



KAIPARA DISTRICT COUNCIL

**Kaipara District Council**

# **Committee Terms of Reference**

**10 December 2018**



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## **1 Governance Structure**

This document sets out the Terms of Reference for Committees of Kaipara District Council. The Governance Structure is developed in accordance with the provisions and requirements of the Local Government Act 2002.

## **2 Role of the Mayor**

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

- Define and promote a vision for the advancement of Kaipara and the people of Kaipara, and to provide leadership to achieve that vision;
- Lead the development of Council plans, policies and budgets (including the Annual Plan and Long Term Plan) for consideration by Council;
- Ensure effective engagement between Council and the people of Kaipara;
- Appoint the Deputy Mayor;
- Establish Committees of the governing body (Council) and appoint the Chair for each of those committees; and
- Be a member of all Committees of Council.

## **3 Role of Committees**

Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)-(h) of Schedule 7 of the Act):

- (a) the power to make a rate;
- (b) the power to make a bylaw;
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan;
- (d) the power to adopt a Long Term Plan, Annual Plan or Annual Report;
- (e) the power to appoint a chief executive;
- (f) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the Long Term Plan or developed for the purpose of the Local Governance Statement;
- (g) (Repealed); and
- (h) the power to adopt a remuneration and employment policy.

#### **4 Ambiguity and Conflict**

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

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

## 5 Terms of Reference

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## **Audit, Risk and Finance Committee Terms of Reference**

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Stana Pezic (external appointee)
<b>Membership:</b>	Councillors Victoria del la Varis-Woodcock, Julie Geange, Jonathan Larsen, Andrew Wade and Peter Wethey
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Four

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### **Purpose**

To oversee the risk management and internal control, audit functions, financial and other external corporate reporting and compliance with legislation.

To monitor Council's financial performance against the Long Term Plan and Annual Plan.

### **Responsibilities**

#### ***Audit***

- Agree audit scope with Management;
- Input into audit scope to the external auditor;
- Consider the audit management letter and take appropriate actions.

#### ***Risk***

- Ensure a comprehensive risk management framework is in place and operates effectively;
- Identify and monitor risks associated with legislative compliance.

#### ***Finance***

- Advising and supporting the development of the Long Term Plan and Annual Plan;
- Financial Policies;
- Monitoring the financial performance of Council and recommending actions;
- Recommending the Annual Report to Council.

## **Delegations**

- The Committee makes recommendations to the full Council;
- All necessary powers to meet its responsibilities.

## **Membership review**

Annually.

## **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.



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## **Citizens Awards Committee Terms of Reference**

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Mayor Jason Smith
<b>Membership:</b>	Councillors Julie Geange, Libby Jones and Karen Joyce-Paki (2018 round)
<b>Meeting frequency:</b>	Once a year
<b>Quorum:</b>	Three

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### **Purpose**

To assess nominations in accordance with the Citizens Awards Policy and decide on recipients of Kaipara District Council's Citizens Awards.

### **Responsibilities**

To grant Citizens Awards to residents of the Kaipara district in accordance with Council policy.

### **Delegations**

The Committee has full delegation to grant Citizens Awards.

### **Membership review**

At the start of each calendar year the Ward Councillors will be replaced by another Councillor from the same Ward, until all Councillors have been on the Committee. The rotation will then begin again.

### **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

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## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## Community Grants Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Councillor Anna Curnow
<b>Membership:</b>	Councillors Jonathan Larsen and Andrew Wade (commencing April 2018)
<b>Meeting frequency:</b>	As necessary
<b>Quorum:</b>	Two

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### Purpose

To consider applications for Community Assistance Grants and Contracts for Service and make recommendations to Council. To also ensure the policy is fit for purpose and make recommendations to Council as necessary.

### Responsibilities

- Ensure that expenditure for grants and Contracts for Service are in keeping with Council policy;
- Assessing applications and allocating funds according to the policy;
- Reviewing the policy after each triennial local body election.

### Delegations

Distribute the available amount for grants in accordance with policy guidelines, and review and recommend amendments to the Community Assistance Policy to provide clear policy guidance for Licences to Occupy, including amendments to the standard Licence to Occupy template.

### Membership

A Councillor from each Ward, rotated on an annual basis.

### Communications

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;

- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

### **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## District Licensing Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Mark Farnsworth
<b>Membership:</b>	Gordon Lambeth, Mark Vincent
<b>Meeting frequency:</b>	As required
<b>Quorum:</b>	Uncontested applications can be considered by the Chair alone. Where applications require a full hearing three members are required.

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### Purpose

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

### Responsibilities

- To consider and determine applications for:
  - Licences and Manager's certificates;
  - Temporary authority to carry out the sale and supply of alcohol;
  - Variation, suspension or cancellation of licences;
- To provide an annual report to Kaipara District Council and the Alcohol Regulatory and Licensing Authority on its functions as prescribed by legislation.

