

Whaitua Te Whanganui-a-Tara Reference Group (An advisory body to the Environment Committee)

1 Purpose and function¹

- 1.1 The Whaitua Te Whanganui-a-Tara Implementation Programme (the WIP) was received by Greater Wellington Regional Council on 23 September 2021 (Report 21.422).
- 1.2 Recommendation 4 of the WIP proposed that a reference group be established as follows:

Greater Wellington establishes a community-led reference group tasked with monitoring progress on the implementation of the WIP for Whaitua Te Whanganui-a-Tara and ensures that the Council is reporting on progress to the wider community in meaningful ways.
- 1.3 This Terms of Reference implements Recommendation 4 through establishing the Whaitua Te Whanganui-a-Tara Reference Group (the Reference Group) and sets out how the Reference Group will operate.
- 1.4 Greater Wellington is establishing a Catchment function that will coordinate Greater Wellington's planning and prioritisation for whaitua / catchments, including working with mana whenua and community groups to guide planning and work prioritisation.
- 1.5 Coordination of WIP implementation, including the Whaitua Te Whanganui-a-Tara Implementation Programme, will be coordinated by the Catchment function, although implementation of the WIPs involves multiple parts of Greater Wellington and other organisations.

2 Specific responsibilities

- 2.1 Provide scrutiny of the implementation progress of the WIP, on behalf of the community.
- 2.2 Provide a 'sounding board' for Greater Wellington to seek clarification on the former Whaitua Te Whanganui-a-Tara Committee's intent when developing recommendations in the WIP. This will allow Greater Wellington to seek clarity, when needed, as to whether its own and other organisations' work programmes will effectively implement a recommendation.

3 Status of the Reference Group

The Reference Group is an advisory body established to inform and provide feedback on Greater Wellington's implementation of the recommendations of the WIP.

¹ The Council's Te Tiriti o Waitangi principles apply when the advisory group conducts its business and makes decisions – refer to Section 3 of the [Approved Terms of Reference Council, Committees, Subcommittees and Advisory Bodies \(including Delegations to Committees\): 2022–25 triennium](#).

4 Members

- 4.1 The community and mana whenua members of the former Whaitua Te Whanganui-a-Tara Committee (the former Committee) who choose to participate.
- 4.2 Local government members of the former Committee who remain in their elected member roles, who choose to participate.
- 4.3 Two current Councillors.

5 Co-Chairs

The Reference Group shall have up to two Co-Chairs, being drawn from the members and appointed by the Council on the recommendation of the Reference Group.

6 Quorum

A majority of the members shall be present to form a quorum.

7 Alternate members

No alternates or proxies shall take the place of Reference Group members.

8 Meetings

- 8.1 The Reference Group will meet approximately every two months.
- 8.2 Meeting times and duration will be by arrangement with the Reference Group and will default initially to two to four hours.

9 Consensus

The Reference Group will make recommendations by consensus whenever possible and by majority if necessary.

10 Remuneration

- 10.1 The community and mana whenua members will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Greater Wellington, as well as a taxable honorarium.
- 10.2 Members of the Reference Group who are representatives of one of Greater Wellington's mana whenua partners may, prior to the payment of any honoraria, advise Greater Wellington in writing that either:
 - a The mana whenua representatives each receive an annual taxable honorarium; or
 - b The mana whenua entity receives a GST exclusive payment of the amount equivalent to the taxable honorarium otherwise payable to their representatives.

10.3 The taxable honorarium, which does not apply to the elected members of the Group, is as follows:

- a Member (excluding a member appointed as Co-Chair) - \$2,500 per annum each
- b Co-Chair (two) - \$3,000 per annum each.

11 Duration of the Whaitua Te Whanganui-a-Tara Reference Group

The Whaitua te Whanganui-a-Tara Reference Group shall exist until 30 June 2024, but may be extended following a review by Council in June 2024.