

Greater Wellington Regional Council

Terms of Reference for Committees, Subcommittees and Advisory Groups (including Delegations to Committees): 2022—25 triennium

Adopted by Council on 24 November¹ and 15 December 2022

Amendments

Date	Report number	Brief description of the amendment(s)
15 June 2023	PE23.224 23.239	Provided for a Deputy Chair on the Public Transport Advisory Group Establishment of the Whaitua Te Whanganui-a-Tara Reference Group
18 May 2023	23.176	Amended remuneration clause for the Whaitua Kāpiti Committee Added administrative cross-references for advisory groups to section 3 of the Terms of Reference (overarching principles)
30 March 2023	23.121	Amended representation perspective and numbers for the Public Transport Advisory Group
23 February 2023	23.5	Establishment of the Waiōhine River Plan Advisory Committee

¹ For the Regional Transport Committee (Report 22.474).

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1 Preface

Legislative framework

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

- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- Local Electoral Act 2001
- Biosecurity Act 1993
- Building Act 2004
- Civil Defence Emergency Management Act 2002
- COVID-19 Recovery (Fast-track Consenting) Act 2020
- Hazardous Substances and New Organisms Act 1996
- Land Drainage Act 1908
- Land Transport Management Act 2003
- Litter Act 1979
- Maritime and Coastal Area (Takutai Moana) Act 2011
- Maritime Transport Act 1994
- Privacy Act 2020
- Property Law Act 2007
- Protected Disclosures (Protection of Whistleblowers) Act 2022
- Public Records Act 2005
- Public Works Act 1981
- Rating Valuations Act 1998
- Reserves Act 1977
- Resource Management Act 1991
- Soil Conservation and Rivers Control Act 1941
- Statutory Land Charges Registration Act 1928
- Summary Proceedings Act 1957
- Trespass Act 1980
- Urban Development Act 2020

- Walking Access Act 2008
- 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 delegations. Council can still decide on matters delegated to Committees (or the Chief Executive), except where those delegates have already exercised the delegation.

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. 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 functions, 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, Council’s governance and Greater Wellington’s management roles:

Governance	Management
Set Council’s strategic direction (including the desired results), and approve strategies, policies and plans consistent with related legislation Key examples include Council developing and adopting the Long Term Plan, Annual Plan, and key policy / planning documents (like the Regional Policy Statement and the Regional Land Transport Plan).	Prepare draft documents and related advice for Council and Committees on the desired strategic direction and results, and to meet statutory requirements
Make statutory and administrative decisions	Provide politically neutral free and frank advice to Council and Committees to enable good and lawful decisions Implement Council’s decisions
Represent residents and other members of the local community	Provide information to support Councillors to engage with the local community
Delegate functions, duties and powers to Committees and the Chief Executive	Exercise delegated functions, duties and powers
Oversee and evaluate Greater Wellington’s performance, including its effectiveness in implementing approved strategies, policies and plans and in delivering the desired results Prudently allocate and steward Council’s finances and resources, including for Council’s strategic assets	Manage Greater Wellington’s systems, processes and delivery consistently with Council’s strategic direction; approved strategies, policies and plans; and other statutory requirements Report 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
Report, and be accountable, publicly for the achievement of Council’s desired results	Prepare related documents, communications, and advice to support Council’s accountability
Manage political aspirations whilst meeting governance obligations to Greater Wellington and the community	Ensure Greater Wellington has a clear understanding of the difference and relationship between political and management

Governance	Management
	matters, and manage this relationship appropriately
Appoint the Chief Executive, and make or recommend key appointments (e.g. to committees and council-controlled organisations)	Support the appointment and induction of a new Chief Executive, as needed
Provide a link between the community and Greater Wellington	Provide a link between Council and Greater Wellington staff

2 Role of Council

Council's powers, functions and duties

The Council will:

- Retain the full right to exercise its powers, functions and duties.
- Consider and adopt key statutory plans and documents, including Council's Long Term Plan, Annual Plan, Annual Report, Regional Policy Statement, and Natural Resources Plan.
- Establish standing committees, subcommittees, hearing committees, and advisory bodies where appropriate; delegate powers, functions and duties (except where this is not permitted) to such committees (as appropriate); appoint members to these bodies; and then receive and consider the recommendations and matters referred to it by such committees, subcommittees, hearing committees, and advisory bodies. [Council retains for itself the power to establish advisory bodies]
- Establish a framework and governance arrangements to oversee the implementation of recommendations for the delivery of the National Policy Statement for Freshwater Management, whaitua implementation plans, and related iwi management plans.
- Provide regional leadership in promoting and facilitating discussion on key issues that require a collaborative approach between a number of parties to achieve solutions.
- Pursue proactively its commitment, obligations and responsibilities to Te Tiriti o Waitangi, including as set out in provisions to Te Tiriti o Waitangi and/or its principles in legislation to which the Council or Greater Wellington are bound.
- 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 all delegations to the Chief Executive, including the authority for further delegation to Greater Wellington 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 (including WRC Holdings) 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.
- Approve the setting of public transport fares (including temporary and targeted changes).
- 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 spatial and economic development, including Complex Development Opportunities and Transit Oriented Development and Council's position on matters to be considered by the Wellington Regional Leadership Committee
- o Water supply, including future water collection areas
- o Emergency management, for those matters that are not the responsibility of the Wellington Civil Defence Emergency Management (CDEM) joint committee.

Council

Council has the following elements:

- Responsibilities:
 - o Act on the matters stated under 'Council's powers, functions and duties' above
 - o Apply Council's Te Tiriti o Waitangi principles when conducting its business and making decisions
- Members – all 13 Councillors
- Quorum – seven Councillors.

3 Overarching principles for committees and advisory bodies

In conducting their business and making decisions, each committee, subcommittee, hearing committee, and advisory body shall apply Council's Te Tiriti o Waitangi principles, which are as follows:

- a **Pātuitanga | Relationships and Partnerships** – ensure decisions are based on shared knowledge, expertise and values maintained and sustained through active relationships and partnerships with mana whenua. These relationships and partnerships will influence Greater Wellington's core business services, functions and systems to develop and deliver our shared aspirations across our Greater Wellington rohe
- b **Kōwhiringa | Options** – actively partner with mana whenua to enable effective governance decision making that is informed by kaupapa Māori and mātauranga Māori analytical frameworks and knowledge systems in identifying feasible and meaningful options and solutions
- c **Tino rangatiratanga | Self Determination** – position Greater Wellington to give effect to Te Tiriti o Waitangi and uphold the interests of mana whenua in exercising their tino rangatiratanga in planning and promoting quality services that enable self-determination for whānau and community
- d **Whakamaru | Active protection** – assess how decisions work towards protecting mana Motuhake (rights and interests of mana whenua) through relevant mutually beneficial strategies, policies, plans, programmes and initiatives
- e **Oritetanga | Equity** - uphold the principle of fairness in the design and distribution of Greater Wellington's resources and services through the Long Term Plan to meet the needs and aspirations of whānau within our Greater Wellington rohe.

