

QUEENSTOWN LAKES DISTRICT COUNCIL REGISTER OF DELEGATIONS



Smart Growth Committee

Terms of Reference

Membership

The Smart Growth Committee will have five appointed members being Councillor Copland, Councillor Mitchell, Councillor Tucker, Councillor Smith, and Councillor White. Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Tucker will be the Chair and Councillor Mitchell will be the Deputy.

Frequency of Meetings

The Smart Growth Committee will meet every six weeks. The Chair may call additional meetings to address additional or urgent matters relating to Appeals.

Parent Body

The Smart Growth Committee reports to the Queenstown Lakes District Council.

Objectives of the Smart Growth 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.

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

To oversee Council's role in delivery of the Tourism Destination Management plan www.regenerativetourism.co.nz/the-plan and the Economic Diversification plan www.qldc.govt.nz/community/economic-development/diversifying-our-economy/

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

Terms of Reference:

Activity Areas

- > Resource Management Act / Planning legislation reform;

- > District Plan including reviews and private plan changes;
- > Resource Management Act appeals;
- > Fast track applications;
- > Growth management, including environmental protection and sustainability, urban design;
- > Affordable housing;
- > Building control;
- > Destination Management; and
- > Economic Diversification (including Film).

Key Projects

- > Delivery of Annual Work Programme.

Delegated Authority

The Smart Growth 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 Smart Growth 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 Smart Growth 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 Smart Growth 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
- > 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.

Power to Recommend

The Smart Growth 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 Smart Growth 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.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Smart Growth Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Asset & Infrastructure Committee

Terms of Reference

Membership

The Asset & Infrastructure Committee will have five appointed members being Councillor Bartlett, Councillor Belk, Councillor Brent, Councillor Smith, and Councillor Tucker.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Bartlett will be the Chair and Councillor Tucker will be Deputy.

Frequency of Meetings

The Asset & Infrastructure Committee will meet on a quarterly basis.

Parent Body

The Asset & Infrastructure Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

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

To exercise Council's delegations in establishing traffic and parking requirements, restrictions and conditions, installing shelters on hardstands with connection into footpaths for the purposes of intending public transport and small passenger vehicle passengers including associated requisite parking changes across the district pursuant to the Traffic and Parking Bylaw 2018 made under the Land Transport Act 1998, the Local Government Act 2002, and the Local Government Act 1974 S339.

In fulfilling their role on the Asset & 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 infrastructure;
- > Active transport;
- > Road safety;
- > Traffic and Parking;
- > Infrastructure planning;
- > Regional transport committee activities;
- > Energy;
- > Leasing and licensing of property and assets; and
- > Property and land holdings.

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 infrastructure, active travel, traffic and parking strategies and plans, and road safety;
- > Oversee development and maintenance of policy for the effective use of Council land and property assets through leasing and licensing;
- > Oversee strategic asset management and reporting; 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 Asset & 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 Asset & 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;
- > Approve all restrictions relating to vehicles and road use under the Traffic and Parking Bylaw 2025; and
- > Approve all restrictions, requirements and conditions* relating to parking under the Traffic and Parking Bylaw 2025.

- > Approve all installations on the footpath of any road a shelter for use by intending public transport passengers or small passenger service vehicle passengers under the Local Government Act 1974 (S339), including associated requisite parking changes.

**Restrictions, requirements and conditions on traffic and parking in the Wānaka-Upper Clutha Ward shall be decided and/or approved by the Wānaka-Upper Clutha Community Board. To avoid doubt, the highlighted power to act does not apply to sites in the Wānaka-Upper Clutha Ward.*

Power to Recommend

The Asset & 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
- > Review draft Infrastructure Strategy and recommend it for approval by the Council as part of the Long Term Plan.

Delegation Limitations

The Asset & 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.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Asset & Infrastructure Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Community & Environment Committee

Terms of Reference

Membership

The Community & Environment Committee will have five appointed members being Councillor Bartlett, Councillor Mitchell, Councillor Tucker, Councillor White, and Councillor Wong.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Wong will be the Chair and Councillor Bartlett will be Deputy.

Frequency of Meetings

The Community & Environment Committee will meet every six weeks.

Parent Body

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

Objectives of the Committee

To review and provide oversight of strategies and policies that support the development of resilient, safe, and successful communities, including those developed and adopted by QLDC, as well as strategies and policies developed in partnership with others and endorsed by Council.

