



Upper Hutt City Council | Te Awa Kairangi Ki Uta

Terms of Reference | Ngā Tohutoro

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

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:

- Set out to assist elected member’s in undertaking their governance role,
- 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,
- 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.

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Council | Kaunihera

Membership: Mayor and all Councillors [11]

Meeting cycle: Council meets on a six-weekly basis (Extraordinary Meetings can be called following a resolution of Council; or on the requisition of the Chair or one-third of the total membership of Council)

Quorum: The quorum for a meeting of the council is:

(a) Half of the members physically present, where the number of members (including vacancies) is even, and,

(b) A majority of the members are physically present, where the number of members (including vacancies) is odd.

Power to (being a power that is not capable of being delegated) | Mana Kaunihera

- Make a rate
- Make bylaws
- Borrow money
- Purchase or dispose of assets other than in accordance with the LTP
- Adopt the LTP, Annual Plan and Annual Report
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTP or developed for the purpose of the Local Governance Statement
- Appoint the Chief Executive
- Undertake all other actions which are by legislation not permitted to be delegated
- Adopt an Employment and Remuneration Policy

Decide on | Hei Kōwhiri

Policy issues

- Adoption of all policy required by legislation
- Adoption of policies with a city-wide or strategic focus

District Plan

- Make determinations relating to the District Plan, as required by Council, under the Resource Management Act 1991

Representation, electoral and governance matters

- The method of voting for the triennial elections
- Representation reviews
- Council's Code of Conduct and Local Governance Statement
- 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

Delegations and employment of the Chief Executive

- The review and negotiation of the contract, performance agreement and remuneration of the Chief Executive

Council | Kaunihera (continued)**Meetings and committees**

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

Operational matters

- Civil Defence Emergency Management Group matters requiring Council's input
- Road closing and road stopping matters
- 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)
- Council's nominee on any Trust
- Council representatives on any outside organisations
- The Chief Executive of Upper Hutt City Council
- Council's Electoral Officer and any other appointments required by statute

Principal Standing Committees | Ngā Kōmiti Matua

Policy Committee | Te Kōmiti Kaupapa Here

Membership:	Mayor and all Councillors [11] Councillor Heather Newell (Chair), Councillor Blair Griffiths (Deputy Chair), Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Dylan Bentley, Councillor Matt Carey, Councillor Chris Carson, Councillor Bill Hammond, Councillor Emma Holderness, Councillor Tracey Ultra and Councillor Dave Wheeler.
Meeting cycle:	Policy Committee meets on a six [6] weekly basis
Quorum:	Six [6] members
Delegated authority:	To make recommendations to Council.

Purpose | Aronga

To assist Council to monitor the development of strategies, policies, and bylaws that meet the current and future needs of communities.

Function | Āheinga

To review and make recommendations to Council on:

- Strategies, plans, and policies in relation to economic development, finance, the environment, social and recreation matters, strategic property investment, wellbeing, urban development, transport, governance, cross-strategy matters, and all other policies required by legislation
- Bylaws
- To consider central government legislation or matters raised by different central agencies and make submissions on Council's behalf when it deems it appropriate
- Naming new roads and alterations to street names
- The acquisition and disposal of the Council's assets
- Leases, licenses, and concessions in respect of land held or managed under the reserves Act 1977 and council-owned open space land when a hearing is required
- Reserve declarations, revocation, classification, and naming
- The transfer to another party of land for public work under section 50 and to exercise Council's powers of compulsory acquisition under section 2 of the Public Works Act 1981
- Such other matters referred to it by Council
- For avoidance of doubt, matters related to the development of an Annual Plan and the Long Term Plan will be considered by Council

Finance and Performance Committee | Te Kōmiti o Angitū me Ōhanga

Membership:	Mayor and all Councillors [11] Councillor Dylan Bentley (Chair), Councillor Emma Holderness (Deputy Chair), Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Matt Carey, Councillor Chris Carson, Councillor Blair Griffiths, Councillor Bill Hammond, Councillor Heather Newell, Councillor Tracey Ultra and Councillor Dave Wheeler.
Meeting cycle:	Finance and Performance Committee meets five [5] times annually
Quorum:	Six [6] members
Delegated authority:	To make recommendations to Council.

Purpose | Aronga

To assist Council execute its financial and performance monitoring obligations.

