

Notice of Meeting:

I hereby give notice that an ordinary Meeting of the Council will be held on:

Date: Thursday 11 December 2025
Time: 9:30 am
Meeting Room: Council Chamber
Venue: Municipal Building, Garden Place,
Hamilton

Lance Vervoort
Chief Executive

Council
Kaunihera
OPEN AGENDA

Membership

Chairperson Mayor Tim Macindoe
Heamana

Deputy Chairperson Deputy Mayor Geoff Taylor
Heamana Tuarua

Members	Cr Andrew Bydder	Cr Anna Casey-Cox
	Cr Maria Huata	Cr Rachel Karalus
	Cr Leo Liu	Cr Mesh Macdonald
	Cr Graeme Mead	Cr Sue Moroney
	Cr Robbie Neha	Cr Angela O'Leary
	Cr Emma Pike	Cr Jamie Strange
	Cr Sarah Thomson	

Quorum: A majority of members (including vacancies)

Meeting Frequency: Monthly – or as required

Amy Viggers
Mana Whakahaere
Governance Lead

3 December 2025

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Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council¹:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Council's Governance Statement.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.
2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act 1991.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.

¹ [Clause 32, Schedule 7, Local Government Act 2002](#)

- e) Approval of the Triennial Agreement.
- f) Approval of the local governance statement required under the Local Government Act 2002.
- g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
- h) Approval of any changes to the nature and delegations of the Committees.
- i) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a CCO, CCTO or CO.
- j) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
- k) Approval of Activity Management Plans.
- l) Sister City relationships.

Oversight of Strategies, Plans and Reports:

- Long Term Plan
- Annual Plan
- Annual Report
- Shaping Hamilton Kirikiriroa Together
- Our Climate Future
- He Pou Manawa Ora

Oversight of Policies and Bylaws:

- *Corporate Hospitality and Entertainment Policy*
- *Delegations to officers specific to the Resource Management Act 1991*
- *Delegations to Positions Policy*
- *Elected Members Support Policy*
- *Significance and Engagement Policy*
- *Climate Change Policy*
- *Any Community Engagement Policies*

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1 Apologies – *Tono aroha*

2 Confirmation of Agenda – *Whakatau raarangi take*

The Council to confirm the agenda.

3 Declaration of Interest – *Tauaakii whaipanga*

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

4 Public Forum – *Aatea koorero*

As per Hamilton City Council's Standing Orders, a period of up to 30 minutes has been set aside for a public forum. Each speaker during the public forum section of this meeting may speak for five minutes or longer at the discretion of the Mayor.

Please note that the public forum is to be confined to those items falling within the terms of the reference of this meeting.

Speakers will be put on a Public Forum speaking list on a first come first served basis in the Council Chamber prior to the start of the Meeting. A member of the Governance Team will be available to co-ordinate this. As many speakers as possible will be heard within the allocated time.

If you have any questions regarding Public Forum please contact Governance by telephoning 07 838 6699.

Council Report

Item 5

Committee: Council

Date: 11 December 2025

Author: Keryn Phillips

Authoriser: Amy Viggers

Position: Governance Advisor

Position: Governance Lead

Report Name: Confirmation of the Council Meeting Minutes - 6 November 2025

Report Status	<i>Open</i>
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Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council confirms the minutes of the Council Meeting held on 6 November 2025 as a true and correct record.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Council Open Unconfirmed Minutes - 6 November 2025

Council Kaunihera OPEN MINUTES

Minutes of a meeting of the Council held in Council Chamber, Municipal Building, Garden Place, Hamilton on Thursday 6 November 2025 at 9:30 am.

PRESENT

Chairperson <i>Heamana</i>	Mayor Tim Macindoe
Deputy Chairperson <i>Heamana Tuarua</i>	Deputy Mayor Geoff Taylor
Members	Cr Andrew Bydder Cr Anna Casey-Cox Cr Maria Huata Cr Rachel Karalus Cr Leo Liu Cr Mesh Macdonald Cr Graeme Mead Cr Sue Moroney Cr Robbie Neha Cr Angela O'Leary Cr Emma Pike Cr Jamie Strange Cr Sarah Thomson

The meeting was opened with a blessing by Kaumatua Tame Pokaia.

- 1. Apologies – Tono aroha**
There were no apologies.
- 2. Confirmation of Agenda – Whakatau raarangi take**
Resolved: (Cr Huata/Cr Pike)
That the Council confirms the agenda.
- 3. Declarations of Interest – Tauaakii whaipaaanga**
No members of the Council declared a Conflict of Interest.
- 4. Public Forum – AAtēa koorero**
No members of the public wished to speak.

Council 6 NOVEMBER 2025 - OPEN

5. **Confirmation of the Inaugural Council Meeting Minutes - 22 October 2025**

Resolved: (Cr Mead/Cr Casey-Cox)

That the Council confirms the minutes of the Inaugural Council Meeting held on 22 October 2025 as a true and correct record.

6. **Chair's Report**

Mayor Macindoe took the report as read.

Resolved: (Mayor Macindoe/Deputy Mayor Taylor)

That the Council receives the report.

7. **Elected Member Remuneration and Elected Member Support and Allowances Policy**

The Governance Lead took the report as read.

Staff Action: *Members undertook to ensure any tickets of events attended would be sent to Governance until the Elected Member Remuneration and Elected Member Support was reviewed.*

Resolved: (Cr Mead/Cr O'Leary)

That the Council:

- a) receives the report; and
- b) approves the remuneration allocation set out in Attachment 2 of this report be submitted to Remuneration Authority for determination.
- c) defers the adoption of the updated Elected Member Support and Allowances Policy and revocation of the Corporate Hospitality and Entertainment Policy to a future meeting of the Council, proposed to be 11 December 2025; and
- d) notes that until the future report is presented Professional Development expenditure or tickets are to be approved through consultation with the Chief Executive and the benefit is reported back to the relevant committee.

The meeting was adjourned from 10.07am to 10.13am during the discussion of the above item.

The meeting was closed with a karakia.

The meeting was declared closed at 10.28am.

Council Report

Committee: Council

Date: 11 December 2025

Author: Keryn Phillips

Authoriser: Amy Viggers

Position: Governance Advisor

Position: Governance Lead

Report Name: Chair's Report

Report Status	<i>Open</i>
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Recommendation – *Tuutohu*

That the Council receives the report.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Chair's Report

Attachment 2 – The Mayor's Plan - 2025-2028 (*Under Separate Cover*)

Item 6

Chair's Report



A warm welcome to colleagues, staff and members of the public to the final Council meeting for 2025. It is another short agenda for our third meeting post-elections, and I guess we should be grateful for this, as I don't think any of us are under any illusions about the amount of work and the important decisions that await us in the new year!

Today, we will approve the Terms of Reference for our Governance Structure, putting in place the last of the required governance arrangements for this Council for the 2025-2028 triennium. This includes Elected Member appointments to governance positions (other than Chair/Deputy Chair roles), the schedule of meetings for 2026, and the Elected Member Support Policy.

Governance considerations in relation to Maangai Maaori, and appointed representatives to Council committees for the 2025 – 2028 triennium, will be considered at a Council meeting early in the new year. This provides time for me to fulfil the mayoral responsibility to consult with Waikato-Tainui and Te Runanga o Kirikiriroa, in accordance with the 2023 Kawenata.

On today's agenda, we will also consider a public excluded item relating to artificial turf development in the city. In future meetings, you will note a change to the agenda order for public excluded items to ensure these, often very important matters, are dealt with earlier in our meetings and receive the consideration and attention due to them. My intention is to make our meeting processes as effective as we possibly can, while doing our best to provide certainty for public, media and staff around the timing of items on the agenda.

The Mayor's Plan - 2025 – 2028

During the election, we heard clear messages from Hamiltonians about what they want from their new Council. Since becoming Mayor, discussions with my team of councillors have helped refine the direction of travel I believe our city needs, and how Council needs to function to achieve this.

The themes from these conversations with residents and Elected Members have shaped what I am calling *The Mayor's Plan - 2025-2028*. These seven high-level statements reflect the expectations shared by our residents about what matters most to them, our expectations of ourselves as governors, and the wider organisation, so that all our decisions and actions on behalf of the city are financially responsible, deliver the key facilities and services that our residents value, and keep Hamilton moving forward.

The Mayor's Plan is a lens that Hamilton City Council must bring to all the work we will do over the next three years, whether through the Annual Plan and Long-Term Plan processes or business-as-usual activities. The seven themes are the final sense-check Elected Members will use when making decisions for the city and will guide staff in the implementation of these decisions. It is my hope that *The Mayor's Plan* will provide the public confidence that this Council has listened and that we are committed to delivering what our city needs and values most, now and into the future, efficiently, responsibly and sustainably. We will report regularly on our progress against *The Mayor's Plan* and new way forward.

Annual Plan and Long-Term Plan Processes

Elected Member induction has continued to be a strong focus for the last month, with work well underway to drive change in both the short-term and longer-term. Recent discussions have focused on our preparations for the 2026/2027 Annual Plan, which Council will adopt before the end of June 2026. While the Annual Plan is not the mechanism to drive significant changes in the city's direction, this Council is looking to make decisions that will reduce the financial burden on ratepayers and eliminate unnecessary projects and spending. My councillor colleagues are fully engaged in discussions with staff around the opportunities, benefits and risks, and I am finding these meetings most productive.

Through these Elected Member and staff discussions, we are also identifying the significant changes in direction and management of the city and the governance aspirations and priorities that are best placed to be dealt with through the Long-Term Plan (LTP). The LTP process allows for more comprehensive review and modelling of council functions, services, projects and associated outcomes, so that Elected Members are well informed about opportunities for savings and investment, as well as related trade-offs and consequences. The Government's rates-capping proposal, which I mention later in this report, will be a powerful influence in shaping our next LTP.

Update on Meetings, Events and Emerging Topics

On 13 November the Chief Executive and I attended the Metro Sector meeting of LGNZ in Wellington, where we met with Mayors and CEs of Whangarei, Tauranga, Palmerston North, Wellington, Upper Hutt, Lower Hutt, Porirua, Dunedin and Queenstown. At this meeting, updates were provided on the RMA and Building Control Authority reforms, the earthquake prone building rules and an overview of the crown owned company Crown Infrastructure Delivery which provides a full suite of project delivery services for large public sector infrastructure projects. Hon. Chris Penk, Minister for Building & Construction; Land Information; Small Business & Manufacturing, attended and covered a range of topics in a Q & A session. There was also an enlightening presentation from the Mayor and CE of Northern Beaches Council in Sydney on their experience with rates capping. In a session with LGNZ Acting Chief Executive, Scott Necklen, feedback was given on how LGNZ needs to continue improving engagement with its membership and ensure the value proposition is one that ensures Councils are getting what they need in these times of immense change. To that end LGNZ will be invited to come to Hamilton for such a discussion.

At the first meeting of the triennium of the Waikato Mayoral Forum, on Monday 24 November, I was elected as the Forum Chair. The meeting was a good opportunity to hear from each of the Waikato mayors on the political and other landscapes in each of their council areas. A contextual environmental scan was given by the Chair of the CEs' Forum, which set the scene for discussion on what matters may be included in the Triennial Agreement, which needs to be formed and signed by each council by March 2026. Good progress has been made on the possible content of this relationship-based statutory agreement and its associated work programme. Unsurprisingly, a focus is on how council activities can be delivered better and more cost effectively, as well as how councils will work effectively together on key matters affecting local government in the region.

I am proud and delighted that one of my early duties as Mayor was to host the Hamilton City Civic Awards on 17 November 2025. Held at the Hamilton Gardens, this wonderful event was attended by around 200 people: our 16 truly amazing civic award recipients, and Martin Gallagher, who was awarded with the prestigious Hamilton Kirikiriroa Medal, former mayors and previous awardees, special guests, whaanau and friends. It was an uplifting and heartfelt experience and an honour to recognise the tremendous and quiet work done by members of our community for our community. I acknowledge with thanks my elected member colleagues who supported this event, as well as the staff who made it happen.

In a similar celebratory vein, the first two citizenship ceremonies for this triennium were held on 24 November and Deputy Mayor Geoff Taylor and I were proud to each host one of these ceremonies. These

are always enjoyable occasions, and it is a great privilege to welcome new residents into our Hamilton community.

Recently, there have been some significant announcements by Government in relation to regional councils and rates capping that have major implications for the future of local government. We are working hard to learn and understand the finer detail behind these proposed changes to assess likely impacts for both future operations and governance arrangements, and to be ready to respond appropriately. I will be liaising closely with the other Mayors and Chief Executives in the region on these matters.

Finally, I would like to thank my colleagues, CE Lance Vervoort, the Executive Leadership Team and all Council staff, contractors, partners and stakeholders for your efforts on behalf of our city in what has been an incredibly busy and challenging year. I wish you, your whaanau and friends and all Hamiltonians a happy, safe and fulfilling holiday season, and a Merry Christmas.

Recommendation:

That the Council receives the report.

Tim Macindoe
Mayor of Hamilton

Council Report

Item 7

Committee: Council

Date: 11 December 2025

Author: Amy Viggers

Authoriser: Janet Carson

Position: Governance Lead

Position: General Manager
Partnerships,
Communication & Maaori

Report Name: Governance Structure Terms of Reference and Delegations for Council and Committees of Council 2025-28 Triennium

Report Status	<i>Open</i>
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Purpose - *Take*

1. To seek approval from the Council of the proposed Terms of Reference and Delegations for Council, Committees of Council and Appointments for the 2025-28 Triennium.
2. To inform the Council of other minor matters relating to the proposed Terms of Reference and Delegations for Council, Committees of Council, and Appointments for the 2025-28 Triennium.
3. To delegate to the Chief Executive the ability to approve applications for temporary road closures and renewals for standard community lease applications.

Staff Recommendation - *Tuutohu-aa-kaimahi*

4. That the Council:
 - a) receives the report;
 - b) approves the Governance Structure Terms of Reference and Delegations for Council, Committees of Council, and Appointments for the 2025-28 Triennium (**Attachment 1** of the staff report);
 - c) delegates authority to the Chief Executive to approve applications for temporary road closures and for community leases, except when the Chief Executive determines that the decision should be made by the relevant committee or the Council;
 - d) notes that the above delegation to the Chief Executive can approve applications for community leases based on the application meeting the criteria outlined in the staff report;
 - e) delegates staff to make minor changes, such as references and name changes, to policies, strategies and plans to reflect the 2025-28 Governance Structure, noting that any significant or material changes required to these documents will be reported back at future meetings of the Council or the relevant committee;
 - f) approves staff, in consultation with the Mayor and the Chair of the Finance and Assurance Committee, to undertake an Expressions of Interest/recruitment process and report back to the Council with recommendations for the external skills-based appointee to the Finance and Assurance Committee; and

- g) acknowledges the work of Bruce Robertson and Carol Bellette as the previous Chair and Deputy Chair of the Strategic Risk and Assurance Committee.

Executive Summary - *Whakaraapopototanga matua*

5. Section 41A of the Local Government Act 2002 provides for the Mayor to appoint a Deputy Mayor, establish committees of the Council and appoint committee chairs.
6. The Council must approve the delegations and terms of reference that enable effective decision-making under the governance structure set out by the Mayor at the 6 November 2025 Council meeting.
7. This report sets out the proposed terms of reference and delegations for the Council and the Committees, based on the 2025-28 Governance Structure approved at the 6 November 2025 meeting.
8. This report notes some minor changes will be made to some Council policies, strategies and plans to ensure alignment between strategic documents, should the proposed Governance Structure Terms of Reference, Delegations for Council, Committees of Council and Appointments for the 2025-28 Triennium be approved.
9. Staff are seeking delegation to the Chief Executive to approve temporary road closures and renewals of standard community leases. In the past, these decisions were made by a committee. Staff recommend this change because it will save time and better support the city's economic needs, as requested by Members.

Discussion – *Matapaki*

11. Under section [41A](#) of the Local Government Act 2002, the Mayor holds the authority to:
 - i. Appoint the Deputy Mayor;
 - ii. Establish the committee structure; and
 - iii. Appoint chairs to those committees.
12. At the Council meeting of 6 November 2025, Mayor Macindoe presented the proposed Governance Structure for the 2025–2028 triennium. Following the establishment of the high-level structure and appointment of chairs, it is the responsibility of the Council to approve the Terms of Reference and Delegations.
13. [Clause 32, Schedule 7](#) of the Local Government Act 2002 provides that Council may delegate any of its responsibilities, duties, or powers (except those listed under clause 32(1)) to a committee, subcommittee, or other subordinate decision-making body, member, or officer of the local authority. These delegations are reflected in the proposed Terms of Reference and Delegations for Council and Committees (**Attachment 1**) for Council's consideration and approval.

