

Greater Wellington Regional Council

Terms of reference for committees and advisory groups and delegations for committees: 2013-2016 triennium

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1 Preface

Statutory framework

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

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

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

Governance

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

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

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

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

Management

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

Organisation of the Council

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

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

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

2 Role of Council

The Council will:

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

3 Strategy and Policy Committee

Purpose

To consider matters that are not within the scope of another Committee or retained by Council, including but not limited to, promoting, monitoring and reviewing policies and programmes that will ensure sustainable management of the region's natural resources, including biodiversity, soil conservation, land management and the regulation of the harbours and coastal waters of the region for navigation and safety purposes, flood management, transport (including passenger transport), good regional form (spatial planning), economic and business development, regional parks and recreation lands and facilities, water supply, accessibility, enabling technologies (such as broadband), regional resilience (including emergency management), the Wairarapa Water Use Project and other regional initiatives.

Powers

The Council delegates to the Committee all the statutory powers, functions and duties necessary to perform the Committee's purpose, except those that have been retained by the Council or delegated to another committee.

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

Membership

1. All thirteen Councillors of Greater Wellington Regional Council.
2. Two appointed members, appointed by Council to represent the interests of the tangata whenua iwi of the region.

Quorum

Seven Councillors.

Advisor

A representative of the Department of Conservation may be appointed by Council to provide advice to the Committee. The advisor has speaking rights only.

4 Te Upoko Taiao - Natural Resource Management Committee

1 Purpose

Promote the sustainable management of the region's natural and physical resources, particularly their use, development and protection, by overseeing the Council's regulatory responsibilities in relation to resource management, including the review and development of regional plans.

2 Specific responsibilities

Review and develop regional plans

1. Review operative regional plans.
2. Prepare proposed regional plans.
3. Prepare any variations to proposed regional plans.
4. Prepare any plan changes in relation to operative regional plans.
5. Recommend to the Council that proposed plans, proposed variations and proposed plan changes proceed to public notification.
6. Review any provisions which the Council may refer back to the committee for further consideration.
7. Oversee consultation as required under the First Schedule of the Resource Management Act 1991.
8. Appoint hearing committees or hearings panels 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 may include non-elected members chosen for their particular skills, attributes or knowledge relevant to the functions and powers of the hearing committee or panel.)

Oversee the Council's resource management consenting and monitoring responsibilities

9. Ensure that the Council effectively reports on the state of the region's environment and recommend a formal report on the State of the Environment for adoption by the Council every six years.
10. Consider and determine applications for resource consents in the region.
11. Appoint hearing panels, subcommittees and commissioners to hear and determine notified resource consents that require a hearing.

12. Ensure the Council adheres to national policy statements, environmental standards and other regulatory requirements.
13. Monitor the implementation of regional plans, compliance with the Resource Management Act and the Council's oversight of resource consents.

3 Membership

1. Seven Councillors.
2. Seven non-Councillor members, each appointed by Council for their skills, attributes or knowledge relevant to the work of the committee and including their knowledge of the role of the relevant iwi authority to which they belong. (In making such appointments Council will have regard to the recommendation of each of the seven iwi authorities represented on the Ara Tahi inter-iwi representative group.)

4 Chairperson

- 4.1 The committee will have two Co-Chairs:

- A Councillor member of the Committee, and
- the non-Councillor member of the Committee who also has the role of Ara Tahi Chairperson. In the event that the Chairperson of Ara Tahi is not a member of the Committee then the non-Councillor Co-Chair will be appointed by the Committee on the recommendation of the non-Councillor members of the Committee.

- 4.2 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.

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

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

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 4.3.

6 Quorum

6.1 Four Councillor and four non-Councillor members of the Committee.

6.2 All (seven) Councillor members of the Committee must be present when the Committee is meeting to make a recommendation to Council relating to any of the matters set out in section 4.3.

7 Remuneration

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

8 Delegated powers

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

8.2 The Te Upoko Taiao - Natural Resource Management Committee may delegate to any hearing committee or hearing panel appointed by it all necessary powers under the Resource Management Act 1991 to hear and decide submissions on proposed regional plans, proposed variations and proposed plan changes.

8.3 Council delegates the following statutory powers to the Te Upoko Taiao - Natural Resource Management Committee relating to its resource management consenting and monitoring responsibilities:

Resource Management Act 1991	
The power to decide on charges for resource consents as outlined below.	
Section of Act	Power, Function, Duty
36(3)	Require the person who is liable to pay the charge fixed in accordance with s36(1) to also pay an additional charge to the Council where that charge is above the amount council staff can charge in Council's charging policy. Additional payment can only be required where the initial charge is inadequate to enable a local authority to recover its actual and reasonable costs in respect of the matter concerned
36(5)	Remit the whole or any part of any charge of a kind referred to in this section which would otherwise be payable where the charge is above the amount council staff can remit in Council's charging policy.

