recommend new programmes to provide recreational opportunities and protect and enhance the environmental, cultural and heritage values of these areas.
2. Oversee the management of the Council's bulk water supply operation to ensure that it meets the needs of its customers and operates to high business standards and in an environmentally friendly manner.
3. Oversee the management of the Council's plantation forestry areas so that they provide a financial return while environmental health for future catchment use is maintained.
4. Oversee the management of the Council's reserve forestry areas so that they serve their soil conservation purposes whilst providing some financial return.

Delegations

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
3. The Regional Conservator, Wellington Conservancy, Department of Conservation, or his/her nominee, with speaking (non-voting) rights.
4. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.

Quorum

Three councillors.

7. Regional Land Transport Committee

Objective

To promote the objectives of the Land Transport Act 1998 within the region, linking it to other regions of New Zealand and other transport systems.

Specific Responsibilities

1. Preparing the Wellington Regional Land Transport Strategy as required by the Land Transport Act 1998.
2. Hearing any submissions on any draft Regional Land Transport Strategy, and the determination of these submissions in accordance with the consultative procedures required by the Land Transport Act 1998.
3. Monitoring the implementation of any Regional Land Transport Strategy.
4. Making recommendations to the Council or other relevant organisations on any aspects of land transport of interest to the Council.

Membership

The membership set out below is consistent with the requirements of sub-sections (2) and (2A) of section 178 of the Land Transport Act 1998:

1. One councillor, as chairperson of the committee.
2. Up to five other regional councillors, including the Council Chairperson *ex officio*.
3. One representative of each of the eight constituent territorial local authorities wholly within the region.
4. One person to represent Land Transport New Zealand.
5. Up to five persons to represent the following objectives of the New Zealand transport strategy:
 - Economic development
 - Safety and personnel security
 - Public health
 - Access and mobility
 - Environmental sustainability.
6. One person to represent Māori cultural interests.

7. In addition, one person to represent each of the following national network providers with speaking, but not voting, rights:
 - Transit New Zealand
 - Ontrack.

Quorum

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

8. Regional Sustainability Committee

Purpose

- A. Provide leadership in promoting sustainable management of the region so that people can secure their social, economic, environmental and cultural needs without compromising the needs of future generations.
- B. Ensure that energy and climate uncertainty are considered in all planning and activities.
- C. Link and integrate Council issues and programmes that contribute to environmental, social, cultural and economic sustainability.
- D. Facilitate solutions to region-wide issues for which the Council does not have primary responsibility for delivery but where it may usefully be engaged with other partners in order to achieve sustainable outcomes.

Specific responsibilities

1. Review the Council's sustainability agenda by assessing key policies and programmes to ensure that they are linked and integrated so as to provide optimal outcomes.
2. Review policy and approach to climate change and recommend changes or additions to ensure that climate change is taken into account in the delivery of the Council's core activities and programmes.
3. Identify and recommend specific policies that maximise sustainable energy opportunities for the region.
4. Review current policies and programmes to ensure they are effectively addressing biodiversity, urban form, the built environment (including heritage protection) and other key elements of sustainability in the region, and identify opportunities for new initiatives in areas of Council delivery or where regional leadership is required on issues that are not part of Council's core responsibilities.
5. Identify and recommend policies or programmes designed to promote economic development, seeking environmentally sustainable solutions in collaboration with other authorities involved in the Wellington Regional Strategy.
6. Investigate and recommend how the Council might collaborate with regional institutions such as District Health Boards which have a specific

mandate to deliver community wellbeing, then develop appropriate programmes or activities that will result in improved community outcomes.

7. Ensure that the Council effectively monitors and reports on the state of the region's environment and recommend a formal report on the State of the Environment for adoption by the Council every six years.
8. Recommend policies and programmes that will demonstrably develop and enhance delivery of Council community outreach and education programmes to encourage people and communities to achieve sustainable lifestyles.

Delegated Powers

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
3. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.

Quorum

Three councillors.

9. Regulatory Committee

Purpose

- A. Promote the sustainable management of the region's natural and physical resources, particularly their use, development and protection, by overseeing the Council's regulatory responsibilities in relation to resource management.
- B. Oversee the regulation of the harbours and coastal waters of the region for navigation and safety purposes.

Specific responsibilities

- 1. Consider and determine applications for resource consents in the region.
- 2. Appoint hearing panels, subcommittees and commissioners to hear and determine notified resource consents that require a hearing.
- 3. Ensure the Council adheres to national policy statement, environmental standards and other regulatory requirements.
- 4. Recommend regional plans for air quality, discharges to land, fresh water, coastal water and soil.
- 5. Appoint hearings committees to hear regional plans and recommend to Council for approval.
- 6. Monitor the implementation of regional plans and the council's programme of oversight of resource consents, taking enforcement action when required.
- 7. Monitor Council delivery of:
 - a. the provision and maintenance of navigational aids;
 - b. a maritime communication service; and
 - c. the enforcement of maritime safety regulations in the region's harbours and costal waters.
- 8. Monitor the provision of an effective pollution/incident response service for land, freshwater, air, harbours and coastal waters.

