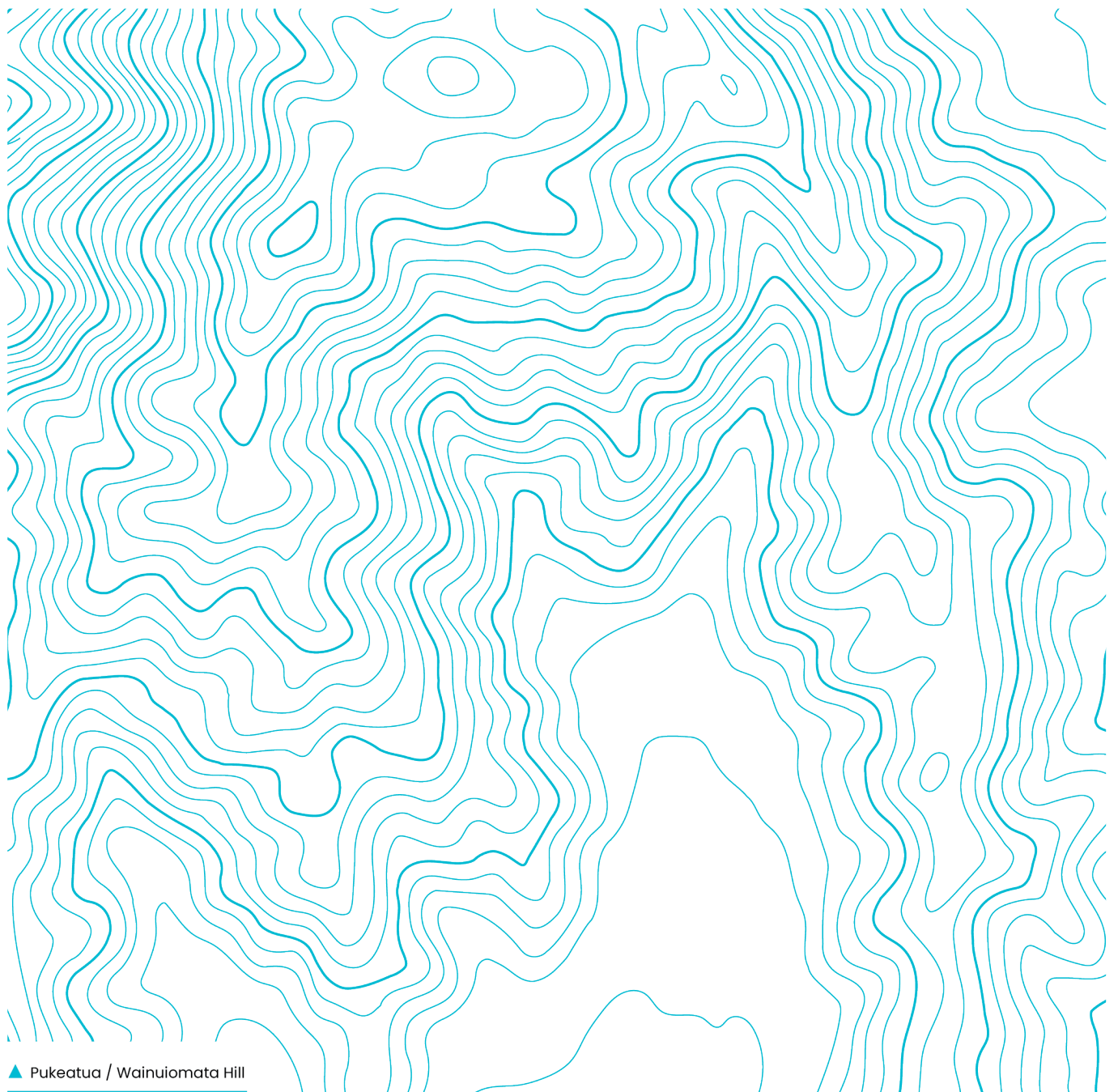


# Terms of Reference and Delegations of Hutt City Council 2025-2028

Adopted by Hutt City Council  
on 20 November 2025



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# Record of Amendments

Version	Date	Resolution	Summary of Amendments
1	20 November 2025	Council	
2	18 December 2025	Council	Appointment of independent members to the Audit and Risk Subcommittee

# Introduction

These Terms of Reference set out the principal areas for which Council maintains overall responsibility. They also set out the delegations of Council functions, duties, and powers to Council committees and subcommittees.

The delegations in these Terms of Reference are expressed in general terms. They are to be read together with the following propositions.

These Terms of Reference:

- Do not delegate any function, duty or power which a statute (for example, clause 32 of Schedule 7 of the Local Government Act 2002) prohibits from being delegated; and
- Are subject to Council's authority to elect to exercise any of the powers delegated in these Terms of Reference; and
- Do not affect any delegation which the Council has already made or subsequently makes to a Council officer or other member of staff. Note: where a committee has a delegation that overlaps with a delegation made to an officer, it will be presumed that the delegation will be exercised by the officer unless the matter is brought before Council or a committee for its decision; and
- Are subject to any other statutory requirements that may apply to a particular delegation (for example, the provisions of the Building Act 2004 regarding swimming pools); and
- Do not delegate the power to sub-delegate or create subcommittees, except as outlined in these Terms of Reference.

## MANA WHENUA

Council has statutory obligations to Iwi and Māori, by virtue of the Treaty of Waitangi, in particular in relation to the Resource Management Act 1991 and Local Government Act 2002. Council is committed to improving and facilitating Māori participation in its decision-making processes.

Further, Te Ao Māori is a relevant consideration in many of the decisions that Council makes. Mandated representatives of Taranaki Whānui ki Te Upoko o Te Ika a Māui (Port Nicholson Block Settlement) Trust, Te Rūnanga o Toa Rangātira, Wellington Tenth Trust, Palmerston North Māori Reserve Trust, Te Rūnanganui o Te Āti Awa ki Te Upoko o Te Ika a Māui, Arohanui Ki Te Tangata (Waiwhetū) Marae, and Te Tatau o Te Pō Marae are important partners and provide vital input into Council committees' decision-making. This has seen Council agree to appoint up to two non-elected representatives from Mana Whenua to the Te Komiti Āpiti mō te Mahere ā-Rohe | District Plan Subcommittee, with full rights as members under standing orders to participate in debate and vote on items. Also, refer to Standing Order 31 for the provisions for Mana Whenua.

## **ESTABLISHMENT OF COMMITTEE**

In accordance with section 41A of the Local Government Act 2002, the Mayor has the power to establish the committees of the governing body and appoint the chair of each committee before the other members of the committees are determined. The terms of reference and delegations to committees are set out in full in this document.

## **COMMITTEES**

The committee includes, in relation to Council:

- a. committee comprising all or some of the members of Council;
- b. a standing committee or a special committee appointed by Council or the Mayor;
- c. a joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- d. any subcommittee of a committee described in a. b. and c.

The terms of reference and delegations to committees and subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a. the committees have no decision-making powers other than those set out in these terms of reference.
- b. any committee may request expert advice through the Chief Executive where necessary.
- c. the committees may make recommendations to their governing committee or Council, or Chief Executive, as appropriate

## **AMBIGUITY AND CONFLICT**

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, Democratic Services can provide advice. Suppose the ambiguity or conflict results in uncertainty or dispute as to which chair, committee, or subcommittee has the delegation to act in respect of a particular matter. In that case, the Mayor will decide in consultation with the Deputy Mayor, having received advice from the Chief Executive. The Mayor's decision will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the committee with the primary outcome of the decision in its area of focus should be the committee that considers the matter.

## **COUNCIL**

To the extent allowed by law, Council delegates to its respective committees all the powers, functions and duties of Council as set out under the name of each committee.

## **COMMITTEE MEMBERSHIP**

The Mayor is a member of all Council committees with voting rights (note: the Mayor is not automatically a member of any Joint Committees).

## **COUNCIL'S STANDING ORDERS**

Standing Orders contain rules for the conduct of proceedings of Council, committees, subcommittees, subordinate decision-making bodies, and community boards.

Their purpose is to enable Council to exercise its decision-making responsibilities in a transparent, inclusive and lawful manner. The application of Standing Orders can contribute to greater public confidence in the quality of local government and in democracy more generally. They incorporate legislative provisions on meetings, decision-making, and transparency. Standing Orders are a framework of rules and guidelines for making decisions in a council context. They are based on the principles that public decision-making processes should be open, transparent, and fair, and that they should contribute to a well-functioning democracy that the public can trust.

## **ELECTED MEMBERS' CODE OF CONDUCT**

The Elected Members' Code of Conduct (the Code) complement specific statutes, such as the Local Government and Meetings Act 1987, which are designed to ensure openness and transparency. The Code is an integral part of the framework for building residents' confidence in our governmental processes.

