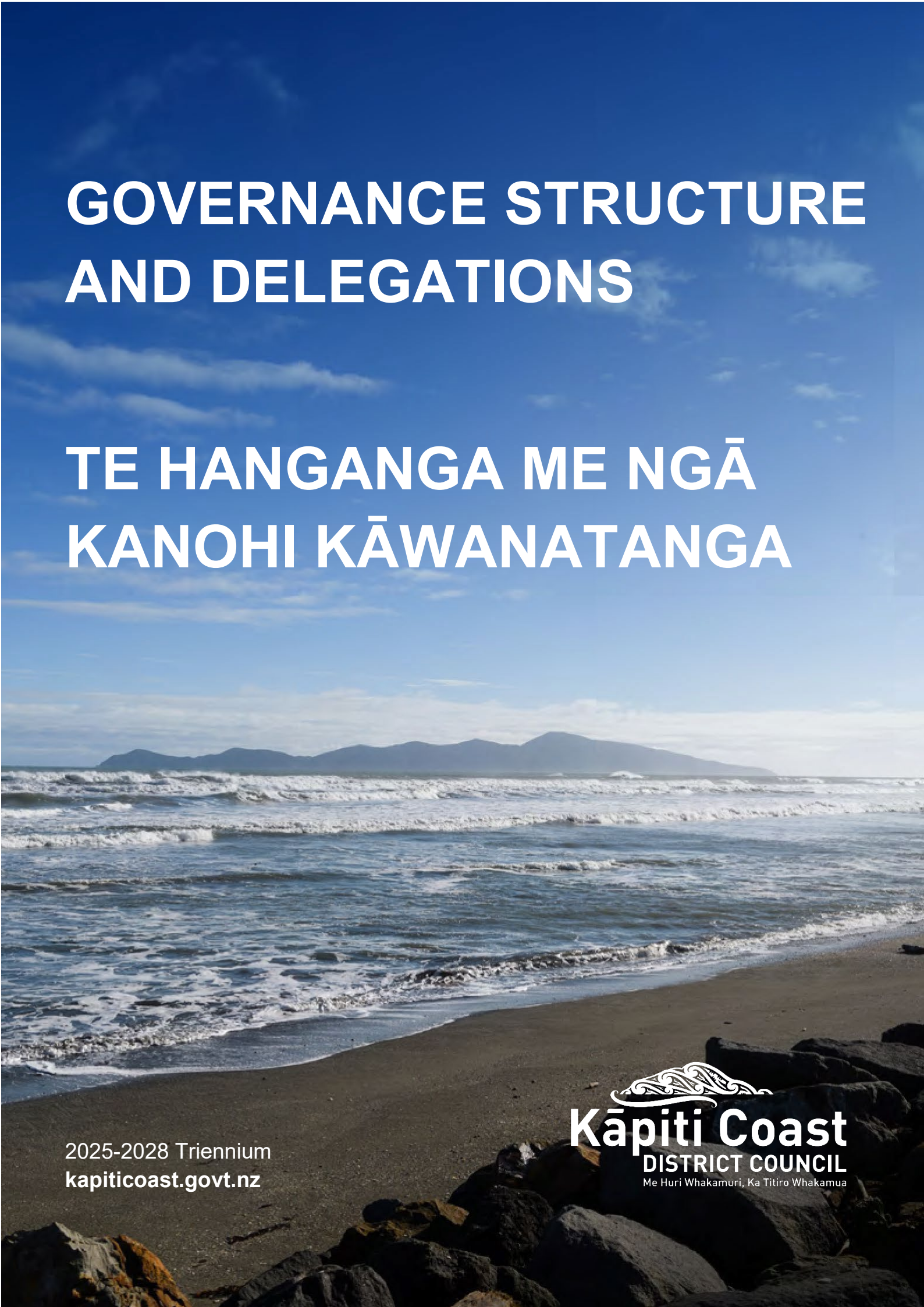
GOVERNANCE STRUCTURE AND DELEGATIONS

TE HANGANGA ME NGĀ KANOHI KĀWANATANGA



2025-2028 Triennium
kapiticoast.govt.nz

Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

CONTENTS

Introduction **3**
Review of this document 3
Partnership with Mana Whenua 4
Partnership with Community Boards 5
Council **6**
Committees of the Whole Council **8**
Strategy and Policy Committee 8
Environment and Communities Committee 10
Other Committees **11**
Risk and Assurance Committee 11
Grants Allocation Committee 13
Appeals Hearing Committee 16
Chief Executive Performance and Employment Committee 18
Campe Estate Committee 19
Community Boards **20**
Joint Committees **23**
Wellington Region Waste Management and Minimisation Joint Committee 23
Wellington Regional Transport Committee 25
Wellington Region Civil Defence Emergency Management Group 27
Wellington Regional Leadership Committee 29
Appointments to External Groups, Bodies and Organisations **31**
Relevant Legislative Extracts from the Local Government Act 2002 ..... **33**

INTRODUCTION

This document sets out the Governance structure and delegations for the Kāpiti Coast District Council, and its committees, community boards, and hearing commissioners in accordance with the provisions of the Local Government Act 2002 (LGA). It also sets out the responsibilities of and delegations to particular roles, including the Mayor, Deputy Mayor, and Committee Chairs as well as information relating to the Joint Committees for which Council is a partner or participant.

Council's functions are wide-ranging, and it has responsibilities, duties and powers under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to committees, community boards, individual elected members, and officers is necessary for Council to be efficient, effective, and to optimise its service levels to the community. Setting a Governance structure ensures that Council's overall powers and functions are exercised at an efficient, effective and appropriate level.

