

Draft terms of reference for Wellington Region Natural Hazards Management Strategy steering group

1. Purpose

The Wellington Region Natural Hazards Management Strategy steering group exists to:

- Oversee implementation of the Wellington Region Natural Hazards Management Strategy

2. Objectives

Members of the Wellington Region Natural Hazards Management Strategy steering group shall work together to achieve the following objectives:

- Provide oversight, support and advice for the strategy implementation
- Prioritise the work programme
- Help clear obstacles to decision making that may arise
- Support and oversee coordination of the work streams including
 - A hazards research programme and collation of hazards research into a regional database
 - Development of consistent natural hazard policy approaches for regional/city/district planning
 - Natural hazard education and communication programmes

3. Membership

The following are members of the Wellington Regional Planning Managers' Group:

- Greater Wellington Regional Council
- Wellington City Council
- Hutt City Council
- Upper Hutt City Council
- Porirua City Council
- Kāpiti Coast District Council
- Local Iwi
- Wellington Engineering Lifelines Group
- WREMO

Other stakeholders or organisations may be invited to join the working group when expertise is required for a particular project or programme of work.

4. Meetings

Face to face meetings will be held at least six times a year but more or less regularly as required.

Any member who is unable to attend the meetings or participate in the working group can nominate a suitably qualified replacement or representative who can actively contribute to the working group.

The quorum is six members are represented at a meeting.

The working group will be coordinated by GWRC and hosted by different Councils at times. Joint leadership of meetings can occur by agreement.

5. Reporting

The steering group coordinator/chair will provide copies of the minutes to the members of this group following each meeting of the steering group.

The steering group coordinator/chair (or a delegated representative) will provide either a written or a verbal report on outcomes from the group to their respective organisation, the Regional Planning Managers Group and to the Chief Executives Group on an as and when required basis.

6. Feedback

It is expected that each representative on the steering group will provide the link between the working group and the organisations they represent. This includes collating and providing feedback both ways.

All feedback from members must be provided to the steering group coordinator/chair within the agreed timeframes.

Should a member be unable to provide feedback in the required timeframe, the member can seek an extension from the steering group coordinator/chair. Where an extension has not been agreed, that member will be deemed to have agreed to the proposed content.

7. Resolution

Discussion, debate and conflicting views will be resolved within the steering group.

The working group coordinator/chair will ensure that the differing opinions held by the various members are fully investigated and discussed.

Where resolution cannot be found within the working group, the working group coordinator/chair will escalate the matter to the appropriate governance level as agreed by the steering group.

8. Costs

Costs for attending and contributing to the working group will be incurred by the individual organisation.

Costs associated with project outputs will be identified, discussed and where necessary recommendations for apportionment provided in accordance with the reporting and resolutions of the terms of reference.

9. Review

The Terms of Reference will be reviewed by the steering group on an annual basis unless circumstances dictate otherwise.