



## **GOVERNANCE STRUCTURE AND DELEGATIONS**

### **2019-2022 TRIENNIUM**

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This section lists the Elected Members appointed to a range of external organisations committees, and agencies for the 2019-2022 Triennium.

**G. DOCUMENT VERSION CONTROL – AMENDMENTS DURING 2019-2022 TRIENNIUM**

<b>DRAFT</b>	<b>AMENDMENT/S SUMMARY</b>	<b>SIGNOFF/COMMENT</b>
<b>1</b>	Ōtaki Community Board Chair and Deputy Chair	Names added following Community Board Meeting 12 November 2019
<b>2</b>	Waikanae Community Board Chair and Deputy Chair	Names added following Community Board Meeting 19 November 2019
<b>3</b>	Paekakariki Community Board Chair and Deputy Chair	Names added following Community Board Meeting 3 December 2019
<b>4</b>	Paraparaumu/Raumati Community Board Chair and Deputy Chair	Names added following Community Board Meeting 10 December 2019
<b>5</b>	Breakdown of Grants Allocation Subcommittee elected members confirmed by Chair	Names added following confirmaton from Chair
<b>6</b>	Reference to 'Operations and Finance Committee' replaced with 'Strategy and Operations Committee'	Administrative correction bottom of page 8
<b>7</b>	Reference to 'Hall Hire Remission ' replaced with 'Facility Hire Remission'	Administrative correction pages 14 and 15
<b>8</b>	Addition of details of Wellington Region CDEM Group	Page 29
<b>9</b>	Waikanae Community Board new Deputy Chair	Name added following Community Board Meeting 29 September 2020
<b>10</b>	Waikanae Community Board new members	Names added following by-election
<b>11</b>	Wellington Regional Leadership Committee	Joint Committee details and membership included
<b>12</b>	Wellington Region Climate Change Forum replaces Wellington Regional Climate Change Working Group 1 July 2021	Membership and TOR updated
<b>13</b>	Reference to appendix G removed	Administrative correction page 18
<b>14</b>	Waikanae Community Board vacancy	Name removed from Waste Levy programme p 14, Waikanae Community Board Deputy Chair p 18, Pharazyn Reserve Focus Group p 34.
<b>15</b>	Grants Allocation Subcommittee (CCNZ programme) resignation and new member	Outgoing member name removed and new member name added p 14
<b>16</b>	Audit and Risk Subcommittee	Term of member Gary Simpson updated.

<b>17</b>	Waikanae Community Board new member	Name added following by-election
<b>18</b>	Grants Allocation Subcommittee (CCNZ programme) resignation	Outgoing members names removed
<b>19</b>	Waikanae Community Board deputy chair	Name added following Community Board Meeting 15 March 2022
<b>20</b>	Otaki Community Board	Name added following by election (20 July 2021)
<b>21</b>	Audit & Risk Committee	Removal of non member
<b>22</b>	Audit & Risk Committee	Term of member Bryan Jackson updated (12 December 2019)
<b>23</b>	Audit & Risk Committee	Removal of independent member Gary Simpson following resignation (1 September 2022)
<b>24</b>	Strategy and Operations Committee	Names added following appointment of mana whenua representatives (Kim Tahiwī 28 July 2022 and Naomi Solomon 15 September 2022)

## **PART A**

### **SECTION A.1 PARTNERSHIP MODEL**

1. This document describes how the Kapiti Coast District Council carries out its governance functions and formally delegates its powers and responsibilities. It has been developed in accordance with the Local Government Act 2002.
2. These delegations are for the Committees, Subcommittees, Community Boards and Hearing Commissioners established by the Kapiti Coast District Council for the 2019-2022 Triennium. Information is also included on the Joint Committees in which Council is a partner/participant.
3. They establish a governance partnership base and associated delegations for the achievement of the Long Term Plan (LTP).
4. The partnership approach is also reflected in the Council's commitment to a sustainable development approach, taking into account the social, cultural, economic and environmental interests of the community, now and in the future, as referenced in the Local Government Act 2002.
5. The 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.
6. The partnership is between the Elected Members and the tāngata whenua of the District – namely, the iwi and hapū of Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (Ngāti Raukawa) and Ngāti Toa Rangatira (together forming the A.R.T Confederation). Te Whakaminenga o Kāpiti is the independent advisory forum for this partnership.
7. To strengthen Māori participation in decision-making Council may appoint a Māori representative to the Strategy and Operations Committee). Council and Te Whakaminenga o Kāpiti will also engage with mātā waka (other resident Māori) over the 2019-2022 Triennium.
8. The Chair of Te Whakaminenga o Kāpiti or their nominated alternate is able to attend meetings of Council and is able to contribute to the debate but not to vote. Where Te Whakaminenga o Kāpiti has submitted on an issue, or has spoken during Public Speaking Time on an issue they shall not participate in discussion or debate on that matter.
9. Meetings of Council and/or Committees may also be attended by Community Board Chairs (or their alternates). Where they 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.
10. The Mayor or Deputy Mayor may attend Community Board meetings where they shall be invited to the table to participate (with speaking but not voting rights).

