



# **Committee Structure, Membership and Terms of Reference**

**2022 - 2025 Triennium**

Adopted: July 2025

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## Otago Regional Council Committee Memberships

<b>Community and Partnerships Committee</b>	<b>Finance Committee</b>	<b>Audit and Risk Subcommittee</b>
Co-Chairs: Elliot Weir, Michael Laws  Committee of the Whole	Co-Chairs: Kevin Malcolm, Tim Mepham  Committee of the Whole	Co-Chairs: Tim Mepham, Independent Member - Andrew Douglas  Alexa Forbes Gary Kelliher Kevin Malcolm Gretchen Robertson Kate Wilson
<b>Environmental Strategy and Planning Committee</b>	<b>Environmental Delivery Committee</b>	<b>Science and Resilience Committee</b>
Co-Chairs: Lloyd McCall, Iwi Representative - Edward Ellison  Committee of the Whole Iwi representative - Karen Coutts	Co-Chairs: Kate Wilson, Lloyd McCall  Committee of the Whole Iwi representative - Hoani Langsbury	Co-Chairs: Gary Kelliher, Alan Somerville  Committee of the Whole
<b>Public and Active Transport Committee</b>	<b>Civil Defence and Emergency Management Joint Committee</b>	<b>Regional Deal Negotiation Joint Committee</b>
Co-Chairs: Alexa Forbes, Andrew Noone  Committee of the Whole	ORC Chair Otago Mayors	Gretchen Robertson (ORC Chair) Alexa Forbes (ORC Cr) Glyn Lewers (QLDC Mayor) Lyal Cocks (QLDC Cr) Tamah Alley (CODC Mayor) Tracy Paterson (CODC Cr)
<b>Regional Transport Committee</b> <i>(established by the Land Transport Management Act)</i>		
Kate Wilson (ORC), Chair Alexa Forbes (ORC), Deputy Chair Cr Jim O'Malley (DCC) Cr Bruce Graham (CDC) Cr Stuart Duncan (CODC) Cr Quentin Smith (QLDC) Cr Jim Thomson (WDC) Mr James Caygill (NZTA)  Alternates: Cr Kevin Gilbert (DCC)		

## Community and Partnerships Committee

<b>Co-Chairs</b>	Elliot Weir, Michael Laws
<b>Members</b>	All councillors
<b>Quorum</b>	Seven (7)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	General Manager Strategy and Customer

### Purpose

To be the guardian of the development and implementation of Otago Regional Council's Strategic Directions, which includes vision, community outcome areas and goals, and Council's partnership with mana whenua. To connect the overarching strategic directions with the community through governance, engagement, communications and customer functions and activities.

### Areas of Responsibility

- Develop, and monitor implementation of Council's Strategic Directions
- Be the guardians of the Council's partnership with Kāi Tahu, engagement with Māori, and upholding the Treaty of Waitangi in the work of Council
- Consider and develop community engagement plans, including how to reach new/all communities
- Develop and oversee ORC's Communications and Marketing Strategy
- Monitor and oversee ORC's biennial community survey and follow-up action plan
- Provide oversight of ORC's Climate Change Strategy, implementation and effectiveness.
- Consider Council meeting schedules, remuneration, and governance matters.

### Delegations

The Committee has no general decision-making or financial delegations. It can:

1. Receive information for noting.
2. Make recommendations to Council on the matters within its responsibility.
3. Appoint working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks and receive reporting from them.
4. Carry out any other function or duty delegated to it by the Council.

## Finance Committee

<b>Co-Chairs</b>	Kevin Malcolm, Tim Mephram
<b>Members</b>	All Councillors
<b>Quorum</b>	Six (6)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	General Manager Finance

### Purpose

To guide, monitor and provide advice to Council on the Council's financial, commercial, and administrative affairs, including the Port shareholding and operational performance, Long-term Plan, Annual Plans, and implementation of the Local Government Act 2002.

### Areas of Responsibility

- Review and monitor quarterly activity reporting against the agreed levels of service and target measures outlined in the Long-term and Annual Plans
- Review and monitor quarterly and annual financial statements including the statement of comprehensive income, balance sheet and treasury report
- Lead Long-term and Annual Plan process including consultation and hearings and make recommendations to Council for adoption
- Oversee and make recommendations to Council on financial policies including the Financial Strategy and Revenue and Financing Policy
- Oversee and make recommendations to Council on Rates, fees, charges, royalties and rentals policies and strategies
- Manage affairs with Port Otago Ltd (including Statement of Corporate Intent and receive the six month and annual reports)
- Review and monitor commercial activities, trading activities or investments held by the Council
- Review and monitor Council's assets, leases, and financial reserves

### Delegations

- Receive information for noting.
- To award or approve contracts and tenders in excess of staff delegations and to a maximum of \$2million.
- To consider and make recommendations to Council matters of financial impact other than as provided for in the Annual Plan.
- The Finance Committee shall carry out any other function or duty delegated to it by the Council.
- The Finance Committee may appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.

## Audit and Risk Subcommittee

<b>Co-Chairs</b>	Tim Mephram, Andrew Douglas
<b>Members</b>	Alexa Forbes Gary Kelliher Kevin Malcolm Gretchen Robertson (Ex Officio member) Kate Wilson  Other councillors are encouraged to attend meetings of the Subcommittee, but do not have voting rights.
<b>Quorum</b>	Four (4)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	General Manager Finance

### Purpose

To provide advice about governance, risk management, and internal control matters, external reporting and audit matters. The Subcommittee can make recommendations to the Council and/or the chief executive, and request information and advice through the chief executive when necessary.

