

Terms of Reference for Committees

Name	Purpose	Constitution
Infrastructure Committee	To review strategy and policy for the Council's Infrastructure.	Councillors Smith (Chair), Copland (Deputy), Clark, Ferguson, Gladding and Lewers
Planning & Strategy Committee	To recommend strategies, plans and policies that advance the Council's vision and goals for the district and ensure integrated and sustainable management of the natural and physical resources of the District in accordance with the Resource Management Act 1991.	Councillors Clark (Chair), MacDonald (Deputy), MacLeod, Miller, Shaw and Smith
Community & Services Committee	To review strategy and policy essential to the development of resilient, successful, healthy and safe communities.	Councillors Ferguson (Chair), Miller (Deputy), Copland, Gladding, Lewers and Shaw
Audit, Finance & Risk Committee	To assist the Council to discharge its responsibilities for <ul style="list-style-type: none"> > the robustness of the internal control framework and financial management practices > the integrity and appropriateness of internal and external reporting and accountability arrangements > the robustness of risk management systems, processes and practices > compliance with applicable laws, regulations, standards and best practice guidelines > the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets. 	Councillors MacDonald (Chair), Copland and three external members (to be appointed on 12 December 2019)
Appeals Subcommittee	To guide the resolution of appeals and mediations under the Resource Management Act 1991.	The Chair of the Planning & Strategy Committee and any two other members of that Committee
Chief Executive Performance Review Committee	To monitor, review and report back to the full Council on the CEO's Performance Objectives and Performance Review.	Mayor Boulton, Councillors MacLeod and MacDonald
Dog Control Subcommittee	To hear appeals lodged under the Dog Control Act 1996.	All Councillors of which any three may form a hearings panel

Name	Purpose	Constitution
Elected Members Conduct Committee	<p>To monitor compliance with the Queenstown Lakes District Council Code of Conduct for Elected Members ('Code of Conduct')</p> <p>Consider and report to Council on any complaint referred to it and recommend whether a complaint is to be upheld or not and to make recommendations to Council as to the appropriate action in response</p>	<p>All elected members of the Council</p> <p>The quorum is three, one of whom must be the Mayor (or the deputy Mayor in circumstances where a complaint relates to the Mayor) will be the Chair.</p>
Governance Subcommittee	To provide prompt authoritative recommendations on the recruitment and selection of directors to Council Controlled Organisations and Council Controlled Trading Organisations.	Mayor Boulton, The Chief Executive and Councillor MacLeod
Event Funding Panel	To determine allocations under Events Strategy funding framework, with amounts greater than \$30,000 recommended to Council.	Councillors Ferguson (Chair), Clark, Copland and Smith, and General Manager Corporate Services
Otago Civil Defence Emergency Management Group Joint Committee	To ensure regional liaison on Civil Defence matters.	Mayor Boulton Councillor MacLeod as alternate
District Licensing Committee	<p>To decide applications for:</p> <ul style="list-style-type: none"> > new on-licences, off-licences, club and special licences > renewals of on-licences, off-licences and club licences > new and renewed managers' certificates > variations of licence conditions > enforcement action for special licences 	<p>Bill Unwin (Chair and Commissioner) Lyal Cocks (Commissioner) John Mann (Commissioner) Michael MacAvoy (Member) Bob McNeil (Member) Neil Gillespie (Member) Murray Clearwater (Commissioner)</p> <p>All were appointed on 6 October 2016 except Murray Clearwater who was appointed on 9 March 2017. They are appointed until 18 December 2021.</p>

Planning & Strategy Committee

Terms of Reference

Membership

The Planning & Strategy Committee will have six appointed members – Councillors Penny Clark, John MacDonald, Calum MacLeod, Valerie Miller, Niamh Shaw and Quentin Smith.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Penny Clark will be the Chair and Councillor John MacDonald will be Deputy.

Frequency of Meetings

The Planning & Strategy Committee will meet every six weeks.

Parent Body

The Planning & Strategy Committee reports to the Queenstown Lakes District Council.

Objectives of the Planning & Strategy Committee

To recommend strategies, plans and policies that advance the Council's vision and goals for the District and ensure integrated and sustainable management of the natural and physical resources of the District in accordance with the Resource Management Act 1991.

In fulfilling their role on the Planning & Strategy Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > District Plan;
- > District Plan review;
- > Private Plan changes;
- > Resource Management Act appeals;
- > Growth management;
- > Environmental sustainability;

- > Affordable housing;
- > Building control; and
- > Monitoring of Resource Consents.

