



# **Terms of Reference**

2016 – 2019 Triennium

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## **Committees Required by Statute**

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# Waikato Civil Defence Emergency Management Group

- REPORTING TO:** Each participating Council within the Waikato CDEMG.
- CONSTITUTION:** One (1) Councillor from each participating Council with one or two alternate/s.
- QUORUM:** Six (6) members.
- MEETING FREQUENCY:** Quarterly or as required.
- CONTINUITY:** The Waikato CDEM Group is not discharged as a consequence of the triennial local government election process.
- OBJECTIVE:** To provide governance and oversight of all planning, co-ordination and delivery of Civil Defence Emergency Management within the Waikato Region Civil Defence Emergency Management Group area.

**SCOPE OF ACTIVITY:**

The functions of the Group and of each member of the Group are to:

1. In relation to relevant hazards and risks:
  - (a) identify, assess, and manage those hazards and risks; and
  - (b) consult and communicate about risks; and
  - (c) identify and implement cost-effective risk reduction; and
2. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, including volunteers, and an appropriate organisational structure for those personnel, for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
3. Take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or otherwise to make available material, services, information, and any other resources for effective civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area; and
4. Respond to and manage the adverse effects of emergencies in the Waikato Region Civil Defence Emergency Management Group area; and
5. Carry out recovery activities; and
6. When requested, assist other civil defence emergency management groups in the implementation of civil defence emergency management in their areas (having regard to the competing civil defence emergency management demands within the Waikato Region Civil Defence Emergency Management Group area and any other requests for assistance from other civil defence emergency management groups); and

7. Within the Waikato Region Civil Defence Emergency Management Group area, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act; and
8. Monitor and report on compliance within the Waikato Region Civil Defence Emergency Management Group area with the Act and legislative provisions relevant to the purpose of the Act; and
9. Develop, approve, implement, and monitor the Waikato Civil Defence Emergency Management Group Plan and regularly review the plan; and
10. Participate in the development of the National Civil Defence Emergency Management Strategy and the National Civil Defence Emergency Management Plan; and
11. Promote civil defence emergency management in the Waikato Region Civil Defence Emergency Management Group area that is consistent with the purpose of the Act.

**GENERAL POWER TO ACT:**

1. A Civil Defence Emergency Management Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, the Group Controller, or other persons.
2. Without limiting the generality of subsection (1), a Group may—
  - (a) recruit and train volunteers for civil defence emergency management tasks;
  - (b) conduct civil defence emergency management training exercises, practices, and rehearsals;
  - (c) issue and control the use of signs, badges, insignia, and identification passes authorised under this Act, regulations made under this Act, or any civil defence emergency management plan;
  - (d) provide, maintain, control, and operate warning systems;
  - (e) provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;
  - (f) exercise any other powers that are necessary to give effect to any civil defence emergency management plan.

**POWERS AND OBLIGATIONS OF CDEM GROUP MEMBERS:**

1. Each member of a Civil Defence Emergency Management Group—
  - (a) may acquire, hold, and dispose of real or personal property for the use of the Group; and
  - (b) may remunerate its representative for the cost of that person's participation in the Group; and
  - (c) must provide to the Group the information or reports that may be required by the Group; and
  - (d) must pay the costs of administrative and related services in accordance with section 24 of the CDEM Act 2002; and
  - (e) must pay the costs, or a share of the costs, of any civil defence emergency management activity that the member has agreed to pay; and may carry out any other functions or duties conferred on a member of a Group under this Act.

# Regional Transport Committee

**REPORTING TO:** Council

**CONSTITUTION:** Two (2) Councillors of Waikato Regional Council (one as Chair and one as Deputy Chair);

One (1) representative from each of the territorial authorities within the Waikato region; and

One (1) person to represent the New Zealand Transport Agency.

Any appointing authority may appoint an alternate (who shall have full voting rights) for the appointed member.

**MEETING FREQUENCY:** Quarterly or as required.

**OBJECTIVE:** To undertake the functions as prescribed in the Land Transport Management Act 2003 (LTMA), and to provide a regional forum for the consideration of regionally significant transport matters. To monitor the implementation of the Regional Public Transport Plan outside of Hamilton City.

**SCOPE OF ACTIVITY:**

1. To undertake the statutory requirements of the Land Transport Management Act 2003.
2. To prepare the Regional Land Transport Plan (RLTP) and any variation to the Plan for the approval of Waikato Regional Council
3. To prepare and adopt a policy that determines significance in respect of
  - (a) Variation made to the RLTP;
  - (b) Activities included in the RLTP
4. To review the RLTP during the six-month period before the expiry of the third year of the RLTP
5. To provide the Waikato Regional Council with any advice and assistance in relation to its transport responsibilities including promoting the strategic integration of land use and strategic planning.
6. To monitor the implementation of the RLTP.
7. To advocate regional land transport strategic priorities (e.g. road safety), including the development of plans, strategies, and policies as required.
8. To submit on policies, plans, and consultation documents issued by the New Zealand Transport Agency, the Ministry of Transport, regional and territorial local authorities, and other relevant organisations.
9. To engage and collaborate with other regional transport committees on strategic regional and inter-regional transport matters through working parties and similar (such as; SH3 working group and SH1/29 ECMT working group) as appropriate.
10. To consider as required advice and recommendations from the Waikato Regional Advisory Group (RAG).

11. To authorise external advisors to comment at committee meetings where considered appropriate.

**POWER TO ACT:**

1. To authorise variations to the RLTP in accordance with the approved RTC significance policy.
2. To advocate on transport related matters by preparing and lodging submissions to government agencies and other relevant organisations.
3. To prepare plans, strategies and policy consistent with identified strategic land transport priorities.
4. To monitor transport activities of the Waikato Regional Council, Territorial Authorities, NZ Transport Agency and other appropriate organisations to report on progress of the RLTP.
5. To monitor the implementation of the Regional Public Transport Plan, excluding Hamilton City where implementation is delegated to the Hamilton Public Transport Joint Committee (HPTJC).
6. To prepare and approve the Regional Road Safety strategy.

**POWER TO RECOMMEND:**

1. To prepare and recommend the Regional Land Transport Plan.
2. To recommend variations to the RLTP that triggers the RTC significance policy.
3. To recommend new policy or policy amendments in relation to rural public transport.

# Hauraki Gulf Forum

**REPORTING TO:** Council

**CONSTITUTION:** One (1) elected representative from each participating Council with one or two alternate/s (Section 16, HGMP Act).

**MEETING FREQUENCY:** 3-4 times per annum (or as required)

**PURPOSE:** (Section 15, HGMP Act)

1. To integrate the management and, where appropriate, to promote the conservation and management in a sustainable manner, of the natural, historic and physical resources of the Hauraki Gulf, its islands and catchments, for the benefit and enjoyment of the people and communities of the Gulf and New Zealand.
2. To facilitate communication, co-operation and co-ordination on matters relating to the statutory functions of the constituent parties in relation to the Hauraki Gulf, its islands and catchments and the Forum.
3. To recognise the historic, traditional, cultural and spiritual relationship of tangata whenua with the Hauraki Gulf, its islands and where appropriate, its catchments.

**FUNCTIONS:** (Section 17, HGMP Act)

1. To promote sections 7 and 8, the Forum has the following functions in relation to the Hauraki Gulf, its islands, and catchments:
  - a) to prepare a list of strategic issues, determine a priority for action on each issue, and regularly review that list.
  - b) to facilitate and encourage co-ordinated financial planning, where possible, by the constituent parties.
  - c) to obtain, share, and monitor information on the state of the natural and physical resources.
  - d) to receive reports on the completion and implementation of deeds of recognition.
  - e) to require and receive reports from constituent parties on the development and implementation of policies and strategies to address the issues identified under paragraph (a).
  - f) to receive reports from the tangata whenua of the Hauraki Gulf on the development and implementation of iwi management or development plans.
  - g) to prepare and publish, once every 3 years, a report on the state of the environment in the Hauraki Gulf, including information on progress towards integrated management and responses to the issues identified in accordance with paragraph (a).
  - h) to promote and advocate the integrated management and, where appropriate, the sustainable management of the Hauraki Gulf, its islands, and catchments.
  - i) to encourage, share, co-ordinate where appropriate, and disseminate educational and promotional material.
  - j) to liaise with, and receive reports from, persons and groups having an interest in the Hauraki Gulf and business and community interests to promote an interest in the purposes of the Forum.
  - k) to commission research into matters relating to the functions of the Forum.
2. When carrying out its functions under subsection (1), the Forum must have particular regard to the historic, traditional, cultural, and spiritual relationship of tangata whenua with the natural, historic, and physical resources of the Hauraki Gulf, its islands, and catchments.



**POWERS:** (Section 18, HGMP Act)

1. to consider issues related to its purpose; and
2. to receive reports from constituent parties; and
3. to make recommendations to constituent parties; and
4. to advise any person who requests the Forum's advice; and
5. to commission or undertake those activities that are necessary to achieve its purpose.

# Lake Taupō Protection Project Joint Committee

**REPORTING TO:** Waikato Regional Council and Taupō District Council

**CONSTITUTION:** Two (2) members from:

- Her Majesty's Government (the Crown)
- Waikato Regional Council (WRC)
- Taupō District Council (TDC)
- Tūwharetoa Maori Trust Board (TMTB)

The Joint Committee shall appoint and may remove the Chairperson and Deputy Chairperson (clause 9.3, Project Agreement).