## **CONTACTS WITH MEDIA**

The Mayor is the first point of contact for an official view on any issue, unless delegations state otherwise. Where the Mayor is absent, requests for comment will be referred to the Deputy Mayor or the relevant committee chair. The Mayor may refer any matter to the appropriate committee chair or the Chief Executive for their comment. No other member may comment on behalf of Council without having first obtained the approval of the Mayor.

## **HEALTH AND SAFETY**

Regarding health and safety, all members of Council are required to discharge their due diligence responsibilities under the Health and Safety at Work Act 2015. Officers will provide regular reports to the governing body, through the Te Komiti Āpiti Arotake me ngā Tūraru | Audit and Risk Subcommittee, to enable members to discharge their duties.

# TE KAUNIHERA O TE AWA KAIRANGI | COUNCIL

<b>Chair</b>	Mayor Fauono Ken Laban
<b>Deputy Chair</b>	Deputy Mayor Keri Brown
<b>Membership:</b>	All Councillors  Refer to Council's Standing Orders (SO 31.10 Provisions for Mana Whenua) (This applies in addition to the representation provided through the Māori Ward).
<b>Meeting Cycle:</b>	Council meets every eight weeks, but extraordinary meetings may be called by resolution of Council or at the request of the Chair or one-third of Council's total membership.
<b>Quorum:</b>	Half of the members

## **POWER TO (BEING A POWER THAT IS NOT CAPABLE OF BEING DELEGATED) <sup>1</sup>:**

- Make a rate.
- Make bylaws.
- Borrow money other than in accordance with the Long Term Plan (LTP).
- Purchase or dispose of assets (including land) not in accordance with the LTP.
- Adopt the LTP, Annual Plan and Annual Report.
- Adopt policies that must be consulted on under the Local Government Act 2002 in association with the LTP or for the local government statement.
- Appoint the Chief Executive.
- Exercise any powers and duties conferred or imposed by any other Act.
- Adopt a Remuneration and Employment Policy for Council employees.

## **DECIDE ON:**

### **Policy and Bylaw issues:**

- Approval of draft bylaws before the consultation.

### **District Plan:**

- Approval to call for submissions on any Proposed District Plan, Plan Changes and Variations.
- Before public notification, approval of recommendations of District Plan Hearings Subcommittees on any Proposed Plan, Plan Changes (including private Plan Changes) and Variations.

<sup>1</sup> Work required before the making of any of these decisions may be delegated.

- The withdrawal of Plan Changes in accordance with clause 8D, Part 1, Schedule 1 of the Resource Management Act 1991.
- Approval, to make operative, District Plan and Plan Changes (in accordance with clause 17, Part 1, Schedule 1 of the Resource Management Act 1991).
- Acceptance, adoption, or rejection of private Plan Changes.

### **Representation, electoral and governance matters:**

- The method of voting for the triennial elections.
- Representation reviews.
- Council's Code of Conduct for elected members.
- Hearing of and making decisions on breaches of Council's Code of Conduct for elected members.
- Elected members' remuneration.
- The outcome of any extraordinary vacancies on Council.
- Any other matters for which a local authority decision is required under the Local Electoral Act 2001.
- Appointment and discharge of members of committees when not appointed by the Mayor.
- Adoption of Terms of Reference for Council Committees, Subcommittees and Working Groups, and oversight of those delegations.
- Council's delegations to officers, community boards and other groups to support community funding decisions.

### **Delegations and employment of the Chief Executive:**

- Appointment of the Chief Executive of Hutt City Council.

### **Meetings and committees:**

- Standing Orders for Council and its committees.
- Council's annual meeting schedule.

### **Long Term and Annual Plans:**

- The adoption of the LTP and Annual Plans.
- Determination of rating levels and policies required as part of the LTP.
- Adoption of consultation documents proposed and final LTPs, and proposed and final Annual Plans.

### **Council Controlled Organisations:**

- The establishment and disposal of any Council Controlled Organisation or Council Controlled Trading Organisation.
- Approval of annual Statements of Intent and annual Statements of Expectation for Council Controlled Organisations and Council Controlled Trading Organisations.

### **Community Engagement and Advocacy:**

- Receive reports from Council's Advisory Groups.
- Regular reporting from strategic partners.

### **Operational Matters:**

- Civil Defence Emergency Management matters requiring Council's input.
- Road closing and road stopping matters.
- Elected members' overseas travel to be approved in accordance with the Elected Member Support Policy.
- All other matters for which final authority is not delegated.

### **Appoint:**

- The non-elected members of the Standing Committees, including extraordinary vacancies of non-elected representatives.
- The Directors of Council Controlled Organisations and Council Controlled Trading Organisations.
- Council's nominee on any Trust.
- Council representatives on any outside organisations (where applicable and time permits, recommendations for the appointment may be sought from the appropriate Standing Committee and/or outside organisations).
- Council's Electoral Officer, Principal Rural Fire Officer and any other appointments required by statute.

# TE KOMITI ORANGA HAPORI, ORANGA TAIAO | CONNECTED COMMUNITIES, CLIMATE AND RESILIENCE COMMITTEE

<b>Chair:</b>	Cr Andy Mitchell
<b>Deputy Chair:</b>	Cr Naomi Shaw
<b>Membership:</b>	Mayor and all Councillors  Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)
<b>Quorum:</b>	Half of the membership
<b>Meeting cycle:</b>	Meets on an eight-week basis or at the requisition of the Chair
<b>Reports to:</b>	Council

## Overview:

This committee supports Council in ensuring healthy, vibrant and resilient communities and the natural environment through partnerships, overseeing community wellbeing initiatives, environmental sustainability efforts and the city's climate change response.

## Areas of focus:

### Community Development and Wellbeing:

- Major neighbourhoods, communities, and environmental projects
- Community funding
- City and community safety
- Emergency management and community resilience
- Homelessness: needs and wellbeing
- Youth engagement
- Oversight of the Age and Accessibility Subcommittee

### Culture, Heritage:

- Arts, culture, and heritage
- Arts and culture funding

### Mana whenua relations:

- Relationships with the seven marae and Te Ao Māori
- Treaty partnerships

## **Environment and Sustainability:**

- Climate change mitigation, adaptation, and resilience
- Oversight of Council's organisational Carbon Zero plan and the Climate Action Pathway, and other relevant environmental initiatives
- Allocate funding for community climate action
- Collaboration with Mana Whenua, residents, and businesses to decarbonise the city
- Community-led climate action and sustainability programmes
- Waste reduction, recycling, and resource recovery
- Ecology, biodiversity, forestry, and biosecurity
- Social and environmental procurement

## **Open Spaces and Places:**

- Open spaces and community places (parks, reserves, sports, recreation, and community facilities and hubs) with a focus on activation, accessibility, wellbeing, and climate resilience outcomes (excluding asset delivery and regulatory functions, which sit with the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee).
- Oversight of the Pito-one projects.

## **Purpose:**

To oversee and review strategies, policies, frameworks, plans and functions that support community wellbeing (social and cultural) and environmental sustainability, with a particular focus on climate change mitigation and adaptation. The committee seeks to make Te Awa Kairangi ki Tai a desirable, safe and inclusive city with facilities, open spaces and services that enable healthy lifestyles. It also aims to strengthen the city's long term resilience and sustainability by increasing awareness of, and action on, climate change. Through strong partnerships with Mana Whenua, community organisations and other stakeholders, the committee promotes the cultural, social and environmental wellbeing of current and future generations.

**Note:** The Chief Executive and officers are responsible for preparing strategies, policies, bylaws, and other reports for consideration by the committee, and for implementing Council decisions. The committee provides governance oversight, direction, and recommendations in these areas, consistent with the separation of governance and management set out in section 42 of the Local Government Act 2002.

## Delegations for the Committee's areas of focus:

All powers necessary to perform the committee's responsibilities, including the activities outlined below.

- Oversee required strategies, frameworks and policies **and recommend draft and final versions to Council for adoption, where adoption is required under the Local Government Act 2002.**
- Monitor and review progress on the implementation of Council strategies and policies that relate to community wellbeing, environmental sustainability and climate resilience through oversight and updates from officers.
- Oversee the governance direction and outcomes of plans and programmes that promote environmental well-being, including Council's plan to reach Carbon Zero. **Note** that the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee will retain high level oversight of performance reporting on Carbon Zero progress.
- Monitor progress and provide governance oversight of major community wellbeing and environmental projects provided for in the Long Term Plan or Annual Plan.
- Monitor delivery of activities and outcomes within approved budgets under the Long Term Plan or Annual Plan, in alignment with financial reporting overseen by the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.
- Maintain a governance overview of community-led climate action and sustainability programmes, as well as a governance overview of work programmes conducted by Council's Neighbourhoods and Communities directorate.
- Provide governance oversight and direction on matters related to climate change, including raising awareness of climate-related impacts and issues, advocating for climate change impacts, issues and actions, and supporting initiatives that reduce carbon emissions.
- Provide governance oversight and direction on matters related to ecological protection, the protection of biodiversity and biosecurity.
- Approve and monitor, at a governance level, funding within the committee's areas of focus, in line with Council's approved funding framework.  
**Note:** The distribution of funding may be delegated to panels or other mechanisms established by Council. The committee retains oversight of overall funding outcomes and alignment with Council priorities and will continue to operate within the approved funding framework as it evolves.
- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements, ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Lower Hutt, having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.