A delegated person or committee is not obliged to exercise a power or delegated function. If a delegated person or committee considers that the circumstances support a power or function's referral back to a delegator (i.e. Council), they may do so.

The committees[1] set out in this document have no decision-making powers other than those set out in the delegations section of that committee. Any of the committees may request expert advice through the Chief Executive and the committees may make recommendations to Council on matters outside of their delegations, in which case a resolution may be passed to request action through the Chief Executive.

Council will collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

For the avoidance of doubt, a reference in this document to an enactment, regulation, or bylaw includes any amendment to the relevant provisions of that enactment, regulation or bylaw that, with or without modification, replaces or corresponds to that enactment, regulation or bylaw. And a reference in this document to a Council officer position includes any Council officer position that replaces or corresponds to that Council officer position and involves substantially the same duties.

REVIEW OF THIS DOCUMENT

The document is prepared and adopted by the new Council following each triennial Local body election. The document may be amended at any time by resolution of Council, but only Council may amend the document.

---

[1]Committees of Council referenced in this document include:

a. A committee comprising all or some of the members of Council;
b. A standing committee or special committee appointed by Council or the Mayor;
c. A joint committee appointed under clause 30A of schedule 7 of the Local Government Act 2002; and
d. Any subcommittee of a committee described in (a), (b) and (c).

PARTNERSHIP WITH MANA WHENUA

The mana whenua iwi of the Kāpiti Coast district are Ātiawa ki Whakarongotai, Ngā Hapū o Ōtaki (representing Ngāti Raukawa ki Te Tonga) and Ngāti Toa Rangatira. These iwi and their hapū were firmly established in the district during the 1820s and 1830s and continue to maintain their mana on the Kāpiti Coast. Collectively, the three iwi are known as the ĀRT Confederation and have a population of about 40,000 members, with four marae located within the district. While mana whenua hold the authority in this rohe, there are many Māori who reside on the Kāpiti Coast who affiliate with iwi elsewhere – these residents are referred to as mātāwaka and also contribute to the cultural identity of the district.

Council has a formal Memorandum of Partnership agreement with mana iwi which is grounded in Te Tiriti o Waitangi and recognises mana whenua's culture, traditions and environment. The Memorandum of Partnership was first signed in 1994 and the current He Whakaaetanga Hononga Partnership Agreement was resigned in 2025. Together these two agreements form one of the longest-standing Partnerships between mana whenua and a Local Authority in Aotearoa.

Council has statutory obligations to iwi and Māori, to give effect to the Treaty of Waitangi under the Local Government Act 2002 and other statutes. Council is committed to facilitating participation by Māori in its decision-making processes with its partnership, Te Tiriti o Waitangi and Te Ao Māori being a relevant consideration in the decisions that Council makes.

First established under the Partnership Agreement in 1994, Te Whakaminenga o Kapiti provides the formal governance forum between Council and mana whenua to discuss and collaborate on shared interests in the district. Membership of Te Whakaminenga o Kapiti is governed by the Terms of Reference for Te Whakaminenga o Kapiti. Each of the three mana whenua of the Kāpiti Coast district appoint two representatives and Council is represented by the Mayor and one other Councillor. The Chair of Te Whakaminenga o Kapiti provides leadership for the forum and oversees the tikanga and kawa of the meetings.

To strengthen mana whenua participation in decision-making and provide an additional Te Ao Māori perspective to discussions, by setting its Governance Structure, Council has also decided to appoint mana whenua representatives to some of its committees in line with clause 31(3) schedule 7 of the LGA. Mana whenua representatives are full members of the decision-making bodies to which they are appointed and have full rights as members under standing orders to participate in debate and vote on items. Appointed mana whenua representatives are also invited to attend Council meetings, including public excluded sessions, but will not have voting rights or count towards quorum at Council meetings.

Non-appointed mana whenua representatives may attend meetings of Council and/or its Committees with speaking rights but not voting rights, at the discretion of the Chair but may not attend public excluded sessions, except at the Chair's discretion, who may grant permission for them to attend for all or part of the public excluded session. The Chair may require a resolution be passed by Council or the relevant Committee for the representative to remain in accordance with the requirements under section 48 of the Local Government Official Information and Meetings Act 1987 (LGOIMA). Where appointed representatives have submitted on an issue or have spoken during public speaking time on an issue they shall not participate in discussion or debate on that matter.

The Chair of Te Whakaminenga o Kāpiti or their nominated alternate may attend meetings of Council and contribute to the debate but not vote. Where Te Whakaminenga o Kāpiti representatives have submitted on an issue, or a member has spoken during public speaking time on an issue, they shall not participate in discussion or debate, at Council or its committees, on that matter.

PARTNERSHIP WITH COMMUNITY BOARDS

The Kāpiti Coast district has five community boards, one each for Paekākāriki, Raumati, Paraparaumu, Waikanae and Ōtaki. Community board members' role is to represent and advocate for the interests of their communities, liaise with community organisations, maintain an overview of the services provided by Council and carry out the responsibilities, duties and powers that have been delegated to the boards by Council relating to issues within their boundaries. Community boards can also make submissions to Council and other statutory agencies.

Community boards have no decision-making powers other than those set out in the delegations section for community boards. Any of the community boards may request expert advice through the Chief Executive and the community boards may make recommendations to Council on matters outside of their delegations, in which case a resolution may be passed to request action through the Chief Executive.

Community boards chairs or alternates may attend Council and committee meetings with speaking but not voting rights and are not counted towards quorum. Other community board members may attend meetings of Council and/or its committees with speaking rights, at the discretion of the Chair.

The Mayor or Deputy Mayor may attend community board meetings with speaking but not voting rights. Ward councillors not appointed to community boards may attend meetings with speaking but not voting rights. When attending these meetings, they may sit at the table at the discretion of the Chair.

