



Governance Structure

Terms of Reference and Delegations for Council, and Committees of Council

2019-22 Triennium

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Introduction

Governance Structure

This document sets out the Governance Structure by which Hamilton City Council:

- carries out its governance functions; and
- formally delegates its powers and responsibilities.

The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002 and is based on the following Governance principles:

1. To have as few governance levels as possible
2. The business of Council is transacted transparently and inclusively, whenever possible
3. There are no sub-committees
4. Decisions are made once, not twice
5. Committees are strategically aligned to Council's priorities
6. Delegations to Committees and the Chief Executive are optimised
7. All meetings of Council and its Committees observe family-friendly hours
8. The expectation of full attendance by Elected Members at Council, and Committee meetings (where membership applies)
9. Advisory groups or hearings panels are established as needed to address special or particular issues; these will report directly to Council or the relevant Committee but must be approved by Council

The Governance Structure for Hamilton City Council is adopted at the beginning of each triennium. It sets out in full the delegations to the Committees, including:

- **Common delegations**

There are a number of common delegations from Council to the following committees of the whole: Finance Committee, Strategic Growth Committee, Infrastructure Operations Committee and Community Committee. These common delegations are set out on page 10 and should be read in conjunction with the Terms of Reference for those committees.

- **Specific delegations**

There are specific delegations over and above the common delegations. These are set out for each Committee from page 12.

The Governance Structure may also be reviewed and amended as necessary throughout the triennium.

The Role of the Mayor

Section 41A of the Local Government Act 2009 confers a number of powers and responsibilities to the Mayor. The Mayor may:

- Define and promote a vision for the advancement of Hamilton and the people of Hamilton, and to provide leadership to achieve that vision
- Lead the development of council plans, policies and budgets (including the Annual Plan and Long Term Plan) for consideration by the Council
- Ensure effective engagement between the Council and the people of Hamilton
- Appoint the Deputy Mayor
- Establish committees of the governing body (Council) and appoint the chairperson and deputy chairperson for each of those committees

Ambiguity and Conflict

For clarity, matters that are not delegated by the Council to a committee or another subordinate decision-making body, or to the Chief Executive or other Council officer, are to be determined by the Council.

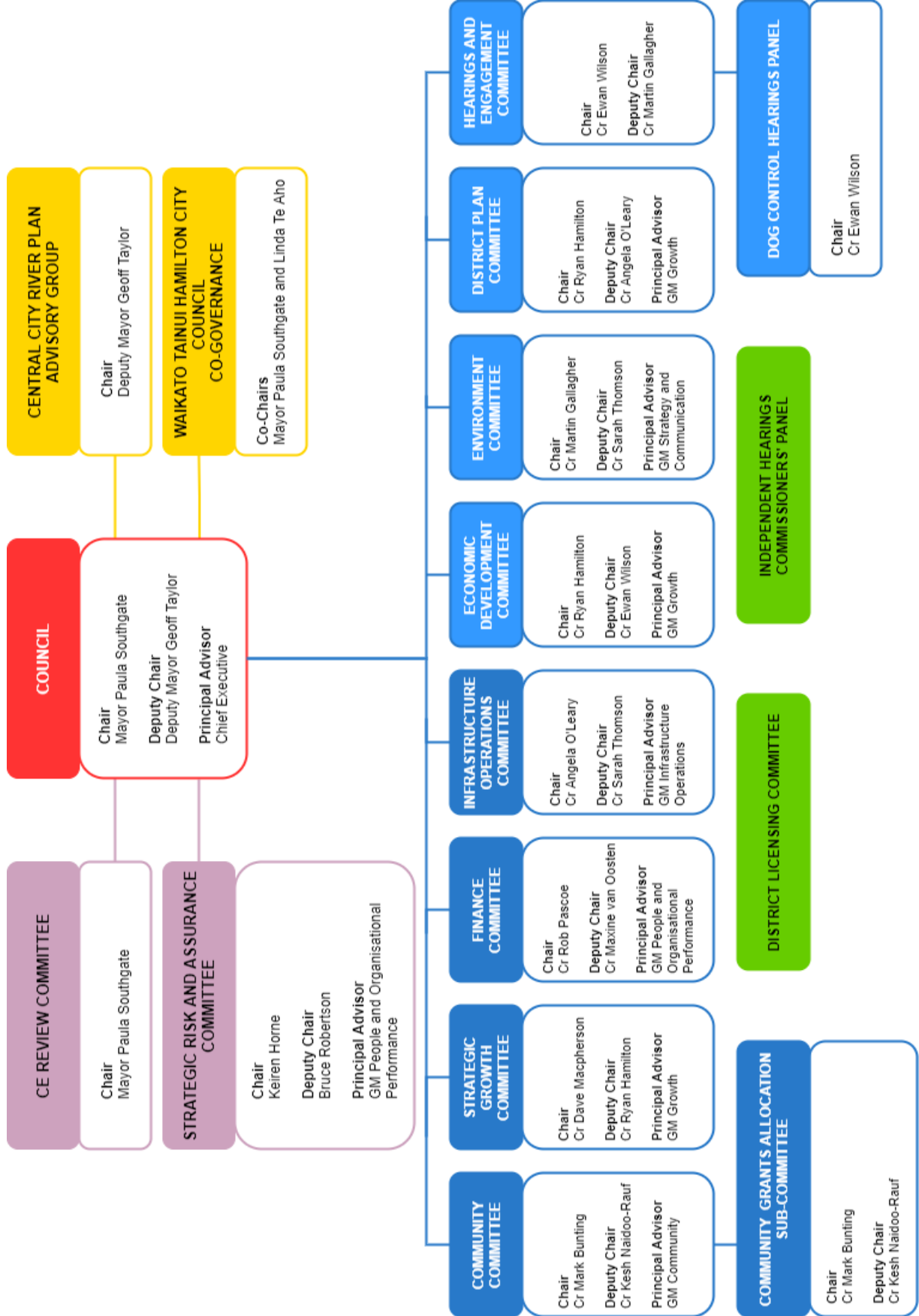
In the event of uncertainty or dispute as to which Committee is authorised to act in respect of a particular matter due to ambiguity or conflict between the provisions of the Terms of Reference, the Chief Executive will prepare a written report on the matter for Council's consideration. The decision of Council will be final and binding.

Interpretation

References to legislation in this Governance Structure include its amendments, re-enactments and substitutions, as well as any regulations made under that legislation.



Council and Committees of Council



Council

Chairperson:	Mayor Paula Southgate
Deputy Chairperson:	Deputy Mayor Geoff Taylor
Membership:	The Mayor and all Councillors
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan, or developed for the purpose of the Council's governance statement, including the 30-Year Infrastructure Strategy.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
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- n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
- a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.
 - e) Approval of the Triennial Agreement.
 - f) Approval of the local governance statement required under the Local Government Act 2002.
 - g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
 - h) Approval of any changes to the nature and delegations of the Committees.
 - i) Approval of all Council and Committee Advisory Groups and their terms of reference.
 - j) Appointments to, and removals from, CCO CCTO and CO boards;
 - k) Approval of proposed major transactions or constitutional adjustments of CCOs, CCTOs and COs.
 - l) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
 - m) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
 - n) Approval Activity Management Plans.

