

# SOUTH WAIRARAPA DISTRICT COUNCIL

18 SEPTEMBER 2019

## AGENDA ITEM B3

### RECOMMENDATIONS FROM COMMITTEES

#### Purpose of Report

To provide an opportunity for members to consider recommendations received from other committees.

#### Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Other Committees Report.*
2. *That the following recommendations from Committees be considered:*

<b>Recommendations from Finance, Audit and Risk Committee</b>	FAR2019/30
<ol style="list-style-type: none"><li>1. To recommend that Council adopt the amended A100 Council and Committees Policy with agreed amendments, noting that it has been amended to reflect the governance structure adopted on the 20 February 2019 and appointments made on 18 March 2019.</li><li>2. To recommend to Council that the next review be completed by the end of February 2020.</li></ol>	



<b>Recommendations from Planning and Regulatory Committee</b>	PR2019/18
<ol style="list-style-type: none"><li>1. By resolution pursuant to Clause 3.2 of the South Wairarapa Liquor Control Bylaw 2011, recommend Council order a prohibition of alcohol consumption or possession of liquor for the public places (as shown in Appendix 2) as a "Liquor Prohibition Area" on Sunday, 17 November 2019 from 12:00 midday to 9:00pm.</li></ol>	



## 1. Background

### 1.1 Finance, Audit and Risk Committee

The report and associated policy relating to recommendation FAR2019/30 are included in the agenda for the Finance Audit and Risk Committee meeting held 28 August 2019.

The report to the Finance, Audit and Risk Committee can be found here: [Finance Audit and Risk Committee Agenda](#)

## **1.2 Planning and Regulatory Committee**

A temporary liquor ban is requested for the Toast Martinborough site which includes the Martinborough Square and immediately adjoining areas.

The area to be covered by the ban includes the Martinborough Town Square area bounded by Strasbourg, Cork, Naples and Ohio streets and the adjoining Cambridge Road, Texas, Oxford, Kansas, Jellicoe and Kitchener streets that enter the Square.

Additional information can be found in the report to the Committee here: [Planning and Regulatory Committee Agenda](#)

## **2. Appendices**

Appendix 1 – A100 Council and Committees Policy

Appendix 2 – Map showing proposed liquor prohibition area

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – A100 Council and Committees Policy**



## COUNCIL COMMITTEES AND WORKING PARTIES

### Rationale

This policy includes the governance structure which details how South Wairarapa District Council will carry out its governance functions according to the provisions and requirements of the Local Government Act 2002.

### Guidelines

1. Appointments are normally for the electoral triennium.
2. All appointments are decided by the Mayor in accordance with the Local Government Act 2002 or by resolution by Council.
3. The Mayor can remove or change an appointee.

### Council Structure

1. The Council has a current structure comprising of the following community boards, committees, , working parties and groups:
  - Martinborough Community Board
  - Featherston Community Board
  - Greytown Community Board
  - Māori Standing Committee
  - Hearings Committee
  - District Licensing Committee
  - Chief Executive Officer's Review Committee
  - Finance, Audit and Risk Committee
  - Assets and Services Committee
  - Planning and Regulatory Committee
  - 57 Fitzherbert Street, Featherston Subcommittee
  - South Wairarapa Long Term/Annual Plan Working Party
  - Tenders Working Party
  - Community Safety and Resilience Working Party
  - Civic Awards Working Party
  - Sport NZ Rural Travel Fund Assessment Group
  - Creative Communities Assessment Group
  - Water Race Subcommittee
  - Community Housing Working Party

*Adopted 22/11/2000  
Reviewed August  
2019 February 2020*

A100

2. The Council is a member of the following joint Wairarapa council working groups/committees:
  - Wairarapa Library Service Joint Committee (with CDC)
  - Wairarapa Combined District Plan Joint Working Group (with CDC, MDC)
  - Wairarapa Policies Working Group (CDC, MDC)
  - Wairarapa Economic Development Governance Group (CDC, MDC)
  - Wairarapa Trails Action Group
  
3. The Council is a member of the following joint Wellington region working groups/committees:
  - Wellington Regional Waste Management and Minimisation Plan Joint Committee
  - Waste Forum - Wellington Region
  - Wellington Region Climate Change Working Group Wellington Region Transport Committee
  - Wellington Regional Strategy Committee
  - Remutaka Hill Road Working Party
  
