

# Terms of Reference

As at November 2025

<b>Elected Members</b>	Open to all councillors, no minimum number. His Worship the Mayor (ex-officio)
<b>External Members</b>	1 member appointed by Te Rōpū Ahi Kā (optional)
<b>Chair</b>	Cr Jeff Wong
<b>Meeting frequency</b>	As required to fulfil functions
<b>Reports to</b>	Council

## Purpose

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

## 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 is engaged in developing submissions on important legislative change.

## Terms of Reference (delegations)

The Policy/Planning Committee has responsibility and authority to:

- Develop, monitor and review Council's:
  - Strategies
  - Plans
  - Bylaws
  - Policies (excluding financial policies which will be reviewed by the Finance/Performance Committee and policies that need to be developed in conjunction with the LTP)
  - Submissions to external organisations
- Undertake the hearing of submissions and deliberations on strategies, plans, bylaws and policies that were developed by the Policy/Planning Committee (excluding financial policies, the district plan, long term or annual plans).
- Provide oversight over legislative changes.
- To act as a working group to develop submissions to external organisations.

*Note: This does not include delegation to adopt any consultation document, strategies, plans, bylaws or policies which are legally required to be done by Council.*

*Note: It is recognised that the approval of submissions will often fall outside of feasible meeting timeframes. In these circumstances the draft submission (developed by the Policy/Planning Committee), will be circulated to all councillors for their approval, with the Mayor approving the final submission.*

*If a submission is of a technical and operational nature the submission can be approved by the Chief Executive.*