

# Decision Report



**To:** Mayor and Councillors

**From:** Group Manager – Community Services and Development

**Date:** Thursday, 31 October 2019

**File reference:** Document: 2665081  
Appendix A: Portfolio Job Descriptions  
Appendix B: Delegations of Committees

**Portfolio holder:** Mayor Toby Adams

**Meeting date:** Wednesday, 13 November 2019

**Subject:** **Council and Committee Structure, Delegations to Committees, Council Appointments, Portfolios, Working Parties, Meeting Dates and Meeting Venues - 2019-2022 Triennium**

## RECOMMENDATION

### RESOLVED

THAT in accordance with Schedule 7, Clause 30 of the Local Government Act 2002, the Council confirms the committee structure (as detailed in the report), and

THAT in accordance with Schedule 7, Clause 31 of the Local Government Act 2002 the Council appoint the members (as detailed in the report) to the respective committees, and that the Chairperson and Deputy Chairperson of the committees be as indicated, and

THAT Council appoints Councillor Phillip Buckthought as Council representative and John Tregidga as Council appointee to the Tauwhare Koiora Reserve Co-Governance Committee, and

THAT Council appoints Councillor Duncan Smeaton as Council representative and John Tregidga as Council appointee to the Ngāti Koi Domain Co-Governance Committee, and

THAT Council in accordance with Clauses 30 & 31 of Schedule 7 of the LGA, appoints for the current Drainage Committee's triennium the respective Drainage Committees to serve as members to act in an advisory capacity to Council on matters relating to land drainage management programmes for the drainage districts of Western Plains, Eastern Plains, Paeroa Rural and Taramaire, and

THAT the Council and Committee meeting frequency and meeting times be approved (as detailed in the report), and

THAT all meetings unless otherwise notified be held in the Council Chambers, Council Offices, William Street, Paeroa, and

THAT the December Council meeting be held on Wednesday, 11 December 2019 with the alternative date of 18 December if required, and

THAT only two meetings are held in January 2020; Council on Wednesday, 29 January, and Community Growth Committee on Thursday, 30 January, and

THAT in accordance with Schedule 7, Clause 30 of the Local Government Act 2002 the Council appoints the working parties (as detailed in the report), and

THAT in accordance with Schedule 7, Clause 31 of the Local Government Act 2002 the Council appoints the portfolio holders to their assigned portfolios of responsibility, and

THAT Councillor Phillip Buckthought be given delegated authority to act for the Mayor as the Council's representative on the Waikato Civil Defence Emergency Management Group, and

THAT in the absence of Councillor Buckthought, the Mayor has delegated authority to act for the elected member as the Council's representative on the Waikato Civil Defence Emergency Management Group, and

THAT Council's representative or alternative representative be granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets as per section 7 of the Waikato Civil Defence Emergency Management Group Constituting Agreement, and

THAT a Waste Minimisation Working Party be formed with the membership of Cr Smeaton as Chair, Cr Spicer, Cr Milner, Mayor Adams and Cr Garrett, and

THAT once all (undetermined) positions have been confirmed staff provide an update report to Council on these.

## **Purpose**

Following the discussions at the recent Council retreat, below is a list of appointments and recommendations from the Mayor for Committees, Council appointments, portfolios, working parties, delegations to Committees, meeting dates and meeting venues.

The committee structure and appointments of Chairs is made by the Mayor pursuant to the authority given in Section 41A of the Local Government Act 2002 (LGA 2002).

### 1. **COUNCIL AND COMMITTEES**

#### **RECOMMENDATION**

THAT in accordance with Schedule 7 Clause 30 of the Local Government Act 2002, the Council appoints the following committees:

- Plains Ward Committee
- Paeroa Ward Committee
- Waihi Ward Committee
- Community Growth Committee
- Audit and Risk Committee
- Hearings and Judicial Committee
- District Plan Committee
- District Licensing Committee
- Consultative Committee Water and Waste
- Te Mana Whenua Forum
- Emergency Management Committee
- Councillor Conduct Review Committee
- Drainage Committee's (Western, Eastern, Paeroa, Taramaire and possibly Pukorokoro)

## 2. **MEMBERSHIP OF COMMITTEES**

### **RECOMMENDATION**

THAT in accordance with Schedule 7, Clause 31 of the Local Government Act 2002 the Council appoint the following members to the respective committees, and that the Chairperson and Deputy Chairperson of the committee be as indicated.

