

WAIKATO PLAN LEADERSHIP GROUP AGREEMENT AND TERMS OF REFERENCE¹

1. Purpose

This Agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The purpose is to provide for a Joint Committee of Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council and tāngata whenua with additional representation from business and the wider community as well as government agencies to implement the Waikato Plan. This joint committee is known as the 'Waikato Plan Leadership Group'.

Note: It is still to be confirmed whether all of the partner councils named above wish to be part of Waikato Plan implementation.

There will be a sub-regional approach to Local Government representation with five members being appointed in total. One member will represent each of the following:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)
- Waikato Regional Council
- Hamilton City Council

The Leadership Group will remain a Joint Committee of all of the participating councils as listed above.

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 attached to this Agreement as **Appendix 1**.

The Leadership Group is a formal joint committee pursuant to the Local Government Act 2002 (Clauses 30 and 30A, Schedule 7). The Leadership Group, as an entity, will not be discharged at the point of the next election period (in line with Clause 30(7) of Schedule 7).

2. Membership

The Waikato Plan Leadership Group is to be comprised of local government, tāngata whenua representatives, independent non local government members (representing business and the

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community) and non-voting members (government agencies).

The membership shall be comprised as follows:

- Independent Chairperson (non-elected member)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives (non-voting)

An Independent Chairperson (non-elected member) is to be appointed by the Leadership Group to chair the Committee. The Independent Chair may be appointed from the business / community members or as a separate appointment outside of any committee membership. The Independent Chairperson has speaking rights and voting capacity. A Deputy Chairperson is also to be appointed by the Leadership Group, who may be an elected member and a committee member.

There will be five members representing Local Government. Each group of councils will elect one member as follows:

- Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)
- Eastern Waikato Group (Hauraki District Council, Matamata-Piako District Council, Thames-Coromandel District Council)
- Southern Waikato Group (Otorohanga District Council, South Waikato District Council, Taupo District Council, Waitomo District Council)

Waikato Regional Council and Hamilton City Council will appoint one representative each.

The (up to) six voting tāngata whenua representatives are to be selected in a manner determined by Iwi.

The (up to) four voting business / community members will be appointed by the Leadership Group, in accord with a process agreed by the Leadership Group..

There will be (up to) four members appointed to represent Government agencies. Two of these members will be the New Zealand Transport Agency and the Waikato District Health Board to be represented through the Regional Director (or nominee) and the Chair (or nominee). The other two members will come from other Government agencies. These four representatives will be non-voting members but with speaking rights.

The standing membership of the Committee shall be limited to 20 members (including the Independent Chairperson), but with the power to co-opt up to a maximum of 2 additional non-voting members where required to ensure the effective implementation of any part or parts of the plan.

No provision has been made for the use of alternates.

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a

meeting of the Leadership Group shall be half of the voting members if the number of members is an even number; or a majority of members if the number of members is an odd number.

Other representatives of voting and non-voting organisations are permitted to attend meetings of the Leadership Group; however attendance at any public excluded session shall only be permitted with the prior approval of the Chairperson. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chairperson.

The membership of the Leadership Group will be reviewed within 12 months of the adoption of the Waikato Plan, with the aim of reducing the number of members to 12.

3. Term of Appointment

All members of the Leadership Group shall be appointed for terms that expire on the date of each Local Government triennial election.

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.

4. Meeting Frequency

Bi-monthly, or as necessary and determined by the Independent Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987, and will be undertaken by the administration authority for the Waikato Plan Leadership Group.

5. 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 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.
- Approve and implement the Agreement as adopted by the Leadership Group.

6. Standing Orders

The model Standing Orders apply.

7. Variation of this Agreement

This agreement may be varied from time to time, but only with the endorsement of the Leadership Group.

Appendix 1: 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 Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, South Waikato District Council, Taupo District Council, Thames-Coromandel District Council, Waikato District Council, Waikato Regional Council, Waipa District Council, Waitomo District Council and tāngata whenua with additional representation from business and the wider community as well as government 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)
- Local Government – five representatives
- Tāngata whenua – up to six representatives
- Business / Community – up to four representatives
- Government Agencies – up to four representatives

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 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
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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.
 - 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.