Function | Āheinga

To review and make recommendations to Council on:

- Council's financial and non-financial performance against the Long-Term Plan and Annual Plan
- Revenue and expenditure targets of key Long-Term Plan and Annual Plan projects
- Council's financial and asset management policies and strategies to ensure they are reasonable and prudent, and that all applicable financial reporting standards have been met
- Reports on rates and rates rebates, and approval of allocation of rate funding surpluses
- Council's debt and investments portfolio
- Debt recovery and recommending debt write-offs as appropriate
- Applications for community amenities loans
- Such other matters referred to it by Council

Risk and Assurance Committee | Te Kōmiti o Tūraru me Taurangi

Membership:	Mayor and five [5] Councillors and one [1] independent member Councillor Chris Carson (Chair), Deputy Mayor Hellen Swales (Deputy Chair), Mayor Wayne Guppy, Councillor Dylan Bentley, Councillor Blair Griffiths, Councillor Heather Newell and Independent Member Sara Brownlie.
Meeting cycle:	Risk and Assurance Committee meets on a quarterly basis
Quorum:	Four [4] members
Delegated authority:	To make recommendations to Council.

Purpose | Aronga

To oversee the effectiveness of Council's risk management, internal control practices, statutory compliance, external audit, and health and safety.

Function | Āheinga

To review and make recommendations to Council on:

- Council's Annual Report and financial statements
- Council's risk management framework and the operational implementation and effectiveness of the framework
- Risk management reports (including health and safety), identifying new and/or emerging risks, and any changes to Council's top 10 risks
- Council's internal control systems and the operation implementation and effectiveness of the systems
- Corporate policies and recommending new or amended policies to prevent and prohibit unethical, questionable, or illegal activities
- Quarterly report on the expenses incurred by the Elected Members and the Executive Leadership Team
- Assurance and Risk Committee charter on a triennial basis
- Insurance renewals
- Council's Treasury Risk Management Policy
- Such other matters referred to it by Council

External Audit

- Discussion with the external auditors on the nature of the scope of the external audit, and regular meetings with the external audit director
- Review with external auditors the representations required by senior management and elected members of Council, including representations as to fraud and internal control environment integrity
- Review of the significant audit findings/recommendations
- Monitor progress on recommendations

City Services Committee | Te Kōmiti Ratonga ā-Taone

Membership:	Mayor and seven [7] Councillors Councillor Dave Wheeler (Chair), Councillor Tracey Ultra (Deputy Chair), Mayor Wayne Guppy, Councillor Dylan Bentley, Councillor Matt Carey, Councillor Chris Carson, Councillor Bill Hammond and Councillor Emma Holderness.
Meeting cycle:	City Services Committee meets on a six [6] weekly basis
Quorum:	Four [4] members
Delegated authority:	To make recommendations to Council.

Purpose | Aronga

To monitor Council's performance in promoting the ongoing growth, redevelopment, and improvement of the City, oversee the progress of the Long-Term Plan and Annual Plan projects which contribute to these outcomes and monitor the delivery of the regulatory, consenting, business, operational, and community services.

Function | Āheinga

To review and make recommendations to Council on:

- Progress on the delivery of key projects and initiatives, including 'business as usual' initiatives, identified in the Long-Term Plan and Annual Plan
- Progress towards the achievement of Council's economic outcomes as outlined in the Economic Development Stimulus Policy
- Outcomes from the major events programme
- Temporary road closures and stopping associated with events
- Progress on the operational delivery of the following community services: libraries; parks and reserves; H2O Xstream; community support; recreation services; and Expressions Whirinaki Arts and Entertainment Centre
- Progress on the operational delivery of the following business services: city promotion and marketing; visitor services; and business support services
- Progress on the operational delivery of the following infrastructure services: roading; waste management; wastewater disposal; stormwater disposal and water supply
- To monitor the delivery of the city planning services
- Progress on the operational delivery of the following regulatory services: parking facilities and enforcement; animal control; environmental health; building enforcement; and inspection and licensing services
- Hear, consider and make recommendations to Council on any traffic-related matter
- Civil Defence Emergency Management matters as required
- Such other matters referred to it by Council