Oversight of Policies and Bylaws:

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*

Common Delegations

The following delegations from Council are common to the Finance Committee, Strategic Growth Committee, Infrastructure Operations Committee, Community Committee, Environment Committee and Economic Development Committee within their respective areas of responsibility.

General Principle

1. The work of these Committees will be in accordance with the priorities and work programme agreed by the Council.
2. These Committees have the powers necessary to perform the Committee's responsibilities, in accordance with the approved Long Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the financial strategy.

These Committees will:

Strategy, plans and policy

3. Develop and agree strategy, plans and policy for the purposes of consultation/engagement
4. Approve new or amended strategy or plans related to the committee's terms of reference
5. Recommend to the Council new or amended policies for adoption/approval
6. Monitor and review strategy, plans and policy

Bylaws

7. Develop and agree the statement of proposal for new or amended bylaws for consultation
8. Recommend to Council new or amended bylaws for adoption

Consultation and engagement

9. Ensure appropriate, effective and transparent engagement with the community, tangata whenua and other stakeholders
10. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy
11. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for Council to decide

Submissions and legislation

12. Approve submissions to external bodies/organisations on legislation and proposals that impact governance policy or matters

Projects and programmes

13. Monitor and oversee strategic projects and programmes
14. Monitor Council's Asset Management Plans
15. Approve an increase in the budget level for a strategic project or programme provided that the overall budget for the relevant activity area is met, i.e. savings are found within the same activity area resulting in a financially neutral impact (where this is not the case the Committee must recommend to the Finance Committee that additional funding is approved (outside the Annual Plan or Long Term Plan process))

Contracts

16. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a) Do not require the approval of Council
 - b) Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation

Other

17. Consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to the Committee for decision making
18. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive or other Council officers
19. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council
20. Recommends the establishment of advisory groups or hearings panels and their terms of reference¹ to Council for approval.

¹ A template for establishing an Advisory/Working Group or Hearings Panel is attached as Appendix A.

Finance Committee

Reports to:	The Council
Chairperson:	Cr Rob Pascoe
Deputy Chairperson:	Cr Maxine van Oosten
Membership:	The Mayor and all Councillors Maangai Maaori – Vacancy
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose:

The Finance Committee is responsible for:

1. Monitoring Council's financial strategy, and financial performance against the Long Term Plan and Annual Plan.
2. Determining financial matters within its delegations and Terms of Reference and making recommendations to Council on financial matters outside its authority.

In addition to the common delegations on page 10, the Finance Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on Council's financial strategy and monitor performance against that strategy.
 2. To monitor Council's financial performance against the Council's 10 Year Plan and the impact of the financial performance on services levels and rate payers' value.
 3. To monitor deferred capital expenditure.
 4. To develop and monitor policy related to the following matters:
 - a) financial management;
 - b) revenue generation; and
 - c) procurement and tendering.
 5. To monitor the probity of processes relating to policies developed by the Finance Committee.
 6. To provide clear direction to the Local Government Funding Agency on Council's expectations, including feedback on the draft statements of intent.
 7. To receive six-monthly reports from the Local Government Funding Agency.
-

The Committee is delegated the following powers to act:

- Approval of operating expenditure within the Long Term Plan or Annual Plan that exceeds the Chief Executive’s delegation, excluding expenditure which:
 - contravenes the Council’s Financial Strategy; or
 - significantly alters any level of service outlined in the applicable Long Term Plan or Annual Plan; or
 - impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to the Council for approval.
- Approval of contractual and other arrangements for supply and services, and revenue generating contracts, which:
 - exceed the Chief Executive’s delegations, but
 - exclude contracts or arrangements that are reserved for the Council or another Committee’s approval.
- Approval to write-off outstanding accounts greater than \$10,000 (in accordance with the Debtor Management Policy).

The Committee is delegated the following recommendatory powers:

- To set the direction of Council’s Financial Strategy.
- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws:

- *Funding Needs Analysis Policy*
- *Investment and Liability Management Policy*
- *Rates Remissions and Postponements Policy*
- *Rating Policy*
- *Revenue and Financing Policy*

Strategic Growth Committee

Reports to:	The Council
Chairperson:	Cr Dave Macpherson
Deputy Chairperson:	Cr Ryan Hamilton
Membership:	The Mayor and all Councillors Maangai Maaori James Whetu Maangai Maaori Olly Te Ua
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Strategic Growth Committee is responsible for:

1. Guiding sustainable physical development and growth of Hamilton to meet current and future needs, including oversight of strategic land-use planning, boundary alignment, and existing and alternative planning, funding and financing models for growth-related projects.
2. Driving collaboration with neighboring Councils, Iwi, private sector and central government to meet Hamilton’s growth ambitions.

In addition to the common delegations on page 10, the Strategic Growth Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To monitor and provide advice on the overall development and implementation of urban growth and development strategies, strategic land use, and spatial plans (e.g. Hamilton to Auckland Corridor and Hamilton-Waikato Metropolitan Spatial Plan), and long-term network infrastructure planning in line with national policy requirements.
2. To provide direction and monitor Council’s approach to the levying and use of rates for growth, as well as development contributions.
3. To develop, and monitor the implementation of the infrastructure Activity Management Plans to inform the 2021-31 Long Term Plan to ensure that Council looks after its existing assets and provides agreed levels of service.
4. To provide direction on and assess proposals for seeking alternative funding models, such as special purpose vehicles and infrastructure funding and financing.
5. To provide direction on strategic priorities for network infrastructure aligned to city development, and oversight of strategic projects associated with those activities.

6. To provide advice on the development and implementation of the Long Term Infrastructure Strategy.
7. To assess proposals for Private Developer Agreements that exceed the Chief Executive's delegations for Unfunded Growth Projects² and, if appropriate for Unfunded Growth Projects², to recommend such agreements to the Council for approval.
8. To provide direction regarding Council's involvement in and with Urban Development Authorities, regional alliances, plans, initiatives and forums for spatial planning (for example, Future Proof, strategic boundary land use agreements and joint council growth related discussions).
9. To consider the impacts of land use and urban development on the environment.
10. To provide clear direction on Council's strategic priorities to organisations and groups, for which Council facilitates funding, aligned with these Terms of Reference, and to oversee those funding arrangements and receive their strategic and business plans and annual performance reports.
11. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects, against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of the Finance Committee.
12. To oversee the development of the City's Smart City Strategy.