### Areas of Responsibility

- Council's risks and management of those risks,
- Strategic risk register and management of risks on the register
- Insurance renewals and notifications
- Annual audit process, including audit plan, management letter, and management response, and reviewing the draft annual report before it goes to Council
- Internal audit and control process
- People and Safety reporting
- Investment management, including managed fund, performance of Council's investment manager including compliance of the managed fund with the Statement of Investment Policies and Objectives (SIPO), and appointment of fund manager.
- Legal compliance
- The Co-Chairs will report to Council annually on the activities of the Subcommittee.

### Delegations

The Subcommittee has no general decision-making or financial delegations. It can:

1. Receive information for noting.
2. Receive the external audit engagement letters and letters of undertaking for audit functions and additional services provided by the external auditor.
3. Review matters within its areas of responsibility and make recommendations to Council on those matters.
4. Seek information it requires from the Chief Executive. The Chief Executive is required to cooperate with any requests unless excused by the Chair of the Otago Regional Council.
5. Request access to outside legal or independent professional advice should it consider this necessary.

## Environmental Strategy and Planning Committee

<b>Co-Chairs</b>	Lloyd McCall, Iwi Representative Edward Ellison
<b>Members</b>	All Councillors Iwi representative Karen Coutts
<b>Quorum</b>	Seven (7)
<b>Meeting frequency</b>	As needed
<b>Senior Officer</b>	General Manager Regional Planning and Transport

### Purpose

To provide advice and guidance to Council on the development of Otago's environmental (water, land, air, biodiversity and biosecurity) plans, policies and strategies. To ensure the Council partnership with Kāi Tahu is reflected in the above processes.

### Areas of Responsibility

#### Strategy:

- Strategy development related to the environment (water, air, land, coast, biodiversity and biosecurity)
- Oversight of environmental strategies' implementation and effectiveness

#### Policy/Planning:

- Land and Water Regional Plan development, including policy, science, economics inputs
- Coast plan review, including the policy and science inputs
- Air Plan review, including the policy and science inputs
- Regional Policy Statement – appeals, reviews, amendments
- Regional Pest Management Plan, including the policy and science inputs
- Creation of Biodiversity plans, including the policy and science inputs
- Oversight of plan effectiveness
- Develop and review Council positions and submissions, and advocacy on behalf of the Otago region on national and regional plans, policies and legislation
- Monitor implementation of ORC's Regional Policy Statement
- Participate in joint urban development policy development and consideration alongside Territorial Authorities, and other obligations set out by the National Policy Statement Urban Development
- Provide regional leadership in urban development policy direction, including by engaging with Territorial Authorities and by taking a regional approach to urban growth and development

### Delegations

1. Receive information for noting.
2. Receive reporting from the Land and Water Regional Plan Governance Group.
3. Make recommendations to Council on the matters within its responsibility.
4. Consider and make decisions concerning the Future Development Strategy work with the Dunedin City Council.
5. Appoint working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.
6. Carry out any other function or duty delegated to it by the Council.

## Environmental Delivery Committee

<b>Co-Chairs</b>	Kate Wilson, Lloyd McCall
<b>Members</b>	All Councillors Iwi Representative Hoani Langsbury
<b>Quorum</b>	Six (6)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	General Manager Environmental Delivery

### Purpose

To monitor and provide advice to Council on ORC's delivery of environmental outcomes, projects, and environmental funding, and how we work with the community to achieve these environmental outcomes as set out in the Long-term Plan 2024-34. Also to monitor ORC's regulatory functions and how these are delivered through receiving quarterly reporting.

### Areas of Responsibility

- Monitor implementation of activities related to (but not limited to):
  - ORC work with catchment groups and Otago Catchment Community
  - Biodiversity project delivery
  - Biosecurity plan delivery
  - Air project delivery
- Oversight of ORC delivered environmental projects
- Oversight of Wilding Conifer and Wallaby national funded programmes
- Development and implementation of the Integrated Catchment Management programme
- Development of annual Biosecurity Operational Plan.
- Oversee the ECO Fund
- Receive biosecurity outcomes/compliance reporting
- Reporting from community about environmental activities

### Regulatory

- Receive and review quarterly reporting from the Regulatory Group (including Harbourmaster)

### Delegations

The Committee has no general decision-making or financial delegations. It can:

1. Receive information for noting.
2. Make recommendations to Council when decisions are needed.
3. Appoint working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.
4. Carry out any other function or duty delegated to it by the Council.



## Science and Resilience Committee

<b>Co-Chairs</b>	Gary Kelliher, Alan Somerville
<b>Members</b>	All Councillors
<b>Quorum</b>	Six (6)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	General Manager Science and Resilience

### Purpose

To consider and set the direction for programmes of work and provide advice to Council on matters that affect our communities' ability to be informed about issues that impact resilience across Otago and the work ORC does to support this. Includes issues that are included in the Resilience activity of the ORC's Long-term Plan 2024-34, including natural hazards, science, environmental monitoring, flood and drainage schemes and civil defence responsibilities.