A Community Board Relationship Accord will be signed in due course containing further detail on the agreed relationship between the Kāpiti Coast District Council and its community boards.

COUNCIL | TE KAUNIHERA O TE ROHE O KĀPITI

Chair	Mayor Janet Holborow
Deputy Chair	Deputy Mayor Martin Halliday
Membership	All Councillors
Other Participants	Mana Whenua Representation: One representative for each mana whenua iwi with speaking rights Ātiawa ki Whakarongotai - Helena Gerretzen Parata (Richard Evans as alternate) Ngāti Toa Rangatira – Linda Faulkner or Huriwai Paki Community Board Chairs or alternates
Quorum	A quorum is achieved with **six** members present.
Meeting Frequency	Six – weekly, or more frequently as required

PURPOSE

The Kāpiti Coast District Council serves as the governing body for the Kāpiti Coast community and is elected by residents and ratepayers to make decisions on behalf of the community. Council's primary role is to represent and advocate for the interests of residents and ratepayers, provide leadership and guidance for the district and the community, facilitate communication between Council and its community and be a statutory decision-maker.

RESPONSIBILITIES AND DECISION-MAKING POWERS

Council has decided to retain, and not delegate, the following powers:

a. Oversee, develop and approve the Council's relationship with Māori, including mana whenua appointments to, or removal from committees.

b. The power to appoint and discharge members of committees (when not appointed by the Mayor).

c. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.

d. To approve the Triennial Agreement under the Local Government Act 2002.

e. To approve the Local Governance Statement.

f. To make decisions in respect of governance (including representation reviews).

g. To promote any legislation or promote significant amendments to legislation (e.g. a Local Bill).

h. To exercise any authority which it has delegated to a committee, subcommittee or officer, which is referred to it for decision.

i. To review and approve financial and accounting policies and principles.

j. To approve write-offs and remissions.

The following powers may not be delegated and must be referred to Council for a decision[2]:

a. The power to make a rate.

b. The power to make a bylaw.

c. The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan.

d. The power to adopt a Long-term Plan, Annual Plan, or Annual Report.

e. The power to appoint a Chief Executive.

f. The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement.

g. The power to adopt a remuneration and employment policy.

h. The power to approve or amend the Code of Conduct for elected members.

i. The power to approve or amend the Council's Standing Orders.

j. The power to establish a joint committee with another local authority or other public body.

k. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council does not accept the recommendation.

MAYORAL POWERS AND RESPONSIBILITIES

The Mayor has powers under the Local Government Act 2002:

a. To lead the development of the Long-term Plan and Annual Plan, together with policies and budgets for consideration by the full Council

b. To appoint the Deputy Mayor.

c. To establish committees of Council (and their terms of reference)

d. To appoint the Chair of each Committee (before the appointment of other members)

e. To appoint himself or herself as Chair of any Committee

In line with Section 41(5) of the Local Government Act 2022, the Mayor is a member of each Committee.

Further to the above, Council has delegated for the Mayor and Deputy Mayor to approve, on a case-by-case basis, elected member applications to attend training events during the triennium. Council has also delegated for the Mayor to approve an alternate elected member to attend a training event where the original registrant is unable to attend.

[2] These powers are referenced in Schedule 7 of the Local Government Act 2002 (Clauses 15, 27, 30, 30A and 32(1)) and Section 32(1) of Local Government Official Information and Meetings Act 1987.

COMMITTEES OF THE WHOLE COUNCIL

Committees of the Whole are committees with a membership including the mayor and councillors and are delegated final decision-making powers within a specific area of focus.

STRATEGY AND POLICY COMMITTEE

Chair	Councillor Liz Koh
Deputy Chair	Councillor Rob McCann
Membership	Mayor Janet Holborow All Councillors Ātiawa ki Whakarongotai representative – Angela Hayden (Helena Gerretzen Parata as alternate) Ngā Hapū o Ōtaki representative – Kylie Gardner (Te Ata Rikihana as alternate) Ngāti Toa Rangatira representative – Linda Faulkner
Other Participants	Community Board Chairs or alternates
Quorum	A quorum is achieved with **six** members present. At least one member must be a member of Council.
Meeting Frequency	Six – weekly, or more frequently as required

PURPOSE

This committee is responsible for decision-making that is of a strategic and policy nature and not the responsibility of the Council. The committee may make final decisions on matters brought to it which are within its delegations. The committee considers the strategic direction of Council and oversees and monitors the creation and delivery of policy programmes, services and project activities.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING POWERS

The committee's delegated powers and key responsibilities include:

- Authority to set and approve the policy and strategy work programme
- Authority to develop and/or review strategies, plans, policies and bylaws
- Oversight over strategic programmes
- Authority to liaise and plan with other territorial authorities
- Authority to set and approve the economic development strategy
- Authority to prepare the District Plan and Plan Changes

- Oversight over any shared services initiatives
- Authority to review and approve community contracts
- Authority to receive recommendations from any community or advisory group
- Oversight over regulatory and planning matters
- Oversight over operational aspects of bylaws
- Authority to sign off submissions to an external agency or body
- Authority to make recommendations to Council on matters of interest to the committee

APPOINTMENT OF HEARING PANELS AND COMMISSIONERS

The Chair of the Committee, in consultation with the Group Manager Strategy and Growth is responsible for the appointment of resource consent hearing panels and district plan hearing panels under the Resource Management Act 1991 (RMA).