The Committee is delegated the following powers to act:

- Approval of purchase or disposal of land for network infrastructure, or parks and reserves for works and other purposes within this Committee's area of responsibility that exceeds the Chief Executive's delegation and is in accordance with the Annual plan or Long Term Plan.

The Committee is delegated the following recommendatory powers:

- Adoption of the Long Term Infrastructure Strategy to the Council.
- Approval of additional borrowing to the Finance Committee.
- Approval of city boundary changes to the Council, including in respect of Strategic Boundary Land Use Agreements.
- Approval of infrastructure Activity Management Plans to inform the 2021-31 Long Term Plan to the Council.
- The Committee may make recommendations to Council and other Committees

Recommendatory Oversight of Policies and Bylaws:

- *Development Contributions Policy*
- *Growth Funding Policy*
- *Hamilton Gateways Policy*
- *Sale and Disposal of Council Land Policy*

¹ Unfunded Growth Projects are defined in the Growth Funding Policy as:

- a) Not funded projects
- b) Funded projects but which are proposed to commence earlier than the sequencing and timing established in the long term plan; and/or
- c) Funded projects but which are now proposed to occur beyond the scale, scope and cost prescribed or anticipated for those projects in the long term plan.

Infrastructure Operations Committee

Reports to:	The Council
Chairperson:	Cr Angela O’Leary
Deputy Chairperson:	Cr Sarah Thomson
Membership:	The Mayor and all Councillors Maangai Maaori Norm Hill
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Infrastructure Operations Committee is responsible for:

1. The execution of Council’s infrastructure and operational plans and strategies across all asset classes.
2. To monitor and approve contracts relating to core infrastructure and provision of services.
3. To monitor and approve deferred capital relating to core infrastructure and provision of services.
4. Guiding and monitoring the provision of core infrastructure and services in particular relating to transport (including but not limited to public transport and cycleways), 3 waters and waste management, to meet the current and future needs of the city and to enhance the wellbeing of its communities.
5. Facilitating community and stakeholder involvement and discussion on core infrastructure provision and services.
6. Guiding discussion and implementation of innovative core infrastructure and service provision solutions.
7. To ensure that all infrastructure networks and service provisions are legally compliant and operate within resource consent limits.

In addition to the common delegations on page 10, the Infrastructure Operations Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for core infrastructure aligned to city development and oversight of operational projects and services associated with those activities.
 2. To develop policy, approve core-infrastructure related operational strategies and plans and monitor their implementation.
-

3. To receive and consider presentations and reports from stakeholders, government departments, organizations and interest groups on core infrastructure and associated services and wellbeing issues and opportunities.
4. To provide direction regarding Council's involvement in regional alliances, plans, initiatives and forums for joint infrastructure and shared services (for example Regional Transport Committee).
5. To monitor and oversee the delivery of Councils non-financial performance and non-financial key projects against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of Finance Committee.

The Committee is delegated the following powers to act:

- Approval of capital expenditure within the Long Term Plan or Annual Plan that exceeds the Chief Executive's delegation, excluding expenditure which:
 - contravenes the Council's Financial Strategy; or
 - significantly alters any level of service outlined in the applicable Long Term Plan or Annual Plan; or
 - impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to the Council for approval.
- Approval of any proposal to stop any road, including hearing and considering any written objections on such matters.
- Approval of purchase or disposal of land for core infrastructure for works and other purposes within this Committee's area of responsibility that exceed the Chief Executives delegation and is in accordance with the Annual Plan or Long Term Plan.

The Committee is delegated the following recommendatory powers:

- Approval of additional borrowing to Finance Committee.
- The Committee may make recommendations to Council and other Committees

Recommendatory Oversight of Policies and Bylaws:

- *Three Waters Connections Policy*
- *Earthquake-Prone, Dangerous & Insanitary Buildings Policy*
- *Seismic Performance of Buildings Policy*
- *Speed Limits Bylaw 2015*
- *Streetscape Beautification and Verge Maintenance Policy*
- *Traffic Bylaw 2015*
- *Solid Waste Bylaw 2012*
- *Stormwater Bylaw 2015*
- *Trade Waste and Wastewater Bylaw 2016*
- *Water Supply Bylaw 2013*

Community Committee

Reports to:	The Council
Chairperson:	Cr Mark Bunting
Deputy Chairperson:	Cr Kesh Naidoo-Rauf
Membership:	The Mayor and all Councillors, Maangai Maaori Olly Te Ua Maangai Maaori Te Pora Thompson-Evans
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Community Committee is responsible for:

1. Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the city and the enhanced wellbeing of its communities.
2. Governance of recreational, community facilities, amenities, and events.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
4. Ensuring Hamilton is performing to the highest standard in the area of civil defence and emergency management.
5. Funding to benefit the social, cultural, physical and arts wellbeing of communities in Hamilton.

In addition to the common delegations on page 10, the Community Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for community infrastructure aligned to city's overall development and oversight of strategic projects associated with those activities.
 2. To develop policy, approve community-related strategies and plans, and monitor their implementation.
 3. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on community development and wellbeing issues and opportunities.
 4. To provide input on the allocation of Events Sponsorship funding to the Economic Development Committee.
-

5. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
6. To monitor the performance of Hamilton's civil defence and emergency management response against Council's requirements under the Civil Defence Emergency Management Act including:
 - a. implementation of Government requirements;
 - b. contractual service delivery arrangements with the Waikato Regional Group Emergency Management Office
7. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long Term Plan and Annual Plan.
8. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
9. To coordinate and make decisions on proposals, applications for external funding, and the distribution of Council funding and funding provided to Council for public art, recreational and community facilities and amenity.
10. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of the Finance Committee.
11. To develop policy, approve and monitor implementation of plans and strategies in relation to the performance of Council's investments in the Domain Endowment Fund and strategic property.

The Committee is delegated the following powers to act:

- Approval of Reserve Management Plans.
- Performing the Council's functions, powers and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act 1964 and the Reserves Act 1977.
- Approval of purchase or disposal of land for parks and reserves required for designated works or other purposes within the Committee's area of responsibility which exceeds the Chief Executive's delegations and is in accordance with the Annual Plan or Long Term Plan.
- Approval of applications for Council projects suitable for contestable and philanthropic funding.
- Approval of funding for recreational and community facilities and amenities in accordance with the Long Term Plan.
- Approval of public art proposals put forward by the community and/or Council in accordance with the Public Art Development Process and approved budget.

The Committee is delegated the following recommendatory powers:

- Approval of acquisition or sale or lease of properties owned by the Domain Endowment Fund consistent with the Domain Endowment Fund Investment Policy, for any endowment properties.