Council – to meet, third to last Wednesday of the month and last Wednesday of the month

- Mayor Toby Adams (*Chair*)
- Deputy Mayor - Paul Milner (*Deputy Chair*)

Ward Committees (meeting dates to be determined)

#### Plains Ward

- Ross Harris (*Chair*)
- Phillip Buckthought
- Rodney Garrett
- Ray Broad

#### Paeroa Ward

- Carole Daley (*Chair*)
- Paul Milner
- Jo Tilsley
- Rino Wilkinson

#### Waihi Ward

- Anne Marie Spicer (*Chair*)
- Duncan Smeaton
- Paul Anderson
- Sara-Ann Howell
- Brian Gentil

#### Community Growth Committee

- Ross Harris (*Chair*)
- *Deputy Chair to be determined by committee*
- Paul Milner
- Paul Anderson
- Mayor Toby Adams
- Anne Marie Spicer
- Ray Broad
- David Taipari
- Iwi representative

#### Audit and Risk Committee

- Independent (*Chair*)
- Paul Milner (*Deputy Chair*)
- Ross Harris
- Duncan Smeaton
- Paul Milner
- Carole Daley
- Anne Marie Spicer
- Mayor Toby Adams

### Hearings and Judicial Committee

- Paul Milner (*Chair*)
- Anne Marie Spicer (*Deputy Chair*)
- Mayor Toby Adams

### ***Appointed Commissioners:***

Mary Carmine  
Gill Leonard  
Austin Rattray

### District Plan Committee

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Ray Broad
- Austin Rattray
- Iwi representation

### District Licensing Committee

- Paul Milner (*Chair*)
- Carole Daley (*Deputy Chair*)

### ***Committee List Members:***

Mary Carmine  
Denis Taylor  
John Goodman  
Brent Holmes  
Ross Murphy

### Consultative Committee Water and Waste (to be formed if required)

- Ross Harris (*Chair*)
- Phillip Buckthought (*Deputy Chair*)
- Duncan Smeaton
- Iwi representation

### Te Mana Whenua Forum (membership to be decided at time of formation)

- Mayor Toby Adams (*Chair*)
- Anne Marie Spicer (*Alternate*) *Deputy Chair*

### Emergency Management Committee

- Phillip Buckthought (*Chair*)
- Mayor Toby Adams (*Deputy Chair*)
- Paul Milner
- Rodney Garrett
- Duncan Smeaton
- Iwi representative

### Councillor Conduct Review Committee

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Ross Harris
- Anne Marie Spicer

### MAYOR IS A MEMBER OF ALL COMMITTEES

The Local Government Act provides that the Mayor is a member of each committee of a territorial committee as per (Clause 41(A) (5)).

### 3. **APPOINTMENTS TO CO-GOVERNANCE COMMITTEES**

Council must appoint 2 council appointees with at least one being an elected member, of the area, to the two current Co Governance Committees of; Tauwhare Koiora Reserve Co-Governance Committee and the Ngāti Koi Domain Co-Governance Committee.

#### **RECOMMENDATION**

THAT Council appoints Councillor Phillip Buckthought as Council representative and John Tregidga as Council appointee to the Tauwhare Koiora Reserve Co-Governance Committee, and

THAT Council appoints Councillor Duncan Smeaton as Council representative and John Tregidga as Council appointee to the Ngāti Koi Domain Co-Governance Committee.

### 4. **REAPPOINTMENT OF DRAINAGE COMMITTEE MEMBERS**

Reinstatement of the members appointed to the District Drainage Committees is required, as unless otherwise resolved by the Council, the committees are deemed to be discharged on the coming into office of the new Council (Schedule 7 Clause 30(7) LGA 2002).

The District Drainage Committees 'community representation' elections will be held in April 2020; however, reappointment of the current membership is required to enable these committees to continue to operate in that interim period.

#### **RECOMMENDATION**

THAT Council in accordance with Clauses 30 & 31 of Schedule 7 of the LGA appoints for the current Drainage Committee's triennium the respective Drainage Committees to serve as members to act in an advisory capacity to Council on matters relating to land drainage management programmes for the drainage districts of Western Plains, Eastern Plains, Paeroa Rural and Taramaire.

