

Document approval

Date	Section amended	Approved By
13 January 2020	Responsibilities – amended to reflect a verbal report to council meeting.	Chief Executive Officer
21 April 2020	Updated for TTMAC member	As per council resolution 21 April 2020
17 November 2020	Minor amendments to ensure to a strategic focus.	As per council resolution 17 November 2020.
23 July 2021	Transferred to Sharepoint document management system.	Governance Support Manager

Terms of Reference

Planning and Regulatory Working Party

Membership

The Planning & Regulatory Working Party shall be comprised of four (4) councillors and four (4) non-elected member as follows:

Chair: Cr J Yeoman

Members: Cr J Blaikie
Cr A Macdonald
Cr C Kitchen

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC) Working Party as follows:

Mira Norris, Te Parawhau Hapū Authority Charitable Trust
William Sullivan, Ngatiwai
Juliane Chetham, Patuharakeke Te Iwi Trust Board
Rowan Tautari, Te Whakapiko Hapū.

Ex officio: Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the number of NRC elected members.

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio and non-elected members count towards a quorum).

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

This working party will contribute directly to the following areas of focus:

- Continuous improvement in water quality and security of supply (through the RPS and Regional Plan)
- Enhancement of indigenous biodiversity & biosecurity
- Safe and resilient communities
- Enduring relationships with tangata whenua
- Efficient and effective service delivery

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive Officer (CEO) on council's resource management planning and regulatory activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on planning and regulatory (excluding on specific resource applications and enforcement action) matters.
- Make recommendations to council on district council RMA planning and regulatory initiatives, such as whether to formally lodge submissions on district council plan changes and bylaws.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief verbal report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the CEO.

For reasons of efficiency and/or expediency, should the working party not be able to perform its functions, the council will assume its role and responsibilities.

ROLE AND FUNCTIONS

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- c) Request the attendance of any employee, subject to the CEO's approval, at meetings of the working party or its working groups;
- d) In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- f) Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- g) Undertake such other functions as may be delegated by council from time to time.

2. Planning & Regulatory

For council's planning and regulatory activities:

- a) To monitor and review the implementation of the Regional Policy Statement, the Proposed Regional Plan for Northland and Resource Management Act regulations in conjunction with the Water and Land Working Party.
- b) To oversee the development and implementation of regulatory action plans, procedures/protocols and strategies. To identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration (if required) of plans, procedures/protocols and strategies.
- c) To recommend to council the release of draft plans and plan changes, including variations, for public consultation.
- d) To make recommendations to council on any appeals in accordance with council decisions on the proposed plan, plan change or variation.
- e) To recommend to council positions and perspectives on proposed legislation (including amendments) and national policy initiatives for incorporation into council submissions as appropriate.
- f) To make recommendations to council on the processes to be used to develop and review planning proposals.
- g) To be the governance entity for the policy implementation of the government's Essential Freshwater Package.

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.

