

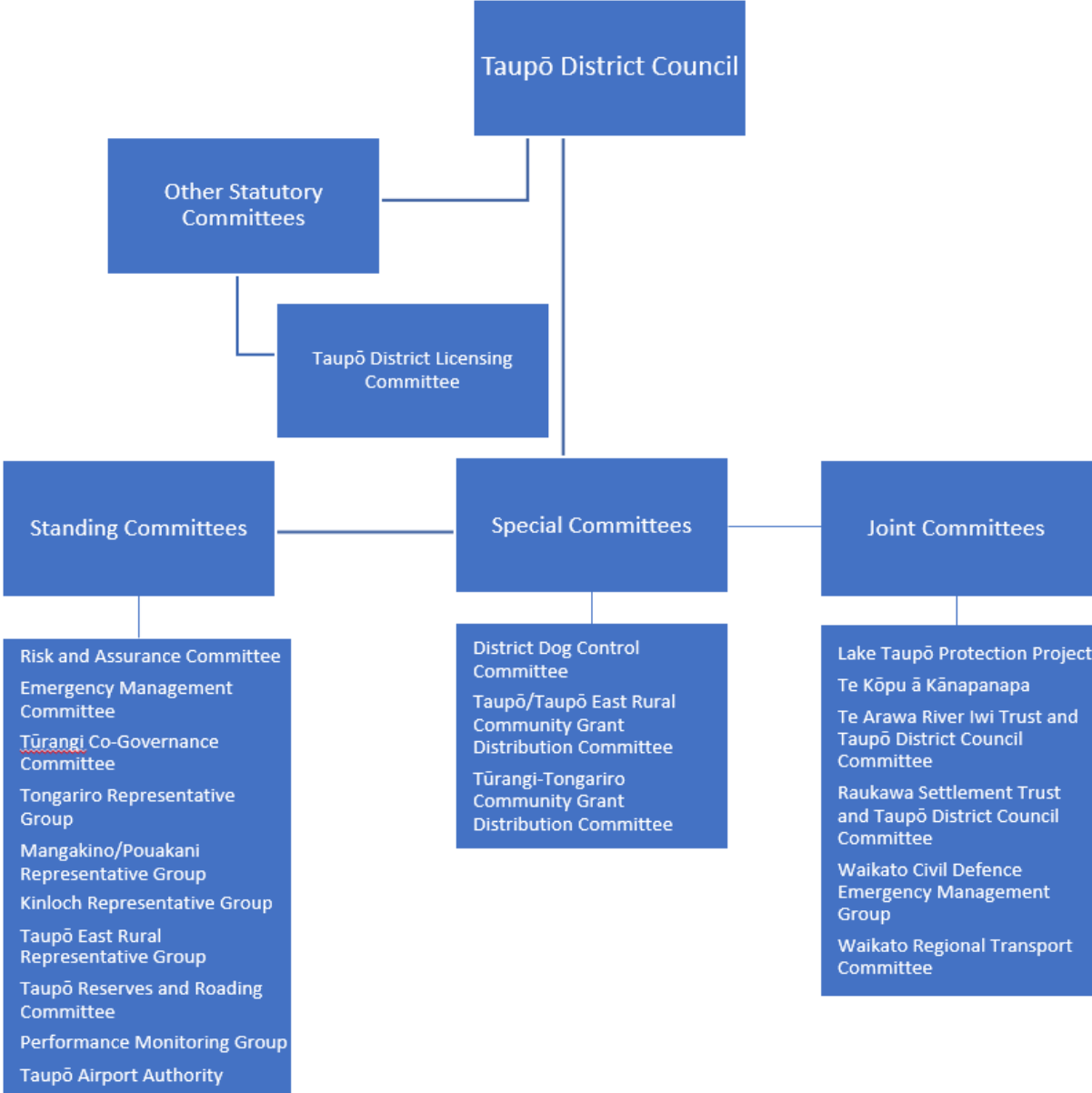
# TAUPŌ DISTRICT COUNCIL - TERMS OF REFERENCE AND DELEGATIONS FROM COUNCIL TO COMMITTEES 2022-2025

*Adopted on 15 November 2022*

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# Council Committee Structure



## Introduction

These committee delegations should be read in association with Council's:

- Standing Orders
- Code of Conduct
- Delegations Manual
- Appointment and Remuneration of Directors Policy
- Appointments to council organisations including council-controlled organisations (CCOs) and council-controlled trading organisations (CCTOs)
- Selection, Appointment and Remuneration Policy for External Appointees on Council Committees
- Local Governance Statement

### Role and delegated powers of committees and subcommittees

Schedule 7 to the Local Government Act 2002 (LGA) contains the law relating to Committees:

1. The Mayor has the power to appoint the deputy mayor; establish Council committees; and appoint the chairperson of each committee, although Council may address these issues using powers in Schedule 7 (cl 18, 30-31).
2. The Mayor is a member of every committee [s 41A(5)].
3. Council has the power to appoint any committees, subcommittees and other subordinate decision-making bodies as it considers appropriate, including joint committees with another local authority or public body. A committee or subordinate decision-making body is subject in all things to the control of the Council (cl 30, Sch 7). If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.
4. Council uses the following definitions of its committees:
  - Standing committees have a fixed membership and meet on a regular schedule.
  - Special committees are convened for a specific purpose, as needed.
  - Joint committees are committees created by Council jointly with one or more other Councils and/or public bodies.
  - Co-Governance committees are committees created by Council jointly with iwi entities.
5. Decisions should be made at the lowest possible level commensurate with efficiency and effectiveness. The body or person to whom powers are delegated will usually exercise the delegated power, but is not obliged to do so. The most common circumstances where the body or person with the delegation might choose not to exercise it are when the matter has become a major matter of public controversy, or the issues are contentious and finely balanced.
6. Committees and subcommittees can only make decisions on matters where they have been delegated the authority to make those decisions. All other matters must be referred to the Council for decision.
7. Council cannot delegate the matters in cl 32(1)(a) to (h), Schedule 7, LGA. These matters include the power to make a rate, make a bylaw, the power to borrow money or purchase or dispose of assets, the power to adopt a Long term plan, annual plan or annual report, the power to appoint a chief executive or the power to adopt policies that must be adopted and consulted on under the LGA or for the local governance statement, and the power to adopt a remuneration and employment policy.
8. Council may not rescind or amend a decision made by a committee if the committee was exercising a delegated authority to make the decision [cl 30(6)].
9. The minimum number of members of a committee is three, with a quorum being two, including at least one elected member (cl 31).
10. A committee of Council may not include staff of the Council acting in the course of their employment, but a subcommittee may include them [cl 31(4)(b)].

