
Open Meeting

To	Waikato District Council
From	His Worship Mayor Allan Sanson
Date	20 July 2020
Prepared by	Nicolas Pirsoul Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Appointment of a Council representative - Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee

EXECUTIVE SUMMARY

The purpose of this report is to request the Council appoint a representative on the Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee.

The Lower Waikato Flood Protection Advisory Subcommittee has been established by Waikato Regional Council to provide advice and effective liaison between river and catchment ratepayers, iwi and stakeholders in relation to the operational performance of flood protection assets in the scheme area. The Subcommittee meets three times each calendar year. The Regional Council's request for a Waikato District Council representative, and the Subcommittee's Terms of Reference are attached to this report for information.

It is proposed that Cr Noel Smith is appointed as the Council's representative on the Subcommittee and that Cr Chris Woolerton is appointed as the alternate representative.

RECOMMENDATION

THAT the report from His Worship the Mayor be received;

AND THAT the Council appoints Cr Noel Smith as its representative, and Cr Chris Woolerton as the alternate representative, on Waikato Regional Council's Lower Waikato Flood Protection Advisory Subcommittee;

AND FURTHER THAT the Council notes that the Governance Structure will be updated to reflect these appointments.

ATTACHMENTS

Attachment 1 – Letter from Waikato Regional Council in relation to appointment to the Lower Waikato Flood Protection Advisory Committee.

Attachment 2 – Terms of reference for the Lower Waikato Flood Protection Advisory Subcommittee

Attachment I - Letter from WRC



File No: 03 02 00
Document No: 16634950
Enquiries to: Laura Van Veen

9 July 2020

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Dear Allan

Letter of invitation to join the Lower Waikato Flood Protection Advisory Subcommittee

Following Council's decision late last year to disestablish our catchment and land drainage committees, Council, at its meeting held on 28 May 2020, have now decided to establish four separate Advisory Subcommittees with advisory powers to its River and Catchment Management Committee. This was to ensure effective input from valued community members and stakeholders which is targeted at our most significant regional flood protection and land drainage infrastructure.

Under the newly confirmed Advisory Subcommittee structure, two advisory subcommittees were confirmed to meet on matters relevant to the council's flood protection programmes in the Lower Waikato and Waihou-Piako zones. Two drainage advisory subcommittees were also established in each of the Waikato and Thames Valley catchments. In confirming the establishment of these Subcommittee's, Council supported the recommendation that the continued contribution of the Waikato District Council would be critical to the success of the Lower Waikato Flood Protection Advisory Subcommittee.

Therefore, I would like to officially invite the Waikato District Council to appoint an elected member of its Council to the Lower Waikato Flood Protection Advisory Subcommittee. To assist, I have attached the agreed Terms of Reference which outlines the scope of activity and administration framework that the Advisory Subcommittee will operate within. Also attached is the Waikato Regional Council's Code of Conduct document to provide a better idea of what is expected of a Subcommittee member. Please email Laura Van Veen, Democracy Advisor at laura.vanveen@waikatoregion.govt.nz with the appointed elected member contact details (including email address) once your council has made the appointment.

The first meeting of 2020 is scheduled to be held on Wednesday 5 August 2020 from 10am to 12.30pm at the Huntly Memorial Hall, Wight Street, Huntly. The second meeting of 2020 is scheduled for Tuesday 10 November 2020 at the same time and location. Once you have confirmed your council's confirmed appointee, a calendar meeting invite will follow. If your appointee is ever unable to attend meetings, we would appreciate a reply email to Laura Van Veen, Democracy Advisory at laura.vanveen@waiaktoregion.govt.nz advising us of this and (if applicable) advising of an alternate who you would like to attend in your place. Please advise by Friday 24 July 2020 who Council's appointee is, and also that person's availability to attend this first meeting.

I look forward to your response and support.

If you have any questions please do not hesitate to contact me.

Yours faithfully



Cr Stuart Husband
Chair – River and Catchment Management Committee

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Attachment 2 - Subcommittee Terms of Reference

Flood Protection Advisory Subcommittees

REPORTING TO: River and Catchment Management Committee

CONSTITUTION: Chair, River and Catchment Management Committee
Waikato Regional Council Constituent Councillors geographically aligned to the respective scheme area
Targeted ratepayers, iwi, and stakeholders from the relevant scheme area(s), appointed by the River and Catchment Management Committee.

Refer to membership schedule below.

MEETING FREQUENCY: Three meetings per calendar year, for each of:

Waihou-Piako Flood Protection Advisory Subcommittee
Lower Waikato Flood Protection Advisory Subcommittee

OBJECTIVE: To provide advice and effective liaison between river and catchment ratepayers, iwi and stakeholders in relation to the operational performance of flood protection assets in the scheme area.

QUORUM: Chair or Deputy Chair of the subcommittee and two members of the subcommittee, with at least one being an elected member of Waikato Regional Council.

SCOPE OF ACTIVITY:

1. The Flood Protection Advisory Subcommittees each have an assigned geographical area of interest and their role is to provide local advice to the River and Catchment Management Committee and receive information pertaining to Council's catchment operational work programme. Specifically, to:
 - a. Provide input to river and catchment management activities and operations including the following:
 - Proposed annual work programmes and budgets for the (relevant) scheme
 - Flood protection scheme reviews, level of service reviews, and any other matters that will affect the operation, maintenance and renewal of scheme infrastructure
 - Priority areas for catchment management investment.
 - b. Assist Waikato Regional Council with dissemination of flood protection scheme information.

