

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

Date: Wednesday 10 February 2021
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council

OPEN AGENDA

MEMBERSHIP

Mayor	Mr Bernie Wanden	
Deputy Mayor	Mrs Jo Mason	
Councillors	Mr David Allan	
	Mr Wayne Bishop	
	Mr Ross Brannigan	
	Mr Todd Isaacs	
	Mr Sam Jennings	
	Mrs Victoria Kaye-Simmons	
	Mr Robert Ketu	
	Mrs Christine Mitchell	
	Ms Piri-Hira Tukapua	(on Parental Leave)
Reporting Officer	Mr David Clapperton	(Chief Executive)
Meeting Secretary	Mrs Karen Corkill	

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

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1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day of the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

See over the page for further information on Public Participation.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting Minutes Council - 9 December 2020

5.2 Meeting Minutes Council - 17 December 2020

6 Announcements

Foxton Community Board Update

There will be the regular update from the Foxton Community Board.

Public Participation (further information):

The ability to speak at Council and Community Board meetings provides the opportunity for members of the public to express their opinions/views to Elected Members as they relate to the agenda item to be considered by the meeting.

Speakers may (within the time allotted and through the Chairperson) ask Elected Members questions as they relate to the agenda item to be considered by the meeting, however that right does not naturally extend to question Council Officers or to take the opportunity to address the public audience be that in the gallery itself or via the livestreaming. Council Officers are available to offer advice to and answer questions from Elected Members when the meeting is formally considering the agenda item i.e. on completion of Public Participation.

Meeting protocols

1. All speakers shall address the Chair and Elected Members, not other members of the public be that in the gallery itself or via livestreaming.
2. A meeting is not a forum for complaints about Council staff or Council contractors. Those issues should be addressed direct to the CEO and not at a Council, Community Board or Committee meeting.
3. Elected members may address the speaker with questions or for clarification on an item, but when the topic is discussed Members shall address the Chair.
4. All persons present must show respect and courtesy to those who are speaking and not interrupt nor speak out of turn.
5. Any person asked more than once to be quiet will be asked to leave the meeting.

Proceedings of the Foxton Community Board 30 November 2020

File No.: 21/13

1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 30 November 2020.

2. Recommendation

- 2.1 That Report 21/13 Proceedings of the Foxton Community Board 30 November 2020 be received.
- 2.2 That the Horowhenua District Council receives the minutes of the Foxton Community Board meeting held on 30 November 2020.
- 2.3 That the Horowhenua District Council agrees to investigate and action the removal of the Foxton Overhead Trolley Bus lines.
- 2.4 That the Horowhenua District Council agrees to proceed with the repair of the Manawatu (Foxton) Wharf, and agrees to fund 50% of the project's finished costs from the Foxton Beach Freeholding Account.

3. Issues for Consideration

The following items considered by the Foxton Community Board meeting held on the 30 November 2020 will require further consideration by the Horowhenua District Council.

Foxton Overhead Trolley Bus Lines

The Foxton Community Board received a request from the Foxton Futures Governance Board seeking the Horowhenua District Council to agree to investigate and action the removal of the trolley bus lines due to the safety concerns raised by the site team.

Manawatu (Foxton) Wharf

The Foxton Community Board received an update on the current state of the Foxton Wharf and was advised that the Horowhenua District Council (Council) was ready to proceed with the Foxton Wharf project. The Council has been working with the interested parties including the Department of Conservation, Horizons Regional Council and the Manawatū Marine Boating Club (MMBC), and requested the Foxton Community Board's support for the use of the Foxton Beach Freeholding Account to fund 50% of the total project costs.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Chloe Marheine Executive Assistant	
Approved by	David Clapperton Chief Executive	

Foxton Community Board

OPEN MINUTES

Minutes of a meeting of the Foxton Community Board held in the Stuart Ellwood Room at Te Awahou Nieuwe Stroom, 92 Main Street, Foxton, on Monday 30 November 2020 at 6.00 pm.

PRESENT

Chairperson Mr D J Roache
Deputy Chairperson Ms P R Metcalf
Members Cr D A Allan
Cr R J Brannigan
Mr T J Chambers
Mr J F Girling
Ms N J Newland

IN ATTENDANCE

Reporting Officer Mr D M Clapperton (Chief Executive)
Ms C H Marheine (Meeting Secretary)

ALSO IN ATTENDANCE

Mayor B Wanden

MEDIA IN ATTENDANCE

Ms Rachel Moore (Stuff)

PUBLIC IN ATTENDANCE

There were ten members of public in attendance at the commencement of the meeting.

1 Apologies

There were no apologies.

2 Public Participation

Christina Paton 6.1 Chairperson's Report

Mrs Paton sought clarification on the name of the report due to the report being approved by the CEO, David Clapperton, and authored by a Council officer. Mr Roache advised that he works with Council officers to identify items for the Chairperson's report. Mrs Paton raised the recent publicity

around the Foxton Pools and the public survey and questioned why there would be a closed briefing following the FCB meeting.

Bill Huzziff 6.1 Chairperson's Report – Item 3.3 Foxton East Drainage Scheme

Mr Huzziff raised his concerns around the plan proposed by the experts employed by Horizons Regional Council and Horowhenua District Council and identified his perceived faults including increase to costs, effects on Whirokino farms and the proposed pumping system.

3 Late Items

There were no late items.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Ms Metcalf, seconded Mr Girling:

THAT the minutes of the meeting of the Foxton Community Board held on Monday, 28 September 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

Mr Roache noted there would be a closed briefing for the Foxton Community Board following the meeting to discuss the Foxton Pool and the Foxton Beach foreshore improvement works

7 Reports

6.1 Chairperson's Report to 30 November 2020

Purpose

To present to the Foxton Community Board matters relating to the Foxton Community Board area.

MOVED by Cr Allan, seconded Ms Metcalf:

THAT Report 20/486 Chairperson's Report to 30 November 2020 be received.

THAT these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

3.1 Foxton Futures

Mr Clapperton spoke about the overhead trolley bus lines and clarified the request for the removal raised by the Foxton Futures Governance Board. Mr Clapperton acknowledged there has been ongoing investigation into the safety of the overhead trolley lines and discussion with the owners around making the overhead lines safe or removing them.

Mr Roache noted he was initially in support for the reinstatement of the overhead trolley bus lines and Mr Littles' vision, but with the lack of maintenance and response to the safety concerns raised by the community he supports Council taking action to have the trolley bus lines relocated or removed.

MOVED by Mr Roache, seconded Cr Brannigan:

THAT the Foxton Community Board agrees to request for Horowhenua District Council to investigate and action the removal of the Foxton trolley bus lines.

CARRIED

3.2 Manawatu (Foxton) Wharf

There was general discussion about the wharf and the Community Board agreed the repairs needed to be undertaken quickly to prevent further deterioration.

Cr Allan raised his concerns around using the LTP to fund part of the estimated project cost of \$350k, although he agreed with the concept that this would need to be bought to Council through the LTP process. Cr Allan was committed to the idea and supportive of using the Foxton Beach Freeholding account to fund 50% of the finished cost of the project.

Cr. Brannigan confirmed the discussions with the Manawatu Marine Boating Club (MMBC) went well and noted it was good to see that the MMBC were working with Council and had agreed to contribute some co-funding towards the project. Cr. Brannigan was also supportive of using the Foxton Beach Freeholding account funds towards the wharf project.

MOVED by Mr Roache, seconded Ms Metcalf:

THAT the Foxton Community Board supports the Horowhenua District Council proceeding with the repair of the Manawatu (Foxton) Wharf, and agrees to fund 50% of the project's finished costs from the Foxton Beach Freeholding Account.

CARRIED

3.3 Foxton East Drainage Scheme

Mr Roache raised his concerns about the costs provided to the Foxton East Drainage Scheme Liaison Group members on 12 November 2020, and the affordability to rate payers. Mr Roache advised he had written to Ramon Strong and sent multiple emails to Horizons Regional Council requesting a meeting.

Cr Brannigan provided clarification that the Ratepayer contribution had not changed from the initial proposal.

Mr Roache noted the Foxton East Drainage Scheme had not been added to the Monitoring report as requested at the meeting on 28 September 2020, and asked for this item to be added to the Monitoring report going forward.

3.4 Meeting and Workshop schedule 2021

The Community Board discussed the proposed meeting and workshop schedule for 2021 and supported the adoption of the schedule, noting that if further meetings were required an extraordinary meeting could be called as per Standing Orders.

MOVED by Mr Roache, seconded Mr Girling:

THAT the Foxton Community Board adopts the 2021 meeting and workshop schedule.

CARRIED

3.5 Project Updates

Mr Roache noted the project updates were for information only, and the information relating to Foxton and Foxton Beach was duplicated from the most recent FAR Committee reports.

3.8 Foxton Beach Progressive Association – Chairperson’s Report

Mr Melton stated he would take the FBPA Chairperson’s report as read. Mr Melton advised the focus for the FBPA had been to finalise the Foxton Beach (FB) Community plan for adoption at the next Council meeting on 9 December 2020, as well as incorporating the FB Community Plan priorities in to the FBPA LTP submission.

Mr Melton also provided an update on the CCTV project, Mr Melton advised there had been delays with securing equipment and it was unlikely the cameras would be installed at the beach before Christmas.

Cr Allan raised the Memorandum of Understanding (MoU) between the Foxton Community Board and the Foxton Beach Progressive Association Incorporated, and asked if the MoU needed to be updated to formalise the meetings between representatives from FCB and FBPA.

There was further discussion around the MoU and Cr Brannigan supported the need for a more formal process to ensure the updates from the meetings between FCB and FBPA representatives were captured at the FCB meetings through the Chairperson’s report. Mr Girling noted a considerable amount had been achieved through informal communication.

Cr Allan proposed a motion:

MOVED by Cr Allan, seconded Cr Brannigan:

THAT representatives from the Foxton Community Board and the Foxton Beach Progressive Association meet between each meeting of the Foxton Community Board, and further

THAT updates of the meeting be included in the Foxton Community Board Chairperson’s report.

CARRIED UNANIMOUSLY

6.2 **Monitoring Report to 30 November 2020**

Purpose

To present to Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Community Board.