**QUORUM:** Four (4) made up of one (1) member from WRC, TDC, the Crown and TMTB.

**MEETING FREQUENCY:** Quarterly or as required by the Chair or by the Joint Committee (clause 9.1, Project Agreement).

**OBJECTIVE:** Establish the Lake Taupō Protection Trust to implement the Lake Taupō Protection Project in accordance with the Trust Deed.

Provide governance to the Lake Taupō Protection Trust in accordance with the Local Government Act 2002 and The Lake Taupō Protection Project Agreement.

**SCOPE OF ACTIVITY:**

1. Appoint trustees to The Lake Taupō Protection Trust in accordance with the provisions of the Trust Deed relating to the appointment of trustees.
2. Set broad direction, objectives, priorities of the Trust and its expenditure of funds.
3. Monitor/review the strategies developed to achieve The Lake Taupō Protection Project's objective as set out in The Lake Taupō Protection Trust's Statement of Intent (clause 2.1, Project Agreement).
4. Review The Lake Taupō Protection Project at five (5) yearly intervals, or as required by The Lake Taupō Protection Trust Joint Committee.
5. Report to the Member Authorities as requested on its decisions and activities (clause 9.5, Project Agreement).

**POWER TO ACT:**

1. Appoint trustees to The Lake Taupō Protection Trust in accordance with the provisions of the Trust Deed relating to the appointment of trustees.
2. Receive information/reports from The Lake Taupō Protection Trust on its decisions and activities.
3. To receive and make comments on the Lake Taupō Protection Trust's Statement of Intent.

**POWER TO RECOMMEND TO THE MEMBER AUTHORITIES:**

1. Any decision resulting from a review undertaken in (Clause 4 of Scope of Activity) amounts to an amendment to The Lake Taupō Protection Project Agreement and as such, will require the approval/agreement of the Member Authorities.

# Ngā Wai o Waipā Co-Governance Forum

**REPORTING TO:** The member Councils and the Maniapoto Maori Trust Board.

**CONSTITUTION:** One (1) Councillor appointed by each of the following Councils:

- Waikato Regional Council
- Waitomo District Council
- Otorohanga District Council
- Waipa District Council
- Waikato District Council;

Five (5) Trustees appointed by the Maniapoto Maori Trust Board.

The Maniapoto Maori Trust Board and the respective Councils have the ability to appoint alternate members to the Co-Governance Forum. The alternates will have full voting rights in the absence of the member they are representing.

The Co-Governance Forum will be co-chaired. Maniapoto Maori Trust Board is to nominate one of its members as a Co-Chair and the respective Councils are to nominate one of their members as a Co-Chair. The Maniapoto Maori Trust Board and the respective Councils may also each nominate a Deputy Co-Chair or alternate who may stand in for the Co-Chair as required. In the event of the unavailability of the Co-Chair and Deputy Co-Chair, the Co-Governance Forum meeting will elect one of the members to act in their stead.

**QUORUM:** Six (6) made up of three (3) appointed members from the Maniapoto Maori Trust Board, and three (3) appointed members from across the five Councils.

**MEETING FREQUENCY:** Annually (or more frequently if agreed)

**OBJECTIVE:** To give effect to the governance provisions outlined in Clause 15 of the Joint Management Agreement between the organisations.

**SCOPE OF ACTIVITY:**

1. The role of the Co-Governance Forum is to keep the Joint Management Agreement under review to determine whether the Joint Management Agreement is being implemented to the satisfaction of all the Parties and in accordance with the principles set out in Clause 4 of the Joint Management Agreement.

**MEETINGS OF THE CO-GOVERNANCE FORUM:**

1. Members will receive prior written notice of each meeting, delivered either by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.

**SUPPORT FOR THE CO-GOVERNANCE FORUM:**

1. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Co-Governance Forum.

**COMMUNICATION:**

1. Communications with the media and the wider public will be in accordance with an agreed communications protocol outlined in the Joint Management Agreement.

**REFERENCE DOCUMENTS:**

1. Co Governance Forum Standing Orders between Maniapoto Maori Trust Board and Waikato Regional Council/Waitomo District Council/Otorohanga District Council/Waikato District Council and Waipa District Council (Doc#4082962).
2. Joint Management Agreement between Maniapoto Maori Trust Board and Waikato Regional Council/Waitomo District Council/Otorohanga District Council/Waikato District Council and Waipa District Council.
3. Nga Wai o Maniapoto (Waipa River) Act 2012.

# Raukawa Charitable Trust and Waikato Regional Council Co-Governance Committee

**REPORTING TO:** Waikato Regional Council and Raukawa Charitable Trust

**CONSTITUTION:** Four (4) Councillors appointed by Waikato Regional Council; and four (4) Trustees appointed by Raukawa Charitable Trust.

Both organisations have the ability to appoint alternate members to the Co-Governance Committee. The alternates will have full voting rights in the absence of the member they are representing.

The Co-Governance Committee will be co-chaired. Raukawa Charitable Trust is to nominate one of its members as a Co-Chair and Waikato Regional Council is to nominate one of its members as a Co-Chair.

Raukawa Charitable Trust and Waikato Regional Council may also each nominate a Deputy Co-Chair or alternate who may stand in for the Co-Chair as required.

**QUORUM:** Four (4) made up of two (2) members of each organisation.

**MEETING FREQUENCY:** Annually (or more often if agreed)

**PURPOSE:** To give effect to the guardianship provisions as provided for pursuant to clause 8 of the Joint Management Agreement between the organisations.

**SCOPE OF ACTIVITY:**

1. As guardian of the Joint Management Agreement the Co-Governance Committee will carry out the following duties:
  - (a) Review the effectiveness of the Joint Management Agreement in achieving its purpose;
  - (b) Discuss issues of interest to both parties;
  - (c) Undertake specific roles in relation to the individual Schedules including making recommendations to the Waikato Regional Council on preparation, change, variation or review of RMA planning documents; and
  - (d) Undertake any other tasks in accordance with this agreed Terms of Reference.

**PRINCIPLES FOR REACHING RESOLUTIONS**

1. Both organisations agree and acknowledge that for co-management to be effective the organisations must address the resolution of issues between them in a constructive, co-operative and timely manner consistent with the principles underlying the Joint Management Agreement.
2. Any decision made at a meeting will be made at the highest level of good faith and by way of a consensus process.

**MEETINGS OF THE CO-GOVERNANCE COMMITTEE:**

1. The meetings are to be hosted by the Raukawa Charitable Trust and the Waikato Regional Council on an alternating basis.
2. Members will receive an agenda for each meeting, delivered by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.
3. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Co-Governance Forum.
4. The venue for the meetings will alternate between the offices of the Waikato Regional Council and those provided by the Raukawa Charitable Trust.

**COMMUNICATION:**

1. Communications with the media and the wider public will be in accordance with an agreed communications protocol in the Joint Management Agreement.

**REFERENCE DOCUMENTS:**

1. Co-Governance Committee Standing Orders between Raukawa Charitable Trust and Waikato Regional Council (Doc#4082962).
2. Joint Management Agreement between Raukawa Settlement Trust and Waikato Regional Council.
3. Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010.

# Te Arawa River Iwi Trust and Waikato Regional Council Co-Governance Committee

- REPORTING TO:** Waikato Regional Council and Te Arawa River Iwi Trust
- CONSTITUTION:** Four (4) Councillors appointed by Waikato Regional Council; and four (4) Trustees appointed by Te Arawa River Iwi Trust.
- Both organisations have the ability to appoint alternate members to the Co-Governance Committee. The alternates will have full voting rights in the absence of the member they are representing.
- The Co-Governance Committee will be Co-Chaired by a member of each organisation.
- QUORUM:** Four (4) made up of two (2) members from each organisation
- MEETING FREQUENCY:** Annually (or more often if agreed).
- OBJECTIVE:** To give effect to the guardianship provisions as provided for pursuant to clause 12 of the Joint Management Agreement between the organisations.

**SCOPE OF ACTIVITY:**

1. The Co-Governance Committee as guardian of the Joint Management Agreement will ensure that the Joint Management Agreement is being implemented to the satisfaction of both organisations and in accordance with the principles set out in Clause 4 of the Joint Management Agreement.

**SUPPORT FOR THE CO-GOVERNANCE COMMITTEE:**

1. The venue for the meetings will alternate between the offices of the Waikato Regional Council and those provided by the Te Arawa River Iwi Trust.
2. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee.
3. Minutes will be approved by the Co-Chairpersons prior to circulation which will be within a fortnight of the meeting.
4. The Co-Chairs will be the spokespersons for the Co-Governance Committee.

**TECHNICAL SUPPORT:**

1. The Co-Governance Committee may invite staff members from both organisations to attend the meetings for technical support.

**REFERENCE DOCUMENTS:**

1. Co-Governance Committee Standing Orders between Te Arawa River Iwi Trust and Waikato Regional Council (Doc#4082962).
2. Joint Management Agreement between Te Arawa River Iwi Trust and Waikato Regional Council.
3. Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010.



# Tūwharetoa Maori Trust Board and Waikato Regional Council Co-Governance Committee

**REPORTING TO:** Waikato Regional Council and Tūwharetoa Maori Trust Board

**CONSTITUTION** Four (4) Councillors appointed by Waikato Regional Council; and four (4) Trustees appointed by Tūwharetoa Maori Trust Board.