### Delegations

To make decisions on applications and renewals with reference to the Sale and Supply of Alcohol Act 2012.

### Membership review

List members are appointed by the Chief Executive on the recommendation of Kaipara District Council. The current appointee's terms expire in 2020. Other members can be appointed to the list at any time in accordance with the Act.

### Communications

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest.
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest.

- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.
- External members will be remuneration in accordance with s195 of the Sale and Supply of Alcohol Act 2012.

### **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## Funding Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	<i>Creative Communities Scheme:</i> Allan Mortensen
	<i>Rural Travel Fund:</i> Chris Biddles
<b>Membership:</b>	<i>Creative Communities Scheme:</i> Councillor Victoria del la Varis-Woodcock, Nicola Everett, Ollie Knox, and John Pickworth
	<i>Rural Travel Fund:</i> Councillor Victoria del la Varis-Woodcock, Roxanne Kelly, Karen Smales and Vern Stevens
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Three

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### Purpose

- Allocate funding in accordance with the Creative New Zealand Creative Communities Scheme;
- Allocate funding in accordance with the Sport NZ Rural Travel Fund Scheme.

### Responsibilities

- Assess applications for funding in line with local priorities and criteria established by the funder;
- Ensure accountability for the funds expended by applicants and that all funds are accounted for.

### Delegations

- Administer the Creative Communities Scheme and decide on allocations twice a year;
- Administer the Rural Travel Fund and decide on allocations twice a year.

### Membership review

Annual review of community list representatives.

### Communications

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest.
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest.

- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

### **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.



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## Harding Park Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Rex Nathan
<b>Membership:</b>	Mathew Wati and Willie Wright Councillors Victoria del la Varis-Woodcock and Karen Joyce-Paki
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Three

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### Purpose

To work alongside the Pou Tu Te Rangi Joint Management Committee as established by Te Uri o Hau Claims Settlement Act 2002 to manage the Pou Tu Te Rangi, Harding Park and Old Mount Wesley Cemetery Reserve area.

### Responsibilities

- Implementing the Reserve Management Plan;
- Managing any financial resources of the Reserve;
- Managing and maintaining any Licences to Occupy in accordance with the Reserve Management Plan;
- Setting the Annual Works Programme;
- Meeting as a Joint Committee with the Pou Tu Te Rangi Joint Management Committee.

### Delegations

- Making recommendations to the full Council for any policies or developments required;
- Administering any bylaw or regulation associated with the Park.

### Membership

- The membership of the Harding Park Committee is the same as the members of the Pou Tu Te Rangi Joint Management Committee. The membership is three members nominated by Te Uri o Hau Settlement Trust and three appointed by Kaipara District Council, of which two must be Councillors.

- The Chair of the Harding Park Committee will be the same as the Chair of the Pou Tu Te Rangi Joint Management Committee and must be one of the Te Uri o Hau appointees.
- Membership will be reviewed after each triennial local body election.

### **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

### **Funding and budgets**

Funding for the Committee will align with the Council's Annual and Long Term Plans.

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## Independent Hearings Commissioners' Panel Terms of Reference

- Reports to:** Full Council
- Chair:** As appropriate
- Membership:** The number is determined as appropriate from  
Philip Brown, Michael Campbell, Mark Farnsworth, David Hill, Greg Hill, Bronwyn Hunt, William Kapea, Robb Lieffering, Michael Lester,  
Sharon McGarry, Burnette O'Connor, Reginal Proffitt, Les Simmons, Bill Smith and Alan Watson
- Meeting frequency:** As required
- 

### Purpose

To undertake certain hearings under the Resource Management Act 1991(RMA).

### Responsibilities

- The power to hear and decide any of the following RMA matters:
  - Application for a resource consent or change to conditions of resource consent;
  - Notice of objection;
  - Notice of requirement to designate land and alter a designation; for a heritage order or alteration to.
- The power to exercise all procedural powers under the RMA relevant to the matter to be heard from the date selection is confirmed until the final decision is delivered.

### Delegations

- All decisions relating to the RMA are delegated to the panel as established;
- Decisions are reported to the next Council meeting for information.

### Membership review

List members are appointed by resolution of Kaipara District Council and will be reviewed every three years as per Council resolution of 04 April 2017.

### Communications

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest.

- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest.
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

Panel members are paid by arrangement with Kaipara District Council.

### **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## **Mangawhai Community Park Governance Committee Terms of Reference**

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Councillor Anna Curnow
<b>Membership:</b>	Councillor Peter Wethey Maurice Langdon and Jim Wintle
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Three

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### **Purpose**

To govern Mangawhai Community Park in accordance with the Master Plan and work programme.