11. A committee may delegate any of its functions, duties or powers to a subcommittee, subject to any conditions, limitations or prohibitions imposed by the Council or committee.
12. All appointed committee members have full voting rights, unless otherwise specified.
13. “Māori representative” means anyone who has whakapapa Māori; and able to provide a ‘te ao Māori’ perspective to support the work of the committee to which they are appointed. Enabling Māori participation in decision-making processes is a priority for Council. This is a continuation of mahi (work) from the 2019-2022 Triennium in which Council had Māori representatives on its standing committees, including representative groups.

#### **Subcommittees**

14. A Council committee may appoint any subcommittees that it considers appropriate unless it is prohibited from doing so by the terms of its delegation from the Council (clause 30). Every subcommittee is subject to the control of the committee that appointed it, or Council.
15. The minimum number of members for a subcommittee is two (cl 31).

# STANDING COMMITTEES

## Risk and Assurance Committee

### Standing Committee

<b>Objective</b>	To provide governance and oversight of the effectiveness of enterprise risk management, the control and compliance framework and internal and external audit and assurance practices.
	Mayor Deputy Mayor Chairperson, Emergency Management Committee
<b>Membership</b>	Chairperson, Taupō Reserves and Roding Committee Two (2) Councillors Two (2) independent external members appointed by Council, with full voting rights (one of which to be Chairperson)
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Quarterly
<b>Reporting</b>	Reports to Council

### Scope of activity

1. Review and monitor the effectiveness of Council's risk management framework and internal control systems, including:
  - (a) the advancement of any projects or programmes of work focusing on the management of risk;
  - (b) the review of risk management reporting on a quarterly basis;
  - (c) the review and approval of the Council's Risk Management Charter (which includes determining the Council's risk appetite);
  - (d) monitoring the Strategic Risk Register, including any controls and action plans arising;
  - (e) the review and approval of Council's Fraud, Protected Disclosures, Procurement, Conflicts of Interest and Sensitive Expenditure Policies;
  - (f) review the appropriateness of the Council's insurance programme;
  - (g) reviewing the effectiveness of any programme or system for monitoring Council's legislative compliance.
2. Monitor the Council's external and internal audit processes, including:
  - (a) approving the arrangements for external audits for Annual Report, Debenture Trust Deed & Long-term Plan, including approval of the audit engagement letter;
  - (b) discussing with the external auditor matters affecting the audited financial and non-financial statements, and the respective audit
  - (c) ensuring the independence and effectiveness of Council's internal audit processes and monitoring the resolution of any issues raised;
  - (d) agreeing the scope and monitoring the delivery of any internal audit work programme, including:
    - (i) approving arrangements for any internal audits
    - (ii) reviewing any internal audit reports;
  - (e) assessing whether significant recommendations from any external audit and/or internal audit work programme have been properly implemented by management, including discussing any reservations an external or internal auditor may have about the control of risk, accounting and/or disclosure practices.
3. Oversee the preparation of key formal external accountability documents such as the Long-term Plan, Annual Plan and the Annual Report to ensure the integrity of the documents and disclosures made.
4. Review the development of the financial strategy and infrastructure strategy as required by the Long-term Plan.

5. Review the Quarterly financial report provided by management to understand the key drivers and risk areas with regard to Council's operational, capital investment and borrowing performance.
6. Review the systems and processes that Council has in place to prevent fraud, bribery and corruption, including monitoring any investigations into allegations of fraudulent activity, bribery or corruption.
7. Review the Council's approach to business resilience with reference to risk management and business continuity planning.
8. Oversee management of the more significant litigation matters affecting the Council.
9. Provide a forum for communication between management, internal and external auditors and governance.

### **Power to act**

The Committee has the power to:

1. Resolve only on matters relating to audit, risk management and internal control practices.
2. Co-opt suitably qualified people to the Committee to assist the Committee in meeting its responsibilities. With the exception of the Chairperson and second independent appointed member, co-opted members do not have voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to risk management and internal control practices that:

1. Are outside of or in conflict with Council's Long-term Plan or policy direction.
2. Have strategic or policy importance, except that the Committee shall have the power to resolve in respect of Council's Risk Management Charter and its Fraud, Protected Disclosures, Procurement, Conflicts of Interest and Sensitive Expenditure Policies.

### **Delegation of powers**

This Committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to audit, risk management and internal control practices.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.
3. An overriding responsibility to ensure that its actions and decisions are within Council policy, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

# Emergency Management Committee

## Standing Committee

<b>Objective</b>	To provide governance and oversight of Civil Defence Emergency Management within the Taupō District	
<b>Membership</b>	Mayor One (1) Tūrangi-Tongariro Ward community representative appointed by Council ] One (1) Mangakino Ward community representative appointed by Council ] Two (2) other representatives appointed by Council ] One (1) Māori representative	Two of these four positions must be filled by councillors
<b>Quorum</b>	Three (3)	
<b>Meeting frequency</b>	Quarterly	
<b>Reporting</b>	Reports to Council	

*Note:* Pursuant to s 25(5) of the Civil Defence Emergency Management Act 2002, the Chairperson of the Emergency Management Committee is designated to act on behalf of the Taupō District Mayor if the Mayor is absent, to declare a state of local emergency, or give notice of a local transition period, that covers the district.

### **Scope of activity**

1. To receive updates on the Emergency Management areas of activity across reduction, readiness, response, and recovery.
2. To receive progress reports on how hazards and risks are managed in our district to align with the Waikato Civil Defence Emergency Management Group Plan.

### **Power to act**

1. The Committee has the power to resolve only on matters relating to emergency management in a non-declared emergency.
2. The Committee has the power to exercise any other powers that are necessary to give effect to the Waikato Civil Defence Emergency Management Plan.
3. External representatives appointed to the Committee have full voting rights.
4. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to emergency management that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction
2. Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to emergency management.
2. An overriding responsibility to ensure that its actions and decisions are always within the law, relevant Council policy and plans, or if in conflict with a Council policy, that this is explicitly identified in a report to Council and any relevant resolutions.