MOVED by Mr Roache, seconded Mr Girling:

THAT Report 20/487 Monitoring Report to 30 November 2020 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Page 18 Victoria Park Proposal

Cr Brannigan noted the discussions to date between NZMCA and the Foxton Racing club had been very positive.

Page 19 19/150 Proposal for new carpark near Pump Track at Holben reserve

There was discussion around the need to keep this item on the Monitoring Report as this had been included in the overall Holben Reserve Development concept plan.

19/162 Holben Reserve Wetland

Ms Metcalf noted the positive news of the Holben Reserve receiving a Green Flag award. Mr Clapperton confirmed the Horowhenua District had been awarded three of the twenty four Green flag awards across New Zealand for 2020, Holben Reserve being one of two first time winners.

Page 20 19/456 Review of Foxton Beach Freeholding Account Policy and Strategy and FCB delegations

Mr Roache asked why the Review of the Foxton Beach Freeholding Account Policy and Strategy had not been finalised. FCB and FBPA workshopped the Policy and Strategy in August and finalised the wording.

The Community Board understood that professional advice was awaited to provide strategic direction and the current focus for Council was the wider LTP process, but could this direction not be provided following the sign off on the updated Policy and Strategy.

Mr Clapperton acknowledged Mr Roache's points and reiterated that Council officers would look to finalise the work on the Policy and Strategy in February 2021.

7.01pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FOXTON COMMUNITY
BOARD HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Community Funding and Recognition Committee 27 January 2021

File No.: 21/14

1. Purpose

To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 27 January 2021.

2. Recommendation

- 2.1 That Report 21/14 Proceedings of the Community Funding and Recognition Committee 27 January 2021 be received.
- 2.2 That the Council receives the minutes of the Community Funding and Recognition Committee meeting held on 27 January 2021.
- 2.3 That this matter of decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.4 That the Horowhenua District Council ratifies the following Round 3 2020/2021 allocations:

Community Support Grants

<i>Horowhenua Kamarurung Trust</i>	\$2,535.00
<i>Ohau Hall Society</i>	\$2,000.00
<i>Heritage Horowhenua Charitable Trust</i>	\$3,500.00
<i>St Mary & Joseph Parish of Otaki and Levin</i>	\$1,500.00
<i>Horowhenua Crime Prevention Camera Trust</i>	\$3,000.00
<i>Lions Club of Foxton Incorporated</i>	\$1,150.00
Total	\$13,685.00

3. Issues for Consideration

The following items considered by the Community Funding and Recognition Committee meeting held on the 27 January 2021 will require further consideration by the Horowhenua District Council. Ratification of the Round 3 2020/2021 allocations is now sought.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Neil Hirini Community Development Advisor	
Approved by	Cathryn Pollock Community & Social Development Manager	

Community Funding and Recognition Committee

OPEN MINUTES

Minutes of a meeting of Community Funding and Recognition Committee held in the Tararua Room, 126-148 Oxford St, Levin, on Wednesday 27 January 2021 at 2.00 pm.

PRESENT

Chairperson Cr David Allan
Members Cr T N Isaacs
Cr S J R Jennings
Mayor B P Wanden
Reporting Officer Mr Neil Hirini (Community Development Advisor)

1 Chairperson Appointment

MOVED by Cr Jennings, Seconded by Cr Isaacs

THAT Cr Allan be appointed chairperson for this meeting.

CARRIED

2 Apologies

Apologies were received for Cr Tukapua and Cr Ketu.

MOVED by Cr Jennings, Seconded by Cr Isaacs

THAT apologies be accepted.

CARRIED

3 Declarations of Interest

Declarations of interest were received from:

- Cr Todd Isaacs - Horowhenua Crime Prevention Camera Trust

4 Confirmation of Minutes

MOVED by Cr Allan, Seconded by Cr Isaacs

That the Open minutes of the meetings of the Community Funding and Recognition Committee held on 24 November 2020, be confirmed as a true and correct record.

CARRIED

5 Announcements

There were no announcements

6 Report / Recommendations

6.1 Community Funding and Recognition Committee Round 3 2020/2021 Grants Allocation

Purpose

To present the Round 3 2020 / 2021 grant applications and Officer recommendations to the Community Funding & Recognition Committee for consideration. Grant applications are being considered from the following grant funds:

- Community Support Grant.

MOVED by Cr Jennings, Seconded Mayor Wanden

THAT Report 21/4 Community Funding and Recognition Committee Round 3 2020/2021 Grant Allocation be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

THAT the Community Funding & Recognition Committee recommends that the Horowhenua District Council ratifies the Round 3 2020/2021 Grant Allocations as follows:

Community Support Grants

<i>Horowhenua Kamarurung Trust</i>	<i>\$2,535.00</i>
<i>Ohau Hall Society</i>	<i>\$2,000.00</i>
<i>Heritage Horowhenua Charitable Trust</i>	<i>\$3,500.00</i>
<i>St Mary & Joseph Parish of Otaki and Levin</i>	<i>\$1,500.00</i>
<i>Horowhenua Crime Prevention Camera Trust</i>	<i>\$3,000.00</i>
<i>Lions Club of Foxton Incorporated</i>	<i>\$1,150.00</i>
Total	\$13,685.00

CARRIED

3.00 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF COMMUNITY FUNDING AND
RECOGNITION COMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Finance, Audit & Risk Committee 27 January 2021

File No.: 21/28

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 27 January 2021.

2. Recommendation

- 2.1 That Report 21/28 Proceedings of the Finance, Audit & Risk Committee 27 January 2021 be received.
- 2.2 That the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 27 January 2021.

3. Issues for Consideration

There are no items considered by the Finance, Audit & Risk Committee that require further consideration by Council.

Attachments


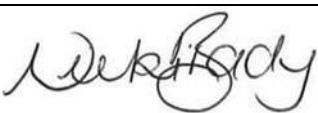
There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Doug Law Chief Financial Officer	
Approved by	Nicki Brady Deputy Chief Executive	

Finance, Audit & Risk Committee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Committee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 27 January 2021 at 4.00 pm.

PRESENT

Chairperson	Mr P Jones
Deputy Chairperson	Mrs C B Mitchell
Members	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr B J Jackson
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mrs J F G Mason
	Mayor B P Wanden

IN ATTENDANCE

Mr D Law	(Chief Financial Officer)
Mr D M Clapperton	(Chief Executive)
Mrs J Straker	(Chief Financial Officer)
Mr B Maguire	(Group Manager – Infrastructure Development)
Mr K Peel	(Group Manager – Infrastructure Operations)
Mr D McCorkindale	(Group Manager – Customer and Strategy)
Mrs L Slade	(Group Manager – People and Culture)
Mr B Harvey	(Community Facilities & Events Manager)
Mr J Paulin	(Financial Accountant)
Mr S Magi	(Information Services Manager)
Mrs T Glavas	(Health & Safety Advisor)
Mrs K J Corkill	(Meeting Secretary)

MEDIA IN ATTENDANCE

Mr P Williams	(“Chronicle”)
Ms V Harrod	

PUBLIC IN ATTENDANCE

There were five members of the public in attendance at the commencement of the meeting, with four more joining the gallery at the early stage of the meeting.

1 Apologies

Apologies were recorded for Cr Ketu and also for Cr Tukapua (on Parental Leave).

MOVED by Cr Wanden, seconded Cr Allan:

That the apologies from Councillors Ketu and Tukapua be accepted.

CARRIED

2 Public Participation

7.3 Infrastructure Development – Activity Update

3.2 Crown Infrastructure Partners Enabling Infrastructure for Tara-Ika

Mr Charles Rudd reiterated points he had made to Council on two previous occasions in relation to the naming of the proposed development area and also raised an issue of concern in relation to groundwater from the development which he suggested could add to the contamination and pollution going into Lake Horowhenua.

Mrs Christina Paton recommended that Council include in the enabling infrastructure the requirement for universal water metering, compulsory roof water collections systems and a rates reduction for all dwellings and businesses that included composting toilets, saying that Tara-Ika was a wonderful opportunity to demonstrate that Council was thinking positively with regard to environmental welfare.

7.5 Six Month Report 1 July 2020 – 31 December 2020

Mr Olaf Eady queried two items in the Six Month Report, one being the Loss on Disposal of Assets and the other being the total amount of arrears showing in the Statement of Rates Debtors. With regard to the Loss on the Disposal of Assets, Mr Law said this related to the sale of a property in Roe Street to the Horowhenua NZ Trust. It was noted that the sale price was set by resolution of Council and, because of accounting standards, may have involved the transaction being concluded in the following financial year which could show as a technical loss on sale, but it may not necessarily have been a cash loss.

With regard to Rates Debtors, it was stressed Council was in a better position than it had been last year, and Council did take an active role in the recovery of all sundry debtors. HDC was part of MWLASS Debt Management Central, which pursued outstanding debt, particularly in the rates area using a range of options, including what was available through the Courts.

3 Late Items

There were no late items.

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Cr Allan, seconded Mr Jones:

THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 25 November 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.1 Health & Safety Report

Purpose

To provide an update to the Finance Audit and Risk (FAR) Committee on health and safety matters at Horowhenua District Council for the three-month period October to December 2020.

Health & Safety Advisor, Tanya Glavas, and Group Manager – People & Culture, Lisa Slade, joined the table to speak to the report, which was taken as read. Mrs Glavas said that the only update was there had been a review as to where Council sat as an organisation in terms of its preparedness for a pandemic, and what Council needed to keep operating had been kept up-to-date.

Mrs Glavas responded to queries with regard to:

- defibrillators. Council had four; one at the Council building, one at Te Takeretanga o Kura-hau-pō, one at the Aquatic Centre, and one was shared between Te Awahou Nieuwe Stroom and the Foxton Pool. Aquatic Centre staff were trained in their operation, and training had also been offered to other staff who were interested.
- the MWLASS SafePlus Audit. This was done every two years to check health and safety compliance.
- the level of near miss reporting. There were discussions currently being undertaken as to how to improve that part of the culture, with Mrs Glavas saying she would report back further on this in the next Health & Safety report.

MOVED by Cr Brannigan, seconded Mr Jackson:

THAT Report 20/584 Health & Safety Report be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.2 Community Facilities - Activity Update

Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects and activities being undertaken within Community Facilities which form part of the Communities, Partnerships and Business Group.