#### Western Plains Drainage District Committee

Area 1:	Waitakaruru/Miranda	Harry van Eyk
Area 2:	Pipiroa	Brian Keane
Area 3a:	Rawerawe/Ngatea/Puhunga	Gavin Laurich
Area 3b:	Rawerawe/Ngatea/Puhunga	Peter Johnstone
Area 4:	Pouarua/Waikumete	Brian Pirie
Area 5:	Kaihere/Torehape	Patrick Leonard
Area 6:	Patetonga/Mangawhero	Peter Paterson and Ross Young
Area 7:	Pouarua/Waikumete	Brian Carter ( <i>Chairperson</i> ) Councillor Phillip Buckthought (Alternate Rodney Garrett)

#### Eastern Plains Drainage District Committee

Area 1:	Kopuarahi/Orongo	Roger Hunter ( <i>Chairperson</i> )
Area 2:	Horahia	Richard Webster
Area 3a:	Wharepoa	Andrew Green
Area 3b:	Wharepoa	Ted Nicholson
Area 4a:	Awaiti	Kevin Caddy
Area 4b:	Awaiti	Peter Schouten
Area 5a:	Netherton	Vacant
Area 5b:	Netherton	Kim Reid Councillor Phillip Buckthought (Alternate Rodney Garrett)

Paeroa Rural Drainage District Committee

Area 1:	Komata North	Kyle Morrison and Peter Casey
Area 2:	Opukeko	Vacant
Area 3:	Tirohia/Rotokohu	Mike Peters ( <i>Chairperson</i> ) and Kevin Gillingham Councillor Phillip Buckthought (Alternate Rodney Garrett)

(Interim) Taramaire Drainage District Committee Membership to be confirmed following District Drainage Elections to be held in March 2020.

Councillor Phillip Buckthought  
(Alternate Rodney Garrett)

**5. MEETING DATES**

**RECOMMENDATION**

THAT the following list of meeting days be adopted:

**Council Meetings**

To meet, third to last Wednesday of the month and last Wednesday of the month.

**Community Growth Committee**

On Tuesday two weeks prior to the first Council meeting of the month.

**Audit & Risk Committee Meetings**

The third to last Tuesday of every consecutive month in the Hauraki Room, Paeroa Council Office.

**Hearings and Judicial Committee Meetings**

The second to last and fourth to last Mondays in each month (if required)

**District Plan Committee**

As/when required.

**District Licensing Committee Meetings**

As/when required.

**Consultative Water and Waste Committee**

To be determined.

**Te Mana Whenua Forum**

To be determined.

**Emergency Management Committee**

To be determined.

**Councillor Conduct Review Committee**

As/when required.

**Western Plains Drainage District Committee**

Fourth to last Thursday monthly.

**Eastern Plains Drainage District Committee**

Fourth to last Thursday bi-monthly

**Paeroa Rural Drainage District Committee**

Fourth to last Thursday six monthly

**Taramaire Drainage District Committee**

Fourth to last Thursday six monthly

6. **MEETING VENUES**

**RECOMMENDATION**

THAT all above meetings unless otherwise notified be held in the Council Chambers, Council Offices, William Street, Paeroa.

7. **MEETING TIMES**

**RECOMMENDATION**

THAT the meetings listed commence at the following times:

Council	9:00am
Community Growth Committee	9:00am
Audit and Risk Committee	9:00am
Hearings and Judicial Committee	9:00am
District Plan Committee	(as/when required)
District Licensing Committee	(as/when required)
Consultative Water and Waste Committee	(to be determined)
Te Mana Whenua Forum	(to be determined)
Emergency Management Committee	(to be determined)
Councillor Conduct Review Committee	(to be determined)
Western Plains Drainage District	10:30am
Eastern Plains Drainage District	1:00pm
Paeroa Rural Drainage District	1:00pm
Taramaire Drainage District	1:00pm

8. **DECEMBER 2019 AND JANUARY 2020 MEETINGS**

In December, it is usual for the last Council meeting of the month to be held a week early, as it is common that the last Wednesday is in the Christmas vacation period. It is suggested that the normal end of month Council meeting be held on Wednesday, 11 December 2019 with the alternative date of Wednesday, 18 December 2019 if it is required.

In January, it has been normal practice to only have a single meeting of Council at the end of the month and not to have any committee meetings. In this regard, it is suggested that the only meeting be of the full Council and that it be held on Wednesday, 29 January 2020.

**RECOMMENDATION**

THAT the December Council meetings be held on Wednesday's, 11 and 18 December 2019, and

THAT only two meetings are held in January 2020, Community Growth Committee on Tuesday, 28 January and Council on Wednesday, 29 January.

9. **DELEGATIONS FOR COUNCIL COMMITTEES**

The delegations for Council's Committees are currently as outlined in Section 9 of the Delegations Manual. A copy of this section is attached as Appendix A. These delegations will be reviewed over the next few months.

