



Governance Structure

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

2025-2028

This governance structure is subject to review and potential amendment at the half-triennium (approximately 18 months) to ensure it remains fit for purpose and responsive to Council's evolving needs.

**Adopted by Council
on 10 November
2025**

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Introduction

This document sets out the governance structure by which Waikato District Council (Council):

1. carries out its governance functions; and
2. formally delegates its powers and responsibilities to committees and other decision-making bodies.

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. There are as few governance levels as possible to enable the efficient and effective exercise of delegated functions and powers.
2. The business of Council is transacted transparently and inclusively, whenever possible.
3. Decisions are made once, not twice. A decision made by a committee under delegation from Council has the same effect as if it were made by Council itself.
4. Each committee's powers are restricted to the areas of responsibility of that committee.
5. Council and all committees exercise their powers and functions in accordance with the Local Government Act 2002, other applicable legislation and the standing orders.
6. A committee is not obliged to exercise a power or function delegated to it. Where appropriate the power or function can be referred back to Council for a decision in consultation with the mayor.
7. All members are expected to attend the meetings for which they are appointed members.
8. Advisory groups can be established as required to address special or particular issues, and report directly to Council or the relevant committee. Working groups and panels have no decision-making powers.

The governance structure for Council is adopted at the beginning of each triennium. It sets out in full the delegations of the committees, including:

1. **Common delegations:** There are a number of common delegations from Council to the following committees of the whole: Strategy, Growth & Finance Committee, Assets & Infrastructure Committee and Communities Voice & Choice Committee. These common delegations are set out on page 11 and should be read in conjunction with the terms of reference for those committees.
2. **Specific delegations:** There are specific delegations over and above the common delegations. These are set out for each committee from page 14.

The governance structure may also be reviewed and amended by Council as necessary throughout the triennium, including a scheduled review at the 18-month (half triennium) mark to ensure it remains fit for purpose.

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:

1. Define and promote a vision for the advancement of the Waikato district, the communities of the district and provide leadership to achieve that vision.
2. Lead the development of Council plans, policies and budgets (including the annual plan and long term plan) for consideration by Council.
3. Ensure effective engagement between Council and the communities of the district.
4. Appoint the deputy mayor.
5. Establish committees of the governing body (Council) and appoint the chairperson for each of those committees.

Ambiguity and conflict

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

In the event of uncertainty or a 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

Committee includes, for Council:

- a. A committee comprising of all the members of Council;
- b. A standing committee or special committee appointed by Council;
- c. A standing committee or special committee appointed by the mayor;
- d. A joint committee appointed under sch 7, cl 30 of the Local Government Act 2002;
- e. Any subcommittee of a committee described in items (a), (b), (c), or (d) above.

Quorum

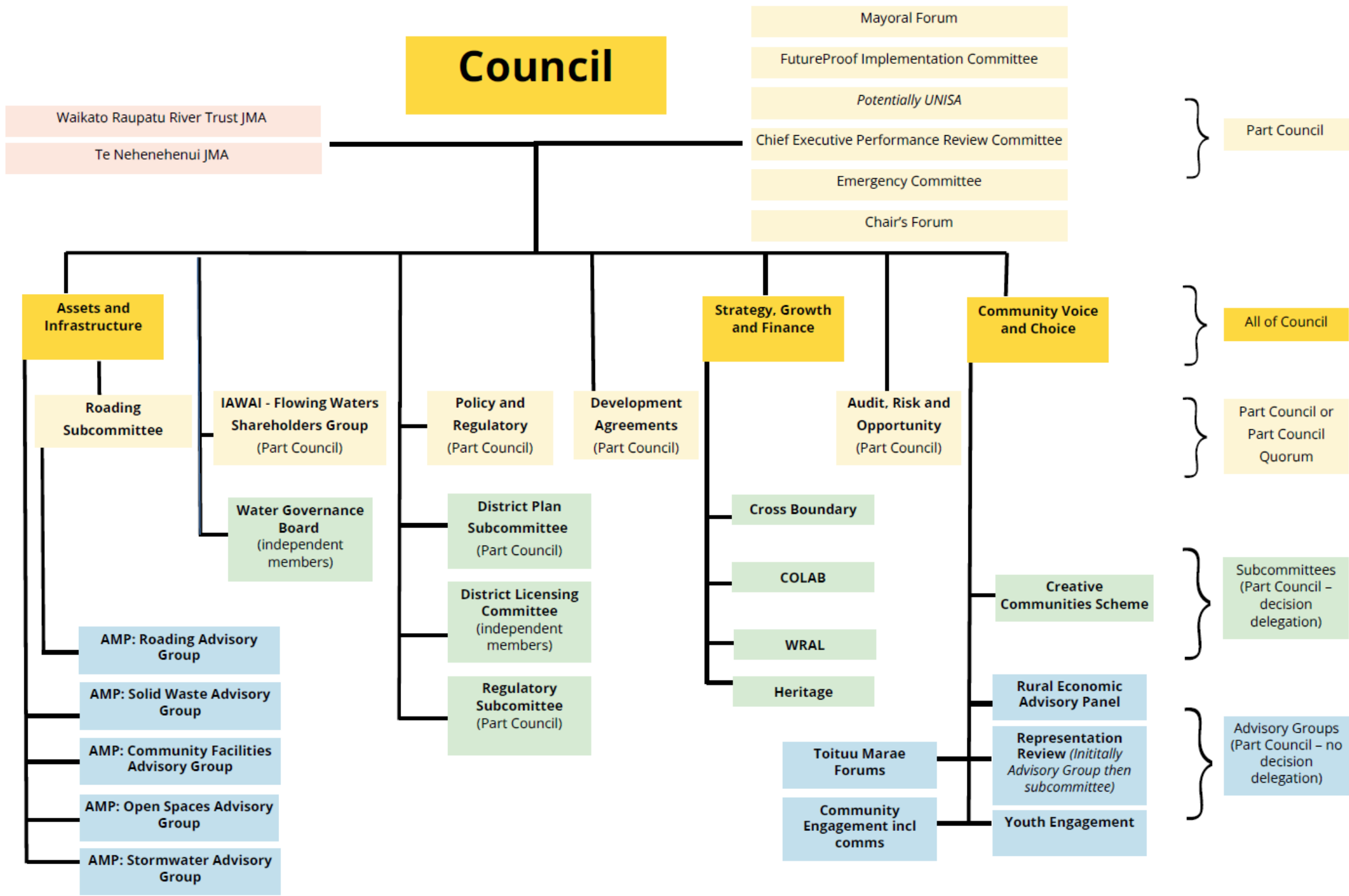
The terms of reference for each committee contain the quorum required. Generally (unless otherwise specified), a quorum is half the appointed membership. External, appointed members are included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that appointed members will attend those committees to which they are appointed.

1. Ex officio members are not included in calculating the quorum but are counted towards the quorum when present. This reflects the expectation that ex officio members will not always be able to attend all committees and forums but have full voting rights when present.

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



Council and Committees of Council



Council

Chairperson:	His Worship the Mayor, Mr Aksel Bech
Deputy Chairperson:	Deputy mayor, Cr Patterson
Membership:	The mayor and all councillors
Meeting frequency:	Six weekly – or as required
Quorum:	Half of the members (including vacancies)

Purpose

1. To provide leadership to, and advocacy on behalf of, the people of the Waikato district.
2. To promote and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

Terms of Reference (TOR)

Council's TOR include the following powers which cannot be delegated to committees, subcommittees, officers, or any other subordinate decision-making body:

1. The power to make a rate.
2. The power to adopt a bylaw.
3. The power to borrow money, or purchase or dispose of assets, other than in accordance with the long term plan.
4. The power to adopt a long term plan, annual plan or annual report.
5. The power to appoint a chief executive.
6. 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 local governance statement, including Council's Infrastructure Strategy.
7. The power to adopt a remuneration and employment policy.
8. The power to approve or amend Council's standing orders.
9. The power to approve or amend the code of conduct for elected members, and consider any recommendations made in relation to a complaint lodged under the code.
10. The power to appoint and discharge:
 - a. members (including chairpersons) of Council committees and subordinate decision-making bodies, subject to the mayor's powers under s 41A of the Local Government Act 2002;
 - b. elected member representatives on external organisations.

11. The power to establish a joint committee with another local authority or other public body and appoint elected members as representatives on such committees or bodies.
12. The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council does not accept the Ombudsman's recommendation.
13. The power to approve or change the district plan, or any part of that plan, in accordance with the Resource Management Act 1991.
14. The power to amend or replace delegations in Council's Delegations Register (except where expressly permitted in the Delegations Register).
15. To exercise the following powers and responsibilities of Council, which Council chooses to retain:
 - a. To approve a proposed plan under the Resource Management Act 1991;
 - b. To approve changes to boundaries of the district the Local Government Act 2002 or any other legislation were required.
16. In respect of district plan decisions:
 - a. To appoint independent commissioners to a panel for hearings of a proposed district plan, including any plan change, variation, or private plan change;
 - b. To approve the recommendation of hearings commissioners on a proposed district plan, plan change or variation (including private plan change); and
 - c. To approve a proposed plan or a change to a district plan under sch 1, cl 17 of the Resource Management Act 1991.
17. To adopt governance level strategies, plans and policies which advance Council's vision and strategic goals other than where expressly delegated to a committee.
18. To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members.
19. To approve the triennial agreement.
20. To approve 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.
21. To approve any changes made to the nature and delegations of any Council committees or subordinate decision-making bodies.
22. To approve the local governance statement.
23. To approve funding requests not allowed for within budgets, in accordance with Significance and Engagement Policy parameters.
24. To approve any additional funding decisions required for the Watercare Services contract.
25. To approve development agreements as recommended by the Development Agreements Committee where infrastructure is not allowed for within the long term plan.

26. To receive six-monthly reports from each community board on its activities and projects.
27. Approval of alterations to the long term plan and annual plan.

Common delegations

The following delegations from Council are common to the Strategy, Growth & Finance Committee, Assets & Infrastructure Committee, Community Voice & Choice Committee, and the Policy & Regulatory Committee, within their respective areas of responsibility.

General principles

1. The work of these committees will be in accordance with the priorities and work programme agreed by Council.
2. These committees have the powers necessary to perform the respective committees' responsibilities, in accordance with the approved long term plan and annual plan budgets.

Consultation and engagement

1. Ensure appropriate, effective, responsive and transparent engagement with the community, mana whenua, maataawaka and other stakeholders (including community boards and community committees) to inform and assist decision-making.
2. Conduct any public engagement (including special consultative procedures) required on issues before the committee, in accordance with Council's Significance and Engagement Policy, Local Government Act 2002 and/or other applicable legislation.
3. Conduct hearings and deliberations, 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.
4. Receive and consider valid petitions and make any recommendations or decisions (within the committee's delegations) in relation to such petitions.

Submissions and legislation

1. Approve submissions, including (but without limitation) to external organisations, on legislation and proposals that impact governance policy or matters.

NOTE: The following process can be used if a submission cannot be presented to the relevant committee or Council for approval prior to the consultation period closing:

- a. The Mayor, Deputy Mayor, and the chairs of Assets & Infrastructure, Community Voice & Choice, Strategy, Growth & Finance, and Policy and Regulatory Committees may jointly approve a submission;
- b. Officers will circulate the submission via email to these Chairs for approval, providing at least 24 hours for review of the submission;
- c. These Chairs will confirm by response whether they approve or have any feedback on the submission;

- d. Where possible, a consensus of these Chairs should be sought. If required, a majority view will prevail; and
- e. Any submissions approved via this process must be presented at the next relevant committee or Council meeting for noting.

If the submission is of a technical and operational nature only, the submission can be approved by the chief executive (in consultation with the relevant committee chairperson prior to lodging the submission).

Fast-track legislation specific delegations

1. His Worship the Mayor, Deputy Mayor, and the chairs of Assets & Infrastructure, Community Voice & Choice, Policy & Regulatory, and the Strategy, Growth & Finance, Committee jointly have the following delegation under the Fast-track Approvals Act 2024:
 - a. Section 17, to provide comments to the Minister on a referral application; and
 - b. Schedule 3, cl 3, to nominate a person(s) to be a member of the expert panel.

Projects and programmes

1. Monitor and oversee strategic projects and programmes.
2. Monitor Council's activity management plans.

Contracts

1. Approve and/or monitor tenders, contracts (including variations) and other legally binding arrangements provided that such contracts/arrangements:
 - a. Do not require the approval of Council; and
 - 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.

NOTE: The chief executive will present a quarterly report to Council noting the contracts in excess of \$3 million approved by committee chairs exercising financial delegation.

Community boards

1. Consider and make decisions on recommendations from community boards that fall within the committee's area of responsibility.

Other

1. 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.
2. Consider and make decisions on matters that fall within a committee's area of responsibility that are outside of delegations of the chief executive or other Council officers.
3. Commission new committee reports and work required to respond to significant or compliance issues, or to complete the agreed work programme of Council as per the long term plan and annual plan.