Development Process

14. Staff prepared the draft Terms of Reference drawing on:
 - i. Previous Hamilton City Council terms of reference.
 - ii. Comparative governance structures and terms of reference from other councils.
15. The draft was subsequently refined in consultation with the Mayor, Deputy Mayor, committee chairs and deputy chairs, and principal advisors (General Managers).

16. Staff note that there is a desire from Elected Members to locate efficiencies in processes. During this process, two areas were identified where changes could improve efficiency:
 - i. The event temporary road closure application process.
 - ii. Approval of standard community lease applications.
17. In both these cases, there is an opportunity to create efficiencies by removing the step to have final approval at a Council or committee meeting, where a delegation to the Chief Executive to approve the applications would suffice.

Event temporary road closure application process

18. Staff are seeking delegated authority through the Chief Executive to process and approve any urgent applications for temporary road closures for events that do not meet the 42-day criteria but meet all other criteria. This would expedite a somewhat lengthy process, improve customer service and increase economic development in Hamilton.
19. Applications for temporary road closures associated with events are generally processed under the [Transport \(Vehicular Traffic Road Closure\) Regulations 1965](#), which require 42 working days' public notice. Where applications meet all requirements, staff administer and approve them.
20. In circumstances where the 42-day notice period cannot be met (for example, an unplanned Chiefs rugby fixture), applications may be considered under the [Local Government Act 1974 No 66, Schedule 10, Clause 11\(e\)](#). At present, such urgent applications are delegated to the former Traffic, Speed Limit and Road Closure Hearings Panel.
21. A review of practice across other councils shows that Hamilton City Council's approach is not typical.
22. The additional step of reporting to a committee or subcommittee increases processing time. Feedback from event organisers, particularly within the film industry, indicates that the current process can prevent events from proceeding in Hamilton, with organisers opting to work with other councils where the approval processes are more streamlined.
23. Staff recommend that the Council delegates authority to the Chief Executive to process and approve urgent temporary road closure applications that do not meet the 42-day notice requirement but otherwise comply with legislative criteria.
24. This change would:
 - i. expedite processing;
 - ii. improve customer service; and
 - iii. support economic development opportunities in Hamilton.
25. It is not intended that urgent applications become standard practice for event organisers. The delegation is proposed solely to address exceptional circumstances.

Standard community lease applications approval process

26. The process to approve community lease applications under the [Community Occupancy Policy](#) states that all applications will be presented to the Council with a recommendation from staff. The Council has the discretion to approve or decline applications.
27. This policy is for community groups that lease council-owned property for a period of years. The community groups reapply for the lease after a period of time. There is no right of renewal. This is usually a good time for the community group and Hamilton City Council staff to assess the suitability of the lease.

28. If the community group and staff are satisfied that the lease should be renewed, then the application goes to a meeting. Depending on the type of lease, outlined in the policy, occupancy can range from five to 15 years.
29. Some community groups have provided feedback to staff that the already lengthy process is extended because of the extra step for approval from elected members.
30. Based on the feedback from community groups, staff propose that if the following conditions are met, the Chief Executive would have delegation to approve a community lease:
 - i. the application meets the criteria in the Community Occupancy Policy;
 - ii. the occupancy tenure sought is within the policy principles and guidelines; and
 - iii. staff are in support of the application.
31. Staff have considered past applications for community leases that had been approved by the elected members and noted that when applications met the above requirements all were approved by the committee. These were leaseholders with good track records of operating, providing community services and agreeing to standard lease clauses.
32. There will be applications that do not meet the principles and guidelines of the Community Occupancy Policy. This could include applications that request longer lease terms and terms and conditions outside of the policy. In cases like these, the terms of reference suggest that the applications should be taken to the Community Committee for consideration.
33. The Chief Executive could also choose not to exercise this delegation if they felt that Governance oversight was necessary, then the matter would be referred to the Community Committee.
34. The advantages of the delegation include:
 - i. staff time would be redirected from writing, reviewing and presenting the report, to improving relationships and understanding our community facility and user needs;
 - ii. leaseholders would not have to wait to get on an agenda and would have more certainty earlier; and
 - iii. the process would be simpler, saving time for groups as they wouldn't need to attend committee meetings.
35. A change to the Community Occupancy Policy would be required to give the Chief Executive delegation to approve a community lease and to appoint the Community Committee oversight of the policy and approve any applications that do not meet the criteria of the policy or when the Chief Executive does not exercise the delegation.

Minor Changes to Policies

36. If the proposed Terms of Reference are approved, minor references, name and membership changes are required to be made to some Council policies to reflect the 2025-28 Governance Structure. Example of amendment include:
 - i. [Delegations to Positions Policy](#) - Waiver of Council Fees & Charges point 26 subsection d.
 - Current
any waivers in excess of \$10,000 (calculated on an aggregate basis per Group) are to be reported to the next Finance and *Monitoring* Committee meeting.
 - Minor change
any waivers in excess of \$10,000 (calculated on an aggregate basis per Group) are to be reported to the next Finance and *Assurance* Committee meeting.

ii. [Risk Management Policy](#)

Current

Schedule One Risk and Review Report Table makes multiple references to the Strategic Risk and Assurance Committee

Minor Change

Section 21(h) and 22(g) refers to the Finance and Assurance Committee.

Schedule One Risk and Review Report Table makes multiple references to the Finance and Assurance Committee.

37. Staff are seeking approval to review and amend the relevant Council policies to ensure alignment with the new Governance Structure and Terms of Reference. Any significant or material changes required to any policies would be reported back to Council for consideration.
38. The Delegations to Positions Policy (Council's delegations to the Chief Executive and other specified senior staff) will subsequently be reviewed and updated to reflect the 2025-28 Governance Structure and if further updates are required it will be presented to a future Council meeting for consideration. This would include the delegations to approve urgent event temporary road closure applications and community leases.

Appointment to the Finance and Assurance Committee

39. The newly formed Finance and Assurance Committee is a combination of the previous triennium's Finance and Monitoring and Strategic Risk and Assurance Committees.
40. The Council had appointed independent members to the Strategic Risk and Assurance Committee. Bruce Robertson served as the Chair and Carol Bellette was the Deputy Chair of the committee. Because of the change in the governance structure, these roles no longer exist.
41. Under the new governance structure, the Finance and Assurance Committee is a committee of the whole chaired by an elected member. The proposed governance structure includes one external skills-based appointee committee member – a role that is encouraged by the Office of the Auditor General to a committee that oversees the finance and manages risk for Council.
42. The external member appointed to the committee will need to have expertise, in particular:
 - i. finance and accounting, including financial reporting;
 - ii. broad governance, assurance, and risk management disciplines;
 - iii. an understanding of internal controls and assurance frameworks, including understanding of the roles of internal and external audit;
 - iv. an understanding of the principles Te Tiriti o Waitangi of Partnership, Participation, Protection and Prosperity which underpin the relationship between the Government and Maaori; and
 - v. knowledge of the sector or industry in which the public entity operates.
43. Staff recommend that an Expression of Interest recruitment process to find a suitable candidate for the vacant position and note that the previous chair and deputy chair of the Strategic Risk and Assurance Committee would be welcome to apply for the role.
44. A panel (staff recommend the Mayor and Chair of the Finance and Assurance Committee and the Chief Financial Officer) will agree on role requirements and review the candidates list to identify a short list of candidates.
45. The short list of candidates will be interviewed by the panel, who will recommend a preferred candidate to the Council.

- 46. If the recommendation of the panel is not approved, the Council will either recommence recruitment for the role of amend the Terms of Reference of the Finance and Assurance Committee to reflect a different membership.
- 47. Given the time of year, it is probable that the final appointment will not be made until March/April 2026.

Options – *Koowhiringa*

- 48. There are three reasonable and viable options for the Council to consider. The options are set out below.

Option 1: Do not approve the proposed Governance Structure, Terms of Reference and Delegations.

- 49. The Council approved the Governance Structure at the 6 November 2025 meeting, but there were no terms of reference or delegations approved at the same time.
- 50. This would impact the ability for the Council and Committees to make effective decisions and carry out its duties – there are no advantages to this option, other than no further staff or elected member time required, as there is no clarity for members of the public, elected members and staff.

Option 2: Approve the proposed Governance Structure, Terms of Reference and Delegations.

- 51. This provides clarity for Elected Members, staff and members of the public to raise matters to the Council or Committee that has the delegation to consider such matters. Further clarification within the document may be required in the future.

Option 3: Approve an adjusted Governance Structure, Terms of Reference and Delegations.

- 52. Under Section 41A (4) of the Local Government Act the Council can appoint, in accordance with clause 30 of Schedule 7, one or more committees in addition to any established by the Mayor. This could delay an understanding of the roles of the committees for the Elected Members, staff and members of the public.
- 53. Staff recommend **Option 2** because it provides immediate clarity for the Elected Members, staff and members of the public of the delegations and roles of the Council, committees and sub-committees.

Financial Considerations - *Whaiwhakaaro Puutea*

- 54. This is a regular operating activity funded through the Long-Term Plan.

Legal Considerations - *Whaiwhakaaro-aa-ture*

- 55. Staff confirm that **Option 2** complies with the Council's legal requirements.

Risks – *Tuuraru*

- 56. There are low risks associated with the recommendation sought in this report.
- 57. If Option 1 was selected, then there is a risk of confusion and misunderstandings by members of the public, Elected Members and staff, while Options 2 and 3 offer more clarity.

Strategic Considerations - *Whaiwhakaaro-aa- rautaki*

- 58. Everything we do is aimed at improving the wellbeing of Hamiltonians. Council has been working alongside our community to understand what people in our city want the future of Hamilton Kirikiriroa to look like as represented by our five priorities.

59. The promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future is expressed through Council's key strategies.
60. The proposed recommendation will align with Council key documents.
61. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance
62. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Proposed Governance Structure Terms of Reference and Delegations for Council, Committees of Council, and Appointments for the 2025-28 Triennium



Governance Structure

Terms of Reference and Delegations for Council, and
Committees of Council
2025-2028 Triennium

Approved by the Council on XX/XX/2025

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Introduction

Governance Structure

This document sets out the Governance Structure by which Hamilton City Council:

- carries out its governance functions; and
- formally delegates its powers and responsibilities.

The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002.

The Governance Structure for Hamilton City Council is adopted at the beginning of each triennium. It sets out in full the delegations to the Committees, including:

Common delegations

There are a number of common delegations from Council to the following committees of the whole: Finance and Assurance Committee, Growth and Economic Development Committee, City Delivery Committee and Community Committee. These common delegations are set out on page 9 and should be read in conjunction with the Terms of Reference for those committees.

Specific delegations

There are specific delegations over and above the common delegations. These are set out for each Committee and Subcommittee from page 11.

Role of Committees of the Whole

All committees of the whole identify and monitor outcomes, visions and performance indicators for the Council's Long-Term Plan within their area of responsibility. The responsibilities of each committee are set out in their Terms of Reference (delegations).

Role of Subcommittees

Subcommittees will only have the powers, functions and duties specifically given to them by the Council of the standing committee to which they report.

The Governance Structure may be reviewed and amended as necessary throughout the triennium.

The Role of the Mayor

Section 41A of the Local Government Act 2002 confers a number of powers and responsibilities to the Mayor. The Mayor may:

- Define and promote a vision for the advancement of Hamilton and the people of Hamilton, and to provide leadership to achieve that vision
- Lead the development of council plans, policies and budgets (including the Annual Plan and Long-Term Plan) for consideration by the Council
- Ensure effective engagement between the Council and the people of Hamilton
- Appoint the Deputy Mayor
- Establish committees of the governing body (Council) and appoint the chairperson and deputy chairperson for each of those committees

Section 41A (5) of the Local Government Act 2002 confers that a Mayor is a member of each committee of a territorial authority. As such the Mayor will be an ex officio member of all subcommittees.

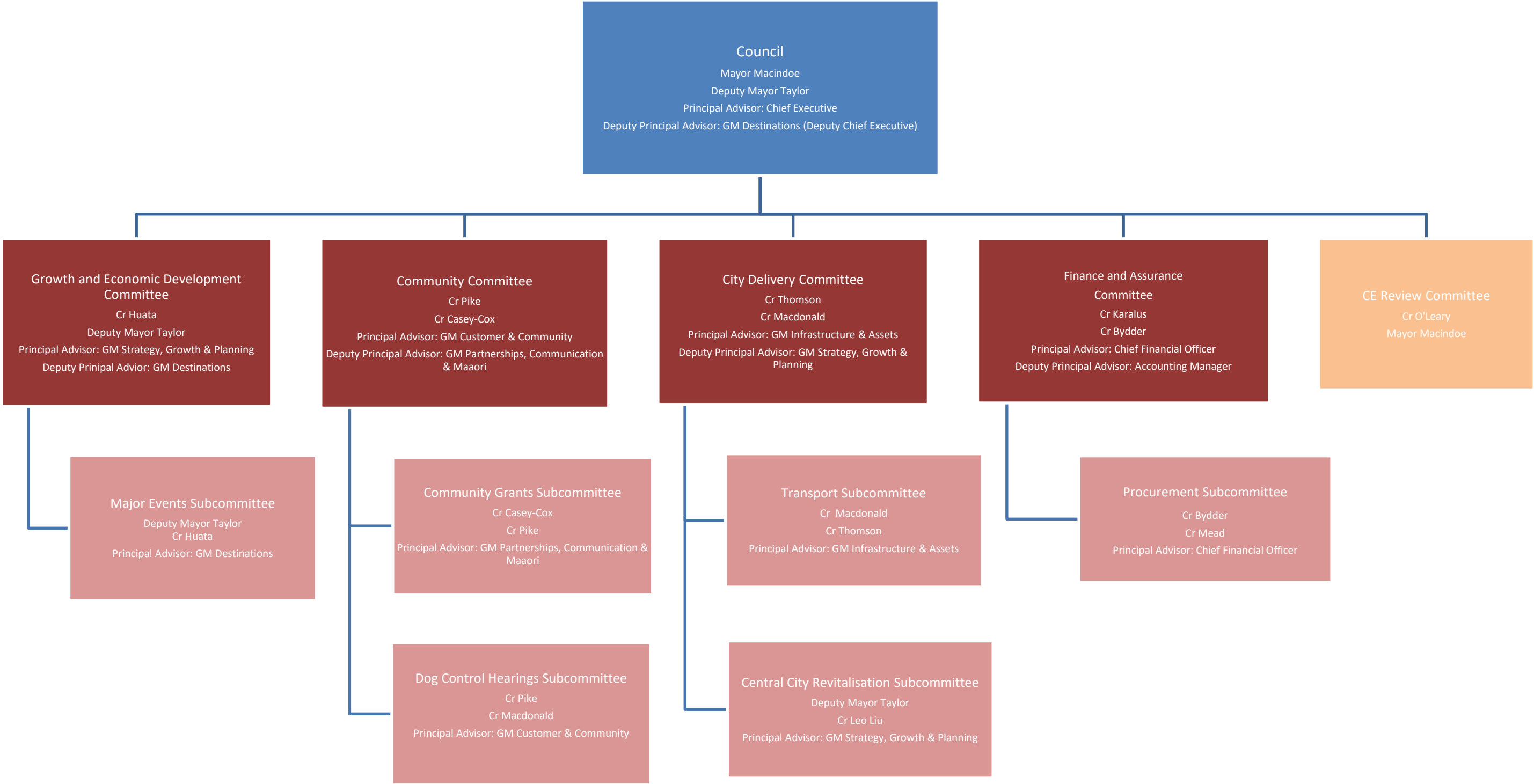
Ambiguity and Conflict

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

In the event of uncertainty or dispute as to which Committee is authorised to act in respect of a particular matter due to ambiguity or conflict between the provisions of the Terms of Reference, the Chief Executive will prepare a written report on the matter for Council's consideration. The decision of Council will be final and binding.

Interpretation

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



Council

Chairperson:	Mayor Tim Macindoe
Deputy Chairperson:	Deputy Mayor Geoff Taylor
Membership:	The Mayor and all Councillors
Meeting frequency:	Monthly
Quorum:	A majority of members (including vacancies)

Purpose

The Council is responsible for:

3. Providing leadership to, and advocacy on behalf of, the people of Hamilton.
4. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

5. To exercise those powers and responsibilities which cannot legally be delegated by Council²:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
 - d) The power to adopt a Long-Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-Term Plan or developed for the purpose of the Council's Governance Statement.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's *Delegations to Positions Policy*.