Delegated Powers

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
3. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.

Quorum

Three councillors.

10. Transport and Access Committee

Purpose

- A. Promote and monitor implementation of policies delivering services and infrastructure that facilitate efficient and sustainable access to and movement round the region.
- B. Promote technology-based solutions that allow people and communities to enhance social and economic endeavours without compromising the physical environment.
- C. Review and evaluate plans, policies and services and recommend improvements to ensure better outcomes.

Specific responsibilities

1. Review and recommend to the Regional Land Transport Committee policies and programmes that the Council can confidently recommend for inclusion in the Regional Land Transport Strategy.
2. Monitor the Council's delivery of the Regional Passenger Transport Plan and review and recommend changes necessary to ensure appropriate, efficient, effective and sustainable passenger transport services within the region, congruent with the Regional Land Transport Strategy.
3. Promote an intra-regional road network that complements and facilitates the public passenger transport services, provides efficient road transport and minimizes congestion.
4. Review the operation of the Quality Partnership Agreement groups and other transport-related groups established by the Council, recommending changes the committee feels necessary and, when appropriate, ensuring that the outputs of the various groups are followed up.
5. Review and evaluate policies and programmes intended to ensure access to the public transport system.
6. Work with other regional organisations and individuals to enhance access to broadband internet and other enabling technologies that support social connections, economic endeavours and sustainable communities.

Delegated Powers

To be confirmed.

Membership

1. Up to six councillors, including the Council chairperson *ex officio*.
2. An appointed member nominated by Ara Tahi to represent the interests of the Iwi of the region.
3. Such other members appointed by Council, when the committee considers that it could function more effectively by having such appointed members.

Quorum

Three councillors.

11. Wellington Regional Strategy Committee

Objective

The Wellington Regional Strategy Committee is established to implement and develop the WRS.

Specific Responsibilities

The committee's responsibilities include:

- (a) Overseeing the ongoing selection and recommendation of five non - local government members for appointment to the Wellington Regional Strategy Committee.
- (b) On behalf of the Council, and acting on behalf of all councils in the region:
 - i) Taking responsibility for overall guidance and further development of the WRS.
 - ii) Recommending, in accordance with its General Responsibilities, a required funding proposal to the Council to be consulted on annually, in the course of its annual plan or long term council community plan process which will include the proposed amount and allocation of a recommended targeted rate, to be collected by the Council, to fund existing and new economic development initiatives and other initiatives outlined in the WRS.
 - iii) Overseeing the establishment, governance, funding, and accountability of a council-controlled organisation to be responsible for delivering the economic development initiatives outlined in the WRS.
 - iv) Seeking additional central government funding to support the initiatives outlined in the WRS.
 - v) Implementing (subject to available funding) other initiatives outlined in the WRS.
 - vi) Co-ordinating, monitoring, and guiding various initiatives to achieve outcomes identified in the WRS.
- (c) Supporting an independent review of the WRS and its implementation in accordance with the following:
 - (i) Conducting a review to address and make recommendations for changes to the WRS. This will include consideration of whether the

committee and/or its funding and other arrangements should continue.

- (ii) Completing the review by 30 June 2011.
- (d) Recommending to Council whether or not it will continue to carry out the function of regional economic development, having considered the outcome of the review in (c) above.
- (e) Subject to a recommendation to the Council for it to continue the function of regional economic development, to undertake on behalf of the Council the process set out in section 16 of the Local Government Act 2002 or such other process that applies at the time, prior to 1 July 2012.

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 Local Government Chief Executive Group will be the principal advisor to the committee.

Membership

The membership will be 12 persons in total, made up and appointed by the Council (from time to time), as follows:

- **Seven Local Government Members**

1. One regional councillor.
2. One member nominated to represent the interests of the Wairarapa Constituency. This person will be nominated jointly by the Masterton, Carterton, and South Wairarapa district councils.
3. One member nominated by each of the remaining constituent territorial authorities within the region.
4. The local government members may be replaced from time to time by the respective territorial authorities providing written notice to the Council, confirming the amended nomination.

- **Five Non-Local Government Members**

5. Five non-local government members recommended by the seven local Government members, appointed on the basis of skills, experience, standing, and networks in the regional community relevant to the goals of the Wellington Regional Strategy (WRS).
6. One of the five non-local government members must be a suitable person to represent Māori interests.

- **Chairperson**

The appointment of the chairperson and deputy is to be determined by the full committee when all 12 members have been appointed. The chairperson must be a non-local government member.

The Council Chairperson is not a member ex-officio of this committee, unless appointed in accordance with the provisions for Local Government Members.

Quorum: Must include the Regional Council member, the chairperson or deputy chairperson of the committee, and at least 50% of the remaining membership.

- **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.

Each of the councils is entitled to appoint 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.

The remuneration of the non-local government members will be determined and approved by the Council, following consideration of any recommendation of the committee.

