

# **Wellington Regional Leadership**

## **Committee**

### **Joint Committee Agreement**

**July 2021**

# 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 Joint 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 Joint 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 Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint -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 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 Tū Mai Rā Trust~~~~Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa)~~ and appointed by the Administering Authority
- a person jointly nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) ~~or~~ and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā 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 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 meeting~~s~~, is entitled to attend that Joint Committee meeting~~s~~ 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.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the ~~Administrating~~Administering Authority, each nominate ~~appoint~~ an alternate for appointment by the Administering Authority who, in exceptional circumstances where the ~~A~~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, that are party to this agreement may, in addition to the appointment of the person nominated by the Crown and appointed by the ~~Administrating~~Administering Authority, may each ~~appoint~~ nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the ~~A~~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.

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 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 ~~i~~Independent ~~c~~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 Joint 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 Ministers of the Crown~~ 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 Teo Rangatira Inc (Ngāti Teo 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)	✓	✓	✓

Relevant members	Relevant programme		
	Wellington Regional Growth Framework	Regional Economic Development	Regional Economic Recovery
Person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū)	✓		
Persons nominated by the Crown (Cabinet)	✓		
Mayor of Horowhenua District Council	✓		

### Observers

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

#### *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 [independent cG](#)hairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the [independent cG](#)hairperson 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 [independent cG](#)hairperson.

### **Meeting Frequency**

Meetings will be held once every two months, or as necessary and determined by the [independent cG](#)hairperson.

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 [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, 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

2.3. The setting of the Joint Committee's meeting schedule.-



## 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 <a href="#">a</a> Agreement and TOR; Joint regional voice and advocacy; Select and nominate the <a href="#">i</a> ndependent <a href="#">c</a> Chairperson (for appointment to the <a href="#">J</a> oint <a href="#">C</a> ommittee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Independent Chairperson	Chair the <a href="#">Joint Committee</a> meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at <a href="#">Joint Committee</a> meetings; Liaise with members of the <a href="#">Joint Committee</a> as required Approve (in consultation with the Senior <a href="#">Managers Staff Group</a> ) 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 <a href="#">Managers-Staff</a> Group (2 <sup>nd</sup> Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the <a href="#">Joint Committee</a> ; 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 <a href="#">i</a> ndependent <a href="#">c</a> Chairperson); Provide administrative support to the Joint 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 <a href="#">i</a> ndependent <a href="#">c</a> Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

### **Administration Funding**

Funding will be provided by the Wellington Region's 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).~~

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the [Joint Committee](#) and the joint secretariat at an amount to be agreed.

The funding will support the administration of the [Joint 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-Staff 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 [a](#)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:**

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Signature

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Name of person signing

**SIGNED** for and on behalf of  
**HOROWHENUA DISTRICT COUNCIL:**

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

**SIGNED** for and on behalf of **MASTERTON DISTRICT COUNCIL:**

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON REGIONAL COUNCIL:**

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

**SIGNED** for and on behalf of RANGITĀNE  
TŪ MAI RĀ TRUST RANGITĀNE O  
WAIRARAPA:

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Signature

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Name of person signing

**SIGNED** for and on behalf of NGĀTI  
KAHUNGUNU KI WAIRARAPA TRUST  
(NGĀTI KAHUNGUNU KI WAIRARAPA)  
ORAND NGĀTI KAHUNGUNU KI  
WAIRARAPA TAMAKI NUI Ā RUA  
SETTLEMENT TRUST NGĀTI  
KAHUNGUNU KI WAIRARAPA:

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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Name of person signing

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

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Signature

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\_\_\_\_\_  
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 ~~J~~oint-~~C~~ommittee, 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 [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.

### **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 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 \(Rangitāne O Wairarapa\)](#) ~~[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~~ Ngāti Kahungunu ki Wairarapa Tamaki Nui ā 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 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.

The iwi that are parties to this 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 and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance 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 iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administating Authority, appoint an alternate 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 that are party to this agreement may, in addition to the appointment of the person nominated by the Crown and appointed by the Administating Authority, appoint an alternate who, in exceptional circumstance 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.~~

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 independent ~~c~~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 iIndependent ~~c~~Chairperson).

*Expectations around member voting based on Joint 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 Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings) 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 Teo Rangatira Inc (Ngāti Teo 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 Muaūpoke Tribal Authority Inc (Muaūpoke hapū)	✓		
Persons nominated by the Crown (Cabinet)	✓		
Mayor of Horowhenua District Council	✓		

## Observers

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

### *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 independent cChairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent cChairperson 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 independent cChairperson.

## Voting

Each member has one vote. In the case of an equality of votes the independent cChairperson 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 independent cChairperson.

Need to add para re ability of WRLC to agree its own meeting dates  
The Joint Committee will set its own meeting schedule.

## 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.
3. 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 (~~for instance 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 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 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](#) ~~members~~ on the recommendation of the Joint Committee.