## **SECTION A2 – COUNCIL AND MAYORAL POWERS**

1. The Local Government Act 2002 describes the Council's powers including powers of delegation (see Section G for relevant legislative extracts). However only Council may perform the following:
    - Make a rate
    - Make a bylaw
    - Borrow money, purchase or dispose of assets (outside the LTP parameters)
    - Adopt the LTP, Annual Plan and Annual Report
    - Appoint a Chief Executive
    - Adopt policies required under the Act in association with the LTP or the local governance statement
    - Adopt a remuneration and employment policy.
  2. The Mayor has additional powers under the LGA 2002 (see Section G for relevant legislative extracts):
    - To lead the development of the LTP and Annual Plan, together with policies and budgets
    - To appoint the Deputy Mayor
    - To establish committees of Council (and their terms of reference)
    - To appoint the Chair of each Committee (before the appointment of other members)
    - To appoint himself or herself as Chair of the Committee.
  3. Ordinarily the Mayor is a member of each Committee.
  4. In addition Council has approved a delegation to the Mayor and Deputy Mayor enabling them to approve, on a case-by-case basis, Councillor applications for attendance at training events during the Triennium, subject to the application meeting specific criteria as set out in the Councillor Training Application Form 1.
  5. Council also approved a delegation enabling the Mayor to approve an alternate Councillor to attend a training event where the original registrant is unable to attend.
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### *Interpretation*

6. In these terms of reference and associated delegations for the purposes of interpretation, the following rules apply unless the context otherwise requires:
  - Any singular reference includes the plural, and vice versa;
  - Any reference to a statute, regulation or bylaw also refers to that statute, regulation or bylaw as amended or substituted;
  - Any reference to a Committee of the Council includes a reference to any committee constituted to replace that Committee;
  - Any reference to an officer means an officer of the Council.
7. 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 delegations document*

8. The document is reviewed following the triennial elections and once adopted by the new Council may be amended at any time as agreed by Council. Only Council may amend the document.

## B.1 STRATEGY AND OPERATIONS COMMITTEE

<b>Chair</b>	Cr James Cootes
<b>Deputy Chair</b>	Cr Gwynn Compton
<b>Members</b>	The Mayor and all Councillors Kim Tahiwī (Ngā Hapū o Ōtaki) Naomi Solomon (Ngāti Toa Rangatira)

### RESPONSIBILITIES

This Committee will deal with all decision-making that is not the responsibility of the Council. Key responsibilities will include:

- Setting and approving the policy and strategy work programme
- Overseeing strategic programmes
- Liaison and planning with other territorial authorities
- Development and/or review of strategies, plans, policies and bylaws
- Preparation of District Plan and Plan Changes
- Oversight of any shared services initiatives
- Economic development strategy
- Reviewing and approving community contracts
- Receive annual reports from any community or advisory group
- Financial management, including risk mitigation
- Approval of non-budgeted expenditure
- Approval of contracts and contract variations outside the Chief Executive's delegations
- Write-offs and remissions
- Financial policies
- All regulatory and planning matters from an operational perspective
- Property purchases or sales
- Operational aspects of bylaws
- Civil defence and emergency management matters
- Procedural matters relation to electoral processes not otherwise delegated to the Chief Executive
- Signing off any submission to an external agency or body

The Chair of the Committee, in consultation with the Group Manager Regulatory Services will have the responsibility for the appointment of (RMA-related) hearing panels. The delegations for Hearing Commissioners both independent and Elected Member, follow this section.

### POWERS

- (i) All powers necessary to perform the committee's responsibilities, except:
- (a) powers that the Council cannot delegate or has retained to itself
  - (b) where the committee's responsibility is limited to making a recommendation only

(ii) Power to establish subcommittees.

**MEETING FREQUENCY**

Twice monthly, unless otherwise required.

**QUORUM**

The quorum is half the members.

## **B.2A DELEGATIONS TO ELECTED MEMBER (ACCREDITED) HEARING COMMISSIONERS**

Hearings Commissioners 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 Resource Management Act 1991, noting that those appointed have no further powers to delegate and accreditation is achieved through completion of the Ministry for the Environment Hearing Commissioners training course.