POWER TO ACT:

The subcommittee's power to act is limited to the following activities that support its advisory function:

1. To complete meeting related procedural matters.
2. To receive information on the progress of operational work programmes undertaken as part of the flood scheme asset maintenance and capital renewals.
3. To receive information on emerging issues affecting flood protection scheme performance.
4. To make recommendations as set out below.

The subcommittee has no other power to act.

POWER TO RECOMMEND:

1. To provide advice to the River and Catchment Management Committee in relation to the flood protection work programmes and asset management in support of the development of annual and long-term plans.
2. To provide advice to the River and Catchment Management Committee on any work programme adjustments, that may be necessary, in relation to the progress of operational work programmes undertaken as part of the flood scheme asset maintenance and capital renewals.
3. To provide advice to the River and Catchment Management Committee on any emerging issues affecting flood protection scheme performance, in order that the River and Catchment Management Committee may consider a response.

MEMBERSHIP SCHEDULE

Lower Waikato Flood Protection Advisory Subcommittee:	Waihou-Piako Flood Protection Advisory Subcommittee:
The Chair – Chair of the River and Catchment Management Committee	The Chair – Chair of the River and Catchment Management Committee
Deputy Chair – As appointed by the subcommittee	Deputy Chair – As appointed by the subcommittee
Waikato Regional Council Constituents for the Lower Waikato zone	Waikato Regional Council Constituents for the Waihou Constituent area
Eight landowner targeted ratepayers which must include two land drainage targeted ratepayers from the Waikato Land Drainage Advisory Subcommittee area (Waikato drainage ratepayers). In the event that appointment of two Waikato drainage ratepayers is not possible, then the Waikato Land Drainage Advisory Subcommittee will be invited to nominate two of its members to also be members of the Lower Waikato Flood Protection Advisory Subcommittee following endorsement by the River and Catchment Management Committee.	<p>Eight landowner targeted ratepayers, which must include:</p> <ul style="list-style-type: none"> •Two Waihou scheme ratepayers •Two Piako scheme ratepayers, and •Two land drainage targeted ratepayers from the Thames Valley Land Drainage Advisory Subcommittee area (Thames Valley drainage ratepayers). In the event that appointment of two Thames Valley drainage ratepayers is not possible, then the Thames Valley Land Drainage Advisory Subcommittee will be invited to nominate two of its members to also be members of the Waihou-Piako Flood Protection Advisory Subcommittee following endorsement by the River and Catchment Management Committee.

One energy company representative (who may appoint one or more alternate)	Four Iwi representatives, one nominated by each of Hauraki Māori Trust Board, Raukawa, Ngāti Hinerangi and Ngāti Haua (who may each appoint one or more alternate)
One appointee from the Department of Conservation (who may appoint one or more alternate)	One appointee from the Dept of Conservation (who may appoint one or more alternate)
Four Iwi representatives nominated by Waikato-Tainui (who may each appoint one or more alternate)	One elected member from each of Hauraki District Council, Matamata Piako District Council, South Waikato District Council and Thames Coromandel District Council (who may each appoint one or more alternate)
One elected member Waikato District Council (who may appoint one or more alternate)	

APPOINTMENT AND TERM OF SERVICE

1. Members are appointed for a term commencing on 1 July following each Regional Council election and concluding on the completion of each triennium¹ (a period of approximately 28 months). Members may be reappointed for any number of subsequent terms. Landowner members are selected by Waikato Regional Council from expressions of interest. Candidates must meet the following criteria:
 - a. Be regional ratepayers within, or having a responsibility for, the geographical area represented by the Advisory Group.
 - b. Be willing to accept membership as a volunteer without compensation.
2. A candidate's special interests may be taken into account when selecting landowner members.
3. The Chair will be held by the Chair of the River and Catchment Management Committee. The Deputy Chair may be any other member and will be appointed by resolution of the Subcommittee in accordance with Standing Orders.
4. Members who do not complete their term of appointment may be replaced at the discretion of either Waikato Regional Council or the authority they represent.
5. Waikato Regional Council may review the membership of the Subcommittee at any time.
6. Territorial authority, agency and Iwi membership is determined by the appointing authority(ies)

MEETING FREQUENCY AND OPERATION

1. There are three meetings held per year.
2. Meetings are advised by public notice. Agendas for the meetings are compiled by staff in consultation with the Chair, River and Catchment Management Committee.
3. Members may request items to be placed on the Agenda for future meetings provided these are within the scope of these Terms of Reference.
4. A quorum is described above.

CONFLICT OF INTEREST

1. Members must bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the agenda. All relevant interests must be disclosed and kept up to date on a register of interests.
2. If a member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from discussions, deliberations and voting on the issue.
3. Members must behave professionally during meetings and in accordance with the Waikato Regional Council Code of Conduct.

Advisory Note: being a landowner and scheme beneficiary does not constitute a conflict of interest.

CONFIDENTIALITY

1. During the course of the business of the Subcommittee, a member will, from time to time, be privy to confidential information. Any confidential information is protected and should not be disclosed until such time as it is released by Council.
2. The spokesperson for the Group is the Chair.
3. Except as otherwise allowed or required by law, the meetings are open to the public. Members may express their individual views on agenda matters. Members must avoid giving the impression that their individual views are necessarily those of Council.

COMMUNICATION AND REPORTING

1. The line of communication between Waikato Regional Council staff and the Subcommittee members will be through the constituent councillor.
2. Issues or actions arising from Subcommittee meetings are responded to by the Chair, River and Catchment Management Committee.
3. All formal communication and information updates to members are circulated electronically.

TERMS OF REFERENCE REVIEW

1. Waikato Regional Council may review this Terms of Reference at any time if it considers circumstances or its community collaboration processes have changed.

¹ Trienniums normally commence in October and end in October 3 years (36 months) later.

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