Speaking to the report, Community Facilities & Events Manager, Brent Harvey, said they were confident that the scheduled mid-February completion date for the Hydroslide work would be met.

MOVED by Cr Isaacs, seconded Cr Bishop:

THAT Report 20/562 Community Facilities - Activity Update be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.3 Infrastructure Development - Activity Update

Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects being undertaken by the Infrastructure Development Group.

Group Manager – Infrastructure Development, Brent Maguire, showed a 48 second video which gave an overview of five months' worth of work at the Manawatū River Loop, with work having commenced in mid-August and it was now a month away from the opening ceremony.

He noted that currently the renovation of the three Churches - Free Church of Tonga, the Samoan Methodist Church and the Congregational Church of Samoa, was being undertaken. This would be reported on further in the next activity update.

Mr Maguire then responded to queries in relation to:

- the Manawatū River Loop funding;
- the installation of larger three-waters pipes under the roundabout to cater for the new Tara-Ika residential area;
- where Council was at with the contingency for the Foxton project. This would be reported on;
- the working relationship with Horizons Regional Council in terms of the odour issue. The team was taking this issue seriously and would report back on how it could be done better in future.

MOVED by Cr Brannigan, seconded Cr Allan:

THAT Report 20/496 Infrastructure Development - Activity Update be received.

THAT these matters or decisions are recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.4 Infrastructure Operations - Activity Update

Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects being undertaken by the Infrastructure Operations Group.

With the report taken as read, Kevin Peel, Group Manager – Infrastructure Operations, spoke to the report and responded to queries.

Appreciation was expressed at the very good recommendations included in the Roothing – Post Project Review, and it was queried how these would be captured so they were not lost. Mr Peel said they would be discussed with the teams on how to put them into practice to ensure a better standard in terms of operating procedures. With regard to the recommendation to consider complete road closures, this would be considered as often as possible as it was safer for traffic, the general public and workers. It was suggested that it would be helpful for the community to understand that the shorter length of time to complete construction could offset the disruption and translate into cost savings, although it was noted there could be an impact on some people who may have to travel further during construction. So the process was clear and transparent, the Chair suggested some criteria would be helpful as having the process available for scrutiny prior to work being undertaken would be useful.

With regard to the colours in the Zero Harm graph, Mr Peel said these had been developed by the Downer counterparts in the Alliance. It was suggested that an explanation of the colour coding would add extra value to the report, as would an explanation of any abbreviations.

MOVED by Mr Jackson, seconded Deputy Mayor Mason:

THAT Report 20/564 Infrastructure Operations - Activity Update be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.5 Six Month Report 1 July 2020 - 31 December 2020

Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the six months to 31 December 2020.

Responding to a query in relation how the extra operational grants were dealt with in Council's books, Mr Law said some of the costs would be operational in nature and some would be capital. Reporting on this had been discussed and it was proposed to cover this in future reports.

MOVED by Mayor Wanden, seconded Cr Brannigan:

THAT Report 20/566 Six Month Report 1 July 2020 - 31 December 2020 be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.6 Treasury Report

Purpose

To present to the Finance, Audit & Risk (FAR) Committee the Bancorp Treasury Report for the December 2020 quarter.

In terms of interest rates, Mr Law noted that Council was actually showing a surplus from derivatives which would suggest that the market was starting to go up. Council had managed to reduce its cost of funds by a couple of basis points when refinancing short term loans.

The 3 Waters reforms and how that should be factored in to Council's borrowing was raised and the Chair said that was worthy of discussion as the reforms were going to happen, but the information around the actual transfer of assets and liabilities was somewhat vague with huge uncertainty as to the detail.

Mr Clapperton agreed that while clear direction would not come through until the 2024-25 year, the decisions Council made today needed to take into account the proposed 3 Waters reforms.

MOVED by Cr Bishop, seconded Cr Jennings:

THAT Report 20/567 Treasury Report be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.7 FAR Committee - Actions

Purpose

To report back to the Finance, Audit & Risk Committee on requested actions.

20/291 Monitoring Report – Audit Recommendations

Mr Law noted there were a number of items on that report that had been

resolved but sign off had not yet been received from Audit. This was being pursued so it could be brought back to Council.

Council had also been endeavouring to get sign off on the Internal Audit and this should be available to bring to the next FAR Committee meeting.

The Chair also noted that he had had discussions with the Deputy Chief Executive in relation to the entire work programme for the FAR Committee for each month, including the Internal Audit work programme. It was proposed to bring this to the February FAR Committee meeting.

Mr Jones also noted he had emailed the Audit Director in relation to the awaited information, but had not received a response. He would follow up with a further email.

MOVED by Mr Jones, seconded Deputy Mayor Mason:

THAT Report 20/568 FAR Committee - Actions be received.

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

5.18 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FINANCE, AUDIT & RISK
COMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

Mayoral Report - 8 December 2020 / 10 February 2021

File No.: 20/573

1. Purpose

For His Worship the Mayor to report to Council on the community events and Council-related meetings attended

AND FURTHER

To provide Councillors the opportunity to give a brief verbal update on conference/forums attended, or the activities of those organisations/groups for which they are a Council representative.

2. Recommendation

- 2.1 That Report 20/573 Mayoral Report - 8 December 2020 / 10 February 2021 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Mayoral Report – 8 December 2020 / 10 February 2021 Meetings and Events

Meetings, events and functions that I attended in December, January and early February were:

December

Te Takeretanga o Kura-hau-pō Volunteers Thank You Morning Tea
Helen Graham Scholarship Meeting
Food Bank Christmas Breakfast
Council Briefing
HLC Graduation
Horowhenua Developers Forum
Council Briefing
Extraordinary Council Meeting
Office of the Auditor General Meeting along with the Chief Executive
HDC Staff Awards and Refreshments
Shannon Country Christmas Carnival

January

Phoenix Service and Social Club
Council Briefing – Long Term Plan
Provincial Growth Unit – Free Church of Tonga site visit
AP&I Show – luncheon and official welcome
Community Funding & Recognition Committee Meeting
Finance, Audit & Risk Meeting

February

Waitangi Day Celebrations at Muaūpoko Park
Weraroa Cricket Club Centenary

Attachments


There are no attachments for this report.


Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Bernie Wanden Mayor	
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Approved by	Bernie Wanden Mayor	
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Monitoring Report to 10 February 2021

File No.: 20/574

1. Purpose

To present to Council the updated monitoring report covering actions arising from resolutions from previous Council meetings and also requested Officer actions.

2. Recommendation

- 2.1 That Report 20/574 Monitoring Report to 10 February 2021 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Attachments



No.	Title	Page
A	Horowhenua District Council Monitoring Report	30

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

MONITORING – Substantive Council Resolutions						
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Progress Status	Officer Comment
19/199	12 June 2019	Proceedings of the Foxton Community Board 27 May 2019	<i>THAT as recommended by the Foxton Community Board, the Horowhenua District Council supports the development of a detailed design for a wetland at Holben Reserve and requests officers to progress to a detailed design through an RFP process.</i>	A Nelson	Ongoing Feb 2021	An initial concept design was presented at the Foxton Community Board meeting of 20 April 2020. An initial consultation has developed a detailed concept plan that is being refined by a second round of consultation likely to be completed by October 2020. Initial application made to the Freshwater Investment Fund (FIF) by Henley Hutchings on behalf of Council was unsuccessful, however Officers are entering a stand-alone bid to the current round of funding
20/489	11 Nov 2020	Levin Adventure Park	<i>THAT the Horowhenua District Council seeks agreement from the Crown to the assignment of the lease for the Levin Adventure Park, on the proposed terms and conditions, from the Levin Adventure Park Trust to the Horowhenua District Council.</i>	Arthur Nelson	In progress	Officers have followed up with an initial note to confirm Council has resolved to take over the lease subject to agreement from the Crown and have followed up on several occasions, however no decision yet notified by LINZ.
20/543	9 Dec 2021	Long Term Plan 2021-2041: Inclusion of funding for the development of	<i>THAT the Horowhenua District Council resolves:</i> <i>(i) to include the Community Plan programme in the</i>	David McCorkindale / Ashley Huria	Complete	Officers have included the Community Plan programme in the draft LTP budgets.

MONITORING – Substantive Council Resolutions						
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Progress Status	Officer Comment
		Community Plans	<i>draft Long Term Plan 2021-41 budget for consultation at the rate of one plan developed per year; (ii) to complete the Community Plans for Mangaore and Shannon by December 2021.</i>		In progress	Officers are starting the discussions around development of the Community Plan for Mangaore and Shannon.
20/579	17 Dec 2021	Douglas Street Former Plantation Reserve Land	<i>THAT in relation to the Douglas Street Former Plantation Reserve Land, the Horowhenua District Council resolves to instruct Officers to consider options for the potential disposal of the land subject to further legal clarification.</i>	Arthur Nelson		Officers are in the process of seeking legal advice following the initial report. A second report to update the position will be brought back to Council in March/April 2021.

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
20/405	23/09/20	Three Waters Service Delivery Reforms/Stimulus	Criteria to be defined for the allocation of funding under the Resource	David Clapperton			Response awaited from DIA prior to defining criteria for the allocation of funding.

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
20/469	09/12/20	Programme	Matauranga Māori project. The opportunity to support the overall resilience of marae to also be captured.				
		CE's Report – 3.2 <u>Growth Dashboard</u>	Provision of data on the following to be explored: <ul style="list-style-type: none"> • build-ready lots • infrastructure (wastewater/water supply) capacity • housing affordability 	David McCorkindale		In progress	Officers are currently working through what data is available and can be readily reported. Officers are also exploring the potential crossovers between the data elected members are interested in and the Housing and Business Development Capacity Assessment reports that the Tier 1 and 2 Growth Councils are required to provide under the NPS Urban Development. Although Horowhenua District Council is not required to prepare such a report, there could be several advantages to doing so especially when dealing with Government agencies. Officers will seek to confirm the format and data to be reported with Elected

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
		3.3 <u>Lincoln Place</u>					members before preparing a report.
			Draft Plan to be presented to Council.	David Clapperton			To be scheduled.