² [Clause 32, Schedule 7, Local Government Act 2002](#)

6. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
- a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Approval of any changes to city boundaries under the Resource Management Act 1991.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.
 - e) Adoption of the Long-Term Infrastructure Strategy.
 - f) Approval of the Triennial Agreement.
 - g) Approval of the local governance statement required under the Local Government Act 2002.
 - h) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
 - i) Approval of any changes to the nature and delegations of the Committees.
 - j) Reporting from IAWAI – Flowing Waters and Shareholder Forum
 - k) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a Council Controlled Organisation (CCO), Council Controlled Trading Organisation (CCTO) or Council Organisation (CO).
 - l) Develop and monitor policy related to the appointment and remuneration of directors of Council Controlled Organisations (CCOs), Council Controlled Trading Organisations (CCTOs) and Council Organisations (Cos).
 - m) Appointments to, and removals from, CCO, CCTO and CO boards.
 - n) Approval of proposed major transactions or constitutional adjustments of CCOs, CCTOs and COs.
 - o) Approval of city boundary changes, including in respect of Strategic Boundary Land Use Agreements.
 - p) Approval of climate change implementation activities and emissions monitoring.
 - q) Appoint representation to relevant regional strategy groups as required.

Oversight of Strategies, Plans and Reports:

- Long-Term Plan
- Annual Plan
- Annual Report
- Shaping Hamilton Kirikiriroa Together
- Our Climate Future
- He Pou Manawa Ora
- Inclusive Hamilton (*Disability Action Plan, Rangatahi Action Plan, Age Friendly Plan*)
- Working Together

Oversight of Policies and Bylaws:

- Any Community Engagement Policies
- Appointment and Remunerations of Board Members of COs, CCOs and CCTOs Policy
- City Honours Policy
- Climate Change Policy

- Delegations to officers specific to the Resource Management Act 1991
- Delegations to Positions Policy
- Development Contributions Policy
- Disabilities Policy
- Elected Members Support and Allowances Policy
- Growth Funding Policy
- Significance and Engagement Policy

Common Delegations of Committees

Attachment 1

The following delegations from Council are common to the following Committees within their respective areas of responsibility:

- Growth and Economic Development Committee,
- Community Committee,
- City Delivery Committee, and
- Finance and Assurance Committee

General Principle

1. The work of the Committees will be in accordance with the priorities and work programme agreed by the Council.
2. The Committees have the powers necessary to perform the Committees' responsibilities, in accordance with the approved Long-Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the Council's Financial Strategy.
3. Committees (through their Chairs) must consult and reach agreement with other relevant Committees:
 - a) where there is an overlap or any uncertainty on responsibilities, and
 - b) where there is the potential for a significant impact through their decisions on another Committee's work.
4. Committees may make recommendations to the Council, other Committees and/or the Chief Executive.

Item 7

These Committees will:

Strategy, plans and policy

5. Develop and agree strategy, plans and policy for the purposes of consultation/engagement.
6. Approve new or amended strategies or plans within the committee's terms of reference.
7. Recommend to the Council new or amended policies for adoption/approval.
8. Implement, monitor and review strategy, plans and policy within the committee's terms of reference.
9. Monitor, implement (within the scope of the committee's Terms of Reference) and ensure decisions are consistent with the Strategies and Plans that have remained under the Council's responsibility.

Bylaws

10. Develop and agree the statement of proposal for new or amended bylaws for consultation.
11. Recommend to the Council new or amended bylaws for adoption.

Consultation and engagement

12. Ensure appropriate, effective, and transparent engagement with the community, tangata whenua, and other stakeholders.
13. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.
14. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for the Council to decide.

Submissions and legislation

15. Approve submissions to external bodies/organisations on legislation and proposals that impact governance policy or matters. *Special Note: When time does not allow for this to happen the Chairs of the Committees as a group have the delegation to approve final submissions in consultation with Elected Members.*

Projects and programmes

16. Monitor and oversee strategic projects and programmes.
17. Approve an increase in the budget level for a strategic project or programme provided that the overall budget for the relevant activity area is met, i.e. savings are found within the same activity area resulting in a financially neutral impact. Where this is not the case the Committee must recommend to the Finance and Assurance Committee that additional funding is approved (outside the Annual Plan or Long-Term Plan process).

Contracts

18. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a) Do not require the approval of the Council,
 - b) Fall within the budget approved under the Long-Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

Other

19. Consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to the Committee for decision-making.
20. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive or other Council officers.
21. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of the Council.

City Delivery Committee

Attachment 1

Reports to:	The Council
Chairperson:	Cr Sarah Thomson
Deputy Chairperson:	Cr Mesh Macdonald
Membership:	The Mayor and all Councillors
Meeting frequency:	Approximately Six-weekly
Quorum:	A majority of members (including vacancies)

Purpose

The City Delivery Committee is responsible for:

1. Governance of the provision of core infrastructure, services and plans relating to transport corridor (including but not limited to roads, footpaths, public transport and cycleways), IAWAI – Flowing Waters (to 30 June 2026), stormwater and waste management, to meet the current and future needs of Hamilton and to enhance the wellbeing of its communities.
2. Guiding discussion and implementation of innovative core infrastructure and service provision solutions.
3. Assurance that all infrastructure networks and service provisions are legally compliant and operate within resource consent limits.
4. Monitoring and approving contracts relating to core transport infrastructure and provision of transport services.
5. Guiding and monitoring the provision of core infrastructure and services relating to transport (including but not limited to roads, public transport, walkways and cycleways), to meet the current and future needs of the city and to enhance the wellbeing of its communities.

In addition to the common delegations on page 10, the City Delivery Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

6. Provide direction on strategic priorities for core infrastructure aligned to city development.
7. Develop and approve policy and bylaws and approve core-infrastructure related operational strategies and plans and monitor their implementation.
8. Monitor and approve contracts relating to core infrastructure and provision of services.
9. Guide discussion and implementation of innovative core infrastructure and service provision solutions.
10. Provide direction on facilitation of community and stakeholder involvement and discussion on core infrastructure and services provision and delivery.

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11. Receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on core infrastructure and associated services and wellbeing issues and opportunities.
12. Provide direction regarding Council's involvement in regional alliances, plans, initiatives and forums for joint infrastructure and shared services (for example Regional Transport Committee).

The Committee is delegated the following powers to act:

- Approval of capital expenditure within the Long-Term Plan or Annual Plan that exceeds the Chief Executive's delegation, excluding expenditure which:
 - a) contravenes the Council's Financial Strategy; or
 - b) significantly alters any level of service outlined in the applicable Long-Term Plan or Annual Plan; or
 - c) impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to the Council for approval.
- Approval of any proposal to stop any road (excludes temporary road closures), including hearing and considering any written objections on such matters.
- Approval of purchase or disposal of land for core infrastructure for works and other purposes within this Committee's area of responsibility that exceed the Chief Executives delegation and is in accordance with the Annual Plan or Long-Term Plan.
- Approval of transport strategy and oversight on transport implementation activities.
- Approval and oversight on waste management and waste minimisation implementation activities.
- Approval and oversight on drinking water and wastewater implementation activity (until 30 June 2026), and associated policies and bylaws.
- Approval of matters determined by the Committee within its Terms of Reference.

The Committee is delegated the following recommendatory powers:

- Approval of additional borrowing to the Finance and Assurance Committee outside of the Long-Term Plan or Annual Plan.
- The Committee may make recommendations to the Council and other Committees.

Oversight of Strategies and Plans:

- *Access Hamilton*
- *Waste Management and Minimisation Plan*
- *Speed Management Plan*
- *Hamilton Biking Plan 2015-45*

Oversight of Policies and Bylaws:

- *Arts in Infrastructure Policy*
- *Dangerous and Insanitary Buildings Policy*
- *Streetscapes and Gateways Policy*
- *Stormwater Bylaw*
- *Trade Waste and Wastewater Bylaw*

Attachment 1

- *Three Waters Connections Policy*
- *Waste Management and Minimisation Bylaw*
- *Water Supply Bylaw*

Item 7

Transport Subcommittee

Reports to: The City Delivery Committee

Chairperson: Cr Mesh Macdonald

Deputy Chairperson: Cr Sarah Thomson

Membership: Deputy Mayor Geoff Taylor
Cr Andrew Bydder
Cr Graeme Mead
Cr Sue Moroney
Cr Angela O’Leary

Meeting frequency: Approximately Two Monthly

Quorum: Four Members

Purpose:

The Transport Subcommittee is responsible for:

1. The execution of Council’s transport infrastructure and operational plans.
2. Conducting fair, transparent, and effective hearings, making well-reasoned decisions on objections to the Traffic Bylaw, Speed Limits, and significant temporary road closures that cannot follow standard approval processes. The subcommittee ensures community concerns are heard and decisions comply with legislation, procedural fairness, and the public interest.
3. Facilitating community and stakeholder engagement on transport infrastructure and service delivery, ensuring feedback is effectively captured and reported to the City Delivery Committee to inform strategic decision-making.
4. Recommending to the City Delivery Committee the implementation of innovative transport core infrastructure and service provisions solutions endorsed by this subcommittee
5. Ensuring that all transport infrastructure networks and service provisions are legally compliant and operate within resource consent limits.

Terms of Reference:

6. Provide direction on core transport infrastructure and services aligned to city development and oversight of operational projects and services associated with those activities.
 7. Develop and approve transport policy, bylaws, and plans.
 8. Approve core transport infrastructure and services-related operational plans and monitor their implementation.
 9. Hear and determine any statutory or regulatory hearings under relevant legislation unless otherwise delegated by Council.
 10. Consider and determine traffic, speed limit and parking related matters, including those detailed in the Traffic Bylaw and Speed Management Plan, and hearing any submissions relating to those proposed changes.
-

11. Hear and determine matters arising under current transport bylaws and policies, including applications for dispensation from compliance with the requirements of these bylaws or policies, unless such matters are otherwise delegated by Council.
12. Consider and determine matters related to road naming proposals.

The Subcommittee is delegated the following powers to act:

- Approval of matters determined by the sub-Committee within its Terms of Reference.

The Subcommittee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the City Delivery Committee.

Oversight of Policies and Bylaws:

- *Parking Policy*
- *Traffic Bylaw*

Central City Revitalisation Subcommittee

Reports to: The City Delivery Committee

Chairperson: Deputy Mayor Geoff Taylor

Deputy Chairperson: Cr Leo Liu

Membership: Cr Graeme Mead
Cr Robbie Neha
Cr Angela O’Leary
Cr Jamie Strange
Cr Sarah Thomson

Meeting frequency: Approximately Seven-weekly

Quorum: Four Members

Purpose:

The Central City Revitalisation Subcommittee is responsible for:

1. Governance of Hamilton’s Central City and related investment development opportunities consistent with Council’s vision
2. Enhancing Hamilton’s economic position by actively promoting the Hamilton Central City area.
3. Providing recommendations and advice to the City Delivery Committee on matters in relation to the central city and river precinct on governance matters including strategic initiatives, plans, projects.
4. Providing clarity and giving direction over the direction to the Hamilton City River Plan, and potential development that may increase the central city vibrancy and have an impact on the central city and river precinct.

Terms of Reference:

5. Promote safety, investment and business attraction opportunities for Hamilton Central City area.
6. Monitor the Infrastructure Asset Funded (IAF) Hamilton City Central City revitalisation programme and actively work with the business community to minimise disruption.
7. Provide direction on strategic priorities, resource allocation for the Central City programme, ensuring council business units are well coordinated, including initiatives aligned with broader city development goals and oversight of related operational projects and services.
8. Develop and recommend policy, consider priorities, approve associated operational strategies and monitor progress for central city and BID(s).
9. Receive presentations, and reports from central city stakeholders, government departments, organisations and interest groups on central city related matters, including infrastructure, associated services and wellbeing issues and opportunities.

10. Receive programme updates from Hamilton City Business Association (HCBA) in line with their Service Level Agreement.

11. Recommend funding levels for service contracts within Business Improvement District(s), and any others, subject to funding approval by the Council through the Long-Term Plan process and approve said contracts with relevant third parties.

The Subcommittee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Committees.

Recommendatory Oversight of Policies and Plans:

- *Business Improvement District (BID) Policy*
- *Central City Transformation Plan*
- *Hamilton City River Plan*

Growth and Economic Development Committee

Reports to:	The Council
Chairperson:	Cr Maria Huata
Deputy Chairperson:	Deputy Mayor Geoff Taylor
Membership:	The Mayor and all Councillors
Meeting frequency:	Approximately Six-weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Growth and Economic Development Committee is responsible for:

1. Leading the implementation of sustainable urban growth policies for Hamilton by overseeing strategic land-use planning, boundary alignment, and deployment of planning, funding and financial models that support long-term infrastructure development.
2. Driving collaboration with neighbouring councils, iwi, private sector, and central government to meet Hamilton’s growth ambitions.
3. Providing Governance guidance and vision to staff in reviewing appropriate amendments to the Hamilton City Operative District Plan 2017.
4. Providing governance oversight of Hamilton’s Economic Agenda and investment development opportunities aligned with Council’s vision for the city and aimed at enhancing community wellbeing.

In addition to the common delegations on page 10, the Growth and Economic Development Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

5. Monitor and provide advice on the overall development and implementation of urban growth and development strategies, strategic land use, and spatial plans (e.g. Hamilton to Auckland Corridor and Hamilton-Waikato Metropolitan Spatial Plan), and long-term network infrastructure planning in line with national policy requirements.
6. Provide direction and monitor Council’s approach to the levying and use of rates for growth, as well as development contributions.
7. Provide direction on and assess proposals for seeking alternative funding models, such as special purpose vehicles and infrastructure funding and financing.
8. Provide direction on strategic priorities for network infrastructure aligned to city development, and oversight of strategic projects associated with those activities.
9. Assess proposals for Private Developer Agreements that exceed the Chief Executive’s delegations for Unfunded Growth Projects¹ and, if appropriate for Unfunded Growth Projects¹, to recommend such agreements to the Council for approval.

10. Provide direction regarding Council's involvement in and with Urban Development Authorities, regional alliances, plans, initiatives, and forums for spatial planning (for example, Future Proof, strategic boundary land use agreements and joint council growth related discussions).
11. Consider the impacts of land use and urban development on the environment.
12. Provide clear direction on Council's strategic priorities to organisations and groups, for which Council facilitates funding, aligned with these Terms of Reference, and to oversee those funding arrangements and receive their strategic and business plans and annual performance reports.
13. Provide and approve broad strategic direction to inform and guide the development of the District Plan amendments programme of work.
14. Prepare and approve a draft set of District Plan amendments for the purpose of obtaining initial feedback and comment from the community, stakeholder, and tangata whenua groups.
15. Recommend any proposed District Plan amendments to the Council for adoption and release for formal notification.
16. Monitor the progress of the District Plan amendments programme of work.
17. Promote investment and business attraction opportunities for Hamilton and the greater Waikato region.
18. Provide advice on strategic initiatives, plans, projects and potential property developments that have a material impact upon the Hamilton economy.
19. Provide guidance on strategic initiatives, plans, and projects that are focused on the Visitor industry.
20. Provide clear direction on Council Sister and Friendship City relationships.
21. Develop policy, approve and monitor implementation of plans and strategies in relation to the performance of Council's investments in the Municipal Endowment Fund and strategic property.
22. Support and assist with efforts for external partnerships on Council projects that will provide economic development opportunities for Hamilton and the region.

The Committee is delegated the following powers to act:

- Approval of purchase or disposal of land for network infrastructure, or parks and reserves for works and other purposes within this Committee's area of responsibility that exceeds the Chief Executive's delegation and is in accordance with the Annual Plan or Long-Term Plan.
- Approval of matters determined by the Committee within its Terms of Reference.
- Approval of acquisition or sale or lease of properties owned by the Council or owned by the Municipal Endowment Fund consistent with the Municipal Endowment Fund Investment Policy, for any endowment properties. Note that if the Mayor or Chair consider that a final decision is more appropriately made by the Council due to its significance, they may direct that and decision remains recommendatory, requiring ratification by the Council.

The Committee is delegated the following recommendatory powers:

- Approval of additional borrowing to the Finance and Assurance Committee outside of the Long-Term Plan and Annual Plan.

- Approval of city boundary changes to the Council, including in respect of Strategic Boundary Land Use Agreements
- The Committee may make recommendations to the Council and other Committees.

Oversight of Strategies and Plans:

- *Hamilton Urban Growth Strategy*
- *Housing Strategy*
- *Economic Development Agenda*
- *Business Improvement District (BID) Policy*
- *Central City Transformation Plan*
- *Hamilton City River Plan*

Oversight of Policies and Bylaws:

- Sale and Disposal of Council Land Policy
- Freeholding of Council Endowment Land Policy
- Municipal Endowment Fund Policy
- International Relations Policy

¹ Unfunded Growth Projects are defined in the Growth Funding Policy as:

- a) Not funded projects
- b) Funded projects but which are proposed to commence earlier than the sequencing and timing established in the Long-Term Plan; and/or
- c) Funded projects but which are now proposed to occur beyond the scale, scope and cost prescribed or anticipated for those projects in the Long-Term Plan.

