



WAIROA DISTRICT COUNCIL

PO Box 54, Wairoa – Telephone (06) 838-7309 – Facsimile (06) 838-8874

Terms of Reference: Economic Development Committee

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| Membership | <p>His Worship the Mayor (ex-officio) 2 councillors</p> <p>A representative of the Maori Standing Committee</p> <p>Member(s) of the Horizons Trust</p> <p>Other members as may be co-opted, as appropriate (e.g. tourism, education, digital)</p> |
| Meeting frequency | <p>Every 2 months and as required.</p> |
| Areas of activity | <ul style="list-style-type: none"> • Provide strategic oversight and direction to economic development in the district. • Management, monitoring and reporting to Council on the performance of Wairoa’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. • 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 • Maintain the relationship with the sister city of Kitaibaraki. |
| Responsibilities | <p>The Committee will focus on: delivering sustainable long-term economic growth and increased employment; promoting the District’s visitor attractions and tourism activities; delivering high-quality events; and supporting initiatives aimed at increasing the population of the District. Within the specified areas of activity the Committee is responsible for:</p> <ul style="list-style-type: none"> • In accordance with the work programme agreed with Council, developing strategy and policy to recommend to Council, including any agreed community consultation. • Acting as a community interface for consultation on relevant policies and as a forum for raising relevant community concerns, while ensuring community engagement is complementary to that undertaken by local |

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| | <p>boards.</p> <ul style="list-style-type: none"> • Making decisions within delegated powers. |
| Delegations | <ul style="list-style-type: none"> • Power to co-opt other members as appropriate • All powers necessary to perform the Committee's responsibilities <p>Except</p> <ol style="list-style-type: none"> a. Powers that the Council cannot legally delegate or has retained for itself b. Where the Committee's responsibility is limited to making a recommendation only c. The approval of expenditure not contained within approved budgets d. Approval of expenditure of more than \$20,000 e. The approval of final policy f. Deciding significant matters for which there is high public interest and which are controversial g. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council h. Power to establish subcommittees |
| Rules and Procedures | <ul style="list-style-type: none"> • Standing Orders apply. • The minutes of all Committee meetings will be submitted to Council. • The Committee will be serviced by the Governance Advisor & Policy Strategist. • The Committee will produce an annual report for submission to Council detailing the work undertaken by the Committee. • The Committee will be advised by the Chief Executive Officer, Economic Development Team, and other officers and advisors as necessary. |