4. Make recommendations to Council or other committees (in relation to decisions that fall within their respective terms of reference).
5. Establish subcommittees, advisory groups or hearings panels to consider any matter within the committee's terms of reference and approve the membership and terms of reference for such subcommittees, advisory groups.¹

Chairs' Forum

1. The Chairs' Forum is made up of the mayor, deputy mayor, chairs and deputies of the Policy & Regulatory, Assets & Infrastructure, Community Voice & Choice, Strategy, Growth & Finance Committees, and the chair of Audit, Risk & Opportunity.
2. This Forum has no delegations, but acts as a leadership forum and a space to share information, raise common issues and support consistency across committees.

¹ A template for establishing steering/working groups or hearings panel is attached as Appendix A.

Community Voice & Choice Committee

Reports to:	Council
Chairperson:	Cr L Thomson
Deputy Chairperson:	Cr Whyte
Membership:	All councillors His Worship the Mayor, Mr Aksel Bech (<i>Ex officio</i>)
Meeting frequency:	Six-weekly
Quorum:	Half of the members (including vacancies)

Purpose:

The purpose of the Community Voice & Choice Committee (the Committee) is to provide strategic leadership and oversight of how Waikato District Council strengthens its participatory democracy practices, including increasing community voice, participation, engagement; and emergency resilience. The Committee ensures that communities are empowered to make decisions where so delegated or be involved earlier in processes where the decision rests with Council. Community empowerment aims to increase local governance and support Council to be prepared to respond effectively to emergencies and disruptions.

In addition to the common delegations on page 11, the Committee is delegated the following terms of reference (TOR) and powers:

TOR:

1. Oversee Council's strategic approach to community empowerment, communication and participation, ensuring it supports diverse community voice, transparency and meaningful involvement in decision-making, using a range of approaches and mediums, including in-person and online platforms.
2. Champion inclusion, diversity and community input into decision-making.
3. Monitor and evaluate the effectiveness of Council's engagement, participation and enabling initiatives. Establish clear metrics and reporting frameworks for community aims and aspirations. Provide transparency on how community input drives or influences decisions.
4. Strengthen partnerships with iwi, hapuu, marae, community groups, organisations, anchor institutions and others to enhance community wellbeing and shared leadership.
5. Ensure mechanisms to engage rangatahi (youth) are considered to bring intergenerational perspectives to decision-making.
6. Receive and consider reports, presentations and advice from or on behalf of stakeholders, forums and advisory groups relevant to community development, democracy and wellbeing.

7. Oversee and administer Council's community funding and grant programmes to ensure alignment with strategic priorities and equitable access.
8. Promote capability development for elected members, staff and community leaders in engagement, collaboration and participatory democracy and local governance principles.

TOR – Civil defence and emergency management:

1. To monitor the performance of Waikato district's civil defence and emergency management response against Council's requirements under the Civil Defence and Emergency Management Act 2002 including:
 - a. implementation of Government requirements; and
 - b. monitoring of both the group plan and work programme;
 - c. coordinating with and receiving updates from the Waikato Region Civil Defence and Emergency Management Group Joint Committee.

The Committee is delegated the following powers to act:

1. Approve frameworks and programmes that strengthen community voice, participation and resilience.
2. Make decisions on funding applications and initiatives that support community-led governance or partnership, within approved budgets.
3. Recommend to Council changes to governance structures, policies or practices that enhance transparency, participation and preparedness.
4. Monitor Council's performance and outcomes in community engagement, empowerment and emergency management, reporting findings and recommendations to Council.
5. Establish advisory groups (without decision-making powers) to progress specific matters within its scope.

Strategy, Growth & Finance Committee

Reports to	Council
Chairperson:	Cr Raumati
Deputy Chairperson:	Cr Coombes
Membership:	All councillors His Worship the Mayor, Mr Aksel Bech (<i>Ex officio</i>)
Meeting frequency:	Quarterly
Quorum:	Half of members (including vacancies)

Purpose:

The Strategy, Growth & Finance Committee (the Committee) is responsible for:

1. Setting the broad vision and direction for the district's long term plan, determining specific outcomes that need to be met to deliver on Council's vision. Develop and monitor strategies to achieve those goals.
2. Embedding a balanced and future-focused approach across Council's strategies and investments, ensuring decisions reflect enduring community, environmental and financial outcomes.
3. Monitoring of Council's strategy and performance (both financial and non-financial) against the long term plan and annual plan.
4. Determining financial matters within its delegations and terms of reference (TOR) and making recommendations to Council on financial matters outside its authority.
5. Guiding and monitoring Council's interests in council-controlled organisations (CCOs), council organisations (COs) and subsidiaries.

In addition to the common delegations on page 11, the Strategy, Growth & Finance Committee is delegated the following TOR and powers:

TOR:

1. Develop and agree strategies and plans for consultation, including those required under Schedule 10 of the Local Government Act 2002.
2. Adopt strategies and plans that underpin the long term plan and guide Council's strategic direction.
3. Monitor and review adopted strategies and plans, ensuring alignment across Council's policy and planning framework.
4. Oversee growth and development strategies, land use and spatial plans, ensuring consistency with national and regional policy direction (note: not District Plan).
5. Provide direction on the integration of land use, infrastructure, and funding to support well-managed, sustainable growth across the district.

6. Oversee strategic growth funding arrangements, including development contributions, housing infrastructure funding, and other cost-recovery or partnership mechanisms.
7. Provide governance direction on boundary and cross-territorial matters, ensuring strategic alignment and collaboration with neighbouring councils and regional agencies.
8. Monitor Council's financial strategy and performance against approved budgets and investment goals.
9. Monitor Council's non-financial performance framework as set out in the long term plan, ensuring organisational performance aligns with strategic outcomes.
10. Receive quarterly reports on the Chief Executive's business plan and performance against key priorities.
11. Provide direction to Council-controlled organisations (CCOs) and Council organisations (COs) on Council's expectations, including review and feedback on draft Statements of Intent.
12. Receive six-monthly performance reports from CCOs and COs, including assessment of governance and board performance.
13. Undertake reviews of CCOs and agree any proposed changes to governance arrangements, except where full Council approval is required.
14. Monitor Council's investments, borrowing, and financial risk in accordance with Council policy and applicable legislation.

The Committee is delegated the following powers to act:

1. Authority to initiate, develop and approve new strategic planning projects or reviews (e.g. Growth Strategy) within approved Long Term Plan budgets and consistent with Council's strategic direction.
2. Approval of:
 - a) the increase or decrease of the number of members on CCO and CO boards;
 - b) appointments to, and removals from, CCO and CO boards; and
 - c) a mandate on Council's position in respect of remuneration proposals for CCO and CO board members to be presented at annual general meetings.
3. Approval of letters of expectation for each CCO and CO.
4. Approval of statements of intent for each CCO and CO.
5. Exercise Council's powers as a shareholder, or as given under a trust deed, in relation to a CCO or CO, including (but not limited to) modification of constitutions and/or trust deeds, granting shareholder approval of major transactions where required, or exempting CCOs in accordance with the Local Government Act 2002. For clarity, this delegation includes the approval or otherwise of any proposal to establish, wind-up or dispose of any holding in a CCO or CO.
6. Approval of any process for making decisions where additional operating expenditure, capital expenditure funding or deferred capital expenditure is required.

7. Approval of all insurance matters which exceed the delegation of the chief executive or other staff, including considering legal advice from Council's legal and other advisers, approving further actions relating to insurance issues, and authorising the taking of formal actions.
8. Approval of Council's fees and charges (after consultation with relevant community boards and community committees).
9. Review and recommend to Council the adoption of the annual plan and annual report.
10. Approval of transactions in relation to investments in accordance with Council policy.
11. 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 Council or another committee's approval.
12. Approval of rating issues where these exceed the delegated authority of Council officers or are an appeal against officer decisions. For clarity, this excludes decisions that are required, by law, to be made by Council.
13. Approval of the writing-off of outstanding accounts that exceed Council officer delegations.
14. Exercise all of Council's functions, powers and duties to enable the implementation and amendment of the Waikato District Council/Hamilton City Council Strategic Boundary Agreement, except the functions, powers and duties:
 - a. that cannot be delegated or that are otherwise retained by Council under its TOR; or
 - b. expressly delegated to other Council committees or decision-making bodies or officers.
15. Authority to approve or amend growth funding agreements with central government (e.g. Housing Infrastructure Fund, Infrastructure Acceleration Fund), where consistent with the Long Term Plan and Financial Strategy.

Assets & Infrastructure Committee

Reports to:	Council
Chairperson:	Deputy Mayor, Cr Patterson
Deputy Chairperson:	Cr Keir
Membership:	All councillors His Worship the Mayor, Mr Aksel Bech (<i>Ex officio</i>)
Meeting frequency:	Quarterly
Quorum:	Half of the members (including vacancies)

Purpose

The Assets & Infrastructure Committee (the Committee) is responsible for:

1. Guiding the sustainable and inclusive physical development and growth of Council's assets and infrastructure to meet current and future needs, with input from community boards, advisory groups, mana whenua and maataawaka, where appropriate.
2. Oversight and monitoring of efficient, safe and sustainable roading, transport and solid waste management, ensuring alignment with Council's strategic objectives and community priorities.
3. Governance of the district's parks, reserves, community facilities, and cemeteries, including oversight of strategic property matters and lease decisions, with mechanisms for community engagement and feedback.
4. Embedding a long-term, adaptive approach across Council's infrastructure planning, investment and operations, ensuring assets are designed, maintained, and renewed with the intention to adapt to changing climate and hazard conditions and support the district's long-term sustainability.

In addition to the common delegations on page 11, the Committee is delegated the following terms of reference (TOR) and powers:

TOR:

1. To provide direction on strategic priorities for core infrastructure aligned to the district's development, and oversight of strategic projects associated with those activities, including guidance on the development and review of asset management plans through elected member steering forums.
2. To make recommendations to Council on key infrastructure decisions outside of the long term plan programme.
3. To guide the development and implementation of the 30-year Infrastructure Plan, ensuring alignment with Council's strategic objectives, community priorities and the principles of participatory democracy.

4. To support and provide direction regarding Council's involvement in regional alliances, plans, initiatives, and forums for regional infrastructure and shared services (for example, Regional Transport Committee), and to ensure local perspectives are considered through structured engagement with community boards.
5. To monitor and make decisions in relation to Council-owned community centres, facilities and halls, including oversight of leases and licenses, with feedback from community boards and community committees for longer-term or non-conforming arrangements.

The Committee is delegated the following powers to act:

1. Approval of acquisition of property, or disposal of property owned by Council, (where such acquisition or disposal falls within the long term plan and exceeds the chief executive's delegation), with engagement from ward councillors, community boards and community committees. For areas without representation by a community board or community committee, the ward councillors will undertake engagement with other committees and groups within the ward to seek relevant community feedback. Examples of this include hall committees, marae, sports clubs, etc.
2. Approval of all matters under the Public Works Act 1981, unless such delegation is prohibited by legislation or is otherwise expressly reserved by Council or delegated to the chief executive or staff, with advisory steps for elected members added to the process.
3. Approval of alterations to the long term plan and annual plan, where the changes exceed the chief executive's delegation, provided that the overall scope of the programme remains unchanged and the programme remains within the approved overall budget.
4. For all Council-owned land that is either open space under the district plan, or reserves under the Reserves Act 1977, the power to:
 - a. Approve amendments to management plans;
 - b. Adopt or change names of reserves;
 - c. Make any decision under a management plan which provides that it may not be made by a Council officer (for example, agree a concession), provided that any decision that has a significant impact under the management plan is recommended to Council for approval; and
 - d. Recommend to Council for approval anything that would change the ownership of such land is not contemplated within the long term plan and annual plan.
5. For clarity, the Committee is delegated all powers of Council as administering body under the Reserves Act 1977, unless such delegation is prohibited by legislation or is otherwise expressly reserved by Council or delegated to the chief executive or staff.
6. Receive quarterly operational performance reports from asset and infrastructure teams, including capital project delivery, contractor performance, and service request metrics, to support transparency and informed oversight.

7. Approval of community and commercial leases that exceed a 15-year term, following engagement from ward councillors, community boards and community committees. For areas without representation by a community board or community committee, ward councillors will undertake engagement with other committees and groups within the ward to seek relevant community feedback. Examples of this include hall committees, marae, sports clubs, etc.
8. Pursuant to the clause above, irrespective of the term of the lease, if the matter involves commercial sensitivity, as defined under s 48(1)(a) of the Local Government Official Information and Meetings Act 1987, the full decision will sit with the Committee.
9. To review, adopt and approve the Raglan Camp annual work programme, ensuring alignment with Council priorities, community needs and any relevant funding or operational requirements.

Policy & Regulatory Committee

Reports to:	Council
Chairperson:	Cr Beavis
Deputy Chairperson:	Cr Whyte
Membership:	Deputy Mayor, Cr Patterson Cr Rodrigues Cr Dixon-Harris Cr Eyre Cr L Thomson Cr Raumati Cr P Thomson
Ex officio members:	His Worship the Mayor, Mr Aksel Bech Cr Turner Cr Keir Cr Reeve Cr Coombes
Meeting frequency:	Bimonthly
Quorum:	The majority of the members (including vacancies).

Purpose

The Policy & Regulatory Committee (the Committee) is responsible for Council's governance policies, bylaws and the district plan.