4. The Council is a member of the following working groups/committees convened by Greater Wellington Regional Council:
  - Awhea Opouawe Scheme Committee
  - Lower Valley Development Scheme Advisory Committee
  - Wairarapa Moana Wetlands Governance Group
  - Ruamahunga Whaitua (Catchment) Committee
  - Waiohine Floodplain Management Plan Steering Group
  - Wairarapa Committee
  
5. The Council appoints members to the following; convened by other parties:
  - Cobblestones Museum Trust
  - Arbor House Trust Board
  - Destination Wairarapa
  - Wairarapa Safer Community Trust
  - Wairarapa Road Safety Council Inc.
  - ~~Remutaka Hill Road Working Party~~
  - Pukaha to Palliser (P2P)
  
6. The Mayor unless specifically included or excluded, is ex officio a member of all committees, working parties and groups with the exception of the Hearings Committee.

7. All community boards, committees, working parties and groups make recommendations to Council, for matters beyond their delegations. The Chief Executive Officer or Group Managers convene the appropriate committee meetings, working parties or groups which come within their areas of responsibility unless otherwise indicated.
8. Committees, working parties and groups should only be formed with at least the following information:
  - a. Membership
  - b. Consideration to chairperson appointment/election
  - c. Meeting frequency
  - d. Quorum
  - e. Functions/Delegations
  - f. Responsibility for convening/hosting/minuting the meeting
  - g. Terms of Reference
9. Working parties or groups often have a sunset or winding up clause to ensure they are not on-going beyond their original brief, which if not sooner will be at the ~~start~~end of every triennium.

## Council, Committees, Working Parties and Groups

### Council

Chairperson:	Mayor (Deputy Mayor as alternative).
Membership:	The Mayor and all councillors. The Māori Standing Committee chairperson may attend and participate in debate but does not have voting rights.
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Chief Executive Officer.
Quorum:	Five members.
Meeting Order:	Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

### Functions:

The Local Government Act 2002 shows the purpose of local government is:

- To enable democratic local decision-making and action by, and on behalf of, communities.
- To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses. (Local Government Act 2002, section 10 (1)).

Council makes its own decisions about how it will structure or organise itself to work for and on behalf of its community.

Activities that can only be decided by the full Council, include:

- Setting rates and making bylaws.
- Borrowing money, or buying or selling land, unless already approved under the long-term plan.
- Adopting a long-term plan, annual plan or annual report.
- Adopting policies in response to LTP or by the local governance statement.
- Appointing a Chief Executive.
- To hear and consider matters as related to but not limited to the Resource Management Act, the Dog Control Act, Wairarapa Gambling Policy and the Reserves Act.

### **Martinborough Community Board**

Chairperson:	An elected member appointed by Martinborough Community Board members.
Membership:	Four Martinborough ward members elected by the community. Two councillors appointed by the Mayor.
2016-2019 Appointments:	Cr Pip Maynard and Cr Pam Colenso.
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Chief Executive Officer.
Quorum	Three members.
Meeting Order:	Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### **Functions:**

- Refer to the Community Board Terms of Reference.

#### **Delegations:**

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council for naming public roads, private roads and rights of way.
- Discretionary spend on projects and community grants.
- Recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy Determination of priorities for and expenditure of town beautification fund.



### Featherston Community Board

Chairperson:	An elected member appointed by Featherston Community Board members.
Membership:	Four Featherston ward members elected by the community. Two councillors appointed by the Mayor.
2016-2019 Appointments:	Cr Colin Olds and Cr Ross Vickery
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Chief Executive Officer.
Quorum:	Three members.
Meeting Order:	Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### Functions:

- Refer to the Community Board Terms of Reference.

#### Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council re naming for public roads, private roads and rights of way.
- Discretionary spend on projects and community grants.
- Determination of priorities for and expenditure of town beautification fund.
- Recommendations to Council on suitable projects for funds received from the sale of 57 Fitzherbert Street, Featherston.

