

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, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (the 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, iwi and members from central Government.

Administering Authority

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

Specific Responsibilities

The Wellington Regional Leadership Committee's specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth 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.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the Local Government Act 2002.
5. Commence and engage in the special consultative procedure in accordance with the Local Government Act 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

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 Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members 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 Tāmaki nui-a-Rua Settlement Trust 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 Ministers 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 the Wellington Regional Leadership Committee Joint Committee Agreement (the 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 to the Local Government Act 2002.

The local authorities that are parties to the 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). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to the Agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to the Agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to the Agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint 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 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 Chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

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.

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.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the Local Government Act 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The

Joint Committee Subcommittee will operate in accordance with its Terms of Reference.

5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

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 (being 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.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

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 to 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 Authority shall be responsible for the administration of the Joint Committee.

Council decisions on the Joint 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 Joint 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 parties to the Agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.