4 Climate Committee (A Committee of the Whole)

1 Purposes

- 1.1 Oversee, review and report to Council on the management and delivery of Greater Wellington's strategies, policies, plans, programmes, initiatives and indicators for climate change mitigation and adaptation.
- 1.2 Provide effective leadership on climate change for Greater Wellington and the Wellington Region on climate change mitigation and adaptation.

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Oversee the development and review of Council's climate change strategies, policies, plans, programmes, initiatives and indicators; and recommend these matters (and variations) to Council for adoption.
- 2.3 Review and monitor, by considering regular reports from relevant activity areas, Greater Wellington's progress towards delivering on and achieving Council's climate change strategies, policies, plans, programmes, initiatives and indicators.
- 2.4 Advise Council on how best to incorporate climate change mitigation and adaptation into other strategies, policies, plans, programmes, initiatives and indicators, including consideration of local, regional, and international best practice approaches.
- 2.5 Advise Council's representative on the Wellington Regional Leadership Committee on Greater Wellington's position on regional climate change projects (including the Regional Climate Emissions Reduction Plan and Regional Climate Adaptation Plan).
- 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 Leadership Committee.

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 (including during the development of proposed Greater Wellington plans and policies) 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

All thirteen Councillors.

5 Quorum

Seven Committee members.

6 Meeting frequency

The Committee shall meet twice each year, with additional meetings as required.

5 Environment Committee (A Committee of the Whole)

1 Purpose

Oversee the development, implementation and review of Council's:

- a Environmental strategies, policies, plans, programmes, initiatives and indicators to improve environmental outcomes for the Wellington Region's land, water, air, biodiversity, natural resources, parks and reserves, and coastal marine area
- b Regional resilience priorities in the delivery of plans, programmes, initiatives and activities for flood protection, erosion control, and regional parks and forests
- c Regulatory systems, processes and tools to meet Council's related legislative responsibilities
- d Plans, programmes, and efforts to increase volunteer uptake, community involvement and mahi tahi with others seeking to improve environmental outcomes in the Wellington Region.

2 Specific responsibilities

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

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Oversee the development and review of Council's:
 - a Environmental strategies, policies, plans, programmes, initiatives and indicators
 - b Regional resilience prioritiesand recommend these matters (and variations) to Council for adoption.
- 2.3 Review periodically the effectiveness of implementing and delivering Council's:
 - a Environmental strategies, policies, plans, programmes, initiatives and indicators
 - b Regional resilience priorities.
- 2.4 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, initiatives and indicators
 - b Regulatory systems, processes and tools.

- 2.5 Recommend to Council changes to improve the effectiveness of Council's:
- a Environmental strategies, policies, plans, programmes, initiatives and indicators
 - b Regional resilience priorities
 - c Regulatory systems, processes and tools.
- 2.6 Review Greater Wellington's compliance with Council's related legislative responsibilities², and the monitoring and enforcement of compliance.
- 2.7 Ensure that the Committee's decision making:
- a Considers climate change-related risks (mitigation and adaptation)
 - b Is consistent with Council's plans and initiatives to give effect to Council's declaration of a climate emergency on 21 August 2019, including agreed emissions reduction targets.
- 2.8 Review, after each Farming Reference Group meeting, a written report of the business conducted at that meeting.

3 Delegations

- 3.1 Subject to sections 3.3 to 3.7, Council delegates to the Committee all the powers, functions and duties necessary to perform the Committee's responsibilities (except those that must not be delegated, have been retained by Council, have been delegated to another committee, or have been delegated to the Chief Executive).
- 3.2 The Committee has the authority to approve submissions to external organisations for matters pertaining directly to the Committee's purpose.
- 3.3 The Committee may make decisions on matters with a financial impact only where the related costs are:
- a Budgeted for in the relevant business group's budget
 - b Not budgeted for in the relevant business group's budget, but can be met from savings within that budget.
- 3.4 Where the Committee considers a decision with a material financial impact is needed³, the Committee must refer the matter to Council for its decision.
- 3.5 The Committee may not make a decision that is materially inconsistent with Council's Annual Plan or Long Term Plan.

² 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.

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

- 3.6 Where a matter proposed for consideration by the Committee (including during the development of proposed Greater Wellington plans and policies) 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 The Chair of the Farming Reference Group.

5 Voting entitlement

The Chair of the Farming Reference Group sits at the table and has full speaking rights, but has no voting rights at any Committee meeting.

6 Quorum

Seven Committee members.

7 Meeting frequency

The Committee shall meet six times each year, with additional meetings as required.

6 Long Term Plan Committee (A Committee of the Whole)

1 Purpose

Develop and approve Greater Wellington's 2024–34 Long Term Plan Consultation Document and Supporting Information and recommend a final Long Term Plan to Council for adoption.

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Develop priorities and a strategic framework to guide Council's activities and services.
- 2.3 Approve the 2024–34 Long Term Plan Consultation Document and Supporting Information, including the 30-year Infrastructure Strategy and 10-year Financial Strategy.
- 2.4 Oversee consultation on the 2024–34 Long Term Plan Consultation Document and Supporting Information under sections 83 and 93A of the Local Government Act 2002 (the Act), including hearing submissions and deliberations.
- 2.5 Recommend to Council a final 2024–34 Long Term Plan for adoption, including the Annual Plan and rates for 2024–25.

3 Members

- 3.1 All Councillors.
- 3.2 Six mana whenua members, each appointed by Council for their skills, attributes or knowledge that will assist the work of the Long Term Plan Committee.
- 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 2013 between Te Tangata Whenua ki Te Upoko o te Ika a Māui and Wellington Regional Council Te Pane Matua Taiao.

4 Alternate members and rangatahi observers

- 4.1 The six iwi authorities may each nominate an alternate mana whenua member (with the skills, attributes or knowledge that will assist the work of the Long Term Plan Committee) for appointment by Council.
- 4.2 The Committee allows a rangatahi observer from each of the six iwi authorities.

5 Chair

Council must appoint, from its representatives, the Chair.

6 Speaking rights and voting entitlement

- 6.1 All members of the Committee have full speaking rights and voting entitlements.
- 6.2 If an appointed mana whenua member is unable to attend a Committee meeting, their alternate member may sit at the table, speak and vote in their place.
- 6.3 Rangatahi observers may speak, but may not sit at the table or vote.

7 Quorum

At least 50 percent of Councillors and 50 percent of the mana whenua members.

8 Remuneration and expenses

- 8.1 Each mana whenua member is eligible to receive an annual taxable honorarium of \$6,000 (in addition to Greater Wellington's standard daily meeting attendance allowances and expenses).
- 8.2 Each alternate member is eligible to receive Greater Wellington's standard daily meeting attendance allowances and expenses.

9 Delegations

Council delegates to the Long Term Plan Committee all the powers, functions and duties necessary to carry out the Committee's purpose.