### Greytown Community Board

Chairperson:	An elected member appointed by Greytown Community Board members.
Membership:	Four Greytown ward members elected by the community Two councillors appointed by the Mayor.
2016-2019 Appointments:	Cr Mike Gray and Cr Colin Wright
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Chief Executive Officer.
Quorum:	Three members.
Meeting Order:	Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

#### Functions:

- Refer to the Community Board Terms of Reference.

#### Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Recommendations to Council re naming for public roads, private roads and rights of way.
- Discretionary spend on projects and community grants.
- Determination of priorities for and expenditure of town beautification fund.
- Recommendation to Council on the appointment of a representative to the Arbor House Trust Board.

## Māori Standing Committee

Commented [SC-CA1]: TOR in review

Chairperson:	The chairperson and deputy chairperson are elected by the Committee.
Membership:	Three councillors appointed by the Mayor.  Two representatives from each of the three South Wairarapa district marae, two representatives from Pae tu Mokai o Tauira, and one representative from each of the two Wairarapa iwi. Nominations must be received in writing from each participating body.  Membership is ratified by Council.
2016-2019 Appointments:	Cr Pip Maynard, Cr Brian Jephson and Cr Ross Vickery
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Chief Executive Officer.
Quorum:	7 members.
Meeting Order:	Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

### Functions:

- Refer to the Māori Standing Committee Terms of Reference.

### Delegations:

- Discretionary spend on community grants and projects.
- Determination of criteria and allocation of marae development fund granted in the 19/20 Annual Plan to local marae.

## Hearings Committee

Chairperson:	A Councillor who holds the 'chair' and hearings commissioner <sup>1</sup> accreditation except when independent hearings commissioners are appointed for hearings under the Resource Management Act (RMA). An appointed councillor for all other hearings.
Membership: (on RMA matters)	Up to three councillors who hold the hearings commissioner accreditation which may include appointments from Carterton or Masterton District Councils. Independent commissioners will be appointed for specific hearings as required.
Membership: (on other matters such as but not limited to, hearings under the Dog Control Act, Wairarapa Gambling Policy and Reserves Act)	Above members <i>PLUS</i> other councillors if appointed (by the Mayor).
Membership: (on Reserve Management Plan Hearings)	Mayor and all councillors.
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

### Notes:

1. Hearings commissioner accreditation is required for Resource Management Act hearings only.
2. Current RMA accredited members: Mayor Viv Napier, expiry 30 June 2022 and Deputy Mayor Brian Jephson, expiry 30 June 2020

### Functions

- To hear and consider matters as related to but not limited to the Resource Management Act, the Dog Control Act, Wairarapa Gambling Policy and the Reserves Act.

### District Licensing Committee

Chairperson:	Commissioner.
Membership:	One councillor, one commissioner and seven external members appointed by Council.
Membership:	One councillor, one commissioner and seven external members appointed by Council.
Appointments:	Julie Riddell (Chair), Cr Margaret Craig (Deputy chair), Damien Pivac, Gregory Ariell, Jessie Hunt, Catherine Rossiter-Stead, Bruce Farley, Andrew Beck, Donald Adams (until 30 June 2023). Note: Chair appointed until 30 June 2023, but appointment subject to a review on 30 June 2021
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

### Functions and delegations:

- s187 of the Sale and Supply of Alcohol Act 2012.

### Chief Executive Officer's Review Committee

Chairperson:	Mayor.
Membership:	Mayor, Deputy Mayor and three councillors appointed by the Mayor. All councillors to participate in a pre-review workshop to discuss performance matters.
Appointments:	Mayor Viv Napier, Cr Colin Olds, Cr Brian Jephson, Cr Pip Maynard and Cr Colin Wright
Meeting Frequency:	As required.
Convened by:	Mayor in conjunction with an external advisor
Quorum	Three members.

### Functions:

- Refer to the Chief Executive Officer's Review Committee Terms of Reference.

**Finance, Audit and Risk Committee**

Chairperson:	Deputy Mayor.
Membership:	Deputy Mayor and three councillors appointed by the Mayor.
Appointments:	Cr Brian Jephson, Cr Colin Wright, Cr Ross Vickery and Cr Pam Colenso.
Meeting Frequency:	Quarterly
Convened by:	Group Manager Corporate Support.
Quorum	Two members.

**Commented [SC-CA2]:** The TOR needs to have the mayor removed as a member. Mayor is exofficio a member

**Functions:**

- Refer to the Finance, Audit and Risk Committee Terms of Reference.