### Areas of Responsibility

#### Resilience

- Review and advise Council on ORC's programme of work on climate change adaptation
- Oversee the Otago Climate Change Risk Assessment
- Monitoring natural hazards risks and programmes to manage those risks
- Oversee and monitor waterway management, flood control and land drainage
- Oversee and monitor the condition and performance of council's river management, flood control and land drainage schemes and service delivery risks
- Natural hazards monitoring and warning systems and processes
- Monitor delivery of ORC's Civil Defence and Emergency Management responsibilities

#### Science

- Receive and review science inputs as part of the policy, strategy and plan making process
- Review of State of the Environment monitoring, analysis and reporting
- Reporting on science communication activities

### Delegations

The Committee has no general decision-making or financial delegations. It can:

1. Receive information for noting.
2. Make recommendations to Council when decisions are needed.
3. Appoint working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.
4. Recommending formation of liaison groups to Council.
5. Carry out any other function or duty delegated to it by the Council.

## Public and Active Transport Committee

<b>Co-Chairs</b>	Andrew Noone, Alexa Forbes
<b>Members</b>	All Councillors
<b>Quorum</b>	Six (6)
<b>Meeting frequency</b>	Quarterly (or as needed)
<b>Senior Officer</b>	General Manager Regional Planning and Transport

### Purpose

To set the strategic and operational direction for approved Regional Council public transport policy and strategy, and monitor its implementation.

### Areas of Responsibility

- Prepare and review the Otago Regional Public Transport Plan.
- Implement, monitor and review operational public transport policy and plans.
- Advocate for public transport with Waka Kotahi NZTA, territorial authorities, and Central Government.
- Set and monitor targets for public transport in the region.
- Oversee Public Transport Dunedin provision of service, routes, data, contracts, complaints, and communications
- Oversee Public Transport Queenstown provision of service, routes, data, contracts, complaints, and communications
- Regional Total Mobility Service
- In coordination with the work programme of the Regional Transport Committee, guide and review the public transport components of the Regional Land Transport Plan (RLTP) and make recommendations to Regional Transport Committee for incorporation into the RLTP.
- Receive reporting from the Regional Transport Committee
- Receive reporting from any working groups set up under this Committee
- Understanding of school transport changes

### Delegations

The Committee has no general decision-making or financial delegations. It can:

1. Receive information for noting.
2. Make recommendations to Council when decisions are needed.
3. Appoint working groups with representatives from territorial authorities and other agencies as appropriate provided they are limited to a time duration consistent with performance of their specified tasks and receive reporting from those working groups.
4. Carry out any other function or duty delegated to it by the Council.

## Otago Civil Defence Emergency Management Group (Joint Committee)

<b>Chairperson</b>	Gretchen Robertson, Chair of Otago Regional Council
<b>Members</b>	<ul style="list-style-type: none"><li>• Central Otago District Council</li><li>• Clutha District Council</li><li>• Dunedin City Council</li><li>• Otago Regional Council</li><li>• Queenstown Lakes District Council</li><li>• Waitaki District Council</li></ul> <p>Each member is represented on the joint committee by the Mayor/Chairperson, or by an elected person from that authority who has delegated authority to act for the member.</p>
<b>Quorum</b>	Three (3)
<b>Meeting frequency</b>	Quarterly
<b>Senior Officer</b>	Chief Executive

### Constitution

Pursuant to section 12 of the Civil Defence Emergency Management Act 2002, the Otago Civil Defence Emergency Management Group is constituted as a joint standing committee under section 114S of the Local Government Act 1974 (a joint committee under section 30 of Schedule 7 of the Local Government Act 2002) by resolutions adopted by:

- Central Otago District Council
- Clutha District Council
- Dunedin City Council
- Otago Regional Council
- Queenstown Lakes District Council
- Waitaki District Council

### Chairperson

The Otago Civil Defence Emergency Management Group shall appoint one of the representatives of its members as chairperson, and one of its members as deputy chairperson. Each will hold office for such period as agreed by the Group, but only so long as those persons remain a representative of a member of the Group.

### Purpose

The Otago Civil Defence Emergency Management Group has the purpose and all of the functions, powers and obligations of a civil defence emergency management group as defined by the Civil Defence Emergency Management Act 2002 and subsequent amendments. Section 17 of the Civil Defence Emergency Management Act 2002 defines the function of a group and each of its members that, in summary, require it to:

- Identify, assess and manage relevant hazards and risks.
- Ensure provision of trained and competent personnel, an appropriate organisational structure and the necessary services and resources for effective civil defence emergency management in its area.
- Respond to and manage the adverse effects of emergencies.
- Carry out recovery activities.
- Assist other civil defence emergency management groups when requested.
- Promote public awareness of and compliance with the Civil Defence Emergency Management Act and legislative provisions relevant to the purpose of the Act.
- Develop, approve, implement, monitor and review a civil defence emergency management group plan.
- Participate in the development of the national civil defence emergency management strategy and the national civil defence emergency management plan.
- Promote civil defence emergency management in its area that is consistent with the purpose of the Civil Defence Emergency Management Act 2002.

### Delegations

The Otago Civil Defence Emergency Management Group shall have all the delegated authorities that may be given by each member Council, including authority to fulfil the powers, obligations and functions of the Group as specified in the Civil Defence Emergency Management Act 2002, authority to appoint subcommittees, and authority to sub-delegate any authority able by law to be delegated.

### Subcommittee

A subcommittee of all members of the Otago Civil Defence Emergency Management Group may be formed and given full delegated authority to carry out the functions, obligations and powers of the Group under the Civil Defence Emergency Management Act 2002 pursuant to section 114P(2) of the Local Government Act 1974 and section 30(2) schedule 7 of the Local Government Act 2002. Any meeting will transact routine business and not commit members to any major financial expenditure.

