



Governance Structure

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

2022-25 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.

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 and Monitoring Committee, Strategic Growth and District Plan Committee, Infrastructure and Transport Committee, Community and Natural Environment Committee, and Economic Development 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 13.

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

The Role of the Mayor

Section 41A of the Local Government Act 2002 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

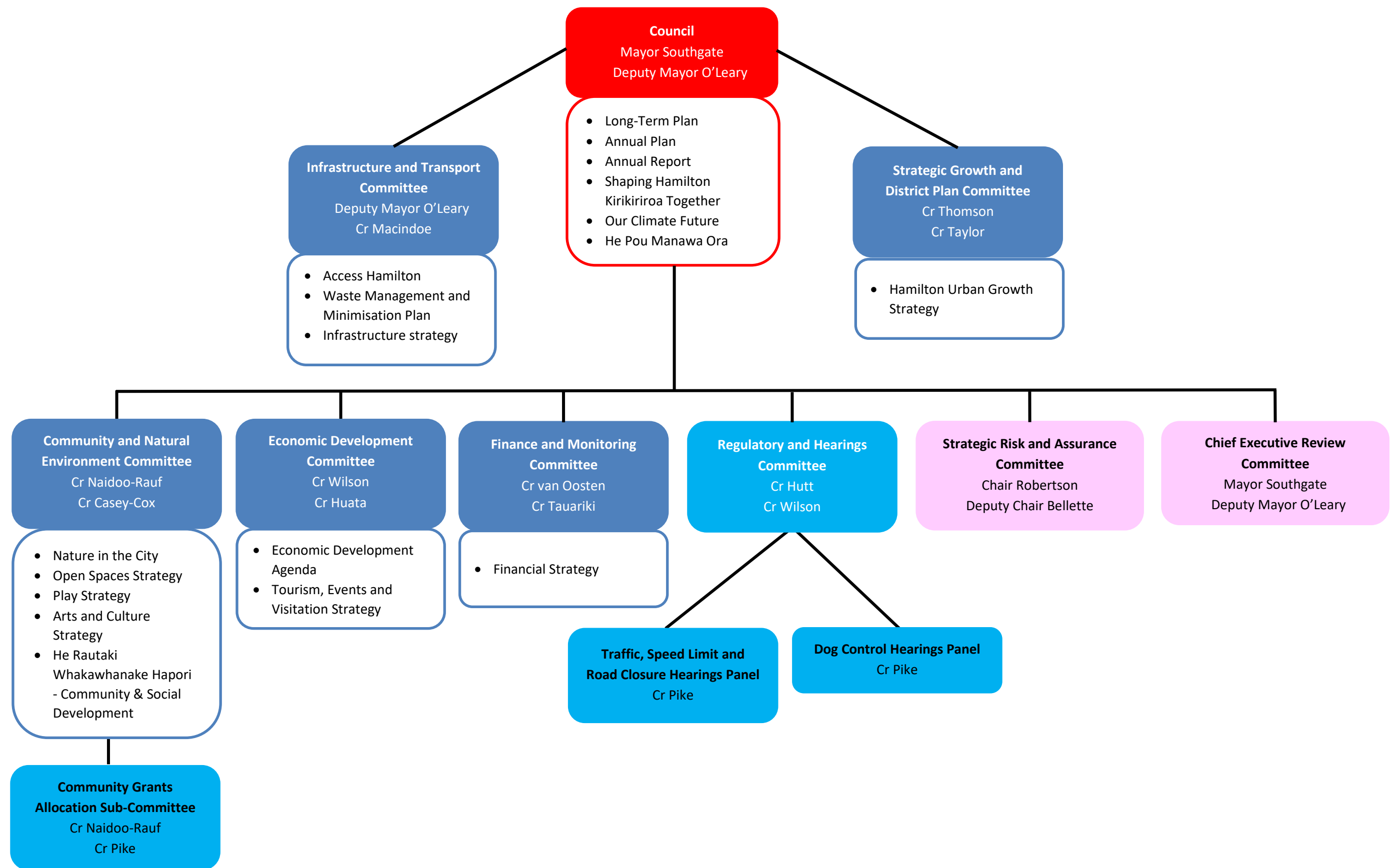
For clarity, matters that are not delegated by the Council to a committee or another subordinate decision-making body, or to the Chief Executive or other Council officer, are to be determined by the Council.

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



Council

Chairperson:	Mayor Paula Southgate
Deputy Chairperson:	Deputy Mayor Angela O’Leary
Membership:	The Mayor and all Councillors
Meeting frequency:	Monthly
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 Council¹:
 - 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.
 - 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.

¹ Clause 32, Schedule 7, Local Government Act 2002

- m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - 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 1991.
 - 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 or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
 - j) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
 - k) Approval of Activity Management Plans.
 - l) Sister and Friendship City relationships.

