

Terms of Reference for the Waikato Plan Joint Committee

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1) Objectives of the Waikato Plan Joint Committee

This is a Committee established to govern, lead and resource the development and recommendation to adopt the Waikato Plan to Councils within the Waikato region.

The primary objective of the Waikato Plan itself is “to contribute to the Waikato’s social, economic, environmental and cultural well-being through a comprehensive and effective long-term (30 year) strategy for Waikato’s growth and development”.

2) Specific Responsibilities of the Waikato Plan Joint Committee

Subject to the delegations set out in clause 6 below, the Committee’s responsibilities include:

- a) To oversee the development and subsequently the implementation of the Waikato Plan and any parts thereof, and to recommend its adoption to the partner councils.
- b) To oversee the ongoing selection and recommendation of five (5) non-Local Government Members for appointment to the Waikato Plan Joint Committee.
- c) To appoint tāngata whenua representatives to the Waikato Plan Joint Committee.
- d) To approve the Waikato Plan Joint Committee Agreement and the associated Terms of Reference.
- e) On behalf of all the Councils of the Waikato Region to take responsibility for overall guidance on and further development of the Waikato Plan.

3) Membership

3.1 Quantum of Members

The membership will be up to 25 persons in total, made up and appointed by the Committee (from time to time), as follows:

Ten Local Government Members

The Mayors and Regional Chair of most of the Local Authorities within the Region – namely Waikato Regional Council, Hamilton City Council, Hauraki District Council, Ototohanga District Council, South Waikato District Council, Taupo District Council, Waikato District Council, Waipa District Council, and Waitomo District Council. One Councillor from Matamata-Piako District Council.

The Local Government Members may be replaced from time to time by the respective Local Authorities providing written notice to the Committee confirming the amended nomination.

Tangata Whenua Members

To be determined.

Five Non-Local Government Members

Five non-Local Government members, recommended by the ten Local Government Members, appointed on the basis of skills, experience, standing and networks in the regional community relevant to the goals of the Waikato Plan.

Observers

The two Local Authorities without specific membership are Thames-Coromandel District Council and Rotorua District Council. These Councils can nominate one member each as invited observers at the discretion of the Joint Committee and subject to any limitations that the Joint Committee consider appropriate.

The Waikato District Health Board and NZ Transport Agency represented through the Chair (or nominee) and Regional Director (or nominee) are also observers with speaking rights but in a nonvoting capacity. A representative of the National Infrastructure Unit of Treasury can attend as an observer.

3.2 Chairperson

Appointment of the Chairperson and deputy to be determined by the Committee. The Chairperson must be one of the five non-Local Government members.

3.3 Quorum

Must include half of the voting membership.

3.4 Alternates

Each of the Councils is entitled to appoint an alternate member who may attend and vote at meetings of the Committee, but only in the event that the nominated and appointed member is unable to do so. Such alternates are technically part of the composition of the Joint Committee as there is no specific provision for alternates in the Local Government Act 2002.

3.5 Remuneration

Each Council shall be responsible for remunerating its representative on the Committee for the cost of that person's participation in the Committee.

The remuneration of the non-Local Government Members will be determined and approved by the Councils, following consideration of any recommendation by the Committee.

3.6 Term of Appointment

The initial ten Local Government Members shall be appointed for terms that expire on the date of each Local Government triennial election.

The subsequent Local Government Members shall be appointed in accordance with the process set out above as soon as possible after each Local Government triennial election, and for a term that expires on the date of the next Local Government triennial election.

The tāngata whenua representatives shall be appointed for terms that expire on the date of each Local Government triennial election.

The initial non-Local Government Members shall be appointed for terms that expire on the date of the Local Government triennial election in 2016. Each of the initial non-Local Government Members shall be eligible for re-appointment at the beginning of the Triennium following the 2016 elections.

4) Operating Principles

4.1 The Councils have agreed that they will not act independently of the Committee, so that any Joint Committee recommendations that the Council(s) are not prepared to accept will be referred back to the Committee for further consideration.

4.2 Local Authority Shared Services Ltd (LASS) will be the administering body for the Joint Committee.

5) Standing Orders

The Model Standing Orders are adopted.

6) Delegations

The Councils delegate to the Committee the following functions and powers to enable the Committee to achieve the specific responsibilities:

- a) To oversee the ongoing selection and appointment of five (5) non-Local Government Members to the Waikato Plan Joint Committee.
- b) To appoint tāngata whenua representatives to the Waikato Plan Joint Committee.
- c) To oversee the observers to the Joint Committee.
- d) Management and oversight of the development of a Waikato Plan, including recommending the Plan to the partner councils for adoption
- e) Overseeing the process for community engagement, including any LGA 2002 consultation processes.

7) Duration of the Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Waikato Plan Joint Committee is not deemed to be discharged following each triennial election.