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

Terms of Reference:

Activity Areas

- > Events facilitation, support and delivery (including events funding);
- > Community, Cultural and Recreational facilities/venues;
- > Community Partnerships;
- > Community grants;
- > Heritage;
- > Forests and Forestry
- > Tracks, trails, cycle ways, walkways and bridleways;

- > Foreshores, lake edges and esplanades;
- > Planning reserves (including reserve management planning);
- > Social infrastructure planning;
- > Aquatics facilities including Learn to Swim;
- > Cemeteries;
- > Public toilets; and
- > Libraries.

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;
 - > Social infrastructure 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, cultural, environmental, social and physical wellbeing (including libraries, cemeteries, public toilets, gardens and parks, trails, cycle ways, walkways and bridleways, public art, community, cultural, sporting and recreational facilities); and
 - > development and maintenance of foreshores, lake edges, esplanades (including marinas, jetties and navigation aids).
- > Facilitating community wellbeing programmes and activities between the Council and communities that make up the district.
- > Oversee preparation of reserve management plans and other strategies/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 aquatic centres/pools and stadia), Open space, areas including Parks, the eradication of pests/wilding conifers, heritage features and buildings, and Cemeteries).
- > Consider appeals relating to applications for removal of trees on Council property (in accordance with the District Plan and allocated resources) under the QLDC Tree Policy.

Delegated Authority

The Community & Environment 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 & Environment 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 & Environment 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 & Environment 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.

- > Hear and determine tree removal application appeals.

Power to Recommend

The Community & Environment 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 & Environment 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.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Community & Environment Committee at the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.

Risk & Assurance Committee

Terms of Reference

Membership

The Risk & Assurance Committee will have six appointed members, Councillor Belk, Councillor Brent, Councillor Gladding, and three (3) independent appointed members.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members, of which at least two must be elected members.

Chair

Councillor Gladding will be the Chair and Councillor Brent will be the Deputy.

Frequency of Meetings

The Risk & Assurance Committee will meet on a quarterly basis, or as required by the Chair of the committee or the Mayor.

Attendance by the Chief Executive and General Manager Assurance, Finance & Risk is required at each meeting, unless in unavoidable circumstances.

Parent Body

The Risk & Assurance Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

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

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

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

Terms of Reference:

Activity Areas

- > Risk Management (including Group Risk);
- > Compliance oversight;

- > Oversight of internal control frameworks (including protected disclosures);
- > Statutory reporting, including Council's annual report;
- > Insurance;
- > Internal audit;
- > External audit;
- > Oversight of reviews and investigations, and protected disclosures.

Responsibilities and Key Projects

- > Delivery of Annual Work Programme.

Delegated Authority

The Risk & Assurance 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 Risk & Assurance Committee will:

Risk Management

- > Review and monitor Council's risk management framework, register, and associated procedures for including their effectiveness to identify and manage the Council's financial and business risks, including fraud;
- > Review and advise on the approach in developing risk treatment plans (including relevant insurance) for major projects, undertakings and other high or very high risks;
- > At least six-monthly, undertake in-depth assessment of the effectiveness of the implementation of the risk management framework and/or specific plans;
- > Assist the Council's to determine its appetite for risk;
- > Review and advise on emerging risk and mitigation strategies; and
- > Ensure the integration of risk management into strategic planning practice.

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), best practice, and Council's policies;
- > Review and advise on Council's approach to legal and regulatory obligations; and
- > Ensure Council upholds ethical standards, practice and probity.

Internal Control Framework

- > Review and assess management's approach to maintaining an effective internal control framework, and the effectiveness and adequacy of these controls;
- > Review and advise on management steps to embed a culture that is committed to ethical and lawful behaviour;
- > Review and advise on matters relating to privacy and cyber security;

- > Review and advise on whether management has in place relevant policies and procedures and how these are reviewed and monitored;
- > Review and consider the organisational approach to and compliance with relevant Health, Safety and Wellbeing policies and legislation;
- > Review whether there are appropriate processes or systems in place to capture and effectively investigate bribery and/or fraud; and
- > Seek confirmation annually and as necessary from internal and external auditors, attending Councillors, and management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to Council.

External Reporting and Accountability

- > Assess the appropriateness of the Council's existing accounting policies and principles and any proposed changes;
- > Satisfy itself that the financial statements and reporting are transparent and accurate, and supported by appropriate management signoff on the statements and adequate internal controls, including reporting from council-controlled organisations; 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.

