

Greater Wellington Regional Council

Terms of reference for committees and advisory groups and delegations for committees: 2010-2013 triennium

Draft

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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
- Public Transport Management Act 2008
- 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 Strategy.

Management

The Council as an organisation delivers its policies through a range of programmes and activities. The actual delivery is undertaken by staff appointed by the 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 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, 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 charter of understanding between Te Tangata Whenua o Te Upoko o te Ika a Maui and the Council, and facilitate participation by Māori in Council decision-making processes.
- Appoint the Chief Executive, and then review his/her contract, performance and remuneration at least annually.
- Approve the Council's Annual Report.
- Appoint hearings committees as necessary.
- 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 General responsibilities of committees

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

All committees and subcommittees have common responsibilities to:

- Monitor and evaluate progress on the implementation of activities and projects in the Annual Plan and the Long Term Plan, which are the responsibility of that committee.
- Monitor and evaluate progress on the achievement of any other plans that are the responsibility of the committee and recommend changes to improve outcomes.
- Advise the Council on options when there is the possibility of creating greater congruence and integration between the work of the committee in question and other committees.
- Take into account the principles of the Treaty of Waitangi as outlined in the charter of understanding between Te Tangata Whenua o Te Upoko o te Ika a Maui and the Council, and facilitate participation by Māori in Council decision-making processes.
- Evaluate and report on legislation relevant to the committee's area of responsibility, and make recommendations concerning bylaws where appropriate.
- Discuss and promote its activities with constituent councils and other public bodies, government agencies, private sector organisations, and the general public.
- Set up and terminate subcommittees and working parties where appropriate, with specific terms of reference, to advise the committee on matters relating to its area of responsibility.
- Actively promote and ensure compliance with relevant legislation.
- Determine those matters delegated to it by Council in accordance with approved policies, management plans and bylaws.
- Consider such other matters relevant to the committee's responsibilities as it may determine from time to time.

4. Environmental Wellbeing Committee

Purpose

Promote policies and programmes that will ensure environmentally 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.

Specific Responsibilities

1. Undertake monitoring, as required, of Council activities relating to the purpose of the Committee, that are outside the scope of the quarterly report to Council or that are referred by the Council to the Committee.
2. Monitor the delivery of Council's biodiversity, soil conservation and land management activities in the region.
3. Work with regional organisations, for example territorial authorities, the Department of Conservation and other environmentally focused agencies and groups, to enhance the environmental wellbeing of the region.
4. Prepare policy and strategy relating to environmental issues in the region, including for example the biosecurity and biodiversity strategy.
5. Monitor Council's biosecurity activities, including implementation and regular review of the Regional Pest Management Strategy and the Key Native Ecosystems Programme.
6. Monitor the Council's involvement with the national pest management strategy for bovine Tb, including Council's relationship with the Animal Health Board.
7. Monitor Council delivery of:
 - a. the provision and maintenance of navigational aids;
 - b. a maritime communication service; and
 - c. the enforcement of maritime safety regulations in the region's harbours and coastal waters.
8. Monitor the Council's provision of an effective navigation and safety service for harbours and coastal waters.
9. Oversee the management of the Council's plantation forests so that they provide a financial return while environmental health for future catchment use is maintained.

10. Approve the Council's annual harvesting and planting programme for the plantation forests.
11. Monitor the Council's engagement with community environmental groups.
12. Monitor the Council's activities and initiatives regarding the restoration of Wairarapa Moana.
13. Work with regional organisations to promote waste management initiatives across the region.

Membership

1. Up to seven Councillors, including the Council Chairperson *ex officio*.
2. An appointed member to represent the interests of the mana whenua iwi of the region.
3. The Chairperson of the Greater Wellington Farming Reference Group.
4. The Regional Conservator, Wellington Conservancy, Department of Conservation, or their nominee, with speaking (non-voting) rights.

Quorum

Four Councillors.

Delegated powers

The Council delegates the following statutory powers to the Economic Wellbeing Committee:

Biosecurity Act 1993	
Section of Act	Powers, functions, duties
45(4)(a)	Ask the responsible Minister to declare a pest to which a regional pest management strategy relates to be an organism notifiable within the region
71	Prepare a proposal for a regional pest management strategy
74(3)	Where considered appropriate, require a person who has given notice in writing (requesting that Council notify a proposal for a regional pest management strategy) to pay all or part of the costs of processing the proposal

80D(1)	Where considered appropriate and upon such conditions as considered appropriate, exempt any person from any specified requirement in any rule included in a regional pest management strategy in accordance with the Act
80D(3)	Upon such conditions as considered appropriate, exempt all persons or any specified class of persons, persons in any specified place, or persons responsible for specified goods or things, from any requirement in any rule included in a regional pest management strategy made under this Act, where satisfied that events have occurred that make the prescribed requirements unnecessary or inappropriate
88A(3)	Make minor amendments to a regional pest management strategy, in certain circumstances, without undertaking a review of the strategy in accordance with s88

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5 Economic Wellbeing Committee

Purpose

Promote policies and programmes that foster the economic wellbeing of the Wellington region, including flood management, transport (including passenger transport), good regional form (spatial planning), economic and business development.