Key Projects

- > Delivery of Annual Work Programme.

Delegated Authority

The Planning & Strategy Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Planning & Strategy Committee will:

- > Approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
- > Exercise all of the Council's functions, powers and duties pursuant to section 34(1) of the Resource Management Act 1991 in relation to the consideration of Council-initiated Plan Changes and Variations;
(Note: To avoid doubt, a Council-initiated Plan Change includes a private request for a Plan change under clause 22 of Schedule 1 of the Resource Management Act 1991 that has been adopted by the Council under clause 25(2) of that Schedule)
- > Consider, make determinations and notify variations to the Queenstown Lakes Proposed District Plan, pursuant to the provisions of the Local Government Act 2002 and the Resource Management Act 1991;
- > Maintain the Council strategic relationships with Government and non-Government agencies and funding bodies (excluding NZ Transport Agency) with respect to any of the activity areas listed above;
- > Lodge and present submissions to external bodies on policies and legislation relevant to the Planning & Strategy Committee's Terms of Reference and any activity area listed above;
(Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval)
- > Approve the review of bylaws under the Planning & Strategy Committee's jurisdiction and consider submissions; and
- > Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

Power to Recommend

The Planning & Strategy Committee will:

- > Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;

- > Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, other than a consultative process pursuant to the Resource Management Act 1991 and to make recommendations to the Council as appropriate;
- > Consider any strategic planning or development matter, including matters related to planning for and managing growth in the District and make recommendations to the Council as appropriate; and
(Note: this responsibility should be exercised in partnership with any other committee responsible for a particular activity area impacted by specific proposals.)
- > Recommend adoption of any new or amended bylaw related to any activity area listed above.

Delegation Limitations

The Planning & Strategy Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Planning & Strategy Committee at the next Council meeting following each committee meeting.

Infrastructure Committee

Terms of Reference

Membership

The Infrastructure Committee will have five appointed members – Councillors Penny Clark, Heath Copland, Craig Ferguson, Niki Gladding, Glyn Lewers and Quentin Smith.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Quentin Smith will be the Chair and Councillor Heath Copland will be Deputy.

Frequency of Meetings

The Infrastructure Committee will meet on a quarterly basis.

Parent Body

The Infrastructure Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To review strategy and policy for the Council's infrastructure.

In fulfilling their role on the Infrastructure Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > Water, wastewater and storm water;
- > Road network;
- > Solid waste;
- > Transportation planning;
- > Public transport;
- > Road safety;
- > Parking;

- > Infrastructure planning; and
- > Property.

Responsibilities and Key Projects

- > Delivery of Annual Work Programme;
- > Overseeing provision of capital and maintenance programmes to deliver effective:
 - > water, wastewater and storm water networks (including collection, treatment, reticulation and disposal); and
 - > road network (including streets, bridges, footpaths, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
- > Overseeing provision of solid waste services (including kerbside solid waste and recycling collection services, landfills and transfer stations);
- > Overseeing provision of transportation planning, public transport and road safety; and
- > Development and maintenance of policy for the effective management of the built form of streets in the CBD (Queenstown, Wānaka, Arrowtown and Frankton) including signs, furniture, areas of public amenity and street names.

Delegated Authority

The Infrastructure Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Infrastructure Committee will:

- > Approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
- > Maintain the Council strategic relationships with NZ Transport Agency;
- > Lodge and present submissions to external bodies on policies and legislation relevant to the Infrastructure Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- > Approve the review of bylaws under the Infrastructure Committee's jurisdiction and consider submissions; and
- > Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

Power to Recommend

The Infrastructure Committee will:

- > Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- > Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
- > Recommend adoption of any new or amended bylaw related to any activity area listed above; and
- > Prepare a draft Infrastructure Strategy and recommend it for approval by the Council as part of the Long Term Plan.

Delegation Limitations

The Infrastructure Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Infrastructure Committee at the next Council meeting following each committee meeting.

Community & Services Committee

Terms of Reference

Membership

The Community & Services Committee will have six appointed members – Councillors Heath Copland, Craig Ferguson, Niki Gladding, Glyn Lewers, Valerie Miller and Niamh Shaw.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Craig Ferguson will be the Chair and Councillor Valerie Miller will be Deputy.

Frequency of Meetings

The Community & Services Committee will meet every six weeks.

Parent Body

The Community & Services Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To review strategy and policy essential to the development of resilient, successful and safe communities.