- Authority to hear submissions in relation to any plan change or variation including the Proposed District Plan and any request for a private plan change, making recommendations to Council or the Operations and Finance Committee, or 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 outline 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 an 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 1991 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.

## **B.2B DELEGATIONS TO INDEPENDENT (ACCREDITED) HEARING COMMISSIONERS**

Independent Accredited Hearing Commissioners where they have been appointed and selected for any matters have the following functions, duties and powers under the Resource Management Act 1991 noting that those appointed have no further powers to delegate and accreditation is achieved through completion of the Ministry for the Environment Hearing Commissioners training course.

- Authority to hear submissions in relation to any plan change or variation including the Proposed District Plan and any request for a private plan change, making recommendations to Council or the Strategy and Operations Committee, or 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 outline plans;
- Authority to consider all matters relating to existing use rights and to issue certificates;
- Authority to consider applications and grant certificates of compliance under Section 139;
- Authority to determine matters arising under Section 37 and 37A relating to time limits or to waive compliance with requirements;
- Authority to make an order protecting sensitive information under Section 42;
- Authority to hear and make recommendations to the requiring 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 1991 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.

## C.1 AUDIT AND RISK SUBCOMMITTEE

<b>Chair</b>	Bryan Jackson
<b>Deputy Chair</b>	Cr Angela Buswell
<b>Members</b>	Mayor Cr Janet Holborow Cr Gwynn Compton
	2 external appointees Bryan Jackson*

\* Mr Jackson: membership expires 12 December 2022

### RESPONSIBILITIES

This Committee will monitor the Council's financial management and reporting mechanisms and framework and review the audit and risk function, ensuring the existence of sound internal systems. Key responsibilities will include:

- Reviewing and maintaining the internal control framework;
- Reviewing processes for ensuring the completeness and quality of financial and operational information, including performance measures, being provided to Council;
- Considering Council's existing accounting policies and principles;
- Obtaining from external auditors any information relevant to the Council's financial statements, and assessing whether appropriate action has been taken by management in response to the above;
- Ensuring that the Council's financial statements are supported by appropriate management signoff and adequate systems of internal control (ie letters of representation);
- Considering regular reports on the status of investigations by the Office of the Ombudsman into decisions by the Council;
- Ensuring that Council has in place a current and comprehensive risk management framework and making recommendations to the Council on risk mitigation;
- Assisting elected members in the discharge of their responsibilities by ensuring compliance procedures are in place for all statutory requirements relating to their role;
- Confirming the terms of engagement for each audit with a recommendation to the Council; and receiving the external audit reports for recommendation to the Council;
- Governance role in regards to the Health and Safety Leadership Charter and Health and Safety Plan.

### POWERS

All powers necessary to perform the Subcommittee's responsibilities, except:

- (a) powers that the Council cannot delegate or has retained to itself
- (b) where the Committee's responsibility is limited to making a recommendation only

### MEETING FREQUENCY

On a quarterly basis or as required.

### QUORUM

The quorum is a majority of members.

## C.2 CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE

<b>Chair</b>	Mayor
<b>Deputy Chair</b>	Cr Janet Holborow
<b>Members</b>	All Councillors 1 external appointee (advisory only, no voting rights)

### RESPONSIBILITIES

This Committee will manage the Contract of Employment between the Council and the Chief Executive. Key responsibilities will include:

- Being a good employer
- Approving the employment agreement including the setting of performance indicators
- Working with the Chief Executive to implement a new performance agreement
- Conducting performance reviews as per the agreement and clauses 34 and 35 of Schedule 7 of the Local Government Act 2002
- Making decisions about remuneration
- Considering and deciding on any other relevant issues
- Investigating and addressing any disciplinary or performance issues
- Seeking the advice of appropriately qualified external advisors in relation to any aspect of the Chief Executive's employment and performance
- Making recommendation/s to Council on the appointment of a Chief Executive.

### POWERS

All powers necessary to perform the committee's responsibilities, except:

(a) powers that the Council cannot delegate or has retained to itself (i.e. appointment of the Chief Executive)

(b) where the Committee's responsibility is limited to making a recommendation only

### MEETING FREQUENCY

As per the requirements of the performance agreement (usually six-monthly).

### QUORUM

As this is a committee 'of the whole' the quorum is a majority of members. The appointed member has an advisory role only (no voting rights).