Specific responsibilities

1. Undertake monitoring, as required, of Council activities relating to the purpose of the Committee, that are outside the scope of the quarterly report to Council or that are referred by the Council to the Committee.
2. Monitor the maintenance and improvement of flood protection and environmental assets for the region's river schemes, corridors and associated watercourses.
3. Monitor/oversee the development and implementation of floodplain management plans, including the work of the Hutt Valley Flood Management Subcommittee.
4. Maintain sound working relationships with the friends groups for the Otaki and Waikanae rivers, and the Wairarapa river scheme committees.
5. Review current approaches to urban form, the built environment (including heritage protection), regional form and spatial planning and other key elements of sustainability in the region, and identify opportunities for new initiatives in areas of Council delivery or where regional leadership is required on issues that are not part of Council's core responsibilities.
6. Monitor the progress of business and economic development initiatives in the Wellington Region and recommend policies or programmes designed to enhance the sustainability of business and economic development in the region.
7. Review policies being considered by the Regional Transport Committee and where necessary recommend new initiatives for:
 - Public passenger transport
 - A regional roading network to complement and facilitate public transport and provide efficient and reliable road transport.
8. Prepare any regional passenger transport plans, and their variation or renewal, for adoption by Council.
9. Monitor the Council's delivery of the Regional Public Transport Plan and review and recommend changes necessary to ensure appropriate, efficient, effective and sustainable passenger transport services within the region.

10. Review and evaluate policies and programmes intended to ensure access to the region's transport networks and services.

Membership

1. Up to eight Councillors, including the Council Chairperson *ex officio*.
2. An appointed member to represent the interests of the mana whenua iwi of the region.

Quorum

Four Councillors.

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6 Social and Cultural Wellbeing Committee

Purpose

Promote policies and programmes that foster the social and cultural wellbeing of the Wellington region, including regional parks and recreation lands and facilities, water supply, accessibility, enabling technologies (such as broadband) and regional resilience (including emergency management).

Specific responsibilities

1. Undertake monitoring, as required, of Council activities relating to the purpose of the Committee, that are outside the scope of the quarterly report to Council or that are referred by the Council to the Committee.
2. Monitor the management of the Council's regional parks network and land set aside for future water catchment areas and, where necessary, recommend new programmes to provide recreational opportunities and protect and enhance the environmental, cultural and heritage values of these areas.
3. Oversee the management of the Council's bulk water supply operation, including the water catchments, to ensure that it meets the needs of its customers and operates to high business standards and in an environmentally friendly manner.
4. Work with other regional organisations and individuals to enhance enabling technologies, (for example broadband internet, wireless) that support social connections, economic endeavours and sustainable communities.
5. Work with regional organisations and individuals to improve the social and cultural wellbeing of the region, including for example district health boards.
6. Monitor Council's activities in terms of their fostering of enhanced accessibility, particularly for people with disabilities.
7. Approve the water supply annual and other relevant reports for publication.
8. Review initiatives being considered by the CDEM Group in relation to emergency management.
9. Monitor community resilience to changing climate and economic conditions.

Membership

1. Up to eight Councillors, including the Council Chairperson *ex officio*.

2. An appointed member to represent the interests of the mana whenua iwi of the region.

Quorum

Four Councillors.

Delegated powers

Council delegates the following statutory powers to the Social and Cultural Wellbeing Committee:

Reserves Act 1977	
Section of Act	Power, Function, Duty
23(3)	Local authority may from time to time, by public notice, prohibit access to the whole or any specified part of a local purpose reserve vested in it
41	All the powers of an administrative body that is required to consult on and draft management plans. This does not include the power to approve management plans.

7 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 hearings 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 hearings 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 programme of 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 rohe 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 Environmental Wellbeing 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.

8 Audit and Risk Committee

Purpose

To review audit processes for their compliance with statutory requirements and to oversee the Council's management of risk.

Specific responsibilities

1. Review the draft Annual Report prior to consideration by Council, including consideration of reports from external auditors.
2. Consider the management of Greater Wellington's health and safety management system, including receiving reports from management on Greater Wellington's health and safety management system and organisational wellness.
3. Consider reports from any internal audit programmes, and receive assurances from management that there is an appropriate internal control environment for Greater Wellington.
4. Monitor the management of Greater Wellington's risk management programme, and receive assurances from management that there is an appropriate management of risks faced by Greater Wellington.
5. Annually monitor and review Greater Wellington's insurance.

Membership

Up to five Councillors, including the Council chairperson *ex officio*.

Quorum

Three Councillors.

