

Submissions Assessment Panel

Terms of Reference

Purpose

To consider and approve Council submissions on relevant regional and national matters.

Responsibilities

- 1 Consider the forward programme of regional and national consultations, to evaluate and decide which matters the Council will submit on. This includes considering options for Council to support a submission from another body (e.g. Taituarā) instead of, or in addition to, making its own submission, or declining to make a submission.
- 2 Consider and approve submissions on regional and national consultations, for submission either under the signature of the Mayor, or for submissions that are technical in nature or relating to the Council's business as usual functions, under the signature of the Chief Executive.

Delegated Authority

Submissions Assessment Panel delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Panel Members

Members: Cr Bridget Bell, Cr Alison Short, Cr Shelley Dew-Hopkins, Cr Rob Duindam, Cr Grant Hadfield, and the Mayor.
Relevant General Managers, depending on the topic.

Quorum

Three members of the assessment panel. Quorum must include two elected members, and one Executive Leadership Team member.

Process

The Strategy Manager will assess the need to submit on consultations, and determine what level of involvement is required from the Submissions Assessment Panel members. There are several criteria the Strategy Manager will consider when making such determinations, including:

1. Degree of interest from elected members (e.g., high interest items may be shared with all elected members for feedback prior to submission).
2. Timing considerations – whether there is sufficient time to seek feedback from all elected members, or Panel members, prior to the submission due date.

3. Whether the Council's view is likely to be aligned with the draft submissions prepared by Local Government Sector Bodies (e.g., LGNZ). If closely aligned, this reduces the need to prepare an independent submission.
4. Governance vs Operational – where a consultation relates to operational matters, Panel members may be informed rather than involved in drafting, with the submission being finalised and approved internally via the Chief Executive.

The Submissions Assessment Panel will convene in the manner that is most appropriate to progress the drafting and approval of each submission. This may be via email, MS Teams, or in-person meetings, and will be as and when required to enable submissions to be considered, approved and submitted within applicable timeframes.

To provide for transparency of process, submissions, once approved, to be included on a future Council meeting agenda for receipt and noting by Council.