### Assets and Services Committee

Chairperson:	Cr Jephson The chair is appointed by the Mayor.
Membership:	Six councillors (one ward based with the remainder skill based), chair of each community board and the chair of the Māori Standing Committee appointed by the Mayor.
Appointments:	Cr Jephson, Cr Gray, Cr Carter, Cr Colenso, Cr Olds, Cr Wright Community Board Chairs: Lisa Cornelissen, Robyn Ramsden, Leigh Hay Māori Standing Committee Chair: Raihānia Tipoki
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Group Manager Infrastructure and Services
Quorum:	Five members (half the appointed members).

**Commented [SC-CA3]:** TOR needs to have Mayor removed as a member, Mayor is exofficio a member.

#### Functions:

- Refer to the Assets and Services Committee Terms of Reference

### Planning and Regulatory Committee

Chairperson:	Cr Olds The chair is appointed by the Mayor.
Membership:	Six councillors (one ward based with the remainder skill based), chair of each community board and the chair of the Māori Standing Committee appointed by the Mayor.
Appointments:	Cr Olds, Cr Carter, Cr Vickery, Cr Jephson, Cr Maynard, Cr Wright Community Board Chairs: Lisa Cornelissen, Robyn Ramsden, Leigh Hay Māori Standing Committee Chair: Raihānia Tipoki
Meeting Frequency:	6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.
Convened by:	Group Manager Infrastructure and Services
Quorum:	Five members (half the appointed members)

**Commented [SC-CA4]:** TOR needs to have Mayor removed as a member, Mayor is exofficio a member.

#### Functions:

- Refer to the Planning and Regulatory Committee Terms of Reference

### 57 Fitzherbert Street Subcommittee

Chairperson:	Robyn Ramsden The chair is elected from within the Subcommittee.
Membership:	Three Featherston councillors and the chair of the Featherston Community Board.
Appointments:	Cr Vickery, Cr Olds and Cr Carter Featherston Community Board Chair: Robyn Ramsden.
Meeting Frequency:	As and when required in order to progress the purpose in a timely manner.
Convened by:	SWDC Amenities Manager.
Quorum:	Three members.

**Commented [SC-CA5]:** TOR says the chair, should be an officer for a formal meeting.

#### Note:

The SWDC Chief Executive and SWDC Amenities Manager will attend as officers to work with the Subcommittee.

#### Functions:

- Refer to the 57 Fitzherbert Street, Featherston Subcommittee Terms of Reference
- Reports directly to Council.

### Annual Plan/Long Term Plan Working Party

Chairperson:	Mayor.
Membership:	Mayor and all councillors, chair of each Community Board, one representative of the Māori Standing Committee.
Meeting Frequency:	As required in the six months prior to the release of the Annual/Long Term Plan.
Convened by:	Group Manager Corporate Support
Quorum:	Seven members (half the appointed members)

**Commented [SC-CA6]:** TOR doesn't specify. WP's aren't covered by standing orders so 7 members is a guide. TOR needs updating

#### Functions:

- Refer to the South Wairarapa Annual Plan/Long Term Plan Working Party Terms of Reference.



### Tenders Working Party

Chairperson:	Mayor.
Membership:	Mayor and one councillor.
Appointments:	Councillor to be co-opted based on availability.
Meeting Frequency:	As required.
Convened by:	Any of the Group Managers as required.
Quorum:	Two members.

#### Functions:

- Refer to Procurement of Goods and Services Policy M500.

### Community Safety and Resilience Working Party

Chairperson:	Cr Pam Colenso Chair appointed by the Mayor
Membership:	Three councillors, one representative from each community board, others as per the Terms of Reference.
Appointments:	Cr Lee Carter, Cr Pip Maynard, and Cr Pam Colenso.
Meeting Frequency:	Quarterly
Convened by:	Infrastructure and Services Group Manager
Quorum:	Four members, two to be elected members.

**Commented [SC-CA7]:** TOR says 6 for quorum, 3 to be elected members. TOR needs reviewing.

#### Functions:

- Refer to the Community Safety and Resilience Working Group Terms of Reference.