Major Events Subcommittee

Attachment 1

Reports to: The Growth and Economic Development Committee

Chairperson: Deputy Mayor Taylor

Deputy Chairperson: Cr Maria Huata

Membership: Cr Graeme Mead
Cr Jamie Strange
Cr Sarah Thomson

Meeting frequency: As required

Quorum: Three Members

Purpose:

The Major Events Subcommittee is responsible for:

1. Approving funding sponsorship decisions for Major Events.

Terms of Reference:

2. Approval of major city event decisions including major event sponsorship, in line with the Event Sponsorship Policy (excluding matters regarding local community-based events).
3. Receive reports on the progress and performance of major city events.
4. Approve annual Event Sponsorship funding applications and monitor any grants made to external organisations under the terms of the Event Sponsorship Policy.
5. Review and monitor the implementation of Council's Event Sponsorship Policy.

The Subcommittee is delegated the following powers to act:

- The Subcommittee has decision-making powers for events sponsorship approvals.
- Approval of event sponsorship applications in accordance with the Event Sponsorship Policy.

The Subcommittee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Growth and Economic Development Committee.

Recommendatory Oversight of Policies and Bylaws:

- *Event Sponsorship Policy*

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Finance and Assurance Committee

Reports to:	The Council
Chairperson:	Cr Rachel Karalus
Deputy Chairperson:	Cr Andrew Bydder
Membership:	The Mayor and all Councillors One external skills-based appointee
Meeting frequency:	No less than Quarterly
Quorum:	A majority of members (including vacancies)

Purpose:

The Finance and Assurance Committee is responsible for:

1. Monitoring Council's current financial strategy, revenue generation and financial performance against the Long-Term Plan and Annual Plan.
2. Provide recommendations to the Council on financial matters outside its authority.
3. Providing objective advice and recommendations to the Council on the adequacy and functioning of the Council's risk management and assurance framework and external reporting.

In addition to the common delegations on page 10, the Finance and Assurance Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

Financial Management

4. Oversee the development and implementation of Council's financial strategy within the development of each Long-Term Plan.
5. Review Council's financial performance, including capital expenditure, and monitor progress against the financial strategy, Long-Term Plan, and Annual Plans, with consideration of impacts on service levels and ratepayer value.
6. Maintain oversight of Council's credit rating and borrowing capacity, ensuring these remain consistent with the Financial Strategy and support long-term sustainability.
7. Maintain oversight of Council Controlled Organisations (CCOs), including reviewing Statements of Intent, Annual Plans, and Annual Reports, and ensuring that LGFA-related arrangements and borrowing practices align with Council's Financial Strategy and statutory requirements.
8. Direction to Council's CCOs, CCTOs and COs on the Council's expectations, including approval of the letters of expectation and feedback on draft statements of intent.
9. Monitor the performance of Hamilton and Waikato Tourism as a subsidiary of a CCO through their Service Level Agreement.

10. Receives recommendations from the Procurement Subcommittee concerning procurement and contracting practices.
11. Ensures compliance with Council's financial strategy, procurement policies, and approved plans.
12. Review Council's compliance with legislated financial benchmarks and performance standards set by central government in legislation or otherwise.

Risk and Resilience

13. Review the effectiveness of the risk control environment established by management to safeguard Council's financial and non-financial assets, including the adequacy and appropriateness of insurance policies in place and management's actions to mitigate risks and report six-monthly to the Council.
14. Review Council's strategic and organisational risk register and monitor existing controls and treatment actions.
15. Oversight of risk management and assurance across Council's health, safety and wellbeing and resilience (cybersecurity, protective security, business continuity, crisis, emergency, incident) management programmes.

Internal Audit

16. Agree and oversee the annual internal audit programme with the Chief Executive, ensuring alignment to significant risks, effective delivery, independence, adequate resourcing, and timely implementation of recommendations.

External Audit

17. Engage with Council's external auditors to agree on the proposed terms and arrangements for the external audit programme, recommend these to Council, review the effectiveness of the Annual Plan and Long-Term Plan audits, and assess management's response to audit reports, including the implementation of external audit recommendations on internal accounting controls and other matters

Statutory Reporting

18. Review and monitor the integrity of the interim and annual report, focusing particularly on:
 - a) compliance with, and the appropriate application of, relevant accounting policies, practices and accounting standards
 - b) compliance with applicable legal requirements relevant to statutory reporting
 - c) the consistency of application of accounting policies as well as changes to accounting policies and practices that may affect the way that accounts are presented
 - d) any decisions involving significant judgment, estimation or uncertainty
 - e) the extent to which financial statements are affected by any unusual transactions and the manner in which these are disclosed
 - f) the disclosure of contingent liabilities and contingent assets
 - g) the clarity of disclosures generally
 - h) the basis for the adoption of the going concern assumption
 - i) significant adjustments resulting from the audit

Other Matters

19. Review the effectiveness of the systems for monitoring the Council's compliance legislation, regulation, policy and guidelines.
20. Engage with internal and external auditors on any specific one-off audit assignments.
21. Reviewing the effectiveness of the following aspects of governance, risk and resilience management and internal control:
 - a) Risk and resilience management (including topics such as cyber security, business continuity, and civil defence and emergency management)
 - b) Internal and external audit and assurance
 - c) Health, safety and wellbeing
 - d) Integrity and investigations
 - e) Monitoring of compliance with laws and regulations
22. Monitor the performance of Hamilton's civil defence and emergency management response against Council's requirements under the Civil Defence Emergency Management Act 2002 including:
 - a) implementation of Government requirements
 - b) contractual service delivery arrangements with the Waikato Regional Group Emergency Management Office

The Committee is delegated the following powers to act:

- Approval of operating expenditure within the Long-Term Plan or Annual Plan that exceeds the Chief Executive's delegation, excluding expenditure that:
 - i. contravenes the Council's Financial Strategy; or
 - ii. significantly alters any level of service outlined in the applicable Long-Term Plan or Annual Plan; or
 - iii. impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to the Council for approval.
- Approval of contractual and other arrangements for supply and services, and revenue generating contracts, which:
 - i. exceed the Chief Executive's delegations, but
 - ii. exclude contracts or arrangements that are reserved for the Council or another Committee's approval.
- Approval to write-off outstanding accounts that exceeds the Chief Executive's delegation.
- Approval of matters determined by the Committee within its Terms of Reference.

The Committee is delegated the following recommendatory powers:

- To set the direction of Council's Financial Strategy.
- Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in a Council Controlled Organisation (CCO), Council Controlled Trading Organisation (CCTO) or Council Organisation (CO).

- The Committee may make recommendations to the Council and other Committees.

Oversight of Strategies:

- *Financial Strategy*

Oversight of Policies and Bylaws:

- *Funding Needs Analysis Policy*
- *Investment and Liability Management Policy*
- *Rates Remissions and Postponements Policy*
- *Rating Policy*
- *Revenue and Financing Policy*
- *Risk Management Policy*
- *Fraud and Corruption Management Policy*
- *Protected Disclosure Management Policy*
- *Conflict of Interest Management Policy*
- *Sensitive Expenditure Management Policy*

Special Notes:

- *Internal Auditor(s) are required to attend all meetings but are not members and have no voting rights.*
- *The Chief Executive and the Principal Advisor shall be responsible for drawing to the committee's immediate attention any material matter that relates to the financial condition of Council, any material breakdown in internal controls, and any material event of fraud, corruption or malpractice.*

Procurement Subcommittee

Reports to: The Finance and Assurance Committee

Chairperson: Cr Andrew Bydder

Deputy Chairperson: Cr Graeme Mead

Membership: Deputy Mayor Taylor
Cr Rachel Karalus
Cr Sue Moroney
Cr Emma Pike

Meeting frequency: Two-monthly

Quorum: Three members

Purpose:

The Procurement Subcommittee is responsible for:

1. Providing governance oversight of Council's procurement framework, ensuring principles, practices and outcomes support transparency, optimal value for money, and 47inimize costs whilst aligning with Council's strategic objectives.

Terms of Reference:

2. Review and provide assurance that Council's procurement policies and processes reflect best practice and innovation, to enable effective delivery of value for money and achieve cost savings.
3. Review the proposed approach and options for significant procurement processes, providing recommendations that support Council's procurement maturity improvement initiatives, promoting efficiency, innovation, and best practice within procurement considering strategic alignment, value for money, cost savings, risk, and public interest.

The subcommittee is delegated the following recommendatory powers:

- The subcommittee may make recommendations to the Finance and Assurance Committee.

Community Committee

Attachment 1

Reports to:	The Council
Chairperson:	Cr Emma Pike
Deputy Chairperson:	Cr Anna Casey-Cox
Membership:	The Mayor and all Councillors
Meeting frequency:	Approximately Six-weekly
Quorum:	A majority of members (including vacancies)

Purpose

The Community Committee is responsible for:

1. Guiding and monitoring the provision of strategic social infrastructure and services to meet the current and future needs of the city and the enhanced wellbeing of its communities.
2. Governance of recreational, community facilities, and amenities.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety, and community wellbeing matters.
4. The execution of Council's infrastructure and plans and strategies across community asset classes.
5. Funding to enhance the wellbeing of the city and its community.
6. Governance of strategies, policies and plans relating to the wellbeing, protection, enhancement, and sustainability of Hamilton's natural environment as identified in these terms of reference.

In addition to the common delegations on page 10, the Community Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

7. Provide direction on strategic priorities for community infrastructure aligned to city's overall development and oversight of strategic projects associated with those activities.
8. Receive and consider presentations and reports from stakeholders, government departments, organisations, and interest groups on community development and wellbeing issues and opportunities.
9. Monitor Hamilton's social demographics and social climate to assess current and future impacts on the Council and Hamilton communities.
10. To receive reports on the progress and performance of the City Investment Programme including the status of external funding applications.
11. Determine the funding priorities for the Community Grants Subcommittee, in line with the Community Grants Policy, Long-Term Plan and Annual Plan.
12. Coordinate and make decisions on proposals for the distribution of Council funding and funding provided to Council for public art, recreational and community facilities, and amenities.

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13. Develop policy, approve, and monitor implementation of plans and strategies in relation to the performance of Council's investments in the Domain Endowment Fund Policy and strategic property.
14. Develop policy, approve strategies and plans for the sustainable use of Hamilton's natural resources, and to monitor their implementation as identified in these terms of reference.
15. Develop policy, approve strategies and plans for Council's corporate environmental sustainability, and to monitor their implementation.
16. Develop policy, approve strategies and plans for Council's biodiversity, and to monitor their implementation.
17. Develop and approve policy and plans for community-based events, and to monitor their implementation.
18. Facilitate community and stakeholder involvement and discussion on community infrastructure, community safety, arts and community wellbeing matters.
19. Develop policy, approve, and monitor implementation of plans and strategies in relation to homelessness and housing affordability.

The Committee is delegated the following powers to act:

- Approval of Reserve Management Plans.
- Performing the Council's functions, powers, and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act 1964 and the Reserves Act 1977.
- Approval of purchase or disposal of land for parks and reserves required for designated works or other purposes within the Committee's area of responsibility which exceeds the Chief Executive's delegations and is in accordance with the Annual Plan or Long-Term Plan.
- Approval of applications for Council projects suitable for funding through contestable and philanthropic sources.
- Approval of funding for recreational and community facilities and amenities in accordance with the Long-Term Plan.
- Approval of public art proposals put forward by the community and/or Council in accordance with the Public Art Development Process and approved budget.
- Approval of the Heritage Fund grant allocation in line with the Heritage Plan.
- Approval of matters determined by the Committee within its Terms of Reference.
- Approval of acquisition or sale or lease of properties owned by the Domain Endowment Fund consistent with the Domain Endowment Fund Policy, for any endowment properties. Note that if the Mayor and Chair consider that a final decision is more appropriately made by the Council due to its significance, they may direct that and the decision remains recommendatory, requiring ratification by the Council.
- Approval of Domain Endowment Fund.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to the Council and other Committees.

Oversight of Strategies and Plans:

- *He Rautaki Whakawhanake Hapori - Community and Social Development Strategy*
- *Nature in the City Strategy*
- *Open Spaces Strategy*
- *Play Strategy*
- *City Libraries Strategy*
- *Welcoming Communities Plan – Te Waharoa ki ngaa Hapori*
- *Age Friendly Plan*
- *Aquatics Strategy*
- *Rangatahi Action Plan*
- *Disability Policy Action Plan*

Oversight of Policies and Bylaws:

- *Alcohol Control Bylaw*
- *Alcohol Fees Bylaw*
- *Animal Nuisance Bylaw*
- *Citizens Initiated Referenda Policy*
- *Class 4 Gambling Venue Policy*
- *Cemeteries and Crematorium Bylaw*
- *Community Occupancy Policy*
- *Cemeteries and Crematorium Bylaw*
- *Dog Control Policy and Bylaw*
- *Domain Endowment Fund Policy*
- *Events Policy*
- *External Funding Policy*
- *Monuments and Memorial Art Policy*
- *Naming of Roads, Open Spaces and Council Facilities Policy*
- *Open Space Provision Policy*
- *Parks, Domains and Reserves Bylaw*
- *Permanent Public Art Policy*
- *Local Alcohol Policy (if developed)*
- *Prostitution Bylaw*
- *Psychoactive Substances Policy*
- *Public Places Bylaw*
- *Safety in Public Places Bylaw*
- *Trading in Public Places Policy*
- *Smokefree and Vapefree Outdoor Areas Policy*
- *TAB Board Venue Policy*
- *Tree Policy*

Community Grants Subcommittee

Reports to: The Community Committee

Chairperson: Cr Anna Casey-Cox

Deputy Chairperson: Cr Emma Pike

Membership: Cr Rachel Karalus
Cr Robbie Neha
Cr Jamie Strange

Meeting frequency: As required

Quorum: Three Members

Purpose:

The Community Grants Subcommittee is responsible for:

1. Governance of community grants to enhance the wellbeing of the city and of its communities.
2. Facilitating community and stakeholder involvement and discussion on community grants.

Terms of Reference:

3. Approval of the allocation of the following Community grants in line with the Community Grants Policy, in particular:
 - Community Partnership Agreement
 - Community Services Grant
 - Development Contribution grants for small-scale community development.

The Subcommittee is delegated the following powers to act:

- The Subcommittee has decision-making powers for the Community Partnership Agreement and Community Services Grant
- The Subcommittee has decision-making powers to consider and approve Development Contribution grants for small-scale community development.

The Subcommittee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Community Committee.

Recommendatory Oversight of Policies and Bylaws:

- *Community Grants Policy*

Dog Control Hearings Subcommittee

Attachment 1

Reports to: The Community Committee

Chairperson: Cr Emma Pike

Deputy Chair: Cr Mesh Macdonald

Membership: Cr Anna Casey-Cox
Cr Leo Liu
Cr Robbie Neha

Meeting frequency: As required

Quorum: Three members

Purpose

The Dog Control Hearings Subcommittee is responsible for:

1. Conducting fair and effective hearings and make determinations on objections under the Dog Control Act 1996.

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<i>The Dog Control Hearings Subcommittee is delegated the following Terms of Reference and powers:</i>
--

Terms of Reference:

2. Hear and determine any objections under the Dog Control Act 1996.

The Subcommittee is delegated the following powers to act:

- The Subcommittee has decision-making powers to Hear and determine any objections under the Dog Control Act 1996.

The Subcommittee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Community Committee.

Chief Executive Review Committee

Reports to:	The Council
Chairperson:	Cr Angela O’Leary
Deputy Chairperson:	Mayor Tim Macindoe
Membership:	Deputy Mayor Geoff Taylor Cr Maria Huata Cr Rachel Karalus
Meeting frequency:	As required
Quorum:	Three members

Purpose and Terms of Reference:

The Chief Executive Review Committee is responsible for:

1. Reviewing the Chief Executive’s performance and making recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive’s employment agreement.

The Committee is delegated the following recommendatory powers:

- The Committee has no decision-making powers.
- The Committee must make recommendations to the Council on all matters relating to the employment of the Chief Executive, including performance measures and remuneration.

Special Notes:

- The Committee may request expert advice through the Governance Lead when necessary.

Independent Hearings Commissioners’ Panel

Attachment 1

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Reports to:	The Council
Chairperson:	As appropriate
Membership -	with up to three sitting at any one time (including the Chairperson, if required): Alan Matheson Alistair Black Amy Robinson Barry Mosley Chris Dawson Dave Moule David Hill David McMahon Eileen von Dadelszen Gina Sweetman Heike Lutz Helen Atkins Ian Munro John Olliver Judith Makinson Karyn Kurzeja Ken Fletcher Mark Tamura Nicholas Manukau Richard Knott Robert Schofield Sarah Stevenson Siani Walker Simon Berry Vanessa Hamm Vicki Morrison-Shaw William (Bill) Wasley; and any Hamilton City Councillor who is a Ministry for the Environment accredited RMA Commissioner.
Meeting frequency:	As required

Purpose:

1. To undertake certain hearings under the Resource Management Act 1991 (‘RMA’), unless otherwise reserved by full Council.