9 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 a Regional Land Transport Strategy, any variations to it and any reports on it.
2. Prepare for approval by the Council the Wellington Regional Land Transport Programme and any variations to it.
3. Provide the Council with any advice and assistance it may request in relation to its transport responsibilities.
4. Review, when required, the adopted policy that determines significance in respect of variations made to the Regional Land Transport Programme and the Regional Land Transport Strategy.
5. Carry out consultation in accordance with the requirements set out in the Act.
6. Monitor the implementation of the Regional Land Transport Strategy.
7. Prepare, review and monitor plans to implement the Regional Land Transport Strategy, except the Regional Passenger Transport Plan.
8. Promote the implementation of the Regional Transport Strategy and provide general advocacy for the promotion of significant transport issues in the region.

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
4. One person to represent the objective of economic development
5. One person to represent the objective of safety and personal security

6. One person to represent the objective of public health
7. One person to represent the objective of access and mobility
8. One person to represent the objective of environmental sustainability
9. One person to represent cultural interests.

Voting entitlement

The objective and cultural interest representatives on the committee have full speaking rights, but no voting entitlement on matters relating to regional land transport programmes.

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 membership.

Chairperson

Greater Wellington 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 objectives and interests members appointed to the committee are entitled to receive Greater Wellington's standard daily meeting fee and mileage allowances payable to non-elected members of council committees for each meeting they attend.

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

- (i) Conducting a review to address and make recommendations for changes to the WRS. This will include consideration of whether the committee and/or its funding and other arrangements should continue.
- (ii) Completing the review by 30 June 2011.
- (d) Recommending to Council whether or not it will continue to carry out the function of regional economic development, having considered the outcome of the review in (c) above.
- (e) Subject to a recommendation to the Council for it to continue the function of regional economic development, to undertake on behalf of the Council the process set out in section 16 of the Local Government Act 2002 or such other process that applies at the time, prior to 1 July 2012.

Operating principles

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

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

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

Membership

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

Seven local government members

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

Five non-local government members

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

Chairperson

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

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

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

Alternates

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

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

Remuneration

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

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

Term of appointment

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

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

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

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

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

Notwithstanding the order drawn by lot, the Chair of the Committee will automatically be moved to the bottom of the order of retirement and the order previously drawn will be amended to reflect this.

Standing Orders

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

Delegations

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

General responsibilities

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

Clause 3.13

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

Duration of the Committee

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

Draft

11 Hutt Valley Flood Management Subcommittee

(A subcommittee of the Economic Wellbeing 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 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 nominated by the Port Nicholson Block Settlement Trust.
5. Such other members appointed by the Economic Wellbeing Committee, when the Subcommittee considers that it could function more effectively by having such appointed members.

Quorum

Three Greater Wellington Councillors, one Hutt City Council member 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 Economic Wellbeing 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 Economic Wellbeing Committee.

Draft

12 Greater Wellington Farming Reference Group

Purpose

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

Objectives

- To promote, demonstrate and encourage the sustainable management of the Wellington Region within a framework of environmental and economic wellbeing 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 functions as they affect the farming communities within the Wellington Region.
- To establish robust and enduring partnerships between Greater Wellington and the region's farming communities and stakeholders.

Reporting

The Group will usually report through the Environmental Wellbeing Committee but may report to another Council committee if a matter is directly relevant to that committee.

Membership

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

- Three Councillors
- Up to five persons appointed by Council on the recommendation of the Environmental Wellbeing Committee 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 elected by the Group from its non-Councillor membership when all members have been appointed.

The Chairperson shall be deemed to be an appointed member of the Environmental Wellbeing Committee.

Term of Appointment

A member's term of appointment will cease at the end of the 2010-2013 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

The non-Councillor members of the group are entitled to receive Greater Wellington's standing daily meeting fee and mileage allowances.

Meeting procedure and frequency

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

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

Status

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

Duration of the Greater Wellington 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 2010-2013 triennium.

13 Greater Wellington Accessibility Reference Group

Purpose

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

Objectives

- To be a conduit through which issues raised by the disabled community related to Greater Wellington 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 officers to determine if some issues can be achieved within current budgets.

Reporting

The Group will usually report through the Social and Cultural Wellbeing Committee but may report to another Council committee if a matter is directly relevant to that committee.

Membership

The membership of the Greater Wellington Accessibility Reference Group appointed by Council shall be made up of six members representing existing local disability advisory groups in the Wellington region and one member who is an elected member of Greater Wellington Regional Council, as set out below:

- A representative of Greater Wellington Regional Council
- A representative of the Wellington City Council Disability Reference Group
- A representative of the Disabled Persons Assembly
- A representative of the Kapiti Disability Reference Group
- A representative of the Hutt Valley Disability Reference Group
- A representative of FOCUS (Wairarapa)
- A representative of the Porirua Health and Disability Forum.

The quorum is four 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 2010-13 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's Standing Orders do not apply.

The Greater Wellington Accessibility Reference Group will meet quarterly, with additional meetings arranged, if required.

Remuneration

The six members of the Group who represent existing local disability advisory groups in the Wellington region are eligible to receive Greater Wellington's standard daily meeting fee and mileage allowances for each meeting they attend.

Status

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

Duration of Greater Wellington 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 2010-2013 triennium.

Draft