Oversight of Strategies, Plans and Reports:

- Long-Term Plan
- Annual Plan
- Annual Report
- Shaping Hamilton Kirikiriroa Together
- Our Climate Future
- He Pou Manawa Ora

Oversight of Policies and Bylaws:

- *Corporate Hospitality and Entertainment Policy*
 - *Delegations to officers specific to the Resource Management Act 1991*
 - *Delegations to Positions Policy*
 - *Elected Members Support Policy*
 - *Significance and Engagement Policy*
-

- *Climate Change Policy*
- *Any Community Engagement Policies*

Common Delegations

The following delegations from Council are common to the following Committees within their respective areas of responsibility:

- Finance and Monitoring Committee,
- Strategic Growth and District Plan Committee,
- Infrastructure and Transport Committee,
- Community and Natural Environment Committee, and
- Economic Development Committee

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 Committees' responsibilities, in accordance with the approved Long-Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the Council's Financial Strategy.
3. Committees (through their Chairs) must consult and reach agreement with other relevant Committees:
 - a) where there is an overlap or any uncertainty on responsibilities, and
 - b) where there is the potential for a significant impact through their decisions on another Committee's work

These Committees will:

Strategy, plans and policy

4. Develop and agree strategy, plans and policy for the purposes of consultation/engagement.
 5. Establish working groups as required, noting:
 - a) membership appointments are made by the Chair after consultation with the Mayor
 - b) for clarity may include external stakeholders if appropriate
 - c) committees should have no more than two working groups at any one time
 - d) working groups must:
 - i. be reviewed within six months of formation
 - ii. have a set timeframe for expiry
 - iii. be closely aligned to the committee work programme
 - iv. have a clear terms of reference and output
 6. Approve new or amended strategies or plans within the committee's terms of reference.
 7. Recommend to the Council new or amended policies for adoption/approval where this decision making has been retained by the Council.
 8. Implement, monitor and review strategy, plans and policy within the committee's terms of reference.
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9. Monitor, implement (within the scope of the committee's Terms of Reference) and ensure decisions are not inconsistent with the following documents:

- a) Our Climate Future
- b) He Pou Manawa Ora
- c) Disability Policy and Action Plan

Bylaws

10. Develop and agree the statement of proposal for new or amended bylaws for consultation.

11. Recommend to Council new or amended bylaws for adoption.

Consultation and engagement

12. Ensure appropriate, effective, and transparent engagement with the community, tangata whenua, and other stakeholders.

13. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.

14. 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

15. Approve submissions to external bodies/organisations on legislation and proposals that impact governance policy or matters. Noting Chairs are delegated authority to approve draft submissions.

Projects and programmes

16. Monitor and oversee strategic projects and programmes.

17. 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 and Monitoring Committee that additional funding is approved (outside the Annual Plan or Long-Term Plan process)).

Contracts

18. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:

- a) Do not require the approval of the 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

19. 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.

20. 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.
21. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
22. Recommends the establishment of advisory groups or hearings panels and their terms of reference to Council for approval.

Infrastructure and Transport Committee

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

Purpose

The Infrastructure and Transport Committee is responsible for:

1. The execution of Council’s infrastructure and operational plans and strategies across infrastructure asset classes.
2. To monitor and approve contracts relating to core infrastructure and provision of services.
3. 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 (water, wastewater, stormwater) and waste management, to meet the current and future needs of the city and to enhance the wellbeing of its communities.
4. Facilitating community and stakeholder involvement and discussion on core infrastructure provision and services.
5. Guiding discussion and implementation of innovative core infrastructure and service provision solutions.
6. To ensure that all infrastructure networks and service provisions are legally compliant and operate within resource consent limits.

<i>In addition to the common delegations on page 10, the infrastructure and Transport Committee is delegated the following Terms of Reference and powers:</i>
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Terms of Reference:

7. 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.
 8. To develop policy, approve core-infrastructure related operational strategies and plans and monitor their implementation.
 9. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on core infrastructure and associated services and wellbeing issues and opportunities.
-

10. 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).

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:
 - a) contravenes the Council's Financial Strategy; or
 - b) significantly alters any level of service outlined in the applicable Long-Term Plan or Annual Plan; or
 - c) 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 the Finance and Monitoring Committee.
- The Committee may make recommendations to the Council and other Committees.