# **Tūrangi Co-Governance Committee**

Standing Committee

*To come*



# Tongariro Representative Group (TRG)

## Standing Committee

<b>Objective</b>	To represent and act as an advocate for the interests of the part of the wider Tūrangi-Tongariro Ward excluding that area within the Mana Whakahono a Rohe boundary as specified in the Partnership Agreement between Ngāti Tūrangitukua and Taupō District Council (“the area”) Tūrangi-Tongariro Ward Councillor One (1) other Councillor
<b>Membership</b>	One (1) community representative from the area of the Tūrangi-Tongariro Ward to the north east of State Highway 1 (excluding that area within the Mana Whakahono ā Rohe boundary) One (1) community representative from the are of the Tūrangi-Tongariro Ward to the north west of State Highway 1 (excluding that area within the Mana Whakahono ā Rohe boundary) One (1) Māori representative Mayor
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Every two months
<b>Reporting</b>	Reports to Council

### **Scope of activity**

1. Providing local input into the development of Council policy that will impact on the part of the Tūrangi-Tongariro Ward excluding that area within the Mana Whakahono boundary.
2. Maintaining an overview of service delivery, operational and capital expenditure, within the Tūrangi-Tongariro Ward excluding that area within the Mana Whakahono boundary.
3. Providing local input into the development and review of Council’s key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan.
4. Preparing an annual submission to Council’s budgetary process for expenditure within the community.
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the area.
6. Communicating with the community, community organisations and special interest groups within the area.
7. Exercising Council’s statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the area:

#### Local Government Act 1974 (“LGA 1974”) – Part 21, including:

- Road naming (section 319A of the LGA 1974)
- Decisions on pedestrian malls (section 336 of the LGA 1974);
- Licences to occupy roads (section 341(3) of the LGA 1974); and
- Decisions on stopping and closing roads (section 342 of the LGA 1974).

#### Reserves Act 1977

8. Considering resident and ratepayer appeals to decisions made in accordance with Council’s Tree and Vegetation Policy affecting trees and vegetation in the area.

### **Power to act**

The group can carry out any function that:

1. Supports Council’s Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special Committees
3. Is not prohibited by legislation

4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.
6. Council delegates its powers and duties under the Acts, Regulations and policies specified above, except where they may not be delegated, or where they are elsewhere delegated.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to full Council.

#### **Power to recommend to Council**

Any matter or proposal that is relevant to the area that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

#### **Delegation of powers**

This committee has no powers to sub-delegate.

#### **Limits on authority**

1. The Committee's power to act pursuant to these delegations is subject to matters being related to the area.
2. The Committee's power to act under these delegations is subject to Council acting within the requirements of the Local Government Act, and where relevant, the Acts listed above and an overriding responsibility to ensure that its actions and decisions are always within the law.

# Mangakino-Pouakani Representative Group (MPRG)

## Standing Committee

<b>Objective</b>	To represent and act as an advocate for the interests of the Mangakino-Pouakani area.
	Mangakino Ward Councillor
	Two (2) other Councillors
	One (1) community representative from the Mangakino urban area
<b>Membership</b>	One (1) community representative from the rural part of the Mangakino Ward
	One (1) Marae representative
	One (1) Māori representative
	Mayor
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Every two months at different venues around the Mangakino Ward
<b>Reporting</b>	Reports to Council

### **Scope of activity**

1. Providing local input into the development of Council policy that will impact on the Mangakino Ward.
2. Maintaining an overview of service delivery, operational and capital expenditure, within the Mangakino Ward.
3. Providing local input into the development and review of Council's key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan.
4. Preparing an annual submission to Council's budgetary process for expenditure within the community.
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the Ward.
6. Communicating with the MP community, community organisations and special interest groups within the Mangakino Ward.
7. Exercising Council's statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Mangakino Ward:

#### Local Government Act 1974 ("LGA 1974") – Part 21, including:

- Road naming (section 319A of the LGA 1974)
- Decisions on pedestrian malls (section 336 of the LGA 1974);
- Licences to occupy roads (section 341(3) of the LGA 1974); and
- Decisions on stopping and closing roads (section 342 of the LGA 1974).

#### Reserves Act 1977

8. Considering resident and ratepayer appeals to decisions made in accordance with Council's Tree and Vegetation Policy affecting trees and vegetation in the Mangakino Ward.

### **Power to act**

The group can carry out any function that:

1. Supports Council's Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special committees
3. Is not prohibited by legislation
4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.

6. Council delegates its powers and duties under the Acts, Regulations and policies specified above, except where they may not be delegated, or where they are elsewhere delegated.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to full Council.

### **Power to recommend to Council**

Any matter or proposal which is relevant to the Mangakino Ward that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

1. The Group's power to act pursuant to these delegations is subject to matters being related to the Mangakino Ward.
2. The Committee's power to act under these delegations is subject to Council acting within the requirements of the Local Government Act, and where relevant, the Acts listed above and an overriding responsibility to ensure that its actions and decisions are always within the law.

# Kinloch Representative Group (KRG)

## Standing Committee

<b>Objective</b>	To represent and act as an advocate for the interests of the Kinloch area (being that area broadly encompassing Kinloch Village, eastwards along Whangamata Road to the Poihipi Road junction and west towards Kawakawa Road)
	Three (3) Councillors
<b>Membership</b>	Two (2) community representatives
	One (1) Māori representative
	Mayor
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Every two months
<b>Reporting</b>	Reports to Council

### **Scope of activity**

1. Providing local input into the development of Council policy that will impact on the Kinloch area.
2. Maintaining an overview of service delivery, operational and capital expenditure, within the Kinloch area.
3. Providing local input into the development and review of Council's key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan
4. Preparing an annual submission to Council's budgetary process for expenditure within the community
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the area.
6. Communicating with the Kinloch community, community organisations and special interest groups within the Kinloch area.

### **Power to act**

The group can carry out any function that:

1. Supports Council's Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special Committees
3. Is not prohibited by legislation
4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to full Council.

### **Power to recommend to Council**

Any matter or proposal which is relevant to the Kinloch area that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Group's power to act pursuant to these delegations is subject to matters being related to the Kinloch area.

# Taupō East Rural Representative Group (TERRG)

## Standing Committee

<b>Objective</b>	To represent and act as an advocate for the interests of the Taupō East Rural area.
<b>Membership</b>	Taupō East Rural Ward Councillor Two (2) other Councillors Two (2) community representatives One (1) Māori representative Mayor
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Every two months at different venues around the Taupō East Rural Ward
<b>Reporting</b>	Reports to Council

### **Scope of activity**

1. Providing local input into the development of Council policy that will impact on the Taupō East Rural Ward (TER Ward).
2. Maintaining an overview of service delivery, operational and capital expenditure, within the TER Ward.
3. Providing local input into the development and review of Council's key planning documents such as the Long-term Plan, Asset Management Plans, Structure Plans, Reserve Management Plans and the annual plan.
4. Preparing an annual submission to Council's budgetary process for expenditure within the community.
5. Considering and reporting on all matters referred to it by Council or any matter of interest or concern to the TER Ward.
6. Communicating with the rural community, community organisations and special interest groups within the TER Ward.