In addition to the common delegations on page 11, the Committee is delegated the following terms of reference (TOR) and powers:

TOR:

1. To establish, implement and review the governance policy framework that will assist in achieving Council's strategic priorities and outcomes.
2. To develop, review and approve Council bylaws and governance policies for consultation.
3. To hear and determine matters arising under current bylaws, including applications for dispensation from compliance with the requirements of bylaws, unless such matters are otherwise delegated by Council.
4. To administer Council's district plan in accordance with the Resource Management Act 1991.
5. To monitor the performance of regulatory decision-making by the District Licensing Committee², Regulatory Subcommittee and Council staff under their respective delegations.

² For clarity, the District Licensing Committee is a committee of Council under the Sale and Supply of Alcohol Act 2012.

The Committee is delegated the following powers to act:

Governance policies

1. Develop and agree governance policies for the purpose of consultation/engagement.
2. Recommend to Council policies for adoption, amendment or revocation.
3. Monitor and review policy, including making amendments to any policy as and when required.

Bylaws

1. Determine all preliminary matters in relation to bylaws, except where expressly reserved for Council under legislation or the bylaw itself. For clarity, this delegation includes those matters to be determined under s 155 of the Local Government Act 2002.
2. Develop and approve the statement of proposal and associated documentation for new or amended bylaws for consultation.
3. Make any resolution where within a bylaw Council has specified that a matter be regulated, controlled or prohibited by Council by resolution.
4. Recommend to Council new or amended bylaws and governance policies for adoption.

District plan

NOTE: Appeals and objections to any district plan are still delegated to the District Plan Subcommittee, which will report to the Policy & Regulatory Committee as and when required.

1. Review and approve for notification a proposed district plan, a proposed change to the district plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under sch 1, cl 25(2)(a) of the Resource Management Act 1991).
2. Withdraw a proposed plan, plan change or variation under sch 1, cl 8D of the Resource Management Act 1991.
3. Make the following decisions to facilitate the administration of plan changes, variations, designation, and heritage order processes:
 - a. To decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by Council and authorise the resolution of any such appeal, provided such decisions are consistent with professional advice;
 - b. To consider and approve Council submissions on a proposed plan, plan changes and variations, unless expressly delegated to another decision-making body;
 - c. To monitor the private plan change process; and
 - d. To accept, reject or recommend to Council private plan change applications under sch 1, cl 25 of the Resource Management Act 1991.

Other resource management issues

1. Pursuant to s 34(1) of the Resource Management Act 1991, to exercise all of Council's functions, powers and duties under that Act, except the functions, powers and duties:
 - a. that cannot be delegated or that are otherwise retained by Council under its terms of reference; or
 - b. expressly delegated to other Council committees, decision-making bodies or officers.
2. Monitor and approve submissions in relation to national policy statements and national environmental standards.

Other delegations

1. Exercise all Council's functions, powers and duties under the Building Act 2004, the Health Act 1956, the Dog Control Act 1996, and the Food Act 2014, and the respective regulations made under these Acts, as well as applicable functions under the Fast-track Approvals Act 2024 except the functions, powers and duties:
 - a. that cannot be delegated or that are otherwise retained by Council under its TOR; or
 - b. expressly delegated to other Council committees, decision-making bodies or officers.
2. Recommends to Council the attendance of elected members at conferences, seminars, training, or events, in accordance with Council policy.

Audit, Risk & Opportunity Committee

Reports to:	Council
Chairperson:	External appointee – Peter Stubbs
Deputy Chairperson:	Cr Coombes
Membership:	His Worship the Mayor, Mr Aksel Bech (<i>ex officio</i>) Cr Raumati Cr P Thomson Cr Dixon-Harris Cr Whyte <i>*All non-members of the committee are to be accorded speaking rights</i>
Meeting frequency:	Quarterly
Quorum:	Four members

Purpose:

The Audit, Risk & Opportunity Committee (the Committee) is responsible for:

1. Considering and reviewing the adequacy of Council's risk management and internal control frameworks. Ensuring that risk appetites allow for opportunity to be realised while ensuring appropriate management and mitigations are in place.
2. Monitoring and seeking assurance on the functioning of Council's risk management and internal control frameworks (including systems and processes).
3. Managing independent auditor (internal and external) expectations and relationships.

Terms of Reference (TOR):

To achieve the above purpose the Audit, Risk & Opportunity Committee will:

1. Annually review Council's Risk Management Framework to ensure it is effective.
2. Ensure the Strategic Risk Register is current and relevant.
3. Monitor the conflicts of interest and gifts registers for Council and senior staff and identify any potential risks.
4. Ensure Council has an effective internal control framework to identify and manage business risk (at the risk portfolio level).
5. Review Council's insurance programme for adequacy of risk mitigation.
6. Review the effectiveness of Council's business continuity and disaster recovery planning and testing arrangements.
7. Ensure Council has an effective framework in place to prevent, detect and investigate fraud-related issues.
8. Ensure Council has an effective health and safety framework in place to prevent, detect and investigate safety-related issues.

9. Review the internal audit framework to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place.
10. Approve the annual internal and external audit programme and related plans.
11. Consider Council's annual report from a risk perspective, and subject to audit clearance, make recommendations to Council regarding adoption.
12. Review audit reports (internal and external) and monitor management's implementation of audit recommendations.
13. Keep Council informed of significant risk or audit issues raised and proposed actions.
14. Meet regularly with independent auditors to gain assurance on risk frameworks and their management.

The Committee is delegated the following recommendatory powers:

1. The Committee has no decision-making powers.
2. The Committee may make recommendations to Council and/or the chief executive.
3. The Committee may conduct and monitor special investigations in accordance with Council policy and approved budget, including engaging expert assistance, on matters within its TOR.

Administrative arrangements:

Meetings

1. The Committee will meet at least four times each year. An additional meeting may be called to review the annual report. The chairperson is required to call a meeting if requested to do so by Council, or the chief executive.
2. A meeting plan, including dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all the Committee's responsibilities as detailed in these TOR.
3. For clarity, Council's standing orders and code of conduct will apply to Committee meetings and members.

Membership

1. Members are appointed for an initial term of no more than half the triennium (approximately 18-months), aligning with the mid-point of the three-year local government term. At that point, membership may be reviewed, with members eligible for extension or reappointment as appropriate.
2. Council appoints external members of the Committee; the terms of the appointment are to be recorded in a contract.

Reporting

1. The Committee will regularly, and at least once a year, report to Council on its operation and activities during the year.

2. The report should include:
 - a) a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
 - b) a summary of Council's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable); and
 - c) Specific consideration of what components of the report should be released to the public, and what should be public excluded, with the aim of being as transparent as possible.
3. The Committee may, at any time, report to the chief executive or Council on any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the chief executive or Council.

Assessment arrangements

1. The chairperson of the Committee will initiate a review of the performance of the Committee at least once every two years and present it to Council. This will support the Committee's philosophy of continuous improvement.

Review of TOR

1. The Committee will review its TOR at least once a year. This review will include consultation with Council.
2. Any substantive changes to the TOR will be recommended for approval by the Committee to Council.

Emergency Committee

Reports to:	Council
Chairperson:	His Worship the Mayor, Mr Aksel Bech
Deputy Chairperson:	Deputy Mayor, Cr Patterson
Membership:	Chairperson – Assets & Infrastructure Committee Chairperson – Strategy, Growth & Finance Committee Chairperson – Community Voice & Choice Committee
Meeting frequency:	As required
Quorum:	Two members

Purpose

The Emergency Committee determines matters within the authority of Council, Council committees, subcommittees, or community boards where an urgent decision is required, and a full meeting of Council is precluded due to a lack of quorum.

Terms of reference and delegations

1. To exercise all powers, responsibilities and duties of Council, Council committees, subcommittees or community boards except for those that:
 - a. have been delegated to staff; and
 - b. cannot be delegated pursuant to sch 7, cl 32 of the Local Government Act 2002, or under any other legislation.

Explanatory note

1. An Emergency Committee meeting can be called by the chief executive if a Council meeting cannot be convened, on providing at least 24 hours' notice, due to a lack of quorum.
2. Emergency Committee agendas and minutes will be circulated to all councillors.
3. For clarity, councillors who are not members of the Emergency Committee may still attend an Emergency Committee meeting, though cannot participate in voting.

District Plan Subcommittee

Reports to:	Policy and Regulatory Committee
Chairperson:	Cr Beavis
Deputy Chairperson:	Deputy Mayor, Cr Patterson
Membership:	His Worship the Mayor, Mr Aksel Bech Cr Eyre
Meeting frequency:	As and when required
Quorum:	A majority of members (including vacancies)

Purpose:

The purpose of the District Plan Subcommittee (the Subcommittee) is to assist the chief executive and Council officers to make timely decisions on any matters relating to the hearings on submissions and further submissions on the district plan (including stages 1, 2 and any variations) (the proposed district plan) and any appeals or other proceedings relating to Council's decisions on the district plan.

The Subcommittee is delegated the following powers to act:

1. To make decisions in relation to any direction sought by the chief executive and/or officers in relation to any matters relating to:
 - a. the hearings on submissions and further submissions on the district plan; and
 - b. any appeals or other proceedings relating to Council's decisions on the district plan.

NOTE: The authority under paragraphs 1 a) and b) includes the power to direct the chief executive or Council officers to engage any expert or legal counsel.

2. To determine an approach for resolving any appeals or other proceedings on Council's decisions on the district plan.
3. To delegate to the chief executive or any officer participating in an alternative disputes resolution process (ADR process) (as defined in s 268(4) of the Resource Management Act 1991 (the Act)) in relation to any Environment Court proceeding arising from Schedule 1 of the Act or any other ADR process directed in any other proceedings), the authority to make decisions on behalf of Council, within any parameters given by the Subcommittee, on any matters that may reasonably be expected to arise in the ADR process.
4. To authorise the chief executive, or his delegate, together with any other member of the Executive Leadership Team, to jointly consider and approve, within any parameters given by the Subcommittee, the content of any draft consent order to be submitted to the Environment Court to resolve any appeal on Council's decisions on the proposed district plan.

5. To report to the Policy & Regulatory Committee as and when required with a summary of the matters considered and decisions made by the Subcommittee.

District Licensing Committee

Reports to: Policy & Regulatory Committee

Commissioners: Andrew Baker
Michael Cameron

Members: Barry Smedts
Jason Howarth
Patsi Davies

Meeting frequency: As required

Quorum: Three members

Purpose

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

Terms of Reference:

1. To consider and determine applications for licenses and manager's certificates.
2. To consider and determine applications for the renewal of licenses 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 licenses.
5. To consider and determine applications for the variation of licenses (other than special licenses).
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 make reports as may be required of it by the Licensing Authority.
8. Other functions conferred on the District Licensing Committee (the Committee) by the Act or other legislation.

The Committee has the following powers to act:

1. Make decisions on applications and renewals for licenses and manager's certificates in accordance with its Terms of Reference, the Act and other relevant legislation.

Other delegations:

1. The chairperson of the Committee, in consultation with the secretary of the Committee, is delegated the power to appoint members to the Committee from the approved list of members for any specific hearing.

Explanatory note:

1. The secretary of the Committee will prepare a quarterly report to Policy and Regulatory Committee, on the proceedings and operations of the Committee.

Chief Executive's Performance Review Committee

Reports to:	Council
Chairperson:	His Worship the Mayor, Mr Aksel Bech
Deputy Chairperson	Deputy Mayor, Cr Patterson
Membership:	Chairperson – Assets & Infrastructure Committee Chairperson – Strategy, Growth & Finance Committee Chairperson – Community Voice & Choice Committee
Meeting frequency:	As required, at least three times each calendar year
Quorum:	A majority of the members (including vacancies)

Purpose

1. The Chief Executive's Performance Review Committee (the Committee) has responsibility, on behalf of Council, to coordinate the implementation of the Chief Executive's Performance Review and Remuneration policies, which relate to the management of the annual performance and remuneration reviews of the chief executive.

Terms of Reference:

The Committee will:

1. Undertake an interim review of the chief executive's progress against the agreed performance plan in February/March.
2. Undertake a workshop in April/May with full Council to consult on proposed key performance indicators (KPI) for the upcoming financial year.
3. Adopt final key performance indicators (KPI) by 30 June each year.
4. Undertake a review of the chief executive's performance against the agreed performance plan for the previous financial year in September, undertake a remuneration review based on the recommendations of the independent remuneration consultants and implement the results.
5. Undertake any recruitment process for the chief executive and recommend an appointment for Council approval.

The Committee is delegated the following powers to act:

1. To make decisions on the chief executive's performance plan and remuneration in accordance with its Terms of Reference.
2. To recommend the appointment or dismissal of the chief executive to Council.

Independent support

1. The Committee will be supported by an independent consultant, mutually agreed by Council and the chief executive. The independent consultant will attend all the Committee meetings but will not have any voting rights.

Roading Subcommittee

Reports to:	Assets & Infrastructure Committee
Chairperson:	Cr Mike Keir
Deputy Chairperson:	Deputy Mayor, Cr Patterson
Membership:	Cr Raumati Cr Eyre Cr Whyte Cr L Thomson Cr P Thomson Cr Coombes
Ex officio members:	His Worship the Mayor, Mr Aksel Bech Cr Beavis Cr Dixon-Harris Cr Rodrigues Cr Turner Cr Reeve
Meeting frequency:	As and when required
Quorum:	Four members

Purpose

1. To provide focused governance oversight on the management, maintenance, and improvement of the district's roading network.
2. To ensure that investment, operations, and asset management decisions for transport infrastructure align with Council policy, asset management plans, and community needs, while supporting safe, efficient, and sustainable transport outcomes.