Hearings Commissioners and Independent Accredited Hearing Commissioners[3] where they have been appointed and selected for any matters, have the following functions, duties and powers in accordance with the relevant sections of the RMA. Appointees do not have the authority to delegate their powers and their key responsibilities are:

- Authority to hear submissions in relation to any plan change or variation including the District Plan and any request for a private plan change, making recommendations to Council or the Strategy and Policy Committee, for decisions as appropriate.
- Authority regarding all matters relating to the hearing, determination and review of resource consents including the setting of conditions.
- Authority to determine any preliminary or procedural matters associated with any resource consent application, or notice of requirement, including questions of notification (public, non-notified or limited).
- Authority to consider and request changes to plans.
- Authority to consider all matters relating to existing use rights and to issue certificates
- Authority to determine matters arising under section 37 and 37A relating to time limits or to waive compliance with requirements of the Act.
- Authority to make on order protecting sensitive information under section 42.
- Authority to hear and make recommendations to the relevant authority on notices of requirement including any alteration.
- Authority to hear submissions on Council requirements for designations and heritage orders and to make recommendations to Council confirming, withdrawing, cancelling, or modifying such requirements.
- Such powers, duties and discretions as are necessary to administer the transitional parts of part 15 (Transitional Provisions) of the RMA in respect of resource consents, subdivision consents and esplanade reserves and strips, and financial contributions.
- Authority to hear and determine objections under section 357, 357A and 357B.

[3] Commissioners must be accredited to sit on RMA hearings panels. Accreditation is obtained by completing the Ministry for the Environment's Making good Decisions Programme.

- Independent Accredited Hearing Commissioners only, authority to consider applications and grant certificates of compliance under Section 139.

ENVIRONMENT AND COMMUNITIES COMMITTEE

Chair	Councillor Martin Halliday
Deputy Chair	Councillor Jocelyn Prvanov
Membership	Mayor Janet Holborow All Councillors Ātiawa ki Whakarongotai representative – Angela Hayden (Helena Gerretzen Parata as alternate) Ngā Hapū o Ōtaki representative – Te Ata Rikihana (Kylie Gardner as alternate) Ngāti Toa Rangatira representative – Huriwai Paki
Other Participants	Community Board Chairs or alternates
Quorum	A quorum is achieved with **six** members present. At least one member must be a member of Council.
Meeting Frequency	Six – weekly, or more frequently as required

PURPOSE

This committee is responsible for decision-making that is not the responsibility of Council and informs the development and review of plans, programmes and initiatives in relation to education, health, justice, housing, social equality, community connectedness and resilience, climate change and environmental wellbeing. The committee may make final decisions on matters brought to it which are within its delegations.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING POWERS

The committee's delegated powers and key responsibilities include:

- Authority to develop and/or review plans, programmes, approaches and initiatives
- Oversight over strategic programmes
- Oversight over any shared services initiatives
- Authority to review and approve community contracts
- Authority to receive annual reports and recommendations from any community or advisory group
- Authority to issue relevant grant funding, including the authority to review and comment on draft grant criteria
- Authority to make recommendations to Council on matters of interest to the committee

OTHER COMMITTEES

Other committees with a specified membership including are delegated decision-making powers within a specific area of focus. Some of these committees are delegated final decision-making powers whereas other can make recommendations to Council and the final decision-making power on these matters rests with Council.

RISK AND ASSURANCE COMMITTEE

Chair	Independent – Bruce Robertson
Deputy Chair	Councillor Liz Koh
Membership	Mayor Janet Holborow Councillor Glen Olsen Councillor Jocelyn Prvanov Councillor Himiona Grace Independent Member – David Cochrane
Quorum	A quorum is achieved with **four** members present. At least one member must be a member of Council.
Meeting Frequency	Five times per calendar year or more frequently as required

PURPOSE

This committee is responsible for monitoring Council's financial management, monitoring the financial reporting mechanisms and frameworks, overseeing the risk and assurance function and ensuring the existence of sound internal control systems.

RESPONSIBILITIES AND DECISION-MAKING POWERS

The committee's delegated powers and key responsibilities include:

- Authority to review and maintain the internal control framework
- Authority to review processes for ensuring the completeness and quality of financial and operational information, including performance measures
- Authority to consider and provide advice on existing accounting policies and principles
- Authority to obtain information to assess financial statements from External Auditors
- Oversight over financial statements and appropriate management signoff (i.e. letters of Representation)
- Authority to receive reports on the status of investigations by the Office of the Ombudsman, Privacy Commissioner, Office of the Auditor General and other external oversight bodies

- Oversight over the risk management framework and authority to recommend risk mitigation actions
- Oversight over and input into compliance procedures to ensure statutory requirements are met
- Authority to approve terms of reference for internal and external audits
- Authority to receive internal and external audit reports
- Oversight over and input into the Health and Safety Leadership Charter and Health and Safety Plan
- Authority to review the Annual Plan and Long-term Plan consultation documents and reports, including the audit reports, and make recommendations to Council on the adoption of these documents.
- Authority to receive six-monthly updates on Council's emergency management, resilience and recovery

GRANTS ALLOCATION COMMITTEE

Chair	Councillor Glen Olsen
Deputy Chair	Councillor Heniti Buick

Programme Membership		**Quorum**
Creative Communities NZ (as per programme guidelines) Meets twice annually	Councillor Glen Olsen Councillor Heniti Buick Three Community Representatives: Grant Stevenson, Deb Donnelly and Pam Hindmarsh One Youth Council Representative: TBC - vacant *Note: Chair elected by this programme committee and may not be the Chair of the Grants Allocation Committee*	A quorum is achieved with **four** members present. At least one member must be a member of Council.
Community Grants Meets annually	Councillor Glen Olsen Councillor Heniti Buick Councillor Steven Botica Councillor Himiona Grace Two Community Representatives: Sally Heppenstall and John Smith	A quorum is achieved with **four** members present. At least one member must be a member of Council.
Waste Levy Meets annually	Councillor Glen Olsen Councillor Heniti Buick Councillor Steven Botica Community Board Representation: Ōtaki Community Board - Jackie Elliott	A quorum is achieved with **three** members present. At least one member must be a member of Council.

