

Terms of Reference – 2016-2019 Triennium

Planning Working Party – Terms of Reference

Membership

The Planning Working Party shall be comprised of four (4) councillors as follows:

Chairperson:	Joce Yeoman
Members:	John Bain Paul Dimery Penny Smart A non-elected member from the TTMAC Working Party (to be confirmed)
Ex-officio:	Bill Shepherd (full voting rights)

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be three (ex-officio counts towards a quorum).

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive on council's resource management planning activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on planning matters.

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 written 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 Chief Executive.

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

- 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);
- Discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- 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;

- Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- 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;
- Undertake such other functions as may be delegated by council from time to time.

2. Planning

For council's planning activities:

- i) To oversee the preparation of the Regional Policy Statement (RPS) for Northland, including the resolution of appeals.
- ii) To oversee the development of the proposed regional plan under the Resource Management Act 1991. To identify and workshop important and / or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration of plans.
- iii) To recommend to council the release of draft plans and plan changes, including variations, for public consultation.
- iv) To make recommendations to council on any appeals in accordance with council decisions on the proposed plan, plan change or variation.
- v) To make recommendations to council to accept, adopt or reject private plan change applications under clause 25 of the First Schedule of the Resource Management Act 1991.
- vi) To oversee the management of the private plan change process.
- vii) To recommend to council positions and perspectives on proposed legislation (including amendments) and national policy initiatives for incorporation into council submissions as appropriate.
- viii) To make recommendations to council on the processes to be used to develop and review planning proposals.

1. No Delegated Authority – Power to Act

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