### Standing Orders

The current Standing Orders of the Otago Regional Council shall govern the conduct of the meetings, except that order papers and agenda papers shall be sent to every member no less than five working days before the meeting. Notwithstanding anything in the Civil Defence Emergency Management Act or Standing Orders, adequate notice shall be given of all matters to be discussed at a meeting of the Group. Where a matter of significance is to be considered, where practicable, prior written notice of the background to that matter must be given in sufficient time to allow for consultation with each member.

### Administering Authority

The Otago Regional Council as the administering authority shall provide administrative and leadership of the Group.

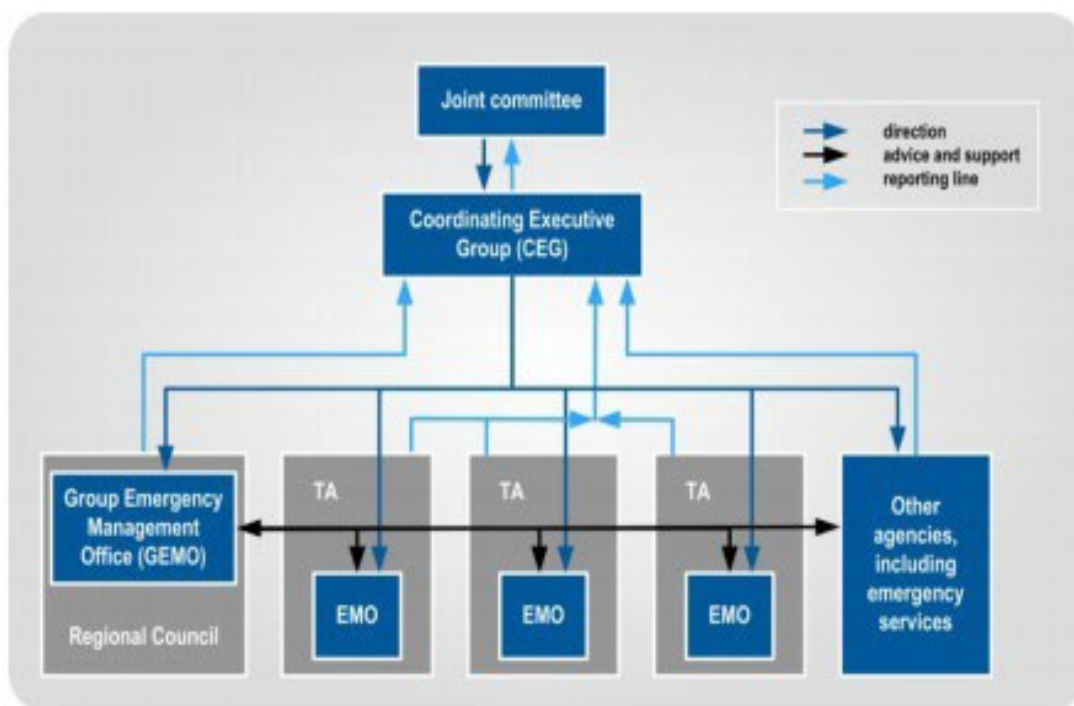
### Reporting

The Group will report to each member.

### Continuance of Joint Standing Committee

The Otago Civil Defence Emergency Management Group shall not be discharged by a triennial election but appointments of representatives of members shall be confirmed, or new appointments made by each council following each election.

## Otago CDEM Group Governance Structure



The **Otago CDEM Group Joint Committee**, made up of all the mayors from the five districts and the chairperson of the Regional Council, has overall governance responsibility for CDEM in the Otago area. The Chair is Mayor Jules Radich, Dunedin City Council and the Deputy Chair is Councillor Andrew Noone, Chairperson, Otago Regional Council.

Operational management is supported by the **Coordinating Executive Group (CEG)**, made up of the Chief Executives of the six councils (or persons acting on their behalf), plus senior representatives from the NZ Police, Fire and Emergency NZ, St John, Southern District Health Board, Ngāi Tahu and the Ministry of Social Development. The CEG provides advice to the JC and ensures its decisions are implemented. The Chair is the Chief Executive of the Otago Regional Council.

**Otago CDEM Group Management Office** is a shared service across all six local authorities of Otago. Otago Regional Council is the Administering Authority for the CDEM Group. It:

- Employs all staff of Otago CDEM Group and is responsible for all employment-related matters including health and safety, wellbeing, welfare, operational policies, and conduct.
- Provides administrative and related services to the Group, such as preparing agendas, arranging meetings, and taking and disseminating minutes from meetings.
- Provides financial management for the CDEM Group, including budgeting and reporting.
- In addition to the funding collected by the Regional Council through the targeted rate to resource the Otago CDEM Group and its activities.

Each **local authority member** of the Group is operationally and financially responsible for its **own local arrangements**. Each council also contributes skills, expertise and mutual support to the Group on an 'as available' basis.

