

Strategy and Policy Committee

Voting Membership:

The Mayor and all Councillors are members of the Committee.

External Membership (non voting):

- One representative of Ngati Toa appointed by Ngati Toa
- One representative of the Tenth Trust appointed by the Tenth Trust

Quorum:

8

Chair:

The chair will be elected by Council and remunerated at a level determined by the Remuneration Authority.

Portfolio Leader:

The Strategy and Policy Committee will have seven Portfolio Leaders. The Portfolio Leaders will have responsibilities relating to strategy and policy in the following areas:

- Social
- Environment
- Cultural Wellbeing
- Economic Development and Recreation
- Urban Development and Transport
- Governance
- Climate Change and Sense of Place.

Frequency of Meetings:

Meetings will be held on a weekly basis or as required.

General Purpose and Objectives:

The Strategy and Policy Committee has primary responsibility for:

- developing policy and strategy in relation to economic development, the environment, social and recreation matters, cultural wellbeing, urban development and transport, governance, and cross-strategy matters.
- considering recommendations from Council's Subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required
- developing the Council's Long Term Council Community Plans (LTCCP) and Annual Plans (AP).

Terms of Reference:

The Strategy and Policy Committee has responsibility and authority to:

- 1.0 delegate to any subcommittee of the Strategy and Policy Committee any authorities which have been delegated by Council to the committee (note that authority to establish any subcommittee is retained by the Council);
- 1.1 undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other Committee or Subcommittee, or retained by Council;
- 1.2 develop the Council's draft and final LTCCP, Annual Plans, Community Outcomes, and all other policies required under the Local Government Act 2002 to be included in the LTCCP (including but not limited to the funding and financial policies and the Significance Policy) for recommendation to Council;¹
- 1.3 determine the form and extent of public consultation methods to be employed for the draft Annual Plan and LTCCP, and any other matter within the committees terms of reference (this is subject to the requirements as set out in the Local Government Act 2002);
- 1.4 hear submissions under the special consultative procedure, or submissions received as part of any consultative process undertaken by Council in relation to any decision or power of recommendation within the committee's terms of reference;
- 1.5 approve the exceeding of the budget level for a Key Achievement Area with no commensurate savings elsewhere, up to \$500,000 and recommend to Council amounts exceeding \$500,000, if required after the Annual Plan or Long Term Council Community Plan is approved;
- 1.6 approve submissions on behalf of the Council in relation to proposed legislation or policy by Government, Local Government or other regulatory authorities within its terms of reference (except that in cases where the submission is of a technical nature and the nature of the Council's submission is consistent with Council policy, a submission may be approved by the Chief Executive);
- 1.7 perform any of its delegated functions jointly with another committee when issues arise which are also within the terms of reference/delegated authority of that other committee. In such cases, a joint meeting of two or more committees can be called in the following circumstances:
 - the chairs of the committee agree to such a meeting; or
 - Council directs a joint meeting; or
 - at least one third of the members of each committee so request;

¹ This will include projects/new initiatives, income and expenditure, and includes recommending the draft for notification, and the final for adoption.

- 1.8 develop, monitor and review policy, strategy and plans, and recommend to Council the adoption of a new or amended policy, strategy and plans;
- 1.9 receive and consider reports on the Council's performance against the LTCCP and AP;
- 2.0 set the strategic guidelines for the AP and the LTCCP;
- 2.1 recommend service level changes and new initiatives for the AP and LTCCP;
- 2.2 review and approve Asset Management Plans;²
- 2.3 review and recommend to Council that it make any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled, or prohibited by the Council by resolution either generally, for any specified case, or in a particular case;³
- 2.4 review and approve the Statements of Intent and Business Plans of Council's CCOs;
- 2.5 oversee, develop and approve an appropriate Council response on the Treaty of Waitangi and relationship with Maori;
- 2.6 review, develop and recommend to Council policy and practices in respect of governance (including elections, Standing Orders, the Code of Conduct for elected members, representation reviews and related issues);
- 2.7 in respect of the district plan:
 - 2.7.1 review and approve for notification a proposed district plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a) First Schedule RMA)
 - 2.7.2 withdraw a proposed plan or plan change under clause 8D First Schedule RMA;
- 2.8 receive reports from Council's Advisory Groups;
- 2.9 approve policy, if not delegated to a subcommittee, in respect of financial reporting.

² Noting that the actual dollar amounts will not be approved until in the LTCCP/ AP - which is reserved for Council approval

³ Includes matters such as: 1) any new or amended traffic resolutions under the Traffic Bylaw; 2) setting fees if a bylaw provides for fees to be set by resolution of Council; 3) the extension of the Liquor ban for a special event

- 3.0 review and approve all new borrowings approved in the LTCCP in accordance with the Revenue and Financing Policy;
- 3.1 monitor the financial management of the Council's borrowings and investments in accordance with Council's revenue and financing policy and investment policy;
- 3.2 review and recommend to Council the adoption of the Annual Report;
- 3.3 in relation to the waterfront:
 - 3.3.1 develop and approve the Waterfront Development Plan that includes broad priorities for work and projected activities for the year;
 - 3.3.2 conduct public engagement/consultation processes as required;
 - 3.3.3 develop and approve performance briefs for individual areas or sections of work;
 - 3.3.4 approve detailed designs;
 - 3.3.5 monitor implementation including approval of variations from approved designs;
- 3.4 approve three year funding contracts from the economic, environmental, social and cultural grants pools.
- 3.5 consider and approve Built Heritage Incentive Fund grants.
- 3.6 approve the priorities for allocating grants within the economic, environmental, social and cultural grants pools.
- 3.7 set fees in accordance with legislative requirements unless the fees are set under a bylaw or set as part of the LTCCP or AP (in which case the decision is retained by Council and the committee has the power of recommendation);
- 3.8 approve any resolution required under section 319A of the Local Government Act 1974 (naming of road);
- 3.9 consider and approve the attendance of Elected Members at conference and seminars (domestic);
- 4.0 consider reports from officers on the acquisition and disposal of Council's property assets, for recommendation to Council⁴;
- 4.1 in respect of land held or managed under the Reserves Act 1977 and council owned open space land:

⁴ Council has statutory responsibility for final decision making on the purchase or disposal of assets, other than in accordance with the LTCCP.

- a) to approve leases, licenses and concessions, except for decisions to approve leases, licences and concessions to recreation and community groups (of land and/or buildings), and renewals of leases or licences, which are made by the Regulatory Processes Committee
 - b) to approve easements
 - c) to approve covenants for carbon credit purposes
 - d) to review, notify and recommend to Council the adoption of reserve management plans;
 - d) to review and recommend to the Strategy and Policy Committee for approval, reserve:
 - declarations
 - revocation
 - classification
 - naming;
 - e) to conduct the consultation processes required to make the above recommendations or decisions
- 4.2 to approve the purchase of any land for open space purposes that is consistent with council policy and within the funding provided in the LTCCP.
- 4.3 to consider and make recommendations under the Public Works Act 1981 regarding:
- a) the transfer to another party of land for a public work under section 50
 - b) to exercise the Council's powers of compulsory acquisition under section 2
- 4.4 consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to Strategy and Policy Committee for decision making;

Delegated Authority

The Strategy and Policy Committee will have delegated authority to carry out activities within its terms of reference.