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws:

- *Alcohol Control Bylaw 2015*
- *Animal Nuisance Bylaw 2013*
- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Assistance Policy*
- *Community Occupancy Policy*
- *Cultural and Recreational Facilities Bylaw 2012*
- *Disability Policy*
- *Dog Control Bylaw 2015*
- *Dog Control Policy*
- *External Funding Applications Policy*
- *Hamilton City Smoke-Free Environment Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Provisional Local Alcohol Policy*
- *Psychoactive Substances (Local Approved Products) Policy*
- *Prostitution Bylaw 2019*
- *Public Places Bylaw 2016*
- *Public Places Policy*
- *Safety in Public Places Bylaw 2014*
- *TAB Board Venue Policy*

Hearings and Engagement Committee

Reports to:	Council
Chairperson:	Cr Ewan Wilson
Deputy Chairperson:	Cr Martin Gallagher
Membership:	The Mayor and all Councillors and Maangai Maaori (the latter only attending meetings addressing matters relevant to the Committee they are a member of)
Meeting frequency:	As required
Quorum:	Three members (for matters relating to those functions in paragraph 1 and 2 below). A majority of members (including vacancies) for all other functions.

Purpose

1. To conduct fair and effective hearings and make determinations on a range of the Council's quasi-judicial functions under legislation and other matters as referred to the Committee.
2. To convene and coordinate advisory groups on matters referred by other Committees.

The Committee is delegated the following Terms of Reference and powers:
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Terms of Reference:

1. Hear and determine any statutory or regulatory hearings under relevant legislation unless otherwise delegated by Council, including (but without limitation):
 - objections under the Dog Control Act 1996;
 - matters regarding drainage and works on private land under the Local Government Act 1974 and Local Government Act 2002;
 - proposals for temporary closure of any road.
 2. Consider and determine changes to the registers and restrictions in the Traffic Bylaw and Speed Limit Bylaw, including hearing any submissions relating to those proposed changes.
 3. Hear and determine matters arising under current bylaws and policies, including applications for dispensation from compliance with the requirements of bylaws or policies, unless such matters are otherwise delegated by Council.
 4. Hear and determine other matters that require hearings or submissions, as referred by Council or other Committees.
-

The Committee is delegated the following powers to act:

- Approval of matters determined by the Committee within its Terms of Reference.
- Approval of the establishment of hearings panels and their terms of reference.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to the Council.
- The Committee may make recommendations to Committees.

Special Notes:

- The Committee may request expert advice through the Chief Executive when necessary.
- The Committee may appoint additional members for hearings where the relevant terms of reference specify the requirement for expert or external representation.

Strategic Risk and Assurance Committee

Reports to:	The Council
Chairperson:	External appointee – Keiran Horne
Deputy Chairperson:	External appointee – Bruce Robertson
Membership:	Mayor Paula Southgate Chairperson of the Finance Committee – Cr Rob Pascoe Chairperson of the Strategic Growth Committee – Cr Dave Macpherson Chairperson of the Infrastructure Operations Committee – Cr Angela O’Leary Chairperson of the Community Committee – Cr Mark Bunting Maangai Maaori – Vacancy
Meeting frequency:	As required – no less than four times a year
Quorum:	Four members (including one external appointee)

Purpose:

The Strategic Risk and Assurance Committee is responsible for providing objective advice and recommendations to the governing body on the adequacy and functioning of the Council’s risk management and assurance framework and external reporting.

Terms of Reference:

Risk

1. Review the effectiveness of the risk control environment established by management to safeguard Council’s financial and non-financial assets, including the adequacy and appropriateness of insurance policies in place and management’s actions to mitigate risks and report 6 monthly to Council.
2. To review the Risk Management Policy and recommend to Council revisions to the policy for adoption.
3. To review the Fraud and Corruption, Protected Disclosure, Conflict of Interest, and Sensitive Expenditure management policies to ensure appropriate guidance and processes are in place.
4. Review Council’s strategic risk register and monitor existing and proposed controls
5. Periodic in-depth reviews of specific, significant risks
6. Monitor emerging risks
7. Review and monitor business continuity planning.
8. Oversight of risk management and assurance across Council’s CCO’s and CCTOs with respect to risks that may have a significant impact on Council

Internal Audit

9. In conjunction with the Chief Executive, agree the scope of the annual internal audit work programme, having regard to Council's significant risks.
10. Monitor the delivery of the internal audit work programme to ensure the effectiveness of the Council's internal control framework.
11. Assess whether Internal Audit's recommendations have been properly implemented by management.
12. Review the annual Internal Audit Plans to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.

External Audit

13. Engage with Council's external auditors regarding the external audit work programme and agree the proposed terms and arrangements of the external audit.
14. Recommend to Council the terms and arrangements for the external audit programme.
15. Review the effectiveness of the Annual Plan audit and 10 Year Plan audit.
16. Assess management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.

Statutory Reporting

17. Review and monitor the integrity of the interim and annual report, focusing particularly on:
 - a. compliance with, and the appropriate application of, relevant accounting policies, practices and accounting standards
 - b. compliance with applicable legal requirements relevant to statutory reporting
 - c. The consistency of application of accounting policies as well as changes to accounting policies and practices that may affect the way that accounts are presented
 - d. Any decisions involving significant judgment, estimation or uncertainty
 - e. The extent to which financial statements are affected by any unusual transactions and the manner in which these are disclosed
 - f. the disclosure of contingent liabilities and contingent assets
 - g. the clarity of disclosures generally
 - h. The basis for the adoption of the going concern assumption
 - i. Significant adjustments resulting from the audit

Other Matters

18. Review the effectiveness of the systems for monitoring the Council's compliance legislation, regulation, policy and guidelines.

19. Review the adequacy and effectiveness of Council's health and safety programme and cybersecurity programme.
20. Engage with internal and external auditors on any specific one-off audit assignments.
21. Conduct and monitor special investigations in accordance with Council policy and approved budget or in response to material matters raised by staff or committee members, including engaging expert assistance, on matters within its Terms of Reference.
22. The Chairperson shall review the travel and other reimbursed expenses of the Chief Executive and confirm compliance with Council policies. This information will be provided to the Chairperson on a six-monthly basis.
23. Such other Matters referred to it by Council.

The Committee is delegated the following recommendatory powers:

- The Committee has no decision-making powers.
- The Committee may make recommendations to the Council and/or the Chief Executive, as appropriate.
- The Committee may request expert external advice through the Chief Executive where necessary.

Special Notes:

- In fulfilling their role on the committee, members shall be impartial and independent at all times.
- Members are appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.
- Council appoints two external members of the committee, one of whom shall be Chairperson. External members shall have a broad range of skills and experience including accounting or audit experience; the terms of the appointment to be recorded in a contract. External member contracts are to be reviewed and assessed six (6) months after each triennial election with no external members staying on Committee for longer than three (3) trienniums.
- The Chief Executive and Internal Auditor are required to attend all meetings but are not members and have no voting rights. Other Council officers may attend the committee meetings, as required.
- The Chief Executive and the Principal Advisor shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, any material breakdown in internal controls, and any material event of fraud, corruption or malpractice.
- The chairperson shall present an annual Audit and Risk Self Review to Council summarising the committee's activities during the year and any related significant results and findings.