Chief Executive's Report to 10 February 2021

File No.: 21/35

1. Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

2. Recommendation

- 2.1 That Report 21/35 Chief Executive's Report to 10 February 2021 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council contributes the sum of \$..... to the Ford Ranger NZ Rural Games 2021.

3. Chief Executive Updates

3.1 Ford Ranger NZ Rural Games 2021 – 12-14 March, Palmerston North Square

Following on from the presentation by the NZ Rural Games Trust Chair, Margaret Kouvelis, and James Stewart at the 9 December 2020 Council meeting, approval is now sought from Council to contribute to the event. Funding of \$140,000 is being sought from local government across the region, with PNCC and MDC contributing 75%, a significant contribution is being sought from Regional Council, and \$5,000 (approximately) from the other councils in the region.

The opportunities for the Horowhenua to be showcased are set out in the **attached** communication and a decision is now sought from Council as to whether financial support should be provided and, if so, how much would be appropriate.

3.2 Te Oranga o te Awa - Manawatū River Improvement Festival, River Loop Reserve Reopening on Saturday 27 February 2021 from 10.00 am – 3.00 pm

There will be something for everyone, both off and on the water. Council encourages bringing the family down for a day of live bands, food, exhibitions, games, kapa haka and waiata from local schools, plus; games, water sports and an historic boat convoy. There will be a wood carving exhibition, and a sculpture and photography exhibition. The event is free to attend; however, jetski rides, horse-drawn tram rides and windmill tours are fee-paying activities. Community groups will be fundraising at the event, and food trucks will be operating.

The first water quality testing result is good. However, further tests will be carried out to back up the result before it is publically released.

A full programme of events will be published a fortnight before the event.

3.3 Consenting Activity

Planning and Building consent activity levels are currently very high. The Consent Planning team has 73 resource consents on the team's processing dashboard, typically there are about 40-50 being processed at one time. The Building team have 76 consents on their current dashboard when this usually sits around 55 consents. The high consent levels are a reflection of the heightened levels of development activity across the district, which have also been compounded by the pre-Christmas rush to lodge applications before Christmas.

The new year has also started strongly with 46 building consents lodged in January, this is the highest number lodged in the month of January going back as far as 2014/15.

The pressure of meeting the statutory timeframes for the high volume of planning consents is exacerbated by the ongoing recruitment for two Resource Consent Planners, as the team try to fill the current vacancies.

3.4 **Poolsafe 2021**

The Poolsafe Quality Management Scheme (Poolsafe) is an independent assessment of public pools to ensure that their operations and facilities are safe.

There are currently 214 public pools in New Zealand and over 140 of those, including Horowhenua District Council are members of the Poolsafe scheme.

Poolsafe is an industry led, voluntary management system designed by the industry for the industry. It enables peer to peer assessment and moderates the delivery of public aquatic facilities services, with the direct intent to limit serious harm to their communities. Aquatic Facilities are assessed against a set of minimum standards to provide:

- An environment that enables a safe and enjoyable experience
- Trained staff
- A well maintained facility and equipment
- Clean and comfortable water
- Good management practices

It is a pleasure to report that confirmation has been received that both Levin and Foxton Aquatic centres passed Poolsafe.

3.5 **New Zealand Libraries Partnership Programme**

The New Zealand Libraries Partnership is an initiative established through the New Zealand Government's COVID-19 Response and Recovery Fund and led by the National Library that supports librarians and library services to be retained in New Zealand libraries to support community recovery.

The New Zealand Libraries Partnership secondment programme provides for upskilling people in librarian roles and for specialist librarians to support community recovery and bolster reading, digital literacy and learning activity.

Horowhenua District Council has secured \$347k from the initiative to support programme delivery in Horowhenua. The key programme focuses will be digital inclusion, services to older adults, and reading for pleasure as a means of wellbeing.

3.6 **The Mahi Space**

The month of January 2021 has been a notable highlight with 181 people using The Mahi Space. For context, in the three months prior since opening on 01 October 2020, a collective total of 240 people had used the space. The high usage in January marks an exciting milestone and is encouraging to see an increased level of booking activity coming through on-line. The next event scheduled is "Overcome the Overwhelm with Lauren Parsons" on Wednesday 17 February 2021.

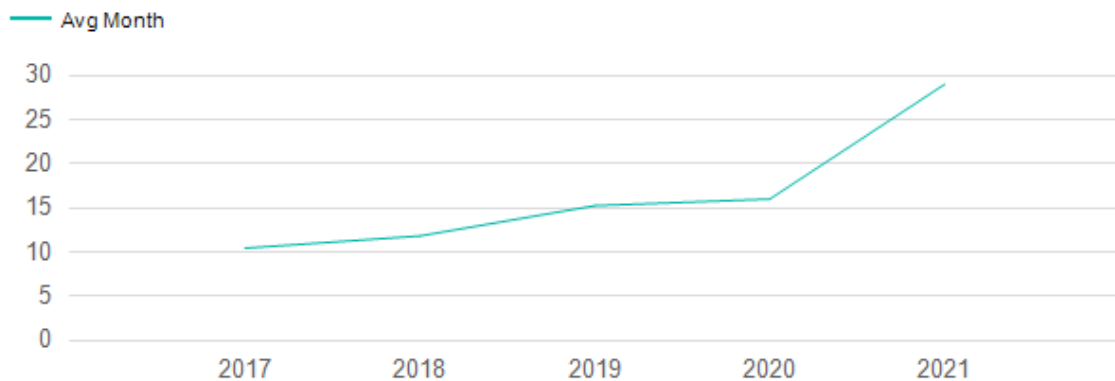
3.7 **Local Government Official Information and Meetings Act (LGOIMA)**

Council has experienced a significant increase in requests for Official information and in particular peaking in 2020 with a trend carrying into the start of 2021.

The impact of the increased workflow means that Council is struggling to meet legislative requirements of answering each request within the 20-day timeframe. The LGOIMA Officer coordinates each request and follows a robust process to ensure officers are able to gather the information as early as possible; however, the comprehensive data and information that needs to be sourced in order to answer the requests has an extensive impact on workloads.

The below graph indicates the average number of Official Information Requests received per month by HDC over the period 2017 to 31 January 2021.

LGOIMA Requests - Monthly Average



Detailed trend data of interest in recent years is:

2019

- 183 requests were received for the year.
- 28 were not completed within the statutory timeframe.
- 14 were due on the 20th day, i.e. sent out on the same day that they were sent to the LGOIMA Officer.
- 3 were withdrawn
- 1 was never completed (all follow ups and processes followed).

2020

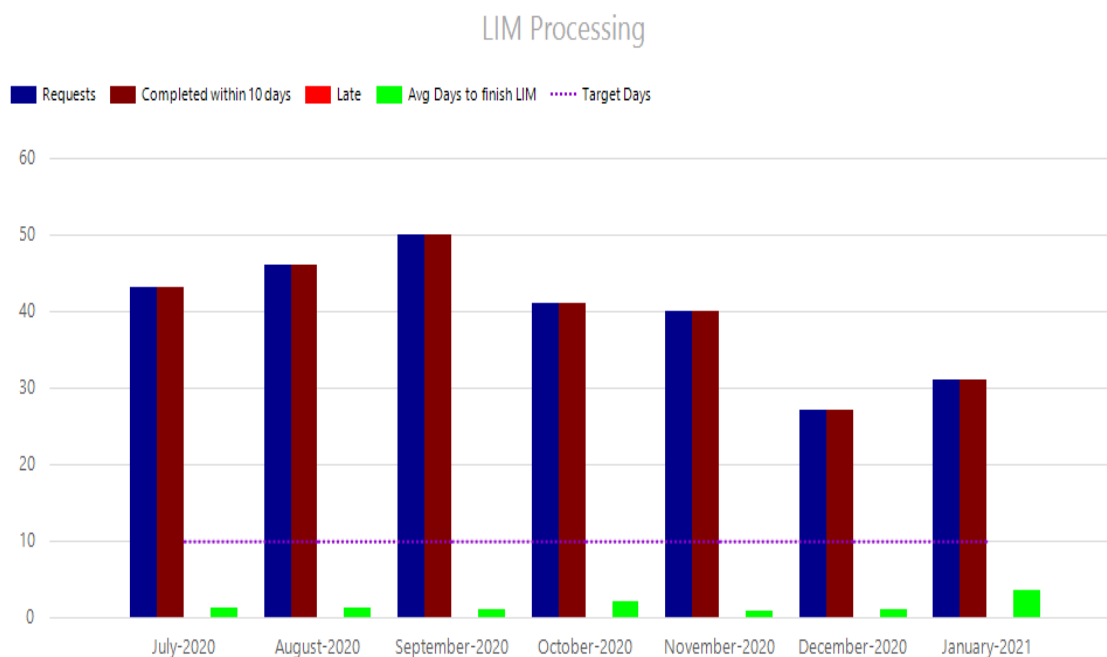
- 188 requests were received for the year.
- 22 were not completed within the statutory timeframe.
- 4 were due on the 20th day, i.e. sent out on the same day that they were sent to the LGOIMA Officer.
- 3 were withdrawn
- 0 was never completed (all follow ups and processes followed).

It should also be noted that since September 2020, HDC has been recording the number of staff hours required to process these Official Information requests. To date the total amount of staff time required to process these requests has averaged between 30-40 staff hours per week.

3.8 Land Information Memorandum (LIM) Requests

The below graph provides the number of LIMs processed by HDC per month over the period 1 July 2020 to 31 January 2021.

LIMs processing times average 3hrs of staff time per request (or approximately 30 hours per week) with the majority processed within 2 days of the request being lodged (the statutory timeframe is <10 working days). LIMs are currently charged at \$299.00, if there is insufficient information retained by Council on the property the fee is refunded.



The below table provides the number of LIMs processed by year over the period 2010-2020.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
LIM Requests	146	143	194	248	236	343	473	408	369	336	416

3.9 Horowhenua District Council Bylaws

Council has five (5) Bylaws due or nearing review. Three (3) of these Bylaws - Solid Waste, Trade Waste and Wastewater had a due date of February 2021 but have since been revised to later in the year due to staff ability to complete these.

Officers are assessing legal requirements on the delay to completion.