**(Committee and Working Party delegations are attached as Appendix A)**

10. **WORKING PARTIES**

**RECOMMENDATION**

THAT in accordance with Schedule 7, Clause 30 of the Local Government Act 2002 the Council appoints the following working parties:

Community Housing Working Party

- Carole Daley (*Chair*)
- Anne Marie Spicer (*Deputy Chair*)
- Paul Milner
- Ray Broad

Councillor Remuneration Working Party

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Carole Daley
- Ross Harris
- Anne Marie Spicer

CEO Performance Assessment Working Party

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Carole Daley
- Ross Harris
- Anne Marie Spicer

Councils Organisations Appointments Working Party

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Carole Daley
- Ross Harris
- Anne Marie Spicer

Social Strategy Working Party

- Anne Marie Spicer (*Chair*)
- Jo Tilsley (*Deputy Chair*)
- Mayor Toby Adams
- Sara-Ann Howell

Property Sale and Purchase Working Party

- Mayor Toby Adams (*Chair*)
- Paul Milner (*Deputy Chair*)
- Ray Broad
- Ross Harris
- Carole Daley

Kaiaua Coast Community Plan Joint Working Party

- Mayor Toby Adams (*Chair*)
- Ross Harris
- Anne Marie Spicer
- 3 Waikato Regional Council Councillors (to be confirmed by WRC)
- 4 Iwi Representatives



### Waste Minimisation Working Party

- Duncan Smeaton (*Chair*)
- Anne Marie Spicer
- Paul Milner
- Mayor Toby Adams
- Rodney Garrett

## 11. **COUNCIL PORTFOLIOS**

### **RECOMMENDATION**

THAT in accordance with Schedule 7, Clause 31 of the Local Government Act 2002 the Council appoints the following portfolio holders to their assigned portfolio of responsibility.

<b>PORTFOLIO</b>	<b>COUNCILLOR</b>
Policy	Mayor Toby Adams
RMA and Regulatory Policy	Paul Milner
Finance	Carole Daley Mayor Toby Adams
Property	Ray Broad Carole Daley
Water/Wastewater/Stormwater	Ross Harris Phillip Buckthought
Land Drainage and Flood Protection	Phillip Buckthought Rodney Garrett
Transportation	Mayor Toby Adams Phillip Buckthought
Community Facilities	Anne Marie Spicer Paul Milner
Community Recreation	Rino Wilkinson Sara Howell
Iwi	Mayor Toby Adams Anne Marie Spicer
Waste Management	Duncan Smeaton Rodney Garrett
Community Growth	Ross Harris Mayor Toby Adams
Community Initiatives	Jo Tilsley Anne Marie Spicer
Emergency Management	Phillip Buckthought Mayor Toby Adams

**(Portfolio job descriptions are attached Appendix B).**

## 12. **APPOINTMENT TO THE WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP**

Section 13 of the Civil Defence and Emergency Management Act 2002 requires that every local authority must be a member of a Civil Defence Emergency Management Group and that each local authority that is a member of a Group with other local authorities must be represented on the Group by 1, and only 1 person, being either the Mayor of that local authority or an elected person from that local authority who has delegated authority to act for the Mayor.

## **RECOMMENDATION**

THAT Councillor Phillip Buckthought be given delegated authority to act for the Mayor as the Council's representative on the Waikato Civil Defence Emergency Management Group, and

THAT in the absence of Councillor Buckthought, the Mayor has delegated authority to act for the elected member as the Council's representative on the Waikato Civil Defence Emergency Management Group, and

THAT Council's representative or alternative representative be granted full delegated authority to commit to action and expenditure on behalf of the Council within approved budgets as per section 7 of the Waikato Civil Defence Emergency Management Group Constituting Agreement.

### 13. **APPOINTMENT OF ALTERNATIVE REPRESENTATIVE TO THE WAIKATO PLAN JOINT COMMITTEE**

Council is required to confirm the alternative representative to the Mayor on the Waikato Plan Joint Committee.

## **RECOMMENDATION**

THAT (a Councillor to be determined by 3 Councils) be given delegated authority to act for the Mayor as the Council's representative on the Waikato Plan Joint Committee.