Hearings Committee | Te Kōmiti Whakawā

Membership:	<p>A. The Mayor and five [5] Councillors (Elected Members) are the Committee members and form a pool from which all or some of the members of a specific sitting of the Hearings Committee (SHC) may be appointed.</p> <p>B. Members may also be individuals who are not Elected Members but are appointed from time to time for their specialist knowledge and skills.</p> <p>C. The Chair and members of the SHC are appointed from time to time by the Mayor in accordance with his delegation, the Policy on Use of Commissioners and Composition of Hearing Committees and Panels (Commissioners Policy), this Policy and after consulting the Director of Planning Regulatory Services.</p> <p>D. SHC's have three [3] members and must contain at least one [1] Elected Member. Therefore, a Commissioner sitting alone does not constitute a Hearing Committee.</p>
Meeting cycle:	Hearings Committee meets as required.
Quorum:	<p>Three [3] members eligible to vote.</p> <p><i>Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Matt Carey, Councillor Bill Hammond, Councillor Heather Newell and Councillor Dave Wheeler.</i></p>
Delegated authority:	<p>To hear and make decisions on all matters coming before the Hearings Committee except the approval plan under clause 17 Schedule 1 of the Resource Management Act 1991. In the case of proposed plan changes the Hearings Committee has authority to hear and make recommendations to the Council.</p> <p>The Hearings Committee sub-delegates its authority to the Hearings Panel as recorded in the Hearings Panel.</p>

Function | Āheinga

To conduct hearings and or make decisions when a Hearing Panel is expressly precluded from making a decision, arising from processes under:

- the Resource Management Act 1991 (RMA) (including direct referral requests under S87D)
- the Reserves Act 1977
- the Dog Control Act 1996

Other Council Committees | Ētahi Atu Kōmiti ā-Kaunihera

Chief Executive Committee | Te Kōmiti o Te Tumu Whakarae

Membership:	Mayor and four [4] Councillors Mayor Wayne Guppy (Chair), Deputy Mayor Hellen Swales (Deputy Chair), Councillor Chris Carson, Councillor Heather Newell and Councillor Dave Wheeler
Meeting cycle:	Chief Executive Committee meets as required.
Quorum:	Mayor and two [2] members

The committee meets as required. The Committee is responsible for carrying out performance reviews, setting performance measures and any other matters that relate to the employment of the Chief Executive, and making recommendations to the Council.

The delegation to:

- Fund recruitment-related expenses
- Select and appoint a recruitment agency as required
- Manage the selection process for the position of Chief Executive and determine the initial shortlist of candidates
- Interview and consider the candidates on the initial shortlist

Recommend to Council a final shortlist of candidates for appointment to the position of Chief Executive.

Community Grants Committee | Te Kōmiti Pūtea ā-Hāpori

Membership:	Three [3] Councillors Councillor Matt Carey (Chair), Mayor Wayne Guppy and Councillor Heather Newell
Meeting cycle:	Community Grants Committee meets as required.
Quorum:	Two [2] members
Delegated authority:	To make recommendations to Council as to the allocation of grants to community and regional organisations in accordance with established criteria.

Function | Āheinga

To make recommendations to Council as to the allocation of grants to community and regional organisations in accordance with established criteria (part 6.2 of Upper Hutt City Council's Manual of Policies).

Creative Communities New Zealand Upper Hutt Arts Funding Assessment Committee | Te Kōmiti o ngā Pūtea Toi ā-Hāpori

Membership:	Two [2] Councillors, one [1] local iwi representative and eight [8] community representatives (not Councillors). Councillor Emma Holderness and Councillor Tracey Ultra Note: Representatives are nominated according to the Creative Communities NZ scheme requirements. Council communicates directly with Orongomai Marae to nominate a local iwi representative. Nominations for community representatives are called for in the Upper Hutt Leader. The term of office is three [3] years with a maximum of two [2] consecutive terms. Community representatives are appointed by the existing assessment committee after the public nomination process.
Meeting cycle:	Creative Communities NZ UH Arts Funding Assessment Committee meets as required.
Quorum:	Five [5] members (one of whom must be a Councillor)
Delegated authority:	To determine applications and disperse funds.

Function | Āheinga

To disperse the funds under the Creative Communities Upper Hutt Arts Fund (Creative New Zealand) scheme, in accordance with the scheme guidelines.

Emergency Committee | Te Kōmiti Mōreaarea

Membership:	Mayor and Councillors [11]
Composition of meetings:	A maximum of four members at any one meeting comprising the Mayor, Deputy Mayor and two [2] Councillors, in the event the Mayor or the Deputy Mayor are unable to attend additional Councillors will be appointed if available.
Meeting cycle:	Emergency Committee meets as required.
Quorum:	Two [2] members
Delegated authority:	Authority to make decisions on all matters coming before the committee as described in the function section of the terms of reference.