10 Duration of the Committee

The Long Term Plan Committee is discharged on Council's adoption of Greater Wellington's 2024–34 Long Term Plan.

11 Special terms of reference

In exercising its specific responsibilities under section 2, the Committee and all its members must apply the Act's purpose and principles, and Council's *Significance and Engagement Policy*, to its decision-making and recommendations.

7 Te Tiriti o Waitangi Komiti (A Committee of the Whole)

1 Purpose

Enable Council, committees, and Greater Wellington to implement robust decisions that uphold Te Tiriti o Waitangi obligations, commitments, and responsibilities to ensure equitable outcomes for Māori.

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Influence Council, committees, and Greater Wellington decision-making across strategies, policies, plan, programmes, initiatives, and indicators through application of Council's Te Tiriti o Waitangi principles, which are as follows:
 - a **Pātuitanga | Relationships and Partnerships** – ensure decisions are based on shared knowledge, expertise and values maintained and sustained through active relationships and partnerships with mana whenua. These relationships and partnerships will influence Greater Wellington's core business services, functions, and systems to develop and deliver our shared aspirations across our Greater Wellington rohe
 - b **Kōwhiringa | Options** – actively partner with mana whenua to enable effective governance decision making that is informed by kaupapa Māori and mātauranga Māori analytical frameworks and knowledge systems in identifying feasible and meaningful options and solutions
 - c **Tino rangatiratanga | Self Determination** – position Greater Wellington to give effect to Te Tiriti o Waitangi and uphold the interests of mana whenua in exercising their tino rangatiratanga in planning and promoting quality services that enable self-determination for whānau and community
 - d **Whakamaru | Active protection** – assess how decisions work towards protecting mana Motuhake (rights and interests of mana whenua) through relevant mutually beneficial strategies, policies, plans, programmes and initiatives
 - e **Oritetanga | Equity** - uphold the principle of fairness in the design and distribution of Greater Wellington's resources and services through the Long Term Plan to meet the needs and aspirations of whānau within our Greater Wellington rohe.
- 2.3 Oversee the development of a work programme across Greater Wellington to improve outcomes and uphold the priorities for mana whenua and Māori.
- 2.4 Review and monitor the implementation of this work programme using Te Tiriti o Waitangi principles.
- 2.5 Consider and recommend to Council on negotiation issues for Treaty settlements in the Wellington Region, and on the upholding of Greater Wellington's commitments under concluded settlements.

- 2.6 Review and monitor (every six months) the performance of Council and Greater Wellington in giving effect to statutory responsibilities to Te Tiriti o Waitangi, and recommend to Council on initiatives and changes to enhance effectiveness.
- 2.7 Consider and recommend to Council on the transfer of Council's statutory functions, duties, and powers to mana whenua.
- 2.8 Provide, for consideration by Council, direction on Māori representation and partnership structures or initiatives with mana whenua, including a recommendation to Council on the establishment of Māori constituencies under the Local Electoral Act 2001.

3 Delegations

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

4 Members

All thirteen Councillors.

5 Quorum

Seven Councillors.

6 Meeting frequency

The Committee shall meet four times a year, with additional meetings as required.

8 Transport Committee (A Committee of the Whole)

1 Purposes

- 1.1 Oversee the development, implementation and review of Council's strategic direction and policies for transport and mode-shift.
- 1.2 Set the operational direction to deliver public transport and mode-shift.
- 1.3 Provide input into joint transport-related projects and initiatives.
- 1.4 Ensure these matters promote the social, economic, and environmental well-being of the Wellington Region.

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Prepare the Wellington Regional Public Transport Plan (and variations) and recommend its adoption by Council.
- 2.3 Approve strategies, policies and guidelines to deliver public transport in accordance with the Wellington Regional Public Transport Plan.
- 2.4 Approve transport strategies, policies, plans, programmes, initiatives and indicators related to transport demand management and active mode promotion.
- 2.5 Review performance trends related to public transport and transport demand management activities.
- 2.6 Review periodically the performance and effectiveness of transport strategies, policies, plans, programmes, initiatives and indicators including:
 - a Delivery of the Wellington Regional Public Transport Plan, including:
 - i Inter-regional transport initiatives
 - ii Fare strategies and methods
 - iii Increased mode share to public transport and active modes
 - iv Promoting transport equity, and increasing access to public transport, for groups that are more likely to be transport disadvantaged
 - v Alignment of Greater Wellington's accessibility work to the United Nations Convention on the Rights of Persons with Disabilities 2006 (UNCRPD)
 - b Transport demand management, including Vehicle Kilometres Travelled (VKT) reduction, and active mode promotion initiatives.
- 2.7 Oversee Council's involvement in jointly-managed regional and national transport programmes and projects, including Let's Get Wellington Moving and the National Ticketing Solution.

- 2.8 Consider matters relating to public ownership of public transport and recommend on these to Council.
- 2.9 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, initiatives and indicators.
- 2.10 Consider and endorse business cases for submission to Waka Kotahi NZ Transport Agency or other agencies on strategic transport projects with the potential for significant financial impact.
- 2.11 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.
- 2.12 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, including agreed emissions reduction targets.
- 2.13 Advocate:
 - a For the alignment of initiatives across the Wellington Region with transport implications, including for spatial planning and land use planning
 - b To support the Wellington Region's territorial authorities in their traffic resolution processes that reallocate road space for public transport and active modes.
- 2.14 Review, after each Public Transport Advisory Group meeting, a written report of the business conducted at that meeting.

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 needed⁴, 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 (including during the development of proposed Greater Wellington plans and policies) 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 The Chair of the Public Transport Advisory Group.

5 Voting entitlement

The Chair of the Public Transport Advisory Group member sits at the table and has full speaking rights, but has no voting rights at any Committee meeting.

6 Quorum

Seven Committee members.

⁴ 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.

9 Chief Executive Employment Review Committee

1 Purpose

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

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 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.
- 2.3 Undertake a six-monthly interim review of the Chief Executive's progress against the performance agreement.
- 2.4 Conduct the annual reviews of the Chief Executive's performance and remuneration, and recommend to Council as an outcome of those reviews.
- 2.5 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 recommend 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).
- 2.6 Represent Council on any issues that may arise with the Chief Executive's job description, employment agreement, performance agreement, or related matters.
- 2.7 Recommend to Council, for its approval, a recruitment, selection, and appointment process for a Chief Executive.
- 2.8 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

Three Councillors.

10 Finance, Risk and Assurance Committee

1 Purpose

Oversee, review, and report on Greater Wellington's discharge of its responsibilities in the areas of financial management; risk management; statutory reporting; internal and external audit and assurance; and monitoring of compliance with laws and regulations (including health and safety).