Recommendatory Oversight of Policies and Bylaws:

- *Risk Management Policy*

Environment Committee

Reports to:	The Council
Chairperson:	Cr Martin Gallagher
Deputy Chairperson:	Cr Sarah Thomson
Membership:	Cr Mark Bunting Cr Angela O’Leary Cr Kesh Naidoo-Rauf Cr Dave Macpherson Cr Mark Donovan Mayor Paula Southgate (Ex Officio) Maangai Maaori – Norm Hill
Meeting frequency:	As required – no less than four times a year.
Quorum:	A majority of members (including vacancies)

Purpose

The Environment Committee is responsible for:

1. Governance of strategies, policies and plans relating to the wellbeing, protection, enhancement and sustainability of Hamilton’s natural environment.

In addition to the common delegations on page 10, the Environment Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To develop policy, approve strategies and plans concerning Hamilton’s contribution and response to climate change, and to monitor their implementation.
 2. To develop policy, approve strategies and plans for the sustainable use of Hamilton’s natural resources, and to monitor their implementation.
 3. To develop policy, approve strategies and plans for efficient and sustainable waste management and recycling, and to monitor their implementation.
 4. To develop policy, approve strategies and plans for Council’s corporate environmental sustainability and to monitor their implementation.
 5. To develop policy, approve strategies and plans for Council’s biodiversity, and to monitor their implementation.
 6. To develop policy, approve and monitor implementation of strategies in relation to the Climate Action Plan.
-

Special Notes:

- The Committee may request expert external advice through the Chief Executive as necessary.

The Committee is delegated the following powers to act:

- Approval of matters determined by the Committee within its Terms of Reference.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws:

- *Open Air Burning Bylaw 2015*

Economic Development Committee

Reports to:	The Council
Chairperson:	Cr Ryan Hamilton
Deputy Chairperson:	Cr Ewan Wilson
Membership:	Deputy Mayor Taylor Cr Martin Gallagher Cr Rob Pascoe Cr Maxine van Oosten Cr Mark Donovan Mayor Paula Southgate (Ex Officio) Maangai Maaori Olly Te Ua Maangai Maaori Te Pora Thompson-Evans
Meeting frequency:	As required – no less than four times a year.
Quorum:	A majority of members (including vacancies)

Purpose

The Economic Development Committee is responsible for:

1. Governance of Hamilton’s economic agenda and investment development opportunities consistent with Council’s vision for the city and to enhance the wellbeing of Hamiltonians.

In addition to the common delegations on page 10, the Economic Development Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To drive and enhance Hamilton’s economic position by actively promoting Hamilton.
 2. To promote investment and business attraction opportunities for Hamilton and the greater Waikato region.
 3. To provide advice on strategic initiatives, plans, projects and potential property developments that have a material impact upon the Hamilton economy.
 4. To develop, review and monitor the implementation of the Economic Development Agenda.
 5. To consider and recommend funding for Business Improvement District(s), Hamilton and Waikato Tourism and Te Waka through the Councils long-term plan process.
 6. To monitor the performance and provide guidance on Council’s relationship with key stakeholders including, but not limited to Te Waka, Hamilton Waikato Tourism and Hamilton Central Business Association.
-

7. To monitor the performance of Council's major event venues operation (H3).
8. To review and monitor the implementation of Council's Event Sponsorship Policy.
9. To approve annual Event Sponsorship funding applications and monitor any grants made to external organisations under the terms of the Event Sponsorship Policy.
10. To support and assist with efforts for external partnerships on Council projects that will provide economic development opportunities for Hamilton and the region.
11. To develop and monitor policy related to the appointment and remuneration of directors of CCOs, CCTOs and COs.
12. To provide clear direction to Council's CCOs CCTOs and COs on Council's expectations, including feedback on draft statements of intent.
13. To receive six-monthly reports of Council's CCOs, CCTOs and COs, including on board performance.
14. To undertake any reviews of CCOs and CCTOs and agree CCO/CCTO-proposed changes to their governance arrangements, except where reserved for Council's approval by Council.
15. To develop policy, approve and monitor implementation of plans and strategies in relation to the performance of Council's investments in the Municipal Endowment Fund and strategic property.

The Committee is delegated the following powers to act:

- Approval of event sponsorship applications annually in accordance with the Event Sponsorship Policy.
- Approval of letters of expectation for each CCO, CCTO and CO.
- To provide feedback on draft statements of intent for each CCO, CCTO and CO.

The Committee is delegated the following recommendatory powers:

- Appointments to, and removals from, CCO, CCTO and CO boards
- Approval of proposed major transactions or constitutional adjustments of CCOs, CCTOs and COs.
- Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
- Approval of acquisition or sale or lease of properties owned by the Council, or owned by the Municipal Endowment Fund consistent with the Municipal Endowment Fund Investment Policy, for any endowment properties.
- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws:

- *Appointment and Remuneration of Board Members of COs, CCOs and CCTOs Policy*

- *Event Sponsorship Policy*
- *Freeholding of Council Endowment Land Policy*
- *Municipal Endowment Fund Investment Policy*
- *Business Improvement District (BID) Policy*
- *International Relations Policy*

District Plan Committee

Reports to:	The Council
Chairperson:	Cr Ryan Hamilton
Deputy Chairperson:	Cr Angela O’Leary
Membership:	Mayor Paula Southgate Cr Sarah Thompson Cr Rob Pascoe Cr Martin Gallagher Maangai Maaori James Whetu Deputy Mayor Geoff Taylor (as alternate)
Meeting frequency:	Six weekly
Quorum:	A majority of members (including vacancies)

Purpose:

The District Plan Amendments Committee is responsible for:

1. providing Governance leadership and direction to staff to develop amendments to the Hamilton City Operative District Plan 2017.

Terms of Reference:

2. To provide and approve broad strategic direction to inform and guide the development of the District Plan amendments programme of work.
3. To prepare and approve a draft set of District Plan amendments for the purpose of obtaining initial feedback and comment from the community, stakeholder and tangata whenua groups.
4. To recommend any proposed District Plan amendments to the Council for adoption and release for formal notification.
5. To provide regular updates to the Council on the progress of the District Plan amendments programme of work.

The Committee is delegated the following powers to act:

- Approval of matters determined by the Committee within its Terms of Reference.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Policies and Bylaws: N/A

Chief Executive Review Committee

Reports to:	The Council
Chairperson:	Mayor Paula Southgate
Membership:	Deputy Mayor Geoff Taylor Cr Rob Pascoe Cr Ewan Wilson Vacancy
Meeting frequency:	As required
Quorum:	Three members

Purpose and Terms of Reference:

To review the Chief Executive's performance and make recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.

The Committee is delegated the following recommendatory powers:

- The Committee has no decision-making powers.
- The Committee must make recommendations to Council on all matters relating to the employment of the Chief Executive, including performance measures and remuneration.