#### **Civic Awards Working Party**

Chairperson:	Cr Margaret Craig Chair appointed by the Mayor.
Membership:	Mayor and three councillors (one councillor from each ward) appointed by the Mayor.
Appointments:	Mayor Viv Napier, Cr Pam Colenso, Cr Margaret Craig and Cr Lee Carter.
Meeting Frequency:	As and when required for holding awards biennially.
Convened by:	Mayor.
Quorum:	Two members.

#### **Functions:**

- Refer to the Civic Awards Working Party Terms of Reference.

#### **Sport NZ Rural Travel Fund Assessment Group**

Chairperson:	Deputy Mayor
Membership:	Deputy Mayor and two councillors appointed by the Mayor.
Appointments:	Cr Brian Jephson, Cr Lee Carter, and Cr Pip Maynard
Meeting Frequency:	As required but generally once a year.
Convened by:	Committee Advisor.
Quorum:	Two members.

#### **Functions:**

- Refer to the Grants Policy and Sport NZ Rural Travel Fund Assessment Group Terms of Reference.

### Creative Communities Scheme Assessment Group

Chairperson:	Elected from within the group on a yearly basis.
Membership:	Councillor appointed by the Mayor. Other non-elected members appointed as per the contract with Creative NZ.
Appointment:	Cr Lee Carter.
Meeting Frequency:	Between two-four times per year.
Convened by:	Committee Advisor.
Quorum:	Three members.

#### Functions:

- Refer to the Grants Policy and the Creative Communities Scheme Assessment Group Terms of Reference.

### Water Race Subcommittee

Chairperson:	Cr Olds Chair appointed by the Mayor.
Membership:	Two councillors appointed by the Mayor. Other non-elected members selected as per the Terms of Reference: <ul style="list-style-type: none"><li>• Three representatives from Moroa Water Race area (one must be a Greytown urban representative)</li><li>• Two representatives from Longwood Water Race area</li></ul>
Appointments:	Cr Colin Olds and Cr Mike Gray
Meeting Frequency:	At least 3 times a year.
Convened by:	Asset and Operations Manager
Quorum:	Two members, one to be an elected member.

#### Functions:

- Refer to Water Race Users Group Terms of Reference.
- Reports to the Assets and Services Committee.

### Community Housing Working Party

Chairperson:	Cr Wright Chair appointed by the Mayor
Membership:	Five elected members (1 from each ward)
Appointments:	Cr Pam Colenso, Cr Margaret Craig, Cr Ross Vickery, Cr Colin Olds and Cr Colin Wright
Meeting Frequency:	As required
Convened by:	The chair
Quorum:	Three members

**Commented [SC-CA8]:** Suggest this WP need officer representation going forward, either the Amenities Manager or new Properties Manager.

### Functions:

- Refer to the Community Housing Working Party Terms of Reference

## Wairarapa Joint Working Groups and Committees

### Wairarapa Library Service Joint Committee (a joint committee with Carterton District Council)

Chairperson:	Elected from committee
Membership:	Two elected South Wairarapa District Council members. It is recommended that one elected member is an elected community board member. Interest is sought from all community board members. Appointments are made by the Mayor. Carterton District Council's representatives as determined by their Mayor and/or Council
Appointments:	Cr Pam Colenso, Featherston Community Board Chair Robyn Ramsden.
Meeting Frequency:	Quarterly and as required.
Convened by:	SWDC Amenities Manager and CDC Library Manager

#### Functions:

- Refer to the Wairarapa Library Service Joint Committee Terms of Reference.

#### Delegations:

- To hear and determine submissions to the WLS Strategic Plan for recommendation to each Member Authority.

### Wairarapa Combined District Plan Working Group (a joint working group with Carterton and Masterton)

Chairperson:	Elected from within the working group.
Membership:	Mayor and two councillors. Masterton and Carterton District Council's representatives as determined by their mayors.
Appointments:	Mayor Viv Napier, Cr Brian Jephson and Cr Colin Olds.
Meeting Frequency:	As required.
Convened by:	Planning and Environment Group Manager following the recommendation from one or more of the Wairarapa councils that a plan change is required.

#### Functions:

- To approve proposed plan changes for notification, hear submissions and release decision.
- To instigate reviews of the Wairarapa Combined District Plan.