- Conduct any consultation/engagement processes required on issues before the committee.
- Approve and forward submissions. If the timing for forwarding submissions does not align with the meeting schedule, the Chair and Deputy Chair have the authority to approve submissions and report back to the committee.
- **Recommend to Council** the acquisition or disposal of assets unless the acquisition or disposal is provided for specifically in the Long Term Plan.
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws, noting the committee may provide input on the community or environmental impacts of bylaws within its areas of focus when requested. Still, responsibility for bylaw development, consultation, and adoption rests solely with Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.
- The recipients of the annual Civic Honours awards.

If a policy or project relates primarily to the responsibilities of the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities and Climate Resilience Committee and/or Te Komiti Hanganga me ngā Waeture Komiti Hanganga | Infrastructure and Regulatory Committee, the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities and Climate Resilience Committee has the power to make associated decisions on behalf of that committee. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

# TE KOMITI KAUPAPA HERE ME TE PAE ANGITŪ | POLICY AND PERFORMANCE COMMITTEE

<b>Chair:</b>	Cr Tony Stallinger
<b>Deputy Chair:</b>	Cr Chris Parkin
<b>Membership:</b>	Mayor and all Councillors  Refer to Council's Standing Orders (SO 31 Provisions for Mana Whenua)
<b>Quorum:</b>	Half of the membership
<b>Meeting Cycle:</b>	Meets on an eight-week basis or at the requisition of the Chair
<b>Reports to:</b>	Council

## Overview:

This committee provides governance oversight of Council's policies and bylaws, monitors both financial and non-financial performance, and oversees the performance of Council Controlled Organisations (CCOs) as well as the new water entity (Tiaki Wai Metro Water Ltd | Metro Water Limited) starting from 1 July 2026.

## Areas of focus:

- Treaty partnerships
- Economic development
- Financial and non-financial performance reporting
- Oversight and general co-ordination (including community engagement) of strategies and policies
- Bylaw development
- Oversight of the performance of Council Controlled Organisations (CCOs), including Statements of Expectation and Statements of Intent
- Oversight of the performance of Tiaki Wai Metro Water Ltd | Metro Water Limited from 1 July 2026

## Purpose:

To provide governance oversight of Council's policy, strategy and performance reporting, including against key performance indicators and budgets, ensuring that all Council activities and partnerships contribute to the long term wellbeing and prosperity of Te Awa Kairangi ki Tai.

**Note:** The Chief Executive and officers are responsible for preparing strategies, policies, bylaws, and other reports for consideration by the committee, and for implementing Council decisions. The committee provides governance oversight, direction, and recommendations in these areas, consistent with the separation of governance and management set out in section 42 of the Local Government Act 2002.

## **Delegations for the Committee's areas of focus:**

All powers necessary to perform the committee's responsibilities, including the activities outlined below.

### **Strategy and Policy:**

- Oversee required strategies, frameworks and policies **and recommend draft and final versions to Council for adoption, where adoption is required under the Local Government Act 2002.**
- Adopt other strategies, frameworks and policies within the committee's areas of responsibility that are not required by law to be adopted by Council.
- Monitor and review the effectiveness of strategies and policies to ensure they remain consistent, effective and current.
- Request advice on emerging strategic or policy needs and recommend the commissioning of reviews where appropriate.

### **Major Projects and Budgetary Oversight:**

- Maintain governance oversight of major projects provided for in the Long Term Plan or Annual Plan.
- Receive advice on budgetary decisions within the Long Term Plan or Annual Plan from the Strategy, Long Term Plan and Annual Plan Subcommittee.
- **Recommend to Council** the approval of any financial decisions required outside of the annual budgeting process.

### **Treaty Partnerships and Māori Outcomes:**

- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements, ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Te Awa Kairangi ki Tai | Lower Hutt, having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.

### **Oversight and Engagement:**

- Maintain an overview of work programmes carried out by the Strategy and Engagement Directorate.
- Approve the approach to consultation and engagement on issues before the committee, as prepared by officers.

- Approve and forward submissions. If the timing for forwarding submissions does not align with the meeting schedule, the Chair and Deputy Chair have the authority to approve submissions and report back to the committee.
- Any other matters delegated to the committee by Council in accordance with approved policies and bylaws.
- The committee has the power to perform the responsibilities of another committee where it is necessary to make a decision before the next meeting of that other committee. When exercised, the report/minutes of the meeting require a resolution noting that the committee has performed the responsibilities of another committee and the reason/s.

If a policy or project relates primarily to the responsibilities of the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee, but aspects require additional decisions by Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee or Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee, then the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee has the powers to make associated decisions on behalf of those other committees. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

### **Bylaw Delegations:**

- Agree and **recommend to Council** the Statement of Proposal for new or amended bylaws for consultation/engagement, as prepared by officers in accordance with legislative requirements.
- **Recommend to Council** the approval of draft bylaws before consultation.
- The Chair of the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee, in conjunction with the Chief Executive, is authorised to appoint a subcommittee of suitably qualified persons to conduct hearings on draft bylaws on behalf of the committee.
- **Recommend to Council** new or amended bylaws for adoption.

### **Financial, Project and Performance Reporting Delegations**

- **Recommend to Council** the budgetary parameters for the preparation of Council's Long Term Plans and Annual Plans.
- Monitor Council Group progress towards achievement of budgets and objectives, including significant city-wide or strategic projects, through regular performance reporting.
- Monitoring and oversight of significant city-wide or strategic projects, including operational contracts, agreements, grants and funding, except where these are the responsibility of another standing committee.
- Monitor progress towards achievement of Council's outcomes as set out in its overarching strategies for the City and their associated plans.

- Oversee the acquisition and disposal of property in accordance with the Long Term Plan.
- Monitor the integrity of reported performance information at the completion of Council's Annual Report process.
- Review **and recommend to Council** the adoption of the Annual Report.
- **Recommend to Council** the approval of annual Statements of Intent and annual Statements of Expectation for Council Controlled Organisations and granting shareholder approval of major transactions.
- Monitor progress against Council Controlled Organisations Statements of Intent and make **recommendations to Council** in the exercise of Council powers, as the shareholder, about Council Controlled Organisations under sections 65 to 72 of the Local Government Act.
- Monitor the performance and accountability of Tiaki Wai Metro Water Ltd | Metro Water Limited, as a Council-owned water services entity, from 1 July 2026.
- Oversee compliance with Council's Treasury Risk Management Policy.
- Consider and determine requests for rate remissions.
- Consider and determine requests for loan guarantees from qualifying community organisations where the applications are within the approved guidelines and policy limits.

# TE KOMITI HANGANGA ME NGĀ WAETURE | INFRASTRUCTURE AND REGULATORY COMMITTEE

<b>Chair:</b>	Cr Simon Edwards
<b>Deputy Chair:</b>	Cr Tui Lewis
<b>Membership:</b>	Mayor and all Councillors
<b>Quorum:</b>	Half of the members
<b>Meeting Cycle</b>	Meets on an eight-week basis or at the requisition of the Chair
<b>Reports to:</b>	Council

## Overview:

This committee oversees Council's core infrastructure and regulatory functions, ensuring effective governance of city assets, transport and traffic systems (including parking and any other traffic-related matters), and compliance with statutory responsibilities. It provides direction on the planning, delivery, and performance of infrastructure that supports healthy, sustainable, and resilient communities.

The committee provides governance oversight of Te Wai Takamori o Te Awa Kairangi | RiverLink and the Silverstream Landfill. Joint operational oversight of the landfill and other shared Hutt Valley services is exercised through the Hutt Valley Services Committee. Through its oversight of infrastructure, transport, and traffic management, the committee supports the delivery of safe, reliable, and sustainable services for the community.

## Areas of focus:

- Three waters infrastructure and water investment (until 30 June 2026)
- Roading and active transport (including traffic management and parking)
- Infrastructure strategy
- Integrated transport strategy
- Wharves
- Environmental consents
- Regulatory functions, including enforcement
- Treaty partnerships
- Te Wai Takamori o Te Awa Kairangi | RiverLink
- Silverstream Landfill
- Cycleways
- Footpaths renewal programme
- Oversight of Major Projects Steering Group

## Purpose:

The purpose of this committee is to ensure that Te Awa Kairangi ki Tai's infrastructure, transport, and traffic systems (including parking and any other traffic-related matters) and regulatory functions are effectively-planned and monitored to support the city's growth, safety, and wellbeing.