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.

Internal Audit

- > Recommend annually (in line with Long Term and Annual Plan processes) a 3-year Internal Audit Programme to Council
- > Receive the internal 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.
- > Receive progress update on all audit actions (external and internal)

Insurance

- > Review and assess 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 Risk & Assurance Committee's jurisdiction and consider submissions.

Power to Recommend

The Risk & Assurance Committee will:

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.

Internal Audit

- > Recommend annually (in line with Long Term and Annual Plan processes) a 3-year Internal Audit Programme to Council;
- > Receive the internal 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; and
- > Receive progress update on all audit actions (external and internal).

Delegation Limitations

The Risk & Assurance 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.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

- > The Chairperson will report back to the Council with recommendations of the Risk & Assurance Committee at the next Council meeting, via the Chief Executive's report or similar.
- > The Chairperson will present to the Council annually with an update on performance against its annual work programme and Terms of Reference, and on its work programme for the following 12 months period. This will include an overview of mayoral expenses approved by the Chair and (as a receiver of external provider report) on any Protected Disclosures (Protection of Whistleblowers) Policy concerns.
- > The Committee could meet the internal and external auditors without Management present at each meeting
- > The Committee may request 'deep dives' into matters within scope of these Terms of Reference as appropriate. These requests would need to be added to its adjusted Annual Work Programme and be within budgeted resourcing.

Smart Finance Committee

Terms of Reference

Membership

The Smart Finance Committee will have six appointed members, being Councillor Belk, Councillor Copland, Councillor Gladding, Councillor King, Councillor Wong, and one independent appointed member.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor Copland will be the Chair and Councillor Belk will be the Deputy.

Frequency of Meetings

The Smart Finance Committee will meet on a quarterly basis or as required by the Chair and Deputy Chair of the committee.

Parent Body

The Smart Finance Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The objectives of the Smart Finance Committee are:

- > to monitor the Council's current financial strategy, and financial performance against the Long Term Plan and Annual Plan; and
- > to determine financial matters within its delegations and Terms of Reference and make recommendations to Council on financial matters outside its authority.

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

Terms of Reference:

Activity Areas

- > Rating policies (part of the Long Term Plan);
- > Development Contribution/levy policy ;
- > Revenue and Financing policy (part of the Long Term Plan);
- > Alternative funding mechanisms;

- > Operational expenditure (reporting);
- > Capital expenditure (reporting);
- > Procurement policy;
- > CCO/CCTO monitoring; and
- > Treasury debt

Responsibilities and Key Projects

- > To monitor Annual Work Programme;
- > monitor performance against the Financial Strategy;
- > To monitor Council's financial performance against the Council's Long Term Plan and the impact of the financial performance on service levels and ratepayers' value;
- > To monitor Council's capital expenditure against the Council's Long Term and Annual Plans;
- > For project reporting, to reforecast Council's capital expenditure;
- > To monitor Council's service delivery performance as outlined in the Council's Long Term Plan;
- > To develop and monitor policy related to the following matters:
 - > financial management
 - > revenue generation
 - > procurement and tendering
- > To monitor the probity of processes relating to policies developed by the Smart Finance Committee;
- > To receive six-monthly reports from the Local Government Funding Agency;
- > To receive reports on Council investments; and
- > To receive financial performance information of CCO/CCTO and other Council-related activities.

Delegated Authority

The Smart Finance 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 Smart Finance 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 CCTO's);
- > Oversee and review Council investments to ensure they achieve their stated objectives (including CCO's and CCTO's);
- > Receive and consider updates relating to Treasury Policy and financial market performance.

- > Approve procurement plans (where applicable), preferred suppliers, and contracts for all capital expenditure where the lifetime value of the contract exceeds maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial Delegations Register, noting that the Committee may delegate authority for approval of preferred supplier and/or contract to the Chief Executive conditional on adhering to the procurement policy;
- > Approval of operating expenditure within the Long Term Plan or Annual Plan that exceeds maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial Delegations Register, excluding expenditure which:
 - > contravenes the Council's Financial Strategy; or
 - > significantly alters any level of service outlined in the applicable Long Term Plan of Annual Plan; or
 - > impacts Council policy or practice, in which case the delegation is recommendatory only and the Committee may make a recommendation to Full Council for approval.
- > Approval of contractual and other arrangements for supply and services, and revenue generating contracts, which:
 - > exceed maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial Delegations Register, but
 - > exclude contracts or arrangements that are reserved for the Council or another Committee's approval; and
- > Approval to write-off outstanding accounts that exceed the Chief Executive's delegation.