The Co-Governance Committee is to be chaired jointly; the chairs are to be known as the Co-Chairs. TMTB is to nominate one of its members as a Co-Chair and WRC is to nominate one of its members as a Co-Chair. TMTB and WRC may also each nominate a Deputy Co-Chair or an alternate who may stand in for their nominated Co-Chair as or when required.

Both organisations have the ability to appoint alternate members to the Co-Governance Committee. The alternates will have full voting rights in the absence of the member they are representing.

**QUORUM** Four made up of two members from each organisation

**MEETING FREQUENCY** Annually, or more often if agreed.

**OBJECTIVE** To carry out the functions of guardian of the Joint Management Agreement as replaced and amended from time to time (JMA) entered into by TMTB and WRC, in accordance with the requirements of the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (Act).

## **SCOPE OF ACTIVITY:**

The role of the Co-Governance Committee is to ensure that the JMA is being implemented to the satisfaction of both parties and in accordance with the principles that guide the actions of each party set out in the JMA.

## **POWER TO ACT**

1. To deal with meeting procedure for the smooth operation of meetings in accordance with Standing Orders current at the time of the meeting.
2. To consider and monitor the actions of the parties to achieve the objectives of the JMA.
3. To establish case specific resource consent and private plan change Hearing Committees that trigger the JMA process and appoint members to the Hearing Committee.
  - a. The Co-Governance Committee may delegate the decision to a subcommittee.
  - b. Where there are only two members required to confirm hearing commissioner appointments, then they must be the co-chairs.
  - c. The subcommittee may convene in a manner that is appropriate to the Trust Board and Waikato Regional Council (including by telephone).

## **POWER TO RECOMMEND**

To undertake actions so as to achieve, or better achieve, the objectives of the JMA.

## **COMMITTEE SUPPORT FOR THE CO-GOVERNANCE COMMITTEE:**

1. The meetings are to be hosted by TMTB and WRC on an alternating basis.
2. WRC will provide secretariat support for the Co-Governance Committee. This includes agenda preparation, minute taking and advertising.

**COMMUNICATIONS:**

Communications with the media and the wider public will accord with agreed communications requirements in the JMA.

**REFERENCE DOCUMENTS:**

1. Joint Management Agreement between Tūwharetoa Māori Trust Board and Waikato Regional Council dated 26 August 2016
2. Tūwharetoa Māori Trust Board and Waikato Regional Council Co-Governance Committee Standing Orders
3. Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010

# Waikato Raupatu River Trust and Waikato Regional Council Co-Governance Committee

**REPORTING TO:** Waikato Regional Council and Waikato Raupatu River Trust

**CONSTITUTION:** Four (4) Councillors appointed by Waikato Regional Council; and four (4) Trustees appointed by Waikato Raupatu River Trust.

The Co-Governance Committee is to be chaired jointly; the chairs are to be known as the Co-Chairpersons. Waikato-Tainui is to nominate one of its four members as a Co-Chairperson and Waikato Regional Council is to nominate one of its members as a Co-Chairperson.

Waikato-Tainui and the Waikato Regional Council may also each nominate a Deputy Co-Chairperson or an alternate who may stand in for their nominated Co-Chairperson as or when required.

Both organisations have the ability to appoint alternate members to the Co-Governance Committee. The alternates will have full voting rights in the absence of the member they are representing.

**QUORUM:** Four (4) made up of two (2) members from each organisation.

**MEETING FREQUENCY:** Annually (or more often if agreed).

**OBJECTIVE:** To give effect to the meetings between the parties' provisions (clause 9) as provided for in the Joint Management Agreement between the organisations.

**SCOPE OF ACTIVITY:**

1. The role of the Co-Governance Committee is to achieve the purpose of the Joint Management Agreement.

**MEETINGS OF THE CO-GOVERNANCE COMMITTEE:**

1. The meetings are to be hosted by Waikato-Tainui and the Waikato Regional Council on an alternating basis.
2. Members will receive an agenda for each meeting, delivered either by hand, post, facsimile or other written or electronic mail message at least three working days prior to the meeting.

**COMMITTEE SUPPORT FOR THE CO-GOVERNANCE COMMITTEE:**

1. The Waikato Regional Council will provide secretariat support for the Co-Governance Committee. This includes agenda preparation, minute taking, advertising, action sheets and any other necessary functions to assist the Co-Governance Committee.

**COMMUNICATIONS:**

1. Communications with the media and the wider public will be in accordance with an agreed communications protocol in the Joint Management Agreement.

**REFERENCE DOCUMENTS:**

4. Co-Governance Committee Standing Orders between Waikato Raupatu River Trust and Waikato Regional Council (Doc#4082962).
5. Joint Management Agreement between Waikato Raupatu River Trust and Waikato Regional Council.
6. Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

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## **Standing Committees**

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# Strategy and Policy Committee

**REPORTING TO:** Council

**CONSTITUTION:** Committee of the whole

**QUORUM:** Eight (8)

**MEETING FREQUENCY:** Six weekly or as required

**OBJECTIVE:** To set council's strategic direction and policy responses, signal regional issues, respond to external agency statutory planning processes via advocacy submissions, advise Council in respect of thought leadership across matters of regional significance, establish strategic priorities for organisational direction and policy setting.

## **SCOPE OF ACTIVITY:**

1. This committee will advise council on matters relating to their regional governance role, which will include delegation to:
  - (a) Develop council's strategic direction and recommend policy responses.
  - (b) Develop council's position on regionally significant issues.
  - (c) Provide guidance on regional governance matters, and receive regular information from regional governance projects, such as the work that is being undertaken by the Waikato Mayoral Forum work streams, which includes the development of the Regional Economic Development Strategy and the Waikato Spatial Plan.
  - (d) Prepare submissions in relation to central government, neighbouring regional council and territorial authority policy documents, strategies and proposals to support alignment with council's strategic direction and policies.
2. To maintain oversight of all council's policy and plans to ensure alignment with strategy.
3. To receive information that monitors the effectiveness of Council's strategic influence in the region and to review and recommend revision of Council's position accordingly.
4. To approve changes to corporate support and financial policies apart from matters that affect or alter Council's Annual or Long Term Plan.
5. To approve Strategic Finance Policy.
6. To approve Catchment Management and Regional Pest Management Policies, Plans and Strategies.

## **CROSS BOUNDARY COLLABORATION:**

1. To foster cross boundary collaboration on issues where an inter-regional response will create policy or advocacy efficiencies.
2. To be kept informed of emerging cross boundary issues and to provide guidance on Council's position.
3. To provide guidance on cross boundary collaboration, and also receive updates and feedback.

4. To provide strategic oversight for programmes related to Upper North Island direction, Auckland policy integration, regional development, and improving connectedness and regional community.

**POWER TO ACT:**

1. To receive reports and presentations on the matters set out in the Scope of Activity.
2. To approve submissions on statutory documents, consistent with council policy.
3. To approve investment and liability management policies.
4. To approve Council's Infrastructure Strategy, Scheme Land Licence Policy, Marine Oil Spill Contingency Plan, and the Regional Pest Management Plan.

**POWER TO RECOMMEND TO COUNCIL:**

1. To provide recommendations for council action in relation to its strategic direction.
2. To provide central government advocacy on matters of regional importance.
3. To develop and council's governance position on matters of regional significance including matters pertaining to cross boundary collaboration.

**SUBCOMMITTEES REPORTING TO STRATEGY AND POLICY COMMITTEE:**

1. Submissions Subcommittee
2. Regional Public Transport Plan Development Subcommittee



# Environmental and Services Performance Committee

**REPORTING TO:** Council.

**CONSTITUTION:** Six (6) Councillors,  
The Council Chair or Deputy Chair (ex-officio with full voting rights).

**QUORUM:** Four (4) members.

**MEETING FREQUENCY:** Quarterly or as required.

**OBJECTIVE:** To monitor and report on the effectiveness of and compliance with council's resource management responsibilities.

To be informed about emerging and significant environmental issues, monitor performance trends, and to review policy in relation to the emerging issues and trends.

## **SCOPE OF ACTIVITY:**

1. To monitor:
  - (a) The effectiveness of council's policy implementation activities; and navigation safety by-law responses, and Building Act responsibilities;
  - (b) The regulatory performance of permitted activities, resource consents and bylaw rules including compliance and enforcement;
  - (c) the performance and effectiveness of council's community extension activities including environmental education, Enviro Schools, care groups, natural heritage partnership projects and air quality incentive programmes;
  - (d) State of the Environment monitoring;
  - (e) Waikato Plan Implementation; and
  - (f) Waikato Progress Indicators Implementation.
2. To consider emerging environmental issues relating to environmental and regulatory monitoring and performance matters and provide advice on the implications for effective resource management within the region.
3. To receive information on the state of the environment monitoring trends and to direct the use of this information to inform policy review.
4. To monitor the implementation of the Regional Policy Statement (RPS) undertaken by implementation partners and to receive reports on the achievement of RPS objectives.
5. To monitor the implementation of the Regional Plan and Regional Coastal Plan.

