


TERMS OF REFERENCE

Economic Development Committee

	Authorising Body	Mayor / Council
	Status	Standing Committee
	Title	Economic Development Committee
	Approval Date	Adopted 27.02.20
	Administrative Support	Chief Executive Office

Purpose

To:

- Provide strategic oversight and direction for economic development in the district.
- Management, monitoring and reporting to Council on the performance of Westland’s economy and the coordination of the Economic Development Strategy.
- Propose, support and review strategic projects and programmes to deliver on the Economic Development Strategy.
- Facilitate partnerships and collaborative funding models to support economic development initiatives and across the arts, cultural and events sector.
- Point of engagement for the Council with the government, businesses, business organisations, and local economic development agencies in relation to all economic policy and strategy matters.
- Point of engagement for Council with the Westland Holdings Ltd.
- Evaluate the balance of economic development policies, programmes and initiatives across the district and ensure an appropriate balance between rural and urban opportunities.
- Engagement with Tangata Whenua as Kaitiaki with Mana Whenua status
- Develop international relationships with the intention of encouraging sister city relationships.

Responsibility

The Committee will focus on:

- delivering sustainable long-term economic growth and increased employment;
- work alongside DWC in regards to the economic strategy for the West Coast;
- work alongside Ngāti Waewae and Te Rūnanga o Makaawhio with their respective growth strategies
- optimise external funding options to level economic growth
- promoting the district’s visitor attractions and tourism activities;
- supporting in the development and delivering high-quality events;
- and supporting initiatives aimed at the district’s economic drivers

Within the specified areas of activity the Committee is responsible for:

- In accordance with the work programme agreed with Council, developing strategy and policy to recommend to Council, including any agreed community consultation.
- Developing an Economic Workplan to support the focus areas.
- Working with WHL on their Statement of Intent and Strategic Objectives.
- Making decisions within delegated powers.

DELEGATIONS TO THE COMMITTEE:

The Economic Development Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.

In exercising the delegated powers, the committee will operate within:

- policies, plans, standards or guidelines that have been established and approved by Council;
- the overall priorities of Council;
- the needs of Iwi and the local communities; and
- the approved budgets for the activity.

The Economic Development Committee shall have delegated authority to:

- Power to co-opt other members as appropriate
- All powers necessary to perform the Committee's responsibilities, except:
 - Powers that the Council cannot legally delegate or has retained for itself;
 - Where the Committee's responsibility is limited to making a recommendation only;
 - The approval of expenditure not contained within approved budgets.
 - Approval of expenditure outside the remit of the delegations authority;
 - The approval of final policy;
 - Deciding significant matters for which there is high public interest and which are controversial;
 - The commissioning of reports on new policy where that policy programme of work has not been approved by the Council;
 - Power to establish subcommittees.

Power to Delegate

The Economic Development Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Economic Development Committee will comprise the following, one of which will be the chairperson:

- His Worship the Mayor (Chair)
- Cr Martin
- Cr Hart
- Cr Keogan
- Kw Madgwick
- Kw Tumahai

The following members were appointed as Independent Committee Members on the 14 July 2020 Economic Development Committee Meeting:

- Chair - Destination Westland
- Chair - Westroads
- Economic Development Manager – Development West Coast

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the Committee;
- Setting the agenda for Committee meetings in conjunction with the Chief Executive Officer; and
- Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Committee shall be Chairperson and any two members

Frequency of Meetings

The Committee shall meet as required but not less than quarterly.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his / her behalf.

The Chairperson may request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chairperson will provide minutes for that part of the meeting.

Contacts with Media and Outside Agencies

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chairperson, do not have delegated authority to speak to the media and / or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Chief Executive will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business. Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

The Committee shall record minutes of all its proceedings.

The Terms of Reference were adopted by the Council on the 27 February 2020 and amended by the Economic Development Committee Meeting on the 14 July 2020.