### **Responsibilities**

- Implementing the Mangawhai Community Park Master Plan;
- Initiating a review of the Master Plan when appropriate but at least every 10 years;
- Negotiating terms and conditions with external organisations for the use of the Mangawhai Community Park, including all leases and Licences to Occupy;
- Submitting to the Annual Plan and Long Term Planning process.

### **Delegations**

- Manage the financial affairs of the Mangawhai Community Park;
- Apply for funding from external sources for the enhancement of the Park;
- Administer any Kaipara District Council bylaw or regulation associated with the Park;
- Make recommendations to the Kaipara District Council for the development of policies, bylaws or other regulatory tools for the effective management of the Park.

### **Membership**

Two Kaipara District Councillors, one community representative appointed by Kaipara District Council and the Chair of the Friends of Mangawhai Community Park.

## **Membership review**

The Chair of the Friends of Mangawhai Community Park is re-appointed by the Friends on an annual basis.

## **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business;
- Any member of the Committee may request a particular item be added to the Agenda through Council's General Manager Governance, Strategy and Democracy.

## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy;
- External members will be reimbursed their travel to and from duly called meetings of the Committee in line with Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## **Mangawhai Endowment Lands Account Committee Terms of Reference**

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Councillor Peter Wethey
<b>Membership:</b>	Councillors Libby Jones and Jonathan Larsen
<b>Meeting frequency:</b>	Once a year
<b>Quorum:</b>	Two

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### **Purpose**

To consider applications for grants from the Mangawhai Endowment Lands Account (MELA).

### **Responsibilities**

- Ensure that expenditure for grants from MELA are in keeping with the Mangawai Lands Empowering Act 1966 (sic);
- Assessing applications and allocating funds according to the policy for financial assistance.

### **Delegations**

Distribute the available amount for grants in accordance with policy guidelines.

### **Membership**

The three Otamatea Ward Councillors.

### **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

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## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.



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## **Raupo Drainage Committee Terms of Reference**

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Ian Beattie
<b>Membership:</b>	David Hart, Greg Gent, Brian Madsen, Ross McKinley and Ken Whitehead Mayor Jason Smith and Councillor Anna Curnow
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Four, one of which must be a Council representative

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The Raupo Drainage Committee was established under the 1989 Reorganisation Order to provide Governance of the Drainage District. It is a co-governance Committee between Council and ratepayers.

### **Purpose**

Drainage, stopbanks and flood protection governance in the Raupo Drainage District.

### **Responsibilities**

- Advise Council on the work programme for land drainage maintenance;
- Create a contact point for land drainage issues;
- Feedback between ratepayers combine with above;
- Input into the Asset Management Plan.

### **Delegations**

- To review and make recommendations on a proposed annual work programme and budget;
- To recommend any policy development with regard to Raupo land drainage.

### **Membership review**

- Ratepayer representatives are elected prior to each triennial local body election;
- If a vacancy occurs in the ratepayer representatives then the Committee can co-op an eligible ratepayer for the rest of the term.

## **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest'
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council and for the Committee in the exercise of its business;
- Any member of the Committee may request a particular item be added to the Agenda through Council's General Manager Governance, Strategy and Democracy.

## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.
- External members will be reimbursed their travel to and from duly called meetings of the Committee on the same basis as the Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## Remuneration and Development Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Mayor Jason Smith
<b>Membership:</b>	Councillors Anna Curnow, Libby Jones, Andrew Wade and Peter Wethey
<b>Meeting frequency:</b>	Twice a year
<b>Quorum:</b>	Three

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### Purpose

To oversee the Chief Executive's performance and to make recommendations on Councillor Development.

### Responsibilities

- Agree with the Chief Executive the annual performance objectives;
- Conduct the performance review required in the Chief Executive's employment agreement;
- Represent Council in regard to any issues which may arise in respect to the Chief Executive's job description, performance objectives or other matters;
- Oversee any recruitment and selection process for a Chief Executive and make recommendations to Council;
- Oversee any development needs for Councillors and agree annual training plans to achieve these.

### Delegations

- The Committee makes recommendations to the full Council;
- The Committee can request expert advice to assist in any matters under consideration.

### Membership review

Annually.

### Communications

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;

- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

### **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

### **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

### **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## Reserve Contributions Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Councillor Jonathan Larsen
<b>Membership:</b>	Councillors Victoria del la Varis-Woodcock, Andrew Wade and Peter Wethey
<b>Meeting frequency:</b>	As necessary
<b>Quorum:</b>	Two

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### Purpose

To review Council's 'Reserve Contributions (use of) Policy' adopted in December 2014, for Council to consider before the 2018/2028 Long Term Plan. Council collects financial contributions in accordance with the District Plan provisions and reserve contributions are a subset of these. The use of the expenditure of these contributions is governed by the Resource Management Act.

