

## 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(s)   |
|-------------------|---------------|---|
| 27 February 2020  | 20.55         | Established 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)  |
| 25 February 2021  | 21.38         | Recast the scope of responsibilities between the Environment Committee and Te Upoko Taiaio – Natural Resources Plan Committee<br><br>Adjusted the membership structure of the Hutt Valley Flood Management Subcommittee |
| 25 February 2021  | 21.23         | Disestablished the Wellington Region Climate Change Working Group (from 1 July 2021) and established the Wellington Region Climate Change Forum (from 1 July 2021)  |
| 27 May 2021       | 21.98         | Discharged the Wellington Regional Strategy Committee (from 27 May 2021)  |
| 1 July 2021       | 21.23         | Removal of the Wellington Region Climate Change Working Group and inclusion of the Wellington Region Climate Change Forum [gives effect to an earlier decision]   |
| 23 September 2021 | 21.445        | Disestablished the Whaitua te Whanganui-a-Tara Committee (from 1 January 2022)  |
| 7 April 2022      | 22.135        | Cessation of the Waiohine Flood Management Plan Steering Group (in accordance with clause 11.2 of its Terms of Reference following Council's adoption of the Waiōhine River Plan)                                       |

## **Contents**

1. Preface
2. Role of Council

### **Committee terms of reference**

3. Environment Committee
4. Transport Committee
5. Chief Executive Employment Review Committee
6. Climate Committee
7. Finance, Risk and Assurance Committee
8. Regional Transport Committee
9. Te Upoko Taiao - Natural Resources Plan Committee
10. Wairarapa Committee

### **Subcommittee terms of reference**

11. Hutt Valley Flood Management Subcommittee

### **Advisory group terms of reference**

12. Ara Tahi
13. Farming Reference Group
14. Lower Ruamahanga Valley Floodplain Management Advisory Committee
15. Public Transport Advisory Group
16. Ruamāhanga Whaitua Committee
17. Upper Ruamahanga River Management Advisory Committee
18. Wellington Region Climate Change Forum

## **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<br><br>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<br><br>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   |

| <b>Governance</b>  | <b>Management</b>  |
|--|--|
| <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 responsibilities<sup>1</sup>, and the monitoring and enforcement of compliance.
- 2.6 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 needed<sup>2</sup>, 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.

---

<sup>1</sup> 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.

<sup>2</sup> 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.



#### **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 needed<sup>3</sup>, 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.

---

<sup>3</sup> 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 Programme<sup>4</sup>); 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 Forum.
- 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.

---

<sup>4</sup> 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 Members<sup>5</sup>**

- 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 member<sup>6</sup>.
- 3.3 To assist the Committee in its decision-making, Council may appoint other non-local government advisors<sup>7</sup>.

---

<sup>5</sup> Section 105(2) of the Act.

<sup>6</sup> Section 105A(3) of the Act.

<sup>7</sup> 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 Committee<sup>8</sup>.
- 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 Chair<sup>9</sup>.
- 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)<sup>10</sup>.
- 7.3 The KiwiRail member must not be appointed as the Chair or Deputy Chair (or by any other process preside at any meeting)<sup>11</sup>.

#### **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.

---

<sup>8</sup> Section 105A(4) of the Act.

<sup>9</sup> Section 105(6) of the Act.

<sup>10</sup> Section 105(7) of the Act.

<sup>11</sup> 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 and implementation of regulatory matters, such as the Natural Resources Plan for the Wellington Region.
- 2.10 Review progress with the implementation of the regulatory and non-regulatory aspects of the Whaitua Implementation Plans and the work of the whaitua committees.
- 2.11 Review government policy proposals and proposed legislation relating to the purpose and responsibilities of the Committee.
- 2.12 Review Greater Wellington’s implementation of government policy and legislation relating to the purpose and responsibilities of the Committee.
- 2.13 Recommend to the Environment Committee and/or Council, as appropriate, specific actions to improve the effectiveness of the implementation of:
  - a Regulatory matters, such as the Natural Resources Plan for the Wellington Region
  - b Regulatory and non-regulatory aspects of the Whaitua Implementation Plans and the work of the whaitua committees
  - c Government policy and legislation relating to the purpose and responsibilities of the Committee.

2.14 Recommend to Council the content of proposed submissions on government policy proposals and proposed legislation relating to the purpose and responsibilities of the Committee.

### **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
- 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. 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 Four Councillors.

3.2 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.

3.3 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.

## **12. Ara Tahī** (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 Tahī Strategic Plan and work programme.
- 2.2 Monitor the progress and achievements of the Ara Tahī work programme.
- 2.3 Review the Ara Tahī 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 obligations<sup>12</sup>.
- 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.

### **4 Chair**

- 4.1 At the commencement of each triennium, Ara Tahī elects a Chair from its members.

---

<sup>12</sup> *Memorandum of Partnership 2013, page 4.*

- 4.2 The Chair serves for the duration of the triennium, unless:
- a The Chair resigns; or
  - 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.
- 4.3 Nominations for the Chair:
- a Are submitted and endorsed by a partner to the Memorandum of Partnership<sup>13</sup>
  - 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.
- 4.4 Te Hunga Whiriwhiri will distribute nominee information to members at least one week prior to the first Ara Tahi planned meeting.
- 4.5 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.
- 4.6 If a secret ballot is used, one of the Councillor members will receive and tally the votes and announce the results.
- 4.7 If no nominations are received for Chair, the previous Chair will be invited to continue in the role.
- 4.8 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.
- 4.9 If the Chair is unable to attend a meeting, the members will appoint a presiding member from amongst the members present.

---

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

## **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.

### **13. 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.



## **14 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**

- 3.2 Two Councillors, being the Councillor elected by the Wairarapa Constituency and the Chair of the Environment Committee.
- 3.3 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.
- 3.4 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.