Terms of Reference

The Subcommittee will:

1. Oversee the preparation, implementation, and review of the Transport Asset Management Plan (AMP), ensuring alignment with Council's strategic priorities and the Infrastructure Strategy.
2. Provide governance direction on the planning, maintenance, renewal, and improvement of the district's roading network, within approved budgets and policies.
3. Monitor the performance of the transport activity, including network condition, service levels, safety outcomes, and delivery of approved capital and maintenance programmes.

4. Consider and recommend improvements to roading policies, strategies, and standards where operational, customer insights, or legislation indicate the need for change.
5. Review and endorse business cases, investment proposals, or funding applications related to roading before referral to the Assets & Infrastructure Committee or Council for approval, where appropriate.
6. Oversee local road safety programmes, traffic management measures, and network resilience initiatives consistent with national and regional requirements.
7. Receive and consider advice and reports from the Transport Asset Management Plan Advisory Forums, which provides detailed elected member input into the AMP process.
8. Engage with key partners and stakeholders, including Waka Kotahi, iwi and hapuu, adjacent councils, and community representatives, to support alignment and coordination across transport systems.
9. Provide feedback to the Assets & Infrastructure Committee on emerging transport issues, risks, or opportunities requiring higher-level governance attention.

The Subcommittee is delegated the following powers to act:

The Roding Subcommittee is delegated authority from the Assets & Infrastructure Committee to:

1. Enquire into and dispose of any objection to a notice issued pursuant to s335(1) of the Local Government Act 1974 requiring payment of a sum of money for the construction of a vehicle crossing by Council (s 335(3) Local Government Act 1974). Should a decision be made to reject the objection and reaffirm the requirements in the notice, to authorise that an application be made to the District Court (s 335(4) Local Government Act 1974) for an order confirming the notice.
2. Approve changes to local traffic control measures, road classifications, or parking restrictions that fall outside of Council's Traffic Bylaw and policy framework.
3. Approve road naming, private road approvals, and temporary road closures for events or works, in line with Council policy, and where this has not already been delegated to staff or community groups.
4. Hearing any written objections on a proposal to stop any road and to recommend to Assets & Infrastructure Committee its decision in relation to such objections, with formalised feedback loops involving community boards and ward councillors.
5. Recommend to the Assets & Infrastructure Committee or Council any strategic changes to roading policy, levels of service, or investment priorities.
6. Receive performance reports on transport activity delivery and escalate significant risks or variances to the Assets & Infrastructure Committee.
7. Establish advisory groups to address specific technical or local issues, with no decision-making authority.
8. Approval of any proposal to stop any road.
9. Consider and approve subsidies for the installation of stock underpasses in extraordinary circumstances in accordance with Council policy and bylaws.

10. Approval of traffic regulatory measures defined as"

- a) Weight restrictions on bridges (posting of bridges),
- b) Speed restrictions.

Regulatory Subcommittee

Reports to:	Policy & Regulatory Committee
Chairperson:	Cr P Thomson
Deputy Chairperson:	Cr Beavis
Membership:	Cr Eyre Cr Whyte Cr Rodrigues
Meeting frequency:	As and when required
Quorum:	A panel of three to be appointed in the first instance allowing for a quorum of two once the hearing has commenced

Purpose

1. To conduct fair and effective hearings and make determinations on Council's regulatory functions under legislation and other matters as referred to the Regulatory Subcommittee (the Subcommittee).
2. To recommend to Council or relevant Council committee any matters that it considers necessary to enable the effective management of Council's regulatory functions.

Terms of Reference:

1. Hear and determine any statutory or regulatory hearings under relevant legislation unless otherwise delegated or retained by Council, including (but without limitation):
 - a. objections under the Dog Control Act 1996;
 - b. matters under the Resource Management Act 1991, and related legislation;
 - c. matters under the Impounding Act 1955;
 - d. matters regarding drainage and works on private land under the Local Government Act 1974 and Local Government Act 2002;
 - e. matters under the Gambling Act 2003, Health Act 1956 and Litter Act 1979;
 - f. matters regarding residential pools under the Building Act 2004.
2. Hear and determine other matters that require hearings or submissions, as referred by Council or other committees.
3. To convene working groups and carry out the Terms of Reference (TOR) approved and referred by Council or other committees.

The Subcommittee is delegated the following powers to act:

1. Conduct statutory hearings on regulatory matters and undertake and make decisions on those hearings that fall within the Subcommittee's TOR.

2. Appoint additional members, including external members, for hearings where expert advice is required.
3. Establish and amend hearings protocols relating to the general conduct of hearings and hearing-related matters in accordance with the applicable legislation and the principles of administrative law and natural justice.
4. Approval of activities and expenses relating to working groups consistent with the TOR and approved working group budget.

Explanatory note:

1. The Subcommittee may request expert advice through the chief executive when necessary.
2. The general manager, Customer Services, in consultation with the chairperson of the Subcommittee, are delegated the power to determine:
 - a. the composition of any hearings panel to be convened under the Subcommittee's TOR; and
 - b. the appointment of any independent hearings commissioner within the panel of commissioners approved by Council, to hear and determine any matter under the Resource Management Act 1991 (and related legislation). An independent commissioner can be appointed to act in his/her sole capacity, or together with appointed councillors who hold the appropriate accreditation.
3. Decisions of a hearings panel shall be made by consensus although, if necessary, the majority decision prevails.

Development Agreements Committee

Reports to:	Council
Chairperson:	External appointee - Mr Peter Stubbs
Deputy Chairperson:	Cr Coombes
Membership:	Deputy Mayor, Cr Patterson Cr P Thomson Cr Raumati Cr Keir His Worship the Mayor, Mr Aksel Bech (<i>ex officio</i>) One independent member (to be appointed)
Meeting frequency:	Quarterly
Quorum:	Half of the members (including vacancies).

Purpose

To assist the chief executive and officers in making timely decisions on any matters relating to development agreements.

The Development Agreements Committee (the Committee) is delegated the following powers to act:

1. To make decisions in relation to any direction sought by the chief executive and/or officers in relation to any matters relating to:
 - a) Development agreements; and
 - b) Any objections or other proceedings relating to Council's Development Contributions Policy.

NOTE: The authority under paragraphs 1 a) and b) includes the power to direct the chief executive, or his delegate or officers to engage any expert or legal counsel.

2. To determine an approach for objection or other proceedings on Council's Development Contributions Policy.
3. To authorise the chief executive, or his delegate, together with any other member of the executive leadership team, to negotiate and approve, within any parameters given by the Committee, the content of any development agreement where infrastructure budgets are allowed for in the long term plan.
4. To recommend to Council any development agreement where infrastructure budgets are not currently allowed for in the long term plan.
5. To hold a spatial reporting workshop every six months with Council to provide members with visibility and enable discussion on emerging trends and priorities.

Creative Communities Scheme Assessment Committee

Reports to:	Creative New Zealand and Council's Community Voice & Choice Committee
Chairperson:	Cr Turner
Deputy Chairperson:	N/A
Membership:	One elected member (Cr Turner) One iwi representative (Vacancy) One Raglan Arts Council representative (Mr Stuart Sheppard) Three community representatives (Ms Fiona Anderson, Ms Dionne Christian, Mr Mark Vincent)
Meeting frequency:	As and when required, at least twice yearly
Quorum:	Three (including vacancies)

Purpose and Terms of Reference:

1. To administer the Creative New Zealand Creative Communities Scheme (the Scheme) in partnership with Creative New Zealand.
2. To consider applications and allocate funding in accordance with the Creative New Zealand Creative Communities Scheme Guidelines (the Guidelines).
3. The Creative Communities Scheme Assessment Committee's (the Committee) chairperson will provide a report to update Council's Community Voice & Choice Committee after each Committee meeting.

The Committee is delegated the following powers to act:

1. Approval of funding applications to the Scheme.
2. Appoint community representatives to the Committee.

Explanatory note:

1. Appointments to the Committee are made as follows:
 - a. Immediately following each local authority triennial election, Council will appoint two elected members. The Guidelines states that the limitation on the terms served by Committee members does not apply to Council's appointed elected members.
 - b. The iwi representative shall continue on the Committee following the local authority triennial elections, provided they serve no longer than two consecutive terms. New iwi representatives are appointed by Waikato-Tainui.

- c. The Arts Council representative shall continue on the Committee following the local authority triennial elections. The Guidelines state that the limitation on the terms served by Committee members does not apply to the Art Council's appointed members. New Arts Council representatives are appointed by the Raglan Community Arts Council.
 - d. Community representatives shall continue on the Committee following the local authority triennial elections, provided they serve no longer than two consecutive terms. New community representatives are appointed by the Committee.
2. External appointees to the Committee will be entitled to remuneration for attendance at meetings in accordance with the terms agreed between Council and Creative New Zealand.

Waters Governance Board

Reports to:	Council
Chairperson:	External appointee - Mr David Wright
Membership:	Ms Wendy Edwards Mr Gavin Ion (Chief Executive's Delegate) Ms Parekawhia McLean
Meeting frequency:	Monthly
Quorum:	The majority of the members

The Waters Governance Board (the Board) is a subordinate decision-making body of the Waikato District Council established under sch 7 of the Local Government Act 2002.

Purpose and Terms of Reference:

1. To provide governance and oversight of the development and implementation of Council's contract with Watercare Services Limited ('Watercare').
2. To ensure the activity goals are clearly established and strategies are in place for achieving them.
3. To establish policies for strengthening the performance of the water activity including ensuring management and the contractor are proactively seeking to build the business through innovation, initiative, technology, new products, and the development of its business capital.
4. To monitor the performance of management through the chief executive.
5. To ensure high standards of health and safety are maintained by management and Watercare and undertaking appropriate due diligence.
6. To decide on whatever steps are necessary to protect Council's financial position and its ability to meet its debts and other obligations when they fall due and ensure that such steps are taken.
7. To ensure the water activity's financial statements are true and fair and otherwise conform to law.
8. To ensure water activity adheres to high standards of ethics and corporate behaviour.
9. To ensure the water activity has appropriate risk management/regulatory compliance policies in place.
10. To look to improve environmental outcomes from this activity including considering the impact of actions on Te Ture Whaimana o Te Awa o Waikato and other receiving environments (such as Whaaingaaroa moana).
11. To consider kaitiakitanga as part of decision-making.
12. To monitor and ensure Watercare are meeting their obligations.
13. To report to Council twice yearly on progress with waters' management.

14. To provide innovation and ideas that could improve affordability, service levels and/or environmental outcomes.
15. To hold Watercare accountable for the delivery of the operational and capital programmes except projects transferred to IAWAI Flowing Waters to manage.
16. To work with Council to agree the overall funding requirements of the business.
17. To undertake any other matters considered relevant by the Board or referred to the Board by Council.

The Board is delegated the following powers to act:

1. Ensure Te Ture Whaimana o Te Awa o Waikato and water quality impacts on any receiving environment (such as Whaaingaaroa moana) are included in reports and factored into decision making.
2. Agree the form of the transactional arrangement with Watercare.
3. Negotiate with Watercare and recommend to Council the final, or any amended, contract value for waters management excluding any projects transferred to IAWAI Flowing Waters to manage.
4. Conclude the contract (after Council approval of contract value) and terms and conditions, including any amendments, with Watercare.
5. Ensure that transitional contract requirements are met by Watercare and Council.
6. Hold Watercare accountable for their performance at all levels.
7. Monitor and oversee the performance of staff and Watercare in terms of the water activity.
8. Consider and ensure improvements or innovations are implemented by Watercare or through the chief executive, as appropriate.
9. Approve changes to the operation of the contract with Watercare.
10. Develop strategies to improve contractual performance or to improve business practices.
11. Recommend to Council infrastructure strategy and asset management plans for adoption, excluding any projects transferred to IAWAI Flowing Waters to manage.
12. Develop an annual works programme (operating and capital) and submit to Council for final approval, excluding any projects transferred to IAWAI Flowing Waters to manage.
13. Approve alterations and transfers within the programme of capital and operational works as prepared for the long term plan and annual plan, subject to the overall scope of the programme remaining unchanged and the programme remaining within overall budget. This delegation excludes any projects transferred to IAWAI Flowing Waters to manage.
14. Set and ensure Watercare's adherence to health and safety requirements, and wellbeing practices.
15. Set and maintain standards of ethics and corporate behaviour.
16. Consider development opportunities for the waters' business.
17. Define and set levels of service for waters' management now and in the future.