In fulfilling their role on the Community & Services Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > Venues and events;
- > Sporting facilities;
- > Emergency management;
- > Economic development;
- > Community development;
- > Harbour master;
- > Regulatory services;

- > Forest;
- > Tracks, trails, cycle ways, walkways and bridleways;
- > Foreshores, lake edges and esplanades;
- > Parks and reserves (including reserve management planning);
- > Sport and recreation planning;
- > Swimming pools;
- > Cemeteries;
- > Public toilets;
- > Community housing;
- > Libraries; and
- > Communication and customer services.

Responsibilities and Key Projects

- > Delivery of Annual Work Programme.
- > Overseeing provision of capital and maintenance programmes to deliver effective:
 - > development and presentation of parks and reserves;
 - > sport and recreation planning, including the planning of new facilities included in the Council's Annual Plan/Long Term Plan;
 - > development and maintenance of services and facilities that contribute to community social and physical wellbeing (including libraries, cemeteries, public toilets, community housing, gardens and parks, trails, cycle ways, walkways and bridleways, sporting and recreation facilities); and
 - > development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids).
- > Facilitating communication between the Council and communities that make up the District.
- > Facilitating new economic development initiatives.
- > Oversee preparation of reserve management plans and other management plans and policies for Council's community facilities and services (including master plans and policies relating to arts and culture, sport and recreation (including swimming pools and stadia), facilities and services for youth, the eradication of pests, weeds and wilding trees, heritage features and buildings).

Delegated Authority

The Community & Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Community & Services Committee will:

- > Approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;

- > Lodge and present submissions to external bodies on policies and legislation relevant to the Community & Services Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- > Approve the review of bylaws under the Community & Services Committee's jurisdiction and consider submissions;
- > Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above; and
- > Hear and determine Gambling Venue applications.

Power to Recommend

The Community & Services Committee will:

- > Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
- > Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
- > Recommend adoption of any new or amended bylaw related to any activity area listed above; and
- > Recommend any Reserve Management Plan for adoption by the Council under the Reserves Act 1977.

Delegation Limitations

The Community & Services Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Community & Services Committee at the next Council meeting following each committee meeting.

Audit, Finance & Risk Committee

Terms of Reference

Membership

The Audit, Finance & Risk Committee will have four appointed members – Councillors Heath Copland and John MacDonald and three independent members.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor John MacDonald shall be the Chair.

Frequency of Meetings

The Audit, Finance & Risk Committee will meet on a quarterly basis.

Parent Body

The Audit, Finance & Risk Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Audit, Finance & Risk Committee are to assist the Council to discharge its responsibilities for:

- > the robustness of the internal control framework and financial management practices;
- > the integrity and appropriateness of internal and external reporting and accountability arrangements;
- > the robustness of risk management systems, processes and practices;
- > compliance with applicable laws, regulations;
- > standards and best practice guidelines; and
- > the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Audit, Finance & Risk Committee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > Overall financial performance of the Council;

- > Financial performance of CCO's and other Council related activities;
- > Council investments;
- > Internal and external Audit; and
- > Risk Management.

Responsibilities and Key Projects

- > Delivery of Annual Work Programme.

Delegated Authority

The Audit, Finance & Risk Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Audit, Finance & Risk Committee will:

Financial systems and performance

- > Oversee and review the Council's financial and non-financial performance against the Long Term Plan and Annual Plan;
- > Oversee and review financial mechanisms (including rates, financial contributions and fees/charges and evaluate development of funding tools);
- > Oversee and review corporate (SOI) and contractual performance of subsidiary organisations and organisations obtaining financial support from the Council (including CCO's and Trusts);
- > Oversee and review Council investments to ensure they achieve their stated objectives (including CCO's and CCTO's, trusts, incorporated societies, internal business units, subdivision, forestry, motor parks, commercial leases); and
- > Oversee and review Council financial statements and accounting policies and principals and recommend the adoption of completed financial statements.

Internal Control Framework

- > Review whether management's approach to maintaining an effective internal control framework is sound and effective;
- > Review whether management has taken steps to embed a culture that is committed to ethical and lawful behaviour;
- > Review whether management has in place relevant policies and procedures and how these are reviewed and monitored; and
- > Review whether there are appropriate processes or systems in place to capture and effectively investigate bribery and/or fraud.

Internal Reporting

- > Consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council; and
- > Seek advice periodically from council employees and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

External Reporting and Accountability

- > Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes;
- > Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal controls; and
- > Confirm that processes are in place to ensure that financial information included in the Council's annual report is consistent with the signed financial statements.

Risk Management

- > Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's financial and business risks, including fraud;
- > Review whether a sound and effective approach has been followed in developing risk management plans (including relevant insurance) for major projects, undertakings and other significant risks; and
- > At least annually assess the effectiveness of the implementation of the risk management framework/plans.