### C.3 APPEALS HEARING COMMITTEE

<b>Chair</b>	Mayor
<b>Deputy Chair</b>	Cr Jocelyn Prvanov
<b>Members</b>	Cr Janet Holborow Cr James Cootes

#### RESPONSIBILITIES

This Committee will act in a regulatory capacity on behalf of Council in regards to appeals or objections required to be heard under relevant pieces of legislation. Key responsibilities will include:

##### **Dog Owners' Objections**

- Hearing and adjudicating 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 (s22)
  - Objection to disqualification (s26)
  - Objection to classification of dangerous dog (s31(3))
  - Objection to classification of menacing dog (by nature) (s33B)
  - Objection to classification of menacing dog (by breed) (s33D)
  - Barking dog abatement notice (s55(2))
- Hearing and determining applications made under the Kapiti Coast District council dog Control Bylaw 2008 ('the Bylaw') 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 Rooding**

- Authority to hear and determine objections to the fixing of road levels (13<sup>th</sup> schedule, Local Government Act 1974)

##### **Littering**

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

##### **Development Contributions**

- Authority to hear and determine objections to development contributions received prior to 8 August 2014.

#### POWERS

All powers necessary to perform the Committee's responsibilities, except the powers that the Council cannot delegate or has retained to itself.

#### MEETING FREQUENCY

As required.

#### QUORUM

The quorum is a majority of members.

## C.4 GRANTS ALLOCATION SUBCOMMITTEE

<b>Chair</b>	Cr Jackie Elliott
<b>Deputy Chair</b>	Cr Bernie Randall
<b>Members</b>	Mayor Cr Janet Holborow Cr Rob McCann Cr Martin Halliday

<b>Programme membership</b>		<b>Quorum</b>
<b>CCNZ programme</b>	Cr Jackie Elliott Cr Janet Holborow 3 community representatives Michelle Scullion 3 tāngata whenua representatives (1 per iwi) Youth representative	A majority of members
<b>Community Grants</b>	Cr Jackie Elliott Mayor K. Gurunathan Cr Janet Holborow Cr Rob McCann 2 community representatives John Hayes and Sarah Yuile 1 tāngata whenua representative	A majority of members
<b>Waste Levy programme</b>	Cr Jackie Elliott Mayor K. Gurunathan Cr Janet Holborow, Cr Rob McCann Paraparaumu-Raumati Community Board representative Grace Lindsay Waikanae Community Board representative – vacancy due to resignation	Half the members
<b>Districtwide Facility Hire Remission</b>	Cr Jackie Elliott Mayor K. Gurunathan Cr Janet Holborow, Cr Martin Halliday	Half the members
<b>Heritage Fund</b>	Cr Jackie Elliott Mayor K. Gurunathan Cr Rob McCann, Cr Martin Halliday	Half the members

## RESPONSIBILITIES

This Committee will consider, and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes. Key responsibilities will 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 scheme criteria;
- the identification and evaluation of local needs;
- the use of any previous money granted by Council or Creative New Zealand;
- the level of community involvement in the project;
- the expected outcomes and benefits of the service/project for the Kāpiti Coast District.

Following are brief descriptions of the granting programmes:

### **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 Kapiti 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:

1. Building resilient, sustainable communities
2. Encouraging greater community participation
3. Improving the quality of life of the participants
4. Working in partnership with a range of community groups, including iwi.

### **Creative Communities Scheme (CCS)**

Council administers this programme in partnership with Creative New Zealand. Creative New Zealand intends that the principal aims of the 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 enable and encourage young people (under 18 years) to engage with and actively participate in the arts. Creative New Zealand provides the Scheme's annual funding to the Kapiti Coast District Council and the scheme criteria.

### **Districtwide Hall Facility Remissions**

This programme is to assist hall users whose event is benefiting the District as a whole rather than an individual community.

### **Heritage Fund Allocations**

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

### **Waste Levy Fund grants**

The objective of this programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical

on-the-ground waste minimisation projects which encourage community participation and long term action.

## **POWERS**

All powers necessary to perform the Committee's responsibilities except powers that the Council cannot delegate or has retained to itself.

## **MEETING FREQUENCY**

The meeting cycles for the granting programmes are as follows:

Creative Communities New Zealand	Twice yearly (April & August)
Community Grants	Annually (October)
Districtwide Hall Hire Remissions	Annually (Sept) or as required
Heritage Fund	Annually (February)
Waste Levy	Twice yearly (March & Dec)

## C.5 CAMPE ESTATE SUBCOMMITTEE

<b>Chair</b>	Mayor
<b>Members</b>	Paekākāriki-Raumati Ward Cr Sophie Handford The Chief Executive
<i>NB: 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</i>	

### RESPONSIBILITIES

This Subcommittee 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. The conditions are:

- That the Council uses the property and/or the income from it for charitable purposes which will benefit the people of Paekākāriki township;
- That the Council uses the property for the benefit of the youth of Paekākāriki.

The Subcommittee also administers the funds deriving from the interest of the Arthur Thomas Clarke Trust, for the benefit of the residents of the Paekākāriki residents. Decisions about allocations under the two funds are made concurrently.