18. Responsible for the financial performance of the contract and operation, excluding any projects transferred to IAWAI Flowing Waters to manage.
19. Approve and/or amend existing or new contracts relating to the delivery of three waters' services and operation unless additional funding by Council is required, or the approval or amendment is inconsistent with Council policy.
20. Recommend to Council any new or additional funding requirements over and above that contained within the long term plan.
21. Develop plans to improve the overall resilience of the waters' networks and allow for growth.
22. Consider the impact of growth on the waters' infrastructure.
23. Implement and monitor the risk management framework for the waters' management and activity.
24. Approve the annual and half yearly financial statements for the waters' operation and provide any relevant commentary to Council.
25. Annually review the Board composition, structure and succession and make recommendations to Council on these matters.
26. Ensure the waters' business delivered by Watercare provides value for the community in terms of the four wellbeings.
27. Determine the approach for resource consent applications for the waters' business and monitor progress of those applications on behalf of Council.
28. Review and monitor existing strategic resource consents.
29. Ensure that Kaitiakitanga, Te Ture Whaimana o Te Awa o Waikato, and environmental outcomes are key decision-making considerations for the Board.
30. Uphold the vision and strategy of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

It is noted that the Board does not have delegated authority in respect of projects transferred to IAWAI Flowing Waters to manage.

Rural Economic Advisory Panel

Reports to:	Community Voice & Choice Committee
Chairperson:	Cr Eyre
Deputy Chair:	Cr Coombes
Membership:	Cr P Thomson Cr Dixon-Harris
Meeting frequency:	Three Monthly (maximum of four per year)
Quorum:	Half the members appointed for the meeting.

Introduction

The terms of reference for the Rural Economic Advisory Panel (the Panel) set out the purpose, role and protocols of the Panel for the 2025-2028 term of Council, with a scheduled review at the half-triennium (approximately 18-months) to ensure continued relevance and effectiveness.

Purpose

As one of Council's engagement mechanisms with the rural economic sector and rural communities in the Waikato district, the Panel provides advice, a sounding board and rural voice to Council to support good decision-making and outcomes. It is also a mechanism for Council to share information to keep our rural stakeholders informed of Council matters, district opportunities and decisions. This includes engagement with:

1. Council policies, plans and strategies relevant to rural issues.
2. Regional and strategic matters relevant to rural issues.
3. Any matter of particular interest or concern to rural communities.
4. Lobbying Government or other key stakeholders (as aligned with Council).
5. The relationship with Waikato Regional Council and other key stakeholders.
6. Appropriate sharing of information and messages important to the rural sector.
7. Mana whenua to ensure relevant outcomes are progressed on rural issues.

Outcomes

1. The Panel will contribute to a collaborative two-way relationship with Council. Its advice will contribute to ensuring economic and wellbeing of the district's rural communities is considered in Council policy decisions, planning, service delivery, and advocacy/partnering with others role. This will improve the outcomes of the rural sector in the Waikato district. The Panel will provide advice through feedback to Council.

Work programme

1. The Panel will develop an annual programme of topics and activities based off the Community Voice & Choice Committees and their own priorities for the year. Meeting agendas should be focused and aligned with Council's vision and strategic guiding documents and the long term plan.

Selection process

The mayor appoints Panel members in consultation with the chair of the Panel and Council staff.

Forum members are selected based on their:

1. Association with a rural sector group, organisation, and or a Waikato district primary sector producer,
2. Ability to provide expert advice on rural issues, and/or
3. Understanding of the Waikato rural sector.

Membership

1. The Panel will have up to 21 members.
2. The Panel may have up to five elected members to act as conduits to Council and Council's relevant committees, and relevant community boards and ward committees.
3. The Panel will have at least two members with lived experience in Te Ao Maaori and knowledge of the contemporary issues facing Maaori communities.
4. The Panel's term ends one month prior to the next local government elections in 2028.
5. The membership of a Panel member will cease if one or more of the disqualifying matters set out in the code of conduct applies to the Panel member.
6. If a member attends less than half of the Panel meetings, breaches the codes of conduct or otherwise underperforms in their duty as a member, the chair must first raise the issues directly with the member and try to resolve them by mutual agreement. If under-performance continues the chair can recommend to the mayor that the member be removed from the Panel.
7. Membership will include mandated representatives from relevant mana whenua and the numerous economic rural sectors of the Waikato district.

Meeting protocols

1. The Panel does not have any decision-making power. Its role is to advise Council and Council staff on regional and strategic matters.
2. The mayor appoints the chair, who is a councillor. The role of chair is to lead Panel meetings. The chair is also the spokesperson for the Panel when external organisations, including Government or the media, seek the views of the Panel.
3. The Panel may invite presentations from external organisations and individuals to their meetings if the topics are relevant to the Panel's annual programme of topics and activities. The chair must approve such external presentations, in consultation with the lead support staff member.
4. It is the responsibility of each Panel member to report key discussion points and decisions from each meeting back to their respective organisations. To assist with this, most reports will have a presentation attached to the agenda or the minutes.
5. Resolutions in each meeting should clearly be shown in meeting minutes.

Stakeholder forums

1. Stakeholder forums may also be held within an approved budget one to two times per year on topics of wider rural or environmental interest. These would be agreed through the work programme and would aim to better inform Council of broad stakeholder views on topics of key concern to rural communities.

Submissions

1. The Panel cannot make formal submissions on Council strategies, policies and plans, for example, the annual plan. However, the Panel may be asked by Council for informal feedback during a consultation process.
2. In its advisory role to Council, the Panel may have input into submissions made by Council to external organisations, but does not make independent submissions, except as agreed with Council.
3. This does not prevent individual members from making submissions outside their role as Panel members.

Engagement with the governing body

1. The Panel will forward any issues important to rural communities to appropriate Council committees via the mayor.

Panel resourcing

1. Council sets an annual budget to support the Panel.
2. Council will reimburse all members for travel costs to attend Panel meetings, in line with Council's Expense Reimbursement Policy.

Staff support

The Panel is supported by Council staff so as to:

1. Co-ordinate development of the Panel's work programme.
2. Negotiate and broker the work programmes between the Panel and Council.
3. Update the Panel's agendas and write necessary reports for Panel meetings.
4. Follow up on meeting actions and resolutions.
5. Act as a conduit with relevant parts of Council for the Panel.
6. Attend pre-meeting briefings with the chair.
7. Highlights potential risks and issues.
8. Supports chair in meetings to provide advice, as appropriate.
9. Ensure guidance and advice from the Panel is clearly captured.
10. Ensure appropriate processes and policies are in place for the Panel.
11. Co-ordinate progress reports on the Panel's work programme with relevant Council committees.

1. Prepares meeting agendas and schedules of meetings.
2. Arranges Panel meetings and workshops.
3. Takes meeting minutes and publishes them online in a timely manner. Including keeping an actions register.
4. Acts as a first point of contact for Panel issues and refers enquiries or information to relevant Council staff.

Review

The form and function of the Panel may be reviewed at the half-triennium point (approximately 18-months) or at another time as determined by Council.



**Community Boards,
Community Committees
and Ward Councillor
Delegations.**

Introduction

This section of the governance structure sets out the terms of reference (TOR) and delegations for the following community boards and community committees (partially supported by Council), along with the additional delegation to ward councillors in conjunction with smaller representative groups of the community:

- Huntly Community Board
 - Ngaaruawaahia Community Board
 - Raglan Community Board
 - Rural-Port Waikato Community Board
 - Taupiri Community Board
 - Tuakau Community Board
-
- Meremere Community Committee
 - Pōkeno Community Committee
 - Tamahere Community Committee
 - Te Kauwhata Community Committee.

This section also outlines the principles of the relationship between Council and a community board or community committee, and that board or committee and the public.

Community boards are separately constituted as unincorporated bodies and their role is set out under s 52 of the Local Government Act 2002 (LGA). Community boards may have powers delegated to them by Council in accordance with sch 7, cl 32 of the LGA.³

Council provides additional support to four community committees (listed above), which are established by, and represent, their relevant local community. Community committees do not have any legislated role or powers, though may be delegated powers by Council in accordance with sch 7, cl 32 of the LGA.

Delegations to a community board or community committee shall be exercised with proper regard for Council's strategic direction, policies, plans, standing orders, and Council's interpretation of its statutory obligations (as advised by, or on behalf of, Council staff). Such delegations are based on the following principles:

1. Efficient decision-making should be paramount.
2. Conflicts of interest must be avoided where possible and risks of such conflicts minimised.
3. To ensure processes are free from bias and pre-determination, community boards and community committees must not adjudicate issues on which they have advocated or wish to advocate to Council.

³ Including, but without limitation refer to s 53(3) and sch 7, cl 32(1) of the LGA.

4. Community boards and community committees should proactively and constructively engage with residents and ratepayers on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

1. Do not delegate any function, duty or power which legislation (for example s 53(3), and sch 7, cl 32(1) of the LGA) prohibits from being delegated.
2. Are subject to and do not affect any delegation which Council has already made or subsequently makes to any other committee, Council officer or other member of staff.
3. Are subject to any other legislative requirements that may apply to a particular delegation.
4. Are subject to any Council or Council committee resolution, from time to time, to a community board or community committee that a particular issue must be referred to Council for decision.
5. Reflect that decisions with significant implications should be made by Council (or a Council committee with delegated authority).
6. Reflect that all statutory and legal requirements must be met when a community board or community committee makes a decision under its delegations.

Community board TOR

It is noted that the community board TOR are being reviewed at present and are likely to be revised again in early 2027. In the interim these TOR apply to all community boards in the Waikato district.

Pursuant to sch 7, cl 32 of the LGA, and recognising the role of community boards as defined in s 52 of the LGA, Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaaruawaahia, Tuakau, Raglan, Rural-Port Waikato, and Taupiri community boards as follows:

1. To liaise as necessary with any appointed hall committee to ensure that appropriate hire rates and charges are set for Council-owned halls and community centres within their community board area.
2. To engage with the community and local iwi to gain a holistic understanding of local needs, priorities, and opportunities, ensuring that decision-making reflects diverse perspectives and supports inclusive outcomes.
3. To consider applications for, and to distribute Discretionary Fund grants within their community board area in a fair and equitable fashion, including delegating funding decisions to the ward councillor where appropriate. The community board may also work collaboratively with local groups, such as hall committees, to support the distribution of additional funding aligned with community needs and priorities.

Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community boards is hereby expressly prohibited except the power to appoint subcommittees of management to administer Council-owned halls and community centres within their community board area.

Purpose

The _____ Community Board (the Community Board) is set up by the Waikato District Council (Council) to assist Council in dealing with local issues in the community of ____.⁴

Roles and delegations

1. Council's roles are:
 - a. To give effect to local identity and preferences.
 - b. To make the local authority more responsive to the community's preferences and more accountable for their actions.
 - c. To increase efficiency.
2. The community board's role is to express the community's views on local issues and to enable democratic decision making, by and on behalf of, communities within the local board area and to better enable the purpose of local government to be given effect to.
3. To achieve this, in accordance with the LGA, the community board shall:
 - a. Represent and act as an advocate for the interests of its community.
 - b. Consider and report on all matters referred to it by Council or any matter of interest or concern to the community board.
 - c. Maintain an overview of services provided by Council within the community of _____.
 - d. Prepare an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
 - e. Communicate with community organisations and special interest groups within the community of _____.
 - f. Disburse within the community of _____ the discretionary funds allocated by Council as part of its annual plan or long term plan budget.
 - g. Undertake any other function and duties as may be delegated from time to time to the community board by Council.
4. Pursuant to sch 7, cl 32 of the LGA, and recognising the role of community boards as defined in s 32 of the LGA, the Waikato District Council delegates responsibilities, duties and powers to the Huntly, Ngaaruawaahia, Tuakau, Raglan, and Taupiri community boards as follows:

⁴ Once each community board has been inaugurated and finalised its structure, individual board names will be added to the template and each board will receive an individualised Terms of Reference.

- a. To exercise delegated authority for road naming within their community board area. Council officers will present road naming reports directly to the community board, including names proposed by the applicant/developer and relevant background information. The board will review the options, undertake any further engagement with residents, mana whenua and other stakeholders when appropriate, and select a preferred name. The decision made by the community board shall be final and not subject to further approval by a Council committee.
5. To provide feedback on proposed leases within their community board area. This includes opportunities for consultation with elected members and the community. Where public notification is required, the community board may participate in hearings for non-conforming leases, depending on the nature of feedback received.
6. It is noted that further delegations or changes could be made within this triennium.

Membership of community board

1. The membership of the community board shall be as determined by the review of boundaries and membership procedure as set out in the LGA (representation review which is to be carried out every six years, and as confirmed at each local government triennial election).
2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community board area shall be community board members either by election or appointment. (Please note that the Local Government Commission determination does not permit both elected general ward councillors from the Tuakau-Pōkeno General Ward, Newcastle-Ngaaruawaahia General Ward to be appointed to the Ngaaruawaahia, Taupiri and Tuakau community boards).
3. The role of the appointed councillor shall be the liaison link between Council and the community board.

Chairperson

1. The community board shall appoint a chairperson from within its membership.
2. The community board shall appoint a deputy chairperson from within its membership.

Remuneration

1. Remuneration to individual members shall be determined by the Remuneration Authority in consultation with Council and community boards from time to time.
2. Community board members must comply with current Council policies and procedures for submitting claim forms.

Meeting procedures

1. A quorum is half the members appointed including vacancies.
2. The community board shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
3. At each community board meeting 30 minutes should be set aside for public forum as per standing orders.

4. All councillors are entitled to attend community board meetings and are granted speaking rights on agenda items and general matters. Aside from those formally appointed as members of the board, attending councillors do not hold voting rights.
5. Council is required to provide governance support at each formal meeting (noting this excludes out of cycle workshops and engagement events).