## **POWER TO ACT:**

1. To receive regular monitoring reports and presentations on the matters set out in the Scope of Activity.

**POWER TO RECOMMEND TO COUNCIL: (Section B business)**

1. To provide recommendations for council action in respect of emerging environmental issues.
2. To provide recommendations on any changes required to improve the effectiveness of council's planning and regulatory tools, activities and suasive programmes.
3. To recommend the appropriate response/course of action in respect of policy effectiveness reports and monitoring outcomes.

# Integrated Catchment Management Committee

**REPORTING TO:** Council

**CONSTITUTION:** Seven (7) Councillors,  
The Council Chair or Deputy Chair (ex-officio with full voting rights),  
The Chair of each of the eight (8) Catchment Committees or in the absence of the  
Chair, the respective Deputy Chair of each of the eight (8) Catchment Committees  
(ex-officio with full voting rights).

The Committee will be Jointly-Chaired with one Joint-Chair from a constituency  
within the north catchments and one Joint-Chair to be from a constituency within  
the south catchments.

Chairing duties will alternate each meeting.

**QUORUM:** Nine (9)

**MEETING FREQUENCY:** Two monthly or as required.

**OBJECTIVE:** To set objectives, priorities and levels of service for catchment management and  
monitor achievement levels through the outcomes.

**SCOPE OF ACTIVITY:**

1. To deal with all catchment management activities related to:
  - (a) Asset management
  - (b) Flood control programmes
  - (c) Land drainage programmes
  - (d) Biodiversity and natural heritage operations
  - (e) Biosecurity operations
  - (f) Harbour and catchment management
  - (g) Hazard management and community safety activities
  - (h) River systems management
  - (i) Soil conservation and land management programmes

**POWER TO ACT:**

1. To approve zone management plans comprising relevant integrated catchment management priorities  
(listed above) and asset management plans consistent with Council approved budgets and policy.
2. To monitor the implementation of the regional pest management plan against the annual operational  
plan budget; and receipt of the regional pest management plan annual report.

**POWER TO RECOMMEND:**

1. Consideration of region wide implications of any significant changes to the operational environment which may impact council's ability to provide flood protection infrastructure and biosecurity consistent with agreed levels of service for recommendation to Council.
2. Input to the development of Council's infrastructure strategy, scheme land licence policy, the Waikato Marine Oil Spill Contingency plan, and the Regional Pet Management Plan for recommendation to the Strategy and Policy Committee.

**SUBCOMMITTEES REPORTING TO INTEGRATED CATCHMENT MANAGEMENT COMMITTEE:**

**CATCHMENT COMMITTEES:**

**North**

Waihou Piako Catchment Committee  
Coromandel Catchment Committee  
Lower Waikato Catchment Committee

**South**

Central Waikato Catchment Committee  
Lake Taupō Catchment Committee  
Upper Waikato Catchment Committee  
Waipa Catchment Committee  
West Coast Catchments Committee

**DRAINAGE ADVISORY SUBCOMMITTEES:**

**North**

Aka Aka Otaua  
Franklin Waikato  
Thames Valley

**South**

Waikato Central

# Healthy Rivers – Wai Ora Committee

**REPORTING TO:** Waikato Regional Council.

**CONSTITUTION:** Five (5) Councillors of Waikato Regional Council.

Equal numbers of Trustees, one (1) from each:

- Te Arawa River Iwi Trust
- Tūwharetoa Maori Trust Board
- Raukawa Charitable Trust
- Maniapoto Maori Trust Board
- Waikato Raupatu River Trust.

The Committee will be Co-Chaired by a Councillor from Waikato Regional Council and a Trustee from one of the respective Iwi Trustees. The confirmed Co-Chairs will be constant and unchanging.

**QUORUM:** Six (6) made up of three (3) Councillors of Waikato Regional Council and three (3) Iwi Trustees.

**MEETING FREQUENCY:** Quarterly or as required.

**MEETING PROCEDURES:** In accordance with the Waikato Regional Council Standing Orders.

**PURPOSE:** To provide co-governance functions with respect to Plan Change 1 and the Waikato and Waipa Rivers, including a focus on implementation, plan effectiveness monitoring and providing direction on the possible next steps post notification of Plan Change 1 including the co-design of the project framework for subsequent planning processes that focus on the allocation of contaminant discharges to replace the existing “hold the line” approach.

**CONTEXT:**

1. As a Committee all parties agree and acknowledge that for co-management to be effective there needs to be a shared respect and understanding for each party’s relationship to the Waikato and Waipa Rivers and their catchments.
2. This Committee provides a co-governance arrangement by which the Council and the five Iwi implement the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, and the Ngā Wai o Maniapoto (Waipa River) Act 2012.

**SCOPE OF ACTIVITY:**

3. Promote the principles of co-management and to oversee the implementation of Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai to give effect, in part, to the Vision and Strategy in relation to managing the adverse effects of discharges on the health and wellbeing of the Waikato and Waipa Rivers.

#### **SPECIFIC RESPONSIBILITIES:**

4. To oversee the implementation of the Healthy Rivers: Plan for Change/Wai Ora: He Rautaki Whakapaipai including:
  - (a) Regular progress reports from the Joint Steering Group – Te Rōpū Hautū on the progress of the plan change through the statutory process
  - (b) Regular progress reports from the Joint Steering Group – Te Rōpū Hautū on the development of the implementation programme for the Plan Change following the adoption of an agreed implementation plan
  - (c) Co-design of the project framework for subsequent planning processes focussed on further improvement of water quality, including the post Plan Change 1 approach to allocation of contaminant discharges to replace the interim “hold the line” approach, to be completed by 2025
  - (d) Effectiveness assessment via scheduled plan effectiveness reviews at years 4 (2020) and 8 (2025); and
  - (e) Improving the effectiveness of the HRWO Plan Change, following scheduled plan effectiveness reviews at years 4(2020) and 8 (2024) by making recommendations to revise or refine aspects of the Plan Change or its delivery.
  - (f) Report the progress and the recommendation to fulfil Section 46(2)(c) and (d) of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, Section 48(2)(c) and (d) of the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010, Section 22(2)(c) and (d) of the Ngā Wai o Maniapoto (Waipa River) Act 2012 of plan change 1 through the Resource Management Act 1991 Schedule 1 process to Council. Including an agreed process by which the five Iwi will participate in making decisions on the notified Plan Change

#### **POWER TO ACT:**

5. Call meetings as required.
6. Receive reports as required.
7. Discuss and jointly decide and recommend to Council.

#### **PROCESS FOR APPROVING RECOMMENDATIONS TO COUNCIL FROM THE COMMITTEE:**

8. The Committee may provide recommendations on the project to the Regional Council for approval.
9. The Council may, after considering the Committee’s recommendations decide –
  - (a) To approve the recommendations without modification; or
  - (b) To refer the recommendations back to the Committee with a request that the Committee reconsider one or more aspects of their recommendations.
10. If the Council refers the recommendations back to the Committee, this Committee may, after reconsidering the aspects referred back to it by the Council in its request, forward to the Council either or both of the following:
  - (a) Amended recommendations,
  - (b) Any additional information that has been requested by the Council or that the Committee considers will help the council with its decision.
11. If the Council receives amended recommendations, or additional information to support the Committee’s recommendations, it will:
  - (a) Approve the amended recommendations, or

- (b) Convene a meeting comprising full Council and Committee participants to seek resolution of differences.
- 12. Should Councillors and Iwi members of full Council and the Committee fail to achieve resolution of issues, any member of the Committee may invoke the dispute resolution procedures that prevail in the joint management agreements that each Iwi holds individually with the Council.

**MEETINGS OF THE HEALTHY RIVERS: PLAN FOR CHANGE/WAI ORA: HE RAUTAKI WHAKAPAIPAI COMMITTEE:**

- 13. The meetings are to be hosted by the Council and the five Iwi on an alternating basis to be decided at each meeting.
- 14. Members will receive an agenda for each meeting at least 10 working days prior to the meeting.

**PRINCIPLES FOR REACHING RESOLUTIONS:**

- 15. The parties agree to address the resolution of issues between them in a constructive, co-operative, and timely manner consistent with the principles outlined in the respective River Iwi Joint Management Agreements and/or legislation.
- 16. All parties agree that any decision made at a meeting will be made with the highest level of good faith and by way of consensus decision-making.

**RESOURCING:**

- 17. The Council and the Trust participants will each bear its own costs of participation.
- 18. Council will provide the Secretariat for the meetings.
- 19. Should matters of resourcing of the project be identified, that staff provide a report to the next available meeting of the Healthy Rivers Wai Ora Committee addressing the issue.

**COMMUNICATION:**

- 20. Communications with the media and the wider public will be in accordance with an agreed communications protocol to be approved by the Committee.

**REVIEW OF THE COMMITTEE:**

- 21. A further review of the Committee's terms of reference will be undertaken when the proposed plan reaches the scheduled plan effectiveness review at year 4 or at the triennium, whichever comes first.

# Finance Committee

<b>REPORTING TO:</b>	Council.
<b>CONSTITUTION:</b>	Five (5) Councillors, The Council Chair <u>or</u> Deputy Chair (ex-officio with full voting rights).
<b>QUORUM:</b>	Four (4) members.
<b>MEETING FREQUENCY:</b>	Five times per year (to align with key financial reporting periods) or as required.
<b>OBJECTIVE:</b>	To monitor Council's financial and non-financial activities against its LTP and Annual Plan.  To monitor the performance of Council's Investment Fund against the Statement of Investment Policy and Objectives and compliance with the Treasury Policy.