The Independent Hearings Commissioners’ Panel is delegated the following Terms of Reference and powers:

Terms of Reference:

2. The power to hear and decide any of the following RMA matters:

a) application for a resource consent or change to conditions of resource consent;

- b) notice of objection;
 - c) notice of requirement to designate land and alter a designation; for a heritage order and alteration to a heritage order; or
 - d) to hear submissions and decide on Plan Changes and Reviews of the Operative Hamilton City District Plan under Schedule 1 to the Resource Management Act 1991 where Council resolves to not hear and decide on those matters.
3. The power to exercise all procedural powers under the RMA relevant to the matter to be heard from the date selection being confirmed by the General Manager Growth until the date the final decision is delivered by the hearings commissioner(s).
4. The power to select a hearings chairperson; and give the chairperson, if one is selected, a casting vote.

Special Notes:

- The General Manager Strategy, Growth and Planning is delegated authority to select the Hearings Commissioner/s from the appointed list to hear and decide RMA matters within the Terms of Reference.
- The Commissioners' decisions are reported to Council for information and District Plan effectiveness monitoring.

District Licensing Committee

Attachment 1

Reports to:	The Council
Chairperson:	External appointee – Truc Tran
Membership:	Philip Connell (Alternate Commissioner) Cr Angela O’Leary Dr Patsi Davies Deirdre Hilditch Chrissy Hodgkinson Dr Brett McEwan Roger Mathews Ewan Wilson

Noting that Section 192 of the Sale and Supply of Alcohol Act 2012 provides that a person may be appointed to the list of approved District Licensing Committee members for a period of up to five years and may be approved for any one or more further periods of up to five years. As such, appointments to this committee will be made by the Council from time to time.

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Meeting frequency:	As required
Quorum:	Three members (with the exception of uncontested applications, which can be considered by the Commissioner/Chairperson acting alone).

Purpose

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

Terms of Reference:

2. Consider and determine applications for licences and manager’s certificates
3. Consider and determine applications for renewal of licences and manager’s certificates
4. Consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with certain requirements
5. Consider and determine applications for the variation, suspension, or cancellation of special licences
6. Consider and determine applications for the variation of licences (other than special licences)
7. With the leave of the chairperson of the Alcohol Regulatory and Licensing Authority (‘the licensing authority’), refer applications to the licensing authority
8. Conduct inquiries and to make reports as may be required of it by the licensing authority
9. Other functions conferred on the District Licensing Committee by the Act or other legislation

The Committee is delegated the following powers to act:

- To make decisions on applications and renewals for licences and manager's certificates in accordance with its terms of reference, the Act and other relevant legislation

The Committee is delegated the following delegatory powers:

- This Committee may make recommendations to the Council

Special Notes:

- The Committee may request expert advice through the Chief Executive and Secretary when necessary
- The licensing authority is the overarching national body set up to ensure that the Act is fairly applied

Appointments

Attachment 1

Item 7

Waikato-Tainui Hamilton City Council Co-Governance Forum

Reports to:	The Council
Chairperson:	Co Chairs: Mayor Tim Macindoe and Trustee Parekawhia Mclean
Membership:	Cr Sarah Thomson (alternate co-chair) Cr Maria Huata Cr Mesh Macdonald Cr Robbie Neha Trustee Ihaka Stanley Trustee Donald Turner Trustee Anaru Adams Trustee Linda Te Aho
Meeting frequency:	As required – no less than four times a year.
Quorum:	Two members from Hamilton City Council (including the Co-Chair), and two members from Te Arataura (including the Co-Chair)

The Waikato-Tainui Hamilton City Council Co-Governance Forum is delegated the following Terms of Reference and powers:

Parties / Ngaa Mema

- 1. Hamilton City Council
- 2. Te Arataura as the Executive of Te Whakakitenga o Waikato Incorporated

Purpose / Te Tikanga

- 3. The purpose of the Co-governance forum is to:
 - a) Provide an enduring structure that enables Hamilton City Council and Waikato-Tainui to build a strong and mutually beneficial relationship
 - b) Provide opportunities for collaboration that promote and support better environmental, social, cultural and economic outcomes through agreed projects
 - c) To meet obligations under the Joint Management Agreement between Hamilton City and Waikato-Tainui through the shared exercise of functions, duties, powers and involvement in planning processes as it relates to the Waikato Tainui Raupatu Claims (Waikato River) Settlement Act 2010.

Structure / Te Hanganga

- 4. The co-governance forum structure is:
 - a) Five (5) elected members from Hamilton City Council
 - b) Five (5) elected members from Te Arataura and Te Whakakitenga o Waikato.

5. The quorum for the meetings is:
 - c) Two (2) members from Hamilton City Council (including the Co-Chair), and
 - d) Two (2) members from Waikato-Tainui (including the Co-Chair)
6. The governance structure is supported by Chief Executives who shall set the meeting agenda and recommend annual projects for approval by the Co-governance forum.
7. Staff from either party may attend hui to provide reports, information and deliver presentations to assist decision making.
8. The Chief Executives are required to report back to their respective governance bodies.
9. All discussions and information shared will be public record unless the information contained within reports and discussions meet the specific requirements of the Local Government Official Information and Meetings Act 1987.

Status of Terms of Reference / Te mana o teenei whakatau

10. The Terms of Reference provide guidance on how the Co-governance forum will operate and decide on annual projects.

Values and Principles / Ngaa Waariu me nga Maataapono

- Pono - To act with mana/integrity
- Tika - To acknowledge the mana/integrity of each member
- Manaaki - To have a shared commitment to the relationship
- Aroha - To act in good faith, open, honest, responsive and constructive in a 'no surprises' approach.
- Mahi Tahi - To work in collaboration

Meeting Structure / Ngaa Hui

11. The hui will operate as follows:
 - a) The Co-governance Forum meets four times a year
 - b) Hui are hosted on an alternate basis
 - c) The agenda will be approved by Chief Executives from both Waikato-Tainui and Hamilton City Council
 - d) All forum hui are co-chaired by Te Arataura and Hamilton City Council
 - e) Hamilton City Council Governance unit is responsible for all administration duties including collation and distribution of hui packs
 - f) Hui packs must be received by members no later than three clear working days prior to meeting date.

Annual Plan / Maahere-aa-tau

12. The Chief Executives from both parties are responsible for presentation and delivery of an annual plan that will consist of:
 - a) No more than four agreed annual projects
 - b) Agreed performance monitoring indicators aligned to individual projects
 - c) An annual report outlining successes, challenges and recommendations for each individual project

IAWAI – Flowing Waters Forum

Reports to:	The Council
Membership:	Hamilton City Council Mayor Macindoe Deputy Mayor Taylor Hamilton City Council Chief Executive Lance Vervoort Waikato District Council Mayor Aksel Bech Cr Patterson Cr Coombes Waikato-Tainui Jaydene Kana Norm Hill Leesah Murray
Meeting frequency:	Approximately two-monthly
Quorum:	One member from Hamilton City Council, one member from Waikato District Council and one member from Waikato-Tainui.

The IAWAI – Flowing Waters Forum is delegated the following Terms of Reference:

1. The IAWAI – Flowing Waters Forum will be constituted in accordance with the Terms of Reference contained within the IAWAI – Flowing Waters Shareholders’ Agreement.

Purpose

2. The purpose of the IAWAI – Flowing Waters Forum, in accordance with the Constitution, the Shareholders’ Agreement and the Local Government (Waste Servicers) Act 2025, is:
 - to provide a forum for joint shareholding decisions; and
 - to provide governance oversight over IAWAI – Flowing Waters.
3. The IAWAI – Flowing Waters Forum shall ensure its decisions support the ongoing operation and success of IAWAI – Flowing Waters and does not undermine the IAWAI – Flowing Water’s financial position or viability.

Members and Voting

4. The IAWAI – Flowing Waters Forum will consist of nine members consisting of:
 - a. three representatives appointed by each shareholder (Hamilton City Council and Waikato District Council); and
 - b. three representatives appointed by Waikato-Tainui.
5. Each Shareholder holds one vote on the IAWAI – Flowing Waters Forum, which shall be exercised as follows:
 - each Shareholder shall elect one of its appointed Members as the Lead Representative;
 - Only the Lead Representatives shall be authorised to exercise a vote on any matter for which the IAWAI – Flowing Waters Forum has been delegated decision making in accordance with the Terms of Reference; and

- in the absence of the Lead Representative, one of the other Members appointed by the Shareholder will be authorised to exercise that Lead Representative's vote.

6. Each Member, including the representatives appointed by Waikato-Tainui, shall have one vote in respect of:

- a. The appointment or removal of a Director or Chairperson of the Board; and
- b. The appointment or removal of the chairperson of the IAWAI – Flowing Waters Forum.

Chair

7. The chair of the IAWAI – Flowing Waters Forum shall be the Member elected by the unanimous agreement of the Members from time to time.
8. The chair of the IAWAI – Flowing Waters Forum does not hold a casting vote.

Meetings

9. The following terms govern the proceedings at meetings of the IAWAI – Flowing Waters Forum:
 - a. If the Chairperson is not present within 15 minutes of the time appointed for the commencement of the meeting, the Members present may choose one of their number to chair the meeting;
 - b. Written notice of the time and place of the meeting must be sent to every Member not less than 10 working days before the meeting. The notice must state the nature of the business to be transacted in sufficient detail, with relevant supporting documents, to enable a Member to form a reasoned judgment in relation to it;
 - c. An irregularity in a notice of meeting is waived if agreed to by all the members;
 - d. Members may attend the meeting in person or via audio, audio and visual or electronic communication;
 - e. Minutes are maintained to record the proceedings of each meeting. All minutes that have been signed correct by the chair of the meeting are prima facie evidence of the meeting.
 - f. Members can not cast a postal vote;

Decision-Making

10. The Members will strive to make all decisions by consensus;
11. If a consensus can not be reached, the matter will be put to the vote to the Shareholders (Clause 3 of Terms of Reference);
12. If there is an equality of votes on the matter, the vote is defeated and the status quo remains;
13. Other than for those matters for which the IAWAI – Flowing Waters Forum has effective decision-making capacity through the Terms of Reference, each Shareholder retains its powers to make its own decisions on matters referred to it by the IAWAI – Flowing Waters Forum and any Reserved Matters under the Shareholders' Agreement.

Joint Organisations and Advisory Groups

Reports to the Council:

- LGNZ Zone Two
Membership: Cr Angela O’Leary
- Waikato Region Civil Defence Emergency Management Group
Membership: Cr Emma Pike
- People’s Project
Membership: Cr Anna Casey-Cox

Reports to the Community Committee:

- University of Waikato Animal Ethics Committee
Representative: Cr Anna Casey-Cox
- Rototuna Indoor Recreation Centre Trust
Representative: Cr Jamie Strange
- Creative Communities Scheme Assessment Committee
Representative: Cr Maria Huata
- Creative Waikato Trustees Appointment Panel
Representative: Cr Maria Huata
Chief Executive Lance Vervoort (Alternate)
- Public Arts Panel
Representative: Cr Maria Huata
- Neighbourhood Support Groups:
Representative: Cr Emma Pike
Cr Graeme Mead (Alternate)

Reports to the City Delivery Committee:

- Waikato Regional Council Regional Transport Committee
Membership: Cr Sue Moroney
Cr Mesh Macdonald (Alternate)
- Regional Transport Committee Public Transport Subcommittee
Membership: Cr Sue Moroney
Cr Mesh Macdonald
Cr Sarah Thomson (Alternate)

Reports to the Growth and Economic Development Committee:

- **Future Proof Implementation Committee (Joint Committee)**
Membership: Mayor Tim Macindoe
Cr Maria Huata
Deputy Mayor Geoff Taylor (Alternate)
- **Future Proof Public Transport Subcommittee** (*awaiting official notice that this Subcommittee will be disbanded/ replaced)
Membership: Cr Maria Huata
Cr Sue Moroney
Deputy Mayor Geoff Taylor (Alternate)
- **Waikato District Council/Hamilton City Council Governance Group**
Membership: Mayor Tim Macindoe
Deputy Mayor Geoff Taylor
Cr Maria Huata
- **Waipā District Council/Hamilton City Council Governance Group**
Membership: Mayor Tim Macindoe
Deputy Mayor Geoff Taylor
Cr Maria Huata
- **Waikato Regional Council/Hamilton City Council Governance Group**
Membership: Mayor Tim Macindoe
Deputy Mayor Geoff Taylor
Cr Maria Huata

Reports to the Finance and Assurance Committee:

- **Hamilton City Council Health and Safety Forum:**
Representative: Cr Sue Moroney

Council Internal Panels

City Honours Panel

Reports to: Council

Membership: Mayor Tim Macindoe (Lead)
Deputy Mayor Geoff Taylor
Cr Angela O’Leary
Cr Emma Pike
Cr Maria Huata
Martin Gallagher (honorary)

***Special Note:** Panel recommendations/decisions are guided by Council’s City Honours Policy.*

Item 7

Attachment 1

Governor's Operational Lead

Senior Cr Angela O'Leary

Purpose of the Role

The Governor's Operational Lead strengthens how Council runs its governance work - improving coordination, communication, and preparation so elected members can make well-informed decisions.

The role connects the governance and organisational sides of Council, working closely with the Mayor's Office, Chief Executive, Chief of Staff, Senior Leadership Team, and Committee Chairs.

The focus is to make sure elected members are informed, prepared, and able to engage constructively in both decision-making and community conversations.

Key Responsibilities

1. Information Workshops

- Plan, schedule, and chair elected member workshops.
- Keep sessions focused, well-structured, and practical.
- Record attendance and follow up on agreed actions.
- Keep Committee Chairs informed of upcoming topics and discussions that affect their portfolios.
- Work with the Governance Unit to make information clear, consistent, and easy to access.

2. Planning and Preparation

- Coordinate and lead elected member preparation for the Annual Plans and Long-Term Plan (2027-2037).
- Set clear timelines, responsibilities, and workshop schedules.
- Bring elected members, senior staff, and the Mayor's Office together around shared priorities and key decisions.
- Review and advise on early consultation plans, checking they are clear, fair, and in plain English to support genuine public engagement.

3. Public and Citizen Fora

- Coordinate how public and citizen fora are run and responded to.
- Make sure replies are timely, respectful, and follow up is clear.
- Promote open, transparent, and practical ways for the public to share views with Council.
- Look for opportunities to improve public engagement like organising meetings out in public spaces.

4. Governance Improvement

- Spot opportunities to improve governance processes, meetings, and member participation.
- Work with the Mayor's Office or Governance Unit to put agreed changes in place.

Key Relationships

- Mayor and Deputy Mayor
- Chief Executive
- Chief of Staff and Executive Leadership Team (ELT)
- Committee Chairs
- Governance Unit
- Elected Members

Outcome

- Elected members are well-prepared and engaged.
- Information sessions run smoothly with strong attendance.
- Governance and management communicate clearly and consistently.
- The role is recognised for improving the flow and professionalism of Council’s governance work.

Hamilton City Ambassador Role

Hamilton Ambassadors are appointed elected members who act as champions for a specific portfolio area in Hamilton.

An ambassador's role is to be visible in the community, build relationships, and highlight opportunities and achievements. They provide a clear link between the community and the Council by listening, advocating, and supporting activities that strengthen the city.

Ambassadors do not speak on behalf of Council as an organisation, but represent their portfolio in a supportive, promotional capacity. They bring feedback and opportunities back to Council, helping ensure the community's voice is heard.

Purpose

To champion (*portfolio*) across Hamilton, connect communities and Council, and build partnerships that lift participation and civic pride.

Core Responsibilities

- Act as the public champion and first point of contact for the portfolio.
- Attend and support events, activities, and initiatives connected to the portfolio.
- Advocate publicly for the portfolio and its value to Hamilton.
- Spot gaps and opportunities in the sector and raise these with Council.
- Uphold Council values and the Code of Conduct in all Ambassador activities.
- Report back to Council or the relevant Committee as and when required.

Special Note: Ambassadors do not make funding decisions or direct staff.

Age Friendly Ambassador: *Cr Rachel Karalus*

Creative Ambassador: *Cr Maria Huata*

Disability & accessibility Ambassador: *Cr Sarah Thomson*

Environment Ambassador: *Cr Anna Casey-Cox*

Sister City Ambassador: *Cr Angela O'Leary*

Sports Ambassador: *Cr Graeme Mead, Cr Jamie Strange, Cr Robbie Neha*

Rangatahi Ambassador: *Cr Mesh Macdonald*

Council Controlled Organisations

Waikato Local Authority Shared Services (WLASS)

New Zealand Local Government Funding Agency (LGFA) Ltd

New Zealand Local Government Insurance Corporation Ltd

Waikato Regional Airport Ltd

IAWAI – Flowing Waters Limited

Item 7

Attachment 1

Schedule of Amendments to Hamilton City Council 2025-28 Governance Structure and Terms of Reference

Date	Section	Amendment/Addition/Deletion	Authorisation
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Council Report

Item 8

Committee: Council

Date: 11 December 2025

Author: Amy Viggers

Authoriser: Janet Carson

Position: Governance Lead

Position: General Manager
Partnerships,
Communication & Maaori

Report Name: Elected Member Support and Allowances Policy

Report Status	Open
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Purpose - *Take*

1. To seek approval from the Council for the Elected Members Support and Allowances Policy and to revoke the Corporate Hospitality and Entertainment Policy following direction provided by Members.