### POWERS

All powers necessary to perform the Subcommittee's responsibilities.

### MEETING FREQUENCY

Twice-yearly, or whenever required in order to fulfil its responsibilities.

### QUORUM

The quorum is a majority of members.

## D. COMMUNITY BOARDS

### PAEKĀKĀRIKI

Chair	Holly Ewens
Deputy Chair	Tina Pope
Membership	Dan O'Connell, Jess Hortop, Cr Sophie Handford

### PARAPARAUMU/RAUMATI

Chair	Kathy Spiers
Deputy Chair	Guy Burns
Membership	Jonny Best, Grace Lindsay, Cr Bernie Randall, Cr Martin Halliday

### WAIKANAE

Chair	James Westbury
Deputy Chair	Richard Mansell
Membership	Tonchi Begovich, Michelle Lewis, Cr Jocelyn Prvanov

### ŌTAKI

Chair	Christine Papps
Deputy Chair	Marilyn Stevens
Membership	Shelly Warwick, Cameron Butler, Cr James Cootes

## RESPONSIBILITIES

The powers of a community board are prescribed in the Local Government Act. In addition the Council has made the following specific delegations:

- Authority to **listen, articulate, advise, advocate** and make recommendations to Council on any matter of interest or concern to the local community
- Assisting with local **civil defence** and **emergency management** activities
- Working with Council and the community to establish Local Outcome Statements
- **Providing a local perspective** on the levels of service as detailed in the LTP and on local expenditure, rate impacts and priorities
- Providing advice to Council and its Committees on any issue relating to the **sale of liquor** in the local area
- **Contributing local input** to any Council Strategy, Plan or Policy as required
- Approving criteria for, and disbursement of, **community-based grant funds** as approved through the LTP or Annual Plan
- Approving or rejecting applications by community groups to establish **community gardens**, in accordance with the licensing requirements under the Reserves Act 1977 and the Council's Mara Kai/Community Gardens policy

- Authority to approve or reject officer recommendations relating to **traffic control and signage matters** for existing local roads, except those matters that involve significant safety issues.
- Making recommendations to Council after reviewing existing, or considering new **draft Reserve Management Plans** for local public parks and reserves within its area, excluding Otara Park (as a park of Districtwide significance).
- Assisting 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
- Accepting or rejecting officer recommendations in respect of **names for local roads** (excluding the former State Highway) and any **reserves, structures and commemorative places**, in accordance with existing council policy;
- **Speaking but not voting at Council and Committee meetings** (the Chair may appoint a Board member to represent them). (Note: Consideration will be undertaken on a case-by-case basis by either Council and/or a Committee as to whether they resolve that a Community Board Chair or their representative stays in attendance for any public-excluded session of Council and/or a Committee.)
- **Developing any Community Board submission** on issues within its area;
- Setting priorities for and **expending an annual training and development budget** allocated by Council;
- Any other responsibilities as delegated by Council under under Section 52, Local Government Act 2002.

#### **FOR THE WAIKANAĒ COMMUNITY BOARD**

- Considering and making 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.

#### **FOR THE PĀEKĀKĀRIKI COMMUNITY BOARD**

- Considering and making recommendations to the Campe Estate Subcommittee on grant applications received seeking funding from the Campe Estate funding, and distribute the funds deriving from the Arthur Thomas Clarke Trust.

#### **POWERS**

All powers necessary to perform the Board's responsibilities except where the Board's responsibility is limited to making a recommendation only.

#### **MEETING FREQUENCY**

On a six-weekly basis or as required.

## **QUORUM**

Where the number of members (elected and appointed) is odd, the quorum is a majority of members.

Where the number of members (elected and appointed) is even, the quorum is half the members.

## **SECTION E – JOINT COMMITTEES (where Council is a member)**

### **SECTION E.1**

#### **WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION JOINT COMMITTEE**

Appointed member	Cr Jackie Elliott
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### **PARTNERSHIP FRAMEWORK**

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

### **CONSTITUTION**

- 3 All territorial authorities in the Wellington Region are signatories and stakeholders in the Wellington Region Waste Management and Minimisation Plan officially adopted in October 2011:
  - Kapiti 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
- 4 Each territorial authority in the region will be entitled to appoint one member to the Joint Committee.
- 5 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**

- 6 The Joint Committee will meet on an as required basis.
- 7 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.
- 8 Secretariat support for meetings will be provided by the host Council.

### **OBJECTIVE**

- 9 The role of the Joint Committee is to oversee the implementation of the Wellington Region Waste Management and Minimisation Plan 2011-2017 and its statutory review which is required not more than six years after the last review.