### **Power to act**

The group can carry out any function that:

1. Supports Council's Long-term Plan and/or policy direction
2. Is not the function or responsibility of full Council or its other standing or special Committees
3. Is not prohibited by legislation
4. Otherwise falls within the objectives and scope of the group
5. External representatives appointed to the committee have full voting rights.

If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to full Council.

### **Power to recommend to Council**

Any matter or proposal which is relevant to the TER Ward that is outside of, or in conflict with, Council's Long-term Plan and/or policy direction

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Group's power to act pursuant to these delegations is subject to matters being related to the TER Ward.

# Taupō Reserves and Roothing Committee

## Standing Committee

<b>Objective</b>	To exercise a range of Council's functions relating to the Taupō and Taupō East Rural wards.
<b>Membership</b>	Seven (7) Councillors from the Taupō Ward Taupō East Rural Ward Councillor One (1) Māori representative Mayor
<b>Quorum</b>	Five (5)
<b>Meeting frequency</b>	Every two months
<b>Reporting</b>	Reports to Council

## **Scope of activity**

1. Exercising Council's statutory regulatory functions under the following Acts and Regulations (and any amendments) that are not elsewhere delegated to staff and that relate to matters within the Taupō and Taupō East Rural wards:

### Local Government Act 1974 ("LGA 1974"), Part 21, including:

- Road naming (section 319A of the LGA 1974)
- Decisions on pedestrian malls (section 336 of the LGA 1974);
- Licences to occupy roads (section 341(3) of the LGA 1974); and
- Decisions on stopping and closing roads (section 342 of the LGA 1974).

### Reserves Act 1977

2. Consider resident and ratepayer appeals to decisions made in accordance with Council's Tree and Vegetation policy (excluding decisions relating to trees and vegetation in the Mangakino and Tūrangi-Tongariro wards).

## **Power to act**

1. Council delegates powers and duties under the Acts, Regulations and policies specified above, except where they may not be delegated, or where they are elsewhere delegated.
2. External representatives appointed to the committee have full voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

## **Power to recommend to Council**

The Committee has the power to resolve only on matters relating to the Acts, Regulations and policies specified above.

## **Delegation of powers**

This committee has no powers to sub-delegate.

## **Limits on authority**

1. The Group's power to act pursuant to these delegations is subject to matters being related to the Taupō and Taupō East Rural wards.
2. The Committee's power to act under these delegations is subject to Council acting within the requirements of the Local Government Act, and where relevant, the Acts listed above and an overriding responsibility to ensure that its actions and decisions are always within the law.

# Performance Monitoring Group (PMG)

## Standing Committee

<b>Objective</b>	To manage the annual performance review of the Chief Executive (CE) in accordance with the agreed performance tasks.
<b>Membership</b>	Mayor Deputy Mayor One (1) Te Papamārearea Māori Ward Councillor Two (2) Councillors
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Every two months
<b>Reporting</b>	Reports to Council

### **Scope of activity**

1. Finalise the CE's Annual Performance Plan for the current year incorporating principal accountabilities and key performance indicators, expectations and measures, following input from Councillors via workshop and/or feedback opportunities and as negotiated with the CE.
2. Review the CE's performance against the Annual Performance Plan for the year completed, following input from Councillors via workshop and/or feedback opportunities and as communicated to / discussed with the CE.
3. Undertake a 6-monthly review against the CE's Annual Performance Plan during the current year including input / feedback from Councillors.
4. Negotiate and conclude the remuneration package for the current year taking account of market advice received and the outcomes of the performance review process for submission to Council.
5. Facilitate a two-way conversation around upcoming challenges/headwinds.

### **Power to act**

1. Set parameters for assessing the CE's performance.
2. Initiate and undertake reviews of the CE's performance and report the findings of the review to Council (as the employer).
3. Negotiate the CE's terms of employment for consideration by Council.
4. Appoint an independent advisor if required.
5. Conduct the statutory employment review at end of the CE's first term of appointment in consultation with Council (cl 35, Sch7, LGA).
6. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

### **Power to recommend to Council**

The committee may make recommendations to Council on any matter or proposal that is relevant to the employment and tenure of the Chief Executive.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's power to act under these delegations is subject to:

1. Matters being related solely to the performance and remuneration of the CE.
2. An overriding responsibility to ensure that its actions and decisions are always within the law and Council policy.



# Taupō Airport Authority Committee (TAA)

## Standing Committee

<b>Objective</b>	<p>The Taupō Airport Authority (TAA) Committee will ensure that the maintenance of the Taupō Airport assets and core infrastructure will be effectively managed and will ensure full compliance with Civil Aviation Authority Rule Part 139. The Taupō Airport Authority (TAA) is named as the Aerodrome Operator Certificate holder.</p> <p>Taupō Airport Authority Committee's primary goals are to operate the Airport on a sustainable commercial basis, optimise the use of its assets and ensure the ongoing safe and successful operation of the Airport</p>
<b>Membership</b>	<p>Two (2) Councillors</p> <p>Two (2) business representatives appointed by Council</p> <p>Mayor</p> <p><i>Note:</i> The Committee shall appoint a Chairperson in accordance with clause 26(3) of Schedule 7 to the Local Government Act 2002.</p>
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Every two months (in the last week of the month)
<b>Reporting</b>	Reports to Council including half year and annual reports, as required as a CCO under the Local Government Act 2002

### **Scope of activity**

1. To maintain facilities to avoid any diversion or cancellation of scheduled flights other than for weather or airline problems
2. Operate the airport in such a way as to continue to hold CAA Part 139 Certification
3. Manage health and safety risks and provide a safe and healthy environment for everyone affected by the activities of the airport including employees, customers, tenants, contractors and visitors
4. Ensure the airport is self-funding in terms of its own cash flow
5. Continually review performance targets to reflect the future growth and development of the airport's services and operations

### **Power to act**

1. The Committee's role is to govern and provide oversight of the operations of the airport and issues of safety. Any individual expenditure of capital or maintenance nature greater than \$10,000 requires Crown approval prior to being expensed or committed.
2. External representatives appointed to the committee have full voting rights.
3. If any matter is of such strategic or policy importance or urgency, then, with the endorsement of the appropriate Chairperson or His Worship the Mayor, the matter shall be referred direct to Council.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to the Taupō Airport. All matters exceeding budget must be recommended to Council for approval.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Taupō Airport.
2. An overriding responsibility to ensure that its actions and decisions are always within the law, Council policy and the Joint Venture Deed with the Crown.