2 Specific responsibilities

- 2.1 Apply Council's Te Tiriti o Waitangi principles when conducting the Committee's business and making decisions.
- 2.2 Review and monitor performance under Council's Financial Strategy (adopted under section 101A of the Local Government Act 2002).
- 2.3 Review the effectiveness of Greater Wellington's financial management and performance, including proposed changes, with a particular focus on the effectiveness of Greater Wellington's:
 - a Financial management policies and frameworks for, and the robustness of, the organisation's financial performance
 - b Accounting policies and principles.
- 2.4 Review the effectiveness of Greater Wellington's risk management process, including overseeing changes to the risk management policy and approach, with a particular focus on:
 - a Providing guidance to Council on the appetite for risk
 - b Whether Greater Wellington is taking effective action to mitigate significant risks, including cyber security and climate change.
- 2.5 Review Greater Wellington's systems to manage legislative compliance (including health and safety), significant projects, and work programmes.
- 2.6 Review and monitor Greater Wellington's compliance with regulatory requirements.
- 2.7 Review Greater Wellington's health, safety and wellbeing management system to obtain assurance that the organisation is identifying and managing risks in accordance with the Health and Safety at Work Act 2015.
- 2.8 Approve the internal assurance programme, review the results of internal assurance work , and review the effectiveness of actions to address audit recommendations from Greater Wellington's internal auditors.
- 2.9 Receive, at the start of each external audit, the terms of engagement with the external auditor, including the nature and scope of the audit, timetable and fees.
- 2.10 Review any external audit reports and Greater Wellington's actions on significant issues and audit recommendations raised in these reports.

- 2.11 Review annually the appropriateness of Council's insurance.
- 2.12 Recommend to Council changes to improve the effectiveness of Greater Wellington's policies and frameworks for financial management, assurance, and risk management.
- 2.13 Review:
 - a The draft Annual Report to ensure it complies with statutory requirements and provides a sound basis for the public accountability of Council's and Greater Wellington's performance and position for each financial year
 - b Any proposed formal announcements relating to Council's financial performance.
- 2.14 Recommend the Annual Report for adoption by Council.

3 Delegations

The Committee has the authority to approve:

- a The internal assurance programme; in particular, whether Greater Wellington's approach to maintaining an effective internal control framework is sound and effective
- b Submissions to external organisations on matters pertaining directly to the Committee's purpose.

4 Members and Chair

- 4.1 Six Councillors.
- 4.2 One external member, appointed by Council, who has the necessary independence, expertise, and knowledge of local government relevant to the Committee's purpose and responsibilities.
- 4.3 Where Council appoints the external member under section 4.2, Council shall also appoint that member as the Chair.

5 Quorum

Three Committee members.

11 Regional Transport Committee⁵

1 Purpose

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

2 Specific responsibilities

- 2.1 Prepare, for approval by Council, the Wellington Regional Land Transport Plan and any variations to it.
- 2.2 Adopt a policy that determines significance for variations made to, and activities included in, the Wellington Regional Land Transport Plan.
- 2.3 Review the implementation and delivery of the Wellington Regional Land Transport Plan.
- 2.4 Prepare and review speed management plans in accordance with the Land Transport Rule: Setting of Speed Limits 2022.
- 2.5 Advocate for investment in the Wellington Region's rail infrastructure.
- 2.6 Provide Council with any advice and assistance it may request in relation to its transport responsibilities.
- 2.7 Approve submissions to external organisations on matters that support contribution to the Wellington Regional Land Transport Plan's strategic objectives and direction.
- 2.8 Work closely with the Wellington Regional Leadership Committee to improve alignment and integration of regional transport and land use planning.

3 Members⁶

- 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 member⁷.
- 3.3 To assist the Committee in its decision-making, Council may appoint other non-local government advisors⁸.

⁵ Adopted by Council on 24 November 2022 (Report 22.247).

⁶ Section 105(2) of the LTMA.

⁷ Section 105A(3) of the LTMA.

⁸ 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 Committee⁹.
- 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 at least 50 percent of the remaining voting members.

7 Chair and Deputy Chair

- 7.1 Council must appoint, from its representatives, the Chair and Deputy Chair¹⁰.
- 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)¹¹.
- 7.3 The KiwiRail member must not be appointed as the Chair or Deputy Chair (or by any other process preside at any meeting)¹².

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.

⁹ Section 105A(4) of the LTMA.

¹⁰ Section 105(6) of the LTMA.

¹¹ Section 105(7) of the LTMA.

¹² Section 105A(4) of the LTMA.

12 Te Upoko Taiao – Natural Resources Plan Committee

1 Purpose

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 Three Councillor and three 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.

13 Wairarapa Committee

1 Purpose¹³

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

2 Specific responsibilities

2.1 The areas to consider and recommend on to Council include, but are not limited to:

- a Flood protection
- b Land management
- c Biosecurity
- d Biodiversity
- e Climate
- f Public transport
- g Natural resource management
- h Broader areas of common interest to the territorial authorities and Council.

2.2 Consider potential arrangements for a catchment-based governance approach for the Wairarapa, and recommend to Council, as appropriate.

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.

¹³ The Council's Te Tiriti o Waitangi principles apply when the committee conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

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 shall first be referred (including during the development of proposed Greater Wellington plans and policies) to the Wairarapa Committee or its members for their consideration.
- 8.2 Proposals developed by Wairarapa-focused advisory bodies formally established by Council shall be considered by the Committee for direct recommendation to Council for decision.

9 Council's decisions on the Committee's 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 six times each year, with additional meetings as required.

14 Te Awa Kairangi / Hutt River Valley Subcommittee (A subcommittee of the Environment Committee)

1 Purposes¹⁴

- 1.1 Oversee development, implementation and review of floodplain management plans (FMPs) for the Te Awa Kairangi / Hutt River floodplain
- 1.2 Consider potential arrangements for a catchment-based governance approach for the Hutt Valley, and recommend to Council (as appropriate).

2 Specific responsibilities

- 2.1 Oversee the development and review of FMPs for the Te Awa Kairangi / Hutt River floodplain, for consideration of those FMPs 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 and monitor periodically the effectiveness of implementation and delivery of:
 - a Riverlink
 - b FMPs for the Te Awa Kairangi / Hutt River floodplain.

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.

¹⁴ The Council's Te Tiriti o Waitangi principles apply when the subcommittee conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

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.

15 Ara Tahi (An advisory body to Council)

1 Purpose

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

2 Specific responsibilities

- 2.1 Develop an Ara Tahi Strategic Plan and work programme.
- 2.2 Monitor the progress and achievements of the Ara Tahi work programme.
- 2.4 Review the Ara Tahi Strategic Plan every three years.
- 2.5 Maintain an overview of the review of the Memorandum of Partnership every three years.
- 2.6 Provide a forum for collective discussions and action on matters of strategic importance to the Wellington Region.
- 2.7 Oversee matters pertaining to the partnership between mana whenua and Council.
- 2.8 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 Te Tiriti o Waitangi obligations¹⁵.
- 2.9 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 Councillor members, appointed by Council
- 3.3 The Chief Executive.