Recommendatory Oversight of Strategies:

- Access Hamilton
- Waste Management and Minimisation Plan
- Speed Management Plan
- Hamilton Biking Plan 2015-45

Recommendatory Oversight of Policies and Bylaws:

- *Three Waters Connections Policy*
- *Dangerous and Insanitary Buildings Policy*
- *Parking Policy*
- *Streetscape Beautification and Verge Maintenance Policy*
- *Hamilton Gateways Policy*
- *Hamilton Traffic Bylaw*
- *Waste Management and Minimisation Bylaw*
- *Stormwater Bylaw*
- *Trade Waste and Wastewater Bylaw*
- *Water Supply Bylaw*

Strategic Growth and District Plan Committee

Reports to:	The Council
Chairperson:	Cr Sarah Thomson
Deputy Chairperson:	Cr Geoff Taylor
Membership:	The Mayor and all Councillors Maangai Maaori Jaydene Kana
Meeting frequency:	Two monthly
Quorum:	A majority of members (including vacancies)

Purpose

The Strategic Growth and District Plan 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.
3. Providing Governance leadership and direction to staff to develop amendments to the Hamilton City Operative District Plan 2017.

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

Terms of Reference:

4. 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.
5. To provide direction and monitor Council's approach to the levying and use of rates for growth, as well as development contributions.
6. To provide direction on and assess proposals for seeking alternative funding models, such as special purpose vehicles and infrastructure funding and financing.
7. To provide direction on strategic priorities for network infrastructure aligned to city development, and oversight of strategic projects associated with those activities.
8. To provide advice on the development and implementation of the Long-Term Infrastructure Strategy.

9. To assess proposals for Private Developer Agreements that exceed the Chief Executive's delegations for Unfunded Growth Projects¹ and, if appropriate for Unfunded Growth Projects¹, to recommend such agreements to the Council for approval.
10. 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).
11. To consider the impacts of land use and urban development on the environment.
12. 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.
13. To provide and approve broad strategic direction to inform and guide the development of the District Plan amendments programme of work.
14. 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.
15. To recommend any proposed District Plan amendments to the Council for adoption and release for formal notification.
16. To provide regular updates to the Council on the progress of the District Plan amendments programme of work.
17. To appoint representation to relevant regional strategy groups as required.

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

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 and Monitoring Committee.
- Approval of city boundary changes to the Council, including in respect of Strategic Boundary Land Use Agreements.
- The Committee may make recommendations to the Council and other Committees.

Recommendatory Oversight of Strategies and Plans:

- Hamilton Urban Growth Strategy
- Central City Transformation and River Plan(s)

Recommendatory Oversight of Policies and Bylaws:

- Development Contributions Policy

- Growth Funding 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.

Finance and Monitoring Committee

Reports to:	The Council
Chairperson:	Cr Maxine van Oosten
Deputy Chairperson:	Cr Moko Tauariki
Membership:	The Mayor and all Councillors
Meeting frequency:	Two monthly
Quorum:	A majority of members (including vacancies)

Purpose:

The Finance and Monitoring Committee is responsible for:

1. Monitoring Council's current 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.

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

3. To provide direction on Council's financial strategy and monitor performance against that strategy.
4. To monitor Council's financial performance against the Council's Long-Term Plan and the impact of the financial performance on services levels and rate payers' value.
5. To monitor Council's capital expenditure against the Council's Long-Term Plan.
6. To monitor Council's service delivery performance as outlined in the Council's Long-Term Plan.
7. To develop and monitor policy related to the following matters:
 - a) financial management;
 - b) revenue generation; and
 - c) procurement and tendering.
8. To monitor the probity of processes relating to policies developed by the Finance and Monitoring Committee.
9. To provide clear direction to the Local Government Funding Agency on Council's expectations, including feedback on the draft statements of intent.
10. 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:
 - i. contravenes the Council's Financial Strategy; or
 - ii. significantly alters any level of service outlined in the applicable Long-Term Plan or Annual Plan; or
 - iii. 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:
 - i. exceed the Chief Executive's delegations, but
 - ii. exclude contracts or arrangements that are reserved for the Council or another Committee's approval.
- Approval to write-off outstanding accounts that exceeds the Chief Executive's delegation.

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 Strategies:

- Financial Strategy

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*

Economic Development Committee

Reports to:	The Council
Chairperson:	Cr Ewan Wilson
Deputy Chairperson:	Cr Maria Huata
Membership:	The Mayor and all Councillors,
Meeting frequency:	Two monthly
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:

2. To drive and enhance Hamilton's economic position by actively promoting Hamilton.
 3. To promote investment and business attraction opportunities for Hamilton and the greater Waikato region.
 4. To provide advice on strategic initiatives, plans, projects and potential property developments that have a material impact upon the Hamilton economy.
 5. To develop, review and monitor the implementation of the Economic Development Agenda.
 6. To recommend funding levels for service contracts with Business Improvement District(s), Hamilton and Waikato Tourism, and any others subject to funding approval by Council through the Councils Long-Term Plan process and approve said contracts with relevant third parties.
 7. To monitor the performance and provide guidance on Council's relationship with key stakeholders including, but not limited to Hamilton Waikato Tourism and the Hamilton Central Business Association.
 8. To monitor the performance of Council's major event venues operation (H3).
 9. To review and monitor the implementation of Council's Event Sponsorship Policy.
 10. To approve annual Event Sponsorship funding applications and monitor any grants made to external organisations under the terms of the Event Sponsorship Policy.
 11. To support and assist with efforts for external partnerships on Council projects that will provide economic development opportunities for Hamilton and the region.
 12. To develop and monitor policy related to the appointment and remuneration of directors of CCOs, CCTOs, and COs.
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13. To provide clear direction to Council's CCOs, CCTOs, and COs on Council's expectations, including feedback on draft statements of intent.
14. To receive six-monthly reports of Council's CCOs, CCTOs, and COs, including on board performance.
15. To undertake any reviews of CCOs and CCTOs and agree CCO/CCTO-proposed changes to their governance arrangements.
16. 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.
- Appointments to, and removals from, CCO, CCTO, and CO boards
- Approval of proposed major transactions or constitutional adjustments of CCOs, CCTOs, and COs.
- 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. Note that if the Mayor and Chair consider that a final decision is more appropriately made by Council due to its significance, they may direct that and decision remains recommendatory, requiring ratification by Council.

The Committee is delegated the following recommendatory powers:

- Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO, or CO.
- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Recommendatory Oversight of Strategies:

- Economic Development Agenda
- Tourism, Events and Visitation Strategy

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 Policy*
- *Business Improvement District (BID) Policy*
- *International Relations Policy*

Community and Natural Environment Committee

Reports to:	The Council
Chairperson:	Cr Kesh Naidoo-Rauf
Deputy Chairperson:	Cr Anna Casey-Cox
Membership:	The Mayor and all Councillors Maangai Maaori Olly Te Ua
Meeting frequency:	Two monthly
Quorum:	A majority of members (including vacancies)

Purpose

The Community and Natural Environment 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. The execution of Council's infrastructure and operational plans and strategies across Community asset classes.
6. Funding to benefit the social, cultural, physical, and arts wellbeing of communities in Hamilton.
7. Governance of strategies, policies and plans relating to the wellbeing, protection, enhancement, and sustainability of Hamilton's natural environment as identified in this terms of reference.

<i>In addition to the common delegations on page 10, the Community and Natural Environment Committee is delegated the following Terms of Reference and powers:</i>

Terms of Reference:

8. 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.
9. To develop policy, approve community-related strategies and plans, and monitor their implementation.
10. To receive and consider presentations and reports from stakeholders, government departments, organisations, and interest groups on community development and wellbeing issues and opportunities.

11. To monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
12. To monitor the performance of Hamilton's civil defence and emergency management response against Council's requirements under the Civil Defence Emergency Management Act 2002 including:
 - a) implementation of Government requirements;
 - b) contractual service delivery arrangements with the Waikato Regional Group Emergency Management Office
13. To determine the funding priorities for the Community Grants Allocation Committees, in line with the Community Assistance Policy, Long-Term Plan and Annual Plan.
14. To receive reports on the progress and performance of the City Investment Programme including the status of external funding applications at least six monthly.
15. To coordinate and make decisions on proposals for the distribution of Council funding and funding provided to Council for public art, recreational and community facilities, and amenities.
16. 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 Policy and strategic property.
17. To develop policy, approve strategies and plans for the sustainable use of Hamilton's natural resources, and to monitor their implementation as identified in this terms of reference.
18. To develop policy, approve strategies and plans for Council's corporate environmental sustainability, and to monitor their implementation.
19. To develop policy, approve strategies and plans for Council's biodiversity, and to monitor their implementation.

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 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.
- Approval of the Heritage Fund grant allocation in line with the Heritage Plan.
- Approval of matters determined by the Committee within its Terms of Reference.
- Approval of acquisition or sale or lease of properties owned by the Domain Endowment Fund consistent with the Domain Endowment Fund Policy, for any endowment properties. Note that if the Mayor and Chair consider that a final decision is more appropriately made by the Council due to its significance, they may direct that and decision remains recommendatory, requiring ratification by the Council.

The Committee is delegated the following recommendatory powers:

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

Recommendatory Oversight of Strategies:

- Nature in the City
- Open Spaces Strategy
- Play Strategy
- Arts and Culture Strategy
- Age Friendly Plan
- He Rautaki Whakawhanake Hapori - Community & Social Development

Recommendatory Oversight of Policies and Bylaws:

- *Alcohol Control Bylaw*
- *Animal Nuisance Bylaw*
- *Citizens Initiated Referenda Policy*
- *City Honours Policy*
- *Class 4 Gambling Venue Policy*
- *Community Grants Policy*
- *Community Occupancy Policy*
- *Cemeteries and Crematorium Bylaw*
- *Disability Policy*
- *Dog Control Bylaw*
- *Dog Control Policy*
- *Domain Endowment Fund Policy*
- *External Funding Policy*
- *Monuments and Memorial Art Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Open Space Provision Policy*