	Raumati Community Board - Sue Harris Paekākāriki Community Board - Councillor Himiona Grace Paraparaumu Community Board – David Ogden Waikanae Community Board – Phil Byrne	
District Wide Hall Hire Remissions Meets annually or as required	Councillor Glen Olsen Councillor Heniti Buick Councillor Steven Botica	A quorum is achieved with **two** members present. At least one member must be a member of Council.
Heritage Fund Meets annually	Councillor Glen Olsen Councillor Heniti Buick Councillor Steven Botica	A quorum is achieved with **two** members present. At least one member must be a member of Council.

PURPOSE

This committee is responsible for decision-making in relation to the allocation of specific grant monies in accordance with the grant criteria approved by Council.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING POWERS

The committee's delegated powers and key responsibilities include assessing applications and allocating funds in accordance with each programme's criteria, considering factors such as (but not limited to):

- the clear aims and objectives of the applicant
- the project or event for which the grant is requested
- where appropriate, evidence of a sound management structure, and good financial management
- how closely the application fits with the grant criteria
- the identification and evaluation of local needs
- the use of any previous money granted
- the level of community involvement in the project
- the expected outcomes and benefits of the service/project for the community.

Creative Communities NZ Programme

Council administers this programme in partnership with Creative New Zealand. Creative New Zealand intends that the principal aims of the grants scheme are to provide creative opportunities for local communities to engage with and participate in arts activities; support the diverse arts and cultural traditions of local communities; and to enable and encourage young people (under 18 years) to engage with and actively participate in the arts. Creative New Zealand provides the scheme criteria and annual funding to the Kāpiti Coast District Council.

Community Grants

The aim of this programme is to strengthen local communities by providing financial support through this programme. Funding is provided to not-for-profit organisations to assist in the achievement of a social environment that ensures the Kāpiti Coast District is a good place to live for all sectors of the community. The programme will provide grants to non-profit organisations which provide local, community-based services in response to identified needs. Community grants may be allocated to proposals that seek to achieve one or more of the following outcomes:

- Building resilient, sustainable communities
- Encouraging greater community participation
- Improving the quality of life of the participants
- Working in partnership with a range of community groups, including mana whenua iwi.

District Wide Hall Hire Remissions

This programme aims to assist hall users whose event is benefitting the district as a whole rather than an individual community.

Heritage Fund

This programme aims to assist and actively encourage landowners and members of the community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural areas and sites.

Waste Levy Programme

This programme aims to allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation and encourage community participation and long-term action.

APPEALS HEARING COMMITTEE

Chair	Councillor Glen Cooper
Deputy Chair	Councillor Bede Laracy
Membership	Councillor Rob McCann
Quorum	A quorum is achieved with **three** members of the committee present.
Meeting Frequency	As required under relevant legislation and/or when objections are received

PURPOSE

This committee acts in a regulatory capacity in relation to appeals or objections that are required to be heard under the following legislation:

- Dog Control Act 1996
- Local Government Act 1974 (schedule 13 on road level fixing)
- Litter Act 1979
- Local Government Act 2002 (schedule 12 on works on private land)

DELGATED RESPONSIBILITIES AND DECISION-MAKING

The committee's delegated powers and key responsibilities include:

Dog Owners' Objections

- Authority to hear and adjudicate objections from dog owners to classifications of dog owners and/or dogs under the Dog Control Act 1996 as per the following sections:
    - Objection to classification as probationary owner (Section 22)
    - Objection to disqualification (Section 26)
    - Objection to classification of dangerous dog (Section 31(3))
    - Objection to classification of menacing dog (by nature) (Section 33B)
    - Objection to classification of menacing dog (by breed) (Section 33D)
    - Barking dog abatement notice (Section 55(2))
- Authority to hear and determine applications made under Dog Control Bylaw 2019 for medical exemption for dogs from clauses 6.1 and 6.4 of the Bylaw including the imposition of any conditions surrounding any such exemptions.

Transport and Roading

Authority to hear and determine objections to the fixing of road levels (Schedule 13 of the Local Government Act 1974)

Littering

Authority to hear appeals against infringement notices issued under Sections 13 and 14 of the Litter Act 1976.

Constructing or Undertaking Works on Private Land

Authority to hear and determine objections to notices of proposed works under Schedule 12 of the Local Government Act 2002.

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE

Chair	Councillor Steven Botica
Deputy Chair	Mayor Janet Holborow
Membership	Councillor Martin Halliday Councillor Jocelyn Prvanov Councillor Liz Koh Councillor Heniti Buick
Quorum	A quorum is achieved with **three** members present
Meeting Frequency	Quarterly or as per the requirements of the performance agreement

PURPOSE

This committee is responsible for decision-making that is not the responsibility of Council in relation to the management and monitoring of the employment relationship between Council and the Chief Executive.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING

The committee's delegated powers and key responsibilities include:

- Being a good employer
- Authority to approve the employment agreement and set performance indicators
- Authority to implement a performance agreement in consultation with the Chief Executive
- Authority to conduct performance reviews as per the agreement and Clauses 34 and 35 of Schedule 7 of the Local Government Act 2002
- Authority to make final decisions about remuneration
- Authority to consider and make final decision on any other relevant matters concerning the Chief Executive's employment
- Authority to investigate address any disciplinary or performance matters
- Authority to seek advice from qualified external advisors in relation to any aspect of the Chief Executive's employment and performance
- Authority to make recommendations to Council on the appointment of a Chief Executive

CAMPE ESTATE COMMITTEE

Chair	Mayor Janet Holborow
Membership	Paekākāriki-Raumati Ward Councillor Bede Laracy Chief Executive Darren Edwards
Quorum	A quorum is achieved with **two** members present
Meeting Frequency	As required to fulfil its responsibilities

Note: The membership is outlined in the will of the late Sydney George Campe. Should any of these positions cease to exist the Council is to appoint other similar members to the subcommittee.