The committee provides governance oversight to ensure that infrastructure and regulatory activities, including Council's responsibilities under its bylaws and relevant legislation, are fit for purpose, resilient, and compliant with statutory and community expectations. In carrying out its functions, the committee upholds the principles of Te Tiriti o Waitangi in all decision-making.

The committee's oversight of water services, currently managed by Wellington Water Limited and transitioning to Tiaki Wai Metro Water Ltd, will continue until 30 June 2026.

In addition, the committee considers matters relating to Council's regulatory and quasi-judicial responsibilities under the following legislation:

- Building Act 2004 (including residential pool safety provisions)
- Dog Control Act 1996
- Local Government Acts 1974 and 2002
- Public Works Act 1981
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

**Note:** The Chief Executive and officers are responsible for preparing strategies, policies, bylaws, and other reports for consideration by the committee, and for implementing Council decisions. The committee provides oversight of governance, direction, and recommendations in these areas. Responsibility for the development, consultation, and adoption of bylaws rests with Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.

If a policy or project relates primarily to the responsibilities of the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee, but aspects require additional decisions by Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee, or Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee, then the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee has the powers to make associated decisions on behalf of those other committees. For the avoidance of doubt, this means that matters do not need to be taken to more than one of those committees for decisions.

### **Delegations for the Committee's areas of focus:**

All powers necessary to perform the committee's responsibilities, including the activities outlined below:

- Oversee required strategies, frameworks and policies **and recommend draft and final versions to Council for adoption, where adoption is required under the Local Government Act 2002.**
- Monitor and review strategies and policies.
- Monitor progress and governance oversight of significant projects provided for in the Long Term Plan (LTP) or Annual Plan.
- Monitor delivery and performance of activities within approved budgets under the LTP or Annual Plan, in alignment with financial reporting overseen by the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.

**Note:** Financial and performance reporting for Te Wai Takamori o Te Awa Kairangi | RiverLink and the Silverstream Landfill will be provided at a level appropriate to this committee's governance oversight of infrastructure delivery and risk, with detailed financial and performance information reported through the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee as part of whole of Council reporting. This ensures officers do not duplicate financial reporting across committees while maintaining clear governance oversight for both project delivery and overall Council financial performance.

- Advocate for strong relationships with Council's Mana Whenua partners as outlined in the Tākai Here agreements, ensuring the outcomes of the committee are in line with the aspirations of the partners.
- Advocate for the best interests of Māori communities in Te Awa Kairangi ki Tai | Lower Hutt, having regard to the committee's goals.
- Ensure the committee is operating in a way that is consistent with various pieces of legislation that provide for Te Tiriti o Waitangi.
- Maintain oversight of relevant infrastructure and regulatory programmes that relate to the committee's areas of focus.
- Oversee the exercise of Council's statutory functions, powers, and duties within the committee's areas of responsibility, other than those specifically delegated to any other committee, subcommittee, or retained by Council.
- Conduct any consultation processes required on infrastructure and traffic issues before the committee.
- Approve and forward submissions. If the timing for forwarding submissions does not align with the meeting schedule, the Chair and Deputy Chair have the authority to approve submissions and report back to the committee

### **Additional Infrastructure Delegations:**

- Determine roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- Hear objections to specified traffic matters where the community board wishes to take an advocacy role.
- Make decisions under Clause 11(e) of the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965 in respect of temporary road closures, including making decisions on any ancillary matters, including, without limitation, approval of temporary "No Stopping" restrictions under Hutt City Council Traffic Bylaw 2017.
- Undertake hearings on road stopping under the Local Government Act 1974.
- **Make recommendations to Council** regarding whether to proceed with stopping a road and disposing of the stopped road. If the proposal involves a related acquisition, disposal, or land exchange, also include a recommendation to Council concerning that acquisition, disposal, or exchange.

- Consider and **recommend to Council** any request to the Crown that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.
- Make any resolution required under section 319A of the Local Government Act 1974 regarding the naming of new roads and alterations to street names (other than those in the Harbour and Wainuiomata Wards, which are delegated to the community boards in those areas).
- Hear, consider and **make recommendations to Council** on any traffic-related matter.
- Regulate its own processes and proceedings to achieve its purpose and objective.
- Provide options for the **consideration of Council** on traffic and roading issues.
- The Chair may refer any traffic matter to a Community Board, or to Council as appropriate.

### **Additional Regulatory Delegations:**

- Oversee any regulations required to achieve Council's objectives.
- Conduct statutory hearings on regulatory matters and make decisions on those hearings, excluding those conducted under the Resource Management Act 1991.
- Authorise the submission of appeals to the Environment Court on behalf of Council, except where such appeals relate to policy, strategy, or statutory planning matters under the Resource Management Act 1991, which Council must approve.
- Make decisions on applications required under the Development Contributions Policy for remissions, postponements, reconsiderations and objections.

### **Delegations to make Appointments:**

- The Chair of the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a subcommittee of suitably qualified persons to conduct hearings on behalf of the committee.
- The Chair of the Te Komiti Hanganga me ngā Waeture | Infrastructure and Regulatory Committee, in conjunction with the Chief Executive, is authorised to appoint a Hearings Subcommittee of suitably qualified persons to conduct resource consent and related hearings on behalf of the committee.

**NOTE:** The Manatū mō te Taiao | Ministry for the Environment advocates that Councils offer specialist Resource Management Act (RMA) training in areas that are difficult to grasp or where mistakes are commonly made. This is to complement the Good Decision Making RMA training that they run (which is an overview and basic summary of decision making, rather than an in-depth training in specific areas of the RMA). Therefore, to facilitate this, the RMA training run for councillors who wish to be hearings commissioners is mandatory.

# TE KOMITI ĀPITI RAUTAKI, MAHERE TEKAU TAU ME TE MAHERE Ā-TAU | STRATEGY, LONG TERM AND ANNUAL PLAN SUBCOMMITTEE

<b>Chair:</b>	Mayor Fauono Ken Laban
<b>Deputy Chair:</b>	Deputy Mayor Keri Brown
<b>Membership:</b>	All Councilors
<b>Quorum:</b>	Half of the membership
<b>Meeting Cycle:</b>	Meets on an eight-week basis or as required during the LTP/AP process
<b>Reports to:</b>	Council

## Purpose:

To carry out all necessary considerations and hearings, precedent to Council’s final adoption of Long Term Plans (LTP) and Annual Plans (AP) which give effect to the strategic direction and outcomes set by the Te Komiti Āpiti, Mahere Tekau Tau me te Mahere ā-tau | Strategy, Long Term Plan and Annual Plan Subcommittee through setting levels of service, funding priorities, the performance framework, fiscal sustainability, and budgets.

## Determine:

- Development of a framework and timetable for the LTP and AP processes.
- The nature and scope of engagement and public consultation required.
- Such other matters as the subcommittee considers appropriate and which fall within its Terms of Reference.
- Informal engagement with the community, and hearing of any formal public submissions.
- Consideration of submissions on Hutt City Council’s Assessment of Water and Sanitary Services.

## Consider and make recommendations to Council:

- Levels of service, funding priorities, performance framework, budgets, rating levels and policies required as part of the LTP or AP.
- Consultation documents.
- Council’s proposed and final LTP.
- Council’s proposed and final AP.
- Final content and wording, and adoption of the final Hutt City Council Assessment of Water and Sanitary Services. Until 30 June 2026, the subcommittee will oversee Council’s water and sanitary services. From 1 July 2026, oversight of the performance of Tiaki Wai Metro Water Ltd as a Council-owned water services entity will be exercised by the Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee.

# TE KOMITI ĀPITI MŌ NGĀ TAIPAKEKE ME TE ĀHEINGA | AGE AND ACCESSIBILITY SUBCOMMITTEE

<b>Chair:</b>	Cr Glenda Barratt
<b>Deputy Chair:</b>	Cr Chris Parkin
<b>Membership:</b>	Cr Te Awa Puketapu Cr Naomi Shaw  Including appointed members  <b>Alternate</b> - Deputy Mayor Brown
<b>Quorum:</b>	Half of the membership
<b>Meeting Cycle:</b>	Meets quarterly
<b>Reports to:</b>	Te Komiti Oranga Hapori, Oranga Taiao   Connected Communities, Climate and Resilience Committee

## Overview:

The Subcommittee supports Council's goals for an accessible and age-friendly city.

## Area of Focus:

- Provide input into the development and review of Council's policies, bylaws, strategies and plans relating to accessibility, including disabled people and older residents. Considering subjects including, but not limited to, transport, public spaces, housing, digital access, emergency management and community facilities.
- Provide early advice on major projects and initiatives, including relevant infrastructure, streetscapes, facilities and service design.
- Oversee the development of, and then monitor progress against, an Age and Accessibility Plan.
- Champion Te Tiriti o Waitangi commitments and equity for Māori and Pacific disabled people and kaumātua, encouraging kaupapa Māori approaches where appropriate.
- Strengthen connections between Council and community networks and share insights from lived experience.

