

# Terms of Reference



As at June 2024

## Purpose

To develop, monitor and review Council's strategic frameworks and policy documents.

### Membership

- A minimum of five elected members.
- One member from Te Roopuu Ahi Kaa.
- His Worship the Mayor (ex-officio).

The Chair will be appointed by either full Council or directly by His Worship the Mayor.

## Outcomes

The community and Council are confident that:

- Council has a clear strategic framework that is being implemented consistently across the organisation.
- Strategies, plans, bylaws and policies are developed in accordance with legislative requirements and are aligned with Council's strategic framework.
- The Committee has a clear understanding of the impact of legislative changes on Council.
- The Committee has an understanding of Council's community partnerships and programmes.

## Terms of Reference

The Policy/Planning Committee has responsibility and authority to:

1. Develop, monitor and review Council's:
  - Strategic framework
  - Strategies
  - Plans
  - Bylaws
  - Policies (excluding financial policies which will be reviewed by the Finance/Performance Committee).

*Note: This does not include the decision to adopt documents for consultation which should be done by Council.*

2. Undertake the hearing of submissions and deliberations on strategies, plans, bylaws and policies that were developed by the Policy/Planning Committee (excluding the district plan, long term or annual plans).

*Note: This does not include delegation to adopt any strategies, plans, bylaws or policies which should be done by Council.*

3. Receive updates on community partnerships and programmes.
4. Receive updates on the strategic environment / context.
5. Provide oversight over legislative changes, noting that the review of submissions is undertaken by the whole of Council.