4 Chair

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

¹⁵ *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 Partnership¹⁶
 - 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.

¹⁶ *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.

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

1 Purpose¹⁷

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 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 Provide a forum to consider and provide advice on farming matters during the development of the Wellington Region's Natural Resources Plan.
- 2.3 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 Establish robust and enduring partnerships between Greater Wellington and the Wellington Region's farming communities and stakeholders.

3 Reporting

- 3.1 After each meeting, a written report on the business conducted at that meeting shall be provided to the Environment Committee.
- 3.2 The Chair of the Group shall speak to that written report at the relevant Environment Committee meeting.

¹⁷ The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

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 if the member resigns or misses two consecutive meetings without tendering an apology.

8 Remuneration and expenses

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

9 Meeting procedure and frequency

- 9.1 All members have equal speaking and voting rights (one vote per member).
- 9.2 The Group shall meet up to six times each year, with additional meetings as required.

10 Status of the Group

- 10.1 The Farming Reference Group is an advisory body established by Council.
- 10.2 The Group is not a subordinate decision making body of Council and is not a committee under the Local Government Act 2002.

11 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 2022—25 triennium.

17 Lower Ruamahanga Valley Floodplain Management Advisory Committee (An advisory body to the Wairarapa Committee)

1 Purposes¹⁸

1.1 Oversee 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 that:

- 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 Oversee 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

2.1 The Advisory Committee is an advisory body established by Council.

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

¹⁸ The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

3 Members

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

4 Chair

Council appoints the Chair on nomination of the Advisory Committee.

5 Quorum

At least 50 percent of the members, including one Councillor member.

6 Alternate members

No alternate members or 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 2022—25 triennium.

18 Public Transport Advisory Group (An advisory body to the Transport Committee)

1 Purpose¹⁹

Advise (from a community perspective) to inform the business of Metlink and the Transport Committee (as required).

2 Expectations of the Public Transport Advisory Group

- 2.1 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.
- 2.2 Taken as a whole, the membership of the Advisory Group should provide:
 - a Broad representation of perspectives and community needs
 - b Governance experience
 - c Geographic spread (including for each constituency)
 - d Demographic diversity.
- 2.3 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).
- 2.4 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.
- 2.5 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 Members

- 3.1 The Deputy Chair of the Transport Committee.
- 3.2 Up to 30 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 Transport equity

¹⁹ The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

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

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, 3.2 and 3.3 above.

5 Chair

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

6 Quorum

At least 50 percent of the members.

7 Alternate members

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

8 Reporting and servicing

8.1 After each meeting, a written report of the business conducted at that meeting shall be provided to the Transport Committee.

8.2 The Chair of the Public Transport Advisory Group shall speak to that written summary report at the relevant Transport Committee meeting.

8.3 The Advisory Group is serviced by Metlink.

9 Remuneration

- 9.1 Advisory Group members (who are not otherwise being remunerated by Greater Wellington) may claim Greater Wellington's standard daily meeting attendance allowances and expenses for scheduled meetings of the Advisory Group.
- 9.2 In addition, member of the Advisory Group on the Transport Committee may claim Greater Wellington's standard daily meeting attendance allowances and expenses for scheduled meetings or workshops of the Transport Committee that the member 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 2022—25 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.

19 Upper Ruamahanga River Management Advisory Committee (An advisory body to the Wairarapa Committee)

1 Purpose²⁰

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 Committee²¹.
- 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

- 3.1 The Advisory Committee is an advisory body established by Council.
- 3.2 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 one other Councillor.
- 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.

²⁰ The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

²¹ 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.

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.

5 Chair

Council appoints the Chair on nomination of the Advisory Committee.

6 Quorum

At least 50 percent of members, including one Councillor 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 2022—25 triennium.

20 Waiōhine River Plan Advisory Committee (An advisory body to the Wairarapa Committee)

1 Purpose²²

Oversee implementation and operation of the Waiōhine River Plan.

2 Status of the Advisory Committee

2.1 The Advisory Committee is an advisory body established by Council.

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

3 Members

3.1 The Councillor elected by the Wairarapa Constituency.

3.2 Twelve members, appointed by Council as follows:

- a One elected member of Carterton District Council, nominated by that council
- b One elected member of South Wairarapa District Council, nominated by that council
- c Three urban ratepayers
- d Six rural landowners
- e One member, nominated by Rangitāne ō Wairarapa
- f One member, nominated by Kahungunu ki Wairarapa.

3.3 To be eligible for appointment under sections 3.2c and d, each person must either:

- a Have river expertise, or
- b Be a resident or ratepayer within the Waiōhine catchment, or
- c Be a Friend of Waiōhine, or
- d Be a sustainability advocate.

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.

²² The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

5 Quorum

At least 50 percent of members, including the Councillor member.

6 Voting entitlement

All members have equal speaking and voting rights.

7 Reporting and servicing

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

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.

8.3 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).

9 Meeting frequency and dissolution

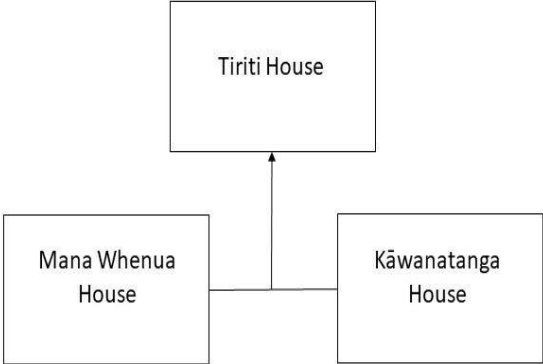
9.1 The Advisory Committee meets as required.

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

9.3 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 2022–25 triennium.