## **SCOPE OF ACTIVITY:**

1. To oversee the implementation of Council's funding and financial policies.
2. To monitor performance of the Treasury management function.
3. To approve the Statements of Intent and to monitor the performance of all Council Controlled Organisations and Council Organisations in which Council has a significant financial involvement<sup>1</sup>.
4. To receive quarterly details of remuneration and reimbursement of expenses paid to each individual councillor.
5. To consider quarterly (for information only) a schedule of contracts/tenders let by the Tenders Board.
6. To review Council's financial and non-financial performance and make recommendations on any forecast variances against the Annual Plan.
7. To consider and make recommendations on the adoption of the Annual Report
8. To consider and make recommendations on delegation of authority to the Chief Executive and/or staff.
9. To consider and make recommendations on changes to fees and charges.
10. To monitor the performance of Council's Investment Fund and make recommendations on any changes to the Portfolio construction and management appointees after consideration of advice and recommendations from Council's investment advisor.

## **POWER TO ACT:**

1. To write-off outstanding debtor (including rates) accounts where necessary.
2. To provide financial parameters as input to the preparation of Council's Long Term Plan and Annual Plans by Standing Committees.



3. To approve Draft Statements of Intent<sup>1</sup> for Council Controlled Organisations and review the financial performance and activities of all relevant Council Controlled Organisations.
4. To receive and approve/decline Environmental Initiative Fund and Natural Heritage Programme applications.
5. To approve unbudgeted requests for sponsorship, up to the value of \$25,000.
6. To receive reports relative to the Investment Fund and Treasury Management financial performance of Council and non-financial performance measures including quarterly reports from Council's Strategic Investment fund advisor and updates from fund managers as appropriate.

**POWER TO RECOMMEND:**

1. To undertake quarterly reviews of progress on Council's Long Term Plan and Annual Plans, consider progress reports and make recommendations to Council where appropriate of forecast variances.
2. To report on significant matters with respect to financial procedures that affect or alter Council's Annual or Long Term Plan and make recommendations to Council.
3. To consider the funding of capital projects, including the raising, redemption and repayment of loans and make recommendations to Council.
4. To consider fees and charges for all goods and services provided to other authorities, organisations and private individuals and make recommendations to Council.
5. To monitor Council's investments and make recommendations to the Strategy and Policy Committee on investment and liability management policies.

**NOTE:**

The draft Statement of Intent for the Lake Taupō Protection Trust is reported to/through the Lake Taupō Protection Project Joint Committee as stated in/required by the Project Agreement and Deed.

# Audit and Risk Committee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Chair of the Finance Committee, Deputy Chair of the Finance Committee, Chair of the Strategy and Policy Committee, The Council Chair <u>or</u> Deputy Chair (ex-officio with full voting rights), Two external appointees, one of whom will be the Committee Chair.
<b>QUORUM:</b>	Four (4).
<b>MEETING FREQUENCY:</b>	Four times per year or as otherwise required.
<b>OBJECTIVE:</b>	To promote and enhance the effectiveness of Council's Audit processes by the provision of independent expertise and to strengthen the monitoring of Council's risk, control and compliance framework.

## SCOPE OF ACTIVITY:

1. External Audit
  - (a) Engage with Council's external auditors regarding the external audit work programme.
  - (b) Recommend to Council the terms and arrangements for the external audit programme.
  - (c) Review of effectiveness of the annual audit and 10-year plan audit, to ascertain whether emphasis is being placed on areas where the committee, management or auditors believe special attention is necessary.
  - (d) Review management response to audit reports and the extent to which external audit recommendations concerning internal accounting controls and other matters are implemented.
2. Internal Audit
  - (a) In conjunction with the CE, agree the scope of the annual internal audit work programme.
  - (b) Monitor the delivery of the internal audit work programme.
  - (c) Assess whether all significant recommendations of the Internal Audit have been properly implemented by management.
3. Risk Management
  - (a) Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of the WRC's financial and business risks, including fraud.
  - (b) Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
  - (c) Review the effect of WRC's risk management framework on its control environment and insurance arrangements.
  - (d) Review whether a sound and effective approach has been followed in establishing WRC's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.
  - (e) Review WRC's fraud policy and satisfy itself that WRC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

4. Control Framework
  - (a) Review whether management's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective.
  - (b) Review whether management has in place relevant policies, processes and procedures, and that these are periodically reviewed and updated.
  - (c) Review whether appropriate policies and procedures are in place for the management and exercise of delegations.
  - (d) Review regular reporting on processes ensuring compliance with key controls e.g. gift register reporting and policy updates.
5. Legislative compliance
  - (a) Determine whether management has appropriately considered legal and compliance risks as part of WRC's risk assessment and management arrangements.
  - (b) Review the effectiveness of the system for monitoring WRC's compliance with relevant laws, regulations and associated government policies.
6. Annual Financial Statements
  - (a) Report to the Finance Committee on any matters pertaining to the Committee's work programme that may impact on the adoption of the Annual Report.

**POWER TO ACT: (UNDER DELEGATION AND FOR THE INFORMATION OF COUNCIL)**

1. Receive and consider external and internal audit reports on financial matters.
2. To receive and consider staff reports on audit, internal control and risk management related matters.

**POWER TO RECOMMEND TO COUNCIL:**

1. To make recommendations to Council on financial, internal control and risk management policies and procedures as appropriate.
2. To recommend approval of the Auditors engagement letter.

**REFERENCE DOCUMENTS:**

1. Audit and Risk Committee Work Plan (Doc#3321066).

# CE Employment and Remuneration Committee [CEERC]

**REPORTING TO:** Council

**CONSTITUTION:** Council Chair (Committee Chair),  
Council Deputy Chair (Deputy Chair)  
Chair of the Strategy and Policy Committee,  
Chair of the Finance Committee, and  
Chair of the Regional Transport Committee.

**QUORUM:** Three (3) members.

**MEETING FREQUENCY:** As required.

**OBJECTIVE:** To act for and advise Council on matters pertaining to the employment of the Council's Chief Executive [CE], senior staff succession, strategic HR policy and statutory compliance.

**SCOPE OF ACTIVITY:**

1. To manage the remuneration and performance review of Council's Chief Executive.
2. To establish key performance indicators (KPIs) for the Chief Executive for the respective financial year.

**POWER TO ACT:**

1. Establish, as part of the annual Performance Agreement, an annual development plan for the CE to address any training, learning and development needs or opportunities which will enhance the CE's capability and performance.
2. Negotiate with the CE, on behalf of Council, any amendments or adjustments to the terms and conditions of employment and the remuneration of the CE as may be required outside of the annual review described in 5 above including changes to the CE's job description.
3. Receive, consider and inform Council on any advice from the CE concerning the appointment and/or termination of any staff within the second tier senior executives.
4. Receive and consider from the CE, reports on the implementation and management of the personnel policy as defined in section 36(2) of Schedule 7 of the Local Government Act 2002. Ensure, by annual review with the CE, that appropriate succession planning is in place for the CE and for the CE to report on succession planning practices in place for direct reports to the CE.
5. Consult with the CE annually on the proposed annual salary review general movement.
6. Provide opportunity for Councillors to feedback into the annual performance review of Tier 2 Managers.
7. Consider and advise Council on relevant matters pursuant to the Local Government Act 2002 Amendment Act 2012. May, as it sees fit, retain independent advice and assistance in the performance of its responsibilities.

**POWER TO RECOMMEND TO COUNCIL:**

1. Develop, in consultation with the CE, and recommend to Council no later than June each year an annual Performance Agreement for the CE for the upcoming financial year. This Agreement is to include; key result areas (and weightings), performance targets/KPIs and associated methods of measurement and processes of judgement.
2. Negotiate, subject to Council's final approval, any amendments, additions or alterations to the CE's Annual Performance Agreement which may be required during the term of that agreement.
3. Develop, in accordance with the processes agreed by Council, and recommend to Council a formal mid-year and end of year review of the CE's performance. In doing so CEERC will meet with the CE as necessary, receive his self-assessment and in accordance with its process, make such enquiries and investigations as it considers are reasonably required to evaluate the performance of the CE.
4. Review and recommend to Council appropriate amendments or adjustments of the remuneration and terms and conditions of employment of the CE arising from the end of year review. Negotiate with the CE as required to complete this review.
5. Consider and advise Council on all matters relevant to the employment of the Council's CE. Recommend to Council, should this become necessary, a selection and appointment process for the role of CE.

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## **Joint Committees**

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# Hamilton Public Transport Joint Committee

- REPORTING TO:** Waikato Regional Council  
Hamilton City Council (Growth and Infrastructure Committee)
- CONSTITUTION:** Waikato Regional Council (two members)  
(One to be Chair/Deputy Chair)
- Hamilton City Council (two members)  
(One to be Chair/Deputy Chair)
- Waikato District Council (one member) with voting rights on satellite service matters only
- Waipa District Council (one member) with voting rights on satellite service matters only
- New Zealand Transport Agency (one representative)
- Access and Mobility (one representative)  
(non-voting)
- QUORUM:** Four members.
- MEETING FREQUENCY:** Quarterly or as required.
- ADMINISTRATION:** The administration of the Hamilton Public Transport Joint Committee will be provided by the Waikato Regional Council for the triennium.
- OBJECTIVE:** To oversee the implementation and monitoring of the Regional Public Transport Plan in Hamilton.
- SCOPE OF ACTIVITY:**
1. To consider and recommend on matters relevant to the implementation and monitoring of the Regional Public Transport Plan as it affects Hamilton City.
- POWER TO ACT:**
1. To recommend in respect of matters relating to the implementation and monitoring of the Regional Public Transport Plan as they affect Hamilton City.
- REFERENCE DOCUMENTS:**
1. Hamilton Public Transport Joint Committee Agreement (Doc#9436774).