For more information please see: <https://www.otagocdem.govt.nz/media/1417/otago-cdem-group-plan-2018-28-print-version.pdf>

## Otago Central Lakes Regional Deal Negotiation Committee (Joint)

Established July 2025

<b>Chairperson</b>	Cr Gretchen Robertson
<b>Deputy Chairperson</b>	Cr Tracy Paterson
<p><b>Members</b></p> <p>Each Partner may appoint two of its elected members as members of the Committee, one of which must be the Mayor or Chair of the Partner.</p> <p>Each Partner may discharge a member of the Committee appointed by it and appoint another member their stead. This does not apply to the Mayor or Chair of each Partner, who are to remain members of the Committee.</p> <p>There is no provision for alternates.</p> <p>The Chairperson and Deputy Chairperson appointments are valid until the end of the triennium.</p>	<p><b>QLDC:</b></p> <p><u>JC Members from QLDC:</u> Mayor Glyn Lewes Cr Lyal Cocks</p> <p><u>Attendees from QLDC:</u> Mike Theelen (CE) Michelle Morss (GM Strategy and Policy) Pennie Pearce (Strategy and Reform Manager)</p> <p><b>CODC:</b></p> <p><u>JC Members from CODC:</u> Mayor Tamah Alley Cr Tracy Paterson</p> <p><u>Attendees from CODC:</u> Peter Kelly (CE) Dylan Rushbrook (Regional Deals Lead)</p> <p><b>ORC:</b></p> <p><u>JC Members from ORC:</u> Cr Gretchen Robertson (ORC Chair) Cr Alexa Forbes</p> <p><u>Attendees from ORC:</u> Richard Saunders (CE) Anita Dawe (GM Regional Planning and Transport) Andrea Howard (Chief Advisor to CE and Chair)</p>
<b>Quorum / Voting</b>	<p>The quorum for each meeting shall be three members (half the committee) and must include one member from each Partner Council.</p> <p>All members are voting members of the Committee.</p> <p>There is no provision for alternates.</p>
<b>Meeting frequency</b>	<p>The Committee meetings will be held monthly until December 2025, and Committee workshops will be held weekly, as required, between the scheduled meetings until December 2025 (as agreed at the inaugural meeting on 18 July 2025). Or at such other times as necessary and determined by the Chair in liaison with the Committee. <i>Meetings</i> shall be held in public unless matters meet the requirement to enter public excluded.</p>
<b>Senior Officer</b>	General Manager Regional Planning and Transport

## Purpose

To oversee and provide guidance that will inform negotiations for the terms of a Regional Deal for the combined districts of Central Otago and Queenstown Lakes (referred to as “Otago Central Lakes”).

## Role and Functions

The role and functions of the Otago Central Lakes Regional Deal Joint Committee are as follows:

1. To provide direction that informs the negotiation of a Regional Deal between the Partners and Central Government. The direction provided by the Committee is to reflect the joint priorities agreed by the Committee, as per the process in clause 6.2b below, with reference to the agreed activity areas specified in clause 6.3 below. The overall aim is to ensure that a mutually beneficial deal, generally aligned with the OCL Regional Deal Proposal dated 28 February 2025, is struck.
2. The functions of the Committee are to:
  - a. Support a collaborative and timely approach to negotiations between the Partners and central government.
  - b. Consider the priorities of each Partner and develop and agree the joint prioritisation within the activity areas set out in clause 6.3 that will inform the negotiations to be fronted by the Partner’s negotiating authority.
  - c. Direct the negotiating authority that will be interfacing directly with central government through negotiations, to ensure that negotiations are informed by the joint prioritisation, and will remain in line with the agreed activity areas (clause 6.3) and negotiating principles (clause 6.4).
  - d. Direct the negotiating authority as to whether any aspect raised through negotiations is consistent with the joint prioritisation, agreed activity areas and negotiating principles.
  - e. Report back to Partner Councils at each Council Meeting on progress made during negotiations, and to seek any recommendations / direction required to allow negotiations to progress. There will be a standing agenda item relating to the Regional Deal negotiations at each meeting of the governing body of each Partner during the negotiation phase to ensure that timely decisions can be made as required.
  - f. If considered necessary, seek direction or advice, from Partners to inform the Committee’s ability to provide direction to the negotiating authority.
  - g. Identify and manage risks associated with the negotiation process.
3. The agreed activity areas that the Committee is responsible for overseeing and providing direction on are those contained in the Otago Central Lakes Regional Proposal dated 28 February 2025. For the avoidance of doubt, the activity areas are:
  - a. Transform Transport
    - Refresh transport strategy around offline MRT and sub-regional visitor, commuter and freight links
    - Establish bespoke settings to enable offline MRT
    - Establish alternative funding / financing / ownership / delivery mechanisms for critical public transport, roading and bridge infrastructure.
  - b. Capturing Value
    - Bespoke settings to ensure growth pays for growth
    - Local visitor levy
    - Bespoke settings to enable a pipeline of affordable housing
    - Mining royalties
  - c. Electrify Otago Central Lakes
    - Provide streamlined planning and land acquisition pathway for a transmission corridor.
    - Establish bespoke settings to allow Queenstown to be treated as part of the Grid

- Require Transpower to undertake additional options analysis for the new Queenstown line
  - Launch the Ratepayer Assisted Scheme for rooftop solar and batteries.
  - Establish bespoke settings to enable innovation in alternative energy generation
  - Establish bespoke settings to enable increased uptake of solar
- d. Private Investment, Public Health
- Use OCL resident and visitor numbers in funding model
- OCL Regional Deal Negotiation Joint Committee – Memorandum of Agreement 2025
  - Accelerate the delivery of a comprehensive health needs assessment for the region
  - Develop integrated private / public healthcare models
  - Deliver partnered health services based on high priority needs and private opportunities
- e. Visitors and Investors
- Grow highly productive sectors
  - Increase total value of the visitor economy
  - Position OCL as NZ's investment and business shopfront
  - Power sustainable tourism through data driven insights
4. In carrying out its functions, including when overseeing and directing the negotiating authority, the Committee will apply the following negotiating principles:
- a. Streamlined planning / consenting / permitting / land acquisition pathways must relate only to projects specified under the Regional Deal.
  - b. Streamlined planning / consenting / permitting / land acquisition pathways must be consistent with the partner Council's climate and biodiversity, spatial and destination management plans.
  - c. Delivery staging for the health and transport activity areas will be consistent with the dependencies that have been identified by the Partners. The dependencies are shown by the order in which the activity area components are listed in section 6.3 above.
  - d. An agreed deal will uphold Te Tiriti o Waitangi and its principles and will be delivered in partnership with Ngāi Tahu.