Commented [SC-CA9]: No current TOR

**Wairarapa Policies Working Group (a joint working group with Carterton and Masterton)**

Chairperson:	Elected from within the Working Group
Membership:	Two councillors appointed by Mayor Masterton and Carterton District Council's representatives.
Appointments:	Cr Mike Gray, Cr Ross Vickery
Meeting Frequency:	As required
Convened by:	Chairperson

**Functions:**

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- Formulation and review of Wairarapa combined policies and bylaws.

**Wairarapa Economic Development Governance Group (a joint group with Carterton and Masterton)**

Chairperson:	Dame Margaret Bazley
Membership:	Mayor Masterton and Carterton District Council's Mayors.
Appointment:	Mayor Napier
Meeting Frequency:	As required.
Convened by:	The chair

**Functions:**

- To identify key economic development objectives for the Wairarapa region.
- To foster collaboration between Councils and local businesses to create opportunities that generate positive economic outcomes.
- To consider and advise Councils on Wairarapa wide economic developments proposals and projects.
- To report progress to the Wellington Regional Economic Development Agency (WREDA) and Wellington Regional Strategy Committee.

**Wairarapa Trails Action Group**

Membership:	One SWDC councillor appointed by the Mayor
Appointment:	Cr Colin Olds
Meeting Frequency:	Quarterly

**Commented [SC-CA10]:** This is not specifically stated in the TOR. The TOR does not outline membership or how a chair will be elected.

**Functions and delegations:**

- Refer to the Wairarapa Trails Action Group Terms of Reference.

## Wellington Region Joint Working Groups and Committees

### Wellington Region Waste Management and Minimisation Plan Joint Committee

Chairperson:	Elected from within the Committee at least once a triennium.
Membership:	Wellington regional representative councillors appointed by their council including one SWDC representative.
Appointment:	Cr Pam Colenso
Meeting Frequency:	As required.
Quorum:	Four members.

#### Functions and delegations:

- Refer to the Waste Management and Minimisation Plan Joint Committee Terms of Reference.

### Waste Forum - Wellington Region

Chairperson, and other officers	Elected annually at the Forum Annual General Meeting
Membership:	One Councillor appointed by the Mayor or by Council resolution and one Council officer. Appointments from other councils within the boundaries of Greater Wellington and associate members.
Appointment:	Cr Pam Colenso
Meeting Frequency:	As required.
Quorum:	Four members.

#### Functions and delegations:

- Refer to the Waste Forum Terms of Reference.



### Wellington Region Climate Change Working Group

Chairperson	Elected from within the Working Group at least every triennium
Membership:	One main and one alternate elected member from each council in the Wellington region and three mana whenua representatives from Ara Tahi. <sup>1</sup>
Elected Member Appointment:	Cr Brian Jephson (voting member) and Cr Lee Carter (alternate)
Meeting Frequency:	Quarterly

### Functions and delegations:

- Refer to the Wellington Region Climate Change Working Group Terms of Reference.

### Wellington Regional Transport Committee

Appointments:	The Mayor to represent Council, Deputy Mayor may attend as alternative.
Set up:	Under the Land Transport Act.

### Wellington Regional Strategy Committee

Appointments:	One Wairarapa appointment made in agreement with the other Wairarapa councils.
2016-2019 Appointment:	Mayor Lyn Patterson (Masterton), Deputy John Booth (Carterton)

<sup>1</sup> Ara Tahi is a leadership forum of Greater Wellington Regional Council (GWRC) and its six mana whenua partners who meet to discuss strategic issues of mutual interest (Ara Tahi membership comprises two representatives from each mana whenua authority, two GWRC Councillors and GWRC's Chief Executive).  
GWRC will appoint up to three representatives from Ara Tahi, one each representing: East Coast: Wairarapa; West Coast: Otaki to Porirua; Central: Wellington and Hutt Valley. Ara Tahi representatives are entitled to receive GWRCs standard daily meeting fee and mileage allowances for each meeting they attend.

### Remutaka Hill Road Working Party

Chairperson:	Elected from within the Committee at least once a triennium.
Membership:	Mayors of Upper Hutt City Council, Carterton District Council, Masterton District Council and South Wairarapa District Council. Representatives from NZTA, NZ Police, Road Transport Association and Automobile Association.
Appointments:	Mayor Viv Napier.
Meeting Frequency:	As required.
Quorum:	Four members

### Functions:

- A collaborative group which discusses and addresses issues regarding improving the Remutaka Hill Road which is the key link to the Wairarapa from the South.