# Waikato Plan Leadership Group

- REPORTING TO:** The participating Councils
- CONSTITUTION:** The membership shall be comprised as follows:
- Independent Chairperson (non-elected member) – voting
  - Local Government – five elected member representatives - voting
  - Tāngata whenua – up to six representatives – voting
  - Business / Community – up to four representatives - voting
  - Government / Regional Agencies – up to four representatives – non-voting, with the NZTA and Waikato District Health Board having one representative each<sup>1</sup>
- QUORUM:** In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Leadership Group shall be half of the voting members if the number of members is an even number; or a majority of members if the number of members is an odd number.
- MEETING FREQUENCY:** Bi-monthly or as necessary and determined by the Independent Chairperson.
- OBJECTIVE:** The Leadership Group has been established to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan. The aim of the Waikato Plan is for the region to speak with ‘one voice’ on agreed top priorities, so that our messages are consistent and collectively shared. The Waikato Plan’s aim for the region is “to build champion communities together”.

## MEMBERSHIP

### Quantum of Members

1. The Waikato Plan Leadership Group is to be comprised of local government (elected members), tāngata whenua representatives, independent non local government members (representing business and the community) and non-voting members (government agencies).
2. The membership shall be comprised as follows:
  - a) Independent Chairperson (non-elected member) - voting
  - b) Local Government (elected members) – five representatives - voting
  - c) Tāngata whenua – up to six representatives - voting
  - d) Business / Community – up to four representatives - voting
  - e) Government / Regional Agencies – up to four representatives - non-voting
3. There will be five elected members representing Local Government. Each group of councils will elect one member as follows:
  - a) Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
  - b) Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council)
  - c) Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo

<sup>1</sup> Refer to the Waikato Plan Leadership Group Agreement for specific details of the membership



District Council, Waitomo District Council)

- d) Waikato Regional Council and Hamilton City Council will appoint one elected member representative each.
4. The (up to) six voting tāngata whenua representatives are to be selected in a manner determined by Iwi.
5. The (up to) four voting business / community members will be appointed by the Leadership Group, in accord with a process agreed by the Leadership Group.
6. There will be (up to) four members appointed to represent Government / Regional agencies.
  - a) Two of these members will be the New Zealand Transport Agency and the Waikato District Health Board to be represented through the Regional Director (or nominee) and the Chair (or nominee).
  - b) The other two members will come from other Government agencies. These four representatives will be non-voting members but with speaking rights.
7. The standing membership of the Committee shall be limited to 20 members (including the Independent Chairperson), but with the power to co-opt up to a maximum of 2 additional non-voting members where required to ensure the effective implementation of any part or parts of the plan.

### **Chairperson**

1. An Independent Chairperson (non-elected member) is to be appointed by the Leadership Group to chair the Committee. The Independent Chair may be appointed from the business / community members or as a separate appointment outside of any committee membership. The Independent Chairperson has speaking rights and voting capacity.
2. A Deputy Chairperson is also to be appointed by the Leadership Group, who may be an elected member and a committee member.

### **Quorum**

1. In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Leadership Group shall be half of the voting members if the number of members is an even number; or a majority of members if the number of members is an odd number.

### **Alternates**

1. No provision has been made for the use of alternates.

### **Term of Appointment**

1. All members of the Leadership Group shall be appointed for terms that expire on the date of each Local Government triennial election.
2. Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

### **STANDING ORDERS:**

1. The Standing Orders of the Administration Authority for the Waikato Plan will apply.

## **DELEGATIONS:**

The Leadership Group is delegated the following functions in support of its overall purpose:

### **1. Implementation and Monitoring**

- a) Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
- b) Oversee the implementation of the Waikato Plan, in particular the actions, and any changes to the Plan.
- c) Recommend to Council partners any finalised plan changes or amendments for adoption.
- d) Take responsibility for progressing those actions specifically allocated to the “Waikato Plan Leadership Group” in the Plan.
- e) Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.
- f) Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- g) Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- h) Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- i) Overview the management of identified risks.
- j) Formulate and adopt a funding plan to achieve support from non-local government agencies.

### **2. Advocacy, Engagement and Consultation**

- a) Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- b) Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- c) Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- d) Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- e) Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- f) Provide and maintain partner relationships and provide for the resolution of any conflict.
- g) Establish, maintain and engage with any Waikato Plan Partner Forums.

### **3. Leadership Group Operations**

- a) Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
- b) Select and appoint an Independent Chairperson and a Deputy Chairperson.
- c) Implement any Memorandum of Understanding agreed between the partners.
- d) Approve and implement the Agreement as adopted by the Leadership Group.

Doc#11090124 – Waikato Plan Leadership Group – Agreement and Terms of Reference

# Future Proof Implementation Committee (Hamilton Sub-Regional Growth Strategy Joint Committee)

**REPORTING TO:** The participating Councils

**CONSTITUTION:** Two (2) elected representatives from each participating Council  
Hamilton City Council  
Waikato Regional Council  
Waikato District Council  
Waipa District Council

Two (2) representatives of Tangata Whenua

Independent Chair who is not an elected member. This person to be recommended by the partner Council Mayors, Regional Chair and tangata whenua representatives and appointed by the Future Proof Implementation Committee.

That the standing membership be limited to eleven (11) members (including Independent Chair), but with the power to co-opt up to a maximum of two additional non-voting members where required to ensure effective Future Proof implementation.

**MEETING FREQUENCY:** Bi-monthly or as required.

It is proposed that the Future Proof Implementation Committee would be in place for an initial six-year period (from 2009) through to ~~June 2015~~. *[extended to 30 October 2016 – see next page for Res No. WRC14/161]*.

**OBJECTIVE:** To oversee the development and implementation of the Hamilton Sub Regional Growth Strategy.

**SCOPE OF ACTIVITY:**

1. A Joint Committee to implement the Future Proof Joint Sub Regional Growth Strategy.

**POWER TO ACT:**

1. The joint Strategy Implementation Committee be delegated authority to implement the Strategy Action Plan in accordance with the following functions:
  - (a) Growth management leadership.
  - (b) Overseeing the implementation of the Strategy
  - (c) Ensuring organisation systems and resources support the Strategy implementation.
  - (d) Taking responsibility for progressing those actions specifically allocated to the Strategy Implementation Committee in the Strategy and ensuring implementation occurs.
  - (e) Monitoring and reporting progress against milestones.
  - (f) Overseeing the management of the risks identified in implementation.
  - (g) Reviewing and recommending adjustments to the Strategy.
  - (h) Identifying and resolving any consultation inconsistencies between the Strategy and subsequent public consultation process of the partner councils.

- (i) Facilitating consultation with the community.
- (j) Establishing the Strategic Partners Forum.
- (k) Selecting and appointing an Independent Chair.
- (l) Implementing a Memorandum of Understanding as adopted by the Committee to provide a basis for developing working relationships and the resolution of any conflict.

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## Subcommittees

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# Contracts Subcommittee

**REPORTING TO:** Council

**CONSTITUTION:** Chair of Finance Committee (Committee Chair).  
Deputy Chair of the Finance Committee.  
Council Chair,  
Chair of Committee relevant to the business area entering into the contract (when there is relevant business).

**QUORUM:** Two (2)

**MEETING FREQUENCY:** As required on referral from the Tenders Board.

**OBJECTIVE:** To consider all multi-year contracts as described below.

**SCOPE OF ACTIVITY:**

On referral from the Tenders Board to receive for final approval all multi-year contracts as described below.

**POWER TO ACT:**

1. To approve all contracts with a value greater than \$500,000 that have a term of greater than one year.
2. The Contacts Subcommittee delegation be limited to multi-year contracts where the average annual spend is less than \$2.5m per annum, or where the contract value exceeds the long term plan budget provision by less than \$500,000 per annum or \$2.5m in total.

**POWER TO RECOMMEND:**

1. To consider multi-year contracts where the average annual spend is more than \$2.5m per annum, or where the contract value exceeds the long term plan budget provision by more than \$500,000 per annum or \$2.5m in total, for recommendation to Council.

# Hearings Appointment Subcommittee

<b>REPORTING TO:</b>	Council
<b>CONSTITUTION:</b>	Chair of Council (Committee Chair), Deputy Chair of Council, Chair of Strategy and Policy Committee, and One Councillor who holds making good decisions accreditation
<b>QUORUM:</b>	Two (2)
<b>MEETING FREQUENCY:</b>	As required
<b>OBJECTIVE:</b>	To establish case specific resource consent and statutory policy process Hearing Committees and appoint members to the Hearing Committee including Hearing Commissioners except for those that trigger the Joint Management Agreement between Waikato Regional Council and Tūwharetoa Māori Trust Board.