37(1)	Extend a time period specified in the Act or in regulations; and waive compliance of time or requirement to provide information, or method of service of documents
37A(5)	Extend a time period so that the extended time period exceeds twice the maximum time period specified in the Act.
The power to decide whether or not to include consequential alterations arising out of submissions as outlined below.	
Section of Act	Power, Function, Duty
Schedule 1, cl 10(2)	When making a decision for the purposes of Schedule 1, decide whether or not to include any consequential alterations arising out of submissions and any other relevant matters considered relating to matters raised in submissions
The power to hear and decide on resource consents. This includes the specific powers set out below.	
Section of Act	Power, Function, Duty
40(3)	Elect to proceed with a hearing in the absence of an applicant or submitter, if it is fair and reasonable to do so
41(4)	Request and receive, from any person who makes a report under s42A of the Act, or who is heard by the authority or who is represented at the hearing, any information or advice that is relevant and reasonably necessary to determine the application
42(1), 42(2)	By a motion made by the Committee or on the application of any party to any proceedings, make an order that the whole or part of any hearing shall be conducted with the public excluded, in certain circumstances (detailed in provision)
42A(2)	Consider any report of the type referred to in s42A(1) at a hearing
102(3)	Jointly or separately decide applications where those applications are heard jointly
104, 104A, 104B, 104C, 104D	Grant or refuse (except in the case of applications for controlled activities) resource consent applications where the application is notified or notice is served
104F	Where an application is notified or notice is served, grant the application with or without conditions, or decline it, as necessary to implement any regulations made in accordance with s43 of the Act in relation to climate change
107(2), 107(3)	Where an application is notified or notice is served, grant a consent to a discharge that would otherwise contravene s15 of the Act in certain circumstances (listed in provision). Any such consent may be subject to certain conditions requiring the applicant to undertake work in stages throughout the term of the permit
108, 108A	Where an application is notified or notice is served, impose any condition considered reasonable upon a resource consent, including the

	provision of a bond or financial contribution
131(2)	As the result of a review of consent conditions, include a condition requiring the holder of a discharge consent or coastal permit to adopt the best practicable option to remove or reduce any adverse effect on the environment. This only applies to applications that are notified or require notice to be served
138A(1)	At any reasonable time before the hearing (or, if there is no hearing, the determination) of an application for discharge that would otherwise contravene s15A(1), by written notice to the applicant, require the applicant to provide, by way of further information, an explanation of those matters. This only applies to applications that are notified or require notice to be served
357D	Uphold or reject an objection in respect of a relevant decision under section 357
369(4)	Grant a discharge permit, or a coastal permit to do something that would otherwise contravene s15, that does not meet the minimum standards of water quality as required by a regional rule, in certain circumstances (listed in the provision)
The power to appoint a commissioner or commissioners.	
The power to establish a hearing panel where required.	
The power to establish a hearing subcommittee where required.	
The power to choose on a case by case basis whether to conduct a hearing through a single commissioner, hearing panel, or a hearing subcommittee.	
The power to decide on a case by case basis the composition of a hearing panel or hearing subcommittee or appropriate commissioner.	
The power to delegate to hearing subcommittees or hearing panels (the composition of which is to be determined on a case by case basis) or commissioners the power to hear and decide on resource consent and restricted coastal activity applications.	

9 Delegation to resource consent hearing appointments group

The Council delegates to the two Co-Chairs of the Committee, the Council Chair and the Chair of the Strategy and Policy Committee (resource consent hearings appointments group), acting jointly, the following powers, which are to be exercised in consultation with the General Manager, Environment Management:

- The authority to appoint appropriately qualified people to act as commissioners on behalf of the Council.
- The power to establish a hearing panel.
- The power to choose, on a case-by-case basis, whether to conduct a hearing through a single commissioner, or a hearing panel.

- The power to decide, on a case-by-case basis, the appropriate commissioner or composition of each hearing panel.

10 Delegation to a commissioner or panel of commissioners appointed by the Te Upoko Taiao - Natural Resource Management Committee or the resource consent hearing appointments group

Where a commissioner or panel of commissioners is appointed by the Te Upoko Taiao - Natural Resource Management Committee, or the resource consent hearing appointments group, to determine a particular matter, the Council delegates to that commissioner or panel of commissioners all those functions and powers that are provided to the Te Upoko Taiao - Natural Resource Management Committee, under its terms of reference, necessary to hear and decide on resource consent and restricted coastal activity applications.