External Audit

- > At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor; and
- > Oversee the coordination of audit programmes conducted by the external auditors.

Compliance with Legislation and Council's Policies

- > Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies) and Council's policies.

Insurance

- > Review the level of insurance on an annual basis to ensure that it is appropriate and implement any changes.

Miscellaneous

- > Lodge and present submissions to external bodies on policies and legislation relevant to the Committee's Terms of Reference and any activity area listed above (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval);
- > Approve the review of bylaws under the Audit, Finance & Risk Committee's jurisdiction and consider submissions;
- > Approve risk management programmes; and
- > Review insurance arrangements annually.

Power to Recommend

The Audit, Finance & Risk Committee will:

Financial systems and performance

- > Recommend to the Council the adoption, or non-adoption of completed financial and non-financial performance statements; and
- > Report to the Council on the performance of subsidiary organisations and Council investments.

External Reporting and Accountability

- > Review the Council's financial statements and provide advice to the Council (including whether appropriate action has been taken in response to the audit recommendations and adjustments) and recommend their signing; and
- > Report to the Council on the effectiveness of the Council's external accountability reporting (including non-financial performance).

External Audit

- > Make recommendations to the Council on the appointment of auditors, and audit fees; and
- > Receive the external audit report(s) and review action to be taken by management on, and provide advice to the Council in relation to, significant issues and audit recommendations raised in the reports.

Delegation Limitations

The Audit, Finance & Risk Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Council with recommendations of the Audit, Finance & Risk Committee at the next Council meeting following each committee meeting.

Elected Member Conduct Committee

Terms of Reference

Membership

All elected members of the Council.

Quorum

Three, one of whom must be the Mayor (or the deputy Mayor in circumstances where a complaint relates to the Mayor).

Chair

The Mayor (or the deputy Mayor in circumstances where a complaint relates to the Mayor) will be the Chair.

Frequency of Meetings

The Elected Member Conduct Committee will meet as required.

Parent Body

The Elected Member Conduct Committee is a standing committee of the Queenstown Lakes District Council, which survives a triennial general election of members.

Objectives of the Committee

- > To monitor compliance with the Queenstown Lakes District Council Code of Conduct for Elected Members ('Code of Conduct').
- > Consider and report to Council on any complaint referred to it and recommend whether a complaint is to be upheld or not and to make recommendations to Council as to the appropriate action in response.

Terms of Reference:

- > To receive a complaint into any alleged breach of the Code of Conduct referred by the Chief Executive;
 - > To consider a complaint into any alleged breach of the Code of Conduct referred by the Chief Executive together with a report on the complaint by an Independent Investigator (for the avoidance of doubt, there will be no inquiry, hearing of evidence or submissions in respect of an alleged breach of the Code of Conduct);
 - > To determine whether or not the complaint is upheld or not on the balance of probabilities;
 - > To make recommendations if the complaint is upheld.
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- > Where the Committee has determined that a breach of the Code of Conduct has occurred, to consider the report from the Independent Investigator

and make a recommendation to Council which may include one or any of the following actions recommended by the Investigator:

- > A letter of censure to the member;
- > A request (made either privately or publicly) for an apology;
- > Removal of certain Council-funded privileges (such as attendance at conferences);
- > Removal of responsibilities, such as committee chair, deputy committee chair or portfolio holder;
- > Restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);
- > Limitation on any dealings with Council staff other than the Chief Executive or identified senior manager;
- > A vote of no confidence in the member;
- > Suspension from committees or other bodies to which the member has been appointed;
- > Invitation to the member to consider resigning from the Council;
- > dismissal of the elected member from appointment to any other representative bodies (either permanently or temporarily); or
- > for breaches of the Code of Conduct in relation to electronic resources or communications, removal of Council owned computer/electronic equipment and termination (either permanently or temporarily) of access to any electronic resources of Council
- > Or, instead of a penalty, one or more of the following may be required:
 - > Attend a relevant training course; and/or
 - > Work with a mentor for a period of time; and/or
 - > Participate in voluntary mediation (if the complaint involves a conflict between two members); and/or
 - > Tender an apology and where appropriate, for example in the event of a published statement in breach of the code, issue a public apology.

Public Excluded

Due to the privacy interests that arise in the exercise of the terms of reference, attendance at any meetings of the Elected Member Conduct Committee is restricted to members of this Committee. There are to be no public hearings in respect of any alleged breaches of the Code of Conduct.