Communication

1. The objective is to retain quality relationships between Council and the community board, and the community board and the public.

Responsibilities of ward councillors and staff

Council, through the ward councillor(s) and staff, will ensure that:

1. The community board is provided the opportunity to provide feedback or suggestions for works or projects to be included in the following year's draft annual plan and/or draft long term plan (whichever is applicable).
2. The community board is provided the opportunity to participate in workshops and decision-making meetings when drafting annual plan or draft long term plan:
 - a. All workshop material and committee reports relating to annual plan or long term plan will be made available via Council's website.
3. Community board members will be presented with a report on an annual basis detailing the forward programme of works within their area.
4. The community board will be provided the opportunity to participate in workshops and decision-making meetings for policy issues initiated by Council that have an effect on the community board area.
5. The community board will be given the opportunity to provide feedback on road stopping, leases and licenses.

Responsibilities of community board members

1. Community board members will contact the ward councillor(s), chief executive, senior leadership representative, or democracy advisor prior to the community board meeting if sufficient detail is not available on the agenda to make the correct or appropriate decision.
2. Community board members will undertake or recommend to Council the promotion of local cultural, sporting and enterprise initiatives or community events.
3. Community board members will ensure that Discretionary Fund grants are distributed in a fair and equitable manner, within the agreed Discretionary Fund Guidelines.
4. Community boards will appoint a funding representative to:
 - a. receive applications from the community and ensure the required information is included for the board to make an informed decision;
 - b. liaise with applicants and advise of the meeting date, time and venue that their application will be considered;

- c. advise the applicants of the decision of the board following the meeting, i.e. declined, partially funded or fully funded;
 - d. obtain the appropriate invoices and proof of bank account for applicants for forwarding to the democracy team for processing; and
 - e. follow up with applicants once the funding has been sent to provide an accountability report to the board.
- 5. Community board members have a responsibility to be active members of the community board, adhering to relevant Council policies and procedures in the discharge of their duties.
 - 6. Community boards members are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.
 - 7. Community board members will take part in any training or workshop sessions arranged by Council to promote a greater understanding of their role on behalf of the community, to enhance performance.

Responsibilities of Council

- 1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community boards in discussing issues of mutual interest and clarification will be given on future Council direction.
- 2. Council may accept representation from the community board at its ordinary meetings on issues of significance contained within the community board minutes.
- 3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community board.

Community committee terms of reference

It is noted that the community committee terms of reference (TOR) are being reviewed at present and are likely to be revised again, as part of the representation review, in early 2027. In the interim these TOR apply to the four community committees listed on page 51.

Election and election process

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.
4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.

Purpose

The _____ Community Committee (the Community Committee) is set up by the Waikato District Council (Council) to deal with local issues on behalf of Council in the township and surrounds of _____.

Roles and delegations

The community committee's role shall be as follows:

1. Represent and act as an advocate for the interests of its community.
2. The consideration of and reporting on all matters referred by Council or any matter of interest or concern to the community committee.
3. Maintain an overview of services (e.g., road works, parks, recreational facilities, community activities, and traffic management) provided by Council within the community of _____.
4. The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
5. Communication with community organisations and special interest groups within the community of _____.
6. In the event that the committee that doesn't have specific discretionary funding to allocate, the committee can make an application to Council's Rural Ward Discretionary Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board or other committee that receives discretionary funding.

7. To work with the elected hall committee to ensure the management and administration of halls within the _____ area.
8. Any other function and duties may be delegated from time to time to the community committee by Council.
 - a. Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community committee is hereby expressly prohibited.

Membership of community committee

1. The membership of the community committee shall consist of not fewer than three and no more than 12 elected members plus appointed member(s) from Council.
2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community committee area shall be community committee members either by election or appointment.
3. The role of the appointed councillor(s) shall be the liaison link between Council and the community committee.
4. Community Committee members (of the four committees stated on page 51) are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.

Chairperson

1. The community committee shall appoint a chairperson from within its membership.
2. The community committee shall appoint a deputy chairperson from within its membership.
3. The community committee shall appoint a secretary from within its membership.
4. For community committees with the delegation of discretionary funding, they will need to appoint a funding representative to work with council staff.

Meeting procedures

1. The community committee shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
2. Any variance to the standing orders can be decided by a simple majority vote of those members present at a meeting.
3. A quorum of members of the committee shall consist of no fewer than five members.
4. The committee will be responsible for completing, and submitting to Council's Democracy team, minutes for each committee meeting in accordance with guidance provided by Council.
5. Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by committee members.
6. All councillors are entitled to attend community committee meetings and are granted

speaking rights on agenda items and general matters. Aside from those formally appointed as members of the committee, attending councillors do not hold voting rights.

Communication

1. The objective is to retain quality relationships between Council and the community committee and the community committee and the public.

Responsibilities of Council

1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community committees in discussing issues of mutual interest and clarification will be given on future Council direction.
2. Council may accept representations from the community committee at its ordinary meetings on issues of significance contained within the community board minutes.
3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community committee.

Winding-up of the committee

1. The committee may be wound up by resolution of Council in consultation with, or as a result of a request from the committee.

Ward Councillor Delegations - Terms of Reference (TOR)

It is noted that community boards and the four community committees only represent specific communities. Council recognises the importance of maintaining strong local representation and community engagement across the district.

To support this, ward councillor delegations are established as a governance mechanism that enables ward councillors to work collaboratively with local groups, marae and residents, to advocate for community needs, make decisions on local matters and strengthen participatory democracy.

These delegations provide a flexible and responsive structure to ensure that communities without formal boards still have meaningful input into Council processes and decisions.

Purpose

Ward councillor delegations are established to provide a local governance mechanism in areas where no community board or Council supported community committee (as per list on page 54) exists. Their purpose is to:

1. Collaborate with community groups, including hall committees, to reflect local priorities and strengthen community-led initiatives.
2. Represent and advocate for the interests of their communities.
3. Support community engagement and participatory democracy.
4. Make decisions on local matters such as discretionary funding, road naming and leases unless prior delegation sits with the Council's Assets & Infrastructure Committee.

Decision-Making

Decisions made under ward councillor delegations must be and include agreement from:

1. The general ward councillor(s) for the relevant ward.
2. The relevant Maaori ward councillor (Tai Raro Takiwaa or Tai Runga Takiwaa).

Where a majority agreement cannot be reached, the matter must be referred to Council for determination.

Role, scope and delegations

Ward councillors may be delegated responsibilities, duties and powers by Council, subject to legislative constraints and Council resolutions. These delegations will reflect the following principles:

1. Decisions must comply with all relevant legislation (e.g. sch7, cl 32 of the LGA).
2. Delegations do not override existing Council or staff delegations.
3. Significant decisions with district-wide implications will remain with Council.
4. All statutory and legal requirements must be met when exercising delegated authority.

Subject to Council approval and the establishment of appropriate frameworks, ward councillors may be delegated authority to:

1. Make decisions on road naming within their ward.
2. Make decision on proposed leases, that do not exceed 15-years.

3. Liaise with hall committees to set hire rates and charges for Council-owned halls and community centres.
4. Collaborate with community organisations and special interest groups to support inclusive and representative engagement.

Governance principles

1. Ward councillors operate as part of Council's broader commitment to participatory democracy.
2. This structure and delegation will be reviewed as part of the 18-month governance structure review.
3. Any changes to delegations or scope will be subject to Council resolution.

Responsibilities of ward councillor and staff

Council and staff will ensure that ward councillors are supported in their governance role and community engagement responsibilities. This includes:

1. To exercise delegated authority for road naming within the ward where a mandated and Council recognised community board/committee does not exist. Council officers will present road naming reports directly to the ward councillors, including proposed names and relevant background information. The ward councillors will review the options, undertake any further engagement with residents, mana whenua and other stakeholders when appropriate, and select a preferred name.
 - a. The decision made by the ward councillors must be unanimous and shall be final and not subject to further approval by a Council committee.
 - b. Where a unanimous agreement cannot be reached, the matter must be referred to Council for determination.
2. To make decisions on proposed community leases within their ward area. This includes opportunities for consultation with elected members and the community. Where public notification is required, the ward councillors may participate in hearings for non-conforming leases, depending on the nature of the feedback received.
 - a. The decision made by the ward councillors must be unanimous and shall be final and not subject to further approval by a Council committee.
 - b. Where a unanimous agreement cannot be reached, the matter must be referred to Council for determination.



Joint Committees

Waikato Raupatu River Trust and Waikato District Council Joint Management Agreement

Reports to:	Council
Chairperson:	His Worship the Mayor Aksel Bech and Mr Tukoroirangi Morgan
Membership:	<i>Council Representatives:</i> Cr Turner Cr Dixon-Harris Cr L Thomson <i>Trust Representatives:</i> Huirama Matatahi Jeff Green Donald Turner
Meeting frequency:	To meet at least twice each calendar year
Quorum:	Four members (being two Council representatives; two Trust representatives)

Introduction

The Waikato Raupatu River Trust and Waikato District Council Joint Management Agreement (the Joint Committee) provides the framework for Waikato-Tainui, as trustee of the Waikato Raupatu River Trust, and the Waikato District Council (Council) to work together to give effect to the Waikato River Settlement. The parties are committed to:

- the restoration and protection of the health and wellbeing of the Waikato River for future generations;
- establishing and maintaining a positive, co-operative and enduring relationship consistent with the guiding principles and the principles of engagement; and
- work co-operatively on matters of common interest to both parties.

The Joint Committee has delegated responsibility for:

- Implementation of the processes detailed in the schedules to the Joint Management Agreement (JMA).
- Overseeing the development of an effective and collaborative working relationship at governance, management and operational levels of both organisations.

Purpose

1. The Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 (River Settlement Act) requires Waikato-Tainui and Council to work together in carrying out the duties, functions and the exercising of powers in respect of the Resource Management Act 1991 (RMA).
2. The purpose of the terms of reference (TOR) is to provide the framework for Waikato-Tainui and Council to work together to give effect to the River Settlement Act and to develop a tangible, enduring and beneficial relationship.

3. The TOR covers the following key aspects in relation to the River Settlement Act and the JMA:
4. The completion of the JMA.
5. The implementation of the processes detailed in the schedules to the JMA.
6. The development of an effective and collaborative working relationship at governance, management and operational levels of each organisation.

Waikato-Tainui and Council may, in future, consider and determine whether it is appropriate that the TOR and the JMA are integrated into a single document.

The relationship

1. Both Waikato-Tainui and Council have over many years had an informal relationship at both governance and management levels. This relationship to some extent has not been fully expressed and is often limited to the formalities of the existing statutory frameworks.
2. The opportunities within the River Settlement Act have now provided a unique opportunity upon which an enduring and tangible relationship can be built beyond just the statutory frameworks alone.
3. In carrying out the duties and functions covered by the TOR, the Joint Committee shall do so in accordance with the principles set out in s 44 of the River Settlement Act, which are to:
 - a. Promote the overarching purpose of the settlement to restore and protect the health and wellbeing of the Waikato River for future generations;
 - b. Respect the mana whakahaere rights and responsibilities of Waikato-Tainui;
 - c. Promote the principle of co-management;
 - d. Reflect a shared commitment to:
 - i. Work together in good faith and in a spirit of co-operation
 - ii. Being open, honest and transparent in all communications
 - iii. Using their best endeavours to ensure that the purpose of the JMA is achieved in an enduring manner;
 - e. Recognise that the JMA operates within statutory frameworks and that complying with those frameworks, meeting statutory timeframes and minimising delays are important.

The Joint Committee will work co-operatively to ensure that all the requirements of the River Settlement Act are met, including finalisation of the schedules to the agreement.

Application to the duties, functions and the exercising of powers in the RMA

1. The TOR shall apply to the processes associated with the following activities, the details of which are set out in the schedules to the JMA:
 - a. Monitoring and enforcement (s 45).
 - b. Preparation, review, change, or variation of RMA 1991 planning document (s 46).
 - c. Resource consent process (s 47).

- d. processes relating to customary activities (s 62).

The TOR will also extend to cover other duties, functions or powers pursuant to s 52 of the River Settlement Act, as set out in the JMA.

Membership of the Joint Committee

1. The Joint Committee will include:
 - a. Four members from Waikato-Tainui, one of which must be the chair of Te Arataura or delegate.
 - b. Four members from Waikato District Council, one of which must be the mayor or delegate.
2. The members of the Joint Committee will be nominated following the triennial elections for each organisation and will include alternative members.
3. If a member is unable to attend a meeting, an alternative member will attend in their place, to ensure that meetings may still proceed.

Meetings of the Joint Committee

1. The Joint Committee must meet a minimum of twice per year.
2. The Joint Committee may call additional meetings as often as is considered necessary, following consultation and agreement from both chairs. The purpose of these meetings may be to receive updates on projects, to discuss a specific issue or for other purposes as agreed by the chairs.
3. The venue for meetings shall alternate between the offices of Council and Waikato-Tainui. Council shall provide the necessary support services for the meeting, including a minute secretary.
4. Meeting dates and venues will be organised and set by the appropriate staff of Waikato-Tainui or Council once confirmation and agreement on a date has been received by all members of the Joint Committee.
5. Council must give notice in writing, via email, to each member of the Joint Committee of the time and location of the meeting:
 - a. Not less than 14 days before the meeting; or
 - b. If the Joint Committee has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.
6. An agenda detailing the matters to be brought before each meeting, together with relevant attachments must be sent to each member at least two full working days before the day appointed for the meeting.