Function | Āheinga

To exercise all Council functions that cannot be exercised by the Council using its standard processes and procedures for lack of a quorum of the full Council due to a pandemic or other natural disaster, except for those that:

- Have been delegated to staff
- Cannot be delegated pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, or pursuant to any other legislation

Hutt Valley Services (Joint) Committee | Te Kōmiti Ratonga o Te Awakairangi Whānui

This is a joint committee of the Upper Hutt City Council and Hutt City Councils.

Membership: Each Council appoints four [4] members and an alternate member who may act in the event that a regular member is absent. The Chair alternates annually between the two Councils, the change takes place after the final meeting of each year.

Upper Hutt City Council: Councillor Blair Griffiths (Co-Chair), Mayor Wayne Guppy, Councillor Chris Carson, Councillor Heather Newell and the alternate is Deputy Mayor Hellen Swales.

Hutt City Council: Councillor Tony Stallinger (Co-Chair), Councillor Brady Dyer, Councillor Chris Parkin, Councillor Naomi Shaw and the alternate is Councillor Keri Brown.

Meeting cycle: Hutt Valley Services Committee meets quarterly or as required.

Quorum: Four [4] members, two [2] members of each Council.

Delegated authority: Nil.

Purpose:

The Hutt Valley Services Committee is responsible for considering the coordination of activities of the two Councils in respect of matters affecting the Hutt Valley as a whole and waste disposal services in particular.

District Licensing Committee (DLC) | Te Kōmiti Raihana ā-Rohe

Membership:	<p>A. Six [6] elected members the Chairperson, Deputy Chairperson, and members of the DLC.</p> <ul style="list-style-type: none"> i. Mayor Wayne Guppy (Chair) ii. Deputy Mayor Hellen Swales (Deputy Chair) iii. Councillor Dylan Bentley iv. Councillor Matt Carey v. Councillor Emma Holderness vi. Councillor Dave Wheeler <p>B. The list of DLC members must have knowledge, skills, and experience relevant to alcohol licencing.</p> <p>C. Both the Chairperson and DLC list members must not be:</p> <ul style="list-style-type: none"> a. Involved in the alcohol industry to an extent that there may be bias or perceived bias. b. A police officer, a Medical Officer of health, an alcohol licencing inspector, or an employee of a territorial authority. <p>D. Council appoints the Chairperson and Deputy Chairperson.</p> <p>E. The DLC makes decisions based on the Sale and Supply of Alcohol Act 2012.</p> <p>F. Council maintains a list of DLC members from a pool of elected members – as listed in 'A' above – from which two of the members are appointed if a hearing is required.</p> <p>G. From time to time the Chairperson can convene a DLC meeting and appoint the Committee members - excluding the permanent Chairperson - in accordance with this delegation and the requirements of the Sale and Supply of Alcohol Act 2012.</p> <p>H. To ensure continuity a DLC member is appointed onto the list until six months after the local government election results are announced, or until a newly appointed list of DLC members is determined by a new standing Council.</p>
Meeting cycle:	The Committee meets as required.
Quorum:	<p>Section 191 of the sale and Supply of Alcohol Act 2012 (SSAA)</p> <p>One [1] member when the Chairperson is deciding applications <i>on the papers</i> (i.e. those situations in which no objections have been filed and no matters of opposition have been raised under sections 103, 129, or 141 of the Sale and Supply of Alcohol Act 2012.</p> <p>Three [3] members for the purpose of hearings.</p>
Delegated authority:	Delegations and assessment criteria are prescribed by the Sale and Supply of Alcohol Act 2012.

Function | Āheinga

The Committee meets as and when required for the purpose of carrying out the functions prescribed by the Sale and Supply of Alcohol Act 2012.

Other Decision-Making Bodies of Council | Ētahi atu Rōpū

Civic Awards Selection Panel | Te Rōpu Kōwhiri i ngā Karāti

Membership:	Mayor and two [2] Councillors and two [2] community representatives Mayor Wayne Guppy (Chair), Councillor Heather Newell and Councillor Bill Hammond
Meeting cycle:	Civic Awards Selection Panel meets as required.
Quorum:	Three [3] members (one of whom must be a Councillor)
Delegated authority:	To make the decisions.

Function | Āheinga

This panel is responsible for assessing and selecting Civic Award recipients. Nominations are called for publicly for people who carry out meritorious voluntary work within the community.

Contracts Group | Te Rōpū Kirimana

Membership:	Three [3] Councillors. An alternate member in the event of absence of a regular member is also appointed. Mayor Wayne Guppy (Chair), Deputy Mayor Hellen Swales, Councillor Chris Carson and the alternate is Councillor Dylan Bentley.
Meeting cycle:	Contracts Group meets as required.
Quorum:	Two [2] members
Delegated authority:	Authority to enter into contracts in excess of officers' delegated authority, but only if such contracts are provided for in the Council's Long Term Plan (LTP) or Annual Plan or have obtained the express approval of Council.