## SCOPE OF ACTIVITY:

1. To establish and appoint case specific Hearing Committees as required to hear and:
  - (a) decide on resource consent applications; applications to change consent conditions; reviews of consent conditions; Section 357 of the Resource Management Act 1991 objections and/or any other application made in terms of the Part VI provisions and appeals against the decisions of Hearing Committees.
  - (b) make recommendations to the Council on:
    - i. any proposed policy statement or plan, or any change or variation to a policy statement or plan under Schedule One, Resource Management Act 1991 and any subsequent appeals.
    - ii. all other statutory policy processes including, but not limited to, Regional Pest Management Strategies, Regional Land Transport Strategies, Bylaws and Catchment Management Plans (i.e. matters that would be referred to the Policy Committee for adoption as a proposed document for public submission) and any subsequent appeals lodged.
2. Hearing Committees may be composed of Councillors and/or Independent Commissioners. All appointed Hearing Committee members must hold current certification in the Local Government New Zealand/Ministry for the Environment “Making Good Decisions” certification programme.
3. Where resource consent and statutory policy process Hearing Committees include Councillors, the following factors must be taken into account:
  - (a) any conflict of interest between Committees and/or a Committee member;
  - (b) any conflict of interest identified by the Subcommittee or raised by applicants and/or submitters;
  - (c) the need for specific expertise in particular cases;
  - (d) the need to manage the workload of Councillors by allocating the resource consent and other statutory policy process hearing workload among Councillors, depending on meeting commitments and availability;
  - (e) the need for any particular local knowledge.
4. For those resource consent applications covered by section 26 of the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010, the Hearing Committee appointments must be made in accordance with section 28.
5. When Commissioners are appointed to hear and decide on cases authority shall be delegated together with all the ancillary powers pursuant to s34A of the Resource Management Act 1991.

6. To decide whether in the case of a joint hearing a joint decision is appropriate pursuant to s102(3) of the Resource Management Act 1991 taking into consideration the differing environmental functions and issues of the decision making authorities.
7. To provide suggestions to the Minister regarding membership for the Environment Boards of Inquiry when resource consent application/s are called in, or in cases when time does not permit, to endorse or withdraw the suggestions submitted by the Group Manager, Resource Use.
8. To seek and receive regular reports on matters pertaining to the Hearings Appointment Subcommittee including, but not limited to, statistical information to assist with workload planning for statutory hearings and Commissioner fees.
9. To authorise resource consent Hearing Committees to act, as appropriate with respect to the exercise of various powers prior to the commencement of a hearing under sections 40, 41, 41B, 41C, 42, 42A and 99 of the Resource Management Act 1991.
10. With respect to appeals to the Environment Court from Hearing Committee decisions to authorise the relevant Hearing Committee to consider and decide upon consent orders negotiated by staff and appellants or provide guidance necessary to resolve the appeals in Environment Court proceedings.
11. In cases where mediation is appropriate, the Subcommittee will advise the Chief Executive Officer to delegate to an appropriate officer or other person the authority to conclude the mediation process.



# Catchment Committees

**REPORTING TO:** Integrated Catchment Management Committee.

**CONSTITUTION:** Constituent Councillors appointed by Council,  
One of the two Joint-Chairs, Integrated Catchment Management Committee  
being either the Joint-Chair from the north or the Joint-Chair from the south  
depending on the geographic location of the respective catchment,  
The Council Chair or Deputy Chair (ex-officio with full voting rights).

Appointments made by Council from nominations from territorial and iwi  
authorities and relevant sector groups/the public within the  
scheme/management area – such as key agencies, landowners, community  
groups as identified by Council

The Chair and Deputy Chair from the membership of each Catchment Committee  
to be appointed by the Integrated Catchment Management Committee.

Refer to membership schedule for each Catchment Committee.

**MEETING FREQUENCY:** Three to four meetings per annum (including field inspections).

**OBJECTIVE:** To provide advice to the Integrated Catchment Committee and support  
catchment management activities.

**QUORUM:** Chair or Deputy Chair of the Committee, one Waikato Regional Council appointed  
Councillor and two members of the committee.

**SCOPE OF ACTIVITY:**

1. The Catchment Committees each have an assigned geographical area of interest, representing catchment interests in one of Coromandel, Waihou-Piako, Taupō, Upper Waikato, Central, Waipa, West Coast and Lower Waikato catchments.
2. Each Committee has the opportunity to provide advice to the Integrated Catchment Committee and support Council's catchment management activities related to:
  - (a) Asset management
  - (b) Flood control programmes
  - (c) Biodiversity and natural heritage operations
  - (d) Biosecurity operations
  - (e) Harbour and catchment management
  - (f) Hazard management and community safety activities
  - (g) River systems management
  - (h) Soil conservation and land management programmes
3. As provided for in Council's Standing Orders, the Chair may consider requests for deputations in relation to specific agenda items and at the discretion of the Chair, a public forum may be included in committee meeting agendas.

**POWER TO ACT:**

1. To consider and approve annual work programmes for catchment management activities within the relevant catchment area, consistent with Council policy, zone plan priorities and approved annual budgets.
2. To monitor progress of catchment management activities, zone plans including asset management plans against current year budgets.

**POWER TO RECOMMEND:**

1. To develop zone plans, including asset management plans.
2. Input to locally relevant Council plans to advance the catchment zone plan priorities.
3. Assessment of feasibility and development of (flood protection) capital works proposals in response to community need.

**CHIEF EXECUTIVE – POWER TO ACT**

1. Refer to Section 2.3.3 of the Procedural Delegations Manual

**CATCHMENT COMMITTEES:**

**North**

Waihou Piako Catchment Committee  
Coromandel Catchment Committee  
Lower Waikato Catchment Committee

**South**

Central Waikato Catchment Committee  
Lake Taupō Catchment Committee  
Upper Waikato Catchment Committee  
Waipa Catchment Committee  
West Coast Catchments Committee

# Drainage Advisory Subcommittees

**REPORTING TO:** Integrated Catchment Management Committee

**CONSTITUTION:** Constituent Councillors appointed by Council,  
One of the two Joint-Chairs, Integrated Catchment Management Committee  
being either the Joint-Chair from the north or the Joint-Chair from the south  
depending on the geographic location of the respective drainage area,  
Appointments made by the Council of landowner representatives from the relevant  
drainage area.

The Chair and Deputy Chair from the membership of each Catchment Committee  
to be appointed by the Integrated Catchment Management Committee.

Refer to membership schedule for each Drainage Advisory Subcommittee.

<b>MEETING FREQUENCY:</b>	Aka Aka Otaua	Monthly
	Thames Valley	Quarterly
	Franklin Waikato	Two meetings per year
	Waikato Central	Quarterly

**OBJECTIVE:** To provide advice to the Integrated Catchment Committee and support drainage  
management activities.

**QUORUM:** Chair or Deputy Chair of the subcommittee and two members of the  
subcommittee.

**SCOPE OF ACTIVITY:**

1. The Drainage Advisory Subcommittees each have an assigned geographical area of interest,  
representing drainage interests in one of Aka Aka Otaua, Thames Valley, Franklin Waikato or Waikato  
Central drainage area.
2. Each Subcommittee has the opportunity to provide advice to the Integrated Catchment Committee and  
support Council's drainage activities related to:
  - (a) Asset management
  - (b) Land drainage programmes

**POWER TO ACT:**

1. To monitor progress of drainage activities including asset management plans against current year  
budgets.

**POWER TO RECOMMEND:**

1. To develop annual work programmes for drainage management activities within the relevant drainage  
area.

**CHIEF EXECUTIVE – POWER TO ACT**

Refer to Section 2.3.3 of the Procedural Delegations Manual

**DRAINAGE ADVISORY SUBCOMMITTEES:**

**North**

Aka Aka Otatau  
Franklin Waikato  
Thames Valley

**South**

Waikato Central

# Catchment Committees Community Representative/s Appointment Process Nomination Panel

**REPORTING TO:** Integrated Catchment Management Committee.

**CONSTITUTION:** Chair of Council,  
Deputy Chair of Council,  
Joint-Chairs of Integrated Catchment Management Committee,  
Director, Integrated Catchment Management.

**MEETING FREQUENCY:** As required to complete the community representatives' selection process.

**OBJECTIVE:** To select appropriate persons as community representatives on Catchment Committees.

**SCOPE OF ACTIVITY:**

1. To receive applications for community representatives on Catchment Committees and Drainage Advisory Subcommittees and to evaluate and select representatives, in accordance with the assessment criteria for appointment. All members of the panel will evaluate and vote on all nominations received.

**POWER TO ACT:**

1. To meet and short list candidates in accordance with the evaluation/assessment criteria and where necessary to seek/request further information about candidates.

**POWER TO RECOMMEND:**

1. To recommend the selected candidates to Council for appointment to the respective Catchment Committee/s and Drainage Advisory Subcommittee.

