

 Te Kaunihera o Te Hiku o te Ika Far North District Council	Authorising Body	Mayor/Council
	Status	Standing Committee
COUNCIL COMMITTEE	Title	Te Koekoeā Committee for Council Controlled Organisations Terms of Reference
	Approval Date	11 December 2025
	Responsible Officer	Chief Executive

Kaupapa / Purpose

Te Koekoeā - CCO Committee safeguards community interests by providing strategic oversight of the Far North District Council's Council-Controlled Organisations (CCOs) by:

- Overseeing the establishment of CCOs and key governance activities under the Local Government Act 2002, including director appointments
- Recommending to Council on the content of Letters of Expectations.
- Reviewing Statements of Intent and ensuring CCO strategies align with Council priorities.
- Monitoring performance to ensure accountability and transparency.
- Promoting a culture of openness and continuous improvement.
- Reporting to other Council committees and to Council as required.

Ngā Huānga / Membership

The Council will determine the membership of the Committee including at least one independent appointment with suitable financial and risk management knowledge and experience.

The Committee will comprise of elected members, and one independent appointed member, appointed as Chair with full voting rights.

Membership is as follows:

John Vujcich – Chairperson

External Appointment – Deputy Chair

Kahika Moko Tepania

Cr Rachel Baucke

Cr Ann Court

Cr Felicity Foy

Cr Davina Smolders

Kōrama / Quorum

The quorum at a meeting of the Committee is 4 members.

Ngā Hui / Frequency of Meetings

The Committee shall meet 8 weekly.

Ngā Apatono / Power to Delegate

The responsibilities, duties and powers of the Committee are subject to the prohibition on delegation of powers under Clause 32(1), Schedule 7, Local Government Act 2002, and any other restrictions on delegation under any other relevant legislation.

The Committee may not delegate any of its responsibilities, duties or powers.

Ngā Herenga Paetae / Responsibilities

The Committee's responsibilities are described below:

- **Establishment Evaluations** (s 56 LGA02)

Ensure new CCOs are formed in compliance with LGA02 and aligned with Council frameworks.

- **Director Appointments and Board Evaluations** (s 57 LGA02)

Perform 'Appointment Committee' duties in accordance with FNDC Policy #2117: Appointment and Remuneration of Directors for Council Organisations.

Recommend external advisors or consultants to Council as required.

- **Planning and Statements of Intent** (clause 64, schedule 8, LGA02)

Review CCO strategic plans and advise on their suitability.

Review and recommend approval of Letters of Expectation.

Review draft Statements of Intent (Sols) for clarity, alignment and deliverability.

Recommend adoption of final Sols.

- **Monitoring and Reporting** (s 65 – 67 LGA02)

Review and recommend Council adoption of each CCO's Annual Report (s 67 LGA02).

Review half-yearly or quarterly reports against Sol requirements (s 66 LGA02).

Participate in governance-to-governance meetings with CCOs to strengthen oversight and strategic alignment.

Request any information or reports from CCO management to fulfil its duties.

Monitor all CCO reporting and escalate variances or concerns as appropriate.

Ngā Ture / Rules and Procedures

These Terms of Reference should be read in conjunction with the Local Government Act 2002, the Elected Member Code of Conduct, and all other applicable legislation and internal policies, including but not limited to:

- Appointment and Remuneration of Directors for Council Organisations #2117

All Committee meetings will be conducted in accordance with Council's Standing Orders and the Elected Member Code of Conduct.