Function | Āheinga

Authority to enter into contracts in excess of officers' delegated authority, but only if such contracts are provided for in the Council's Long Term Plan (LTP) or Annual Plan or have obtained the express approval of Council.

Economic Development Stimulus Panel | Te Rōpū Pūtea Whakahihiko Ōhanga

Membership:	Mayor Guppy (Chair), Deputy Mayor Swales, Chief Executive, Chair of the Policy Committee Councillor Heather Newell, Chair of the Finance Committee Councillor Dylan Bentley and Chair of the City Services Committee Councillor Dave Wheeler.
Meeting cycle:	Economic Development Stimulus Panel meets as required.
Quorum:	Chief Executive and two [2] members
Delegated authority:	Authority to approve economic development stimulus package applications up to the value of \$95,000. Applications over \$95,000 must go the Policy Committee.

Function | Āheinga

Authority to approve economic development stimulus package applications up to the value of \$95,000. Applications over \$95,000 must go the Policy Committee.

Sustainability Stimulus Grant Disbursement Panel | Te Rōpū Pūtea Whakahihiko Toitū

Membership:	Four [4] Councillors. Mayor Wayne Guppy (Chair), Deputy Mayor Hellen Swales, Councillor Dylan Bentley and Councillor Emma Holderness.
Meeting cycle:	Meets as required upon the closure of the funding round.
Quorum:	Two [2] members
Delegated authority:	To approve funding of applications

Function | Āheinga

Authority to approve sustainability stimulus grant applications.

Temporary Road Closures for Events Group | Te Rōpū Aukati Rori

Membership:	Mayor and two [2] Councillors. An alternate member in the event of the absence of a regular member is also appointed. Mayor Wayne Guppy (Chair), Councillor Bill Hammond, Councillor Tracey Ultra, and the alternate is Councillor Matt Carey.
Meeting cycle:	Temporary Road Closures for Events Group meets as required.
Quorum:	Three [3] members
Delegated authority:	Noted as the function for the Group below.

Function | Āheinga

Authority to close roads pursuant to Schedule 10 clause 11(e) of the Local Government Act 1974 subject to the following:

- That the road closures decision making body determines applications for event road closures when no objections are received or the objectors do not require a hearing
- That the road closures decision making body's decision is a unanimous decision. In case the decision is not unanimous then the matter is referred to full Council for a decision

Hearings Panel | Te Rōpū Whakawā

The Hearings Panel is established to increase efficiency and streamline the processes relating to Resource Management Act 1991 (RMA), Reserves Act 1977, and Dog Control Act 1996, hearings and other statutory hearings the Council is obliged to hold. The Hearings Panel does not have a permanent membership or composition; it may consist of one (1) member or three (3) members. Membership and the composition of the Hearings Panel will be determined for specific hearings in accordance with this Policy, Council Delegations and the Policy on Use of Commissioners and Composition of Hearings Committees and Panels (Commissioners Policy).

When holding hearings, Hearings Panels will follow the same procedures that Hearings Committees follow.

Membership:	<p>The membership of a Hearings Panel (HP) is appointed from time to time and consists of either one [1] member or three [3] members unless there are Exceptional Circumstances when membership of a three [3] member Panel will be reduced from three [3] to two [2]</p> <p>Exceptional Circumstances are when:</p> <p>Prior to the start of a hearing but after the appointment of the HP (Hearing Panel) members, an appointed member cannot sit and cannot be replaced before the hearing date, or</p> <p>When the HP member becomes unable to continue sitting part way through a hearing.</p> <p>The specific members, including the chairperson, of an HP are appointed from time to time by the Mayor in accordance with his delegation, the Commissioners Policy, this Policy, and after consulting the Director of Planning and Regulatory Services.</p> <p>Only an Elected Member who is a member of the Hearings Committee may be appointed to an HP but an HP does not have to include an Elected Member.</p> <p>Members of an HP may be selected from the Hearings Committee or be individuals who are not Elected Members but are appointed to an HP for their specialist knowledge and skills.</p>
Meeting cycle:	Hearings Panel meets as required.
Quorum:	<p>Three [3] members - when the composition is three members, except when the membership is reduced to two [2] in accordance with paragraph 1.6.2 above in which case it shall be two [2] and the Chairperson will have a casting vote.</p> <p>Alternatively, the quorum is one [1] member when the composition is one [1] member.</p>
Delegated authority:	<p>The Hearings Panel will hear and decide or make recommendations on all matters coming within the Hearings Committee's delegated authority. The Hearings Panel will only hear and make recommendations on proposed plan changes when the hearing is to be presided over by a Commissioner sitting alone. For clarification when a Hearings Panel may only make a recommendation it will still conduct the hearing and make a recommendation to the Council and the Council will make the decision.</p>