PURPOSE

This committee administers the Campe Estate funds deriving from the sale of 6 Robertson Road Paekākāriki, bequeathed to the Council in 1991 as a Gift on Special Trust (as outlined in the will of the late Sydney George Campe).

The committee also administers the funds deriving from the interest of the Arthur Thomas Clarke Trust for the benefit of Paekākāriki residents.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING

Within the purpose and delegated powers of the committee, key responsibilities include (concurrently) allocating monies from the Campe Estate Fund (property and income of fund) and the Arthur Thomas Clarke Trust for charitable purposes to benefit the people, specifically youth, of the Paekākāriki township.

COMMUNITY BOARDS

PAEKĀKĀRIKI COMMUNITY BOARD

Chair	Elyse Robêrt
Deputy Chair	Himiona Grace
Membership	Kelsey Lee, Tina Pope and Councillor Himiona Grace
Quorum	**Majority** of members present.
Meeting Frequency	On a **bi-monthly** basis or as required. Meetings take place on a Tuesday starting at 7pm.

PARAPARAUMU COMMUNITY BOARD

Chair	Clint Smith
Deputy Chair	Bernie Randall
Membership	Karl Webber, David Ogden and Councillor Glen Olsen
Quorum	**Majority** of members present.
Meeting Frequency	On a **bi-monthly** basis or as required. Meetings take place on a Tuesday starting at 6.30pm.

RAUMATI COMMUNITY BOARD

Chair	Jonny Best
Deputy Chair	Zelda Edwards
Membership	Sue Harris, Fiona Vining, and Councillor Bede Laracy
Quorum	**Majority** of members present.
Meeting Frequency	On a **bi-monthly** basis or as required. Meetings take place on a Tuesday starting at 7pm.

WAIKANAE COMMUNITY BOARD

Chair	Peter Bollman
Deputy Chair	Phil Byrne
Membership	Michael Moore, Richard Mansell, and Councillor Steven Botica

Quorum	**Majority** of members present.
Meeting Frequency	On a **bi-monthly** basis or as required. Meetings take place on a Tuesday starting at 6.30pm.

ŌTAKI COMMUNITY BOARD

Chair	Cam Butler
Deputy Chair	Simon Black
Membership	Jackie Elliott, Rhyna Taratoa, and Councillor Heniti Buick
Quorum	**Majority** of members present.
Meeting Frequency	On a **bi-monthly** basis or as required. Meetings take place on a Tuesday starting at 7pm.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING

The powers of a community board are prescribed in the Local Government Act 2002. In addition, Council has delegated the following considerations and decisions to Community Boards:

- Authority to **listen, articulate, advise, advocate** and **make recommendations** to Council on any matter of interest or concern to the local community
- Authority to assist with local **civil defence** and **emergency management** activities
- Authority to work with Council and the community to **establish Local Outcome Statements**
- Authority to **provide a local perspective** on the levels of service as detailed in the Long-term Plan and Annual Plan and on local expenditure, rate impacts and priorities
- Authority to provide advice to Council and its Committees on any issue relating to the **sale of liquor** in the local area
- Authority to **provide a local input** to any Council Strategy, Plan or Policy as required
- Authority to approve criteria for, and disbursement of, **community-based grant funds** as approved through the Long-term Plan or Annual Plan
- Authority to approve or reject applications by community groups to establish **community gardens**, in accordance with the licensing requirements under the Reserves Act 1977 and Council's Mara Kai/Community Gardens policy
- Authority to make recommendations to Council relating to **traffic control and signage matters** for existing local roads, except those matters that involve significant safety issues

- Authority to make recommendations to Council on **draft Reserve Management Plans** for local public parks and reserves within its area, excluding Otaraua Park (as a park of Districtwide significance)

- Authority to assist the Chief Executive (through the Community Board Chairperson) to consider and **determine temporary road closure** applications where there are objections to the proposed road closure

- Authority to accept or reject Council officer recommendations in respect of **names for local roads** (excluding the former State Highway) and any **reserves, structures and commemorative places**, in accordance with Council's policy

- Authority to speak but not vote at **Council and Committee meetings**

- Authority to formally submit on **any issues within the Community Board area**

- Authority to set priorities for and **spend annual training and development budget funds** allocated by Council

- Any other responsibilities as delegated by Council under Section 52 of the Local Government Act 2002.

Waikanae Community Board

Authority to consider and make recommendations to Council on the proposed use of the Waikanae Capital Improvement Fund for the purpose of funding capital projects within the Waikanae Community Board boundary. This is for expenditure over and above the approved annual grant allocations from this fund.

Paekākāriki Community Board

Authority to consider and make recommendations to the Campe Estate Committee on grant applications received seeking funding from the Campe Estate Fund and distribute the funds deriving from the Arthur Thomas Clarke Trust.

JOINT COMMITTEES

WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION JOINT COMMITTEE

Appointed Member	Councillor Martin Halliday (and Councillor Steven Botica as an alternate in the event of inability to attend)

PURPOSE

The role of the Joint Committee is to oversee the implementation of the Wellington Region Waste Management and Minimisation Plan 2023-2029.