### Operating Principles

1. The Committee will operate and make its decisions in a way that achieves consensus so that alignment and integration across all Partners can be achieved.
2. The Chairperson and Deputy Chairperson do not have any additional voting powers.
3. The Committee will work in a collaborative and cooperative manner and consider the interests of all sectors of the community.
4. The Committee will operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

### Standing Orders and Conduct of Meetings

1. The quorum for each meeting shall be three members (half the committee) and must include one member from each Partner Council.
2. The Mayors and Chair are members of the Committee by design and not simply because Mayors are automatically members of all committees. As such, those members count for the purposes of determining whether a quorum exists (refer clause 30A(6A) Schedule 7 LGA 2002).
3. The standing orders of the administering council, Queenstown Lakes District Council, shall apply, unless there is something in this Memorandum of Agreement that is inconsistent with those standing orders, in which case this Agreement applies.



4. Decisions of the Committee are made by consensus vote of the members voting and present. The person presiding at the meeting has a deliberative vote but not a casting vote. In the case of a lack of consensus the motion is defeated, and the status quo is preserved.

### Administering Authority/Committee Support

1. Queenstown Lakes District Council will act as the administering authority to the Committee.
2. A secretariat will be provided to support effective functioning of the Committee.
3. The Committee will also be supported through the provision of advice by a Subject Matter Expert Working Group made up of staff from across the Partners.
4. The Chief Executives of the Partners will each appoint officials to the Working Group.

### Members' responsibilities for reporting back to the organisation they represent

Members will report back to Partner Councils at each Council Meeting on progress made during negotiations, and to seek any recommendations / direction required to allow negotiations to progress. There will be a standing agenda item relating to the Regional Deal negotiations at each meeting of the governing body of each Partner during the negotiation phase to ensure that timely decisions can be made as required.

### Terms of Membership

1. Each Partner may appoint two of its elected members as members of the Committee, one of which must be the Mayor or Chair of the Partner.
2. The Committee will not be discharged following a triennial election (refer Clause 30(7) of Schedule 7 of the LGA 2002). If following an election there has been a change of Mayor or Chair, the new Mayor or Chair will become a member of the Committee in place of the former Mayor or Chair. Any other vacancies resulting from the elections will be immediately filled by new members appointed by the relevant Partner.
3. Members of this committee will remain members of this committee after the triennial election under the following circumstances:
  - If a Partner appointed a specified elected member and that elected member is re-elected to the Partner's Council, they will remain a member of this Committee.
  - If a Partner appointed an elected member based on position and that elected member is re-elected to the Partner's Council and remains in the named position they will remain a member of this Committee.

### Delegated Authority – Power to Act

1. Making decisions on any matter coming within its Terms of Reference.
2. Commissioning through the Partners and the Working Group (refer clause 10.3) additional advice or evidence (including from external sources), or further definition of requirements, to support negotiations with central government.
3. Agreeing joint prioritisation of agreed activity areas for OCL, to guide negotiations with government.
4. Agreeing, in principle, to components of a deal that are consistent with the agreed negotiating principles and within the agreed activity areas.
5. Appointing a negotiating authority as the direct interface with central government for negotiations.
6. Appointing a Chairperson and Deputy Chairperson in accordance with any process agreed by the Committee and the requirements of the LGA 2002.
7. The Committee may delegate any or all its responsibilities, duties or powers to a subcommittee that is made up of all the members of the Committee and the Partner's Chief Executives.

### Limitation of Powers

1. The Committee does not have the authority to commit any Partner to any course of action or expenditure and its recommendations do not compromise the Partners' freedom to deliberate and make decisions.
2. For the avoidance of doubt, while the Partners will endeavour to support the work of the Committee, they are under no obligation to accept the recommendations of the Committee.
3. In accordance with legislative requirements, Partners will retain decision-making and other statutory responsibilities in relation to their functions and responsibilities under the LGA 2002 and RMA 1991, and other legislation as relevant.
4. The Committee's powers exclude:
  - a. ability to determine how new revenue sources made available through the regional deal will be allocated across the partner Councils (e.g. local visitor levy, mining royalties and value capture for affordable housing).
  - b. ability to agree in principle components of a deal that are not consistent with the agreed negotiating principles or are outside the agreed activity areas.
  - c. ability to approve the final form of the regional deal agreement (which remains with the partner Councils),
  - d. powers that Councils are unable to delegate to committees under the Local Government Act 2002 (e.g. setting of rates).

### Variations

1. The Committee may, at any time, make a recommendation to the Partners to vary this Agreement.
2. In order to be effective a recommendation to vary this Agreement must be ratified at the governance meetings of all Partners.
3. Any variation to this Agreement will be attached to a copy of the Otago Central Lakes Deal Negotiation Joint Committee - Memorandum of Agreement 2025.