Staff Recommendation - *Tuutohu-aa-kaimahi*

That the Council:

- a) receives the report;
- b) approves the Elected Member Support and Allowances Policy (**Attachments 1 and 2** of the staff report);
- c) revokes the Corporate Hospitality and Entertainment Policy (**Attachment 3** of the staff report); and
- d) notes that staff will implement processes to ensure increased transparency and accountability in relation to the Elected Member Support and Allowances Policy

Executive Summary - *Whakaraapopototanga matua*

2. The draft Elected Member Support and Allowances Policy (**Attachments 1 and 2**) outlines the support and allowances available to Elected Members. It also incorporates the matters that were addressed in the Corporate Hospitality and Entertainment Policy (**Attachment 3**) that staff suggest is revoked.
3. At the 6 November Council meeting, the Council deferred the decision of the Elected Member and Allowances Support Policy and revocation of the Corporate Hospitality and Entertainment Policy to enable Elected Member to discuss the policy and what parts they may wish to further review.
4. Following discussion with Elected Members the direction provided was that the draft Policy is fit for purpose. However, there was a desire for staff to work with Elected Member to adjust recording practices to ensure increased transparency and accountability to the community.

Discussion – *Matapaki*

5. A fulsome staff report was presented at the 6 November 2025 Council meeting which is available on Councils website ([Link here](#)).
6. At the meeting, the Council resolved to defer the decision to approve the draft Elected Member Support and Allowances Policy until elected members had an opportunity to discuss the policy and consider if there were any matters that they would like an opportunity to further review.
7. Elected members have provided staff with a direction that the draft Elected Member Support and Allowances Policy is fit for purpose.
8. Elected Members request staff to change the processes that sit alongside to record matters alongside the draft policy to increase transparency and accountability when it comes to matters such as Professional development, gifts register and invitations to events to be for the purpose of
9. Based on the direction provided by Elected Members, the staff recommendation has not changed. Attachment 1 to this report is a track change version of the draft Elected Member Support and Allowances Policy

Options – *Koowhiringa*

10. There are three reasonable and viable options for the Council to consider. The options are set out below.

Option 1 (Status Quo): Continue with the current Elected Member Support and Allowances Policy and the separate Corporate Hospitality and Entertainment Policy.

11. The advantage to this option is that it requires no further staff time.
12. The disadvantage is the current Elected Member Support Policy and Corporate Hospitality and Entertainment Policy do not reflect the guidance from the remuneration in relation to some allowances available to Elected Members.

Option 2: Approve the Elected Member Support and Allowance Policy as drafted and revoke the Corporate Hospitality and Entertainment Policy

13. The advantages are that it better reflects the allowances available to elected members through the Local Government Act and the Remuneration Authority. It also includes the incorporation of the Corporate Hospitality and Entertainment Policy which staff recommend is a more effective approach that increase clarity for the Community.
14. There are no obvious disadvantages to this option.

Option 3: Approve the Elected Member Support and Allowance Policy with additional changes and revoke the Corporate Hospitality and Entertainment Policy

15. The Council can make further changes to any aspect of the Policy it wishes, as long as they are within the parameters set out by the Remuneration Authority.
16. The advantage is that the Policy could better reflect the individual nature of this Council.
31. Staff recommend **Option 2** – adopt the Elected Member Support and Allowance Policy - as the preferred option. The draft policy covers all allowances available to Elected Members and brings the policy up to date. An associated Council Policy is identified best practice and is required for benefits and reimbursements to occur by the Local Government Act and Remuneration Authority.

Financial Considerations - *Whaiwhakaaro Puutea*

17. This is a regular operating activity funded through the Long-Term Plan.

Legal Considerations - *Whaiwhakaaro-aa-ture*

18. Staff confirm that **Option 2** approval of draft the Elected Member Support and Allowance Policy complies with the Council's legal requirements.

Risks – *Tuuraru*

19. There are no known risks associated with the **Option 2**. If this option is not adopted by the Council there is a risk that elected members could miss out on receiving allowances that they are eligible to receive and could impact on their mental and physical health and safety.

Strategic Considerations - *Whaiwhakaaro-aa- rautaki*

20. Everything we do is aimed at improving the wellbeing of Hamiltonians. Council has been working alongside our community to understand what people in our city want the future of Hamilton Kirikiriroa to look like as represented by our five priorities.
21. The promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future is expressed through Council's key strategies.
22. The staff recommendation will align with Council key documents.
23. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.
24. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - Draft Elected Members' Support & Allowances Council Policy (Tracked Changes)

Attachment 2 - Draft Elected Members' Support & Allowances Council Policy (Clean)

Attachment 3 - Corporate Hospitality & Entertainment Council Policy

First adopted:	August 2015; Implemented October 2016
Revision dates/version:	November 2017; March 2021, November 2022, XXX 2025
Next review date:	As required but no later than November-XXX 20252028
Engagement required:	Not required
Document Location:	XXX Elected Member Support Policy – November 2022 FINAL Approved.docx
Associated documents:	The most current Remuneration Authority Determination, Code of Conduct for Elected Members and OAG-Office of the Auditor General (OAG) Guidelines
Sponsor/Group:	General Manager – People and Organisational PerformancePartnerships, Communication and Maaori

Elected Member Support and Allowances Policy

Ko te Puutaketanga

Purpose

1. The purpose of this policy is to:

- a) ~~To~~ set out clear and transparent levels of expenses and allowances paid to, or on behalf of, Elected Members of Hamilton City Council ([Council](#)).
- ~~1-~~
- b) ~~To~~ outline the level of support provided to Elected Members to enable them to carry out their roles.
- ~~2-~~c) ~~To~~ set out expectations for Elected Members on items of possible private benefit, including [corporate hospitality and entertainment](#).

Ko te Whaanuitanga

Scope

2. This ~~p~~Policy applies to:

- a) [Council](#) Elected Members; ~~of Hamilton City Council~~.
- b) [All Council owned facilities](#); and
- c) [All Elected Members' benefits and allowances, including complementary tickets received because of Council financial support](#).

~~3-~~

-This ~~p~~Policy does not apply to

- ~~4-3-~~ [S](#)taff employed by [Hamilton City](#) Council.

Ko ngaa Whakamaaramatanga

Definitions

Term	Definition in this Policy
Authority	The Remuneration Authority
Local Government Members' Determination	The annual determination gazetted by the Authority, determining the level and parameters of permitted remuneration and allowances payable to members of a local authority. A determination applies from 1 July to 30 June.
The Office of the Auditor General	The Controller and Auditor-General is an Officer of Parliament. This means hethey isare independent of the Government and can't be directed by

(OAG)	<p><u>whichever political party is holding power.</u></p> <p><u>The Auditor-General has two business units – the Office of the Auditor-GeneralOAG (this site) and Audit New Zealand (auditnz.parliament.nz).</u></p> <p><u>Together, the work of both units gives Parliament and the public an independent view of how public organisations, including central and local government organisations /councils, are operating.</u></p>
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Ko ngaa Tikanga Whakahaere Kaupapahere Principles of Policy

4. The guiding principles for this policy are:

4-a) Elected Members should be reimbursed for actual and reasonable expenses they incur in carrying out Council business in their official capacity as an Elected Member. This ~~should~~must ~~occur~~comply within the parameters set by the Remuneration Authority and any relevant legislation. This also applies to payment of allowances and use of Council resources.

a) Reasonable resources should be made available to Elected Members to enable them to ~~more~~ efficiently carry out their responsibilities.

b)

5-c) Reimbursement of expenses, payment of allowances and use of the Council ~~resources~~ apply only to Elected Members while they are carrying out Council business in their official capacity as an ~~elected~~ **Elected Member**.

d) Transparency and accountability guide the reimbursement of Elected Members' allowances and expenses.

e) In addition, the following principles for this Policy have been adopted ~~from the~~ Office of the Auditor-General's Controlling Sensitive Expenditure: Guide for Public Entities:

- Expenditure on corporate hospitality and entertainment is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.
- Given this, this ~~P~~policy promotes transparency and accountability to ensure the prudent use of public money so that Council's corporate hospitality and entertainment is able to withstand public scrutiny.
- It is recognised that Elected Members play an important role in building relationships, advancing commercial objectives and representing the ~~organisation~~Council.
- As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.

~~6.~~

Equipment

~~7.5.~~ At the commencement of each three-year term, all Elected Members will be provided with Council approved standard DS (Digital Services) equipment (a mobile phone, laptop, and iPad).

~~8.6.~~ Elected Members who are provided with Council approved standard DS equipment will be connected to Council's DS network and provided with DS support services.

~~7.~~ All Council equipment must be returned at the end of each three-year term.

~~9.8.~~ Any equipment provided must be used in accordance with the Council's ~~IS~~DS Digital Services information management and acceptable use expectations¹.

~~10.9.~~ Elected Members have the opportunity of having a remuneration deduction to cover personal use of Council mobile devices². The amount of the deduction is determined by the Chief Executive or his/her delegate, in line with central government practice and Authority advice.

Stationery and Services

11. The Council will provide a reasonable supply of stationery to Elected Members for their use on Council business.

12. Elected Members should use the following internal Council services to an appropriate and reasonable level as determined by the Chief Executive or ~~his/her~~their delegate:

~~a)~~ a) Postage and courier service;

~~b)~~ b) Photocopying;

~~c)~~ c) DS Information technology advice/assistance for Council-owned equipment; and

~~d)~~ d) Meeting rooms.

Communications Expenses and Allowances

~~13. On receipt of supporting tax invoices, the Governance Lead may authorise reimbursement for Council-related telephone calls made on private telephones (including mobile phones).~~

~~1.13.~~ International calling, text, and data can be purchased at the Elected Member's expense.

Childcare Allowance

~~2.14.~~ The Council will on application, pay a childcare allowance, in accordance with the relevant sections of the Local Government Elected Members Determination/Remuneration Authority Determination, to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on ~~local authority~~Council business.

Home Security Allowance

~~14.15.~~ The Council will on application, pay a home security allowance, in accordance with the relevant sections of the Remuneration Authority Determination, to an eligible Elected Member as a contribution towards expenses incurred by the Elected Member for security provided while the Elected Member is engaged on local authority business

Training / conference costs

¹ Hamilton City Councils' Information Management Policy and Acceptable Use Management Policy

² Elected Members should note that technical support for personal devices may not be available from Staff

~~15.16.~~ Any training or conferences paid for by the Council must:

- a) be relevant to Council business or governance, as determined by the Chief Executive (if required);
- b) be booked through Council staff with the Council's preferred agents and at the most economic cost available (where possible) at the time of the booking, unless all costs are being met privately or by a third party; and
- c) not fall after 30 June in the year of a triennial Election.

~~16.17.~~ If Elected Members, including the Mayor, wish to attend professional development training or conferences of their own choice, they must make a written request to the Governance Lead for funding from the Elected Members' professional development discretionary budget. Each member is entitled up to a maximum of \$3,000 per ~~annum~~ financial year, up until 30 June of the final year of a three-year term. This includes the cost of travel, accommodation and meals (excluding alcohol), noting that the cost of accommodation and meals should not exceed a midrange, reasonable and justifiable level.

~~17.~~ A professional development or conference costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.

18. Once approved, the Governance team will organise the necessary registrations, bookings and payments.

19. On receipt of supporting tax invoices, Elected Members are entitled to the reimbursement of travel fares (including Taxi, Uber, Mevo and Ola) when traveling on Council business outside of the Hamilton City boundary, instead of private vehicle or public transport, for the following reasons:

- ~~e)a)~~ Council business is occurring outside normal business operating hours; or
- ~~e)b)~~ For the safety/security of an Elected Member

20. Elected Members are eligible for reimbursement of actual and reasonable costs incurred by Elected Members who use public transport (long distance coach, local bus, train or ferry), micromobility vehicles (such as e-bikes and e-scooters) and bicycles for travel on local authority business and upon the production of receipts or evidence satisfactory to the Governance Lead.

21. Where the Council has formally appointed Elected Members to external organisations or approved Elected Members' attendance at training or a conference (by resolution) within the 3-year term, the Council will pay or reimburse Elected Members for appropriate and reasonable costs incurred for representing Council outside of the City boundary within the relevant budget provision. For clarity, such expenditure does not fall within an Elected Member's discretionary allocation of \$3,000.

~~3-22.~~ The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (i.e. friends or relatives) when travelling on Council business. The maximum amount payable will be \$50 per night.

Vehicle Mileage Allowance and Travel-Time Allowance

~~22.23.~~ Elected Members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local

Government [Remuneration Authority Determination](#) and this Policy.

~~23.~~24. A mileage allowance is payable for any distance travelled in relation to eligible travel as determined by the relevant [Remuneration Authority Determination](#), including:

- ~~i.)~~a) if it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
- ~~e.)~~b) if the Member is travelling in a private vehicle on local authority business by the most direct route that is reasonable in the circumstances.

~~24.~~ The maximum payable per annum is set out as per the [Authority determination Remuneration Authority Determination](#).

- 25. A mileage or travel time costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.
- 26. Elected Members must maintain an accurate record of travel undertaken in their private vehicle related to any claimed mileage allowance (e.g. logbook) and provide a copy to the Governance Lead on request to support any mileage claim.
- 27. However, if an Elected Member of a local authority travels from a place where the Elected Member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the Elected Member is only eligible for a vehicle-~~kilometre~~kilometer allowance for eligible travel after the member crosses the boundary of the local authority area as per the relevant [Remuneration Authority Determination](#).
- 28. Elected Members may access and use [the](#) Council's electric vehicle charging stations where Council has the functionality to record and charge back electricity costs to an individual. Elected Members will be required to reimburse Council for these costs.

Mayoral Vehicle

29. ~~If~~ Council approves the provision of a vehicle for the Mayor, the policy must be included in the Council's Elected Members' expenses, and this Policy.

~~4-30.~~ The Mayor is provided with a vehicle, and salary deductions are made in accordance with the Authority's determination and rules. The vehicle is serviced and maintained in accordance with manufacturers recommendations and [the](#) Council's fleet management practices.

Gifts

~~—~~ [A person in a position of trust, such as an Elected Member, should not make a profit through their office. The Crimes Act 1961 and the Secret Commissions Act 1910 deals with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs.](#)

[31. Gifts can include discounts, commissions, bonus or deductions.](#)

[32. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Elected Members must notify the Governance Lead \(or delegate\) if any gifts are accepted for inclusion in the Gifts Register maintained by the Council.](#)

[33. Where a gift to the value of \\$150 or more is offered to an Elected Member, it will also be included in the Register of Members Interests maintained by the Council ~~\(Governance- team\).~~](#)

[34. The cumulative value of recurring gifts received each financial year from the same donor must be disclosed by an Elected Member.](#)

35. An Elected Member is not required to disclose tickets to events for which that member is required to attend as the Council's representative (as recorded in the Council's Governance Structure).

Corporate Hospitality and Entertainment

~~30.36.~~ Elected Members ~~must~~ follow the following expectations ~~Corporate Hospitality and Entertainment Policy~~ when extending hospitality or participating in Council hosted events.

37. Usage of the Council facilities (including tickets) or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:

- a) building relationships;
- b) networking opportunities;
- c) representing the organisation;
- d) reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
- e) recognising significant business achievement;
- f) advancing commercial objectives; and/or
- ~~g)~~ building revenue.

~~35.38.~~ Decisions about expenditure and facility use for corporate hospitality and entertainment must be transparent, impartial and made by the appropriate delegated authority.

~~36.39.~~ Staff arranging the hospitality for Elected Members must be guided by the principle of moderate and conservative expenditure when determining the level of expenditure for official entertainment and hospitality.

~~37.40.~~ Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is not to be viewed as 'as of right' by Elected Members and/or staff.

~~38.41.~~ Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is only available before 30 June in the final year of a ~~three~~-year term

~~39.42.~~ Elected Members must use the Corporate Hospitality Register and Elected Members Support and Allowances ~~Standard Operating Process~~ (both are managed by the Chief Executive's Office, with support from Governance) when extending hospitality or participating in Council hosted events.

~~40.~~ Elected Members should ~~also~~ refer to the Council's Code of Conduct in relation to gifts and hospitality received by, and in their capacity as, Elected Members, ~~and~~.

~~5.43.~~ ~~Elected Members should also refer~~ to the Office of the Auditor General – Controlling Sensitive Expenditure: Guidelines for public entities for further guidance.