### 14. **COUNCILLOR APPOINTMENTS TO EXTERNAL ORGANISATIONS**

## **RECOMMENDATION**

That the following Councillor appointments be made:

Creative N Z	Anne Marie Spicer (Alternate Jo Tilsley)
Regional Land Transport Committee	Mayor Toby Adams (Alternate Phillip Buckthought)
Regional Council Waihou Valley Scheme and Piako River Scheme Liaison Committee	Phillip Buckthought (Alternate Ross Harris)
Hauraki Gulf Forum	Anne Marie Spicer (Alternate Phillip Buckthought)
Joint Golden Cross Mine Closure Committee with Waikato Regional Council	Mayor Toby Adams (Alternate Duncan Smeaton)
Waikato CDEM Group Joint Committee	Phillip Buckthought (Alternate Mayor Toby Adams)
Waikato Plan Joint Committee	(to be determined)
Agewise	(to be determined)

### **Appointments to Community Committees – Plains Ward**

Patetonga Hall	Ross Harris
Kaihere Hall	Ross Harris
Mangatarata Reserve	Ross Harris
Waitakaruru Domain	Ray Broad
Kaiaua Rate Payers	Rodney Garrett
Kopuarahi Hall	Phillip Buckthought
Turua Hall/Domain	Phillip Buckthought
Kerepehi Hall/Domain	Rodney Garrett
Hugh Hayward Domain	Ross Harris
Haurakian Charitable Trust	Neil Gray

### **Appointments to Community Committees – Paeroa Ward**

Domain Users Group	Paul Milner/Rino Wilkinson
Rotokohu Sports Ground Mngt Committee	Paul Milner/Carole Daley
Karangahake Mackaytown Reserve Committee	Jo Tilsley
Netherton Reserve Committee	Jo Tilsley
Centennial Park Trust Board	Carole Daley/Rino Wilkinson
Golden Cross Mine Community Consultative Group	Paul Milner
Positive Paeroa Inc.	Ross Harris
Paeroa Swimming Pool Users Group	Carole Daley/Jo Tilsley
Maritime Park	Carole Daley

### **Appointments to Community Committees – Waihi Ward**

Waihi Arts Centre and Museum	Anne Marie Spicer
Whiritoa Community Hall Management Committee	Sara-Ann Howell
Whiritoa Community Liaison Committee	Sara-Ann Howell
Waikino Liaison Committee	Brian Gentil
Golden Cross Mine Community Consultative Group	Duncan Smeaton
Go Waihi Inc.	Ross Harris
Waitawheta Camp	Duncan Smeaton
Waihi Community Forum	Anne Marie Spicer and Paul Anderson
Sport `n` Action Waihi Charitable Trust	Paul Anderson/John Tregidga

**Appendix A**

**Draft Delegations to Committees and Working Parties**

**Section 9 of the Delegations Manual**

## **Community Growth Committee**

<b>Reporting To:</b>	Council
<b>Membership</b>	5 Councillors Mayor ex-officio 1 Council Appointee 1 Iwi Representative
<b>Meeting Frequency:</b>	Monthly
<b>Delegation:</b>	<p>The Council delegates to the <u>Community Growth Committee</u> the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>■ Authority to approve expenditure up to \$5,000 per project within the existing approved Community Growth budget subject to reporting the expenditure to the next Council meeting.</li> <li>■ To report to the Council any recommended changes required to the Economic Development Strategy.</li> <li>■ To review and develop the Economic Development Action Plan required by the Economic Development Strategy and to monitor and report to Council on its implementation.</li> <li>■ To receive and review reports from the Economic Development staff on economic development matters.</li> <li>■ To review and recommend to Council on the budget for the Community Growth activities and the priorities for expenditure.</li> <li>■ To receive and review reports on Community Growth Activities and make recommendations to Council.</li> <li>■ Community Growth Activities include: <ul style="list-style-type: none"> <li>□ Economic Development</li> <li>□ Visitor Information Centre's</li> <li>□ Town Promotion</li> <li>□ Hauraki Rail Trail</li> <li>□ Destination Coromandel</li> </ul> </li> <li>● Development Assistance/Grants</li> </ul>
<b>Management Responsibility:</b>	Group Manager – Community Services and Development