## SPECIAL COMMITTEES

### District Dog Control Committee

#### Special Committee

<b>Objective</b>	To provide a fair, effective and efficient process for exercising Council's quasi-judicial functions under the Dog Control Act 1996.
<b>Membership</b>	Four (4) Councillors Mayor
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	As required
<b>Reporting</b>	Reports to Council

#### **Scope of activity**

Exercise Council's statutory regulatory functions under the Dog Control Act 1996 (and any amendments) that are not elsewhere delegated to staff.

#### **Power to act**

Council delegates its hearings and judicial functions, powers and duties under the Dog Control Act 1996, except where they may not be delegated, or where they are elsewhere delegated.

#### **Power to recommend to Council**

The Committee has the power to resolve only on matters relating to the Dog Control Act 1996.

#### **Delegation of powers**

This committee has no powers to sub-delegate.

#### **Limits on authority**

1. The Group's power to act pursuant to these delegations is subject to matters being related to the Taupō District.
2. The Committee's power to act under these delegations is subject to Council acting within the requirements of the Local Government Act, and where relevant, the Acts listed above and an overriding responsibility to ensure that its actions and decisions are always within the law.

# Taupō/Taupō East Rural Community Grant Distribution Committee

## Special Committee

<b>Objective</b>	To consider and make decisions on the allocation of the Taupō/Taupō East Rural Community grants in accordance with the Grants and Partnerships Policy
<b>Membership</b>	Taupō East Rural Representative Group Chairperson Kinloch Representative Group Chairperson Taupō Reserves & Roding Committee Chairperson One (1) Taupō Ward Councillor Mayor
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Annually
<b>Reporting</b>	Reports to Council with minutes of each meeting being provided to Council annually within the Grants and Partnerships Yearly Report

### **Scope of activity**

1. To consider grant applications made to the Taupō/Taupō East Rural Community Grants Fund and make decisions on the allocation of funds for this grant.
2. To hear from applicants who wish to present to the Committee (with such presentations strictly limited to the contents of the application).
3. To apply the Council's Grants and Partnership Policy and use the criteria and eligibility that Taupō District Council has adopted to assess grant applications.
4. To allocate all funds available in each funding round.
5. To hold the allocation committee meeting in its entirety in an open public meeting.
6. To complete a short survey provided by Taupō District Council at the end of each year.

### **Administration**

A Council staff member will organise the applications process and provide the Committee with all relevant information pertaining to the funding round. They will also organise the meeting, presentations, minutes and notification of outcomes.

### **Power to act**

1. The Committee has the power to:
  - (a) Resolve matters only relating to the Taupō/ Taupō East Rural Community Grant.
  - (b) Co-opt suitably qualified people to the committee to assist the committee in meeting its responsibilities.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to the Taupō/Taupō East Rural Community Grant that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction.
2. Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Taupō/ Taupō East Rural Community Grant and its matters.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

# Tūrangi-Tongariro Community Grant Distribution Committee

## Special Committee

<b>Objective</b>	To consider and make decisions on the allocation of the Tūrangi-Tongariro Community grants in accordance with the Grants and Partnerships Policy
<b>Membership</b>	Tūrangi-Tongariro Ward Councillor One (1) other Councillor Two (2) of the Ngāti Tūrangitukua representatives appointed to the Tūrangi Co-Governance Committee Mayor
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Annually
<b>Reporting</b>	Reports to Council with minutes of each meeting being provided to Council annually within the Grants and Partnerships Yearly Report

### **Scope of activity**

1. To consider grant applications made to the Tūrangi-Tongariro Community Grants Fund and make decisions on the allocation of funds for this grant.
2. To hear from applicants who wish to present to the Committee (with such presentations strictly limited to the contents of the application).
3. To apply the Council's Grants and Partnership Policy and use the criteria and eligibility that Taupō District Council has adopted to assess grant applications.
4. To allocate all funds available in each funding round.
5. To hold the allocation committee meeting in its entirety in an open public meeting.
6. To complete a short survey provided by Taupō District Council at the end of each year.

### **Administration**

A Council staff member will organise the applications process and provide the Committee with all relevant information pertaining to the funding round. They will also organise the meeting, presentations, minutes and notification of outcomes.

### **Power to act**

1. The Committee has the power to:
  - (a) Resolve matters only relating to the Tūrangi-Tongariro Community Grant.
  - (b) Co-opt suitably qualified people to the committee to assist the committee in meeting its responsibilities.

### **Power to recommend to Council**

The Committee can make recommendations to Council on matters or proposals relevant to the Tūrangi-Tongariro Community Grant that:

1. Are outside of, or in conflict with, Council's Long-term Plan and/or policy direction.
2. Involve unbudgeted expenditure for any individual/single contract or project or emergency expenditure.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Matters being related solely to the Tūrangi-Tongariro Community Grant and its matters.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

# JOINT COMMITTEES

## Lake Taupō Protection Project

### Joint committee

<b>Objective</b>	Implement the Lake Taupō Protection Project (“the Project”) in accordance with the Trust Deed Provide governance to the Lake Taupō Protection Trust (“the Trust”) in accordance with the Lake Taupō Protection Project Agreement, and the Local Government Act 2002.
<b>Membership</b>	Two (2) District Council representatives, one of whom must be an elected member of that Council Two (2) Regional Council representatives, one of whom must be an elected member of that Council. Two (2) members appointed by the Crown Two (2) Tūwharetoa Maori Trust Board representatives. The Joint Committee shall appoint and may remove the Chairperson and Deputy Chairperson.
<b>Quorum</b>	Four (4) being one each of the members appointed by Taupō District Council, Waikato Regional Council, the Crown and the Tūwharetoa Maori Trust Board. If a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting is adjourned to the same day in the following week at the same time and place, or to such other date, time, and place as the chairperson of the meeting may appoint.
<b>Meeting frequency</b>	Quarterly or as required by the chairperson and/or by the Joint Committee
<b>Reports to</b>	Taupō District Council & Waikato Regional Council

### **Scope of activity**

1. Appoint trustees to the Trust in accordance with the provisions of the Trust Deed [see Obj A732335, Schedule 2].
2. Set broad direction, objectives, and priorities of the Trust and its expenditure of funds.
3. Monitor/review the strategies developed to achieve the Project’s objective as set out in the Trust’s Statement of Intent. (See cl 2.1 of Project Agreement below).
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 local authorities as requested on its decisions and activities. (See cl 9.5 of Project Agreement, below).