## Greater Wellington Regional Council (GWRC) Committees

From time to time requests are received for Council representation on Greater Wellington Regional Council Committees.

### Wairarapa Committee

Membership:	One councillor (voting) and one alternate appointed by the Mayor. The GWRC Wairarapa elected councillor and two other GWRC councillors. Elected members from MDC and CDC. One member from each of the two Wairarapa iwi, appointed by GWRC
Elected Member Appointment:	Cr <del>Brian Jephson</del> <u>Colin Wright</u> (voting) and Cr <del>Colin Wright</del> <u>Brian Jephson</u> .
Convened by:	GWRC.
Frequency:	Quarterly and as required
Function:	Refer to Wairarapa Committee Terms of Reference

### Awhea Opouawe Scheme Committee

Appointments:	One councillor appointed by the Mayor.
Elected Member Appointment:	Cr Brian Jephson.
Convened by:	GWRC.

### Lower Valley Development Scheme Advisory Committee

Appointments:	One councillor appointed by the Mayor.
Elected Member Appointment:	Cr Colin Olds.
Convened by:	GWRC.

### Wairarapa Moana Wetlands Governance Group

Appointments:	One councillor appointed by the Mayor.
Elected Member Appointment:	Cr Colin Olds.
Convened by:	GWRC.

**Ruamahunga Whaitua (Catchment) Committee**

Appointments:	One councillor appointed by the Mayor.
Elected Member Appointment:	Cr Colin Olds. (Note: there is additional remuneration for this role).
Convened by:	GWRC.

**Waiohine Floodplain Management Plan Steering Group**

Commented [SC-CA11]: TOR?

Appointments:	Two councillors appointed by the Mayor
Elected Member Appointment:	Cr Mike Gray and Cr Colin Wright
Convened by:	GWRC.

## Representation on Other Organisations

From time to time requests are received for Council representation on community organisations or initiatives. These requests are considered on a case by case basis with appointments made as seen fit by the Mayor.

### Destination Wairarapa Board

Appointments:	Councillor or member of the public with business and/or financial skills appointed by the Mayor or by Council resolution.
Council Appointment:	Paul Broughton (External appointment)
Role Description:	As per the Destination Wairarapa Constitution. To report quarterly to Council on Destination Wairarapa activities and to take Council's views back to Destination Wairarapa Board.

### Cobblestones Museum Trust

Appointments:	One Councillor appointed by the Mayor or by Council resolution.
Elected Member Appointment:	Cr Colin Wright
Role Description:	As per the Cobblestones Museum Trust Document.

#### Arbor House Trust Board

Appointments:	One representative appointed by Council resolution (to be recommended by the Greytown Community Board).
Appointment:	Dr Rob Tuckett (External appointment)
Role Description:	As per the Arbor House Trust Deed

#### Wairarapa Safer Community Trust Board

Appointments:	One Councillor appointed by the Mayor or by Council resolution.
Councillor Appointment:	Cr Pam Colenso

#### Wairarapa Road Safety Council Inc.

Appointments:	One Councillor appointed by the Mayor or by Council resolution.
Councillor Appointment:	Cr Colin Olds
Role Description:	As per the Wairarapa Road Safety Council Constitution.

#### Remutaka Hill Road Working Party

Chairperson:	<del>Elected from within the Committee at least once a triennium.</del>
Membership:	<del>Mayors of Upper Hutt City Council, Carterton District Council, Masterton District Council and South Wairarapa District Council. Representatives from NZTA, NZ Police, Road Transport Association and Automobile Association.</del>
Council appointment:	<del>Mayor Viv Napier.</del>
Meeting Frequency:	<del>As required.</del>
Quorum:	<del>Four members</del>