SCHEDULE OF BYLAWS – AS AT JANUARY 2021			
TITLE	DATE APPROVED	OBJECTIVES	REVIEW
Alcohol (Liquor) Bylaw 2015	Adopted 4 May 2016. Came into effect 5 May 2016.	To enhance safety and the public enjoyment of public places by providing liquor controls to reduce the incidence of alcohol related offences.	No date specified in bylaw, so defaults to 10 years – due May 2025
Dog Control Bylaw 2015	Adopted 5 August 2015	To make better provision for the care and control of dogs by imposing obligations on dog owners.	No date specified in bylaw, so defaults to 10 years - due August 2025
Public Places Bylaw	Came into effect 6	To ensure safe access for	No date specified in

2016	May 2016	public whilst allowing occupation and use of public places for trading, entertainment and other activities.	bylaw, so defaults to 10 years - due May 2026
Solid Waste Bylaw 2014	Adopted 2 July 2014.	Regulate the collection, transportation, disposal and management of waste	Due July 2021 (but possibly end of 2021)
Trade Waste Bylaw 2015	Adopted 5 August 2015. Came into effect 6 August 2015.	Sets requirements on Trade premises and all discharges of tankered wastes to the Council wastewater systems.	Due August 2021
Water Supply Bylaw 2020	Adopted 9 December 2020. Came into effect 9 December 2020	To protect, promote and maintain public health and safety, protect public water supply infrastructure, protect the public from nuisance by making rules for the supply of water, and manage and regulate Council's Water supply.	Due December 2025
Animal Nuisance and the Keeping of Pigs, Poultry and Bees Bylaw 2014	5 November 2014	To control the keeping of animals (including pigs, poultry, bees, horses and other domestic pets such as rabbits and cats) within the Horowhenua District to ensure they do not create a nuisance or endanger health.	No date specified in bylaw, so defaults to 10 years – due November 2024
Land Transport Bylaw 2017	27 November 2017	To incorporate the management and control of all traffic and stock movements rather than individual bylaws.	Due February 2022
Cemetery Bylaw	2005	To regulate activities to protect, promote, enhance and maintain public health and safety, and minimise the potential for offensive behaviour in council owned or operated cemeteries	Currently being drafted adoption anticipated – August/September 2021
Wastewater Bylaw 2015	Adopted 5 August 2015. Came into effect 6 August 2015	To regulate the discharge of wastewater into the wastewater system, and protect the environment and the health and safety of persons.	Due August 2021

3.10 Infrastructure Development Group

Council's Infrastructure Development Group has been busy over the December / January period. The continued highlight has been the acceleration of the Foxton River Loop works toward the official opening on 27 February.

The project team had set a target of completing the excavation and earthworks and being out of the river by the end of January 2021. Deliverables were met one month ahead of schedule enabling additional time to deliver a high quality park and landscape features. At the time of writing, grass has been sown, the concrete footpaths have been completed and works on the upgrade of Harbour St are well underway. Officers look forward to joining the community in celebrating a job well done on 27 February.

Officers completed tender evaluations and awarded the contract for Stage 1 of the North East Levin drainage upgrade and Roslyn Road Improvements. Officers have combined the reticulation renewals and road widening into one contract to minimise disruption to the community and release benefits of both projects as early as possible. Works commenced on site in mid-January 2021. This is a significant milestone and marks the beginning of a major growth investment for the North East Levin growth area. Stage 1 works will continue until mid-year.

Officers commenced work on site for the Fale Lotu Connection project. This is a \$1.46M Provincial Growth Funded project, managed by Council, to fully refurbish three Pacific Island Churches in Levin. Works have progressed well. The project team finished demolition at the Free Church of Tonga with the removal of all the internal and external cladding, roof and windows. New structural framing is being erected. Electrical work and drainage will be installed early February 2021. The project team will shortly start working on the Samoan Methodist Church, uplifting and installing new flooring. All materials toward this project have been/will be purchased from local suppliers.

Excellent progress with the Stage 1 works on Tara-Ika continues. Works are well underway on the installation of the new sewer main. Officers were able to use an old abandoned watermain west of SH57 as a sleeve for the new main and will install a new liner to strengthen the old pipe, then insert the new main. This will avoid a significant amount of trenching and disruption. Officers are targeting the new sewer works on Queen Street to be complete by May this year. The time and cost savings will enable us to bring forward the Stage 2 works.

3.11 Foxton Beach Surf Lifesaving Building upgrade

The Foxton Beach Surf Lifesaving Club and Horowhenua District Council have recently worked together on submitting an application to Surf Lifesaving New Zealand for funds to seismic strengthen and upgrade the building, including the public toilets. This application has been successful, and it has been confirmed that a sum of \$806,632 +GST has been allocated to this project from that fund. This will be combined with Council's existing funding for the project (approximately \$400k) to complete the work.

The additional funding is being integrated into Council's existing Long Term Plan budgets for this building upgrade, which is to be completed in 2021. The upgrade will include; a seismic upgrade, reconfiguration and modernisation of changing facilities and storage for the club, an upgraded plumbing system, and additional new public toilet facilities and outdoor showers. An Expressions of Interest (EOI) process has just been completed, seeking contractors who are suitably qualified to undertake the construction works in the required timeframe.

A tender process is now commencing, inviting tenderers shortlisted through the EOI process, with the goal of securing a contractor within the next four weeks to commence the works. Overall, this upgrade will deliver a future-proofed response to the expected growth in Foxton Beach, and the subsequent increase in use of this part of our District's coast. Both surf lifesaving delivery, and public toilet facilities will be improved as a result of this work.

The Surf Lifesaving Club has occupied this Council-owned building since 1976. Over many years, they have undertaken surf lifesaving activities which provide a well-regarded and vital service to the Foxton Beach community.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

File No.: 21/10

Establishment of Wellington Regional Joint Committee

1. Purpose

For the Council to consider co-establishing, and becoming a member of, a new Wellington regional Joint Committee for Wellington Regional Growth Framework implementation, to be called the Wellington Regional Leadership Committee (WLRC).

2. Executive Summary

The Wellington Regional Growth Framework (WRGF) was endorsed, and approval given for public consultation on a WRGF summary document, at the Council's meeting on 14 October 2020. A brief outline of the WRGF is provided in **Attachment 1**.

This report presents a proposal to form a Joint Committee to implement the Growth Framework and associated work programmes, pursuant to Clause 30A, Schedule 7 to the Local Government Act 2002 (LGA). The details of the proposed Joint Committee are set out in a Joint Committee Agreement and provided in **Attachment 2**. Council's agreement to form and establish the new regional Joint Committee/WLRC, and its entry onto it, is sought. The Report's recommendations include the full package of resolutions required to create and establish a Joint Committee (WRLC), in compliance with the LGA. Approval of these resolutions is required from all participating Council's in order to form the Joint Committee/WRLC.

3. Recommendations

- 3.1 That Report 21/10 Establishment of Wellington Regional Joint Committee be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That the Horowhenua District Council:
 - (i) **approves** the Wellington Regional Leadership Committee Joint Committee Agreement in Attachment 2 and the Council's membership of the Committee.
 - (ii) **authorises** the Mayor to sign, on behalf of Council, the Joint Committee Agreement.
 - (iii) **notes** that the Joint Committee will adopt a Memorandum of Understanding which will set out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.
 - (iv) **appoints** and establishes the Wellington Regional Leadership Committee as a Joint Committee under Clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement and with effect from the date that the Joint Committee is signed by all local authority parties.
 - (v) **appoints** the Mayor to the Joint Committee, with effect from the date that the Joint Committee is established.
 - (vi) **appoints** the Deputy Mayor as an alternate to be a member of the Joint Committee and attend meetings in exceptional circumstances where the Mayor is unable to attend.
 - (vii) **notes** that the Joint Committee is a Joint Committee of all of the local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement and includes members representing iwi and the Crown.

- (viii) **delegates** to the Joint Committee:
- (a) approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - i. Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - ii. Regional Economic Development Plan
 - iii. Regional Economic Recovery Implementation Plan
 - (b) approval of all submission and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
- (ix) **notes** the existing Wellington Regional Strategy Committee is likely to be disestablished in the future, with the disestablishment process to be confirmed.

4. Background / Previous Council Decisions

The Wellington Regional Growth Framework (WRGF) was endorsed and approval given for public consultation at the Council meeting on the 11th of November 2020 (Resolution No. 20 550).

A brief outline of the framework is in **Attachment 1**.

The matters for decision in this report are not considered to be of significance under the Significance and Engagement Policy.

5. Discussion

- 5.1 A Joint Committee has been identified as the best option to activate and support the decisions and programmes of the Wellington Regional Growth Framework.
- 5.2 Pursuant to Clause 30A, Schedule 7 of the LGA, the new Joint Committee would include all the Wellington Region's local government authorities, the Horowhenua District Council, designated iwi and Central Government ministerial representatives, as equal voting members.
- 5.3 This governance model and approach is consistent with other regional spatial planning endeavours in Waikato, Hamilton to Auckland, Bay of Plenty and Canterbury and meets the expectations of Central and Local Government partners, and progresses the Government's Urban Growth Agenda. Co-ordinated spatial planning also underpins economic development planning and COVID-19 recovery.
- 5.4 To ensure regional spatial planning, economic development and recovery opportunities are cohesively addressed, it is proposed the WRLC will have three spheres of responsibility. The WRLC's three spheres of responsibilities, as programme areas are:
- the Wellington Regional Growth Framework
 - regional economic development, and
 - regional economic recovery (from COVID-19 and any other future disruptive events).
- 5.5 The details of the proposed Joint Committee are set out in a Joint Committee Agreement and provided in **Attachment 2**. The agreement, to be signed by the participating councils, is necessary for the Joint Committee to comply with Local Government Act requirements. The key provisions are briefly outlined below.

Terms of Reference

- 5.6 Terms of Reference for the proposed Wellington Regional Leadership Committee are within Appendix 1 of **Attachment 2**. The proposed WRLC is designed to provide a formal governance forum so that the members can work together with central government on

matters that are of regional importance, cross-boundary and inter-regional. It will address regional matters across three responsibility spheres, as programme areas, as listed above:

- the Wellington Regional Growth Framework
- regional economic development, and
- regional economic recovery (from COVID-19 and any other future disruptive events).