## **Audit and Risk Committee**

<b>Reporting to:</b>	Council
<b>Membership:</b>	(Independent/Chairperson) Deputy Mayor - (Deputy Chairperson) Mayor and 4 councillors
<b>Meeting Frequency:</b>	Third to last Tuesday – bi-monthly commencing at 9.00am
<b>Delegation:</b>	<p>The Council delegates to the Audit and Risk Committee the following responsibilities:</p> <ul style="list-style-type: none"> <li>■ To monitor the Council’s treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy that this be recommended to Council.</li> <li>■ To review the Council’s insurance policies on an annual basis.</li> <li>■ To review, in depth, the Council’s annual report and if satisfied, recommend the adoption of the annual report to Council.</li> <li>■ To work in conjunction with the Chief Executive and Group Manager Corporate Services in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.</li> <li>■ To work in conjunction with the Chief Executive and Group Manager Corporate Services in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes.</li> <li>■ To work in conjunction with the Chief Executive and Group Manager Corporate Services to monitor the Council’s handling of rates in arrears and rating sales and ensure the proper application policy and processes.</li> <li>■ To provide a communications link between management, the Council and the external and internal auditors.</li> <li>■ To engage with Council’s external auditors and approve the terms and arrangements for the external audit programme.</li> <li>■ To engage with Council’s internal auditors and approve the terms and arrangements for the internal audit programme.</li> <li>■ To monitor the organisation’s response to the external and internal audit reports and the extent to which recommendations are implemented.</li> <li>■ To engage with the external and internal auditors on any one off assignments.</li> </ul> <p>Subject to any expenditure having been approved in the Operative Hauraki Long Term Plan and/or Operative Annual Plan the Audit Committee shall have delegated authority to approve:</p> <ul style="list-style-type: none"> <li>■ the appointment of the independent internal auditor</li> <li>■ risk management and internal audit programmes</li> <li>■ additional services provided by the external auditor.</li> </ul>

	<p>In addition, the Council delegates to the Audit and Risk Committee the following powers and duties:</p> <ul style="list-style-type: none"> <li>■ The Audit and Risk Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.</li> <li>■ The Audit and Risk Committee is delegated to hear and decide upon appeals to rates remission decisions made by the Group Manager Corporate Services.</li> <li>■ The Audit and Risk Committee can recommend to Council: <ul style="list-style-type: none"> <li>□ Adoption or non-adoption of completed financial and non-financial performance statements.</li> <li>□ Governance policies associated with Council’s financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.</li> <li>□ Commencement of rating sale proceedings.</li> <li>□ Accounting treatments, changes in generally accepted accounting practice (GAAP).</li> <li>□ New accounting and reporting requirements.</li> </ul> </li> </ul> <p>The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.</p>
<b>Management Responsibility:</b>	Chief Executive

## **Hearings and Judicial Committee**

<b>Reporting To:</b>	Council
<b>Membership:</b>	3 Councillors Approved Independent Commissioners (at the discretion of the Chair)
<b>Meeting Frequency:</b>	Twice monthly (as required)
<b>Delegation:</b>	<p>All delegations to this Committee are to be exercised within the framework of the Council's adopted regulatory policies, plans, strategies, policy guidelines and by-laws.</p> <p>The Council delegates to the Hearings and Judicial Committee the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"><li>■ Implementation of the Resource Management Act, the Operative District Plan and other regulatory Acts and Regulations in terms of judicial and regulatory responsibilities.</li><li>■ Monitor and implement Council's regulatory service delivery functions</li><li>■ All powers, duties and discretions under the Resource Management Act 1991 to allow the above matters to be undertaken other than:<ul style="list-style-type: none"><li>□ The consideration or hearing of any application where the Council is the applicant</li><li>□ The making of a recommendation on a requirement for a Designation or a Heritage Order where the Council is the Requiring Authority</li><li>□ Exercising the power of delegation.</li></ul></li><li>■ All Council's powers, duties and discretions in respect to the Dog Control Act 1996 in terms of judicial and regulatory responsibilities and the monitoring of the implementation of Council's regulatory service delivery functions under that Act.</li><li>■ In terms of judicial and regulatory service delivery responsibilities, and monitoring and implementation of these listed regulatory functions all:<ul style="list-style-type: none"><li>□ Powers, duties and discretions vested in the Council by the Crown Minerals Act 1991.</li><li>□ Powers, functions and discretions under Building (Pools) Amendment Act 2016.</li><li>□ Powers, duties and discretions pursuant to Section 78 232 of the Building Act 2004 with the exception of the power to set fees and charges.</li></ul></li><li>■ Determining any Appeals to a determination made by the Chief Executive under the Council's Bylaws. Approval of legal action taken by the Council in relation to the Council's Bylaws made under the Local Government Act 2002 or any other legislation.</li><li>■ Pursuant to Section 34 of the Resource Management Act 1991 and clause 32 of Schedule 7 of the Local Government Act 2002 the Council directs that:</li></ul>