## **DELEGATED AUTHORITY**

- 10 The Joint Committee will have delegated responsibility and authority to carry out activities within its terms of reference including:
  - a. 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.
  - b. take 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.
  - c. monitor and review the management and implementation of the Plan.
  - d. 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.
  - e. 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.

## **SECTION E.2 WELLINGTON REGIONAL STRATEGY (WRS) JOINT COMMITTEE**

Appointed member	Mayor
Alternate	Cr Janet Holborow

### **OBJECTIVE**

- 1 The Wellington Regional Strategy (WRS) Committee is established to implement and develop the WRS, including overseeing the Wellington Regional Economic Development Agency (WREDA) to deliver tourism, events and business growth initiatives in the Wellington region.

### **SPECIFIC RESPONSIBILITIES**

- 2 The Committee's responsibilities include:
  - a. On behalf of the Council, and acting on behalf of all councils in the region:
    - i. To take responsibility for overall guidance and further development of the WRS. To provide regional leadership, engage and establish partnerships with key Government agencies and non-government agencies involved in economic development, acknowledging that constituent local authorities also have leadership roles within their cities and districts;
    - ii. To oversee and monitor the work of WREDA;
    - iii. To ensure the WRS continues to be relevant by reviewing economic trends, investigating opportunities for promoting economic growth through growing tourism, promoting major events, attracting and supporting businesses to grow and ensuring the region continues to prosper;
    - iv. To approve submissions to external organisations for matters pertaining directly to the committee's responsibilities;
    - v. To recommend a required funding proposal to Greater Wellington Regional Council to be consulted on annually, in the course of the Greater Wellington Regional Council's Annual Plan or Long Term Plan process which will include the proposed amount and allocation of a recommended targeted rate, to be collected by Greater Wellington Regional Council, to fund the existing and new economic development initiatives and the other initiatives outlined in the WRS.
  - b. b) On behalf of the shareholding councils of WREDA:
    - i. To receive and consider the half-yearly and annual reports of WREDA.
    - ii. To agree the annual Letter of Expectation to WREDA.
    - iii. To receive and consider WREDA's draft statement of intent (SOI) and provide agreed feedback.
    - iv. To receive, consider and agree WREDA's final SOI, and if necessary, require modifications to the statement of intent.
    - v. To provide recommendations to the shareholding councils regarding WREDA director appointments and/or removals and WREDA director remuneration.

## **OPERATING PRINCIPLES**

- 3 The Council has agreed that it will not act independently of the Committee, so that any committee recommendations that the Council is not prepared to accept will be referred back to the Committee for further consideration. The Council and the territorial authorities of the region intend to complete a Multiparty Agreement to record their agreement in regard to the future implementation, governance, and funding of the WRS by the Council. The regional Chief Executives of GWRC, WCC and the Chair of the Chief Executives' Forum will be the principal advisors to the Committee, after discussion with the wider Chief Executives' Forum.

## **MEMBERSHIP**

- 4 The membership of the WRS Committee will be 10 persons in total, appointed by the Council (from time to time) as follows:
  - a. One regional councillor.
  - b. Four members nominated by Wellington City Council.
  - c. One member nominated by each of Porirua City Council, Hutt City Council, Kapiti Coast District Council, and Upper Hutt City Council.
  - d. One member nominated by the three Wairarapa district councils.
- 5 The members may be replaced from time to time by the respective councils by providing written notice to the Greater Wellington Regional Council, confirming the amended nomination. The nominees must be elected members of the nominating council in order to be appointed by the Council.

## **CHAIRPERSON**

- 6 The appointment of the Chairperson and deputy is to be determined by the full Committee.

## **QUORUM**

- 7 The quorum shall be five members of the Committee, of which one must be the regional council member of the Committee, and one must be the Chairperson or Deputy Chairperson (once appointed). When the Committee is meeting to exercise the shareholding councils' responsibilities in terms of the WREDA Shareholders' Agreement (to determine agreed feedback on the draft SOI, to agree the final SOI or require that modifications be made to it) and to recommend director appointments/removals and director remuneration the quorum specified above shall include two Wellington City Council members of the Committee.

## **ALTERNATES**

- 8 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.
- 9 In the case of the Wellington City Council members appointed to the Committee, that Council may nominate a pool of up to four alternative members for appointment. In the event that a Wellington City Council member of the Committee is unavailable to attend a Committee meeting, any one

person from the pool of the Council's alternative members may attend and vote in their place.

- 10 Each of the other members is entitled to 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**

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

#### **TERM OF APPOINTMENT**

- 12 Each member shall be appointed by the Council as soon as possible after each local government triennial election, and for a term that expires on the date of the next local government triennial election.