Special Notes:

- The Committee may request expert advice through the Governance Manager when necessary.
-

Community Grants Allocation Sub-Committee

Reports to:	The Community Committee
Chairperson:	Cr Bunting
Deputy Chairperson:	Cr Naidoo-Rauf
Membership:	The Mayor and all Councillors, Maangai Maaori Olly Te Ua Maangai Maaori Te Pora Thompson-Evans
Meeting frequency:	As required
Quorum:	5 Members, including at least 1 Maangai Maaori

Purpose:

The Community Grants Allocation Sub-Committee is responsible for:

1. providing recommendations to the Community Committee on the allocation of Community Grants in compliance with the Community Assistance Policy 2021.

Terms of Reference:

2. To assess and provide recommendations to the Community Committee concerning the allocation of the following Community grants in line with the Community Assistance Policy 2021:
 - Community Event Fund
 - Multi-Year Community Grant
 - Single-Year Community Grant
 - Creative Partnerships Fund

The Committee is delegated the following powers to act:

- The sub-committee has no decision-making powers.
- The sub-committee must make recommendations to the Community Committee on all matters relating to the allocation of community grants.

The Committee is delegated the following recommendatory powers:

- The Sub-Committee may make recommendations to Community Committee.

Recommendatory Oversight of Policies and Bylaws: N/A

Dog Control Hearings Panel

Reports to: The Hearings and Engagement Committee

Chairperson: Cr Ewan Wilson

Membership: Cr Maxine van Oosten
Cr Mark Donovan
Cr Angela O’Leary (Alternate)
Cr Rob Pascoe (Alternate)

Meeting frequency: As required

Quorum: Three members

Purpose

1. To conduct fair and effective hearings and make determinations on objections under the Dog Control Act 1996.

The Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

2. Hear and determine any objections under the Dog Control Act 1996.

Central City and River Plan Advisory Group

Reports to:	The Council
Chairperson:	Deputy Mayor Geoff Taylor
Membership:	Cr Sarah Thomson Cr Kesh Naidoo-Rauf Cr Maxine van Oosten Cr Ewan Wilson Cr Martin Gallagher Cr Mark Bunting Maangai Maaori Norm Hill
Meeting frequency:	As required

Purpose

1. The purpose of the Central City River Plan Advisory Group is to provide recommendations and advice to the Council on matters in relation to the central city and river precinct on governance matters including strategic initiatives, plans, projects, to provide clarity and give direction over the direction to the River Plan, and potential development that may increase the central city vibrancy and have an impact on the central city and river precinct.
2. The Advisory Group is not a decision-making body.

The Panel is delegated the following Terms of Reference and powers:
--

Terms of Reference

3. The Advisory Group may make recommendations to the Council on Central City and River Precinct covering:
 - a) projects and concept designs;
 - b) feasibility and business cases;
 - c) the strategic intent/direction of the Hamilton City River Plan and other key strategic Council documents such as the District Plan and Reserves Act Management Plans;
 - d) strategic opportunities for River Plan aligned projects consistent with direction and funding for the Long Term Plan and Annual Plan or for inclusion in future Long Term Plan and Annual Plan processes;
 - e) strategic projects or initiatives in other areas of the Council or wider community where linkages with the central city or river projects may prove mutual benefit;
 - f) strategic projects or initiatives in other areas of the Council or wider community that enhance the social, economic, environmental and cultural wellbeing of the central city and/or river precinct;
 - g) in future Long Term Plan and Annual Plan processes;

h) any other commentary on River Plan Central City related issues.

ROLE OF THE CHAIR

4. The Chair presides at each meeting.
5. The Chair represents the Advisory Group at Council meetings (when required or at least twice yearly) and, where appropriate, at external forums/events (with the support of the Mayor).
6. The Chair reports back to the Advisory Group regarding any meetings, discussions or events they have attended as an Advisory Group representative.
7. Where the Chair is not available, a Group member nominated and agreed by majority of those present at the meeting will assume the role of the Chair.

OPERATION AND CONDUCT

Meeting schedule / timing / nature

8. The Advisory Group will formally meet for approximately three hours on a six-weekly basis, with the flexibility to meet more often, as and when required on specific issues/projects.
9. Advisory Group members can also meet with can meet with staff supporting the Advisory Group on an ad hoc basis, and with other staff with the agreement of the General Manager, as required and as their availability permits, to have discussions and provide advice pertaining to their areas of expertise.

Agenda distribution / minutes

10. Agendas for Advisory Group meetings will be distributed no later than three working days prior to the meeting date;
11. Meeting agendas will be set by the Chair and the staff supporting the Advisory Group.

Waikato-Tainui Hamilton City Council Co-Governance Forum

Reports to:	The Council
Chairperson:	Co Chairs: Mayor Paula Southgate and Linda Te Aho
Membership:	Vanessa Clark Donald Turner Carolyn Hopa Anaru Adams Deputy Mayor Geoff Taylor Cr Martin Gallagher Cr Ryan Hamilton Cr Kesh Naidoo-Rauf
Meeting frequency:	As required – no less than four times a year
Quorum:	Two members from Hamilton City Council (including the Chair), and two members from Te Arataura (including the Chair).

The Panel is delegated the following Terms of Reference and powers:

Parties / Ngaa Mema

1. Hamilton City Council
2. Te Arataura as the Executive of Te Whakakitenga o Waikato Incorporated

Purpose / Te Tikanga

3. The purpose of the Co-governance forum is to:
 - a) Provide an enduring structure that enables Hamilton City Council and Waikato-Tainui to build a strong and mutually beneficial relationship
 - b) Provide opportunities for collaboration that promote and support better environmental, social, cultural and economic outcomes through agreed projects
 - c) To meet obligations under the Joint Management Agreement between Hamilton City and Waikato-Tainui through the shared exercise of functions, duties, powers and involvement in planning processes as it relates to the Waikato Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

Structure / Te Hanganga

4. The co-governance forum structure is:
 - a) Five (5) elected members from Hamilton City Council
 - b) Five (5) elected members from Te Arataura

5. The quorum for the meetings is:
 - a) Two (2) members from Hamilton City Council (including the Co-Chair), and
 - b) Two (2) members from Te Arataura (including the Co-Chair)
6. The governance structure is supported by Chief Executives who shall set the meeting agenda and recommend annual projects for approval by the Co-governance forum.
7. Staff from either party may attend meetings to provide reports, information and deliver presentations to assist decision making.
8. The Chief Executives are required to report back to their respective governance bodies.
9. All discussions and information shared will be public record unless the information contained within reports and discussions meet the specific requirements of the Local Government Official Information and Meetings Act 1987.