Items of Possible Private Benefit

~~6.44.~~ The Authority has issued clear guidelines on the following items of possible private benefit. The following matters that are for private benefit will not be paid for or reimbursed unless otherwise

stated:

~~i.a)~~ Medical Insurance

Elected Members are permitted to opt-in to optional discounted staff Medical Health Insurance through an independent third-party provider, at no cost to the Council.

The Elected Member will continue to receive their full remuneration as shown in the determination and the deduction from salary, if they decide to opt in the scheme, will subsequently be made by Payroll.

If the Elected Member opts in, they understand that Council's Chief Executive may in the future change providers or elect to end the scheme as a staff benefit.

~~a.b)~~ Staff Discounts

The Authority has authorised the Council to extend its flu vaccination benefit to Elected Members. Elected Members are otherwise not permitted to access any other discounts offered to Council staff for their own personal purchases.

~~b.c)~~ Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of Elected Members where the payment of a claim is made to the elected representative or his or her estate.

~~ii.d)~~ Airpoints

Airpoints earned by an Elected Members on travel and accommodation paid for by the Council should be used by that member towards his/her future travel or accommodation that is required for Council business.

~~a)~~ — Car parking

~~e)~~ —

~~b) — All Elected Members are provided a car park for use while on Council business at the Garden Place carpark adjacent to the Council offices on Anglesea Street. The location and size of the carpark is dependent on availability and any changes are at the discretion of the Chief Executive. NB Provisions are to be determined by resolution of Council (6 November 2025).~~

~~e)~~ — Assistance services

~~f)~~ —

Elected Members can access up to three face-to-face counselling sessions per issue, for each year of a 3th year term. If more than three sessions are required, the provider will contact the CEO's office to request that permission be granted for a further session(s).

Elected Members with a personal or professional issue that's affecting their role are

[eligible to access support and assistance 24/7 from a confidential service provided by a counsellor or psychologist. To arrange an appointment call Instep EAP on 080 284 678 or visit \[www.istep.nz\]\(http://www.istep.nz\) to book online or view some online resources. Booking online through the Instep website will require an Elected Member to use the Members login using the following username and password:](#)

[Username – hcc](#)

[Password – wellness](#)

Hearing Fees

~~7.45.~~ An Elected Member who acts as a chairperson or a member who is sitting as part of a Council hearing is entitled to be paid a fee per hour of hearing time related to the hearing as per the relevant [Remuneration Authority Determination](#).³

~~42.46.~~ Hearing fees as an additional payment to remuneration are not available to a Mayor or Acting Mayor. For Acting/Mayors, fees may only be considered in exceptional circumstances if:

- ~~a)~~ there is a shortage of experienced hearing commissioners on the Council; and
- ~~b)~~ there is significant hearing of a lengthy duration, which would create undue time pressure on the Acting/Mayor; and
- ~~c)~~ fees are approved by the Remuneration Authority prior to payment.

Ko te Aroturukitanga me te Whakatinanatanga Implementation

Monitoring and

~~43.47.~~ The expenses and allowances payable, and supplies, consumables or services administered, under this Policy are provided:

- ~~a-a)~~ at no cost to Elected Members, but only while they are holding office (e.g. not on a leave of absence or absent without leave)~~2~~; and
- ~~b-b)~~ for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.

~~44.48.~~ All claims for reimbursement of expenses must be submitted on the [Elected Member](#) expense claim form to the Governance Lead. Claims must be signed by the Elected Member, and all expenses claimed must be supported by a tax invoice.

~~45.49.~~ The Governance Lead will approve all expenses claims that are in accordance with this Policy. [Any](#) claims that are unusual and items outside of this policy ~~which~~ must be approved by the Chief Executive.

~~46.50.~~ A summary of Elected Members' expense claims and reimbursements paid under this Policy may be published on the Council's website.

Ko ngaa Tohutoro [References](#)

³ It is for each Elected Member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.

[The most current Local Government Elected Members Determination](#)

[Local Government Act 2002, Section 54 and Schedule 7, Section 6.](#)

[Hamilton City Council Code of Conduct for Elected Members \(May 2022\)](#)

[Hamilton City Council Gifts Register](#)

[Hamilton City Council Corporate Hospitality Register](#)

[Hamilton City Council Elected Members Support and Allowances ~~SOP~~Standard Operating Procedure](#)

[Officer of the Auditor General, Controlling Sensitive Expenditure Guidelines \(October 2020\)](#)

²~~It is for each elected member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.~~

First adopted:	August 2015; Implemented October 2016
Revision dates/version:	November 2017; March 2021, November 2022, XXX 2025
Next review date:	As required but no later than XXX 2028
Engagement required:	Not required
Document Location:	XXX
Associated documents:	The most current Remuneration Authority Determination, Code of Conduct for Elected Members and Office of the Auditor General (OAG) Guidelines
Sponsor/Group:	General Manager – Partnerships, Communication and Maaori

Elected Member Support and Allowances Policy

Ko te Puutaketanga

Purpose

1. The purpose of this policy is to:
 - a) set out clear and transparent levels of expenses and allowances paid to, or on behalf of, Elected Members of Hamilton City Council (Council).
 - b) outline the level of support provided to Elected Members to enable them to carry out their roles.
 - c) set out expectations for Elected Members on items of possible private benefit, including corporate hospitality and entertainment.

Ko te Whaanuitanga

Scope

2. This policy applies to:
 - a) Council Elected Members;
 - b) All Council owned facilities; and
 - c) All Elected Members' benefits and allowances, including complementary tickets received because of Council financial support.
3. This policy does not apply to Staff employed by Council.

Ko ngaa Whakamaaramatanga

Definitions

Term	Definition in this Policy
Authority	The Remuneration Authority
Local Government Members' Determination	The annual determination gazetted by the Authority, determining the level and parameters of permitted remuneration and allowances payable to members of a local authority. A determination applies from 1 July to 30 June.
The Office of the Auditor General (OAG)	The Controller and Auditor-General is an Officer of Parliament . This means they are independent of the Government and can't be directed by whichever political party is holding power. The Auditor-General has two business units – the OAG and Audit New Zealand (auditnz.parliament.nz). Together, the work of both units gives Parliament and the public an independent view of how public organisations, including central and local government organisations, are operating.

Ko ngaa Tikanga Whakahaere Kaupapahere Principles of Policy

4. The guiding principles for this policy are:
- a) Elected Members should be reimbursed for actual and reasonable expenses they incur in carrying out Council business in their official capacity as an Elected Member. This must comply within the parameters set by the Remuneration Authority and any relevant legislation. This also applies to payment of allowances and use of Council resources.
 - b) Reasonable resources should be made available to Elected Members to enable them to efficiently carry out their responsibilities.
 - c) Reimbursement of expenses, payment of allowances and use of the Council resources apply only to Elected Members while they are carrying out Council business in their official capacity as an Elected Member.
 - d) Transparency and accountability guide the reimbursement of Elected Members' allowances and expenses.
 - e) In addition, the following principles for this Policy have been adopted from the [Office of the Auditor-General's Controlling Sensitive Expenditure: Guide for Public Entities:](#)
 - Expenditure on corporate hospitality and entertainment is sensitive because of the range of purposes it can serve, the opportunities for private benefit, and the wide range of opinions as to what is appropriate.
 - Given this, this Policy promotes transparency and accountability to ensure the prudent use of public money so that Council's corporate hospitality and entertainment is able to withstand public scrutiny.
 - It is recognised that Elected Members play an important role in building relationships, advancing commercial objectives and representing the Council.
 - As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.

Ko ngaa Tikanga

Policy

Equipment

5. At the commencement of each three-year term, all Elected Members will be provided with Council approved standard DS (Digital Services) equipment (a mobile phone, laptop, and iPad).
6. Elected Members who are provided with Council approved standard DS equipment will be connected to Council's DS network and provided with DS support services.
7. All Council equipment must be returned at the end of each three-year term.
8. Any equipment provided must be used in accordance with the Council's Digital Services information management and acceptable use expectations¹.
9. Elected Members have the opportunity of having a remuneration deduction to cover personal

¹ Hamilton City Councils' Information Management Policy and Acceptable Use Management Policy

use of Council mobile devices². The amount of the deduction is determined by the Chief Executive or his/her delegate, in line with central government practice and Authority advice.

Stationery and Services

11. The Council will provide a reasonable supply of stationery to Elected Members for their use on Council business.
12. Elected Members should use the following internal Council services to an appropriate and reasonable level as determined by the Chief Executive or their delegate:
 - a) Postage and courier service;
 - b) Photocopying;
 - c) DS Information technology advice/assistance for Council-owned equipment; and
 - d) Meeting rooms.

Communications Expenses and Allowances

13. International calling, text, and data can be purchased at the Elected Member's expense.

Childcare Allowance

14. The Council will on application, pay a childcare allowance, in accordance with the relevant sections of the [Local Government Elected Members Determination/Remuneration Authority Determination](#), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on Council business.

Home Security Allowance

15. The Council will on application, pay a home security allowance, in accordance with the relevant sections of the [Remuneration Authority Determination](#), to an eligible Elected Member as a contribution towards expenses incurred by the Elected Member for security provided while the Elected Member is engaged on local authority business

Training / conference costs

16. Any training or conferences paid for by the Council must:
 - a) be relevant to Council business or governance, as determined by the Chief Executive (if required);
 - b) be booked through Council staff with the Council's preferred agents and at the most economic cost available (where possible) at the time of the booking, unless all costs are being met privately or by a third party; and
 - c) not fall after 30 June in the year of a triennial Election.
17. If Elected Members, including the Mayor, wish to attend professional development training or conferences of their own choice, they must make a written request to the Governance Lead for funding from the Elected Members' professional development discretionary budget. Each member is entitled up to a maximum of \$3,000 per financial year, up until 30 June of the final year of a three-year term. This includes the cost of travel, accommodation and meals (excluding alcohol), noting that the cost of accommodation and meals should not exceed a midrange, reasonable and justifiable level.
18. A professional development or conference costs claim request must be submitted to the

² Elected Members should note that technical support for personal devices may not be available from Staff

Governance Lead or their delegate in writing and via the appropriate form. Once approved, the Governance team will organise the necessary registrations, bookings and payments.

19. On receipt of supporting tax invoices, Elected Members are entitled to the reimbursement of travel fares (including Taxi, Uber, Mevo and Ola) when traveling on Council business outside of the Hamilton City boundary, instead of private vehicle or public transport, for the following reasons:
 - a) Council business is occurring outside normal business operating hours; or
 - b) For the safety/security of an Elected Member
20. Elected Members are eligible for reimbursement of actual and reasonable costs incurred by Elected Members who use public transport (long distance coach, local bus, train or ferry), micromobility vehicles (such as e-bikes and e-scooters) and bicycles for travel on local authority business and upon the production of receipts or evidence satisfactory to the Governance Lead.
21. Where the Council has formally appointed Elected Members to external organisations or approved Elected Members' attendance at training or a conference (by resolution) within the 3-year term, the Council will pay or reimburse Elected Members for appropriate and reasonable costs incurred for representing Council outside of the City boundary within the relevant budget provision. For clarity, such expenditure does not fall within an Elected Member's discretionary allocation of \$3,000.
22. The Chief Executive may on a case-by-case basis approve the payment of a contribution to a host in lieu of accommodation for actual and reasonable costs. This reimbursement is paid to cover actual and reasonable costs incurred when staying in private accommodation (i.e. friends or relatives) when travelling on Council business. The maximum amount payable will be \$50 per night.

Vehicle Mileage Allowance and Travel-Time Allowance

23. Elected Members are entitled to a mileage allowance when using their own vehicle for Council business within the parameters, and at the rates, set out in the Local Government [Remuneration Authority Determination](#) and this Policy.
24. A mileage allowance is payable for any distance travelled in relation to eligible travel as determined by the relevant [Remuneration Authority Determination](#), including:
 - a) if it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
 - b) if the Member is travelling in a private vehicle on local authority business by the most direct route that is reasonable in the circumstances.
25. The maximum payable per annum is set out as per the [Remuneration Authority Determination](#). A mileage or travel time costs claim request must be submitted to the Governance Lead or their delegate in writing and via the appropriate form.
26. Elected Members must maintain an accurate record of travel undertaken in their private vehicle related to any claimed mileage allowance (e.g. logbook) and provide a copy to the Governance Lead on request to support any mileage claim.
27. However, if an Elected Member of a local authority travels from a place where the Elected Member permanently or temporarily resides that is outside the local authority area, to the local

authority area on local authority business, the Elected Member is only eligible for a vehicle-kilometer allowance for eligible travel after the member crosses the boundary of the local authority area as per the relevant [Remuneration Authority Determination](#).

28. Elected Members may access and use the Council's electric vehicle charging stations where Council has the functionality to record and charge back electricity costs to an individual. Elected Members will be required to reimburse Council for these costs.

Mayoral Vehicle

29. If Council approves the provision of a vehicle for the Mayor, the policy must be included in the Council's Elected Members' expenses, and this Policy.
30. The Mayor is provided with a vehicle, and salary deductions are made in accordance with the Authority's determination and rules. The vehicle is serviced and maintained in accordance with manufacturers recommendations and the Council's fleet management practices.

Gifts

31. A person in a position of trust, such as an Elected Member, should not make a profit through their office. The Crimes Act 1961 and the Secret Commissions Act 1910 deal with corruption and the obtaining of gifts as an inducement or reward for acts in relation to the Council's affairs. Gifts can include discounts, commissions, bonus or deductions.
32. Acceptance of gifts, services or hospitality may be considered as a bribe or perceived as undue influence. Elected Members must notify the Governance Lead (or delegate) if any gifts are accepted for inclusion in the Gifts Register maintained by the Council.
33. Where a gift to the value of \$150 or more is offered to an Elected Member, it will also be included in the Register of Members Interests maintained by the Council Governance team.
34. The cumulative value of recurring gifts received each financial year from the same donor must be disclosed by an Elected Member.
35. An Elected Member is not required to disclose tickets to events for which that member is required to attend as the Council's representative (as recorded in the Council's Governance Structure).

Corporate Hospitality and Entertainment

36. Elected Members must follow the following expectations when extending hospitality or participating in Council hosted events.
37. Usage of the Council facilities (including tickets) or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:
 - a) building relationships;
 - b) networking opportunities;
 - c) representing the organisation;
 - d) reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality;
 - e) recognising significant business achievement;
 - f) advancing commercial objectives; and/or
 - g) building revenue.

38. Decisions about expenditure and facility use for corporate hospitality and entertainment must be transparent, impartial and made by the appropriate delegated authority.
39. Staff arranging the hospitality for Elected Members must be guided by the principle of moderate and conservative expenditure when determining the level of expenditure for official entertainment and hospitality.
40. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is not to be viewed as 'as of right' by Elected Members and/or staff.
41. Access to Council facilities (including the offering of free or complimentary tickets to events and access to reception facilities such as those at FMG Stadium Waikato) is only available before 30 June in the final year of a three-year term
42. Elected Members must use the Corporate Hospitality Register and Elected Members Support and Allowances Standard Operating Process (both are managed by the Chief Executive's Office, with support from Governance) when extending hospitality or participating in Council hosted events.
43. Elected Members should also refer to the [Council's Code of Conduct](#) in relation to gifts and hospitality received by, and in their capacity as, Elected Members, and to the Office of the Auditor General – [Controlling Sensitive Expenditure: Guidelines](#) for public entities for further guidance.

Items of Possible Private Benefit

44. The Authority has issued clear guidelines on the following items of possible private benefit. The following matters that are for private benefit will not be paid for or reimbursed unless otherwise stated:

- a) Medical Insurance

Elected Members are permitted to opt-in to optional discounted staff Medical Health Insurance through an independent third-party provider, at no cost to the Council.

The Elected Member will continue to receive their full remuneration as shown in the determination and the deduction from salary, if they decide to opt in the scheme, will subsequently be made by Payroll. If the Elected Member opts in, they understand that Council's Chief Executive may in the future change providers or elect to end the scheme as a staff benefit.

- b) Staff Discounts

The Authority has authorised the Council to extend its flu vaccination benefit to Elected Members. Elected Members are otherwise not permitted to access any other discounts offered to Council staff for their own personal purchases.

- c) Life, Accident and Income Replacement Insurance

Council will not take out any insurance policy on behalf of Elected Members where the payment of a claim is made to the elected representative or his or her estate.

- d) Airpoints

Airpoints earned by an Elected Members on travel and accommodation paid for by the Council should be used by that member towards his/her future travel or accommodation that is required for Council business.

e) Car parking

All Elected Members are provided a car park for use while on Council business at the Garden Place carpark adjacent to the Council offices on Anglesea Street. The location and size of the carpark is dependent on availability and any changes are at the discretion of the Chief Executive.

f) Assistance services

Elected Members can access up to three face-to-face counselling sessions per issue, for each year of a three-year term. If more than three sessions are required, the provider will contact the CEO's office to request that permission be granted for a further session(s).

