

 <p><b>PORIRUA HARBOUR AND CATCHMENT JOINT COMMITTEE</b></p>	<b>Authorising Bodies</b>	Porirua City Council; Greater Wellington Council; Wellington City Council
	<b>Status</b>	Joint Committee (PCC; TROTR; GWRC; WCC)
	<b>Title</b>	Porirua Harbour and Catchment Joint Committee
	<b>Approval Date</b>	
	<b>Administrative Support</b>	GM Strategy and Planning, Porirua City Council

### Purpose

The purpose of the Porirua Harbour and Catchment Joint Committee (Harbour Committee) is to oversee the development, monitoring, review and implementation of the Porirua Harbour and Catchment Strategy (Harbour Strategy).

#### NOTE:

*It is anticipated that Greater Wellington Regional Council will, within the current triennium, also establish a Porirua Harbour Whaitua (catchment) Committee (PHWC). The PHWC will be a non-statutory advisory body, and will not be a committee under the Local Government Act.*

*The PHWC will exist alongside the Porirua Harbour and Catchment Joint Committee (Harbour Committee). It is anticipated that appointed members of the Harbour Committee will become members and representatives for their respective organisations on the PHWC.*

*Membership of the PHWC will also draw from the community. The PHWC will exist with the specific focus of producing a Whaitua Implementation Programme (WIP). The WIP will amongst other matters provide recommendations back to GWRC on the review of regional council planning provisions, and the use of regulatory and non-regulatory tools, relating to the management of land and water resources within the Porirua Harbour catchment.*

*The Harbour Committee will operate alongside the PHWC retaining its membership and functions specific to overseeing the monitoring, review and implementation of the Porirua Harbour and Catchment Strategy. Outcomes of the WIP process may be integrated with future reviews of the Porirua Harbour and Catchment Strategy.*

### Status

The Joint Committee is a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

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

### Specific Responsibilities

The Porirua Harbour and Catchment Joint Committee shall have responsibility for:

- 1. Porirua Harbour and Catchment Strategy- monitoring and review:** Overseeing the monitoring and review of the Porirua Harbour and Catchment Strategy and its supporting Action Plan programme.

2. **Monitoring and reporting** to Porirua City, Wellington City and Greater Wellington Regional Council on:
  - a. **Progress toward achieving outcomes** specified within the Harbour Strategy;
  - b. **Implementation, delivery and effectiveness** of agreed programmes and initiatives;
  - c. **Effectiveness and efficiency of interagency coordination** in developing and delivering effective and efficient Harbour Strategy programmes, including options and recommendations for council consideration;
  - d. **Issues arising** concerning harbour and catchment health, and related options and recommendations for council consideration.
3. **Strategy Implementation modifications and refinements:** Providing recommendations on programmes and actions (including modifications or refinements to existing or approved programmes) and related funding and timing matters that are required to support and/or give effect to the Harbour Strategy.
4. **Requesting** reports from Porirua City, Wellington City and/or Greater Wellington Regional Council, as appropriate, on projects and programmes that affect the Harbour, including projects and programmes run by Council Controlled Organisations and other business delivery units of the member organisations of the Committee.
5. **Representing** the interests of its members in the Harbour Strategy.

### **Delegations**

The Harbour Committee shall have the following delegated powers and be jointly accountable to its Authorising Bodies (Porirua City Council, Greater Wellington Regional Council and Wellington City Council) for the exercising of these powers.<sup>1</sup>

In exercising the delegated powers, the Harbour Committee will:

- Operate within policies, plans, standards or guidelines that have been established and approved by its Authorising Bodies;
- Operate having regard to the overall priorities of its Authorising Bodies;
- Operate having regard to the needs of local communities; and
- Operate within approved budgets set by its Authorising Bodies.

The Harbour Committee shall have delegated authority to:

1. Recommend to its Authorising Bodies an annual programme, and proposed budget, for consideration in the development of any annual and/or long term plan;
2. Recommend to its Authorising Bodies any significant change/s in budget or scope of any approved annual programme;
3. Recommend organisational contribution toward strategy implementation, including timing, budget, and delivery specifications.

The Chairperson of the Harbour Committee shall have delegated authority to:

- Represent the Committee to the media on matters related to the Harbour Strategy.

Members of the Committee shall have delegated authority to:

- Represent their Authorising Body in discussions with other agencies on Harbour Strategy delivery

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<sup>1</sup> Local Government Act 2002, Schedule 7, Clause 32

- Represent their Authorising Body on matters relating to the Harbour Strategy to the media.

### **Power to Delegate**

The Harbour Committee may not delegate any of its responsibilities, duties or powers.

### **Membership**

The Joint Committee will comprise 5 persons in total.

The chairperson and members of the Harbour Committee will consist of:

- 2 elected representatives of Porirua City Council (which shall include the Chair of the Committee to be selected by Porirua City Council);
- 1 elected representative of Wellington City Council
- 1 elected representative of Greater Wellington Regional Council
- 1 representative of Te Runanga O Toa Rangatira

A deputy chair shall be appointed by the Committee once formed.

Each member will, appoint their representative(s) and pursuant to clause 30(9) of Schedule 7 of the Act, retains the power to discharge the member. Each representative is appointed for a term that expires on the date of the next local government triennial election.

### **Quorum**

The quorum at any meeting of the Committee shall be not less than **3 members**, comprising of **at least one member** from Porirua City Council.

### **Frequency of Meetings**

The Harbour Committee shall meet as required.

### **Relationships with Other Parties**

- Council
- Te Komiti
- Te Runanga O Toa Rangatira
- Greater Wellington Regional Council
- Wellington City Council
- Porirua Harbour and Catchment Community Trust
- Other agencies providing advice or other support to the Strategy

The Porirua City Council Chief Executive will be responsible for servicing and providing support to the Harbour Committee in the completion of its duties and responsibilities.

The Chief Executive generally appoints a General Manager to provide these functions on his/her behalf.

### **Contacts with Media and Outside Agencies**

The Harbour Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Harbour Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of their authorising or representative body on matters outside of the Committee's delegations.

The General Manager of Strategy and Planning (Porirua City Council) will manage the formal communications between the Harbour Committee and its constituents and for the Committee in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

### **Conduct of Affairs**

The Harbour Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, Council's Standing Orders and Code of Conduct.

### **Public Access and Reporting**

Notification of meetings to the public and public access to meetings and information shall comply with Porirua City Council Standing Orders, but it should be noted that:

- At any meeting of the Harbour Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Harbour Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in *the Local Government Official Information and Meetings Act 1987* s.48.

The Harbour Committee shall record minutes of all its proceedings and present the minutes to each of its members' next available Council meeting following the Committee meeting.

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### <sup>2</sup> **Induction Programme**

To ensure members have the requisite skills, a compulsory, robust induction programme will be coordinated and provided by Porirua City Council after each triennial election. The following minimum training programmes are recommended for the Porirua Harbour and Catchment Joint Committee members:

- In house training and site visits