Procedure for all meetings

1. The meetings shall be co-chaired by a Waikato-Tainui nominated representative or delegate and the mayor or delegate of Council or the appointed deputy co-chairs.
2. In the event that the Waikato-Tainui nominated representative or delegate and the mayor or delegate of Council and the appointed deputy co-chairs are unable to attend the meeting, members of the Joint Committee who are present will elect one of their members to preside at that meeting. That person may exercise at that meeting the responsibilities, duties and powers of the Waikato-Tainui representative or the mayor

of Council.

3. Meetings of the Joint Committee shall be open to the public to attend. There shall be no mandatory requirement for either Waikato-Tainui or Council to notify meetings, however, the minutes of the meetings will be made available for public inspection on Council's website.
4. Where there are matters of confidence, then the Joint Committee may resolve to exclude the public from such matters in accordance with the Local Government (Official Information) and Meetings Act 1987. The decision of what constitutes a matter to be discussed in confidence shall be proposed by the co-chairs.

Minutes of meetings

1. Council is responsible for keeping minutes of Joint Committee meetings held.

Process for reaching decisions

1. The process for reaching decisions will be in accordance with the principles set out in s 44 of the River Settlement Act and:
 - a. Will be carried out with the highest level of good faith engagement; and
 - b. By consensus.
2. Members are to always endeavour to reach a consensus on the matters to be discussed and decided on by the Joint Committee. Members are bound by each recommendation/decision and will not take any steps to undermine a consensus recommendation/decision. Where a decision cannot be reached, the chairs may direct one or more of the following actions to aid in decision making:
 - a. Nominated staff from each organisation to prepare a joint report on the issue with options and recommendations for consideration by the Joint Committee;
 - b. A workshop to be arranged to enable further discussion on the matter. Attendance at the workshop to be agreed by the Joint Committee and may include Joint Committee members, nominated staff and if required subject matter experts; and
 - c. The issue to be referred back to respective Waikato-Tainui executive and Council elected members for further discussion and direction.
3. Following the completion of one or more of these options, the matter will be placed on the agenda for the next Joint Committee meeting for further consideration at the direction and agreement of the co-chairs.
4. The Joint Committee may also agree to reserve their decision on an issue until a future date and take no action in the interim.

Establishment of project teams

1. The Joint Committee may appoint project teams to give effect to the processes identified and set out in the schedules to the JMA and to complete specific projects required by the Joint Committee.
2. The project teams will consist of representatives from Waikato-Tainui and Council. The composition of project teams will be agreed between Waikato-Tainui and Council and will depend on the project. Generally, the project teams will include equal numbers from both organisations, with the relevant skills and knowledge suitable for the specific

project.

3. The frequency of project team meetings, the process to be followed and other administrative matters relating to the project will be determined by the members of the project team. Progress reports will be provided to the Joint Committee at their meetings.

Facilitation of meetings

1. The co-chairs are free to conduct meetings as they see fit. The co-chairs will endeavour to ensure all meetings start and finish on time and that, where possible, all agenda items are covered.
2. The co-chairs should be aware of the range of perspectives across the Joint Committees and are to manage discussion of those differing perspectives in light of the purpose and scope of the TOR.
3. Where necessary the co-chairs may request that independent facilitation of meetings take place if it is in the best interest of the members working together to achieve the purpose of the JMA.

Costs

1. Costs associated with hosting Joint Committee meetings will be the responsibility of the host organisation.
2. Costs that may arise as a result of a project directed by the Joint Committee are to be discussed and agreed by the Joint Committee and will generally be shared equally.
3. Costs that may arise as a result of a decision or recommendation of the Joint Committee must be addressed in the recommendations. As a general principle any decision or recommendation which may result in costs to either or both organisations will be referred back to Waikato-Tainui and Waikato District Council for consideration.

Conflicts of interest

1. Committee members should be aware of possible conflicts of interest in regard to any matters that may be discussed by the Joint Committee.
2. Where a conflict of interest may exist the Joint Committee member should declare the conflict as early as possible. Any member of the Joint Committee who declares a conflict of interest will not participate in the discussion or decision making on that particular issue. For clarity, being a member of Waikato-Tainui or Waikato District Council's respective governing bodies does not give rise to a conflict of interest.
3. Any conflict of interest declared by a member will be recorded in the minutes of the meeting.

Conduct of members

1. Members of the Joint Committee will act at all times in a manner appropriate for the good conduct of the business of the Joint Committee and as per the guiding principles which are set out in the JMA (clause 9, a-o).

Communication

1. All communications on the activities of the Joint Committee are to be approved by the members and signed off by the co-chairs prior to any release.

2. Appropriate staff from each respective organisation shall be charged with ensuring that the above protocol is followed.

Dispute resolution

1. If any dispute should arise in connection with the operation of these TOR, the co-chairs and Joint Committee members will use their best endeavours to settle the dispute by agreement.
2. Members will act in good faith and co-operate with each other to resolve the dispute.
3. Members shall refer to the guiding principles in the JMA (clause 9, a-o) when seeking to settle the dispute and may also use the options set out in section 8 of this TOR to assist them to reach a consensus.

Te Nehenehenui Joint Committee

Terms of Reference/ Nga Tikanga Whakahaere

Membership: Cr Turner
Cr Raumati (Alternate)

1. Te Herenga / Requirement

The Te Nehenehenui Joint Committee (Joint Committee) is required under clauses 22 to 29 of a joint management agreement (JMA), dated 4 December 2023 between Te Nehenehenui, Otorohanga District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, and Waitomo District Council (parties).

This is not a Joint Committee for the purpose of sch 7 of the Local Government Act 2002 (LGA). Schedule 7 of the LGA does not apply to the Joint Committee when exercising its powers set out in the JMA. Refer s 21-24 of the Nga Wai o Maniapoto (Waipa River) Act 2012 and s 139-141 of the Maniapoto Claims Settlement Act 2022.

2. Ngā Haepapa / Responsibilities

The Joint Committee is responsible for keeping the JMA under review to determine whether it is being implemented to the satisfaction of all parties and in accordance with the principles set out in clauses 18 and 19 of the JMA.

3. Ngā Mana / Powers

The Joint Committee has all the powers necessary to carry out its responsibilities described above. The Joint Committee cannot bind the member parties. All non-procedural decisions not authorised by the JMA must be recommended to the governing body of each of the parties for adoption.

4. Te Korama / Quorum

Six, being three members from Te Nehenehenui and three from any Council members.

5. Te Potitanga / Voting

Decisions of the Joint Committee are made by consensus. Members must work together in a positive and constructive manner to effectively discharge the Joint Committee's responsibilities, as set out above.

6. Te Mematanga / Membership

6.1 Nga Mema / members

The Joint Committee has 10 members being:

- a. Five members appointed by Te Nehenehenui
- b. One member appointed by each of the councils.

6.2 Tiatangata mete Tiatangata Tuarua / chair and deputy chair

The Joint Committee is co-chaired. One co-chair and deputy co-chair is appointed by Te Nehenehenui from its five members. The other co-chair and deputy co-chair is appointed from the remaining Joint Committee members by agreement

between them. The five councils must work together constructively to appoint their co-chair and deputy co-chair. The co-chairs chair together or at alternate meetings, at their discretion. The deputy co-chairs act in place of the respective co-chair when either is absent from a meeting.

6.3 Ngā Kairiwhi / alternates

Each of the member parties must appoint at least one alternate member to cover member absences.

7. Ngā Hui o te Tau / Frequency of meetings

As required to meet Joint Committee responsibilities, but no less than once each calendar year.

8. Standing orders/ Whakahau tu

Joint Committee procedure must align with Waikato Regional Council Standing Orders (as current from time to time) (Standing Orders). Where any conflict arises between the Standing Orders, the JMA or these TOR, the JMA and these TOR prevail in that order of priority.

Waikato



District Council

Te Kaunihera aa Takiwaa o Waikato

Toituu Marae Forum

Terms of Reference.

Membership: Cr Turner
Cr Dixon-Harris

1. Introduction

Ko te whakatakinga o te mahi tahi nei, he whakakotahi i te Kaunihera me ngaa marae kia noho ngaatahi, kia koorero ngaatahi moo ngaa take e paa ana ki te mana me te oranga tonutanga o te iwi. The purpose of this collaboration is to unite the Council and marae to work together harmoniously, to discuss issues relating to sovereignty and the sustainable well-being of the people.

1. The Waikato District Council (Council) and 40 marae within the Waikato district commit to a partnership guided by Te Tiriti o Waitangi, associated treaty settlements, Kiingitanga values, and the Local Government Act 2002 (LGA) principles. The Toituu Marae Forum (the Forum) provides a mechanism for collective marae engagement in Council policy, planning, regulatory matters, and development processes.
2. The Kii Tapu (*Sacred Word / Sacred Statement: refers to a binding partnership between marae and council*)
Terms of Reference serves as the visible hononga, the sacred and enduring bond, between the 40 marae of the Waikato district and the Waikato District Council. It affirms a shared commitment to partnership grounded in Te Tiriti o Waitangi, mana whakahaere, and the values of Kiingitanga. It is both a symbolic and practical covenant, expressing the intention of both parties to work together with trust, transparency and aroha for the collective wellbeing of our communities.
3. These terms of reference (TOR) provide the supporting structure for the Kii Tapu, offering greater clarity and operational detail to reinforce the principles and approach agreed through the covenant. Together, the Kii Tapu and this document define the purpose, scope, responsibilities, and mechanisms of the Forum, ensuring that the kaupapa is lived, supported and sustained through action.

2. Context and parties to the Forum

Ko te horopaki o teenei hononga, he whakapapa, he whanaungatanga, hei tiaki i te taiao me ngaa taonga tuku iho. The context of this relationship is embedded in genealogy and kinship, to protect the environment and the treasured taonga (treasures).

1. The Waikato District Council delivers infrastructure, regulatory functions and community development across one of Aotearoa's most diverse districts. Under ss 4, 14 and 77 of the LGA, Council must actively promote Maaori participation in decision-making and give effect to Te Tiriti o Waitangi.
2. The joint management agreement (JMA) between Council and Waikato-Tainui and other iwi underpin its commitments to mana whenua and acknowledge the central role of marae as community anchors and cultural institutions.
3. The 40 marae of the Waikato district hold whakapapa to the Waikato and Waipaa Rivers and all taonga they embrace including coastal areas, maunga, whenua raahui, and whenua Maaori. They uphold mana whakahaere (rights, authority and control) as kaitiaki.

3. Purpose of the Forum

Ko te whaainga matua, he whakakaha, he whakamana i ngaa marae kia whai waahi atu ki ngaa mahi a te Kaunihera i runga i te tika me te pono. The main goal is to strengthen and empower marae to participate in Council activities based on fairness and integrity.

1. The Forum is established to:
 - a) Provide a collective platform for marae to engage meaningfully with Council.
 - b) Enable marae to participate in decision-making that impacts Maaori land, papakaainga, and whenua planning under the Resource Management Act 1991 (RMA)/Natural and Built Environment Act 2023 (NBA).
 - c) Strengthen the governance and strategic capability of marae.
 - d) Advise Council on matters of significance to mana whenua, including:
 - i. Environmental management
 - ii. Papakaainga housing
 - iii. Resource consent processes
 - iv. Cultural impact assessments
 - v. Maaori land development.
 - e) Advance shared priorities in the long term plan and annual plans.

4. Principles of the relationship

Ko ngaa maataapono hei arataki i a taatou mahi ngaatahi, e haangai ana ki Te Tiriti o Waitangi me ngaa uara o te Kiingitanga.

Principles guiding our joint work align with the Treaty of Waitangi and the values of the Kiingitanga.

1. Te Tiriti o Waitangi Principles (as per LGNZ and case law):
 - a) Tino rangatiratanga – Respect for marae authority and mana motuhake.
 - b) Kaawanatanga – Acknowledgement of Council's governance role.
 - c) Ooritetanga – Equitable resourcing and opportunity for Maaori.
 - d) Wairuatanga – Respect for spiritual and cultural dimensions.
 - e) Kaitiakitanga – Commitment to environmental guardianship.
 - f) Whakawhanaungatanga – Building enduring, reciprocal relationships.
2. Kiingitanga principles:
 - a) Manaakitanga, whakaiti, whakapono, kotahitanga, rangimaarie, mahi tahi.
3. JMA principles:
 - a) Acknowledges the establishment of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, that mandates joint planning, consenting, monitoring, and enforcement for the Waikato River and its catchment via a joint committee of council and iwi representatives.
 - b) Recognises statutory obligations under the Maniapoto Claims Settlement Act 2022 and the Ngā Wai o Maniapoto (Waipā River) Act 2012, which require joint

planning, consenting, monitoring, and enforcement for the Waipā River catchment. It mandates Te Nehenehenui and councils to work collaboratively under the RMA in all related functions.

5. Forum structure and representation

Me whai tuuaapapa tootika te roopuu nei e kitea ai te kotahitanga me te rangapuu o ngaa marae puta noa i te takiwaa.

