

Queenstown Lakes District Council

Community & Services Committee Terms of Reference

MEMBERSHIP

Chairperson

Cr Scott Stevens

Deputy-Chairperson

Cr Craig Ferguson

Members

Cr Penny Clark
Cr Valerie Miller
Cr Ross McRobie

Quorum

The quorum for every meeting shall be 3 members.

Frequency of Meetings

Six weekly.

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Community & Services Committee are to review strategy and policy essential to the development of resilient, successful, healthy 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
- Forests
- Trails, cycleways, 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
- Communication and customer services

Responsibilities and key projects

1. Delivery of Annual Work Programme.
2. Oversee provision of capital and maintenance programmes to deliver effective:
 - a. Development and presentation of parks and reserves.
 - b. Sport and recreation planning, including the planning of new facilities included in the Council's Annual Plan/Long Term Plan.
 - c. 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, cycleways, walkways and bridleways, sporting and recreation facilities)
 - d. Development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids).
3. Facilitating communication between the Council and the communities that make up the District.
4. Facilitating new economic development initiatives.
5. Oversee preparation of reserve management plans and other master 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).
6. Oversee preparation and review of the Council's Trees Policy.

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

1. The Community & Services Committee will:
 - a. approve the adoptions of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. 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*);
 - c. approve the review of bylaws under the Community & Services Committee's jurisdiction and consider submissions;
 - d. 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:

1. The Community & Services Committee will:
 - a. 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;

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- b. 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;
 - c. recommend adoption of any new or amended bylaw related to any activity area listed above;
 - d. 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

Queenstown Lakes District Council

Infrastructure Committee Terms of Reference

MEMBERSHIP

Chairperson

Cr Alexa Forbes

Deputy-Chairperson

Cr Calum MacLeod

Members

Cr Craig Ferguson
Cr Penny Clark
Cr John Macdonald

Quorum

The quorum for every meeting shall be 3 members.

Frequency of Meetings

Six weekly

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Infrastructure Committee are 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 stormwater
- Road network
- Solid waste
- Transportation planning
- Public transport
- Road safety
- Parking

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- Infrastructure planning
 - Property

Responsibilities and key projects

1. Delivery of Annual Work Programme.
2. Overseeing provision of capital and maintenance programmes to deliver effective:
 - a. Water, wastewater and stormwater networks (including collection, treatment, reticulation and disposal).
 - b. Road network (including streets, bridges, footpaths, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
3. Overseeing provision of solid waste services (including kerbside solid waste and recycling collection services, landfills and transfer stations).
4. Overseeing provision of transportation planning, public transport and road safety.
5. Development and maintenance of policy for the effective management of the built form of streets in the CBD (Queenstown, Wanaka, 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

1. The Infrastructure Committee will:
 - a. approve the adoptions of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. maintain the Council's strategic relationship with NZ Transport Agency;
 - c. 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*);
 - d. approve the review of bylaws under the Infrastructure Committee's jurisdiction and consider submissions;
 - e. 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:

1. The Infrastructure Committee will:
 - a. 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;
 - b. 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;
 - c. recommend adoption of any new or amended bylaw related to any activity area listed above;
 - d. 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.

Queenstown Lakes District Council

Planning & Strategy Committee Terms of Reference

MEMBERSHIP

Chairperson

Cr Tony Hill

Deputy-Chairperson

Cr Ella Lawton

Members

Cr Ross McRobie
Cr Valerie Miller
Cr John Macdonald

Quorum

The quorum for every meeting shall be 3 Members.

Frequency of Meetings

Six weekly

Parent Body

The Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Planning & Strategy Committee are 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
- RMA appeals
- Growth management
- Environmental sustainability
- Affordable housing
- Building control

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- Monitoring of Resource Consents

Key Projects

1. 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

1. The Planning & Strategy Committee will:
 - a. approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
 - b. 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);*
 - c. 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.
 - d. 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;
 - e. 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);*
 - f. approve the review of bylaws under the Planning & Strategy Committee's jurisdiction and consider submissions;
 - g. 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:

1. The Planning & Strategy Committee will:
 - a. 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;
 - b. 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;
 - c. 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. *(Note: this responsibility should be exercised in partnership with any other committee responsible for a particular activity area impacted by specific proposals.)*

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- d. 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.

Queenstown Lakes District Council

Audit, Finance & Risk Committee Terms of Reference

MEMBERSHIP

Chairperson

Cr Ross McRobie

Deputy-Chairperson

Cr Tony Hill

Members

2 x external members

Quorum

The quorum for every meeting shall be 3 members.

Frequency of Meetings

Quarterly

Parent Body

The 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:

- a. the robustness of the internal control framework and financial management practices;
- b. the integrity and appropriateness of internal and external reporting and accountability arrangements;
- c. the robustness of risk management systems, processes and practices;
- d. compliance with applicable laws, regulations, standards and best practice guidelines; and
- e. 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 entities
- Council investments

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- Internal and External Audit
 - Risk Management

Responsibilities and key projects

1. 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

1. The Audit, Finance & Risk Committee will:

Financial systems and performance

- a. oversee and review the Council's financial and non-financial performance against the Long Term Plan and Annual Plan.
- b. oversee and review financial mechanisms (including rates, financial contributions and fees/charges and evaluate development of funding tools).
- c. oversee and review corporate (SOI) and contractual performance of subsidiary organisations and organisations obtaining financial support from the Council (including CCO's and Trusts).
- d. 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).
- e. oversee and review Council financial statements and accounting policies and principles and recommend the adoption of completed financial statements.

Internal Control Framework

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

Internal reporting

- a. To consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council.
- b. To 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

- a. consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes.

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- b. 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.
 - c. 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

- a. 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.
- b. 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.
- c. at least annually assess the effectiveness of the implementation of the risk management framework/plans.

External Audit

- a. 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.
- b. oversee the coordination of audit programmes conducted by the external auditors.

Compliance with Legislation and Council's Policies

- a. 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

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

Miscellaneous

- a. 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*).
 - b. approve the review of bylaws under the Infrastructure Committee's jurisdiction and consider submissions.
- a. Approve risk management programmes;
 - b. Review insurance arrangements annually.

Power to Recommend:

1. The Audit, Finance & Risk Committee will:

Financial systems and performance

- a. recommend to the Council the adoption, or non-adoption of completed financial and non-financial performance statements;
- b. report to the Council on the performance of subsidiary organisations and Council investments;

External Reporting and Accountability

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- a. 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.
 - b. report to the Council on the effectiveness of the Council's external accountability reporting (including non-financial performance);

External Audit

- a. make recommendations to the Council on the appointment of auditors, and audit fees;
- b. 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.

Miscellaneous

- a. Consider and recommend to the Council the adoption of fees and charges for Council's activities and services.

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.