Membership

5.7 **Councils**

The Membership of the WRLC, with voting rights, will include:

- The Mayor of Carterton District Council
- The Chair of Greater Wellington Regional Council
- The Mayor of Horowhenua District Council
- The Mayor of Hutt City Council
- The Mayor of Kāpiti Coast District Council
- The Mayor of Masterton District Council
- The Mayor of Porirua City Council
- The Mayor of South Wairarapa District Council
- The Mayor Upper Hutt City Council
- The Mayor of Wellington City Council

5.8 **Mana whenua**

Members of the WRLC, with voting rights, may also include:

- Ngāti Toa Rangatira represented by Te Rūnanga o Toa Rangatira Inc.
- Taranaki Whānui represented by Port Nicholson Block Settlement Trust
- Rangitāne O Wairarapa represented by Rangitāne O Wairarapa Inc.
- Ngāti Kahungunu ki Wairarapa represented by Ngāti Kahungunu ki Wairarapa Trust
- Raukawa ki Te Tonga
- Ātiwawa ki Whakarongotai represented by Āti Awa ki Whakarongotai Charitable Trust
- Muaūpoko Tribal Committee representing Muaūpoko hapū

5.9 **Central Government**

Central Government representatives, with voting rights, include:

- Up to three Cabinet Ministers (specific Cabinet Ministers will be determined at a later date).

Note: Ministerial appointments will be confirmed after Cabinet have reviewed and endorsed the Wellington Regional Leadership Committee, and the Joint Committee Agreement. See the section on 'Next Steps,' for an indicative timeframe for the approvals process.

5.10 **Independent Chairperson**

A person will be nominated by the Joint Committee itself and appointed by the Administering Authority, to be the Independent Chairperson of the Joint Committee, who will have voting rights (see further discussion below).

Rationale for Non-Local and Central Government Membership

- 5.11 As detailed above, and given the significance of the proposed regional governance forum, membership includes designated mana whenua/iwi representatives. Iwi organisations across the Wellington Region, Te Upoko o Te Ika a Maui and Horowhenua District were engaged with on the Wellington Regional Growth Framework and will be engaged with further to become members of the WRLC.

5.12 Funding has been provided for in the proposed new regional rate to provide for iwi members' full participation in the Joint Committee (see discussion on funding below). An Independent Chairperson is considered essential for the Joint Committee to operate effectively. This approach has been proven by New Zealand's other Joint Committees responsible for delivering growth frameworks, regional spatial planning and/or regional economic development. The Independent Chairperson will guide and moderate discussions, connect and communicate with key parties in advance of meetings, and support and work with the Joint Committee's Secretariat on work programmes, while providing communication on the decisions and outcomes of the Joint Committee's deliberations. An Independent Chairperson will be appointed by the WRLC following a robust recruitment process.

Voting Rights and Consensus-based Decision Making

5.13 While each member is accorded one vote, the WRLC will utilise a consensus-based decision making model. This is to ensure that decisions are robustly supported and made in the best interest of members, their shared communities and futures.

Observers

5.14 Central government representatives from relevant government departments, alongside other commercial and private sector membership or representative organisations, will be part of the Committee's structure but will be considered observers to the WRLC, with speaking, but no voting rights. Observers will be approved by the Independent Chair. Observer attendance is designed to be flexible, depending on the specified meeting's subject matter, agenda and decision-making requirements. Observers will be invited to share and present information and insights. Central Government observers would include:

- The Ministry of Business, Innovation and Employment
- Ministry of Housing and Urban Development (HUD) and/or Kāinga Ora
- Waka Kotahi
- The Department of Internal Affairs.

Interaction of Wellington Regional Leadership Committee's Responsibility Spheres, as Programme Areas.

5.15 The following sets out how the membership, including observers, relates to the Committee's areas of responsibility.



Figure 1: The WRLC's Three Spheres of Responsibility / Programme Areas

Administering Authority

- 5.16 An administering Authority is required for the WRLC's operations. This includes utilisation of a Council's Standing Orders, and the provision of administrative and human resources functions for the Independent Chair and Secretariat. A process to select and confirm the administering Authority will be determined by March 2021.

Secretariat

- 5.17 To provide support, information and analysis for the WRLC a team of up to four positions will be appointed by the Administering Authority, in consultation with the WRLC and Independent Chair. These positions are (nominally and subject to approval) an Iwi Liaison Advisor, Project Director, Senior Strategic Advisor, and a Coordinator. The Secretariat will work closely with the Independent Chairperson, and connect with members and other observers, contributors and subject matter experts, as required. The Secretariat will focus on implementation of the WRGF; supporting delivery of the work programme and supporting and reporting against the decisions and strategies set by the Joint Committee, in pursuit of realising the Wellington Regional Growth Framework, regional economic development and regional economic recovery. A process for finalising the roles and responsibilities for the Joint Committee Secretariat will be determined and implemented at a later date.

Agenda Management

- 5.18 The Joint Committee, supported by the Independent Chair and Secretariat, will meet to address the three spheres of responsibility. Effective agenda management will ensure that the appropriate members are present and prepared for the topics and decisions within each area of responsibility. It is anticipated that when meeting, decisions and discussion against the Wellington Regional Growth Framework would be addressed first, so that the relevant remaining members can then address the complementary economic development and economic recovery topics.

Draft Memorandum of Understanding

- 5.19 To reinforce and demonstrate commitment to regional cooperation, shared opportunities and meaningful dialogue between iwi, local government and central government, a draft Memorandum of Understanding is being developed. The draft Memorandum of Understanding (MoU) will outline how the Committee will operate and shapes and promotes the trusted, cooperative and partnership-based principles to guide the WRLC for the successful development and implementation of agreed decisions and strategies. The draft MoU will include a section on reflecting the principles of Te Tiriti o Waitangi / The Treaty of Waitangi within the intended behaviours and approaches of the WRLC. An example of a draft MoU is in **Attachment 3**. The Joint Committee itself will finalise the MoU when it first meets.

Financial Considerations and Funding

- 5.20 The Secretariat will be funded through a general rate set by Greater Wellington Regional Council. The existing "Wellington Regional Strategy" targeted rate, will not continue to be struck. A new targeted rate (possibly at a lower value) will replace this for the regional economic development activities currently funded through WellingtonNZ. Projects identified in the Wellington Regional Growth Framework are proposed to be co-funded by Central and Local Government. Funding indications have been provided to Local Government's Chief Executives. However, final funding requirements for Wellington Regional Growth Framework projects cannot be determined until the Joint Committee meets and agrees the 1 year and 3-year work programme(s).

6. Options

There were a series of discussions on a range of possible regional governance models and approaches at Wellington Regional Mayoral and Chief Executive Forums in 2020. The final proposal for a new Joint Committee was shaped over a series of shared discussions and workshops, with the acknowledgement that a formal decision-making structure is required for implementation of the Wellington Regional Growth Framework.

The three structural options considered in some detail, were:

1. Utilising the existing Wellington Mayoral Forum
2. A Council Sub-committee
3. A new Joint Committee

Each option's disadvantages and benefits are explained below.

Option 3, a new Joint Committee under the Local Government Act, was agreed as the most effective cross-regional governance model.

Option 1: Utilise the Mayoral Forum

The advantage of this governance model is that a pre-established structure and process is already in place for nine of the ten councils, which could be adapted to include others and a wider mandate. Disadvantages include the forum's lack of formalised decision-making powers, and it is unlikely that this option would be supported by iwi and Central Government partners.

Option 2: A Council Subcommittee

The advantage of this governance model is that it is a known and a regionally utilised governance model. A primary disadvantage is how decisions from a subcommittee may be perceived as biased towards the parent council. Due to this perception, it is unlikely that this governance model would be supported by iwi and Central Government partners.

Option 3: Establishment of a new Joint Committee under Clause 30A, Schedule 7 of the Local Government Act 2002.

There are several shared and sustainable benefits to this governance model, including:

- A governance forum set up under this model, can utilise the powers and other capabilities of a Joint Committee, under the Local Government Act.
- A Joint Committee model is consistent with other spatial plan and/or economic development governance structures across the country, and it aligns with central government partnership and dialogue expectations.
- This model is likely to be seen as an equitable form of regional governance, with the advantage of including iwi and Cabinet Ministers as members, with key observers from Central Government and other regional commercial and private sector organisations.

For these reasons, a Joint Committee under the Local Government Act 2002 is considered the most effective and sustainable governance model to activate and cooperatively address the Wellington Regional Growth Framework, regional economic development and regional economic recovery.

6.1 Cost

Funding the Joint Committee and the supporting Secretariat will be through a regional rate struck by Greater Wellington Regional Council. Council will likely pay a separate, proportionate contribution for their support of the Secretariat. Funding arrangements for the various initiatives and projects to be undertaken under the umbrella of the Joint Committee is yet to be confirmed, but it is expected that initiatives and projects funded by Councils will be provided for within the relevant 10 Year and Annual Plans over the life of the Growth

Framework as well as funded by central government. Funding for projects in an agreed 3 year Work Programme would also need to be funded, in addition to the support payment for the Secretariat.

6.1.1 Rate Impact

There will be no rates impacts arising from this decision.

6.2 Community Wellbeing

There will be no negative impacts on Community Wellbeing arising from this decision.

6.3 Consenting Issues

There are no consents required or consenting issues arising from this decision.

6.4 LTP Integration

There is no LTP Programme related to the options or proposals within this report. There are no special consultative processes required.

As noted in section 6.1 above, it is expected that initiatives and projects funded by Councils will be provided for in the relevant 10 Year and Annual Plans over the life of the Growth Framework, as well as funded by central government.

7. Consultation

There is no requirement for community engagement to be undertaken. There will be some community engagement on the Growth Framework mid-year, although the nature of that engagement has not yet been confirmed.

8. Legal Considerations

The Joint Committee Agreement has been legally reviewed to ensure that the legal and procedural requirements of the LGA are met in relation to the creation and establishment of a Joint Committee.