## Otago Regional Transport Committee

<b>Chairperson</b>	Kate Wilson, Otago Regional Council
<b>Deputy Chairperson</b>	Alexa Forbes, Otago Regional Council
<b>Members</b> <p>Total membership of the Otago committee equals eight. This is dictated by Section 105 of the Land Transport Management Act 2003 (LTMA).</p> <p>Representatives are appointed by the Regional Council on the nomination of NZ Transport Agency and each of the territorial local authorities.</p>	<p>Two regional council representatives (Chair and Deputy Chair):</p> <p>One representative from the Waka Kotahi NZ Transport Agency</p> <p>One district council representative from each of the:</p> <ul style="list-style-type: none"> <li>• Central Otago District Council</li> <li>• Clutha District Council</li> <li>• Dunedin City Council</li> <li>• Queenstown Lakes District Council</li> <li>• Waitaki District Council</li> </ul> <p>Alternates:</p> <ul style="list-style-type: none"> <li>• Central Otago District Council</li> <li>• Clutha District Council</li> <li>• Dunedin City Council</li> <li>• Queenstown Lakes District Council</li> <li>• Waitaki District Council</li> </ul>
<b>Quorum / Voting</b>	<p>An Otago RTC meeting cannot proceed unless five committee members are present, at least one of whom must be representative of the regional council and no more than one to be an alternate representative.</p> <p>No voting will occur unless there is a quorum of committee members from those organisations allowed to vote on these matters.</p> <p>The Chairperson has a deliberative vote and in the case of an equality of votes does not have a casting vote. Clause 24 of the 7th Schedule of the Local Government Act otherwise applies to voting.</p> <p>The purpose of encouraging each organisation to have alternates is to ensure that each of the organisations involved in the RTC (the TAs, Waka Kotahi NZ Transport Agency and the regional council) is able to bring their organisation's view to the table and to report back the outcome to their organisation.</p>

	<p>Each organisation (i.e., the regional council, Waka Kotahi NZ Transport Agency and each district/city council) is therefore encouraged to have alternative representatives to act as a replacement should the appointed representative be absent from a meeting.</p> <p>Alternates will count towards a quorum but do not have voting rights.</p>
<b>Meeting frequency</b>	<p>The RTC normally meets at least three times a year but may meet more regularly depending on the work to be undertaken or the issues to be addressed. Where possible, members will be advised, in advance, of the meeting schedule for the year.</p> <p>Typically, the Otago RTC meets alongside the Southland RTC.</p>
<b>Senior Officer</b>	General Manager Regional Planning and Transport

### Purpose

To undertake the functions as prescribed by the *Land Transport Management Act 2003 and subsequent amendments*.

### Role and Functions

The role and functions of the Otago Regional Transport Committee are as follows:

5. To undertake the statutory requirements of the *Land Transport Management Act 2003*.
6. To prepare the Regional Land Transport Plan (RLTP) in co-operation with the Southland Regional Transport Committee, to prepare any applications to vary the RLTP and to process any applications to vary the RLTP (*LTMA Section 106(1)(a)*).
7. To prepare and adopt a policy that determines significance in respect of:
  - a) any variations made to the RLTP.
  - b) activities included in the RLTP (*LTMA Section 106(2)*).
8. To provide any advice and assistance the regional council may request on its transport responsibilities generally (*LTMA Section 106(1)(b)*).
9. To undertake monitoring to assess implementation of the Regional Land Transport Plan including monitoring of the performance of activities (*LTMA Section 16(3)(f) and 16(6)(e)*), in co-operation with the Southland Regional Transport Committee.
10. To consult on a draft RLTP for the region in accordance with the consultation principles specified in Section 18 and 18A of the *Land Transport Management Act 2003*, in co-operation with the Otago Regional Transport Committee.
11. To complete a review of the RLTP during the six-month period immediately before the expiry of the third year of the Plan (*LTMA Section 18CA*) in co-operation with the Otago Regional Transport Committee.

12. To advise the Council on any significant legislative changes, programmes, plans or reports relating to the region's transport system.
13. To prepare and implement regional transportation planning studies or pan-regional studies with the Otago Regional Transport Committee, when necessary.
14. To represent and advocate for transport interests of regional and/or pan-regional Otago Southland concern.
15. To consider and submit on transport-related policies, plans and consultation documents issued by the Ministry of Transport, Waka Kotahi NZ Transport Agency, regional/district councils, and other relevant organisations as considered appropriate, including submitting jointly with the Otago Regional Transport Committee, when appropriate.
16. To liaise with the Ministry of Transport, Waka Kotahi NZ Transport Agency, Commissioner of Police, regional/district councils, KiwiRail, the Department of Conservation and other interested parties on transport matters, and advise the Council on any appropriate new initiatives as considered appropriate.
17. To operate in a collaborate manner in the combined meetings of the Otago and Southland regional transport committees and to engage with other regional transport committees and working parties, which from time-to-time may be established.
18. To consider advice and recommendations from the Otago Southland Regional Technical Advisory Group.

### Members' responsibilities for reporting back to the organisation they represent

Each member of the Regional Transport Committee is expected to report back to their own organisations following each Regional Transport Committee meeting or workshop on matters discussed at those Committee meetings, and with particular reference to the *RLTP*. A briefing paper will be produced by the Regional Council for distribution to stakeholders and to assist members with their report back responsibilities.

### Terms of Membership

Should a vacancy occur in the membership of the RTC, the Committee Secretary shall report this to the next meeting of the Council, which shall then invite the nominating organisation to nominate a replacement.