## Purpose:

To provide strategic advice to Council to ensure plans, policies and services are inclusive, age-friendly and accessible for disabled people and older residents.

## Delegations for the Subcommittee's areas of focus:

The subcommittee has no decision-making powers other than those set out in these terms of reference. The subcommittee may make recommendations to Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee.

## **Reporting:**

The Age and Accessibility Subcommittee reports to Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee. Minutes and any recommendations from Subcommittee meetings will be provided to the Connected Communities Committee, etc, for information and/or endorsement. Matters requiring a Council decision will be referred to Council through the Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee.

The Chair of the Subcommittee, or their delegate, may also provide regular updates to Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee on key issues, progress, or emerging priorities within the Subcommittee's areas of focus.

# TE KOMITI ĀPITI AROTAKE ME NGĀ TŪRARU | AUDIT AND RISK SUBCOMMITTEE

<b>Chair:</b>	Independent Chair David Cochrane
<b>Deputy Chair:</b>	Mayor Fauono Ken Laban
<p><b>Membership:</b></p> <p>Te Komiti Āpiti Arotake me ngā Tūraru   Audit and Risk Subcommittee members should be appointed to ensure the subcommittee has a diversity of governance skills, experiences, and personal qualities. Between them, the members should bring a mix of the following attributes:</p> <ol style="list-style-type: none"> <li>1. Broad governance experience;</li> <li>2. Familiarity with risk management disciplines;</li> <li>3. Understanding of internal control and assurance frameworks;</li> <li>4. An understanding of financial and non-financial performance reporting;</li> <li>5. A good understanding of the roles of internal and external audit; and</li> <li>6. A sound understanding of the local government sector.</li> </ol> <p>The use of the matrix below has assisted other councils in considering the best fit for membership of the Te Komiti Āpiti Arotake me ngā Tūraru   Audit and Risk Committee.</p>	<p>Deputy Mayor Keri Brown</p> <p>Cr Tony Stallinger</p> <p>Independent member Kevin Ramsay</p>
<b>Quorum:</b>	Half of the membership
<b>Meeting Cycle:</b>	Meets on an eight-week basis or as required
<b>Reports to:</b>	Council

## Areas of focus:

- Oversight of risk management and assurance across the Council Group with respect to risk that is significant
- Internal and external audit and assurance
- Health, safety and wellbeing
- Business continuity and resilience
- Integrity and investigations
- Monitoring of compliance with laws and regulations

- Significant projects, programmes of work and procurement, focusing on the appropriate management of risk
- Assurance over the integrity of the Long Term Plan, Annual Report and other external financial reports required by statute, including review of risk, compliance and audit matters related to their preparation.

### **Delegations for the Subcommittee's areas of focus:**

- The subcommittee has no decision-making powers other than those in these Terms of Reference.
- The subcommittee may request expert advice through the Chief Executive where necessary.
- The subcommittee may make recommendations to Council and/or Chief Executive.

### **Risk Management:**

- Review, approve and monitor the implementation of the risk management framework and strategy, including significant risks to the Council Group.
- Review the effectiveness of risk management and internal control systems, including all material financial, operational, compliance and other material controls. This includes legislative compliance (including health and safety), significant projects and programmes of work, and significant procurement.
- Review risk management reports identifying new and/or emerging risks.

### **Assurance:**

- Review and approve, and monitor the implementation of the assurance strategy and detailed internal audit coverage and annual work plans.
- Review the coordination between the risk and assurance functions, including the integration of the Council's risk profile with the internal audit programme.
- Review the reports of the assurance functions dealing with findings, conclusions and recommendations (including assurance over risks pertaining to Council Controlled Organisations and Council Controlled Trading Organisations that are significant to the Council Group).
- Review and monitor management's responsiveness to the findings and recommendations, inquiring into the reasons that any recommendation is not acted upon.

## **Fraud and Integrity:**

- Review, approve and monitor the implementation of the assurance strategy, including the fraud and integrity aspects.
- Review the arrangements in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters, and ensure that there is a proportionate and independent investigation of such matters and appropriate follow-up action.
- Review the procedures in relation to the prevention, detection, reporting and investigation of bribery and fraud.
- Review and monitor policy and process to manage conflicts of interest amongst elected and appointed members, management, staff, consultants and contractors.
- Review internal and external reports related to possible improprieties, ethics, bribery and fraud-related incidents.

## **Statutory Reporting:**

- Review and monitor the integrity and assurance processes behind the Long Term Plan and Annual Report, including statutory financial statements and related disclosures. The Subcommittee's focus is on ensuring accuracy, compliance, and transparency in reporting, not on setting policy, service levels, or budgets, which other committees handle.

## **External Audit:**

- Maintain oversight across the external audit process, with a particular focus on the nature and scope of audits, and the resolutions of audit recommendations.

## **Interaction with Council Controlled Organisations (CCOs):**

- Other committees dealing with CCO matters may refer matters to the Te Komiti Iti Ahumoni i Tūraru | Audit and Risk Subcommittee for review and advice.
- The Te Komiti Kaupapa Here me te Pae Angitū | Policy and Performance Committee retains oversight of CCO performance, including Taiki Wai Metrowater Ltd. At the same time, this subcommittee focuses on assurance over risk and internal control across those entities.
- This subcommittee will inquire to ensure adequate processes at a governance level exist to identify and manage risks within a CCO. Where an identified risk may impact Council or Council Group, the subcommittee will also ensure that all affected entities are aware of and are appropriately managing the risk.

## Matrix of Experience, Skills and Personal Qualities

Experience, Skills and Personal Qualities	Member A	Member B	Member C	Member D	Independent Chairperson
<i>The recommended combination of experience is:</i>					
• financial reporting					
• broad governance experience					
• familiarity with risk management disciplines					
• understanding of internal control and assurance frameworks					
• good understanding of the roles of internal and external audit					
• local government expertise					
<i>For an “advisory-oriented” audit committee, particular emphasis should be placed on:</i>					
• Strategy					
• Performance management					
• Risk management disciplines					
<i>In determining the composition of the audit committee, the combined experience, skills, and personal qualities of audit committee members is critical. Members should bring:</i>					
• the ability to act independently and objectively					
• the ability to ask relevant and pertinent questions, and evaluate the answers					
• the ability to work constructively with management to achieve improvements					
• an appreciation of the public entity’s culture and values, and a determination to uphold these					
• a proactive approach to advising the governing body and chief executive on matters that require further attention					
• business acumen					
• appropriate diligence, time, effort, and commitment					
• the ability to explain technical matters in their field to other members of the audit committee					

## TE KOMITI ĀPITI MŌ TE MAHERE Ā-ROHE | DISTRICT PLAN SUBCOMMITTEE

<b>Chair:</b>	Cr Brady Dyer
<b>Deputy Chair:</b>	Cr Te Awa Puketapu
<b>Membership:</b>	<p>Cr Lewis Cr Stallinger Richard Te One, Mana Whenua Representative (Te Āti Awa, Taranaki)</p> <p>Note: It is recommended that elected members hold current certification under the Making Good Decisions Training and Certification Programme for decision-making under the Resource Management Act 1991. In addition, the Chair should hold Chair certification through this programme.</p> <p>Iwi appointees will have full voting rights as members of the Committee under Standing Orders.</p>
<b>Quorum:</b>	Half of the members
<b>Meeting Cycle</b>	Meets as required
<b>Reports to:</b>	Council

### **Purpose:**

To oversee the development, review and implementation of the Te Awa Kairangi ki Tai | Lower Hutt District Plan, ensuring statutory compliance and alignment with Council's strategic direction and Te Tiriti o Waitangi obligations.

### **Areas of focus:**

- Monitoring, review and update of the District Plan, including the proposed Te Awa Kairangi ki Tai | Lower Hutt District Plan
- Resource Management Act reform
- Regional planning projects

## **Mana Whenua Membership:**

Mana Whenua membership will facilitate a collaborative approach to the Te Awa Kairangi ki Tai | Lower Hutt District Plan Review and other District Plan matters that arise, to ensure that appropriate relationships and processes are facilitated to:

- enable genuine partnership between Iwi and Hutt City Council at a governance level;
- promote shared decision-making in city planning; and
- ensure the perspectives and aspirations of Iwi are effectively integrated into the District Plan Review.

Members are committed to ensuring Te Awa Kairangi ki Tai can develop in a prosperous manner while also actively protecting significant natural, cultural, spiritual, and built assets.

Members recognise the autonomy and right of Mana Whenua to exercise their respective authority to meet their responsibilities to their people.