9. Financial Considerations

There is no financial impact at this point. As noted above, funding the Joint Committee and the supporting Secretariat will be primarily through a regional rate struck by Greater Wellington Regional Council. It is expected that Council would pay separately (and proportionately) for their support of the Secretariat. Funding arrangements for the various initiatives and projects to be undertaken under the umbrella of the Committee are yet to be confirmed, but it is expected that initiatives and projects funded by Councils will be provided for in the relevant 10 Year and Annual Plans over the life of the Framework as well as funded by central government.

10. Iwi Considerations

Mana whenua Iwi have been partners in the development of the Growth Framework and are being invited to participate in the Joint Committee. In addition, mana whenua Iwi and hapu are expected to be significant partners in the implementation of the Growth Framework.

11. Climate Change Considerations

Climate change has been a key factor in the development of the Wellington Regional Growth Framework, both adapting to the impacts of climate change (e.g. sea level rise) and the need for sustainable transport to minimise the use of greenhouse gas emissions. The Committee

will support the implementation of the programmes and activities, particularly mitigation and adaption programmes, which build resilience across the region.

12. Environmental Considerations

Environment considerations have been a key factor in the development of the Wellington Regional Growth Framework, particularly the need to promote sustainable development and improved environmental outcomes. There will be no negative impacts on the environment arising from this decision.

13. Health & Safety Considerations

There is no Health and Safety impact arising from this decision.

14. Other Considerations

A number of drivers were identified for the establishment of the Wellington Regional Leadership Committee including meaningful partnerships with central government and better alignment across multiple organisations, and responding proactively to legislative changes particularly the Resource Management Act Reform Package.

Ongoing Government support for WRGF implementation is dependent on establishing a joint governance arrangement with local government, central government and iwi representatives. A precedent for a Joint Committee model is already in place and working effectively in Waikato, Hamilton to Auckland, Bay of Plenty and Canterbury regions. The recent RMA review panel report has foreshadowed a mandatory joint committee for landuse planning at a regional level, for spatial and district plans.

15. Next Steps

The creation and establishment of the Joint Committee will be done over the next few months. The process is outlined in the following table. Given the timing of Council meetings Horowhenua District Council will be one of the first Councils to consider the establishment of the Joint Committee. Carterton District Council made their decision to approve the Wellington Regional Leadership Committee Joint Committee Agreement and the Council's membership of the Committee on 27 January 2021.

January-March	January	February-March	April-May	June-July
<ul style="list-style-type: none"> Wellington-Horowhenua region's local government authorities, iwi, Central Government officials and Cabinet review and proceed to endorse the Agreement and Terms of Reference and become members of the Wellington Regional Leadership Committee. 	<ul style="list-style-type: none"> Communication Released: a media release will accompany the first adoption and subsequent announcements as councils and others sign up to the WRLC. Robust Independent Chair recruitment process commences – partners contribute names for consideration. 	<ul style="list-style-type: none"> Administrating Authority confirmed Joint Secretariat roles and responsibilities confirmed Recruitment process for Secretariat initiated – continues through March/April Greater Wellington Regional Council consults on the Joint Committee as an option for its 2021-2031 Long Term Plan. This 	<ul style="list-style-type: none"> Tentative first meeting of the new Joint Committee – the Wellington Regional Leadership Committee. Independent Chair recruitment process concludes, with Chair appointed by the WRLC. Expected Dissolution of the Wellington Regional Strategy Committee. Recruitment 	<ul style="list-style-type: none"> Joint Committee considers and reviews proposed year 1 and 3 work programme Work and planning commences against the three spheres of responsibility as programme areas.

		includes the funding implications from the proposed and new Regional Rate.	<p>commences for the Secretariat positions.</p> <ul style="list-style-type: none"> WRLC confirms MoU. 	
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16. Supporting Information

Strategic Fit/Strategic Outcome

The Council endorsed the Wellington Regional Growth Framework at its meeting on 11 November 2020. The Wellington Regional Growth Framework sets out the longer term strategic vision, regional spatial planning and investment outcomes for the Greater Wellington-Horowhenua region. The Framework has been co-designed with Councils and iwi within the region and Horowhenua District. This Growth Framework will be an important strategic document for Horowhenua and will impact the Council's future strategies and plans, like the District Plan for Horowhenua.

The Framework recognises the resource and environmental landscape of the Horowhenua District and Council's future growth plans. The Framework identifies the planned urban growth areas at Tara-Ika and Tararua Road, and opportunities for residential intensification and enhanced connectivity in Levin, leveraging central government investment in the State Highway network (O2NL) and the Levin Railway Station, via the NZ Upgrade Programme.

Co-establishment of the Wellington Regional Leadership (a Joint Committee under the LGA) provides a strong platform for implementing the WRGF. The dedicated Secretariat will support the effective operation of the Committee and delivery of the first 3 year work program of key projects and actions.

The Joint Committee model achieves a number of positive strategic outcomes, including the strengthening of partners' relationships with central government and iwi, integrated regional-scale planning and better alignment across partner organisations and their work programmes.

Ongoing Government support for WRGF implementation is dependent on establishing a joint governance model between local government, iwi and central government. The Joint Committee model proposed corresponds to an effective model in place in other regions, delivering on strategic development outcomes and 'big ticket' infrastructure investment.

Decision Making

It is within Council's authority to become a member of a new Joint Committee established in accordance with Clauses 30 and 30A of Schedule 7 of the Local Government Act 2002, comprising members from Councils in the Wellington-Horowhenua region, mana whenua and members of Central Government.

The matters for decision in this report are not considered to be significant in terms of the Local Government Act 2002 and Council's Significance and Engagement Policy.

Consistency with Existing Policy

The Council endorsed the Wellington Regional Growth Framework at its meeting on 11 November 2020 (Resolution 20 550). As noted above, the Growth Framework recognises the resource and environmental landscape of the Horowhenua District and Council's future growth plans. The Growth Framework strongly aligns with Council's adopted Horowhenua Growth Strategy (2018) and the growth directions for residential and industrial land in Levin, as well as recent work on the Growth Strategy Refresh project.

Funding

There are no direct funding implications at this time. The first procedural step is for all Councils to agree to the establishment of the Joint Committee/Wellington Regional Leadership Committee. Looking ahead, it is likely that Council would pay a separate, proportionate contribution for their support of the Secretariat and contribute funding for projects in a 3 year Work Programme, agreed by the WRLC.

Funding arrangements for the Work Programme various initiatives and projects to be undertaken by the Joint Committee is yet to be confirmed. It is expected that funding for WRGF initiatives and projects will be provided for within the relevant 10 Year and Annual Plans over the life of the Growth Framework, as well as funded by Central Government.

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic	Nil				
Financial	Nil				
Service Delivery	Nil				
Legal	Nil				
Reputational	Nil				


Confirmation of statutory compliance


In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

17. Appendices

No.	Title	Page
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C	Draft Memorandum of Understanding	79

Author(s)	Cynthia Ward Principal Policy Advisor	
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Approved by	David McCorkindale Group Manager - Customer & Strategy	
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Attachment 1: Background on the Wellington Regional Growth Framework

- Endorsed by all local government authorities in the Wellington-Horowhenua region, the Wellington Regional Growth Framework is a 30-year spatial plan.
- Describing a long-term vision for how the region will grow, change and respond to key urban development challenges and opportunities, the Framework seeks to achieve the best outcomes with maximum regional benefits.
- It does this by providing a series of spatial maps, with a set of key initiatives and projects.
- The Framework identifies and recommends locations for housing, public transport and roads, three waters infrastructure (storm water, wastewater and drinking water), businesses and employment opportunities.
- Location identification is made in the context of issues like housing affordability, climate change, resilience and natural hazards.
- The Framework also seeks to reflect and uphold the housing and urban development aspirations of regional mana whenua and iwi.
- The Wellington Regional Growth Framework is one of a number of spatial plans that have been/are being developed around the country under the Urban Growth Agenda (UGA).
- Noting that the UGA is an ambitious programme that aims to remove barriers to the supply of land and infrastructure and make room for cities to grow up and out.
- The UGA has mandated a role for central government to partner with local government and iwi as a means of facilitating pace and scale in urban development and ensuring government investment in infrastructure is aligned to help deliver connected, thriving and sustainable communities.
- This has led to the creation of Urban Growth Partnerships, a process of formalising and maintaining a long-term and enduring relationship between the Crown, local government, iwi and local communities to deliver the UGA objectives
- Other Joint Committees which include spatial planning are for the Hamilton-Auckland corridor (known as FutureProof | Te Tau Titoki), the Western Bay of Plenty (known as SmartGrowth), and the wider Christchurch region (known as the Greater Christchurch Partnership).
- All of these Joint Committees include representatives from local government authorities, central government, iwi and other key organisations such as district health boards. Each Joint Committee has a dedicated and qualified team, as a Secretariat to deliver on the agreed programmes and objectives.

Wellington Regional Leadership Committee Joint Committee Agreement

Wellington Regional Leadership Committee

Joint Committee Agreement

Purpose

This Agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and mana whenua to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#))

The Committee does not undertake delivery activity – this is undertaken elsewhere by entities such as local authorities and Council-Controlled Organisations.

The Joint Committee allows for observers from entities such as Waka Kotahi, Ministry of Housing and Urban Development and/or Kāinga Ora, Department of Internal Affairs and Ministry of Business, Innovation and Employment. It also allows for observers from private sector organisations and groups. These observers will be entitled to speak at meetings but will not be members of the Joint Committee.

Some of the parties to the Joint Committee are not intended to have any input or responsibility in respect of particular Joint Committee programmes. On this basis, it is expected that those members of the Joint Committee who represent those parties will not exercise their voting rights in certain circumstances. This is set out in further detail below and in the Terms of Reference attached to this Agreement as **Appendix 1**.

This Agreement focuses on the Joint Committee, including its membership and delegations.

The Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the 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) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the joint committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the joint committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Independent Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be 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. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Committee programme and agenda

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)

This is illustrated in the below table (where the absence of a tick indicates that the relevant member is not expected to exercise voting rights in respect of the relevant programme):

Relevant members	Relevant programme		
	Wellington Regional Growth Framework	Regional Economic Development	Regional Economic Recovery
Independent chairperson	√	√	√
Chair of Wellington Regional Council	√	√	√
Mayor of Wellington City Council	√	√	√
Mayor of Porirua City Council	√	√	√
Mayor of Kapiti Coast District Council	√	√	√
Mayor of Hutt City Council	√	√	√
Mayor of Upper Hutt City Council	√	√	√
Mayor of South Wairarapa District Council	√	√	√
Mayor of Masterton District Council	√	√	√
Mayor of Carterton District Council	√	√	√
Person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira)	√	√	√
Person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui)	√	√	√
Person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa)	√	√	√
Person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa)	√	√	√
Person nominated by Raukawa ki te Tonga	√	√	√
Person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai)	√	√	√
Person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū)	√		
Persons nominated by the Crown (Cabinet)	√		
Mayor of Horowhenua District Council	√		

Observers

Regional economic development programme

In respect of the Regional Economic Development programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One or more representative(s) from the Ministry of Business, Innovation and Employment
- Any other persons as the Joint Committee may consider necessary

Regional economic recovery programme

In respect of the Regional Recovery programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One or more representative(s) from key government entities.
- One or more representative(s) from key private sector organisations on a required basis.
- Any other persons as the Joint Committee may consider necessary

Wellington Regional Growth Framework programme

In respect of the Wellington Regional Growth Framework programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One representative of Waka Kotahi
- One representative from Ministry of Housing and Urban Development (HUD) and/or Kāinga Ora
- Any other persons as the Joint Committee may consider necessary

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Meeting Frequency

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

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.

5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this Agreement and TOR; Joint regional voice and advocacy; Select and nominate the Independent Chairperson (for appointment to the joint committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Independent Chairperson	Chair the meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at meetings; Liaise with members of the Committee as required Approve (in consultation with the Senior Managers Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Managers Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint

Party	Responsibilities
	Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by local authorities for the administration of the Joint Committee, a new joint secretariat, and iwi participation in the Joint Committee through a regional targeted rate set by Greater Wellington Regional Council (subject to confirmation as part of the 2021 Long Term Plan).

The funding will support the administration of the Committee and the joint secretariat that supports the Joint Committee which will undertake the following:

1. Providing administrative support to the Joint Committee and the Senior Managers Group
2. Managing the work programme of the Joint Committee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme as required

Funding will be provided by central government as a contribution to the administration of the Committee and the joint secretariat at an amount to be agreed.

Variation of this Agreement

This Agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY
COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI
COAST DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
MASTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA
CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA
RANGATIRA:**

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI
WHĀNUI:**

Signature

Name of person signing

SIGNED for and on behalf of
RANGITĀNE O WAIRARAPA:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI
KAHUNGUNU KI WAIRARAPA:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI WHAKARONGOTAI**:

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO HAPŪ**:

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL GOVERNMENT**:

Signature

Name of person signing

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is 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.

The Wellington Regional Leadership Committee (Joint Committee) is a joint committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, mana whenua and members from central Government.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the 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) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the joint committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the joint committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Independent Chairperson).

Expectations around member voting based on Committee programme and agenda

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)

This is illustrated in the below table (where the absence of a tick indicates that the relevant member is not expected to exercise voting rights in respect of the relevant programme):

Relevant members	Relevant programme		
	Wellington Regional Growth Framework	Regional Economic Development	Regional Economic Recovery
Independent chairperson	√	√	√
Chair of Wellington Regional Council	√	√	√
Mayor of Wellington City Council	√	√	√
Mayor of Porirua City Council	√	√	√
Mayor of Kapiti Coast District Council	√	√	√
Mayor of Hutt City Council	√	√	√
Mayor of Upper Hutt City Council	√	√	√
Mayor of South Wairarapa District Council	√	√	√
Mayor of Masterton District Council	√	√	√
Mayor of Carterton District Council	√	√	√
Person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira)	√	√	√
Person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui)	√	√	√
Person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa)	√	√	√
Person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa)	√	√	√
Person nominated by Raukawa	√	√	√

ki te Tonga			
Person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai)	√	√	√
Person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū)	√		
Persons nominated by the Crown (Cabinet)	√		
Mayor of Horowhenua District Council	√		

Observers

Regional economic development programme

In respect of the Regional Economic Development programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One or more representative(s) from the Ministry of Business, Innovation and Employment
- Any other persons as the Joint Committee may consider necessary

Regional economic recovery programme

In respect of the Regional Economic Recovery programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One or more representative(s) from key government entities.
- One or more representative(s) from key private sector organisations on a required basis.
- Any other persons as the Joint Committee may consider necessary

Wellington Regional Growth Framework programme

In respect of the Wellington Regional Growth Framework programme, the Joint Committee may invite the following observers to attend and speak at meetings (as relevant):

- One representative of Waka Kotahi
- One representative from Ministry of Housing and Urban Development (HUD) and/or Kāinga Ora
- Any other persons as the Joint Committee may consider necessary

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Voting

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

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; and Regional Recovery.

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

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be 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. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local

Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
 - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.

Remuneration and expenses

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. This amount is to be agreed in advance.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering 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.

Servicing

The Joint Committee is serviced by a joint secretariat. The administering local authority shall be responsible for the administration of the Committee.

Council decisions on the Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the members on the recommendation of the Joint Committee.

DRAFT Memorandum of Understanding | Te Reo Version/Translation

Wellington Regional Leadership Committee

This is a DRAFT for NOTING

Once the Joint Committee is formed, this draft will be further developed into a formal Memorandum of Understanding and agreed to at a future meeting. Including agreed principles, it would thereby seek to ensure a sustainable, consensus based way of working for the benefit of all regional authorities, iwi, peoples and communities.

Purpose – what this MoU is designed to create and deliver

To establish an enduring partnership between all of the Wellington-Wairarapa-Horowhenua Territorial Authorities, iwi, and central government for the successful implementation of the Wellington Regional Leadership Committee (the Joint Committee) which includes specific responsibilities for the Wellington Regional Growth Framework, Regional Economic Development and Regional Economic Recovery plans and actions.

The purpose of this Memorandum of Understanding (MOU) is to:

1. Identify and agree how the partners in the Wellington Regional Leadership Committee will work together.¹
2. Establish the principles and approach of an enduring partnership between central government, local government and iwi in the Wellington-Horowhenua region for successful development and implementation of a range of regional, non-statutory frameworks or strategies for the region.

Acknowledgements – what we’re trying to achieve on behalf of Wellington- Horowhenua region, and more

The Wellington-Horowhenua region is pivotal for the active creation of an Aotearoa New Zealand ready to cooperatively address current challenges, while making way for transformative and sustainable future opportunities.

Ensuring we achieve all we’re capable of and more, is why this Joint Committee, a partnership with all of Wellington-Horowhenua region’s local and regional authorities with iwi and central government is needed.

Signatories:

Wellington Region’s Territorial Authorities and Regional Council

Carterton District Council, Greater Wellington Regional Council, Horowhenua District Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council.

The Agreement and Terms of Reference allow for an alternative person in attendance for a Mayor/Regional Council Chair in “exceptional circumstances”. To ensure consistency of attendance and focus on this Joint Committee, “exceptional circumstances” are defined as [To be agreed by the Joint Committee].

¹ The Wellington Regional Leadership Committee Agreement covers what the Committee does.

Iwi representation

- Ngāti Toa Rangatira represented by Te Rūnanga o Toa Rangatira Inc.
- Taranaki Whānui represented by Port Nicholson Block Settlement Trust
- Rangitāne O Wairarapa represented by Rangitāne O Wairarapa Inc
- Ngāti Kahungunu ki Wairarapa represented by Ngāti Kahungunu ki Wairarapa Trust
- Ātiwawa ki Whakarongotai represented by Āti Awa ki Whakarongotai Charitable Trust
- Muaūpoko Tribal Authority Inc representing Muaūpoko hapū
- Raukawa ki Te Tonga.

Central Government Representation
 Government signatories' tbc

Key Principles

Committed – to upholding and reflecting the principles of Te Tiriti o Waitangi The Treaty of Waitangi
Respectful – cognisant of the ambitions and autonomy of all partners and acknowledge the diversity of views that may emerge
Supportive – working together towards shared aims and ambitions so all of our communities can thrive and commit to working together towards mutually acceptable outcomes
Aware – of the challenges of climate change
Responsive – ensuring that spatial planning is responsive and reflective of the region’s development prerequisites and capacities
Active – creating and supporting the platforms and mechanisms for the region to prosper and thrive
Resilient – ensuring an adaptive environment ready for current and future shocks and opportunities
Inclusive – acknowledging that signatories and others, must work together in partnership on behalf of a strong and resilient Wellington Region and Aotearoa New Zealand
Sustainable – ensuring that our region’s connections, environment and communities are sustained, protected and enhanced
Iwi and Treaty of Waitangi recognition - recognise that iwi of the region have aspirations for their people and land
Ambitious/Innovative – aware of and focussed creating a future where the Wellington-Horowhenua region takes an innovative approach to looking for solutions. Not being constrained by the “now” and what has or has not happened in the past
No surprises – participate on the Joint Committee in good faith and a no-surprises basis, recognising that this is dependent on effective collaboration and enduring partnerships
Commit to a shared purpose – while assisting each other to achieve individual partner objectives.

Ways of Working

- **Cohesive** – the Joint Committee will create and ensure a cohesive approach to spatial planning, economic development and regional economic recovery

- **Consensus** – committing to finding shared decisions, the Joint Committee will work towards creating shared, beneficial agreement for all signatories on behalf of their people and places
- **Open** - the Joint Committee is open-minded, and ready to consider and pursue new ideas, initiatives and projects
- **Other?**

Outcomes

- A committed, joint and comprehensive Wellington Regional Growth Framework, with key projects and programmes agreed and delivered against clear, sequenced plans
- An agreed, fair approach to co-funding projects resultant from the Wellington Regional Growth Framework, with all parties contributing where applicable
- A responsive approach to regional economic development planning and frameworks, prioritising our collective response to the challenges of economic recovery
- Responsive and supportive of all Territorial Authorities' spatial plans and economic development and economic recovery ambitions
- A shared commitment to uplifting our communities' ability to thrive, grow and adapt, by cohesively responding to our challenges from climate change to affordable housing
- Other?

Insertion of signatories' names and representatives signing

Date(s) and any sunset clauses, or timelines for review and revision of this MoU and the principles, ways of working or outcomes