Elected Members with a personal or professional issue that's affecting their role are eligible to access support and assistance 24/7 from a confidential service provided by a counsellor or psychologist. To arrange an appointment call Instep EAP on 080 284 678 or visit www.instep.nz to book online or view some online resources. Booking online through the Instep website will require an Elected Member to use the Members login using the following username and password:

Username – **hcc**

Password – **wellness**

Hearing Fees

45. An Elected Member who acts as a chairperson or a member who is sitting as part of a Council hearing is entitled to be paid a fee per hour of hearing time related to the hearing as per the relevant [Remuneration Authority Determination](#).³
46. Hearing fees as an additional payment to remuneration are not available to a Mayor or Acting Mayor. For Acting/Mayors, fees may only be considered in exceptional circumstances if:
- a) there is a shortage of experienced hearing commissioners on the Council; and
 - b) there is significant hearing of a lengthy duration, which would create undue time pressure on the Acting/Mayor; and
 - c) fees are approved by the Remuneration Authority prior to payment.

Ko te Aroturukitanga me te Whakatinanatanga Implementation

Monitoring and

47. The expenses and allowances payable, and supplies, consumables or services administered, under this Policy are provided:
- a) at no cost to Elected Members, but only while they are holding office (e.g. not on a leave of absence or absent without leave); and

³ It is for each Elected Member to assess and determine his/her own tax payable, if any, in relation to payments and allowances received under this Policy.

- b) for Council-business use only. They cannot be used for electioneering purposes, personal use or communications, or any other specific use as notified by the Chief Executive from time to time.
48. All claims for reimbursement of expenses must be submitted on the Elected Member expense claim form to the Governance Lead. Claims must be signed by the Elected Member, and all expenses claimed must be supported by a tax invoice.
49. The Governance Lead will approve all expenses claims that are in accordance with this Policy. Any claims that are unusual and items outside of this policy must be approved by the Chief Executive.
50. A summary of Elected Members' expense claims and reimbursements paid under this Policy may be published on the Council's website.

Ko ngaa Tohutoro **References**

The most current Local Government Elected Members Determination

Local Government Act 2002, Section 54 and Schedule 7, Section 6.

Hamilton City Council *Code of Conduct for Elected Members* (May 2022)

Hamilton City Council Gifts Register

Hamilton City Council Corporate Hospitality Register

Hamilton City Council Elected Members Support and Allowances Standard Operating Procedure

Officer of the Auditor General, *Controlling Sensitive Expenditure Guidelines* (October 2020)

First adopted:	11 April 2012
Revision dates/version:	July 2015
Next review date:	
Engagement required:	
Document number:	D-448149
Associated documents:	Ticket Allocation SOP D-131730
Sponsor/Group:	Chief Executive

Corporate Hospitality and Entertainment Policy

Purpose and scope

1. The purpose of this Policy is to outline Council's roles and responsibilities around corporate hospitality, hosting and entertainment opportunities.
2. It is appropriate that from time to time, hospitality and entertainment is extended for official business, commercial and networking purposes and for building relationships which benefit the strategic aspirations of the city.
3. The Policy clarifies how these opportunities can be utilised for corporate hospitality and entertainment.
4. This Policy applies to:
 - a. All Council-owned facilities.
 - b. All complimentary tickets received as a result of Hamilton City Council (HCC) financial support.
 - c. All Council staff and elected representatives.

Strategic alignment

5. This Policy assists in the delivery of Councils outcomes and goals as follows:

Prosperous and Innovative	Outstanding City Leadership	People Love Living Here
<ul style="list-style-type: none"> • Hamilton has a strong, productive economy and we build on our economic strengths. • We have a thriving CBD. • It's easy to do business here. • Our city grows and prospers in a sustainable way. 	<ul style="list-style-type: none"> • The city is led by effective, open and responsive governance. • Council's finances are sustainable for the long term. • We operate efficiently and provide exceptional service. • The city takes a leadership role regionally and nationally. 	<ul style="list-style-type: none"> • Hamilton embraces the Waikato River and it is the focal point of our city. • We value, preserve and protect Hamilton's natural, green environment. • Our city is attractive, well-designed and compact with outstanding architecture and distinctive public spaces. • Our city is a fun place to live with a vibrant arts scene. • Hamilton is a safe city. • It's easy to get around. • We celebrate our people and many cultures.

• = primary contribution

Principles

6. The guiding principles for this Policy have been adopted from the Office of the Controller and Auditor-General's good practice guide as follows:
 - a. The dominant purpose for usage of Council facilities or expenditure for hospitality and entertainment must be a justifiable business purpose which can be understood along the following lines:
 - Building relationships.
 - Networking opportunities.
 - Representing the organisation.
 - Reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality.
 - Recognising significant business achievement.
 - Advancing commercial objectives.
 - Building revenue.
 - b. It is recognised that elected representatives play an important role in building relationships, advancing commercial objectives and representing the organisation.
 - c. Decisions about expenditure and facility use for corporate hospitality and entertainment
 - d. must be transparent, impartial and made by the appropriate delegated authority.
 - e. As decisions are likely to be scrutinised, expenditure and use of facilities therefore needs to pass the test of what is reasonable by community standards.
 - f. Officers arranging the hospitality must exercise discretion and conservatism when determining the level of expenditure for official entertainment and hospitality.
 - g. Access to Council facilities (including the offering of free or complimentary tickets to events
 - h. and access to reception facilities such as the Clarke Lounge at Waikato Stadium) is not to be viewed as 'as of right' or 'perks' to staff or elected representatives.

Policy

Access to Council facilities for official hospitality and entertainment

7. A number of complimentary seats and/or tickets are set aside, by clients and hirers of Council facilities as part of their Venue Hire Agreement, for Council use.
8. The events and number of complimentary tickets which are available will be communicated to the Chief Executive's Office by the Events Facilities Unit, the Communication and Marketing Unit and the Community Services Group.
9. In recognising their unique role in governance and representing the organisation, four (4) tickets to events at Clarence St Theatre; two (2) tickets to events at The Meteor and up to nineteen (19) tickets to the Clarke Lounge at Waikato Stadium will be allocated to elected representatives and their guests depending on availability (e.g. where such tickets can be procured from the event promoter and/or are not required for commercial purposes).
10. The Clarke Lounge tickets may be substituted for seated stand tickets at Waikato Stadium.
11. Members of the Clarke family to be invited to the lounge for a Waikato National Provincial Competition (NPC) or equivalent game on one occasion each year.

12. The five district Councils (Waipa, Waikato, Matamata-Piako, Otorohanga and Hauraki) who contributed to the Stadium development will be invited to use the Clarke Lounge for one game each year. The occasion will be hosted by the Mayor or their delegate, or the CEO or their delegate.
13. Where tickets are allocated under the Access to Council Facilities for Official Hospitality and Entertainment section, for the Clarke Lounge the cost of any food and beverage for elected representatives and any guests will be paid for personally by the respective elected representatives.
14. Where elected representatives and their guests attend the Clarke Lounge to specifically further city and business opportunities, hospitality costs for themselves and their guests will be charged to the Group or Unit concerned with prior approval from the Chief Executive.
15. Complimentary seats and tickets (including those specifically allocated for Councillor use) will be allocated based on the guidelines of the Ticket Allocation Standard Operating Procedure D- 131730.
16. Access to Council facilities will be by ticket or valid entry pass only.
17. Council's corporate hospitality and entertainment requirements will take precedence for the utilisation of Council facilities.
18. The Chief Executive's Office will establish a Hospitality and Entertainment Register. This will outline the purpose of function, date of function, recipients of complimentary tickets and the event attended or facility used. The Events Facilities Unit will establish a register to document complimentary tickets utilised for advancing commercial purpose. This will include the number or tickets, recipients and reason for issuing of tickets.
19. Documentation must be adequate to satisfy internal and external audit requirements, including corporate, accounting and taxation requirements with the business purpose being identified.

Official hospitality for business meetings and functions

20. There must be a direct and demonstrable link between the provision of hospitality and the business of the Council. Managers must ensure that they know the reasons for and scope of the intended hospitality, including the intended participants.
21. The staff member arranging the hospitality should bear in mind Council's obligations to be financially prudent. Where a restaurant is involved, it should be of an appropriate standard but not unduly expensive with a reasonable balance between the cost of food and the cost of alcohol (if provided).
22. The staff member arranging the hospitality must ensure that:
 - a. arrangements for hospitality are fully detailed in respect of purpose, participants and costs, and approved by the relevant manager in advance
 - b. only those staff who are relevant to the business concerned should be included in a hospitality event.
23. Alcohol provision (if available) needs to be carefully managed in terms of the principles and strategic aspirations of this Policy. Responsible host principles also need to be followed therefore consideration needs to be given to:
 - a. the length and reason for the function

- b. safe transport options
 - c. provision of food/catering.
24. The cost of hospitality and entertainment for guests and visitors must be charged to the appropriate account code. Council finance policies must be followed.

Monitoring and implementation

25. The Chief Executive's Office will monitor the implementation of this Policy.
26. The Policy will be reviewed every three years or at the request of Council or in response to triggers, legislative and statutory requirements.

References

- Office of the Controller and Auditor-General. (2007). Controlling Sensitive Expenditure: Guidelines for Public Entities. Wellington. <http://www.oag.govt.nz/2007/sensitive-expenditure/docs/sensitive-expenditure.pdf>

Council Report

Item 9

Committee: Council

Date: 11 December 2025

Author: Amy Viggers

Authoriser: Janet Carson

Position: Governance Lead

Position: General Manager
Partnerships,
Communication & Maaori

Report Name: 2026 Schedule of Council and Committee Meetings

Report Status	Open
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Purpose - *Take*

1. To seek the Council's approval of the draft schedule of Council and Committee meetings for 2026.

Staff Recommendation - *Tuutohu-aa-kaimahi*

2. That the Council:
 - a) receives the report; and
 - b) approves that the 2026 schedule of Council and Committee meetings (**Attachment 1**) noting that it is subject to change.

Executive Summary - *Whakaraapopototanga matua*

3. The 2026 Hamilton City Council schedule of meetings sets out the meeting dates for the 2026 calendar year for Council, Committees of Council and Subcommittees in line with the approved Governance Structure for the 2025-2028 triennium. This can be found in **Attachment 1** of this report.
4. The schedule was developed in consultation with the Mayor, Elected Members and key members of staff.

Discussion – *Matapaki*

5. The legal requirements for meetings of the Council and committees are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
6. A Local Authority can adopt a schedule of meetings that can cover any future period that the Council considers appropriate (Schedule 7, cl. 19 (6) Local Government Act 2002). The schedule may be amended after it has been approved.
7. Standard practice for the Council is to adopt a schedule of meetings for the next calendar year. This ensures the business of the Council can continue to be conducted in an orderly and transparent manner. This allows public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.

8. The proposed 2026 Hamilton City Council Schedule of Meetings (**Attachment 1**) sets out the meeting dates for the 2026 calendar year for Council and Committees of Council in line with the approved Governance Structure for the 2025-2028 triennium.
9. The Governance Team has been working with the Mayor and his office, Councillors and key staff to form the schedule.
10. The following considerations informed the development of the proposed 2026 schedule of meetings:
 - i. Council meetings, Committee and subcommittee meetings and workshops are scheduled on Tuesday, Wednesday, and Thursday as much as possible, to keep Monday and Friday free for regional commitments and constituency work;
 - ii. Avoidance of Council or Committee meetings on the day prior and/or after a public holiday where possible;
 - iii. Finance and Assurance Committee meetings are proposed to take place after each financial quarter end. This enables staff to complete the month end and quarter end process before reporting to the Committee, which will enable a report that is comparable for each quarter.
 - iv. With the workload of members and staff in mind:
 - a. Weeks without formal Council or Committee meetings are linked to school holidays and are more regular;
 - b. Committee meeting where the same report writers are involved are separated where possible;
 - c. Some ordinary Council meetings have been combined with the Long-Term Plan Council meetings and the Annual Report adoption meetings.
 - d. The month of July has no meetings so staff can concentrate on end of year processes including end of financial year processes to get the Annual Plan enabled, and start planning for Long-Term Plan and elected members can attend the Local Government New Zealand AGM and conference, which is scheduled for last week of July.
11. It is important to note, that while there are periods without formal Council or Committee meetings, work will still be occurring. Elected Members will continue attending meetings with constituents, civic events and other meetings.
12. Once the 2026 Schedule of Meetings has been approved, the Governance Team will update members' calendars accordingly and the meeting dates will be uploaded to Council's website, so the public have advance notice of meeting dates.
13. If there are any changes to dates during the year, all calendars will be managed and updated accordingly by the Governance Team as is normal process.
14. Staff will commence work on forming draft 2026 work programmes and schedule of Council and Committee reports in consultation with relevant Chairs and Deputy Chairs. These schedules/work programmes will come back to the Council for approval in due course.

Other meeting matters

15. Following direction from the Mayor staff have worked to develop some additional guidelines for effective meetings and to provide Elected Members with increased availability outside of formal meetings.

16. All meetings will be scheduled to start at 9.30am.
 - i. Council meetings are expected to end 4.00pm at the latest. There will be exceptions for Annual Plan and Long-Term Plan meetings which will be scheduled to finish by 5.00pm.
 - ii. Committee meetings are expected to end by no later than 2.00pm
 - iii. Subcommittee meetings no later than midday (12.00pm).
17. All meetings that include a Public Excluded matters will start in the open and follow the usual requirements including apologies, confirmation of agenda, confirmation of the previous minutes and Public Forum. The meeting will then continue in open session focusing on matters of increased public interest until around 11.00am when the meeting will adjourn for a break and return in a Public Excluded Session. If there are open items still to be discussed at this point, the meeting will return to open when the Public Excluded items have been resolved. For subcommittee meetings, the meeting will finish in Public Excluded.

Options – Koowhiringa

18. There are two reasonable and viable options for the Council to consider. The options are set out below.

Option 1: Do not approve the schedule for meetings for the year ahead.

19. The disadvantages far outweigh the advantages. The Chief Executive is required to notify elected members of a meeting at least 14 days before a meeting is held. The Local Government Official Information and Meetings Act require all Local Authorities, where practicable, to advertise (publicly notify) all meetings at least 5 days before the meeting.
20. The notification periods do not allow staff time to write good reports or elected members and members of the public time to consider the items that need to be decided on. An advantage of Option 1 is that when meetings aren't required (if planned in advance) then there is less to be done as it doesn't need to be cancelled.

Option 2: Approve the 2026 Schedule of Meetings.

21. The advantages of planning for the year ahead is that all elected members, members of the public and staff know when meetings are coming up and can plan accordingly. The Governance Structure and Terms of Reference (in a report earlier in this agenda) indicates how often meetings are expected to happen and planning ahead with this in mind ensures meetings are not unintentionally missed.
22. A disadvantage of planning so far in advance is that some meetings may not happen, or other meetings may have to be added to the schedule. This disadvantage can be rectified by notifying elected members, the public and staff when a meeting is removed from or added to the schedule.
23. Staff recommend **Option 2** as the most reasonably practicable option that promotes transparency to the community.

Financial Considerations - Whaiwhakaaro Puutea

24. This is a regular operating activity funded through the Long-Term Plan.

Legal Considerations - Whaiwhakaaro-aa-ture

25. Staff confirm that the staff recommendation complies with the Council's legal requirements.

Risks – *Tuuraru*

26. A key risk if the Council did not choose Option 2 - Approve the 2026 Schedule of Meetings would be lack of transparency for the elected members and members of the public.

Strategic Considerations - *Whaiwhakaaro-aa- rautaki*

27. Everything we do is aimed at improving the wellbeing of Hamiltonians. Council has been working alongside our community to understand what people in our city want the future of Hamilton Kirikiriroa to look like as represented by our five priorities.
28. The promotion of the social, economic, environmental, and cultural wellbeing of communities in the present and for the future is expressed through Council's key strategies.
29. The proposed recommendation will align with Council key documents.
30. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance.
31. Given the low level of significance determined, the engagement level is low. No engagement is required.

Attachments - *Ngaa taapirihanga*

Attachment 1 - 2026 Schedule of Council and Committee Meetings

KEY		
Council	Central City Revit SC)	Public Holiday
Finance and Assurance	CE Review mtg	School Holidays
Growth and Eco Dev	Council Workshop	NY to 26 Jan
Community	Tainui Co-Governance	4 April - 19 April
City Delivery	Comm Grant SC	4 July - 19 July
Transport	Dog Control SC	26 Sept- 11 Oct
Major Events SC	Procurement SC	19 Dec onwards
IAWAI Flowing Waters	DLC	Other Join meetings
RMA	LGNZ	
No Formal Council meetings		

Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Artificial Turf Development) Good reason to withhold) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to enable Council to carry out commercial activities without disadvantage to enable Council to carry out negotiations	Section 7 (2) (h) Section 7 (2) (i)
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