## **15. 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.

## **16. Ruamāhanga Whaitua Committee<sup>14</sup>**

### **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**

#### **4.1 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.

4.2 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.

### **5 Chair**

The full Committee determines the Chair from its members.

---

<sup>14</sup> 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.

## **6 Quorum**

At least 50 percent of members.

## **7 Alternate members**

No alternate members/proxies are permitted.

## **8 Committee meetings**

The Committee will meet as required.

## **9 Remuneration**

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

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

## **10 Duration of the Ruamāhanga Whaitua Committee**

10.1 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.

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



## **17. 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 Committee<sup>15</sup>.
- 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.

---

<sup>15</sup> 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.

## **18. Wellington Region Climate Change Forum**

### **1 Purposes**

- 1.1 To provide a platform to facilitate alignment and recommend actions to address climate change mitigation and adaptation for the Wellington Region's councils and mana whenua.
- 1.2 To provide a forum through which the Wellington Region's councils and mana whenua can network, learn, discuss issues, and share climate change-related information.

### **2 Specific responsibilities**

- 2.1 Identify and promote regional and local initiatives to address climate change issues with and for:
  - a Māori and mana whenua
  - b The wider community.
- 2.2 Provide a collaborative forum for the Wellington Region's councils and mana whenua to network, discuss issues, and share information.
- 2.3 Provide a regional forum for dialogue with stakeholders.
- 2.4 Consider strategies, plans, research and initiatives being implemented or developed by councils within the Wellington Region<sup>16</sup> and (where appropriate) recommend how to align these activities to achieve greater consistency and impact.
- 2.5 Recommend options to utilise the full range of skills and capabilities available in the Wellington Region's councils, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.
- 2.6 Recommend joint projects, initiatives, and campaigns that impact on, or actively involve, more than one council (e.g. by sharing capacity, funding, or governance through a joint steering committee).
- 2.7 Enable the development of regional recommendations, consistent with the Forum's purposes, which could be considered and adopted by each council individually (within a timeframe that meets each council's needs).
- 2.8 Act as a reference group to recommend to councils consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities by those councils, including the development and dissemination of joint communications by councils to the public.

---

<sup>16</sup> Including the climate change-related work progressed through the Regional Natural Hazards Management Strategy.

- 2.9 Provide a platform for joint advocacy and leadership – enabling the Wellington Region’s councils to speak with one voice when appropriate<sup>17</sup> (e.g. preparing, for adoption by the councils, draft joint submissions on policy proposals).

### **3 Members**

- 3.1 The Forum has up to 30 members as follows:
- a Up to 18 Councillor members, being two elected members appointed by each council in the Wellington Region<sup>18</sup>.
  - b Up to 12 mana whenua members, being two members appointed by each iwi signatory to the Memorandum of Partnership (iwi authority).
- 3.2 Each appointment, and any change to an appointment, takes effect when it is notified formally in a letter from the relevant council or iwi authority to Greater Wellington Regional Council’s Chief Executive.

### **4 Co-Chairs**

- 4.1 At the first meeting of the Forum in each triennium, the Forum will appoint two Co-Chairs:
- a A Councillor Co-Chair appointed by the Councillor members
  - b Another Co-Chair appointed by the mana whenua members.
- 4.2 The Co-Chairs will arrange amongst themselves who is the presiding chair of each meeting.

### **5 Quorum**

- 5.1 Half the number of members, including one of the Co-Chairs (once appointed).

### **6 Decision making and voting entitlement**

- 6.1 The Forum will seek to make decisions by consensus.
- 6.2 Where a consensus cannot be reached, decisions are made by majority vote.
- 6.3 Each member has full speaking and voting rights. No proxy votes are allowed.

### **7 Arrangements**

- 7.1 The Forum is a collaborative group of representatives from each of the councils and iwi authorities in the Wellington Region. The Forum is not a subordinate decision making

---

<sup>17</sup> This approach is consistent with Local Government New Zealand’s *Local Government Leaders Climate Change Declaration 2017*.

<sup>18</sup> Greater Wellington Regional Council; Wellington City Council; Hutt City Council; Upper Hutt City Council; Porirua City Council; Kāpiti Coast District Council; Masterton District Council; Carterton District Council; and South Wairarapa District Council.

body of Council and is not a joint committee under the Local Government Act 2002. Any recommendation of the Forum is for consideration by each council<sup>19</sup>.

7.2 The Forum meets at least quarterly, and more often as agreed by the members.

7.3 The Forum may form subgroups to meet and pursue specific lines of inquiry or projects.

## **8 Participation**

The members will:

- a Attend meetings and participate in activities relevant to their respective councils and iwi authorities
- b Report to their respective councils and iwi authorities about the Forum's activities
- c Champion the Forum's relevant recommendations to their respective councils and iwi authorities.

## **9 Administrative support**

9.1 Councillor members will be supported by officers from their respective councils. Mana whenua members will be supported by their respective iwi authorities.

9.2 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 shared across the councils, including arranging and hosting meetings on a roster basis
- c Venues will be selected to minimise emissions and travel time for members and officers. Virtual meetings may be held from time to time.

## **10 Remuneration and expenses**

10.1 The expenses of the Councillor members shall be met by the council they represent.

10.2 Mana whenua members may claim Greater Wellington's standard daily meeting fee, and mileage allowance or reimbursement of public transport travel expenses.

10.3 In addition to the entitlement under section 10.2, a Co-Chair (only if the Co-Chair is a mana whenua member) is eligible to receive an annual taxable honorarium of \$5,000 paid by Greater Wellington.

---

<sup>19</sup> Including any consultation process that is appropriate to that council.