11 Duration of the Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Te Upoko Taiao - Natural Resource Management Committee is deemed to not be discharged following each triennial election.

12 Review of the Committee

A review of the Committee's terms of reference will be undertaken when the regional plans become operative.

13 Special terms of reference

13.1 A role of the Committee and all members of the Committee is to objectively overview 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.

13.2 The Committee may make recommendations to the full Council as to the readiness of plans, variations and plan changes for notification. After receiving any recommendation from the Committee the Council may proceed to authorise the public notification of a proposed plan, proposed variation or proposed plan change pursuant to clause 5 of the First Schedule of the Resource Management Act 1991 or may refer the document or parts of the document back to the committee for further consideration.

13.3 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.

- 13.4 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 and in particular its functions under sections 6 (e), 7(a) and 8 of the Act.
- 13.5 It is not the role of any member (elected or otherwise) to represent or advocate for any particular interest.
- 13.6 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.
- 13.7 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.

5 Regional Transport Committee

Purpose

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

Specific responsibilities

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

Membership

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

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

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

Voting entitlement

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

Alternates

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

Quorum

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

Chairperson

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

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

Remuneration

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

6 Wellington Regional Strategy (WRS) Committee

Objective

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

Specific responsibilities

The committee's responsibilities include:

- (a) To oversee the ongoing selection and recommendation of five non - local government members for appointment to the WRS Committee.
- (b) On behalf of the Council, and acting on behalf of all councils in the region:
 - i) To take responsibility for overall guidance and further development of the WRS.
 - ii) To provide regional leadership, engage and establish partnerships with key Government agencies and non-government agencies involved in economic development, acknowledging that constituent local authorities also have leadership roles within their cities and districts;
 - iii) To recommend a required funding proposal to Greater Wellington to be consulted on annually, in the course of the Greater Wellington Annual Plan or Long Term Plan process which will include the proposed amount and allocation of a recommended targeted rate, to be collected by Greater Wellington, to fund the existing and new economic development initiatives and the other initiatives outlined in the WRS;
 - iv) To oversee and monitoring the work of Grow Wellington (the region's economic development agency responsible for delivering key initiatives outlined in the WRS).
 - v) To monitor the outcomes expected in the focus areas, and assessing what further actions may be required as a result of monitoring.
 - vi) To ensure the WRS continues to be relevant by reviewing economic trends, investigating opportunities for promoting economic growth and developing and overseeing a process of periodic review as circumstances change.
 - vii) To approve submissions to external organisations for matters pertaining directly to the committee's responsibilities.

Operating principles

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

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

The regional Chief Executives Group will be the principal advisor to the Committee.

Membership

The membership of the WRS Committee will be 14 persons in total, appointed by the Council (from time to time) as follows:

Nine local government members

1. One regional councillor.
2. One member nominated by each constituent territorial authority in the region.
3. The local government members may be replaced from time to time by the respective councils by providing written notice to the Greater Wellington Regional Council, confirming the amended nomination.

Five non-local government members

4. Five non-local government members recommended by the local Government members. The non-local government members would be appointed on the basis that they are:
 - Individuals who have strong networks and are representative of sectors relevant to economic development and the aims of the WRS
 - Individuals who can assist in advocacy to central government or business
 - Strong strategic thinkers who are able to present and think about issues on a regional (if not wider) basis.
5. One of the five non-local government members must be a suitable person to represent interests of Māori.

Chairperson

The appointment of the Chairperson and deputy is to be determined by the full Committee when all 14 members have been appointed. The chairperson must be a non-local government member.

Quorum

When a meeting of the Committee comprises only the local government members, to recommend to Council the appointment of the non-local government members of the Committee, or in circumstances when all the non-local government members have a conflict and are unable to participate in the meeting (for example, when the Committee is recommending to Council the proposed remuneration for non-local government members), the quorum shall be five local government members of the Committee.

In all other circumstances, the quorum is eight members, of which one must be the regional council member of the Committee, and one must be the Chairperson or deputy Chairperson (once appointed).

Alternates

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

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

Remuneration

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

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

Term of appointment

The local government members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

Non-local government members shall be eligible for appointment or re-appointment for a term up to five years. A non-local government member continues in office despite the expiry of his or her term of office until:

- (a) The member is reappointed; or
- (b) The member's successor is appointed.