21 Whaitua Kāpiti Committee (An advisory body to Council)

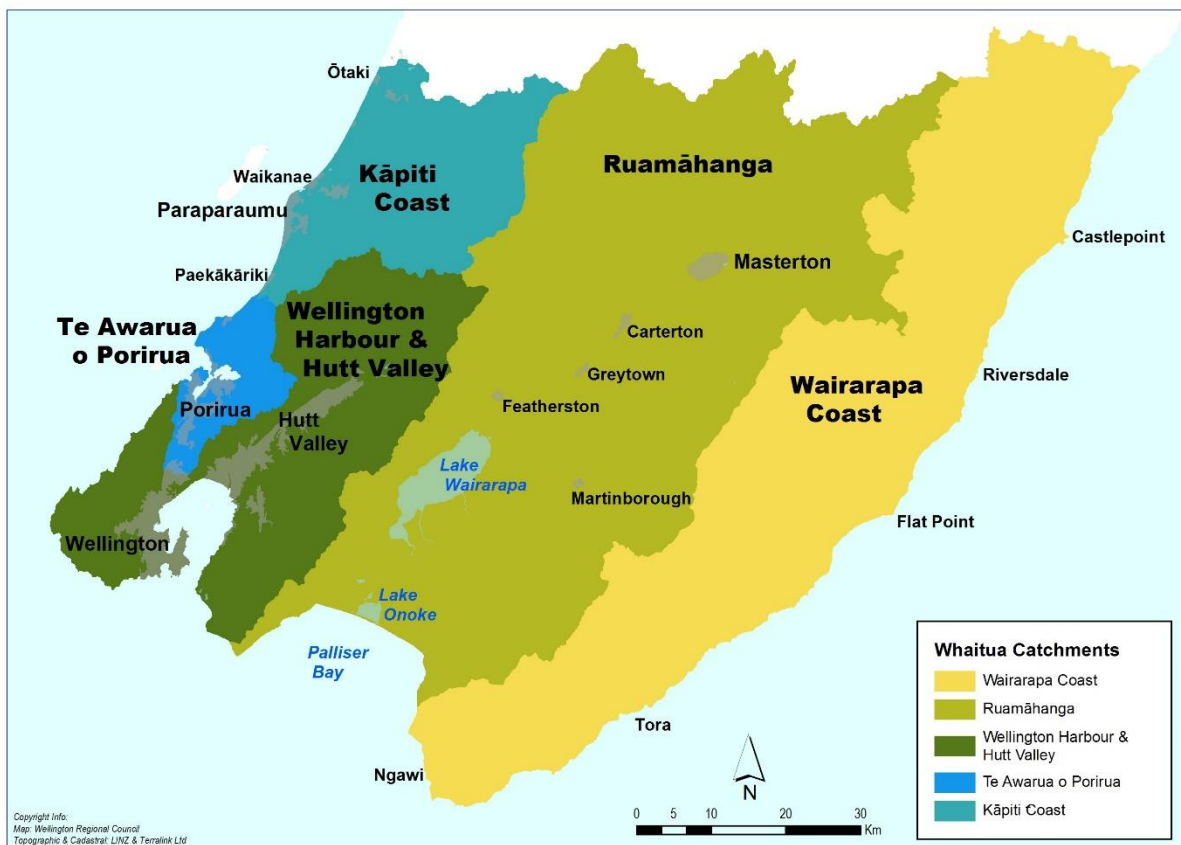
Te Tiriti o Waitangi / Treaty of Waitangi (Te Tiriti) are the founding documents of Aotearoa New Zealand. The signing of Te Tiriti in 1840 guaranteed mana whenua tino rangatiratanga over lands, forest, fisheries and other taonga. Rangatiratanga differs from other forms of authority, such as kāwanatanga of local and central government which is also subject to the tino rangatiratanga of mana whenua. The agreements within Te Tiriti, among other important aspects can be viewed as a partnership. That partnership recognises both types of authorities (rangatiratanga and kāwanatanga) functioning together. Professor Whatarangi Winiata proposed a Tiriti House Model that has origins from the ĀRT Confederation (Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtāki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc)²³. The Tiriti House Model proposes a Tiriti approach to decision-making that provides for the equal recognition of, and input from each house (Mana Whenua House and Kāwanatanga House). The diagram below presents a visual representation and for further explanation refer to Webster and Cheyne, 2017²⁴:



‘Whaitua’ is a Te Reo Māori term for a region, designated area or domain. The Natural Resources Plan for the Wellington Region (the Regional Plan) utilises the word ‘whaitua’ to describe a catchment or sub-catchment (zone) managed as an integrated system. The area of the Kāpiti Coast whaitua is labelled on the map below.

²³ Winiata, W., 1997, The Treaty of Waitangi: Māori Political Representation.

²⁴ Webster, K. And Cheyne, C., 2017, Creating Treaty-based local governance in New Zealand: Māori and Pākehā views, Kōtuitui: New Zealand Journal of Social Sciences online 2017, Vol 12, No 2, 146-164. <https://www.tandfonline.com/doi/pdf/10.1080/1177083X.2017.1345766>.



1 Tiriti House Model

- 1.1 The Tiriti House model provides a framework and principles to guide representation and collaborative work that is grounded in Te Tiriti o Waitangi. The Tiriti House model will inform the principles, structures, and processes of the Whaitua Kāpiti Committee.
- 1.2 Whilst a Tiriti-based, partnered decision-making process and work is the outcome of the model, the model requires consideration of how all three ‘houses’ function effectively and equitably, including their processes of accountability and how they are resourced.

2 Tiriti House

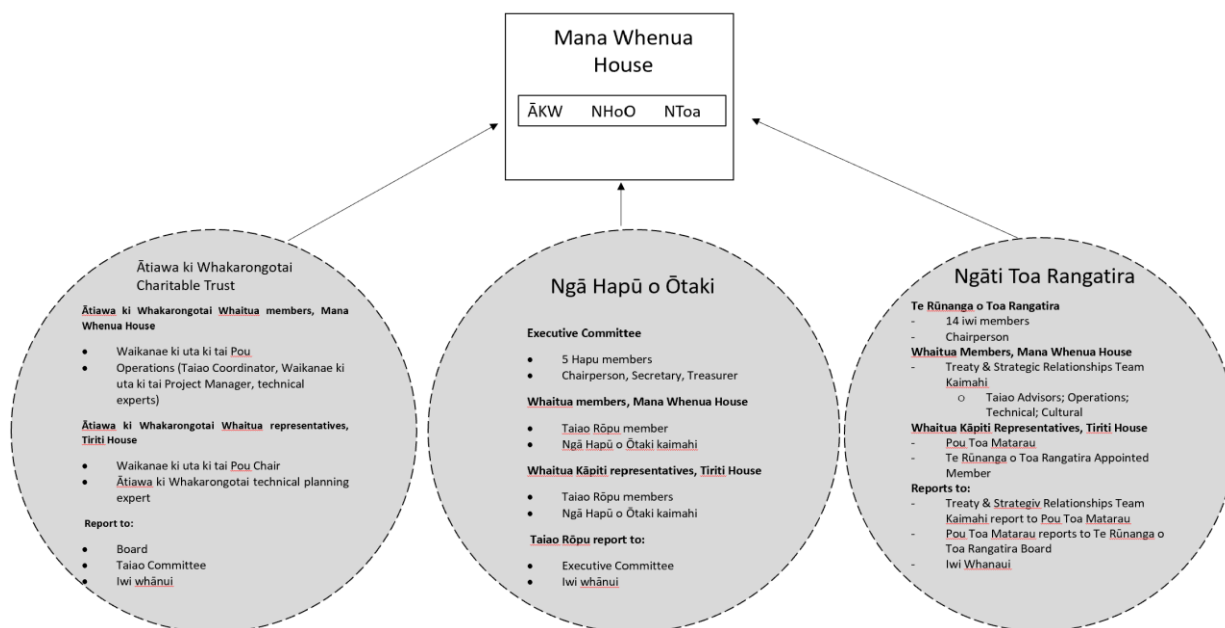
- 2.1 The Tiriti House will be the forum that facilitates decision-making across representatives chosen by both mana whenua and kāwanatanga in the spirit of Tiriti partnership. This forum will provide for decision-making across both of the spatial scales that the Whaitua Kāpiti Committee will be required to address:
 - a District-wide decisions on broader policy that are rightfully made at the district scale
 - b Local decisions on specific Freshwater Management Units (FMUs) and waterways.
- 2.2 Where Tiriti House decisions have a district wide scale, all three iwi of the ĀRT Confederation will participate in the Tiriti House process. Where Tiriti House decisions

are specific to certain waterways and FMUs, the iwi who hold mana whenua status in relation to those waterways will participate in the Tiriti House process. The Mana Whenua House will agree at the scale participation required.