This Joint Committee is a joint standing committee under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. The Joint Committee is not deemed to be discharged following each triennial election.

DELEGATED RESPONSIBILITIES AND DECISION-MAKING

The Joint Committee has the delegated responsibility and authority to carry out activities within its terms of reference including:

- Authority to accept and consider advice and reports on the implementation of the Wellington Region Waste Management and Minimisation Plan ('the Plan') and future Wellington Waste Management and Minimisation Plans
- Authority to make decisions on the implementation of aspects of the Plan where the matter for decision is not an operational matter that falls under officers' delegated responsibilities and where the matter is provided for in the Plan and/or budget has been made available by territorial authorities for that matter
- Authority to monitor and review the management and implementation of the Plan
- Authority to report back to territorial authorities of the Wellington Region on any aspect of the implementation of the Plan, including: recommendations for funding projects of the Plan, recommendations for the management of the Plan and reports on the effectiveness of the Plan
- Authority to report back to the territorial authorities with any recommended amendments to the Plan and/or recommended variations to the Terms of Reference of the Committee.

MEMBERSHIP

All territorial authorities in the Wellington Region are signatories and stakeholders in the Wellington Region Waste Management and Minimisation Plan:

- Kāpiti Coast District Council
- Masterton District Council
- Hutt City Council
- Upper Hutt City Council
- Porirua City Council
- South Wairarapa District Council
- Carterton District Council

- Wellington City Council

Each territorial authority in the region will be entitled to appoint one member to the Joint Committee.

The Chair will be elected by the Joint Committee. A new Chair and Deputy Chair must be elected at least once every triennium following local body elections.

MEETING FREQUENCY

The Joint Committee will meet on an as required basis. Secretariat support for meetings will be provided by the host Council.

Meetings will be hosted on a rotational basis by territorial authorities across the region. The Committee shall establish a roster for the hosting of meetings.

WELLINGTON REGIONAL TRANSPORT COMMITTEE

Appointed Member	Councillor Steven Botica (and Councillor Martin Halliday as an alternate in the event of inability to attend)

PURPOSE

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

DELEGATED RESPONSIBILITIES AND DECISION-MAKING

The Joint Committee has the responsibility and authority to carry out the following activities:

- Authority to prepare the Wellington Regional Land Transport Plan and any variations to it and recommend approval by each member Council
- Authority to provide Council with any advice and assistance it may request in relation to its transport responsibilities
- Authority to 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
- Authority to carry out consultation in accordance with the requirements set out in the Act
- Authority to approve submissions to external organisations for matters pertaining directly to the committee's purpose.

MEMBERSHIP

The membership is set by sub-section (2) of section 105 of the Act and is as follows:

- two persons to represent the regional council
- one person from each territorial authority in the region to represent that territorial authority
- one person to represent the New Zealand Transport Agency.

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

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.

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).

QUORUM

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

WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Appointed Member	Mayor Janet Holborow (and Councillor Martin Halliday as an alternate in the event of inability to attend)

PURPOSE

The role of the Wellington Region Civil Defence Emergency Management (CDEM) Group is to act in the status of a Civil Defence Emergency Management Group under the Civil Defence Emergency Management Act 2002 ('the Act').

DELEGATED REPONSIBILITIES AND DECISION-MAKING

The functions, duties and powers of the CDEM Group are those that are set out for a Civil Defence Emergency Management Group in the Act.

To assist the CDEM Group to meet the requirements of the Act, the Group adopts the following objectives:

- to ensure that hazards (as defined in the Act) and the consequential risks are identified and assessed
- to ensure an effective and efficient region-wide civil defence emergency management capability to respond to and recover from emergencies (as defined in the Act)
- to facilitate effective and efficient emergency management through partnership and co-ordination amongst the organisations represented on the Co-ordinating Executive Group
- to promote appropriate mitigation of the risks.

MEMBERSHIP

Each of the following local authorities is a member of the Wellington Region CDEM Group:

- Carterton District Council
- Greater Wellington Regional Council
- Kāpiti Coast District Council
- Hutt City Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

Each member council is to be represented on the CDEM Group by one person only, being the Mayor or Chairperson of that local authority or an alternate representative who has been given the delegated authority to act for the Mayor or Chairperson. An alternate representative must be an elected person from that local authority under Section 13(4) of the Act.

Under section 114S(4) of the Local Government Act 1974, and Clause 30(9) Schedule 7 of the Local Government Act 2002, the powers to discharge any representative on the CDEM Group

and appoint his or her replacement shall be exercisable only by the council that appointed the representative.

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

MEETING FREQUENCY

The CDEM Group shall hold all meetings at such frequency, times and place as agreed for the performance of the functions, duties and powers delegated under the Terms of Reference. There will be at least two meetings per year.

QUORUM

The quorum shall consist of five (5) members.

WELLINGTON REGIONAL LEADERSHIP COMMITTEE

Appointed Member	Mayor Janet Holborow (and Councillor Martin Halliday as an alternate in the event of inability to attend)

PURPOSE

The role of the Joint Committee is to take responsibility for key matters of regional importance where a collective voice, collective planning and action is required such as the Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery.

This Joint Committee is a joint standing committee under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. The Joint Committee is not deemed to be discharged following each triennial election.

MEMBERSHIP

The membership of the Joint Committee is comprised of:

- the Mayors of Carterton District Council, Horowhenua District Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council
- the Chair of Wellington Regional Council
- independent chairperson of the Joint Committee

The member of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Incorporated (Ngāti Toa Rangatira)
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui)
- a person nominated by Rangitāne O Wairarapa Incorporated (Rangitāne O Wairarapa)
- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa)
- a person nominated by Raukawa ki te Tonga
- a person nominated by Ātiawa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai)
- a person nominated by Muaūpoko Tribal Authority Incorporated (Muaūpoko hapū)
- up to three persons nominated by the Crown (Cabinet).