### **Power to act**

1. Appoint trustees to the Trust in accordance with the provisions of the Trust Deed.
2. Receive information/reports from the Trust on its decisions and activities.
3. Receive and comment on the Trust’s Statement of Intent.

### **Power to recommend to Council**

Any decision resulting from a review undertaken in [cl 5, *Scope of activity, above*] amounts to an amendment to The Lake Taupō Protection Project Agreement and as such, will require the approval/agreement of the member authorities.

### **Delegation of powers**

This committee has no powers to sub-delegate.

### **Limits on authority**

The Joint Committee’s ‘power to act’ pursuant to these delegations is subject to:

1. Matters being related solely to the Trust
2. An overriding responsibility to ensure that its actions and decisions are always within the law and Council policy

**Project Agreement – selected clauses**

- 2.1 The parties record their agreement as to the consultation of the Project by reference to its principle elements as follows:
- a. Name. The name of the Project is The Lake Taupō Protection Project.
  - b. Objective. The reduction of manageable nitrogen entering Lake Taupō by a minimum of 20% (such figure being based on benchmarked land use over the period July 2001 to June 2004 – see Waikato Regional Council Lake Taupō variation to the Regional Plan (Proposed 2005)).
  - c. Strategies. Strategies which are best suitable for achieving the above objective include but are not limited to:
    - i) the conversion of high nitrogen leaching pastoral land into low leaching nitrogen land uses;
    - ii) purchase of land to achieve such conversion.
    - iii) research into identifying alternative low leaching nitrogen land uses;
    - iv) researching and developing alternative technologies, all as set out and provided for in the Statement of Intent.
  - d. Funding. The agreed monetary contributions by each of the parties to the Public Fund over the term of the Project are as set out in the Payments Schedule and will be paid according to the provisions recorded in the Funding Deed.
  - e. Term. The term of the Project is scheduled to be a period of 14 years commencing on 1 July 2005 and terminating on 30 June 2019 or such earlier date as the Public Fund as been fully expended and the Trust holds no assets.
- 9.5 The Joint Committee shall, subject at all times to all applicable legislation, provide such information and reports on its decisions and activities to each of WRC, TDC, the Crown and Tūwharetoa Maori Trust Board as are reasonably requested by each of them, which information and reports may be of a uniform nature, as the Joint Committee determines.

# Te Kōpu ā Kānapanapa

## Joint committee

- REPORTING TO:** Te Kotahitanga o Ngāti Tūwharetoa Trust, Waikato Regional Council and Taupō District Council.
- CONSTITUTION:** Four (4) Trustees appointed by Te Kotahitanga o Ngāti Tūwharetoa Trust (one of which must be a member from a shared hapū of Raukawa and Ngāti Tūwharetoa);  
Two (2) elected members appointed by Waikato Regional Council; and  
Two (2) elected members appointed by Taupō District Council  
Te Kōpu ā Kānapanapa may appoint 1 or more kaumatua or kuia who are knowledgeable in tikanga to attend meetings and provide advice as required as a non-voting advisor.  
Te Kōpu ā Kānapanapa will be co-chaired. Te Kotahitanga o Ngāti Tūwharetoa Trust is to nominate one of its members as a Co-Chair and Waikato Regional Council and Taupō District Council is to jointly nominate one of its members as a Co-Chair.
- QUORUM:** Five (5) members who must include at least two (2) members appointed by the trustees, one (1) member appointed by the Waikato Regional Council, one (1) member appointed by the Taupō District Council and a co-chairperson.
- MEETING FREQUENCY:** Annually (or more frequently if agreed).
- PURPOSE:** To give effect to the Ngāti Tūwharetoa Claims Settlement Act.

## **SCOPE OF ACTIVITY:**

This Joint Committee has been established to give effect to Part 4 and Schedule 6 to the Ngāti Tūwharetoa Claims Settlement Act.

## **PURPOSE OF THE COMMITTEE:<sup>1</sup>**

The purpose of Te Kōpua Kānapanapa is—

- a) to restore, protect, and enhance the environmental, cultural, and spiritual health and well-being of the Taupō Catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
  - b) to provide strategic leadership on the sustainable and integrated management of the Taupō Catchment for the benefit of Ngāti Tūwharetoa and all people in the Taupō Catchment (including future generations); and
  - c) to enable Ngāti Tūwharetoa to exercise mana and kaitiakitanga over the Taupō Catchment, in partnership with the local authorities; and
  - d) to give effect to the vision in Te Kaupapa Kaitiaki.
- (1) In achieving its purpose, Te Kōpua Kānapanapa must—
- a) respect Ngāti Tūwharetoa tikanga; and
  - b) provide for the relationship of Ngāti Tūwharetoa and their culture and traditions with their ancestral lands, water, geothermal resources, sites, wāhi tapu, and other taonga.
- (2) Ngāti Tūwharetoa's vision is for a healthy Taupō Catchment that is capable of sustaining the whole community and that is managed in a manner that reflects Ngāti Tūwharetoa tikanga.
- (3) Ngāti Tūwharetoa's vision is founded on the following principles derived from tikanga:
- a) the principle of mauri: the health and well-being of the Taupō Catchment reflects and nourishes the health and well-being of Ngāti Tūwharetoa;
  - b) the principle of mana: the active protection and restoration of the relationship of Ngāti Tūwharetoa with the Taupō Catchment (including Ngāti Tūwharetoa's mana whakahaere and kaitiaki role);
  - c) the principle of te whanake: the sustainable development of Ngāti Tūwharetoa's taonga, Ngāti Tūwharetoa, and the whole community:

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<sup>1</sup> Ngāti Tūwharetoa Claims Settlement Act s 168

- d) the principle of integrated management: the natural resources within the Taupō Catchment are interdependent and should be managed in an integrated manner.