Standing Orders

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

(a) Voting

The acts of the Committee must be done and questions before the Committee must be decided at a meeting by vote. Each member of the Committee will have one equal vote and decisions will be made by simple majority with the exception of the following proposals which will require a three quarters majority vote:

- i decisions on the recommended quantum of funding required for the Wellington Regional Strategy;
- ii decisions on any recommended amendment to the Council's Revenue and Financing Policy;
- iii decisions on the recommended targeted rate;
- iv any decision resulting in a statutory consultation process under the LGA 2002 (such as establishing a new CCO);
- v recommendations to Council on the appointment of directors of Grow Wellington;
- vi the following decisions relating to any process of periodic review referred to in Specific responsibilities at (b)vi above:
 - agreeing revised terms of reference
 - any significant amendments to the WRS.

(b) Chairperson voting

The Chairperson or other person presiding at a meeting:

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

Delegations

The Council delegates to the Committee all duties and powers to achieve its specific responsibilities except those matters reserved under clause 32 of Schedule 7 of the Local Government Act 2002, and the appointment of new members.

Duration of the Committee

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

7 Chief Executive Employment Review Committee

Purpose

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

Specific responsibilities

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

Membership

Six Councillors

Quorum

Three councillors.

8 Risk and Assurance Committee

Purpose

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

Specific monitoring, evaluating and reporting responsibilities

1. Monitor the identification and management of risks faced by the Council, including any assurances sought or initiated by management and other relevant authorities (notably the external auditor) on the efficacy of risk management policies and practices.
2. Monitor management of the Council's internal audit systems, programmes and control environment, and report as appropriate to the Council on compliance with all external audit requirements and statutory responsibilities.
3. Monitor the Council's health and safety management system to obtain assurance that the organisation is identifying and managing risks in accordance with the Health and Safety in Employment Act 1992 and any substitute legislation.
4. Monitor management of the Council's relationships with the community, other regional and local agencies and private organisations, including the media.
5. Annually monitor and review the Council's insurance.
6. Monitor and review the Council's financial policies.
7. Review the draft Annual Report prior to consideration by Council, including consideration of reports from external auditors.
8. Approve submissions to external organisations for matters pertaining directly to the committee's purpose.

Membership

Seven Councillors.

Such other members appointed by Council on the recommendation of the Committee, on the basis of their skills and experience relevant to the purpose of the Committee.

Quorum

Four Councillors.

9 Hutt Valley Flood Management Subcommittee

(A subcommittee of the Strategy and Policy Committee)

Purpose

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

Membership

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

Chair of the Wellington Regional Council, one of whom shall be appointed Chair.

2. Three members, being elected members of Hutt City Council appointed by the Council on nomination by Hutt City Council.
3. Three members, being elected members of Upper Hutt City Council appointed by the Council on nomination by Upper Hutt City Council.
4. An appointed member, appointed by Council on the nomination of the Port Nicholson Block Settlement Trust.
5. Such other members appointed by the Strategy and Policy Committee, when the Subcommittee considers that it could function more effectively by having such appointed members.

Quorum

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

Voting entitlement

All members have equal voting and speaking rights.

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

Reporting and servicing

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

Remuneration

1. The expenses of members of the Subcommittee who are elected members of the Wellington Regional Council, Hutt City Council or Upper Hutt City Council shall be met by the council they represent.
2. Subcommittee members who are not otherwise being remunerated may claim Greater Wellington Regional Council daily meeting attendance allowances and expenses.

Meeting frequency and life of Subcommittee

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

10 Ruamāhanga Whaitua Committee

Purpose and function

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

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

Ki uta ki tai – interconnectedness

Wairuatanga – identity

Kaitiakitanga – guardianship

To matou whakapono – judgement based on knowledge

Mahitahi – partnership (co-operative)

Status of the Ruamāhanga Whaitua Committee

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

Specific responsibilities

1. The Ruamāhanga Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within their whaitua boundary, including measures to implement the National Policy statement for Freshwater Management.
2. It is expected that the WIP will be developed within 24 months of the Ruamāhanga Whaitua Committee's establishment.
3. The WIP developed will include:
 - (a) An assessment of region wide objectives contained in the draft/proposed or operative regional plan, as they relate to the whaitua

- (b) Specific whaitua or catchment objectives and targets for water quality and quantity outcomes, including setting timeframes and priorities for achieving whaitua or catchment objectives and targets
- (c) A review of the region wide values held for water quality and quantity and prioritisation of these values as they relate to the whaitua
- (d) Water quality limits, including nutrient load and contamination limits for freshwater and coastal waters if appropriate
- (e) An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives and targets for the whaitua or catchment
- (f) Programmes or activities that will support or contribute to the achievement of the established objectives and targets for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements, and the prioritisation of these programmes or activities and,
- (g) Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.

