

AUCKLAND WAR MEMORIAL MUSEUM

TRUST BOARD PLANNING COMMITTEE

TERMS OF REFERENCE

Purpose

- The Planning Committee “the Committee” is a requirement of the Auckland War Memorial Museum Act 1996 “the Act” – S 7 (8) and S22.
- The purpose of the Committee is to prepare, for each financial year a draft annual plan, which shall outline in particular terms for the financial year to which the plan relates, and in general terms for each of the following 2 financial years.

1. Composition

- a. Given the Committee has a core function of approving the Annual Plan, the Planning Committee is an all-Board Committee and is constituted with 5 Auckland Council appointees, 4 Museum Institute appointees and 1 Taumata appointee.
- b. There shall be a Chair and Deputy Chair elected for the Planning Committee, to represent and lead the AM in its discussions with the Council in the development of the AM Annual Plan and levy request.
- c. The Committee Chair shall be appointed annually by the Trust Board and will not be the Trust Board Chair. The Committee Chair must be an appointee of the Auckland Council.
- d. The Committee Deputy Chair shall be appointed annually by the Trust Board. The Committee Deputy Chair will not be the Trust Board Chair.

2. Authority

- a. The Committee is authorised by the Trust Board to investigate any activity covered by its functions and responsibilities. It is authorised to seek any information it requires to complete the activity requested.
- b. The Committee shall have the authority of the Trust Board to obtain legal or other independent professional advice, and to secure the attendance at meetings of third parties with the relevant experience and expertise if it considers this necessary.
- c. The Committee will make recommendations to the Board on all matters requiring a decision other than any instance where the Board has formally delegated powers to act. The Committee shall have no executive powers other than those bestowed by the Trust Board.

Responsibilities

As stated in the Act:

The Committee shall prepare, on behalf of the Board, for each financial year a draft annual plan, which shall outline in particular terms for the financial year to which the plan relates, and in general terms for each of the following 2 financial years,—

- (a) subject to section 11, the intended significant policies and objectives of the Board; and*
- (b) the nature and scope of the significant activities to be undertaken; and*
- (c) the performance targets and other measures by which performance may be judged in relation to the objectives; and*
- (d) the indicative costs of the activities of the Board; and*
- (e) the sources of funds for those activities; and*
- (f) the details of any proposed charges to be made for access to any part or parts or service or services of the Museum; and*
- (g) the indicative amount of the levy which is proposed under section 23; and*
- (h) the maximum remuneration payable by the Board during the financial year to—*
 - (i) any member of the Board, pursuant to section 9(2); and*
 - (ii) any member of the Taumata-a-Iwi, pursuant to section 16(7).*
- (i) During the preparation of, and before the publication of the draft annual plan, the chairperson of the committee shall meet with a person appointed by the Auckland Council for the purpose as often as may be necessary to determine if aspects of the annual plan, including the amount of the proposed levy, should be referred to a meeting or meetings of the committee and the Auckland Council, either jointly or separately, for consideration before the draft annual plan is published.*
- (j) A draft annual plan under this section shall include an explanation of any significant changes between the policies, objectives, activities, and performance targets proposed in the draft annual plan and those specified in the annual plan adopted for the immediately preceding financial year.*
- (k) The draft annual plan shall, immediately after it has been prepared to the satisfaction of the committee, be reported to the Board, and be made available to the general public and forwarded to the Auckland Council, the Taumata-ā-Iwi, and the Institute Council.*

3. Secretarial and Meetings

- a. The Committee will hold up to three meetings per year, which shall be scheduled to meet legislative requirements of the Act and be held on allocated Board Meeting days to allow for good attendance.
- b. The Committee shall have in attendance the Chief Executive, and such other persons including management, external advisors, as it considers necessary to provide appropriate information and advice. It can determine to have parts of meetings without any or all of the Executives in attendance.
- c. Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee, all other members of the board and the executive required to attend.
- d. Any member of the committee, or the Chief Executive, may request a meeting at any time if they consider it necessary.
- e. The Agenda and committee papers shall be distributed to committee members at least one week prior to each meeting.
- f. Minutes of the Committee meetings are to be kept and made available to all Board members.
- g. The Committee may invite management and/or third parties to attend committee meetings.
- h. The Director will appoint appropriate secretarial support.

4. Review of the Planning Committee

- a. The Planning Committee shall review annually the Planning Committee charter and recommend any changes to the Trust Board. This review should also incorporate the views of the board and the Chief Executive, and any other person the board considers appropriate.

5. Reporting Procedures

- a. After each meeting, the Chair will report the Committee's recommendations and findings to the Board.
- b. Extracts from the minutes will be made available to the Chief Executive, management, and to such other persons as the board directs, as may be necessary to enable them to properly carry out their functions.

6. Other

- a. The Committee will examine any other matters referred to the committee by the Trust Board.

7. Approval

The Auckland War Memorial Trust Board hereby authorises the establishment and ongoing operation of the Planning Committee on the basis of this Planning Committee charter. Any relevant amendments to the Auckland War Memorial Museum Act 1996 will supersede this Charter.



TAMAKI PAENGA HIRA

AUCKLAND WAR MEMORIAL MUSEUM

Auckland War Memorial Museum Trust Board

A handwritten signature in blue ink, appearing to read 'Orchid Atimalala', written over a horizontal line.

Orchid Atimalala

Date: 17th July 2018