#### **FUNCTION OF THE COMMITTEE:<sup>2</sup>**

- (1) The principal function of Te Kōpua Kānapanapa is to achieve its purpose.
- (2) Te Kōpua Kānapanapa has the following specific functions:
  - (a) to promote the restoration, protection, and enhancement of the environmental, cultural, and spiritual well-being of the Taupō Catchment; and
  - (b) to prepare and approve Te Kaupapa Kaitiaki in accordance with subpart 2 of this Part and Part 2 of Schedule 6; and
  - (c) to monitor the implementation and effectiveness of Te Kaupapa Kaitiaki; and
  - (d) to advise local authorities and relevant agencies regarding projects, initiatives, action, or research intended to restore, protect, or enhance the health and well-being of the Taupō Catchment; and
  - (e) to support the integrated and collaborative management of the Taupō Catchment; and
  - (f) to support the integrated management of the Taupō Catchment with the management of the Waikato River and the Whanganui River; and
  - (g) to engage with, seek advice from, and provide advice to local authorities and relevant agencies on matters relating to the health and well-being of the Taupō Catchment; and
  - (h) to establish and maintain a register of accredited hearing commissioners; and
  - (i) to participate in any statutory or non-statutory process that concerns or has implications for the health and well-being of the Taupō Catchment, including by making submissions on planning or resource consent processes under the Resource Management Act 1991; and
  - (j) to take any other action that Te Kōpua Kānapanapa considers appropriate to achieving its purpose.
- (3) Te Kōpua Kānapanapa has discretion in any particular circumstance as to whether, how, and to what extent, it will perform any function specified in subsection (2).

#### **POWERS TO ACT:<sup>3</sup>**

- (1) Te Kōpua Kānapanapa has all the powers reasonably necessary to carry out its functions—
  - (a) in accordance with this subpart and subparts 2 and 3 and Schedule 6; and
  - (b) subject to paragraph (a), in accordance with local government legislation.
- (2) Te Kōpua Kānapanapa may perform any function of a local authority if and to the extent that that function has been delegated to it by a local authority.

#### **MEETINGS OF THE JOINT COMMITTEE:**

- 1. Members will receive an agenda for each meeting, delivered by, post, or electronic mail message at least three working days prior to the meeting
- 2. 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 Committee.<sup>4</sup>
- 3. The Co-Chairs will be the spokespersons for the Committee.

#### **TECHNICAL SUPPORT:**

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<sup>2</sup> Ngāti Tūwharetoa Claims Settlement Act s 170

<sup>3</sup> Ngāti Tūwharetoa Claims Settlement Act s 171

<sup>4</sup> Ngāti Tūwharetoa Claims Settlement Act sch 6, s 14



1. The Committee may appoint 1 or more kaumatua or kuia who are knowledgeable in tikanga to attend meetings and provide advice as required as a non-voting advisor.<sup>5</sup>
2. The Committee may invite persons from each appointing organisation or other interested organisations as outlined under the act to attend the meetings for technical advice/support.<sup>6</sup>

**COMMUNICATION:**

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

**REFERENCE DOCUMENTS:**

1. Ngāti Tūwharetoa Claims Settlement Act 2018

# Te Arawa River Iwi Trust and Taupō District Council Committee

<b>Objective</b>	To give effect to the provisions pertaining to a joint management agreement between Te Arawa River Iwi Trust and Taupo District Council under the Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.
<b>Membership</b>	Equal numbers of elected Members of Taupō District Council (Council) and Trustees of Te Arawa River Iwi Trust (the Trust).
<b>Quorum</b>	Four, being two Trust representatives and two Council representatives
<b>Meeting frequency</b>	Once a year and more often as required
<b>Reports to</b>	Taupō District Council & Te Arawa River Iwi Trust

## Scope of Activity

- 1) Implementation of the Joint Management Agreement (JMA) between Te Arawa River Iwi Trust (TARIT) and Taupō District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act). The scope of the JMA is:
  - a) Matter relating to the Waikato River and activities within its catchment affecting the Waikato River, within the TARIT rohe, Taupo District and Area B on SO Plan 409144 (see Appendix one to the JMA)
  - b) Matters relating to the exercise of shared functions, powers and duties:
    - i. Monitoring and enforcement activities under Section 47 of the Act
    - ii. Preparing, reviewing changing or varying a Resource Management Act Planning Document, under Section 48 of the Act, and
    - iii. Considering applications under Part 6 of the RMA in relation to resource consents under Section 49(b) of the Act,
  - c) Processes to explore whether customary activities can be carried out without the need for a statutory authorisation, and whether customary activities can be provided for as permitted activities under Section 45(2) of the Act.
  - d) Processes to explore additional duties, functions or powers under Section 54 of the Act
- 2) This committee is to be the kaitiaki of the JMA and to:
  - a) Review the effectiveness of the JMA in achieving its purpose
  - b) Discuss issues of interest to both parties
  - c) Provide strategic guidance to the Joint Working Party (JWP)
  - d) Review and make recommendations on matters brought before it by the JWP
  - e) Make recommendations to Council and TARIT, and
  - f) Undertake any other tasks as agreed between the Parties

## Powers to Act

As outlined in the JMA between Te Arawa River Iwi Trust (TARIT) and Taupo District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act) dated 19 May 2017.

## Delegation of Powers

This group has no powers to sub-delegate.

# Raukawa Settlement Trust and Taupō District Council Committee

<b>Objective</b>	To give effect to the provisions pertaining to a joint management agreement between Raukawa Settlement Trust and Taupo District Council under the Ngāti Tūwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010.
<b>Membership</b>	Equal numbers of elected Members of Taupō District Council (Council) and Trustees of Raukawa Settlement Trust (the Trust).
<b>Quorum</b>	Four, being two Trust representatives and two Council representatives
<b>Meeting frequency</b>	Annually
<b>Reports to</b>	Taupō District Council & Raukawa Settlement Trust

## Scope of Activity

- 1) Implementation of the Joint Management Agreement (JMA) between Raukawa Settlement Trust and Taupo District Council under the Ngāti Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act). The scope of the JMA is:
  - a) Matter relating to the Waikato River and activities within its catchment affecting the Waikato River (Area B on SO Plan 409144), in so far as it relates to Taupo District Council;
  - b) Matters relating to the exercise of shared functions, powers and duties:
    - i. Monitoring and enforcement activities under Section 47 of the Act
    - ii. Preparing, reviewing changing or varying a Resource Management Act Planning Document, under Section 48 of the Act, and
    - iii. Considering applications under Part 6 of the RMA in relation to resource consents under Section 49(b) of the Act,
  - c) Processes to explore whether customary activities can be carried out without the need for a statutory authorisation, and whether customary activities can be provided for as permitted activities under Section 45(2) of the Act.
  - d) Processes to explore additional duties, functions or powers under Section 54 of the Act
- 2) This committee is to be the kaitiaki of the JMA and to:
  - a) Review the effectiveness of the JMA in achieving its purpose
  - b) Discuss issues of interest to both parties
  - c) Provide strategic guidance to the Joint Working Party (JWP)
  - d) Review and make recommendations on matters brought before it by the JWP
  - e) Make recommendations to Council and TARIT, and
  - f) Undertake any other tasks as agreed between the Parties

## Powers to Act

As outlined in the JMA between Raukawa Settlement Trust and Taupo District Council under the Ngati Tūwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010 (The Act) dated 5 September 2013.