Power to Recommend

The Smart Finance Committee will:

Financial systems and performance

- > Report to the Council on the performance of subsidiary organisations, such as Council-Controlled Organisations and Council investments (noting there is a separate process for the Queenstown Airport Corporation which is managed via the statement of intent process and annual reporting to Full Council).

Project Reporting

- > Recommend to Council the approval of reforecasting of Council's capital expenditure within the financial year.

Delegation Limitations

The Smart Finance 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.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report back to the Council with recommendations of the Smart Finance Committee at the next Council meeting following each committee meeting, via the Chief Executive's report or similar, following each committee meeting.

The Chairperson will present to the Council annually with an update on performance against its annual work programme and the work programme for the following 12 months period.

Organisational Excellence Committee

Terms of Reference

Membership

The Organisational Excellence Committee will have five appointed members being Councillor Gladding, Councillor King, Councillor Mitchell, Councillor White, and Councillor Wong.

Under LGA section 41A(5) the Mayor is a member of each committee of a territorial authority.

Quorum

The quorum for every meeting shall be three members.

Chair

Councillor White will be the Chair and Councillor King will be the Deputy.

Frequency of Meetings

The Organisational Excellence Committee will meet on a quarterly basis.

Parent Body

The Organisational Excellence Committee reports to the Queenstown Lakes District Council.

Objectives of the Committee

The purpose of the Organisational Excellence Committee is to support the QLDC activities outlined in this TOR, at a governance level, to strive towards continuous improvement.

The Committee supports the Council's goal of operating as a transparent, trusted, and customer-focused organisation that engages effectively with its community and delivers services efficiently and responsibly.

Terms of Reference:

Activity Areas

- > Treaty partnership and compliance with LGA s81;
- > Regulatory services (including Waterways) ;
- > Customer services, experience and journey;
- > Communications and engagement;
- > Health, Safety and Wellbeing and People and Capability;
- > Democracy Services (including privacy);

- > Operational efficiency;
- > Technology including Artificial Intelligence; and
- > Civil Defence Emergency Management (CDEM)

Responsibilities and Key Projects

- > Consideration of a schedule of all special consultation undertaken by QLDC, all significant engagement projects and closed loop reporting on the level of engagement.
- > Consideration of customer experience levels of services
- > Receive and consider a debriefing paper in relation to any QLDC declared emergency
- > Hold oversight of QLDC's preparedness in the Emergency Management space, including an annual briefing from ORC.
- > Consideration of QLDC's Technology Roadmap including AI updates.
- > Consider a People and Capability health-check (including Health and Safety KPIs)
- > Consideration of Organisational Performance through process improvement and project delivery reporting.
- > Consideration of operational programmes and levels of service to deliver effective regulatory services; and
- > To receive reports from agencies that relate to Council's compliance with legislation with the areas of activity, e.g. Office of the Ombudsman.

Delegated Authority

The Organisational Excellence Committee will have delegated authority to carry out activities within its terms of reference.

Power to Act

The Organisational Excellence Committee will:

- > Approve the initiation of the review of regulatory bylaws under the Organisational Excellence Committee's jurisdiction (noting that any hearing panel recommendations be made to full Council.; and
- > Agree to make recommendations to Full Council in relation to the Organisational Excellence Committees activity areas.

Power to Recommend

The Organisational Excellence Committee will:

- > Recommend review of any new or amended bylaw related to any activity area listed above.
- > Recommend that any matter reported to the OEC be further reported to Full Council for consideration

Delegation Limitations

The Organisational Excellence 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 Schedule 7 clause 32.

Operational matters, including staff management, service delivery, and implementation of Council policies and decisions, are the responsibility of the Chief Executive and delegated officers. The Committee's role is to provide strategic oversight, set policy direction, and monitor performance in accordance with its terms of reference. Any concerns regarding operational matters must be raised through appropriate governance channels and not pursued directly with operational staff.

Procedure

The Chairperson will report all decisions and recommendations of the Organisational Excellence Committee to the next Council meeting, via the Chief Executive's report or similar, following each committee meeting.