# Regional Public Transport Plan Development Subcommittee

- REPORTING TO:** Strategy and Policy Committee
- CONSTITUTION:** One Waikato Regional Council member appointed to the Hamilton Public Transport Joint Committee who shall be the Chair
- One of either the Chair or Deputy Chair of the Regional Transport Committee who shall be the Deputy Chair
- Two members appointed by Hamilton City Council of which at least one is drawn from either the Hamilton RTC representative or the two Hamilton City Council representatives on the Hamilton Public Transport Joint Committee.
- Three elected member from the RTC who shall be from a territorial authority funder of public transport services (excluding Hamilton City Council).
- One person representing the New Zealand Transport Agency (NZTA) to be appointed by the NZTA as a non-voting member.
- QUORUM:** Three (3)
- MEETING FREQUENCY:** Monthly or as required
- OBJECTIVE:** Prepare and recommend to the Waikato Regional Council for public consultation a draft 2018-2028 Regional Public Transport Plan that has been prepared in accordance with and complies with the requirements of the LTMA 2003 and any other relevant national guidelines.
- SCOPE OF ACTIVITY:**
1. Develop the draft 2018-2028 Regional Public Transport Plan and recommend it to Council (via the Strategy and Policy Committee) for public consultation.
  2. Ensure all policy developed in the Regional Public Transport Plan is consistent with the Regional Land Transport Plan.
- POWER TO ACT:**
1. To prepare the draft 2018-2028 Regional Public Transport Plan.
- POWER TO RECOMMEND:**
1. To recommend the draft 2018-2028 Regional Public Transport Plan to Council via the Strategy and Policy Committee for public consultation.

# Waikato Regional Public Transport Plan 2018-2028

## Hearings Committee

<b>REPORTING TO:</b>	Waikato Regional Council
<b>CONSTITUTION:</b>	<p>One member from the RPTP Development Committee representing Waikato Regional Council and who shall be the Chair of the Hearings Committee</p> <p>One member from the RPTP Development Committee representing Hamilton City Council</p> <p>One member from the RPTP Development Committee representing Waikato District Council</p> <p>One member from the RPTP Development Committee representing Waipa District Council</p> <p>One member from the RPTP Development Committee representing the Eastern link territorial authorities</p> <p>One representative, representing the NZ Transport Agency, as a non-voting technical advisor to the Hearings Committee.</p>
<b>MEETING FREQUENCY:</b>	As required following the 'proposal' of the Draft Regional Public Transport Plan (and after the public notification and submission period requirements have been met).
<b>OBJECTIVE:</b>	To consider the submissions received to the Draft Waikato Regional Public Transport Plan 2018-2028

### SCOPE OF ACTIVITY:

- a) to consider all submissions received in respect of the Draft Waikato Regional Public Transport Plan 2018-2028, including verbal presentations from submitters wishing to be heard, and
- b) to report to the Waikato Regional Council on the decisions for submissions, including any amendments/changes to the Draft Waikato Regional Public Transport Plan 2018-28
- c) to recommend the final Waikato Regional Public Transport Plan 2018-2028 to the Waikato Regional Council for adoption.

### POWER TO ACT:

1. To conduct meetings for the purpose of hearing and considering submissions made on the Draft Waikato Regional Public Transport Plan 2018-28.
2. To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council for adoption of the Waikato Regional Public Transport Plan 2018-2028 including any amendments/changes.

## Submissions Subcommittee

- REPORTING TO:** Strategy and Policy Committee
- CONSTITUTION:** Four (4) Councillors,  
The Chair of Strategy and Policy Committee (Subcommittee Chair),  
The Council Chair or Deputy Chair (ex-officio with full voting rights).
- QUORUM:** Four (4)
- MEETING FREQUENCY:** As required
- OBJECTIVE:** To approve submissions on statutory documents, consistent with council policy where deadlines cannot be met within the existing Strategy and Policy Committee meeting schedule.
- SCOPE OF ACTIVITY:**
1. Consider and approve submissions on statutory documents, consistent with council policy where deadlines cannot be met within the existing Strategy and Policy Committee meeting schedule.
- POWER TO ACT:**
2. To approve submissions on statutory documents, consistent with council policy where deadlines cannot be met within the existing Strategy and Policy Committee meeting schedule.



# 2018 update of the Waikato Regional Land Transport Plan 2015-45 Hearings Committee

- REPORTING TO:** Waikato Regional Council via the Regional Transport Committee.
- CONSTITUTION:** One (1) The Chair of the Regional Transport Committee representing Waikato Regional Council (who will be Chair of the Hearing Committee)  
One (1) Regional Transport Committee member representing Hamilton City Council  
One (1) Regional Transport Committee member representing the North Waikato sub-region and Waipā/Waitomo/Ōtorohanga sub-region  
One (1) Regional Transport Committee member representing the East Waikato sub-region  
One (1) Regional Transport Committee member representing the South Waikato and Taupō sub-region  
One (1) New Zealand Transport Agency representative as a non-voting Technical Advisor.
- QUORUM:** Two (2) – As per Standing Order 10.2
- MEETING FREQUENCY:** As required following the ‘proposal’ of the Draft 2018 update of the Waikato Regional Land Transport Plan 2015-45 (and after the public notification and submission period requirements have been met).
- OBJECTIVE:** To consider the submissions received to the Draft 2018 update of the Waikato Regional Land Transport Plan 2015-45.
- SCOPE OF ACTIVITY:**
- a) to consider all submissions received in respect of the Draft 2018 update of the Waikato Regional Land Transport Plan 2015-45, including verbal presentations from submitters wishing to be heard, and
  - b) to report to the Waikato Regional Council via the Regional Transport Committee with recommendations for adoption including any amendments/changes to the Draft 2018 update of the Waikato Regional Land Transport Plan 2015-45.
- POWER TO ACT:**
1. To conduct meetings for the purpose of hearing and considering submissions made on the Draft 2018 update of the Waikato Regional Land Transport Plan 2015-45.
  2. To deliberate on the submissions received for the purpose of making recommendations (with reasons) to the Waikato Regional Council via the Regional Transport Committee for adoption of the 2018 update of the Waikato Regional Land Transport Plan 2015-45 including any amendments/changes.

# Amendments

Date	Amendment	Committee	Source
23/2/2017	Updated TOR as per proposed report (Doc#9802295). Change to HCC membership and TA members.	<b>Regional Public Transport Plan Development Subcommittee</b>	Council WRC17/33 (Pg 38 Doc# 9990395)
23/2/2017	Change to meeting frequency – Franklin Waikato Drainage	<b>Drainage Advisory Subcommittee</b>	Council WRC17/34 (pg 40 Doc # 9990395)
10/4/2017	RPTP – Extend TA membership from 2 to three for WDC.	<b>RPTP Development Subcommittee</b>	WRC17/66 (#10179941) RTC17/30 (#10221122) & WRC17/91(#10317792)
10/4/2017	Removed the Rotational Chairing arrangements for the Committee as Chair/Deputy Chair appointed for 2016-2019 – not Co-Chairing arrangement. “Chairmanship” Removed the rotational Chairing arrangements for the two councils.	<b>Hamilton Public Transport Joint Committee (just for 2016-2019)</b>	WRC17/70 (#10179941)
27/04/2017	Update to A&R TOR no longer subcommittee of Finance. Doc#10270805.	<b>Audit and Risk Committee</b>	WRC17/98 (#10317792)
25/05/2017	Update to HRWO TOR (WRC17/93) following adoption of April Council minutes	<b>Healthy Rivers Wai Ora Committee</b>	WRC17/113 (#10518962)
03/08/2017	Update of Waikato Plan Joint Committee Quorum (cover page) to match TOR and Joint Agreement adopted July 2015.	<b>Waikato Plan Joint Committee</b>	WSP15/23
09/08/2017	Update constitution of committee following change in membership	<b>Hamilton Public Transport</b>	WRC17/148
09/08/2017	Update Terms of Reference for committee as approved by the committee and council	<b>Tūwharetoa Māori Trust Board and Waikato Regional</b>	WRC17/147 (#10669589), TMTBCG17/04

		<b>Council Co-Governance Committee</b>	
27/09/2017	Update and insert new TOR for Committee As per Agreement/TOR provided. (Overwrote Waikato Plan Joint Committee)	<b>Waikato Plan Leadership Group</b>	Doc#11090124
19/01/2018	Update Terms of Reference for the committees as approved by Council as they relate to the JMA.	<b>Tūwharetoa Māori Trust Board and Waikato Regional Council Co-Governance Committee:</b>  <b>Hearings Appointment Subcommittee</b>	Doc#11564187 (PEX) WRC17/280
22/01/18	Update to TOR for each of the Co-Governance – Appoint alternates.	<b>TMTB, TARIT, Raukawa, Waikato Raupatu</b>	WRC17/299 Doc#11562225
22/01/18	Created the TOR for RLTP hearing committee	<b>Draft 2018 Update on the Waikato Regional Land Transport Plan 2015-2045 Hearing Committee</b>	WRC17/273 Doc#11562225, Doc #11193545
22/02/18	Update TOR for Drainage and Catchment Committees, Include quorum and extra scope (public forum reference), and TOR for the Appointment Panel. (As per Doc#11730613)	<b>Catchment Committees</b>  <b>Drainage Advisory Subcommittees</b>  <b>Appointment Panel</b>	WRC18/47  Doc#11832649
21/05/18	Created TOR for the RPTP Hearings Committee	<b>Waikato Regional Public Transport Plan 2018-2028 Hearings Committee</b>	Doc#11885355 & Doc # 12285105 Hearings Appointment Subcommittee 11/4/18
26/06/18	Updated TOR for the Appointment Panel	<b>Catchment Committees</b> <b>Community Representative/s</b> <b>Appointment Process</b> <b>Nomination Panel</b>	Doc #12456129 WRC18/152