## Delegation of Powers

This committee has no powers to sub-delegate.

# Waikato Civil Defence Emergency Management Group (WCDEM)

## Joint committee

<b>Objective</b>	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.
<b>Membership</b>	Mayor, and In the absence of the Mayor, one elected member (first alternate) or one elected member (second alternate).
<b>Quorum</b>	As determined by the Committee
<b>Meeting frequency</b>	Quarterly or as required
<b>Reports to</b>	Taupō District Council and Waikato Regional Council

## **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;
  - b) consult and communicate about risks;
  - c) identify and implement cost-effective risk reduction;
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;
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;
4. Respond to and manage the adverse effects of emergencies in the Waikato region;
5. Carry out recovery activities;
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 and any other requests for assistance from other civil defence emergency management groups);
7. Within the Waikato region, promote and raise public awareness of, and compliance with, the Act and legislative provisions relevant to the purpose of the Act;
8. Monitor and report on compliance within the Waikato region with the Act and legislative provisions relevant to the purpose of the Act;
9. Develop, approve, implement, and monitor the Waikato Civil Defence Emergency Management Group plan and regularly review the plan;
10. Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan;
11. Promote civil defence emergency management in the Waikato region that is consistent with the purpose of the Act;
12. That Council's representatives 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).

## **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**

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;
- b) May remunerate its representative for the cost of that person's participation in the Group;
- c) Must provide to the Group the information or reports that may be required by the Group;
- d) Must pay the costs of administrative and related services in accordance with section 24 of the CDEM Act 2002;
- 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;
- f) May carry out any other functions or duties conferred on a member of a Group under this Act.

### **Limits on authority**

The Committee's power to act under these delegations is subject to an overriding responsibility to ensure that its actions and decisions are always within the law and Council policies.

# OTHER STATUTORY COMMITTEES

## Taupō District Licensing Committee

### Statutory Committee

#### **Objective**

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

Three members, being:

One Chairperson, being a Commissioner recommended by Council and appointed by the Chief Executive.

Two other members selected from the Taupō District list of approved persons.

Members must be independent and cannot include:

- people involved in the alcohol industry
- police officers
- Medical Officers of Health
- liquor licensing inspectors
- Council staff
- people who are involved in any occupation, trade or business activity which may have a potential conflict or perceived conflict with this position (s192(5) Sale and Supply of Alcohol Act 2012.)
- people who have a spouse/partner/household family member involved in any occupation, trade or business activity which may have a potential conflict or perceived conflict with this position.

#### **Membership**

#### **Secretary**

Chief Executive or delegated representative

#### **Opposed licence or manager's certificate applications:**

Three

#### **Quorum**

#### **Unopposed applications:**

The Commissioner

#### **Meeting frequency**

As required

#### **Reporting**

To Council

### **Scope of activity**

To hear, consider and determine the functions of the Act which are;

1. To consider and determine applications for licences and manager's certificates;
2. To consider and determine applications for renewal of licences and manager's certificates;
3. To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act;
4. To consider and determine applications for the variation, suspension, or cancellation of special licences;
5. To consider and determine applications for the variation of licences (other than special licences) unless brought under section 280 of the Act;
6. With the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority;
7. To conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act; and
8. Any other functions conferred on the licensing committee by or under the Act or any other enactment.

### **Power to act**

1. Hear, consider and determine applications under the Act, and any supporting information.

2. Exercise any powers conferred on the licensing committee by or under the Act.

**Delegation of powers**

This committee has no powers to sub-delegate.

**Limits on authority**

The Committee's 'power to act' pursuant to these delegations is subject to:

1. The Taupō District Licensing Committee acting within the requirements of the Sale and Supply of Alcohol Act 2012; and
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

# APPENDIX

## Template Terms of Reference for Ad-hoc committees

<b>Objective</b>	To consider issues and hear matters that does not warrant a full council hearing. To recommend to Council on any decisions, except where specific delegation is noted.
<b>Membership</b>	[To be decided on a case by case basis] <b>LGA Committees</b> Schedule 7 Clause 31 (6) LGA requires a minimum of 3 members for a committee and a minimum of 2 members for a subcommittee (unless provided for in other legislation). The committee must include at least one Councillor and the Mayor. <b>RMA Hearings committees / panels</b> Members to be selected from the Mayor and all Councillors who hold accreditation in the <i>Making Good Decisions (RMA)</i> programme, and independent commissioners. Section 39B RMA specifies who may be given hearing authority and the requirements for accreditation. Section 34A RMA addresses the delegations of powers and functions to Council employees and others.
<b>Quorum</b>	As per Standing Orders
<b>Meeting frequency</b>	[to be decided]
<b>Reports to</b>	Council

### Scope of activity

To recommend to Council regarding specific projects. Detailed scope to be defined as part of inception report.

### Power to act

1. Prepare proposals and budgets for the approval of Council.
2. Implement approved proposals.
3. Hear matters relating to a specific matter and make recommendations to Council.
4. Co-opt additional committee members (non-voting) with relevant skills and knowledge to fulfil the Committee's objectives.

### Power to recommend to Council

Any matters or proposals relating to:

1. Any matters regarding the need for funding beyond what is already funded through the Long Term Plan / annual plan process and existing budgets.
2. Any matter that cannot be sub-delegated from Council specified in section 32 (1)(a) to (h) of Schedule 7 to the Local Government Act 2002.
3. Recommendations to Council regarding matters heard / discussed by the ad-hoc committee.

### Delegation of powers

This committee has no powers to sub-delegate.

### Limits on authority

The Committee's 'power to act' pursuant to these delegations is subject to:

1. Council acting within the requirements of the Local Government Act.
2. An overriding responsibility to ensure that its actions and decisions are always within the law.

### Term

[To be decided at the time of inception, or as required by resolution of Council]