Status of Terms of Reference / Te mana o teenei whakatau

10. This Term of reference provide guidance on how the Co-governance forum will operate and decide on annual projects.

Values and Principles / Ngaa Waariu me nga Maataapono

- Pono - To act with mana/integrity
- Tika - To acknowledge the mana/integrity of each member
- Manaaki - To have a shared commitment to the relationship
- Aroha - To act in good faith, open, honest, responsive and constructive in a 'no surprises' approach.
- Mahi Tahī - To work in collaboration

Meeting Structure / Ngaa Hui

11. The meetings will operate as follows:
 - a) The Co-governance Forum meets four times a year
 - b) Meetings are hosted on an alternate basis
 - c) The meeting agenda will be approved by Chief Executives from both Waikato Tainui and Hamilton City Council
 - d) All meetings are co-chaired by Te Arataura and Hamilton City Council
 - e) Hamilton City Council Governance unit is responsible for all administration duties including collation and distribution of meetings packs
 - f) Meeting packs must be received by members no later than three clear working days prior to meeting date.

Annual Plan / Maahere-aa-tau

12. The Chief Executives from both parties are responsible for presentation and delivery of an annual plan that will consist of:
- a) No more than four agreed annual projects
 - b) Agreed performance monitoring indicators aligned to individual projects
 - c) An annual report outlining successes, challenges and recommendations for each individual project

District Licensing Committee

Reports to:	The Council
Chairperson:	External appointee – Sara Grayson
Membership:	Tegan McIntyre (Alternate Commissioner/Chairperson) Patsi Davies John Gower Chrissy Hodgkinson Brett McEwan Murray Clearwater Roger Mathews Cr Ewan Wilson
Meeting frequency:	As required
Quorum:	Three members (with the exception of uncontested applications which can be considered by the Chairperson acting alone).

Purpose

3. To administer the Council’s alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012 (‘the Act’)

Terms of Reference:

1. To consider and determine applications for licences and manager’s certificates
2. To consider and determine applications for renewal of licences and manager’s certificates
3. To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with certain requirements
4. To consider and determine applications for the variation, suspension, or cancellation of special licences
5. To consider and determine applications for the variation of licences (other than special licences)
6. With the leave of the chairperson of the Alcohol Regulatory and Licensing Authority (‘the licensing authority’), to refer applications to the licensing authority
7. To conduct inquiries and to make reports as may be required of it by the licensing authority
8. Other functions conferred on the District Licensing Committee by the Act or other legislation

The Committee is delegated the following powers to act:

- To make decisions on applications and renewals for licences and manager’s certificates in accordance with its terms of reference, the Act and other relevant legislation

The Committee is delegated the following delegatory powers:

- This Committee may make recommendations to Council

Special Notes:

- The Committee may request expert advice through the Chief Executive when necessary
- The licensing authority is the overarching national body set up to ensure that the Act is fairly applied

Independent Hearings Commissioners' Panel

Reports to: Council

Chairperson: As appropriate

Membership - with up to three sitting at any one time (including the Chairperson, if required):

Alistair Black;
Bill Wasley;
Cherie Lane;
Chris Mitchell;
David Hill;
David McMahon;
Gerry Kessels;
Gina Sweetman;
Glenda Fryer;
Heike Lutz;
Jan Caunter;
Jan Sedgewick;
Judith Makinson;
Justine Bray;
Kate McArthur;
Linda Te Aho;
Loretta Lovell;
Mark Farnsworth;
Peter Kensington;
Richard Knott;
Robert Schofield;
Steven Wilson;
Tracie Dean-Speirs;
Tracy Ogden-Cork;
Vicki Morrison-Shaw;
Vishal Chandra; and
any Hamilton City Councillor or Maangai Maaori who is a Ministry for the Environment accredited RMA Commissioner.

Meeting frequency: As required

Purpose:

To undertake certain hearings under the Resource Management Act 1991 ('RMA'), unless otherwise reserved by full Council.

The Panel is delegated the following Terms of Reference and powers:

Terms of Reference:

1. The power to hear and decide any of the following RMA matters:
 - a) application for a resource consent or change to conditions of resource consent;
 - b) notice of objection;
-

- c) notice of requirement to designate land and alter a designation; for a heritage order and alteration to a heritage order; or
 - d) to hear submissions and decide on Plan Changes and Reviews of the Operative Hamilton City District Plan under Schedule 1 to the Resource Management Act 1991 where Council resolves to not hear and decide on those matters.
2. The power to exercise all procedural powers under the RMA relevant to the matter to be heard from the date selection being confirmed by the General Manager Growth until the date the final decision is delivered by the hearings commissioner(s).
 3. The power to select a hearings chairperson; and give the chairperson, if one is selected, a casting vote.

Special Notes:

- The General Manager Growth is delegated authority to select the Hearings Commissioner/s from the appointed list to hear and decide RMA matters within the Terms of Reference.
- The Commissioners' decisions are reported to Council for information and District Plan effectiveness monitoring.



Appointments

Council Organisations and Council Controlled Organisations

Waikato Local Authority Shared Services (WLASS)

Reports to: Economic Development Committee

Membership: Blair Bowcott, General Manager Growth

New Zealand Local Government Funding Agency (LGFA) Ltd

Reports to: Finance Committee

Membership: David Bryant, General Manager People and Organisational Performance

New Zealand Local Government Insurance Corporation Ltd

Reports to: Economic Development Committee

Membership: No council Representation

Waikato Innovation Growth Ltd & NZ Food Innovation (Waikato) Ltd

Reports to: Economic Development Committee

Membership: No Council representation

Waikato Regional Airport Ltd

Reports to: Economic Development Committee

Membership: No Council Representation

Joint Organisations and Advisory Groups

Reports to Council:

- LGNZ Zone Two

Membership: Mayor Paula Southgate
Deputy Mayor Geoff Taylor
Cr Martin Gallagher
Cr Kesh Naidoo-Rauf
Cr Ryan Hamilton

Reports to Community Committee:

- University of Waikato Animal Ethics Committee

Membership: Cr Rob Pascoe

- Waikato Region Civil Defence Emergency Management Group (Joint Committee)

Membership: Cr Mark Bunting
Cr Kesh Naidoo-Rauf (alternate)

- Rototuna Indoor Recreation Centre Trust

Membership: Cr Kesh Naidoo-Rauf
Lance Vervoort, General Manager Community

- People's Project

Membership: Cr Angela O'Leary

- Creative Communities Scheme Assessment Committee

Membership: Cr Kesh Naidoo Rauf
Cr Mark Bunting

- City Honours Assessment Panel

Membership: Cr Martin Gallagher (Chair)
Mayor Paula Southgate
Deputy Mayor Geoff Taylor
Cr Mark Bunting

- **Creative Waikato Trustees Appointment Panel**

Membership: Cr Mark Bunting

Reports to Infrastructure Operations Committee:

- **Waikato Regional Transport Committee**

*Membership: Cr Angela O'Leary
Cr Dave Macpherson (alternate)*

- **Waikato Regional Transport Committee 2021 Regional Land Transport Plan Hearing Committee**