- 2.3 All members of the Kāwanatanga House will participate in all decisions at both district and local scales.

3 Mana Whenua House

- 3.1 Alongside the six Mana Whenua House representatives on the Whaitua Kāpiti Committee, the Mana Whenua House will include Pou (key advisors) and operational staff and experts from each of the three mana whenua organisations – Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc (ĀRT). The three iwi who have mana whenua status within the Kāpiti Coast will meet on a regular basis as the Mana Whenua House for the Whaitua Kāpiti Committee. Additionally, it should be recognised that each iwi will have its own internal structures and processes including communications, reporting and accountability requirements. For example, monthly hui with iwi/hapū members, board papers, presentations, wānanga, taiao rōpu hui etc.
- 3.2 When working within the Mana Whenua House, the Pou, as key advisors, will wānanga key policy issues and proposed environmental standards, with the support of the operational members. These wānanga will inform the positions that the six Mana Whenua House representatives will take into the Tiriti House - Whaitua Kāpiti Committee. This ensures the positions put forward by the Mana Whenua House representatives at the Whaitua Kāpiti Committee are informed by the wider Mana Whenua House and are authentic, transparent, accountable and robust. It also ensures that Mana Whenua House representatives do not make unilateral decisions without further consultation with iwi. The diagram below which sets out the structure for the Mana Whenua House.



4 Kāwanatanga House

- 4.1 The Kāwanatanga House will comprise the elected members of Greater Wellington Regional Council and Kāpiti Coast District Council, and community members.
- 4.2 The Kāwanatanga House will also comprise advisors from Greater Wellington and Kāpiti Coast District Council, including external consultants, to help support decision making. Positions taken by members of the Kāwanatanga House into the Tiriti House will be those of the members themselves, not the advisors.
- 4.3 Consensus will be sought within the Kāwanatanga House prior to meeting in the Tiriti House. Where consensus cannot be reached, options and analysis to inform decision making shall be brought to the Tiriti House.

5 Purpose and function

- 5.1 To give effect to the National Policy Statement for Freshwater Management 2020 (NPSFM) through the development of regulatory and non-regulatory proposals to be documented within the Whaitua Kāpiti Implementation Programme (WIP)²⁵.
- 5.2 The Whaitua Kāpiti Committee will operate in equal partnership with Mana Whenua to reflect Te Tiriti o Waitangi Principle of partnership.
- 5.3 The Whaitua Kāpiti Committee will be guided by the five principles of the Regional Plan Review process:
 - a Ki uta ki tai – interconnectedness

²⁵ A WIP is a non-statutory report for Greater Wellington Regional Council (Greater Wellington) that will contain recommendations for the integrated management of land and water resources within the whaitua boundary.

- b Wairuatanga – identity
- c Kaitiakitanga – guardianship
- d To matou whakapono – judgement based on knowledge
- e Mahitahi – co-operative partnership.

6 Status of the Whaitua Kāpiti Committee

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

7 Specific responsibilities

- 7.1 To develop the Whaitua Kāpiti WIP that will outline regulatory and non-regulatory proposals for integrated land and water management within the Kāpiti Coast Whaitua, including measures to implement the NPFSM²⁶.
- 7.2 Include in the Whaitua Kāpiti WIP direction on the following:
 - a A long-term freshwater vision for the Whaitua Kāpiti
 - b Locally identified values, including Mana Whenua values and how these will be provided for
 - c Applying all national values (compulsory and other)
 - d Implementation of the six principles of Te Mana o te Wai
 - e Environmental outcomes for freshwater
 - f Freshwater Management Units
 - g Target Attribute States for all relevant attributes in the National Objectives Framework
 - h Targets for additional attributes for locally specific values, including a baseline from the best available evidence
 - i Targets in subclauses (g) and (h) to be set as numeric targets, including timeframes to achieve those targets and to be measured at specific reporting points
 - j Limits where applicable, including direction on regulatory and non-regulatory methods to achieve limits
 - k Minimum flow and allocation limit for surface and groundwater bodies in Whaitua Kāpiti
 - l Primary contact monitoring sites

²⁶ This is to provide locally appropriate direction for how Te Mana o te Wai is applied in freshwater management.

- m How territorial authorities can promote positive effects for the health and wellbeing of freshwater and receiving environments.

7.3 Consider, in developing the Whaitua Kāpiti WIP, the following:

- a The hierarchy of Te Mana o te Wai
- b Identification of the issues, challenges, and opportunities for integrated management, ki uta ki tai, of the waterways for the Kāpiti Coast whaitua
- c A diversity of systems of values and knowledge, including mātauranga Māori
- d The impacts of climate change
- e The impacts of stormwater and wastewater
- f The impacts of urban development
- g Interactions between groundwater and surface water
- h Interactions of freshwater with estuaries and other coastal environments
- i The requirements of other national direction.

- a Te Tiriti o Waitangi
- b Resource Management Act 1991
- c National Policy Statement for Freshwater Management 2020
- d Local Government Act 2002
- e Iwi Environmental Management Plans
- f Treaty Settlement Acts.

7.4 Advise Council on regulatory and non-regulatory proposals within the Whaitua Kāpiti WIP.

8 Consideration of proposals within the Whaitua Kāpiti WIP

- 8.1 Council is responsible for reviewing and approving regulatory proposals within the Whaitua Kāpiti WIP, including ensuring compliance with relevant statutory requirements.
- 8.2 Approved regulatory proposals within the WIP will be further developed by Greater Wellington for incorporation into the Natural Resources Plan through a plan change process.
- 8.3 Council is responsible for reviewing and approving non-regulatory proposals within the Whaitua Kāpiti WIP. Approved non-regulatory proposals will then be:
 - a Developed further within Greater Wellington in conjunction with relevant external organisations, including Kāpiti Coast District Council and Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira.
 - b Considered in the development of Council's next Long-Term Plan.

9 Members

9.1 In following the Tiriti House Model, the Whaitua Kāpiti Committee will consist of Mana Whenua House representatives and Kāwanatanga House representatives.

9.2 Council will appoint:

- a Six Mana Whenua House representatives, two nominated by each of:
 - i Ātiawa ki Whakarongotai
 - ii Ngā Hapū o Ōtaki
 - iii Ngāti Toa Rangatira.
- b Six Kāwanatanga House representatives:
 - i The Councillor elected by the Kāpiti Coast constituency
 - ii One member, being an elected member of the Kāpiti Coast District Council, nominated by that council
 - iii Up to four members from the community with a range of backgrounds and interests related to land and water management within the community.