Delegated Authority

The Elected Member Conduct Committee has the delegated authority to carry out activities within its terms of reference. For the avoidance of doubt, the terms of reference for the Elected Member Conduct Committee do not include any powers concerning protected disclosures, the Protected Disclosures Act 2000, or the Queenstown Lakes District Council Protected Disclosures Policy.

Delegation Limitations

The Elected Member Conduct Committee may not delegate any of its responsibilities, duties or powers.

Procedure for breaches of the Code of Conduct

- > The Elected Member Conduct Committee will convene on the delivery of a report by an Independent Investigator to the Chief Executive in respect of a material breach of the Elected Members Code of Conduct;
- > The Elected Member Conduct Committee will determine its process for considering the report and recommendations of the Independent Investigator;
- > For the avoidance of doubt, the Elected Member Conduct Committee will not conduct its own inquiry or hold any hearing or hear submissions or

evidence in respect of an alleged breach of the Code of Conduct, because in such circumstances an Independent Investigator will already have carried out an inquiry.

- > The Elected Member Conduct Committee will resolve to conduct its enquiries and proceedings with the public excluded to the extent provided by s48 of the Local Government Official Information and Meetings Act 1987;
- > The Elected Member Conduct Committee may resolve that the publication of any information may be prohibited or restricted to the extent provided by s48 of the Local Government Official Information and Meetings Act 1987;
- > The Chief Executive will report all findings of the Elected Member Conduct Committee to the next meeting of Council for a decision.

Governance Subcommittee

Terms of Reference

Membership

The Governance Subcommittee will have three appointed members: The Mayor, one Councillor and the Chief Executive.

Quorum

The quorum for every meeting shall be two members.

Chair

The Mayor will be the Chair.

Frequency of Meetings

The Governance Subcommittee will meet as required.

Parent Body

The Governance Subcommittee reports to the Queenstown Lakes District Council.

Objectives of the Committee

To provide prompt authoritative recommendations on the recruitment and selection of directors to Council Controlled Organisations and Council Controlled Trading Organisations.

Terms of Reference:

- > To identify the skills, knowledge and attributes required for director appointments to the board of a CCTO or CCO. (Explanatory note: To identify these requirements the Governance Subcommittee will consult with the Chairperson of the relevant CCTO or CCO, and any professional agency (if required) and will also have regard to the Institute of Directors' 'Four Pillars of Governance Best Practice');
- > To recommend to Council the appointment of directors to a CCO or CCTO;
- > To advertise any vacancy for a position as a director on a CCO or CCTO;
- > To authorise the Board to re-appoint a director;
- > To recommend to a Board the appointment of a director to the role of chairperson;
- > To recommend to Council the removal of a director; and
- > To review and recommend to Council the remuneration of the board of directors.

Public Excluded

Due to the commercially sensitive nature of the matters considered by the Governance Subcommittee the public will be excluded under sections 7(2)(a), [protecting the privacy of natural persons] and 7(2)(h) [conducting commercial activities without commercial disadvantage or prejudice] and 7(2)(i) [carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)] of the Local Government Meetings and Official Information Act 1987.

Delegated Authority

The Governance Subcommittee will have delegated authority to carry out activities within its terms of reference.

Delegation Limitations

The Governance Subcommittee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report all decisions of the Governance Subcommittee to the next Council meeting.

Appeals Subcommittee

Terms of Reference

Membership

The Appeals Subcommittee will have three appointed members: The Chair of the Planning & Strategy Committee and any two members of the Planning & Strategy Committee.

Quorum

The quorum for every meeting shall be three members.

Chair

The Chair of the Planning & Strategy Committee will be the Chair.

Frequency of Meetings

The Appeals Subcommittee will meet as required.

Parent Body

The Appeals Subcommittee reports to the Planning & Strategy Committee.

Objectives of the Committee

To guide the resolution of appeals and mediations under the Resource Management Act 1991.

In fulfilling their role on the Appeals Subcommittee, members shall be impartial and independent at all times.

Terms of Reference:

Activity Areas

- > RMA appeals.

Delegated Authority

The Appeals Subcommittee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

- > The Appeals Subcommittee will approve the resolution of Environment Court appeals and mediations under the Resource Management Act 1991, including resolving or withdrawing from any proceedings and providing guidelines and settlement parameters to officers responsible for participating in mediations.

Delegation Limitations

The Appeals Subcommittee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

Procedure

The Chairperson will report back to the Planning & Strategy Committee at the next Planning & Strategy Committee meeting following each Appeals Subcommittee meeting.