

 <p>THAMES COROMANDEL DISTRICT COUNCIL</p> <p>COUNCIL COMMITTEE</p>	Authorising Body	Audit and Risk Committee
	Status	Sub-Committee
	Title	Development Contributions Sub-Committee Terms of Reference
	Approval Date	TBC
	Administrative Support	Legal, Audit and Risk Group Manager/ Group Manager Corporate Services

Purpose

The purpose of the Development Contributions Sub-Committee (the Sub-Committee) is to assist and advise the Audit and Risk Committee in discharging its responsibility and ownership of governance, risk management, and internal control.

The Sub-Committee will review the risk and control environment relating to the Development Contributions Policy including:

- Legislative compliance
- Legal risk
- Reputational risk
- Strategic risk

To perform his or her role effectively, each Sub-Committee member must develop and maintain his or her skills and knowledge, including an understanding of the Sub-Committee's responsibilities, and of the Council's business, operations and risks.

Membership

The Sub-Committee will comprise of at least three elected members (one of which will be the chairperson).

Quorum

The quorum at any meeting of the Sub-Committee shall be not less than two members of the Sub-Committee.

Frequency of Meetings

The Sub-Committee shall meet on an as required basis.

Sub-Committee's responsibilities

The Sub-Committee's responsibilities are described below:

- Monitor ongoing compliance with legislation as it relates to development contributions
- Monitoring new or ongoing legal risks stemming from or relating to development contributions

- Monitoring ongoing financial risks stemming from or relating to development contributions
- Provide input into strategic direction of the Development Contributions Policy
- Monitor the progress of the Development Contributions workplan

Development Contributions workplan (DC workplan)

The DC workplan will be progressed by staff under the direction and control of the Chief Executive to inform future annual plans and long terms plans with regard to the use and application of development contributions.

This includes but is not limited to:

- Development of a reserves strategy to inform future reserve contribution needs if any
- Development of reporting to monitor development contributions from estimation of growth included in capital work plans through to collection and allocation of funds
- Options and recommendations to retain or amend existing policies
- Consideration of development contributions in the wider context of a rating review if undertaken.