9.3 To be eligible to be considered for appointment to the Whaitua Kāpiti Committee:

- a Each member must:
 - i Live in, or be able to demonstrate a close connection with the Whaitua Kāpiti;
 - ii Demonstrate a commitment to achieving Tiriti House based decision making.
- b Community members must also:
 - i Reflect the interests of a wider group within the community;
 - ii Have the skills, experience, and knowledge to ensure that these interests are considered in the deliberations of the Whaitua Kāpiti Committee.

9.4 Greater Wellington officers are not eligible to be considered for appointment to the Whaitua Kāpiti Committee.

10 Co-Chairs

10.1 The Whaitua Kāpiti Committee shall have two Co-Chairs, with one Co-Chair appointed by the Mana Whenua House and the other Co-Chair appointed by the Kāwanatanga House.

10.2 Each Co-Chair shall be the presiding member at meetings of the Whaitua Kāpiti Committee on an alternate basis. If a Co-Chair is absent from a meeting of the Whaitua Kāpiti Committee for which they are scheduled to be the presiding member, then the other Co-Chair shall preside at the meeting.

11 Quorum

Half of the membership of the Mana Whenua House, and half of the membership of the Kāwanatanga House, shall be present to form a quorum.

12 Committee meetings and workshops

It is expected the completion of the Whaitua Kāpiti WIP will take 12 months and will include a minimum of 24 days' work for each Committee member. This work will include at least 12 meetings that will run from 9:30am to 4:30pm; as well as preparing for and debriefing each meeting.

13 Reporting and servicing

13.1 The Whaitua Kāpiti Committee is serviced by Greater Wellington.

13.2 Greater Wellington officers will prepare a regular update report that members can use to keep their respective representative bodies informed.

14 Consensus

The Whaitua Kāpiti Committee will use a Tiriti House decision making process to determine consensus.

15 Remuneration

Kāwanatanga House

15.1 The expenses of the elected members, including an elected member appointed by the Kāwanatanga House as Co-Chair, shall be met by the council they represent.

15.2 Community members of the Kāwanatanga House are eligible to receive an annual taxable honorarium as follows:

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Kāwanatanga House) - \$20,000.

15.3 This honorarium covers the work stipulated in paragraph 12.

Mana Whenua House representatives

15.4 The nominating mana whenua partners (stated in clause 9.2a) must, prior to the payment of any remuneration under clause 15, advise Greater Wellington in writing that either:

- a Their two Mana Whenua House representatives each receives an annual taxable honorarium; or
- b The entity receives a GST exclusive payment of the amount otherwise payable to their two representatives.

15.5 This honorarium or payment covers the work stipulated in clause 12.

15.6 The honorarium or payment is as follows:

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Mana Whenua House) - \$20,000.

16 Duration

16.1 The Whaitua Kāpiti Committee shall exist for the duration of the development and completion of a Whaitua Kāpiti WIP and shall cease to exist at the conclusion of this process.

16.2 Although the Whaitua Kāpiti Committee will cease to operate at the completion of the Whaitua Kāpiti WIP, mana whenua participation in the Kāpiti Coast Whaitua will reflect the ongoing and enduring partnership between Greater Wellington and all three iwi of the ĀRT Confederation.

22 Whaitua Te Whanganui-a-Tara Reference Group (An advisory body to the Environment Committee)

1 Purpose and function²⁷

- 1.1 The Whaitua Te Whanganui-a-Tara Implementation Programme (the WIP) was received by Greater Wellington Regional Council on 23 September 2021 (Report 21.422).
- 1.2 Recommendation 4 of the WIP proposed that a reference group be established as follows:

Greater Wellington establishes a community-led reference group tasked with monitoring progress on the implementation of the WIP for Whaitua Te Whanganui-a-Tara and ensures that the Council is reporting on progress to the wider community in meaningful ways.
- 1.3 This Terms of Reference implements Recommendation 4 through establishing the Whaitua Te Whanganui-a-Tara Reference Group (the Reference Group) and sets out how the Reference Group will operate.
- 1.4 Greater Wellington is establishing a Catchment function that will coordinate Greater Wellington’s planning and prioritisation for whaitua / catchments, including working with mana whenua and community groups to guide planning and work prioritisation.
- 1.5 Coordination of WIP implementation, including the Whaitua Te Whanganui-a-Tara Implementation Programme, will be coordinated by the Catchment function, although implementation of the WIPs involves multiple parts of Greater Wellington and other organisations.

2 Specific responsibilities

- 2.1 Provide scrutiny of the implementation progress of the WIP, on behalf of the community.
- 2.2 Provide a ‘sounding board’ for Greater Wellington to seek clarification on the former Whaitua Te Whanganui-a-Tara Committee’s intent when developing recommendations in the WIP. This will allow Greater Wellington to seek clarity, when needed, as to whether its own and other organisations’ work programmes will effectively implement a recommendation.

3 Status of the Reference Group

The Reference Group is an advisory body established to inform and provide feedback on Greater Wellington’s implementation of the recommendations of the WIP.

4 Members

- 4.1 The community and mana whenua members of the former Whaitua Te Whanganui-a-Tara Committee (the former Committee) who choose to participate.

²⁷ The Council’s Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

4.2 Local government members of the former Committee who remain in their elected member roles, who choose to participate.

4.3 Two current Councillors.

5 Co-Chairs

The Reference Group shall have up to two Co-Chairs, being drawn from the members and appointed by the Council on the recommendation of the Reference Group.

6 Quorum

A majority of the members shall be present to form a quorum.

7 Alternate members

No alternates or proxies shall take the place of Reference Group members.

8 Meetings

8.1 The Reference Group will meet approximately every two months.

8.2 Meeting times and duration will be by arrangement with the Reference Group and will default initially to two to four hours.

9 Consensus

The Reference Group will make recommendations by consensus whenever possible and by majority if necessary.

10 Remuneration

10.1 The community and mana whenua members will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Greater Wellington, as well as a taxable honorarium.

10.2 Members of the Reference Group who are representatives of one of Greater Wellington's mana whenua partners may, prior to the payment of any honoraria, advise Greater Wellington in writing that either:

- a The mana whenua representatives each receive an annual taxable honorarium; or
- b The mana whenua entity receives a GST exclusive payment of the amount equivalent to the taxable honorarium otherwise payable to their representatives.

10.3 The taxable honorarium, which does not apply to the elected members of the Group, is as follows:

- a Member (excluding a member appointed as Co-Chair) - \$2,500 per annum each
- b Co-Chair (two) - \$3,000 per annum each.

11 Duration of the Whaitua Te Whanganui-a-Tara Reference Group

The Whaitua te Whanganui-a-Tara Reference Group shall exist until 30 June 2024, but may be extended following a review by Council in June 2024.