### Delegated Authority – Power to Act

The Regional Transport Committee:

1. Does have the ability to appoint a panel to hear *RLTP*, submissions, working parties, advisory groups and, where there is urgency or special circumstances, a sub-committee to deal with any matters of responsibility within the Committee's Terms of Reference and areas of responsibility, and to make recommendations to the Committee on such matters, provided that a sub-committee does not have power to act other than by a resolution of the committee with specific limitations.
2. Does have the ability to make decisions in accordance with the Terms of Reference and the *Land Transport Management Act 2003*.

### Power to Act (for the information of Council)

The Regional Transport Committee has the power to:

1. Monitor any transport activities of the regional council, territorial authorities and New Zealand Transport Agency in order to report on progress on the Regional Land Transport Plan.
2. Prepare and recommend variations to the Regional Land Transport Plan that trigger the RTC's significance policy.
3. Consider and recommend transportation planning studies and associated outcomes.
4. Provide recommendations to relevant government agencies on transport priorities for the region and the allocation of national or regional transport funds.

## Council Established Working Groups

*Meetings to be as required*

**ORC Chairperson is Ex Officio member of all working groups**

<b>Port Otago Liaison Working Group</b> <i>Established by Council, 2016</i> <i>Reports to Council</i>	Chair, Cr Kevin Malcolm Council Chair – Cr Gretchen Robertson Finance Co- Chair – Cr Tim Mephram Council Deputy Chair - Cr Lloyd McCall CE
<b>ECO Fund Decision Panel Chair</b> <i>Established by Council in 2019</i> <i>Reports to Environmental Implementation Committee and Council</i>	Cr Alan Somerville
<b>Land and Water Regional Plan Governance Group</b> <i>Established by Council, May 2020</i> <i>Reports to Environmental Science and Policy Committee</i>	Council Chair - Cr Gretchen Robertson Cr Andrew Noone
<b>ORC Whare Rūnaka Internal Steering Group</b> <i>Established by Council, October 2021</i> <i>Reports to Council</i>	Council Chair – Gretchen Robertson Cr Kevin Malcolm Cr Andrew Noone
<b>Otago Integrated Catchment Management (ICM) Working Group</b> <i>Established by Council, September 2022</i> <i>Reports to Environmental Implementation Committee</i>	Chair: Cr Lloyd McCall Deputy Chair: Cr Kate Wilson (FMU Catlins Councillor)
<b>Submissions Working Group</b> <i>Established by Council, December 2022</i> <i>Purpose:</i> <ul style="list-style-type: none"> <li>To receive draft submissions and provide input and review feedback, ahead of submissions going to Council for approval, to help with timeliness and direction.</li> <li>To seek support from councillors for submission positions ahead of them going to council for approval.</li> </ul> <i>Reports to Regional Leadership Committee</i>	Members: <ul style="list-style-type: none"> <li>Cr Lloyd McCall (Chair)</li> <li>Cr Andrew Noone</li> <li>Cr Kate Wilson</li> <li>Cr Elliot Weir</li> </ul>
<b>Resource Management Reform Working Group</b> <i>Established by Council, December 2022</i> <i>Purpose:</i> <ul style="list-style-type: none"> <li>Monitor and review resource management reform and its impacts on the ORC</li> <li>Provide updates to Council about developments</li> <li>Provide inputs to submissions on the reforms</li> </ul> <i>Reports to Regional Leadership Committee</i>	Members: <ul style="list-style-type: none"> <li>Cr Andrew Noone (Chair)</li> <li>Cr Kate Wilson</li> <li>Cr Lloyd McCall</li> <li>Cr Elliot Weir</li> </ul>

## Appointments as Representatives of Council

Mana to Mana	All councillors
Te Rōpū Taiao Southland	Chair – Cr Gretchen Robertson Deputy Chair – Cr Lloyd McCall
LGNZ Zone 6	Chair – Cr Gretchen Robertson Deputy Chair – Cr Lloyd McCall Attendance shared between Councillors
Regional Sector Group (RSG)	Chair/CE
Mayoral Forum	Chair/CE
CDEM Joint Committee	Chair/CE
Connecting Dunedin (transport related)	Cr Andrew Noone Cr Kate Wilson Cr Elliot Weir
Way to Go (Whakatipu) (transport related)	Cr Andrew Noone Cr Alexa Forbes Cr Kate Wilson
Dunedin Tracks Network Trust (DnTNT)	Cr Kate Wilson
Dunedin Hospital Liaison Group	Cr Gretchen Robertson
Tertiary Precinct Planning Group	Cr Elliot Weir
Lower Waitaki River Scheme Liaison	Cr Kevin Malcolm
Otago Catchment Community (OCC) Governance Group	Cr Lloyd McCall Cr Kate Wilson (alternate)
Manuherekia Exemplar Catchment Programme Governance Group (MfE)	Cr Kevin Malcolm Cr Michael Laws and Cr Lloyd McCall (alternate) CE
Regional Co-ordination Group for Wilding Conifer Management	Cr Alexa Forbes Cr Kate Wilson (alternate)
Regional Co-ordination Group for Wallaby Management	Cr Kevin Malcolm Cr Gary Kelliher (alternate)
Otago South River Care Group Governance Group	Cr Kate Wilson Cr Tim Mephram (alternate)
Grow Well Whaiora Partnership Governance Group (Queenstown Future Development Strategy Group)  * note a separate paper will come on the DCC Future Development Strategy Group, as the governance arrangements for this are still to be considered	Cr Andrew Noone Cr Alexa Forbes