Function | Āheinga

To conduct hearings and make decisions or recommendations except where it is expressly precluded arising from processes under:

- the Resource Management Act 1991 (including direct referral requests under s87D)
- the Reserves Act 1977
- the Dog Control Act 1996
- other statutory rules (except under the Sale and Supply of Alcohol Act 2012) or Council bylaw or policy

Council Representation on External Organisations | He Kanohi Kitea Ki Kaupapa Kē

Council appoints members to represent it on a number of external organisations, including the following:

Civil Defence Emergency Management Joint Committee (Wellington Region) (CDEM)

- 1 Member – Mayor Wayne Guppy
- 1 Alternate - Deputy Mayor Hellen Swales

Hutt Valley Flood Management Subcommittee

- 2 Members – Mayor Wayne Guppy and Councillor Bill Hammond

Orongomai Marae Community Centre Trust

- 1 Member – Mayor Wayne Guppy

Regional Transport Committee (Greater Wellington Region)

- 1 Member – Mayor Wayne Guppy
- 1 Alternate - Deputy Mayor Hellen Swales

Remutaka Hill Road Committee

- 2 Members – Mayor Wayne Guppy and Councillor Tracey Ultra

Te Awa Kairangi | Hutt River Valley Subcommittee

- 2 Members – Mayor Wayne Guppy and Councillor Bill Hammond

Wellington Region Waste Management and Minimisation Plan Joint Committee (WMMP)

- 1 Member – Deputy Mayor Hellen Swales
- 1 Alternate - Councillor Emma Holderness

Wellington Regional Leadership Committee (WRLC)

- 1 Member – Mayor Wayne Guppy
- 1 Alternate - Deputy Mayor Hellen Swales

Wellington Waste Forum

- 1 Member – Councillor Emma Holderness
- 1 Alternate - Councillor Matt Carey

Wellington Water Committee

- 1 Member – Mayor Wayne Guppy
- 1 Alternate - Deputy Mayor Hellen Swales

Local Government New Zealand Takiwā Tuawhā | Zone Four

- 2 Members – Mayor Wayne Guppy and Councillor Heather Newell

Focus Groups

Arts and Heritage Working/Steering Group

Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Matt Carey, Councillor Emma Holderness and Councillor Tracey Ultra

Business and Economic Development Focus Group

Mayor Wayne Guppy, Deputy Mayor Hellen Swales, Councillor Dylan Bentley, Councillor Chris Carson, Councillor Bill Hammond, Councillor Heather Newell and Councillor Dave Wheeler

Environmental Focus Group

Mayor Wayne Guppy, Councillor Matt Carey, Councillor Blair Griffiths, Councillor Emma Holderness and Councillor Tracey Ultra

Sports and Recreational Focus Group

Mayor Wayne Guppy, Councillor Matt Carey, Councillor Chris Carson, Councillor Blair Griffiths, Councillor Bill Hammond, Councillor Heather Newell and Councillor Dave Wheeler

Version History

Date	Amendments	Officer
21 September 2023	i. updated Hutt Valley Services Committee Terms of Reference – adopted at Council 20 September 2023.	L Kynaston
22 February 2023	ii. notes that Sara Brownlie was appointed as the Independent Member of the Risk and Assurance Committee, iii. notes the Hutt City Councillors appointed to the Hutt Valley Services Committee, iv. notes the updated name for the Hutt Valley Flood Management Subcommittee is Te Awa Kairangi/Hutt River Valley Subcommittee, v. notes the updated name for Local Government New Zealand Takiwā Tuawhā Zone Four, vi. approves the appointment to the Wellington Waste Forum of Deputy Mayor Swales and Cr Holderness as the alternate, vii. approves the alternate appointment of Deputy Mayor Swales to the joint committee of Civil Defence Emergency Management Group, and, viii. appoint Deputy Mayor Swales, with Cr Holderness as the alternate to the Wellington Region Waste Management and Minimisation Plan Joint Committee (WMMP).	L Kynaston