### Responsibilities

- Review the existing policy to re-establish priorities for the use of reserve contributions;
- Provide guidance for the programme of works that will be in the Long Term Plan and each Annual Plan thereafter;
- Consider a set of overarching principles against which reserve contribution funds will be allocated;
- Make any additional recommendations on other policies that may need to be considered to manage the impacts of any recommended changes to the use of reserve contributions;
- Consider reserve contributions contestable funding applications and then make recommendations to full Council for approval.

### Delegations

The Committee will make recommendations to Full Council.

### Membership

Three Councillors appointed by the Mayor.

## **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.

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## Taharoa Domain Governance Committee Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Ric Parore (to be rotated at the first meeting following 01 July each year)
<b>Membership:</b>	Alan Nesbitt, Councillors Karen Joyce-Paki and Andrew Wade
<b>Meeting frequency:</b>	Four times a year
<b>Quorum:</b>	Three

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### Purpose

To govern Taharoa Domain in accordance with the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan (RMP) and any legislative framework.

### Responsibilities

- Implementing the RMP;
- Initiating a review of the Master Plan for the Domain when appropriate but at least every 10 years;
- Meeting all statutory requirements associated with the management and administration of the Domain;
- Submitting to the Annual Plan and Long Term Planning process;
- Monitoring the natural environment at Taharoa Domain and the Kai Iwi Lakes and reporting any issues or concerns to Council;
- Overseeing the management of the Kai Iwi Lakes camp grounds;
- Agreeing terms and conditions with external organisations for the use of the Domain.

### Delegations

- Manage the financial affairs of the Taharoa Domain;
- Apply for funding from external sources for the enhancement of the Domain;
- Administer any Kaipara District Council bylaw or regulation associated with the Domain;
- Make recommendations to the Kaipara District Council for the development of policies, bylaws or other regulatory tools for the effective management of the Domain.

## **Membership**

Two Kaipara District Councillors, one representative appointed by Te Roroa and one representative appointed by Te Kuihi.

## **Chair**

The Chair of the Committee will rotate amongst members on an annual basis with a new Chair being selected at the first meeting following 01 July each year,

## **Communications**

- The Committee Chair is the authorised spokesman for the Committee in all matters where the Committee has a particular interest;
- Committee members, including the Chair, do not have delegated authority to speak to the media on behalf of Council on matters outside the Committee's interest;
- Council's Governance, Strategy and Democracy Team will manage and support formal communications between the Committee and Council, and for the Committee in the exercise of its business.

## **Conduct**

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Standing Orders and Code of Conduct.

## **Remuneration**

- Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Council's Current Elected Members Expenses Policy;
- External members will be reimbursed their travel to and from duly called meetings of the Committee in line with Council's Current Elected Members Expenses Policy.

## **Funding and budgets**

Funding for the Committee will align with Council's Annual and Long Term Plans.



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## Working Group

### Planning and Regulatory Working Group Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Councillor Peter Wethey
<b>Members:</b>	Councillors Anna Curnow and Jonathan Larsen
<b>Meeting frequency:</b>	Quarterly, and as required
<b>Quorum:</b>	Two members

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#### Purpose

- To review the process for appointing Independent Commissioners and provide advice and feedback on regulatory, planning and policy related matters.

#### Responsibilities

- Develop a policy with regards to appointment of Independent Commissioners;
- Assess and provide advice and feedback on regulatory matters;
- Assess and provide advice and feedback on district planning and policy matters;
- Make any other recommendations to Council, as required.

#### Delegations

- The working group will make recommendations to full Council for adoption.

#### Conduct

The working group shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Code of Conduct.

#### Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Councils Current Elected Members Expenses Policy.

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## Funding and budgets

Funding for the working group will align with Council's Revenue and Financing Policy.

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## Working Group

### Climate Change Working Group Terms of Reference

<b>Reports to:</b>	Full Council
<b>Chair:</b>	Mayor Jason Smith
<b>Members:</b>	Councillors Anna Curnow, Victoria del la Varis-Woodcock, Karen Joyce-Paki and Peter Wetthey
<b>Meeting frequency:</b>	Quarterly, and as required
<b>Quorum:</b>	Three

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#### Purpose

- To provide advice and feedback on Council staff's ongoing work on climate change adaptation and mitigation strategies, policies and actions.

#### Responsibilities

- Provide regular input into Council's Climate Change Working Group's programme of work;
- Assess and provide advice on matters regarding climate change adaptation and mitigation;
- Assess and provide advice on engagement with the community regarding climate change.

#### Conduct

The working group shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members Interest) Act 1968 and Kaipara District Council's Code of Conduct.

#### Remuneration

Elected members will be reimbursed in accordance with the determination set by the Remuneration Authority under s255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and Councils Current Elected Members Expenses Policy.

#### Funding and budgets

Funding for the working group will align with Council's Revenue and Financing Policy.