Membership: Cr Angela O'Leary

- **Regional Connections Committee**

*Membership: Cr Angela O'Leary (Deputy Chair)
Cr Dave Macpherson
Cr Ewan Wilson
Cr Sarah Thomson*

- **Te Huia Governance Forum**

Membership: Cr Ewan Wilson

- **Traffic Institute of New Zealand (Trafinz)**

Membership: Cr Angela O'Leary

Reports to Strategic Growth Committee:

- **Waikato Plan Leadership Committee**

*Membership: Cr Martin Gallagher
Mayor Paula Southgate (alternate)*

- **Future Proof Implementation Committee (Joint Committee)**

*Membership: Mayor Paula Southgate
Cr Dave Macpherson
Cr Martin Gallagher (alternate)*

- **Waikato and Waipa District Council/Hamilton City Council Governance Group**

Membership: *Mayor Paula Southgate*
Deputy Mayor Geoff Taylor
Cr Dave Macpherson
Cr Ryan Hamilton

Reports to Environment Response Committee:

- **Waste Minimisation Contestable Fund Assessment Panel**

Membership: *Cr Angela O'Leary*

Schedule of Amendments to HCC Governance Structure 2019-22

Date	Section	Amendment/Addition/Deletion	Authorisation
10.02.2020	Table of Contents	Addition – Dog Control Hearings Panel	Hearings and Engagement Committee – 5 February 2020
10.02.2020	Council and Committees of Council	Addition – Dog Control Hearings Panel	Hearings and Engagement Committee – 5 February 2020
26.03.2020	Council and Committees of Council Appointments	Referral of the New Zealand Local Government Funding Agency (LGFA) Ltd to report to the Finance Committee instead of the Economic Development Committee	Council -19 March 2020
02.04.2020	Council and Committees of Council	Remove Maangai Bella Takiari-Brame from Finance Committee and as representative on the Strategic Risk and Assurance Committee.	Council – 2 April 2020
02.04.2020	Council and Committees of Council	Replace Cr Angela O’Leary with Cr Ewan Wilson as Deputy Chairperson of the Hearings and Engagement Committee	Council – 2 April 2020
30.04.2020	Council and Committees of Council	Update to list of appointments to the Independent Hearings Panel, and update to the Terms of Reference to the Independent Hearings Panel	Council – 30 April 2020
28.05.2020	Council and Committees of Council	Addition – Maangai Maaori Olly Te Ua included in the Strategic Growth Committee Referral of the Open Air Burning Bylaw 2015 to the Environment Committee	Council – 28 May 2020
08.07.2020	Council and Committees of Council	Addition – Maangai Maaori Hemi Rau included in the Finance Committee and Strategic Risk and Assurance Committee	Council – 25 June 2020
09.09.2020	Council and Committees of Council	Addition – Cr Ewan Wilson included in the Environment Committee	Council – 9 September 2020
17. .09.2020	Council and Committees of Council	Addition – Cr Martin Gallagher included as an alternate member to the Future Proof Implementation Committee Name change of the Three Waters Connections Policy from the Connections and Charging for Three Waters Policy	Council – 17 September 2020

Date	Section	Amendment/Addition/Deletion	Authorisation
22.10.2020	Council and Committees of Council	Addition – Cr Mark Bunting included in the Creative Waikato Trustees Appointment Panel	Council – 22 October 2020
26.11.2020	Council and Committees of Council	Referral of the International Relations Policy to report to the Economic Development Committee instead of the Community Committee Referral of the Domain Endowment Fund to report to the Community Committee instead of the Economic Development Committee	Council – 26 November 2020
8.12.2020	Council and Committees of Council	Addition – Cr Ryan Hamilton included in the Waikato-Tainui Hamilton City Council Co-Governance Forum Removal – Cr Ewan Wilson removed from the Environment Committee	Council – 8 December 2020
04.02.2021	Council and Committees of Council	Formation of a District Plan Committee	Council – 4 February 2021
25.02.2021	Council and Committees of Council	Addition – Cr Kesh Naidoo-Rauf and Cr Maxine van Oosten included in the Central City River Plan Advisory Group Removal – Cr Angela O’Leary removed from the Central City River Plan Advisory Group	Council – 25 February 2021
18.03.2021	Council and Committees of Council	Addition – Cr Martin Gallagher included in the Waikato Plan Leadership Committee Addition – Mayor Paula Southgate included as an alternate member in the Waikato Plan Leadership Committee	Council – 18 March 2021
08.04.2021	Council and Committees of Council	Removal – Maangai Hemi Rau from Finance, Strategic Risk and Assurance and Waikato-Tainui Co-Governance (Waikato-Tainui membership to be confirmed soon)	
6.05.2021	Council and Committees of Council	Removal – Cr Forsyth removed from Council following her passing.	
10.06.2021	Council and Committees of Council	Addition – Cr Gallagher appointed Chair of the Environment Committee. Addition – Cr Wilson appointed Chair of	Council – 10 June 2021

Date	Section	Amendment/Addition/Deletion	Authorisation
		<p>the Hearings and Engagement Committee.</p> <p>Addition – Cr Gallagher appointed as Deputy Chair of the Hearings and Engagement Committee.</p> <p>Addition – Cr Thomson appointed as Deputy Chair of the Infrastructure Operations Committee.</p> <p>Addition – Cr Naidoo-Rauf included in the Waikato-Tainui Hamilton City Co-Governance Forum.</p> <p>Removal – Cr Gallagher removed as Chair from the Hearings and Engagement Committee.</p> <p>Removal – Cr Gallagher removed as Deputy Chair from the Infrastructure Operations Committee.</p>	
24.06.2021	Council and Committees of Council	Formation of a Community Grants Allocation Sub-Committee	Council – 24 June 2021
31.08.2021	Council and Committees of Council	Addition – Cr Mark Donovan included in the Council, Finance Committee, Strategic Growth Committee, Infrastructure Operations Committee, Community Committee, Economic Development Committee, Environment Committee, Hearings and Engagement Committee, Community Grants Allocation Sub-Committee, and Dog Control Hearings Panel.	Council – 31 August 2021

Appendix A – Template for Establishing an Advisory Group or Hearings Panel

Advisory Group/Hearings Panel – *Insert Name*

Chairperson:	
Elected Members:	
External Members:	
Support Staff¹:	
Date Established²:	
Reporting Back Date:	
Appointing Committee³:	
Purpose⁴:	
Terms of Reference⁵:	

Notes:

1. Support staff to include the General Manager (or Chief Executive) supporting the Advisory Group/Hearings Panel.
2. Refer to the Council or Committee meeting date that established the Advisory Group/Hearings Panel.
3. Identify the Committee (or Council) that established the Advisory Group/Hearings Panel.
4. The Council/Committee resolution that established the Advisory Group/Hearings Panel.
5. Detail the powers, duties and functions of the Advisory Group/Hearings Panel. This is not to include any decision-making powers.