- *Parks, Domains and Reserves Bylaw*
- *Permanent Public Art Policy*
- *Provisional Local Alcohol Policy (if developed)*
- *Psychoactive Substances Policy*
- *Prostitution Bylaw*
- *Public Places Bylaw*
- *Trading in Public Places Policy*
- *Safety in Public Places Bylaw*
- *Smokefree and Vapefree Outdoor Areas Policy*
- *TAB Board Venue Policy*

Community Grants Allocation Sub-Committee

Reports to: The Community and Natural Environment Committee

Chairperson: Cr Kesh Naidoo-Rauf

Deputy Chairperson: Cr Emma Pike

Membership: Cr Anna Casey-Cox
Cr Moko Tauariki
Cr Geoff Taylor
Cr Ewan Wilson

Meeting frequency: As required

Quorum: Three Members

Purpose:

1. The Community Grants Allocation Sub-Committee is responsible for providing recommendations to the Community and Natural Environment Committee on the allocation of Community Grants in compliance with the Community Grants Policy.

Terms of Reference:

2. To assess and provide recommendations to the Community and Natural Environment Committee concerning the allocation of the following Community grants in line with the Community Grants Policy:
 - Community Partnership Agreement
 - Community Services Grant

The Sub-Committee is delegated the following powers to act:

- The sub-committee has decision-making powers for the Community Partnership Agreement and Community Services Grant.

The Sub-Committee is delegated the following recommendatory powers:

- The Sub-Committee may make recommendations to the Community and Natural Environment Committee.

Recommendatory Oversight of Policies and Bylaws:

- N/A
-

Regulatory and Hearings Committee

Reports to:	The Council
Chairperson:	Cr Louise Hutt
Deputy Chairperson:	Cr Ewan Wilson
Membership:	Deputy Mayor Angela O’Leary Cr Maxine van Oosten Cr Moko Tauariki Cr Andrew Bydder Cr Anna Casey-Cox Cr Geoff Taylor Cr Maria Huata Cr Tim Macindoe
Meeting frequency:	As required
Quorum:	Three members (for matters relating to those functions in paragraph 3 and 4 below). Five members 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 or panels on matters referred by other Committees.

<i>The Regulatory and Hearings Committee is delegated the following Terms of Reference and powers:</i>

Terms of Reference:

3. 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; **see special note*
 - 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. **see special note*
 4. Consider and determine traffic and speed limit related matters, including those detailed in the Traffic Bylaw and Speed Management Plan, including hearing any submissions relating to those proposed changes. **see special note*
 5. 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.
-

6. 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 other 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.
- The following Hearings Panels have been established:
 - Dog Control Hearings Panel
 - Traffic, Speed Limit and Road Closure Hearings Panel

Dog Control Hearings Panel

Reports to: The Regulatory and Hearings Committee

Chairperson: Cr Emma Pike

Membership: Cr Moko Tauariki
Cr Andrew Bydder
Cr Anna Casey-Cox
Cr Maria Huata

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.

<i>The Dog Control Hearings Panel is delegated the following Terms of Reference and powers:</i>
--

Terms of Reference:

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

Traffic, Speed Limit and Road Closure Hearings Panel

Reports to: The Regulatory and Hearings Committee

Chairperson: Cr Emma Pike

Membership: Deputy Mayor Angela O’Leary
Cr Maxine van Oosten
Cr Ewan Wilson
Cr Louise Hutt
Cr Anna Casey-Cox
Cr Geoff Taylor
Cr Tim Macindoe

Meeting frequency: As required

Quorum: Three members

Purpose

1. To conduct fair and effective hearings and make determinations on objections relating to the Traffic Bylaw, Speed Limit Bylaw, and proposals for temporary closure of any road.

<i>The Traffic, Speed Limit and Road Closure Hearings Panel is delegated the following Terms of Reference and powers:</i>
--

Terms of Reference:

2. To consider and determine traffic and speed limit related matters, including those detailed in the Traffic Bylaw and Speed Management Plan, including hearing any submissions relating to those proposed changes.
3. To hear and determine statutory or regulatory hearings and make determinations on objections relating to proposals for the temporary closure of any road.