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Independent Chairperson).
Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (for instance iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority.

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the following members of the Joint Committee will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings):

- the Mayor of Horowhenua District Council
- the person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū)

- the person nominated by Raukawa ki te Tonga
- the persons nominated by the Crown (Cabinet)

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

MEETINGS

Meetings will be held once every two months, or as necessary and determined by the Chairperson.

QUORUM

Half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. There must be present at least 5 members appointed by local authorities.

APPOINTMENTS TO EXTERNAL GROUPS, BODIES AND ORGANISATIONS

Organisation/Body	Appointees
Te Whakaminenga o Kāpiti	Councillor Himiona Grace
Kāpiti Coast Youth Council	Councillor Steven Botica and Councillor Heniti Buick
Kāpiti Coast Older Person's Advisory Group	Councillor Steven Botica
Kāpiti Disability Advisory Group	Councillor Glen Olsen
Kāpiti Cycleway, Walkway and Bridleway Advisory Group	Councillor Jocelyn Prvanov and Councillor Rob McCann
Kāpiti Health Advisory Group	Councillor Martin Halliday
Friends of the Ōtaki River	Councillor Heniti Buick
Friends of the Waikanae River	Councillor Jocelyn Prvanov
Pharazyn Reserve Focus Group	Councillor Steven Botica
Toi Mahara (as required)	Councillor Liz Koh
The Public Art Panel	Councillor Liz Koh
Paraparaumu College Community Sports Hall Committee	Councillor Glen Cooper and Councillor Glen Olsen
Kāpiti Coast Major Events Panel	Councillor Bede Laracy
Waikanae ki Uta ki Tai	Mayor Janet Holborow and Councillor Jocelyn Prvanov

DOCUMENT VERSION CONTROL

Version	Amendment(s) Summary	Sign Off/Comment
1	**Adoption of Governance Structure and Delegations 2025-2028**	Council meeting on 6 November 2025
2	**Appointment of Ōtaki Community Board Chair and Deputy Chair**	Ōtaki Community Board meeting on 11 November 2025
3	**Appointment of Raumati Community Board Chair and Deputy Chair**	Raumati Community Board meeting on 18 November 2025
4	**Appointment of Paekākāriki Community Board Chair and Deputy Chair**	Paekākāriki Community Board meeting on 25 November 2025
5	**Appointment of Paraparaumu Community Board Chair and Deputy Chair**	Paraparaumu Community Board meeting on 2 December 2025
6	**Appointment of Waikanae Community Board Chair and Deputy Chair**	Waikanae Community Board meeting on 9 December 2025
7	**Appointment of representatives from Ātiawa ki Whakarongotai**	Council meeting on 11 December 2025
8	**Appointment of Independent Chair and Members to the Risk and Assurance Committee**	Council meeting on 29 January 2026
9	**Appointment of representatives from Ātiawa ki Whakarongotai**	Council meeting on 12 March 2026
10	**Appointment of Community Representatives to the Grants Allocation Committee**	Council meeting on 12 March 2026
11	**Appointment of representatives from Ngāti Toa Rangatira**	Council meeting on 11 June 2026

12	**Appointment of representatives from Ngā Hapū o Ōtaki**	Council meeting on 3 September 2026
13	**Appointment of Chair of Chief Executive Performance and Employment Committee**	Council meeting on 22 October 2026

RELEVANT LEGISLATIVE EXTRACTS FROM LOCAL GOVERNMENT ACT 2002

Subpart 2—Role of local authorities and related matters

11 Role of local authority

The role of a local authority is to—

(a) give effect, in relation to its district or region, to the purpose of local government stated in section 10; and

(b) perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.

11A Core services to be considered in performing role

[Repealed]

Section 11A: repealed, on 14 May 2019, by section 10 of the Local Government (Community Well-being) Amendment Act 2019 (2019 No 17).

12 Status and powers

(1) A local authority is a body corporate with perpetual succession.

(2) For the purposes of performing its role, a local authority has—

(a) full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and

(b) for the purposes of paragraph (a), full rights, powers, and privileges.

(3) Subsection (2) is subject to this Act, any other enactment, and the general law.

(4) A territorial authority must exercise its powers under this section wholly or principally for the benefit of its district.

(5) A regional council must exercise its powers under this section wholly or principally for the benefit of all or a significant part of its region, and not for the benefit of a single district.

(6) Subsections (4) and (5) do not—

(a) prevent 2 or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or

(b) prevent a transfer of responsibility from one local authority to another in accordance with this Act; or

(c) restrict the activities of a council-controlled organisation; or

(d) prevent a local authority from making a donation (whether of money, resources, or otherwise) to another local authority or to a person or organisation outside its district or region or outside New Zealand—

(i) if the local authority considers, on reasonable grounds, that the donation will benefit its district or region, or the communities within its district or region; or

(ii) if the local authority considers, on reasonable grounds, that a benefit will be conferred on the local government sector as a whole; or

(iii) for emergency relief; or

(e) prevent a local authority from making a donation (whether of money, resources, or otherwise) to a local government body outside New Zealand to enable it to share its experience and expertise with that body.

Section 12(6)(c): amended, on 28 June 2006, by section 6 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 12(6)(d): added, on 28 June 2006, by section 6 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 12(6)(e): added, on 28 June 2006, by section 6 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

13 Performance of functions under other enactments

Sections 10 and 12(2) apply to a local authority performing a function under another enactment to the extent that the application of those provisions is not inconsistent with the other enactment.