## **Shared Values:**

- Whanaungatanga – building a strong partnership with an inter-generational view of the sustainable prosperity and wellbeing of Te Awa Kairangi ki Tai.
- Manaakitanga – placing the care of our whānau and community at the centre.
- Kaitiakitanga – caring for and protecting our environment.
- Whakapono – working together in good faith with honesty and transparency.
- Kotahitanga – working together with Mana Whenua and the wider community to achieve agreed outcomes.

## **District Plan Delegations:**

- Oversee a full review of the proposed Te Awa Kairangi ki Tai | Lower Hutt District Plan, including establishing a District Plan work programme and monitoring its implementation.
- Consider matters related to the preparation and ongoing monitoring of the Te Awa Kairangi ki Tai | Lower Hutt District Plan.
- Prepare changes to the Te Awa Kairangi ki Tai | Lower Hutt District Plan and variations to the proposed Te Awa Kairangi ki Tai | Lower Hutt District Plan and plan changes **for Council approval.**
- **Make recommendations to Council** on the statutory-notified proposed District Plan.

- **Make recommendations to Council** on private District Plan Change requests for Council to accept, adopt or reject the request or decide to deal with the request as if it were an application for a resource consent.
- Approve Council submissions on Resource Management-related matters, as well as the ability to delegate this approval to the Chief Executive.
- The Chair of the subcommittee, in conjunction with the Chief Executive, is authorised to appoint a District Plan Hearings Subcommittee of suitably qualified persons to conduct hearings on behalf of the subcommittee.

**General:**

Any other matters delegated to the subcommittee by Council in accordance with approved policies and bylaws, and in accordance with relevant legislation.

# TE KOMITI TUKU RAIHANA Ā-ROHE | DISTRICT LICENSING COMMITTEE

<b>Chair:</b>	Cr Brady Dyer
<b>Deputy Chair</b>	Cr Prabha Ravi
<b>Membership:</b>	7 Members comprising the Chair, Deputy Chair and list members
<b>Meeting Cycle:</b>	As required
<b>Quorum:</b>	3 members ( <u>opposed</u> licence or manager's certificate applications) 1 Chair ( <u>unopposed</u> licence or manager's certificate applications)
<b>Executive</b>	The Chief Executive is the secretary of Te Komiti Tuku Raihana ā-Rohe   District Licensing Committee. The Chief Executive may delegate this responsibility
<b>Reports to:</b>	Council

## **Purpose:**

The functions of the Te Komiti Tuku Raihana-ā-Rohe | District Licensing Committee are specified under the Sale and Supply of Alcohol Act 2012 (the Act) and are:

- (a) to consider and determine applications for licences and managers' certificates;
- (b) to consider and determine applications for renewal of licences and managers' certificates;
- (c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act;
- (d) to consider and determine applications for the variation, suspension, or cancellation of special licences;
- (e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280;
- (f) with the leave of the chair for the licensing authority, to refer applications to the licensing authority;
- (g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and
- (h) any other functions conferred on licensing committees by or under this Act or any other enactment.

## **Determine:**

Te Komiti Tuku Raihana-ā-Rohe | District Licensing Committee has all the powers conferred on it by or under this Act or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.

- receive and consider reports on trends, risks, and systemic issues arising from the administration of the Act.
- review the Annual Report prepared under section 199 of the Act and **recommend its adoption to Council.**
- review **and make recommendations to Council** on appointments of list members to the Te Komiti Tuku Raihana-ā-Rohe | District Licensing Committee under section 192 of the Act.

## **Conduct:**

- An application that is not opposed by any of the reporting agencies (Police, medical officer of health or licensing inspector) may be dealt with by the chair “on the papers”. A meeting is not required in this case.
- Where a hearing of the committee is required, a quorum of three is required. Those persons must be from the list required to be adopted by Council under section 192 of the Act.
- The Mayor is not an ex officio member in the case of Te Komiti Tuku Raihana-ā-Rohe | District Licensing Committee. The Mayor can be a member of the committee if the Mayor qualifies under Section 192 of the Act.
- Council can appoint as many commissioners and members to its list as it requires. The Chair is authorised to appoint three people from the list prepared under the Sale and Supply of Alcohol Act 2012 to specific meetings (Chair and two members).
- The provisions of the Local Government Official Information and Meetings Act 1987, other than Part 7, apply to every licensing committee.
- Subject to the provisions of this Act and of any regulations made under this Act, the authority or committee may regulate its procedure in such manner as it thinks fit (refer to section 203(9) of the Sale and Supply of Alcohol Act 2012).

## **General:**

Any other functions conferred on licensing committees by or under the Act or any other enactment.

## TE KOMITI AROTAKE I TE TUMU WHAKARAE | CHIEF EXECUTIVE'S PERFORMANCE REVIEW SUBCOMMITTEE

<b>Chair:</b>	Deputy Mayor Keri Brown
<b>Deputy Chair:</b>	Mayor Fauono Ken Laban
<b>Membership:</b>	Cr Puketapu Cr Edwards
<b>Quorum:</b>	3
<b>Meeting Cycle</b>	Meets twice a year

### **Area of focus:**

Te Komiti Arotake i te Tumu Whakarae | Chief Executive's Performance Review Subcommittee has responsibility for the effective monitoring of the Chief Executive's performance. It has the authority to undertake the annual remuneration review. The subcommittee also has the role of undertaking any review for the purposes of clause 35, schedule 7 of the Local Government Act 2002, making a recommendation to Council under clause 34, schedule 7 of the Local Government Act 2002 and (if applicable) undertaking any recruitment and selection process, for recommendation to Council.

### **Determine:**

The subcommittee will have responsibility and authority to:

- a. agree the annual performance objectives with the Chief Executive.
- b. undertake a six-monthly review to review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive.
- c. conduct the performance review required in the employment agreement between Council and the Chief Executive.
- d. undertake the annual remuneration review and make decisions regarding remuneration.
- e. represent Council regarding any issues which may arise concerning the Chief Executive's job description, agreement, performance objectives or other similar matters.

### **Review and make recommendations to Council on:**

- a. conduct and complete a review of employment under clause 35, Schedule 7 of the Local Government Act 2002, and make a recommendation to Council as to continued appointment or vacancy under clause 34, Schedule 7 of the Local Government Act 2002.
- b. undertake any recruitment and selection process for a Chief Executive (noting that a decision on appointment must, by law, be made by Council).

## TE KOMITI RATONGA O TE AWA KAIRANGI | HUTT VALLEY SERVICES COMMITTEE (Joint Committee)

<b>Co-Chair:</b>	Cr Naomi Shaw
<b>Membership:</b>  4 elected members appointed by the Hutt City Council and 4 elected members appointed by the Upper Hutt City Council, plus one alternate appointed by each Council  Chair to alternate between the two Councils, with Hutt City Council appointing the Chair in odd-numbered years and the change taking place at the final meeting of each year	Cr Puketapu Cr Dyer Cr Tonga-Grant  <b>Alternate:</b> Cr Yung
<b>Quorum:</b>	Half of the members
<b>Meeting Cycle</b>	Meet quarterly or as required
<b>Reports to:</b>	Council

### **Purpose:**

To facilitate co-ordination and decision-making on combined council services in the Hutt Valley.

### **Consider and make recommendations to the two councils on:**

- The co-ordination of activities of the Hutt City Council and the Upper Hutt City Council in respect of matters affecting the Hutt Valley as a whole.
- In particular, the co-ordination of the sewage disposal scheme, the Silverstream refuse landfill, Akatarawa Cemetery, dog control, environmental health and combined cemetery services for the Hutt Valley.
- Any other activities common to both councils that could be co-ordinated.

# COMMUNITY BOARDS – FUNCTIONS AND DELEGATIONS (INTERIM)

This document records the delegation of Council functions, responsibilities, duties, and powers to Community Boards.

The Community Boards have been established under section 49 of the Local Government Act 2002 to report and act as advocates for the interests of their communities.

The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans, Standing Orders and interpretation of its statutory obligations. The delegations are to be read together with the following propositions.

These delegations are based on the following principles:

- Issues relevant to a specific community should be decided as closely as possible to that community. Where an issue has city-wide implications, ie any effects of the decision cross a ward or community boundary or have consequences for the city as a whole, the matter will be decided by Council after seeking a recommendation from the relevant Community Board or (any ambiguity around the interpretation of "city-wide" will be determined by the Mayor and Chief Executive in consultation with the appropriate Chair);
- Efficient decision-making should be paramount;
- Conflicts of interest should be avoided and risks minimised;
- To ensure processes are free from bias and pre-determination, Community Boards should not adjudicate on issues on which they have advocated or wish to advocate to Council;
- Community Boards should proactively and constructively engage with residents on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

- (a) do not delegate any function, duty or power which a statute (for example, section 53(3) and clause 32(1) of Schedule 7 of the Local Government Act 2002) prohibits from being delegated;
- (b) are subject to and do not affect any delegation that the Council has already made or subsequently makes to any other committee, Council officer or other member of staff;
- (c) are subject to any other statutory requirements that may apply to a particular delegation;
- (d) are subject to any notice issued by Council, from time to time, to a Community Board that particular issue must be referred to Council for decision;
- (e) reflect that decisions with significant financial implications should be made by Council (or a committee with delegated authority);

- (f) promote centralisation of those functions where the appropriate expertise must be ensured; and
- (g) reflect that all statutory and legal requirements must be met.