#### Functions:

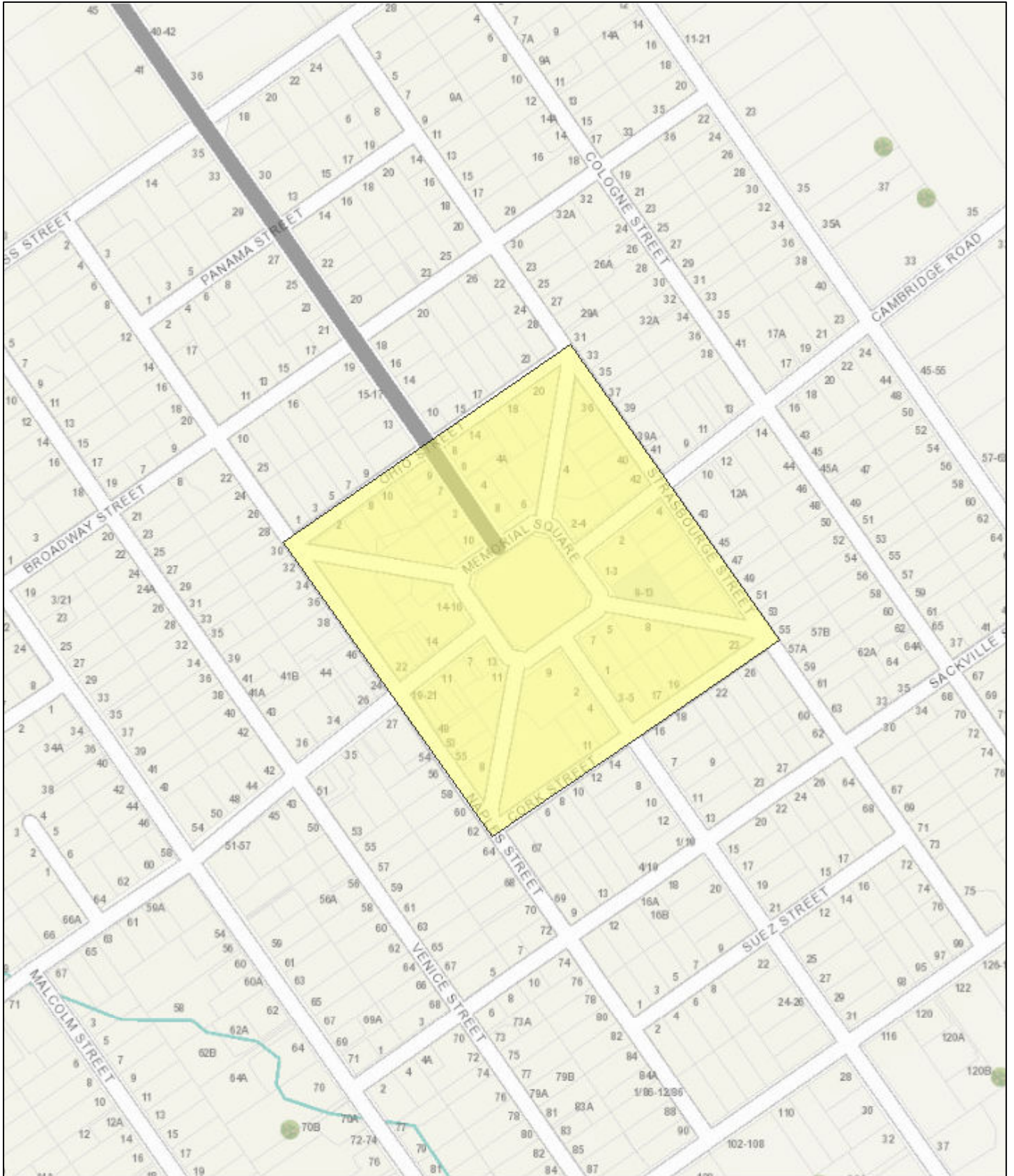
- ~~● A collaborative group which discusses and addresses issues regarding improving the Remutaka Hill Road which is the key link to the Wairarapa from the South.~~

**Palliser to Palliser (P2P)**

Appointments:	One elected member
Memberships	Department of Conservation, local government agencies, iwi, Federated Farmers
Council appointment:	Clive Paton (External appointment)
Convened by:	Department of Conservation

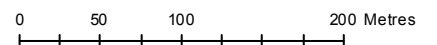
# **Appendix 2 – Map Showing Proposed Martinborough Liquor Prohibition Area**





September 2, 2016

1:4,673



**DISCLAIMER**

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