Strategic Risk and Assurance Committee

Reports to:	The Council
Chairperson:	External appointee – Bruce Robertson
Deputy Chairperson:	External appointee – Carol Bellette
Membership:	Mayor Paula Southgate Chairperson of the Finance and Monitoring Committee – Cr Maxine van Oosten Deputy Chairperson of the Finance and Monitoring Committee – Cr Moko Tauariki Chairperson of the Strategic Growth and District Plan Committee – Cr Sarah Thomson Chairperson of the Infrastructure and Transport Committee – Deputy Mayor Angela O’Leary Chairperson of the Community and Natural Environment Committee – Cr Kesh Naidoo-Rauf Chairperson of the Economic Development Committee – Cr Ewan Wilson Chairperson of the Regulatory Hearing Committee – Cr Louise Hutt
Meeting frequency:	As required – no less than four times a year
Quorum:	Four members (including one external appointee)

Purpose:

1. 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.
2. The committee will review the effectiveness of the following aspects of governance, risk, and resilience management and internal control:
 - risk and resilience management
 - internal and external audit and assurance
 - health, safety, and wellbeing
 - integrity and investigations
 - monitoring of compliance with laws and regulations

Terms of Reference:

Risk and Resilience

3. 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 six monthly to Council.
4. To review the Risk Management Policy and recommend to Council revisions to the policy for adoption.
5. Review Council's strategic and organisational risk register and monitor existing controls and treatment actions.
6. Periodic in-depth reviews of specific, significant risks.
7. Monitor emerging risks and recommend to Council or management new strategic and organisational risks to be added to the strategic and organisational risk register.
8. Oversight of risk management and assurance across Council's CCOs and CCTOs with respect to risks that may have a significant impact on Council.
9. Review the adequacy and effectiveness of Council's health, safety and wellbeing and resilience (cybersecurity, protective security, business continuity, crisis, emergency, incident) management programmes.
10. Review the Fraud and Corruption, Protected Disclosure, Conflict of Interest, and Sensitive Expenditure management policies to ensure appropriate guidance and processes are in place.

Internal Audit

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

External Audit

15. Engage with Council's external auditors regarding the external audit work programme and agree the proposed terms and arrangements of the external audit.
16. Recommend to Council the terms and arrangements for the external audit programme.
17. Review the effectiveness of the Annual Plan audit and Long-Term Plan audit.
18. 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

19. 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

20. Review the effectiveness of the systems for monitoring the Council's compliance legislation, regulation, policy and guidelines.
21. Engage with internal and external auditors on any specific one-off audit assignments.
22. 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.
23. 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.
24. 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 risk management, health, safety and wellbeing, 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 any Internal Auditor(s) 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*
- *Fraud and Corruption Management Policy*
- *Protected Disclosure Management Policy*
- *Conflict of Interest Management Policy*
- *Sensitive Expenditure Management Policy*

Chief Executive Review Committee

Reports to:	The Council
Chairperson:	Mayor Paula Southgate
Membership:	Deputy Mayor Angela O’Leary Cr Tim Macindoe Cr Moko Tauariki Cr Ewan Wilson Cr Maxine van Oosten

Meeting frequency:	As required
Quorum:	Three members

Purpose and Terms of Reference:

1. 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 Team Lead when necessary.

Appointments

Waikato-Tainui Hamilton City Council

Co-Governance Forum

Reports to:	The Council
Chairperson:	Co Chairs: Mayor Paula Southgate and Trustee Parekawhia Mclean
Membership:	Deputy Mayor Angela O’Leary (alternate co-chair) Cr Maxine van Oosten Cr Moko Tauariki Cr Anna Casey-Cox Cr Kesh Naidoo-Rauf (alternate) Trustee Ihaka Stanley Trustee Donald Turner Trustee Anaru Adams Trustee Linda Te Aho
Meeting frequency:	As required – no less than four times a year.
Quorum:	Two members from Hamilton City Council (including the co-Chair), and two members from Te Arataura (including the co-Chair)

<i>The Waikato-Tainui Hamilton City Council Co-Governance Forum is delegated the following Terms of Reference and powers:</i>
--

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 and Te Whakakitenga o Waikato.
5. The quorum for the meetings is:
 - c) Two (2) members from Hamilton City Council (including the Co-Chair), and
 - d) Two (2) members from Waikato-Tainui (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. The Terms 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 Tahi - 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 – Truc Tran
Membership:	Tegan McIntyre (Deputy Commissioner/Alternate Chairperson) Patsi Davies Deirdre Hilditch Chrissy Hodgkinson Brett McEwan Roger Mathews Cr Ewan Wilson

Noting that Section 192 of the Sale and Supply of Alcohol Act 2012 provides that a person may be appointed to the list of approved DLC members for a period of up to five years and may be approved for any one or more further periods of up to five years. A such, appointments to this committee will be made by Council from time to time.

Meeting frequency:	As required
Quorum:	Three members (with the exception of uncontested applications which can be considered by the Chairperson acting alone).