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

- (a) Identification of the land and water opportunities for the whaitua, supported by the best available information sources
- (b) Identification of a vision of the future of land and water management for the whaitua
- (c) The management of rivers for flood hazard mitigation
- (d) Priority water allocation (domestic, stock, irrigation uses) and secondary allocation
- (e) Demand and supply management for all uses and their implications
- (f) Significant water use projects, such as irrigation and electricity generation.

5. In developing objectives, targets, limits and activity programmes the members of the Ruamāhanga Whaitua Committee must work within the ambit of the following:

- (a) The Resource Management Act 1991
- (b) The New Zealand Coastal Policy Statement 2010
- (c) The National Policy Statement for Freshwater Management 2011
- (d) The Regional Policy Statement 2013

- (e) The National Environmental Standards for Sources of Human Drinking Water 2007
 - (f) The Soil Conservation and Rivers Control Act 1941
 - (g) Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resource Management Committee or the General Manager, Environment Management.
6. The Ruamāhanga Whaitua Committee shall recommend to the Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan through a plan change process.
 7. The Ruamāhanga Whaitua Committee shall recommend to the Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington Regional Council and in conjunction with relevant external organisations. They will also be considered in the development of the next Long Term Plan.

Council consideration of proposals in the WIP

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

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

Ruamāhanga Whaitua Committee membership and operation

Ruamāhanga Whaitua Committee membership

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

1. One elected and one appointed member of Te Upoko Taiao – Natural Resource Management Committee representing the interest of Greater Wellington Regional Council and acting as a voice of Te Upoko Taiao – Natural Resource Management Committee
2. One member nominated from each iwi authority whose rohe falls entirely or partly within the whaitua boundary, representing the interest of that tangata whenua group
3. One member nominated by each Territorial Authority operating within the whaitua boundary, who shall be an elected member of that territorial authority

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

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

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

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

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

Staff eligibility

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

Chairperson

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

Quorum

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

Alternate members

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

Committee meetings and workshops

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

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

Consensus

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

Remuneration

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

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

- Appointed members (excluding the Chairperson): \$5,000 per annum each
- Chairperson: \$8,000 per annum. This is only payable in the event that the Chairperson is a non-Councillor member of the Committee.

Duration of the Ruamāhanga Whaitua Committee

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

11 Farming Reference Group

Purpose

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

Objectives

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

Reporting

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

Membership

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

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

The quorum is at least 50% of the members.

Chairperson

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

Term of Appointment

A member's term of appointment will cease at the end of the 2013-2016 triennium. A member's term of appointment will cease before this time if the member resigns or misses two consecutive meetings without tendering an apology.

Remuneration

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

Meeting procedure and frequency

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

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

Status

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

Duration of the Farming Reference Group

In the absence of a prior decision made by Council to continue the Group in the next triennium, the Group will dissolve at the end of the 2013-2016 triennium.

12 Accessibility Reference Group

Purpose

To provide guidance and opinion on accessibility issues to Greater Wellington Regional Council.

Objectives

- To be a conduit through which issues raised by the disabled community related to Greater Wellington Regional Council's functions can be fed to the Council; this may include submissions to the Council's LTP, Annual Plans and other policies and plans.
- To recommend that pieces of work be undertaken and request Greater Wellington Regional Council officers to determine if some issues can be achieved within current budgets.

Reporting

Matters that the Accessibility Reference Group considers warrant consideration by the Council shall be reported to the Strategy and Policy Committee.

Membership

The membership of the Accessibility Reference Group appointed by Council shall be up to six members with experience in disability issues in the Wellington region and one member who is an elected member of Greater Wellington Regional Council.

The quorum is at least 50% of the members.

Chairperson

The Group's Chairperson will be elected by the Group.

Term of appointment

A member's term of appointment will cease at the end of the current 2013-16 triennium. A member's term of appointment may cease before this time if the member resigns or misses two consecutive meetings without tendering an apology.

Meeting procedures and frequency

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

The Accessibility Reference Group will meet bi-annually, with additional meetings arranged, if required.

Remuneration

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

Status

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

Duration of the Accessibility Reference Group

In the absence of a prior decision made by Council to continue the Group in the next triennium, the Group will dissolve at the end of the 2013-2016 triennium.

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