## **DELEGATIONS**

### **Decide:**

- Naming new roads and alterations to street names (in the Community Board's area) within the provisions of Council's Kaupapa Here Tapanga | Naming Policy 2021-2031.
- Official naming of parks, reserves and sports grounds within the provisions of Council's Kaupapa Here Tapanga | Naming Policy 2021-2031. Note <sup>1</sup>
- Removal and/or planting of street trees within the provisions of Council's Operational Guide or Urban Forest Plan. Note <sup>2</sup>
- The granting of leases and licences in terms of Council policy to voluntary organisations for Council owned properties in their local area, for example, halls, but not including the granting of leases and licences to community houses and centres.
- The granting of rights-of-way and other easements over local purpose reserves and the granting of leases or licences on local purpose reserves.
- The granting of leases and licences for new activities in terms of Council policy to community and commercial organisations over recreation reserves, subject to the provisions of the Reserves Act 1977, and land managed as a reserve, subject to the provisions of the Local Government Act 2002, in their local area. (Note: renewal of existing leases and licences will be reported once a year to Council's Te Komiti Oranga Hapori Oranga Taiao | Connected Communities, Climate and Resilience Committee.
- The allocation of funding from the Community Climate Action fund in accordance with Council's adopted guidelines.
- Expenditure of funds allocated by Council to the Board from the Miscellaneous Budget to cover expenditures associated with the activities of the Board. The Chair is to approve the expenditure, in consultation with the Board, and forward the appropriate documentation to the Committee Advisor for authorisation. Boards must not exceed their annual expenditure from the Miscellaneous Budget.
- The allocation of funding for the training and development of Community Board members, including formal training courses, attendance at seminars or attendance at relevant conferences.

## **CONSIDER AND MAKE RECOMMENDATIONS TO COUNCIL ON:**

- Particular issues notified from time to time by Council to the Community Board.
  - Roading issues considered by the Mayor and Chief Executive to be strategic due to their significance on a city-wide basis, including links to the State Highway, or where their effects cross ward or community boundaries.
- 

<sup>1</sup> This excludes sites that are considered high profile, significant on a city-wide basis due to their size and location, or where the site crosses ward or community boundaries.

<sup>2</sup> The Operational Guide for Urban Forest Plan is available from Council's Parks and Gardens Division.

- Parks, reserves and sports ground naming for sites that have a high profile, city-wide importance due to their size and location and/or cross ward or community boundaries.
- Representatives to any Council committee, subcommittee, subordinate decision-making body, working group, or ad hoc group on which Council requires a Community Board representative.
- The setting, amending or revoking of speed limits in accordance with the *Hutt City Council Bylaw 2005 Speed Limits*, including the hearing of any submissions.

## **GENERAL FUNCTIONS**

### **Provide their local community's input on:**

- Council's Long Term Plan and/or Annual Plan.
- Council's policies, programmes (including the District Roading Programme) and bylaws.
- Changes or variations to the District Plan.
- Resource management issues that it believes are relevant to its local community, through advocacy.
- The disposal or acquisition of significant assets.
- Road safety, including road safety education within its area.
- Any other issues a Board believes are relevant to its local area.
- Review Local Community Plans as required.

Reports may be prepared by the Board and presented to Council Committees, along with an officer's recommendation, for consideration.

Any submissions lodged by a Board or Committee require formal endorsement by way of resolution.

**Co-ordinate with Council staff:**

- Local community consultation on city-wide issues on which Council has called for consultation.

**Maintain:**

- An overview of roadworks, water supply, sewerage, stormwater drainage, waste management and traffic management for its local area.
- An overview of parks, recreational facilities and community activities within the local area.

**Develop:**

- Community Emergency Hub Plans, also known as Community Response Plans, are developed in close consultation with the Wellington Region Emergency Management Office, emergency organisations, the community, residents' associations, other community groups, and local businesses. These plans are reviewed at least every 24 months in accordance with Council's Long Term Plan.

**Grant:**

- Local community awards.

**Promote:**

- Recreational facilities and opportunities in its area with a view to ensuring maximum usage.
- Arts and crafts in its area.

**Appoint:**

- A liaison member or, where appropriate, representatives to ad hoc bodies, which are involved in community activities within the Board's area, on which a community representative is sought.

**Endorse:**

- Amendments to the Eastbourne Community Trust Deed (Eastbourne Community Board only).

## Specific Role Descriptions and Delegations

### Mayor

The Mayor is expected to bring their Values to life by modelling them in how they lead, represent the city, and work with others. These expectations sit alongside the responsibilities outlined below:

The Mayor is the leader of Council and provides leadership to the other members of Council and to the city. The Mayor leads the development of Council's plans, policies and budgets for consideration by Council, ensuring clear political direction while working closely with the Chief Executive and officers. The Mayor is the primary Council spokesperson and represents the city in civic, regional and national forums.

The Mayor will support Council's commitment to Te Tiriti o Waitangi by working collaboratively with Mana Whenua, together with the Chief Executive, to ensure their perspectives inform Council's priorities and decision-making.

### Deputy Mayor

The Deputy Mayor is expected to bring their Values to life by modelling them in how they lead, support the Mayor, and work with others. These expectations sit alongside the responsibilities outlined below:

The Deputy Mayor will:

- a. Assist the Mayor in carrying out the statutory and leadership role of the Mayor as delegated.
- b. If the Mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the Mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace) as defined in the Local Government Act 2002.
- c. Support Council's commitment to Te Tiriti o Waitangi by working collaboratively with Mana Whenua, alongside officers, to ensure their voices help shape committee discussions and priorities.
- d. Lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role. This includes *identifying* support needs, *coordinating* support, or simply *being a point of contact*.
- e. Assist the Mayor with day-to-day duties related to the Mayor's role.
- f. Ensure that the Mayor's view is conveyed to the committee and other meetings when they are absent on Council business, when appropriate.
- g. Support Council's commitment to Te Tiriti o Waitangi by working collaboratively with Mana Whenua, alongside officers, to ensure their voices help shape committee discussions and priorities.

## **Committee chair and deputy chair**

The Chair and Deputy Chair are expected to bring their Values to life by modelling them in how they lead and work with others. These expectations sit alongside the responsibilities outlined below:

A chair and deputy chair of a committee or subcommittee will:

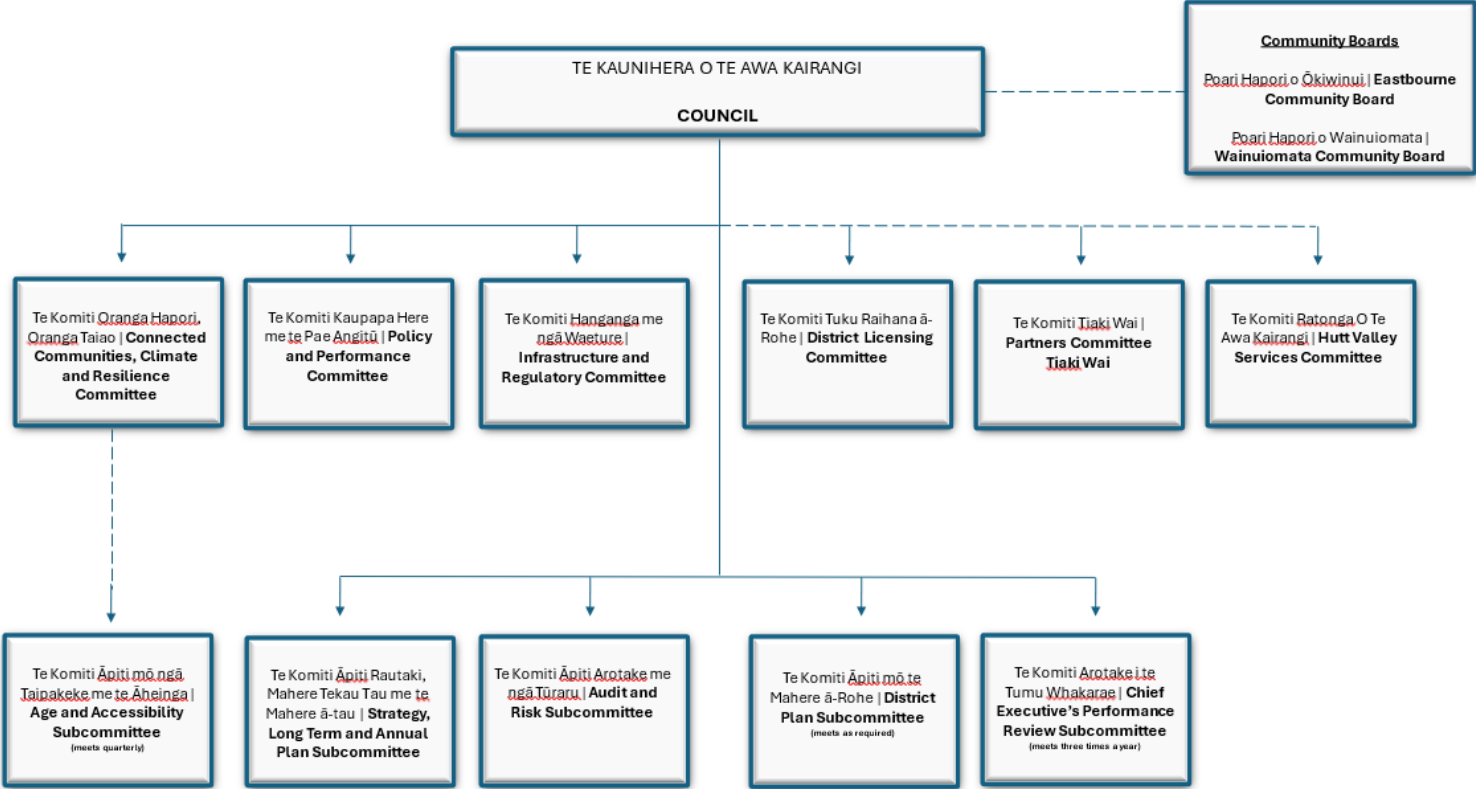
- a) Provide leadership to the committee or subcommittee.
- b) Ensure decision-making is evidence-based and made promptly.
- c) Conduct the meeting in accordance with standing orders and legislation.
- d) Enhance relationships with key stakeholders.
- e) Support Council's commitment to Te Tiriti o Waitangi by working collaboratively with Mana Whenua, together with officers, to ensure their voices inform committee discussions and priorities.
- f) Act as Council's spokesperson and point of contact for the committee or subcommittee's activities, subject to the Mayor's agreement.
- g) Collaborate with other committee chairs and deputy chairs where objectives are shared.
- h) Maintain open and constructive communication with the Chief Executive and relevant directors to support the committee's or subcommittee's governance responsibilities.
- g) Play a leadership role in setting the direction for policy and strategy development in the committee's area of focus.
- h) Ensure progress is made toward Council's strategic priorities in the committee's area of responsibility.
- i) Ensure Council's working/steering groups have effective input.
- j) Meet regularly with the Mayor, Deputy Mayor and Chief Executive.
- k) Keep the Mayor informed of emerging issues.
- l) Maintain a "no surprises" approach for elected members and officers.
- m) Raise issues of Council performance with the relevant director in the first instance, following up with the Mayor and Chief Executive if necessary.

## **Chief Executive's Delegations Register**

View link: [Delegations Register](#)

# Committee Structure Diagram

2025-2028 Triennium



## TERMS OF REFERENCE – Pito One Projects Steering Group – Phase 2

<b>Document Purpose</b>
The purpose of these Terms of Reference (ToR) is to set out the key objectives for the Pito One Projects Steering Group (the Steering Group), in the context of governance and executive management for the Hutt City Council.
<b>Purpose of the group</b>
The role of the Steering Group in Phase 2 is:  <b>Phase 2</b> <ul style="list-style-type: none"><li>• Receive reports on Capital projects being delivered in Petone and provide input, advice and guidance from a community perspective</li><li>• Provide oversight of the programme of work to support alignment and coordination, and ensure a holistic approach</li></ul>
<b>Background</b>
<p>Council’s Long Term Plan includes a number of projects underway or planned in Petone which have inter-dependencies. Many of these projects are being carried out in partnership with mana whenua and recognise the significance of the area as the site of the original and substantial Pito-one pa, the current site of the Te Tatau o te Po Marae and home of the offices of Hikoikoi Management (Wellington Tenth Trust and Palmerston North Māori Reserve Trust).</p> <p>Some of these projects are being carried out in alignment with the Petone 2040 Spatial Plan, a community-led project that establishes a comprehensive strategy for coordinated development and design in Petone. That plan identified a number of future workstreams but has never been fully funded (although some of the smaller projects have gone ahead on a one-off basis through an AP allocation).</p> <p>There are also a number of future challenges and opportunities ahead for Petone that need to be considered in any future planning and investment. Sea level rise will impact many industrial, commercial and residential properties in Petone over the next 50 years, as well as public facilities, reserves and sports fields. This includes the Petone Settlers Museum and assets owned by our key partners, including Hikoikoi Management, which has several buildings in the Hikoikoi Reserve.</p> <p>Phase 3 of the Cross Valley Transport Connections Programme (scheduled to start in 2028/29) will reduce traffic volumes on Petone Esplanade, particularly heavy vehicles, improving the recreational amenity value of Petone beach and Honiana Te Puni Reserve. The</p>

Esplanade will also provide a multi-modal link between the two new shared paths, Te Ara Tupua and Tupua Horo Nuku, which is also expected to increase recreation activity in the area. The Esplanade is also home to one of New Zealand’s most significant memorial buildings, the Wellington Provincial Centennial Memorial, which houses the Petone Settlers Museum Te Whare Whakaaro. This recognises Petone’s regional and national significance, as the site of the substantial Pito-one pa and the first European settlement in the Wellington region.

The Steering Group will provide oversight of the programme of work to support alignment and coordination and ensure a holistic approach.

<b>Attendees</b>	
<b>ROLE</b>	<b>NAME</b>
Chair	Cr Tui Lewis
Steering group members	Mike Fisher Richard Te One Sylvia Allen Roger Thackery
Officer Support	Director Neighbourhoods and Communities (and PA as secretariat)

<b>Meeting Frequency</b>
<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>
<b>Meeting Inputs and Reporting</b>
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Minutes and actions from the previous meeting</li> <li>• Project status reports (project update)</li> <li>• Upcoming work plan</li> </ul>

<b>Quorum</b>
Quorum requirements are attendance of half of the membership (3) for the meeting to be recognised as an authorised meeting.

<b>Delegation and Authority</b>
Construction Projects over \$1 \$1M report to the Major Projects Steering Group; other projects report to the relevant committees.

### Projects/initiatives in-scope

- Petone Library and Heritage Centre refurbishment
- Petone Wharf
- Development of a management plan for Honiana Te Puni Reserve
- Petone Rec Grandstand
- Petone 2040 projects (including Jackson Street streetscape work)
- Micro-mobility programme in Petone, insofar as it's connected to other Petone projects and future planning in the area

### Projects/initiatives out of scope

- Cross Valley Connections and Grenada to Petone links – impact on Jackson Street, wider Petone and Moera is in-scope, but projects themselves out of scope
- Te Ara Tupua and Tupua Horo Nuku  
BAU maintenance and renewals (although alignment should be sought)

## TERMS OF REFERENCE – Major Projects Steering Group

### Document Purpose

The purpose of this Terms of Reference (ToR) is to set out the role of the Major Projects Steering Group (the Group), in the context of governance and executive management for the Hutt City Council.

### Purpose of the group

The Group is not a decision-making body. Its role is to provide guidance to the Project Manager and Chief Executive in the following areas:

- strategic direction of the project and alignment with broader council direction and strategy
- scope, budget and risk management

The Project Manager and Chief Executive will make project decisions within their existing delegations.

### Membership:

Mayor Ken Laban  
Deputy Mayor Keri Brown  
Chair of Policy and Performance Committee  
Chair of Infrastructure and Regulatory Committee  
Chair of Connected Communities, Climate and Resilience Committee  
Chief Executive (non-voting)  
Chief Financial Officer (non-voting)  
Chief Legal Officer (non-voting)  
Director Neighbourhoods and Communities (non-voting)  
Director of Economy and Development (non-voting)

**Chair: chairing duties will be shared by the two non-voting Directors**

### Meetings

- Frequency – quarterly
- Quorum – 3 voting members
- No proxies
- Papers available through Diligent 5 days before each meeting
- Others in attendance include Project Managers and technical/subject matter experts

### Meeting inputs and resources

- Agenda
- Minutes and actions from the previous meeting
- Project status reports (project update)
- Ad-hoc documents for review and discussion

### Secretariat

- EA Bernice McLauchlin (or alternate Council EA)
- Papers made available through Diligent

### Projects in scope

All major infrastructure projects over \$10M and additional projects as agreed by Council.

- Riverlink (monthly)
- Tupua Horo Nuku – Eastern Bays Shared Path (monthly)
- Te Kōhao o Te Ngira - Go Digital Programme (quarterly)
- Pito One projects