Purpose

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

Terms of Reference:

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

Chairperson: As appropriate

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

Alan Matheson
Alistair Black
Amy Robinson
Barry Mosley
Chris Dawson
Dave Moule
David Hill
David McMahon
Eileen von Dodelszen
Gina Sweetman
Heike Lutz
Helen Atkins
Ian Munro
John Olliver
Judith Makinson
Karyn Kurzeja
Ken Fletcher
Mark Tamura
Nicholas Manukau
Richard Knott
Robert Schofield
Sarah Stevenson
Siani Walker
Simon Berry
Vanessa Hamm
Vicki Morrison-Shaw
William (Bill) Wasley; and
any Hamilton City Councillor who is a Ministry for the Environment accredited RMA Commissioner.

Meeting frequency: As required

Purpose:

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

<p><i>The Independent Hearings Commissioners' Panel is delegated the following Terms of Reference and powers:</i></p>
--

Terms of Reference:

2. 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.
3. 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).
4. The power to select a hearings chairperson; and give the chairperson, if one is selected, a casting vote.

Special Notes:

- The General Manager Strategy, Growth and Planning 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.

Council Internal Panels

Climate Strategy Advisory Group

Reports to: The Council

Membership: Cr Louise Hutt (Lead)
Cr Sarah Thomson
Cr Ewan Wilson
Cr Andrew Bydder
Cr Anna Casey-Cox

He Pou Manawa Ora Advisory Group

Reports to: The Council

Membership: Cr Maria Huata (Lead)
Mayor Paula Southgate
Cr Kesh Naidoo-Rauf
Cr Maxine van Oosten
Cr Moko Tauariki

City Honours Panel

Reports to: Community and Natural Environment Committee

Membership: Deputy Mayor Angela O’Leary (Lead)
Cr Kesh Naidoo-Rauf
Cr Emma Pike
Cr Tim Macindoe
Martin Gallagher (honorary)
Mayor Paula Southgate (ex officio)

City Investment Programme Leadership Forum

Reports to: Community and Natural Environment Committee

Membership: Mayor Paula Southgate (Lead)
Cr Kesh Naidoo-Rauf
Cr Moko Tauariki

Municipal Endowment Fund Advisory Group

Reports to: Economic Development Committee

Membership: Cr Ewan Wilson (Lead)
Mayor Paula Southgate

Council Controlled Organisations

Waikato Local Authority Shared Services (WLASS)

Reports to: Economic Development Committee
Membership: Lance Vervoort, CE

New Zealand Local Government Funding Agency (LGFA) Ltd

Reports to: Finance and Monitoring Committee
Membership:

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: Deputy Mayor Angela O’Leary (Chair)
Mayor Paula Southgate
Cr Maxine van Oosten
Cr Emma Pike
Cr Tim Macindoe

- **Waikato Region Civil Defence Emergency Management Group**

Membership: Cr Emma Pike

- **People’s Project**

Membership: Mayor Paula Southgate
Cr Anna Casey-Cox

Reports to Community and Natural Environment Committee:

- **University of Waikato Animal Ethics Committee**

Membership: Cr Anna Casey-Cox

- **Rototuna Indoor Recreation Centre Trust**

Membership: Cr Kesh Naidoo-Rauf

- **Creative Communities Scheme Assessment Committee**

Membership: Cr Louise Hutt
Cr Maria Huata

- **Creative Waikato Trustees Appointment Panel**

Membership: Cr Emma Pike

- **Neighbourhood Support Groups**

Hamilton City Council Liaison: Cr Louise Hutt
Cr Tim Macindoe

- **Safest City Taskforce**

Membership: Mayor Paula Southgate (co-chair)
Cr Maria Huata

- **Age Friendly Groups**

Hamilton City Council Liaison: Cr Louise Hutt

- **Public Arts Panel**

Membership: Cr Tim Macindoe

Reports to Infrastructure and Transport Committee:

- **Waikato Regional Council Transport Committee**

*Membership: Deputy Mayor Angela O’Leary
Cr Maxine van Oosten*

Reports to Strategic Growth and District Plan Committee:

- **Waikato Plan Leadership Committee**

*Membership: Cr Sarah Thomson
Mayor Paula Southgate (alternate)*

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

*Membership: Mayor Paula Southgate
Cr Sarah Thomson (alternate)*

- Future Proof Public Transport Sub-Committee**

*Membership: Deputy Mayor Angela O’Leary
Cr Maxine van Oosten
Cr Sarah Thomson (alternate)*

▪ **Waikato District Council/Hamilton City Council Governance Group**

Membership: Mayor Paula Southgate
Deputy Mayor Angela O’Leary
Cr Moko Tauariki
Cr Sarah Thomson

▪ **Waipā District Council/Hamilton City Council Governance Group**

Membership: Mayor Paula Southgate
Deputy Mayor Angela O’Leary
Cr Moko Tauariki
Cr Sarah Thomson

▪ **Waikato Regional Council/Hamilton City Council Governance Group**

Membership: Mayor Paula Southgate
Deputy Mayor Angela O’Leary
Cr Tim Macindoe
Cr Sarah Thomson