#### **STANDING ORDERS**

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

##### *(a) Voting*

- 14 The acts of the Committee must be done and questions before the Committee must be decided at a meeting by vote. Each member of the Committee will have one equal vote and decisions will be made by simple majority.

##### *(b) Chairperson voting*

- 15 The Chairperson or other person presiding at a meeting:
  - i. has a deliberative vote; and
  - ii. in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).

#### **DELEGATIONS**

- 16 Each shareholding Council will delegate to its representative(s), and alternate(s) appointed to the Committee the responsibility and powers of the Council with regard to WREDA's draft and final statement of intent.

#### **DURATION OF THE COMMITTEE**

- 17 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.

### **SECTION E.3 REGIONAL TRANSPORT JOINT COMMITTEE**

Appointed member	Mayor
Alternate	Cr James Cootes

#### **PURPOSE**

1. 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.

#### **SPECIFIC RESPONSIBILITIES**

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

#### **MEMBERSHIP**

2. The membership set out below is consistent with the requirements of subsection (2) of section 105 of the Act:
  - o Two persons to represent the regional council
  - o One person from each territorial authority in the region to represent that territorial authority
  - o One person to represent the New Zealand Transport Agency
3. The Council may, in accordance with clause 31(3) schedule 7 of the Local Government Act 2002, appoint non-local government advisors to the Committee for the purpose of assisting the Committee in its decision making.

#### **VOTING ENTITLEMENT**

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

#### **ALTERNATES**

5. 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**

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

## **CHAIRPERSON**

7. Greater Wellington Regional Council must appoint from its representatives the chair and deputy chair of the Committee. (Section 105 (6) of the Land Transport Management Act 2003). The Chair has a deliberative vote and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved). (Section 105 (7) of the Land Transport Management Act 2003)

## **REMUNERATION**

8. 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.

## **SECTION E.4 WELLINGTON REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

Appointed member	Mayor
Alternate	

The Wellington Region CDEM Group has the status of a Civil Defence Emergency Management Group under the Civil Defence Emergency Management Act 2002. It is a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

### **MEMBERS**

1. Each of the following local authorities is a member of the Wellington Region CDEM Group:
  - Carterton District Council
  - Greater Wellington Regional Council
  - Kapiti Coast District Council
  - Hutt City Council
  - Masterton District Council
  - Porirua City Council
  - South Wairarapa District Council
  - Upper Hutt City Council
  - Wellington City Council

### **FUNCTIONS, DUTIES AND POWERS**

2. The functions, duties and powers of the CDEM Group are those that are set out for a Civil Defence Emergency Management Group in the Civil Defence Emergency Management Act 2002.

### **OBJECTIVES OF THE CDEM GROUP**

3. To assist the CDEM Group to meet the requirements of the Act, the Group adopts the following objectives:
4. To ensure that hazards (as defined in the Act) and the consequential risks are identified and assessed
5. 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)
6. To facilitate effective and efficient emergency management through partnership and co-ordination amongst the organisations represented on the Co-ordinating Executive Group
7. To promote appropriate mitigation of the risks.

### **REPRESENTATIVES**

8. Each Member 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.
9. An alternate representative must be an elected person from that local authority under section 13(4) of the Act.
10. 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 Member that appointed the representative being discharged.

### **REMUNERATION**

11. Each Member 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.

### **MEETINGS**

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

### **QUORUM**

13. The quorum shall consist of five (5) members.

## SECTION E.5 WELLINGTON REGIONAL LEADERSHIP COMMITTEE

Appointed member	Mayor
Alternate	Cr Janet Holborow

### PURPOSE

To take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery - where a collective voice and collective planning and action is required.

### SPECIFIC RESPONSIBILITIES

Wellington Regional Growth Framework  
Regional Economic Development  
Regional Economic Recovery

### 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 Inc (Ngāti Toa Rangatira)
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui)
- a person nominated by Rangitāne O Wairarapa Inc (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 Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai)
- a person nominated by Muaūpoko Tribal Authority Inc (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).

### VOTING

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.

## **REMUNERATION**

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..

