

Waikato Plan Leadership Group Terms of Reference

The Waikato Plan Leadership Group has been established to implement the Waikato Plan in accordance with the functions as set out in the Terms of Reference below. The Waikato Plan Leadership Group is to be comprised of local government (elected members), tāngata whenua representatives, independent non local government members (representing business and the community) and non-voting members (government agencies).

Terms of Reference for the Waikato Plan Leadership Group (Joint Committee)

Waikato Plan Leadership Group (Joint Committee)

Purpose: Pursuant to Clauses 30 and 30A, Schedule 7 of the Local Government Act 2002, to establish a joint Committee of partner Councils of the Waikato Region and tāngata whenua with additional representation from business and the wider community as well as government and regional agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Objectives: The Leadership Group has been established to govern, lead and resource the implementation of the Waikato Plan and any reviews or updates to the Plan. The aim of the Waikato Plan is for the region to speak with 'one voice' on agreed top priorities, so that our messages are consistent and collectively shared.

The Waikato Plan's aim for the region is "to build champion communities together".

Membership: The membership shall be comprised as follows:

- Independent Chairperson (non-elected member) – voting
- Local Government – five elected member representatives - voting
- Tāngata whenua – up to six representatives – voting
- Business / Community – up to four representatives - voting
- Government / Regional Agencies – up to four representatives – non-voting, with the NZTA and Waikato District Health Board having one representative each¹

Delegations: The Leadership Group is delegated the following functions in support of its overall purpose:

Implementation and Monitoring

- Provide regional leadership on the strategic direction and top priorities identified in the Waikato Plan.
 - Oversee the implementation of the Waikato Plan, in particular the
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¹ Refer to the Waikato Plan Leadership Group Agreement for specific details of the membership

actions, and any changes to the Plan.

- Recommend to Council partners any finalised plan changes or amendments for adoption.
- Take responsibility for progressing those actions specifically allocated to the “Waikato Plan Leadership Group” in the Plan.
- Champion integration through partner strategies, programmes, plans and policy instruments (including National Policy Statements, the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport plans and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that strategy implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Monitor and report progress against Waikato Plan actions and Key Performance Indicators.
- Ensure organisation systems and resources are in place to support plan implementation and any subsequent changes to it.
- Overview the management of identified risks.
- Formulate and adopt a funding plan to achieve support from non-local government agencies.

Advocacy, Engagement and Consultation

- Undertake advocacy in respect of plan implementation and facilitating engagement with relevant agencies and sectors.
- Engage with Central Government and other regions on matters relevant to the Waikato Plan.
- Make and approve submissions to local authorities, central government and other agencies on Waikato Plan related matters as required.
- Formulate, manage and have oversight of the running of any special consultative procedure or any other consultation, including those associated with any changes or amendments to the plan. This may involve adopting any draft plans or strategies for public consultation.
- Undertake early engagement with plan partners, the Waikato Mayoral Forum and other entities in respect of undertaking any changes or amendments to the adopted plan.
- Provide and maintain partner relationships and provide for the resolution of any conflict.
- Establish, maintain and engage with any Waikato Plan Partner Forums.

Leadership Group Operations

- Oversee the ongoing selection and appointment of representatives to the Waikato Plan Leadership Group.
 - Select and appoint an Independent Chairperson and a Deputy Chairperson.
 - Implement any Memorandum of Understanding agreed between the partners.
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- Approve and implement the Agreement as adopted by the Leadership Group.
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Meeting frequency: Bi-monthly or as necessary and determined by the Independent Chairperson.