▪ **Te Huia Train Service Subcommittee**

Membership: Deputy Mayor Angela O’Leary
Cr Maxine van Oosten

Schedule of Amendments to Hamilton City Council 2022-25 Governance

Structure and Terms of Reference

Date	Section	Amendment/Addition/Deletion	Authorisation
9/03/2023	Joint Organisations and advisory Groups	Amendment to the name – ‘Waikato Regional Council Transport Committee’	Council – 9 March 2023
5/05/2023	Joint Organisations and advisory Groups	Addition of Deputy Mayor Angela O’Leary and Cr Maxine van Oosten Cr Sarah Thomson (alternate) included in the Future Proof Public Transport Sub-Committee	Council – 4 May 2023
5/05/2023	Council and Committees	Update Chairperson of Dog Control Hearings Panel from Cr Ewan Wilson to Cr Mark Donovan	Council – 4 May 2023
6/07/2023	Council and Committees	Maangai Maaori - Committee Appointments Infrastructure and Transport Committee - Norm Hill Strategic Growth and District Plan Committee - Jaydene Kana Community and Natural Environment Committee - Olly Te Ua	Council – 6 July 2023
6/07/2023	Council and Committees	Appointment of Cr Thomson as Chair and Cr Wilson as the Deputy Chair of the Growth Strategic Growth and District Plan Committee for Cr Ryan’s leave of absence period	Council – 6 July 2023
2/11/2023	Council and Committees	Cr Sarah Thomson permanent appointment as Chair of Strategic Growth. Cr Ewan Wilson to remain Deputy Chair of Strategic Growth and District Plan Committee until after the by-election. Cr Sarah Thomson appointed as member of Strategic Risk and Assurance Committee as Chair of Strategic Growth and District Plan Committee. Cr Mark Donovan appointed as a member of the Strategic Risk and Assurance Committee as Chair of Regulatory Hearing Committee. Cr Moko Tauariki appointed as a member of the Chief Executive Review Committee.	Council – 31 October 2023

Date	Section	Amendment/Addition/Deletion	Authorisation
		Deputy Mayor Angela O’Leary appointed as the Lead of the City Honours Panel. Cr Maxine van Oosten appointed as a member of the Investment Forum and MEF advisory Group Cr Sarah Thomson appointed to the Future Proof Implementation Committee.	
3/04/2024	Council and Committee Structure Waikato Tainui HCC Co-Governance Forum Neighbourhood Support Groups DLC Trafinz Waste Minz Waste Minimisation Contestable Fund Future Proof Implementation CE Review Committee Future Proof Public Transport City Honours Panel City Investment Leadership Forum Municipal Endowment Fund Advisory Group	Adjust the overall diagram to reflect the changes to deputy chairs in Strategic Growth & Infrastructure Corrected membership of WKT Tainui Added Cr Macindoe to membership Adjusted format Removed Removed Removed Removed Cr Hamilton Added Cr Tauariki Adjusted formatting Removed Cr Hamilton Removed Cr Hamilton Removed Cr Hamilton	Council 15 Nov 2023 Council 14 Mar 2024
17/07/2024	Council and Committees Strategic Risk and Assurance Committee District Licensing Committee Council Internal Panels Joint Organisations and Advisory Groups	Removed Cr Huaki, general formatting updates Updated Chairperson to Bruce Robertson and Deputy Chair to Carol Bellette Added Cr Donovan, Azania Watene and Deirdre Hilditch to membership Removed Cr Huaki Removed Cr Huaki	

Date	Section	Amendment/Addition/Deletion	Authorisation
04/09/2024	<p>Council and Committees</p> <p>Council Internal Panels</p> <p>Joint Organisations and Advisory Groups</p>	<p>Added Cr Huata to the Regulatory and Hearings Committee & Dog Control Hearings Panel.</p> <p>Added Cr Huata to He Pou Manawa Ora Advisory Group (Lead). Added Cr Macindoe to City Honours Panel. Removed Deputy Mayor O'Leary from Climate Strategy Advisory Group and He Pou Manawa Ora Advisory Group.</p> <p>Added Cr Macindoe to LGNZ Zone 2, and Public Arts Panel. Added Cr Huata to Creative Communities Scheme Assessment Committee and Safest City Taskforce.</p>	Council – 11 Sept 24
22/11/2024	Appointments	Updated Independent Hearings Commissioners' Panel	Council – 12 Sept 24
21/03/2025	Appointments	Removing Cr Mark Donovan and adding Cr Maria Huata, Cr Louise Hutt and Cr Emma Pike to their respective committees.	Council – 20 March 2025

Appendix A – Template for Establishing Internal Panels

Insert Name

Lead:

Elected Members:

External Members:

Support Staff¹:

Date Established²:

Review date

Date the group is to be disestablished

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.