## **DURATION OF THE JOINT COMMITTEE**

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

## SECTION E.6 WELLINGTON REGION CLIMATE CHANGE FORUM

Appointed member	Mayor K. Gurunathan
Appointed member	Cr Handford

### PURPOSE

1. To provide a platform to facilitate alignment and recommend actions to address climate change mitigation and adaptation for the Wellington Region's councils and mana whenua.
2. To provide a forum through which the Wellington Region's councils and mana whenua can network, learn, discuss issues, and share climate change-related information.
3. Identify and promote regional and local initiatives to address climate change issues with and for:
  - a. Māori and mana whenua
  - b. The wider community.
4. Provide a collaborative forum for the Wellington Region's councils and mana whenua to network, discuss issues, and share information.
5. Provide a regional forum for dialogue with stakeholders.
6. Consider strategies, plans, research and initiatives being implemented or developed by councils within the Wellington Region and (where appropriate) recommend how to align these activities to achieve greater consistency and impact.
7. Recommend options to utilise the full range of skills and capabilities available in the Wellington Region's councils, and amongst other organisations, to address the economic, social, environmental and cultural opportunities and consequences related to climate change.
8. Recommend joint projects, initiatives, and campaigns that impact on, or actively involve, more than one council (e.g. by sharing capacity, funding, or governance through a joint steering committee).
9. Enable the development of regional recommendations, consistent with the Forum's purposes, which could be considered and adopted by each council individually (within a timeframe that meets each council's needs).
10. Act as a reference group to recommend to councils consistent, integrated and coherent messaging for climate change-related outreach and awareness-raising activities by those councils, including the development and dissemination of joint communications by councils to the public.
11. Provide a platform for joint advocacy and leadership – enabling the Wellington Region's councils to speak with one voice when appropriate (e.g. preparing, for adoption by the councils, draft joint submissions on policy proposals).

### MEMBERSHIP

12. The Forum has up to 30 members as follows:
  - a. Up to 18 Councillor members, being two elected members appointed by each council in the Wellington Region
  - b. Up to 12 mana whenua members, being two members appointed by each iwi signatory to the Memorandum of Partnership (iwi authority).

13. At the first meeting of the Forum in each triennium, the Forum will appoint two Co-Chairs:

A Councillor Co-Chair appointed by the Councillor members

Another Co-Chair appointed by the mana whenua members.

14. The Co-Chairs will arrange amongst themselves who is the presiding chair of each meeting.

### **QUORUM**

15. Half the number of members, including one of the Co-Chairs (once appointed).

### **VOTING**

16. The Forum will seek to make decisions by consensus. Where a consensus cannot be reached, decisions are made by majority vote.

17. Each member has full speaking and voting rights. No proxy votes are allowed.

18. The Forum is a collaborative group of representatives from each of the councils and iwi authorities in the Wellington Region. The Forum is not a subordinate decision making body of Council and is not a joint committee under the Local Government Act 2002. Any recommendation of the Forum is for consideration by each council.

### **MEETINGS**

19. The Forum meets at least quarterly, and more often as agreed by the members.

### **REMUNERATION**

20. The expenses of the Councillor members shall be met by the council they represent.

## SECTION F – APPOINTMENTS TO EXTERNAL ORGANISATIONS

No	Organisation/body	Appointees
1	Te Whakaminenga o Kāpiti	The Mayor and Cr Cootes
2	Kapiti Coast Youth Council	Cr Handford
3	Kapiti Coast Older Persons' Council	Cr Buswell and Cr Halliday
4	Wellington Regional Strategy Joint Committee	The Mayor and Cr Holborow, as alternate to the Mayor
5	Wellington Regional Transport Joint Committee	The Mayor and Cr Cootes, as alternate to the Mayor
6	Wellington Region Climate Change Forum	The Mayor and Cr Handford
7	Wellington Region Civil Defence Emergency Management Group	The Mayor
8	Wellington Regional Leadership Committee	The Mayor and Cr Holborow, as alternate to the Mayor
9	Friends of the Ōtaki River	Cr Buswell
10	Friends of the Waikanae River	Cr Prvanov
11	Pharazyn Reserve Focus Group	Vacancy following resignation, and vacancy following resignation as alternate
12	Kapiti Ecological Restoration Maintenance Trust	Cr Prvanov
13	Kapiti Coast Aircraft Noise Community Liaison Group	Jonny Best appointed by Paraparaumu-Raumati Community Board, and Kathy Spiers as alternate
14	Wellington Regional Waste Forum	Cr Elliott
15	Waste Minimisation Task Force	Cr Elliott
16	Wellington Region Waste Management and Minimisation Joint Committee	Cr Elliott
17	Road Safety Advisory Group	Cr Randall and Cr Cootes
18	Kapiti Accessibility Advisory Group	Cr Holborow

19	Kapiti Cycleway, Walkway and Bridleway Advisory Group	Cr Buswell and Cr Prvanov
20	Mahara Gallery Trust	Cr Holborow
21	Mahara Gallery Upgrade Project Steering Group	Cr Holborow
22	The Public Art Panel	Cr Holborow
23	LGNZ Policy Advisory Group	Cr Holborow
24	Paraparaumu College Community Sports Hall Committee	Cr Halliday and Cr Randall