



WAIROA DISTRICT COUNCIL

PO Box 54, Wairoa – Telephone (06) 838-7309 – Facsimile (06) 838-8874

Terms of Reference: Conduct Review Committee

Membership	Mayor (ex-officio), all councillors, and the Council's legal advisor (who shall not be the independent adjudicator).
Meeting frequency	As required.
Purpose	The Committee responds to alleged breaches of the Wairoa District Council Code of Conduct. In the case of an alleged breach, this Committee shall refer it to an independent a adjudicator, who can exercise the delegated functions and powers of the Committee as set out in Part Four of the Code of Conduct.
Responsibilities	<ul style="list-style-type: none"> • Responsibilities set out in Part Four of the Code of Conduct. • Promotion of the highest standards of conduct and behavior amongst Councillors. • Direct the independent adjudicator/s to report their findings on any alleged breach to Council. • Recommend to Council the application of the Code of Conduct and improvements to its implementation.
Delegations	<ul style="list-style-type: none"> • Power to appoint the Council's legal advisor to investigate alleged breaches. • Power to delegate decision-making powers with respect to complaints made against members under the Code of Conduct to one or more independent adjudicators. • Powers as set out in Part 4 of the Code of Conduct. • Power to act pursuant to these terms of reference is subject to a formal complaint being made either to Council, the Committee or to the Chief Executive. • All powers necessary to perform the Committee's responsibilities Except <ol style="list-style-type: none"> a. Powers that the Council cannot delegate or has retained for itself. b. Where the Committee's responsibility is limited to making a recommendation only. c. Establishing subcommittees.
Rules and Procedures	<ul style="list-style-type: none"> • Standing Orders apply. • Minutes will be submitted to the Council.

	<ul style="list-style-type: none"> • The committee will be serviced by the Governance Advisor & Policy Strategist. • There will be an appropriate induction programme for new members of the committee. • The committee will be advised by the Chief Executive Officer, Council's legal advisor, and other officers and advisors as necessary.
Reference	<ul style="list-style-type: none"> • Wairoa District Council Code of Conduct - http://www.wairoadc.govt.nz/docs/council_services/2013elections/codeconduct.pdf