- **Term of Appointment**

The initial seven local government members shall be appointed for terms that expire on the date of each local government triennial election.

The subsequent local government membership shall be appointed in accordance with the process set out above as soon as possible after each local government

triennial election, and for a term that expires on the date of the following local government triennial election.

The initial five non-local government members shall be appointed for terms that expire on the date of the local government triennial election in 2007. Each of the initial five non-local government members shall, subject to the following clauses, be eligible for re-appointment at the beginning of the triennium following the 2007 elections.

On 30 January 2009, and on each succeeding 30 January, one of the five non-local government members shall retire from office.

The non-local government members to retire in any year shall be the member who has been longest in office since the last appointment, but as between members who became or were appointed as members on the same day, the order in which members shall retire shall (unless they otherwise agree among themselves) be decided by lot.

Standing Orders

Special provisions relating to voting, as set out in Standing Orders 3.4, 4.1, 4.2, 20.4, 30.1 and 30.2 of the Greater Wellington Standing Orders 2007, apply to the Wellington Regional Strategy Committee.

Delegations

- ii) The Council delegates to the committee all duties and powers to achieve its specific responsibilities except those matters reserved under clause 32 of Schedule 7 of the Local Government Act 2002, and the appointment of new members.
- iii) The committee is authorised to appoint a subcommittee of its members, as determined by the committee.

General Responsibilities

The general responsibilities in clause 3 of these terms of reference for all standing committees apply, with the exception of clause 3.13 which is amended to read as follows for this committee:

Clause 3.13

Recommend for ratification by the Council, where appropriate, appointment of members of the committee in accordance with the terms of reference.

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.

12. Hutt River Advisory Subcommittee

(A subcommittee of the Catchment Management Committee)

Purpose

- A. Provide oversight of the implementation of the Hutt River Floodplain Management Plan (Plan) 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
 - ensures that methods adopted to mitigate the effects of flooding consider and integrate with the Hutt River and its environment, recognising its unique nature and the role it plays in the life of the communities.
- B. Provide oversight of the public involvement process for Plan implementation within a framework recommended by this subcommittee which maintains:
- the information base held by the community and ensures that it is made available to decision makers when appropriate
 - community awareness of Plan implementation
 - public confidence in the process of Plan implementation
 - a network of contacts and mechanisms which can be used to provide community input required for Plan implementation and to obtain that input when appropriate.

Membership

1. Five councillors, including the Chair of the Catchment Management Committee, one of whom shall be appointed Chair.

2. Four members, being elected members of Hutt City Council appointed by the Council on nomination by Hutt City Council.
3. Four members, being elected members of Upper Hutt City Council appointed by the Council on nomination by Upper Hutt City Council.
4. One representative of Wellington Tenths Trust, appointed by the Council on nomination by Wellington Tenths Trust.
5. One representative of Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui, appointed by Council on nomination by Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui.

Quorum

Two councillors.

All members have equal voting and speaking rights.

Reporting

1. The subcommittee reports to the Catchment Management Committee.
2. The project manager(s) report to the subcommittee.
3. The subcommittee will report on every meeting.
4. The subcommittee will be serviced by the Manager, Flood Protection with the support of the Secretariat.

Remuneration

1. The expenses of members of the subcommittee who are elected members of the Greater 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 Catchment Management Committee.

13. Waiwhetu Stream Advisory Subcommittee

(A subcommittee of the Catchment Management Committee)

Purpose

- A. Provide oversight of the Waiwhetu Stream Flood Management Study (WSFMS) 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
 - ensures that methods adopted to mitigate the effects of flooding consider and integrate with the Waiwhetu Stream and its environment, recognising its unique nature and the role it plays in the life of the communities. In particular, ensures a high level of integration with the existing Waiwhetu Stream rehabilitation programme.
- B. Provide oversight of the public involvement process for the WSFMS 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 the WSFMS
 - develops public confidence in the process of WSFMS
 - develops a network of contacts and mechanisms which can be used to provide community input required for WSFMS and to obtain that input when appropriate.

Membership

1. Four councillors, including the Chair of the Catchment Management Committee, one of whom shall be appointed Chair.
2. Three elected representatives of the Hutt City Council, appointed by the Hutt City Council.
3. One representative of Wellington Tenth Trust, appointed by the Council on nomination by Wellington Tenth Trust.
4. One representative of Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui, appointed by Council on nomination by Te Runanganui o Taranaki Whanui ki te Upoko o te Ika a Maui.

Quorum

Two councillors.

All members have equal speaking and voting rights.

Reporting and servicing

1. The subcommittee reports to the Catchment Management Committee of Greater Wellington and the Strategy and Policy Committee of Hutt City Council.
2. The subcommittee is serviced by Hutt City Council.

Remuneration

1. The expenses of members of the subcommittee who are elected members of the Greater Wellington Regional Council or 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 will meet as required and will dissolve following the completion of the Waiwhetu Stream Flood Management Study.