	<ul style="list-style-type: none"> <li>□ Commissioners appointed to Joint Hearings shall be the Chairman of the Hearings and Judicial Committee together with not less than one or more than two others. One of who shall, if possible, be a member representing the Ward in which the site subject to the application is located.</li> <li>□</li> <li>□ Commissioners appointed to deal with all other matters shall be the Chairman of the Hearings and Judicial Committee together with not less than one other, who shall, if possible, be a member representing the Ward in which the site subject to the application is located.</li> </ul> <p>Commissioners, except the Chairperson of the Hearings and Judicial Committee, shall attend to applications as far as practicable on a rotational basis.</p>
<b>Management Responsibility:</b>	Group Manager - Planning and Environmental Services

### **District Plan Committee**

<b>Reporting To:</b>	Council
<b>Membership:</b>	3 Councillors 1 Commissioner 1 Iwi representative
<b>Meeting Frequency:</b>	As/when required.
<b>Delegations:</b>	<p>The Council delegates to the District Plan Committee the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>■ To ensure all matters relating to Resource Management Policy through District Plan Changes, District Plan Variations, District Plan Reviews and Resource Management Policies are addressed appropriately.</li> <li>■ That community and legal obligations are met including: <ul style="list-style-type: none"> <li>□ The power to hold hearings and consider submissions to the above matters</li> <li>□ The power to recommend decisions on the above matters to Council for adoption</li> <li>□ Power to appoint Commissioners for any of the purposes listed above</li> <li>□ All of the policy powers contained in the Resource Management Act to allow the above matters to be undertaken other than:</li> <li>□ Exercising any power of delegation.</li> </ul> </li> </ul>
<b>Management Responsibility:</b>	Group Manager - Planning and Environmental Services

### **District Licensing Committee**

<b>Reporting To:</b>	Council
<b>Membership:</b>	2 Councillors 5 list members
<b>Meeting Frequency:</b>	As/when required.
<b>Delegation:</b>	<p>The Council delegates to the District Licensing Committee the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"> <li>■ All the powers given in the Sale and Supply of Alcohol Act, 2012 given to District Licensing Committee's to consider and determine applications made under the Sale and Supply of Alcohol Act, 2012 provided that these are undertaken in accordance with the provisions of Council's Local Alcohol Policy and associated procedures.</li> </ul> <p>Note: A quorum of the District Licensing Committee must consider all licence applications for:</p> <ul style="list-style-type: none"> <li>□ New and renewed licences and managers certificates</li> <li>□ Variations to licences</li> <li>□ Temporary authorities</li> <li>□ Variation, suspension or cancellation of special licences.</li> <li>□ The Committee has the powers of commissions of inquiry under the Commissions of Inquiry Act 1908 subject to the Sale and Supply of Alcohol Act 2012.</li> <li>□ Any other functions conferred on the Committee by the Act.</li> </ul> <ul style="list-style-type: none"> <li>■ The power for the Chairperson/Deputy Chairperson to be able to decide all licence applications for: <ul style="list-style-type: none"> <li>□ New and renewed licences and managers certificates</li> <li>□ Variations to licences</li> <li>□ Special licences</li> <li>□ Refer applications to the Licensing Authority</li> <li>□ To conduct inquiries or make reports as required by the Licensing Authority</li> </ul> </li> </ul> <p>provided that these are undertaken in accordance with the provisions and proceedings as outlined in the Sale and Supply of Alcohol Act, 2012</p> <p>The District Licensing Committee can recommend to Council any recommendations for review of/or changes to the Local Alcohol Policy and any associated procedures for its implementation.</p>
<b>Management Responsibility:</b>	Group Manager – Planning and Environmental Services

### **Emergency Management Committee**

<b>Reporting To:</b>	Council
<b>Membership:</b>	Mayor 4 Councillors 1 iwi representative
<b>Meeting Frequency:</b>	To be determined.
<b>Delegation:</b>	To be determined.
<b>Management Responsibility:</b>	Group Manager – Community Services and Development

### **Consultative Committee Water and Waste Committee**

<b>Reporting To:</b>	Council
<b>Membership:</b>	Mayor 3 Councillors Other membership to be determined.
<b>Meeting Frequency:</b>	To be determined.
<b>Delegation:</b>	To provide a forum for ongoing consultation on water and wastewater issues currently facing the district with representation from special interest groups including Iwi.  To have open consultation on the issues of water and waste and make recommendations to the Council.
<b>Management Responsibility:</b>	Group Manager – Engineering Services

### **Mana Whenua Forum**

<b>Reporting to:</b>	Council
<b>Membership:</b>	To be determined.
<b>Meeting Frequency:</b>	To be determined.
<b>Delegation:</b>	To be determined.
<b>Management Responsibility:</b>	To be determined.