The group should operate transparently so that unity and collaboration among marae throughout the district are evident.

1. Each marae may appoint one representative accountable to their marae.
2. The Forum will appoint a tumuaki (chairperson) and ringa haapai (administrator).
3. A quorum of 50 per cent of marae is required for formal decisions.
4. Decisions affecting collective policy or budgets may be referred back to marae trustees (see Decision-Making Schedule).
5. Forum members are supported to access planning documents, iwi management plans and legislative summaries relating to Maaori land development, RMA reforms and papakaainga policy.

6. Roles and responsibilities

Ko te noho haepapa teetahi aahuatanga matua kia uu ai ngaa mahi a te roopuu i runga i te tika me te rangatiratanga.

Shared responsibility is a key aspect for the group's work to be conducted with fairness and rangatiratanga (leadership/authority).

1. Where agreed, the Forum will:
 - a) Provide advice on Maaori-specific legislation (RMA, Māori Land Act, Papakāinga design guides).
 - b) Review and respond to district plan changes and consents.
 - c) Coordinate submissions to local and central government.
 - d) Advise on relevant local kaupapa.
2. Where agreed, the Waikato District Council will:
 - a) Resource the Forum (venue, admin, technical advice).
 - b) Support agreed initiatives in the long term plan and annual plans.
 - c) Recognise the Forum as a strategic partner in Maaori development.
 - d) Uphold obligations under the LGA, RMA/NBA, and housing and urban development legislation affecting Maaori land.

The Forum acknowledges that there are instances where the Waikato District Council has legislative requirements in relation to decision-making which would sit outside of this agreement.

7. Meeting schedule and operations

Me whakatakoto mahere kia rite ai ngaa hui, kia whai hua ai ngaa waananga.

Plans should be established to ensure meetings are organised effectively and that discussions are productive.

1. Forum to meet quarterly or more frequently as agreed.

2. Council will support ringa haapai with logistics as required.
3. An annual work programme will be co-developed and reported on.
4. Forum may invite technical or legal experts, especially for planning, consenting, or development sessions.

8. Review and amendments

Me aata aromaatai te Tuutohinga nei ia tau, kia noho tika tonu ai moo ngaa waa kei te heke mai. The strategic plan should be reviewed annually to ensure it remains appropriate for future times.

1. This Kii Tapu will be reviewed annually, with amendments made by mutual agreement.
2. The review will consider changes in alignment to changes in legislation, Council policy and additional reforms that impact mana whenua.

9. Relationship to other agreements

Ka tuuhono teenei Tuutohinga ki eeraa atu kirimana, hei tautoko, hei whakapakari. This strategy connects to other agreements to support and strengthen them.

1. This Kii Tapu is supported by the Waikato District Council and the 40 participating marae.
2. This Kii Tapu, together with its supporting TOR, stands with its own mana and authority. It is not subordinate to existing agreements but reflects a distinct and kaupapa-led commitment between Waikato District Council and the 40 participating marae.
3. The Kii Tapu sits alongside, and is complementary to, existing frameworks such as JMAs, relevant treaty settlement legislation (e.g., Waikato-Tainui Raupatu Claims Settlement Act 2010), and responsibilities under local government legislation.

10. Commitment

Ko te uu ki teenei hononga, me waiho hei taonga tuku iho moo ngaa uri whakatupu. Commitment to this relationship should be regarded as an enduring legacy for future generations.

1. This Kii Tapu represents an evolving and living relationship that respects mana Maaori motuhake and the autonomy of marae as representatives of whaanau, hapuu and iwi across the Waikato district.
2. It recognises the enduring significance of Te Tiriti o Waitangi, the principles of partnership, active protection, and participation, and the responsibility of both Waikato District Council and marae to work collaboratively to advance the wellbeing of mana whenua and Maaori communities.
3. Furthermore, this partnership reflects Council's statutory obligations under the following legislation:
 - a) Sections 4, 14 and 77 of the LGA require councils to give effect to Te Tiriti o Waitangi, enable Maaori participation in decision-making, and consider the wellbeing of communities, including Maaori communities.
 - b) RMA – Requires councils to take into account the principles of the Treaty of Waitangi, recognise and provide for the relationship of Maaori with their

ancestral lands, water, sites, waahi tapu, and taonga.

- c) NBA – Mandates the involvement of Maaori in regional spatial and environmental planning and gives legal effect to Te Oranga o te Taiao (*The wellbeing of the environment*) and Treaty partnership duties.
 - d) Māori Land Act 1993 (Te Ture Whenua Māori Act) – Protects the retention, use, development, and control of Maaori land by Maaori owners, and acknowledges marae and whaanau-based land aspirations such as papakaainga.
 - e) Land Transport Management Act 2003 (LTMA) – Requires engagement with Maaori in the development of transport strategies and investment plans, supporting equitable access, safety, and connectivity for whānau and marae communities.
 - f) Building Act 2004 and district plan provisions – Support Maaori-led housing solutions, including papakaainga development, with tailored planning pathways for whenua Maaori.
 - g) Treaty Settlement Acts and JMAs – Recognise settled claims, co-management arrangements, and shared responsibilities in environmental and resource management.
- 4. Council also aligns with LGNZ's standards for engagement with Maaori and is committed to ongoing learning, relationship building, and enabling Maaori governance participation that is well-resourced, timely and respectful of tikanga.
 - 5. This partnership as expressed through the Forum is not symbolic, it is a functional and formal arrangement through which marae and Council can act together to support the cultural, social, environmental, and economic aspirations of mana whenua now and for generations to come.

11. Signatories

- 1. The Kii Tapu and the TOR is a progressive and tikanga-based covenant. It represents a sacred commitment to partnership, rangatiratanga, and collective advancement, binding not only in principle but in practice.

Other Joint Committees

The Terms of Reference for the following joint committees are found on the Waikato Regional Council's website.⁴

- Waikato Civil Defence Emergency Management Group
- Regional Transport Committee
- Metropolitan Public Transport Sub-committee
- Regional Connections Committee
- Hauraki Gulf Forum
- Future Proof Implementation Committee
- Lower Waikato Drainage Committee
- Waikato District Resilience Project - Joint Working Party

⁴ <https://www.waikatoregion.govt.nz/assets/WRC/WRC-2019/Terms-of-Reference-2019-2022-Triennium-Adopted-12-December-2019.pdf> Additional joint committees to be added once the Waikato Regional Council's governance structure is confirmed.



Appointments

Community Boards and Community Committees

Tuakau Community Board:	Tai Raro Takiwaa Maaori Ward Cr Dixon-Harris Tuakau-Pōkeno General Ward Cr Reeve
Rural-Port Waikato Community Board:	Tai Raro Takiwaa Maaori Ward Cr Dixon-Harris Western Districts General Ward Cr Eyre
Huntly Community Board:	Tai Raro Takiwaa Maaori Ward Cr Dixon-Harris Huntly General Ward Cr Whyte
Taupiri Community Board:	Tai Runga Takiwaa Maaori Ward Cr Turner Newcastle-Ngāruawāhia General Ward Cr Coombes
Ngāruawāhia Community Board:	Tai Runga Takiwaa Maaori Ward Cr Turner Newcastle-Ngāruawāhia General Ward Cr Patterson
Raglan Community Board:	Tai Runga Takiwaa Maaori Ward Cr Turner Whāingaroa General Ward Cr L Thomson
Te Kauwhata Community Committee:	Waerenga-Whitikahu General Ward Cr Raumati
Meremere Community Committee:	Waerenga-Whitikahu General Ward Cr Raumati
Tamahere Community Committee:	Tamahere-Woodlands General Ward Cr Beavis and Cr Keir
Pōkeno Community Committee:	Tuakau-Pōkeno General Ward Cr Reeve and Cr Rodrigues
North-East Waikato Community Committee:	Awaroa-Maramarua General Ward Cr P Thomson
Te Kowhai Community Committee:	Newcastle-Ngāruawāhia General Ward

	Cr Coombes
Eureka Community Committee:	Tamahere-Woodlands General Ward Cr Beavis & Cr Keir
Tauwhare Community Committee:	Tamahere-Woodlands General Ward Cr Beavis & Cr Keir
Matangi Community Committee:	Tamahere-Woodlands General Ward Cr Beavis & Cr Keir
Newstead Residents and Ratepayers:	Tamahere-Woodlands General Ward Cr Keir & Cr Beavis
Pukemiro/Glen Afton Community Committee:	Western Districts General Ward Cr Eyre
Gordonton Community Committee:	Tamahere-Woodlands General Ward Cr Beavis & Cr Keir
Horsham Downs Community Committee:	Newcastle-Ngāruawāhia General Ward Cr Patterson
Mercer Community Committee:	Tuakau-Pōkeno General Ward Cr Reeve & Cr Rodrigues
North-West Waikato Residents and Ratepayers Committee:	Awaroa-Maramarua General Ward Cr P Thomson
Whatawhata Community Committee:	Newcastle-Ngāruawāhia General Ward Cr Patterson
Toituu Marae Forum: (North, South, East, West)	Applicable Māori Ward Councillors Applicable General Ward Councillors
Port Waikato Residents and Ratepayers:	Western Districts General Ward Cr Eyre

Council Controlled Organisations (CCOs) and Council Organisations (COs)

IAWAI Shareholders Forum	His Worship the Mayor, Mr Aksel Bech, Cr Patterson, Cr L Thomson
Waikato Regional Airport Ltd:	His Worship the Mayor, Mr Aksel Bech
Civic Financial Services Ltd:	Cr Raumati
Hamilton & Waikato Tourism:	Cr L Thomson Cr Keir (Alternate)
Waikato Local Authority Shared Services Limited (Colab) Director:	Chief Executive
Strada Corporation Ltd Director:	Chief Executive

Joint and Regional Committees

Te Nehenehenui Joint Committee Group:	Cr Turner Cr Raumati (Alternate)
Regional Transport Committee:	Cr Keir Cr Patterson (Alternate)
Waikato Civil Defence Emergency Management Group:	His Worship the Mayor, Mr Aksel Bech Cr Patterson (Alternate) <i>Also need to delegate powers of Civil Defence Act.</i>
Hauraki Gulf Forum:	Cr P Thomson Cr Dixon-Harris (Alternate)
Future Proof Implementation Committee:	His Worship the Mayor, Mr A Bech Cr Patterson TBC
Waikato District Council – Hamilton City Council Governance Group:	His Worship the Mayor, Mr Aksel Bech Cr Patterson Cr Coombes
Te Kauwhata Wastewater Consultation Group:	Cr Patterson Cr Raumati
Metro Wastewater Governance Group:	His Worship the Mayor, Mr Aksel Bech Cr Patterson
Future Proof Public Transport Subcommittee:	Cr Patterson Cr Keir (Alternate)
Wharekawa Coast 2120 Hauraki Plains Adaptation Planning Joint Working Party:	Cr Dixon-Harris Cr P Thomson (Alternate)
Lower Waikato Drainage Committee:	Cr P Thomson
Waikato District Resilience Project - Joint Working Party:	Cr Eyre Cr L Thomson

Recreation Reserve Committees

Te Kauwhata Domain Management Committee:	Cr Raumati
Ohinewai Area Committee:	Cr Whyte
Lake Kainui Recreation Reserve Committee:	Cr Patterson
Te Akau/Waingaro Community Committee Complex:	Cr Eyre
Tuakau Recreation Reserve Committee:	Cr Reeve
Waikato District Lake and Freshwater Wetlands Memorandum of Agreement Governance Group:	Cr Dixon-Harris
Onewhero Reserve User Group:	Cr P Thomson

Other External Organisations

Department of Corrections Community Liaison Group for the Spring Hill Corrections Facility:	Cr Dixon-Harris
Gordonton Woodlands Trust Appointments Committee:	Cr Raumati
Hamilton Airport Community Liaison Group:	Cr Beavis
Waikato District Heritage Forum:	Cr L. Thomson, Cr Whyte, Cr Beavis, Cr Reeve
Waikato Regional Heritage Forum:	Cr L. Thomson, Cr Whyte, Cr Beavis, Cr Reeve
Local Government New Zealand (including Zone 2 meetings and Rural/Provincial Sector meetings):	His Worship the Mayor, Mr Aksel Bech, Cr Patterson (Alternate)
Papahua Holiday Park Board of Management:	Cr L Thomson
Waikato Coalfields Museum Trust:	Cr Whyte
Art-In-Nature Arboretum Trust:	Cr Keir
Waikato District Crime Prevention Technology Trust:	Cr Reeve Cr Whyte Cr L Thomson
WEL Energy Trust:	His Worship the Mayor, Mr Aksel Bech Cr Patterson (Alternate)

Schedule of Amendments to WDC Governance Structure 2025/28

Date	Section	Amendment/Addition/Deletion	Authorisation

Appendix A – Template for Establishing an Advisory Group/Working Party.

Advisory Group / Working Party – *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 working group/hearings panel.
2. Refer to Council or committee meeting date that established the working group/hearings panel.
3. Identify the committee (or council) that established the working group/hearings panel.
4. Council/committee resolution that established the working group/hearings panel.
5. Detail the powers, duties and functions of the working group/hearings panel. This is not to include any decision-making powers.