## **WORKING PARTIES**

### **Community Housing Working Party**

<b>Membership:</b>	Four Councillors with at least one from each Ward
<b>Meeting Frequency:</b>	As required and agreed with the Chairperson
<b>Delegation:</b>	<p>The Council delegates to the Community Housing Working Party the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"><li>■ To provide direction to Council on community housing policy and to develop, review and recommend a Pensioner/Community Housing Strategy for the consideration of Council.</li><li>■ Allocate tenancies for community housing when requested by the Group Manager - Community Services and Development.</li><li>■ Consideration of future opportunities for Councils housing stock.</li></ul>

### **Councillor Remuneration Working Party**

<b>Membership:</b>	Mayor (Chairperson) Deputy Mayor (Deputy Chairperson) Ward Chairs
<b>Meeting Frequency:</b>	As required and agreed with the Chairperson.
<b>Delegation:</b>	<p>The Council delegates to the Councillor Remuneration Working Party the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"><li>■ To review and make recommendations to Council on the remuneration of Elected Members in accordance with the Remuneration Authority Determinations.</li></ul>

### **CEO Performance Assessment Working Party**

<b>Membership:</b>	Mayor (Chairperson) Deputy Mayor (Deputy Chairperson) Ward Chairs
<b>Meeting Frequency:</b>	As required and agreed with the Chairperson.
<b>Delegation:</b>	<p>The Council delegates to the Chief Executive Performance Assessment Sub-committee the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"><li>■ To oversee the employment of the Chief Executive in accordance with the Local Government Act, 2002.</li><li>■ To recommend to Council the methodology to carry out the review of the performance of the Chief Executive.</li><li>■ The delegated authority to employ independent expertise to assist with any review up to a maximum of \$10,000.</li><li>■ To recommend to Council on matters relating to the Chief Executives employment and remuneration.</li></ul>

### **Councils Organisations Appointments Working Party**

<b>Membership:</b>	Mayor (Chairperson) Deputy Mayor (Deputy Chairperson) Three Councillors
<b>Meeting Frequency:</b>	As required and agreed with the Chairperson.
<b>Delegation:</b>	<p>The Council delegates to the Council Organisations Appointment Working Party the following powers, duties and responsibilities:</p> <ul style="list-style-type: none"><li>■ To make recommendations to Council on appointments and changes to appointments to Council Organisations and Council Controlled Organisations in accordance with the Appointment and Remuneration of Directors For Council Organisations Policy.</li></ul>

### **Social Strategy Working Party**

<b>Membership:</b>	Mayor Three Councillors
<b>Meeting Frequency:</b>	To be confirmed.
<b>Delegation:</b>	<p>The Council delegates to the Social Strategy Working Party:</p> <ul style="list-style-type: none"><li>• The oversight of the implementation of the Social Strategy.</li><li>• To make recommendations to Council on the allocation of the Social Strategy Fund (from 2018 budget year) which will be used to promote the goals of the Hauraki District Council Social Strategy.</li></ul>

### **Property Sale and Purchase Working Party**

<b>Membership:</b>	Mayor (Chairperson) Deputy Mayor (Deputy Chairperson), Three Councillors with at least one from each Ward
<b>Meeting Frequency:</b>	As required when requested by the Chairperson and the Chief Executive.
<b>Delegation:</b>	Upon Council agreeing that a property is to be put up for sale, or agreement that a property be purchased, the Council delegates to the Property Sale and Purchase Working Party the following powers, duties and responsibilities: <ul style="list-style-type: none"><li>■ To agree on sale prices and conditions for sale and purchase agreements when they fall outside +/- 10%, of the marketed value and I or standard sale conditions.</li></ul>

### **Kaiaua Coast Community Plan Joint Working Party (Kaiaua Coast 2120)**

<b>Membership:</b>	Mayor 2 Councillors Up to 3 Waikato Regional Council representatives Up to 4 Iwi representatives
<b>Meeting Frequency:</b>	To be confirmed.
<b>Delegation:</b>	The Council delegates to the Kaiaua Coast Community Plan Joint Working Party (Kaiaua Coast 2120) the responsibility for guiding and providing governance oversight for the development of Kaiaua Coast 2120.

**Appendix B**

**Draft Portfolio Holder Job Descriptions**