

TE WHANAKETANGA

West Coast Economic Development Strategy 2050 Steering Group Terms of Reference

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1. Background

- 1.1 In 2021 DWC facilitated engagement with a wide cross section of the West Coast community to develop a blueprint for the future and form the foundation of an economic development strategy for the region.
- 1.2 This engagement encompassed 150 people from across the Coast, including businesspeople, central government, local government, mana whenua, rangatahi and our wider community. They represented a cross section of all the parts of our community that make the West Coast work.
- 1.3 The 2050 strategy supersedes the 2018-2025 Tai Poutini Economic Development Strategy with outstanding Actions being assessed and reassigned to mission groups and priority project streams.
- 1.4 The approach to landing a 2050 strategy was simple:
 - Engage openly with the community to uncover the shared vision, aspirations, and outcomes we can all agree on and get in behind.
 - Work with existing strategies, plans and research papers to help inform the contents of this strategy and ensure it not only complements but reinforces other work happening in the region.
 - Shape a strategy that becomes a catalyst for action and a guiding document that can be used across business and community to ensure we're all singing from the same song sheet.
- 1.5 The success of the strategy requires strong links and sound working relationships within and between sector groups, and knowledge and advice from key stakeholders. To achieve this, a Steering Group (the "Group") comprising representation from key sectors and stakeholders will monitor and input into the implementation of the Strategy.
- 1.6 These Terms of Reference set out the responsibilities of the Group.

2. Scope

- 2.1 The scope is defined as any issue relating to the progression and achievement of strategy deliverables for the duration of the strategy.

3. Membership

- 3.1 The Group shall comprise sixteen (16) people as follows:
 - 3.1.1 The Chief Executives of:
 - a) Westland District Council
 - b) Grey District Council
 - c) Buller District Council
 - d) West Coast Regional Council
 - e) Development West Coast
 - 3.1.2 The Regional Commissioner
 - 3.1.3 Up to one (1) representative appointed by Te Rūnanga o Makaawhio
 - 3.1.4 Up to one (1) representative appointed by Te Rūnanga o Ngāti Waewae
 - 3.1.5 Up to one (1) person appointed from each of the following industries.
 - a) Mining
 - b) Engineering
 - c) Agriculture
 - d) Technology
 - e) Tourism
 - f) Forestry
 - g) Energy

- 3.1.5.1 The initial industry representative from each of these industries shall be selected from those in attendance at the 2021 EDS workshops.
- 3.1.5.2 Reappointment of industry representatives shall be by 75% consensus of the Group (excluding the outgoing representative) in considering a representative recommended by that outgoing representative.
- 3.1.6 Up to one (1) person appointed by Unions West Coast.
- 3.1.7 An Independent Chair appointed by Development West Coast. The Independent Chair will be a non-voting member, however, will count for the purpose of a attaining a quorum.
- 3.1.8 The Development West Coast Economic Development Manager shall participate as a non-voting member and shall not count as a number for the purpose of a quorum.

4. Role of the Steering Group

- 4.1 The role of the Group is to monitor and have input into implementation of the strategy. The group will:
 - 4.1.1 To perform their duties in the service of the outcomes set out in the strategy document and in the best interests of the West Coast as a whole.
 - 4.1.2 Provide strategic guidance, advice and support to agencies and organisations responsible for delivering the strategy.
 - 4.1.3 Provide an appropriate forum for exchanging information and raising and resolving issues relating to the strategy
 - 4.1.4 Monitor the activities of the stakeholder agencies to determine alignment with the strategy.
 - 4.1.5 Identify and define any specific problems or barriers in progressing the strategy and to propose strategies for overcoming problems and barriers.
 - 4.1.6 Consider any potential projects submitted to the Group for endorsement.
 - 4.1.7 Solicit national and regional perspective on strategic issues.
 - 4.1.8 Report twice annually to the West Coast Mayors, Chairs and Iwi Forum on achievement of the strategy.
 - 4.1.9 All Members shall promote the purposes of the Group in accordance with the Terms of Reference and shall do nothing to bring the Group into disrepute.
 - 4.1.10 Members are included in the group on behalf of the sector and/or interest area they represent rather than the organisation they're employed with.

5. Role of Chair and Secretary

- 5.1 The Independent Chair shall be responsible for:
 - 5.1.1 ensuring that these Terms of Reference are followed.
 - 5.1.2 convening Meetings and establishing if a quorum (half of the Group) is present.
 - 5.1.3 chairing Meetings, deciding who may speak and when.
 - 5.1.4 overseeing the operation of the Group.
- 5.2 The Secretary (provided by DWC) shall be responsible for:

- 5.2.1 recording the minutes of Meetings.
- 5.2.2 keeping the Register of Members.
- 5.2.3 holding the groups records, and documents.
- 5.2.4 receiving and replying to correspondence as required by the Group.

6. Role of Economic Development Manager

- 6.1 The ED Manager shall be responsible for:
 - 6.1.1 Advising and reporting on the EDS programme streams.
 - 6.1.2 Providing discussion documents on potential projects for the Group's consideration and endorsement.
 - 6.1.3 Preparation of reports for wider distribution.

7. Term and Cessation of Members

- 7.1 The term of each Member, shall be determined at the time of appointment, taking into account continuity on the Group, but shall be for no more than 5 years.
- 7.2 Members may serve more than 1 term.
- 7.3 Persons cease to be Members when:
 - 7.3.1 they resign by giving written notice to the Group.
 - 7.3.2 they cease to hold the relevant position within their representative organisation.
 - 7.3.3 they are removed by a 75% vote of the Group; or
 - 7.3.4 their Term expires.

8. Meetings

- 8.1 Subject to these Terms of Reference, the Group may regulate its own practices.
- 8.2 Meetings will be held twice annually, at a date and time to be advised with at least one month's notice. Meetings may be held face to face or via video conference. Face to face meetings shall be held at Development West Coast, 54 Tainui Street or as otherwise determined.
- 8.3 The Chair or their nominee shall adjourn the meeting if necessary.
- 8.4 If a meeting is convened upon requisition of members and a quorum is not present within 30 minutes of the time appointed for that meeting, the meeting shall be dissolved. In any other case the meeting shall stand adjourned to a day, time and place determined by the Chair. If at such adjourned meeting a quorum is not present within 30 minutes of the appointed time, the meeting shall be dissolved without further adjournments.
- 8.5 The Chair may, with the consent of any Meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

9. Quorum

- 9.1 A minimum of eight (8) members, including the Independent Chair, must be present to establish a quorum.

10. Decisions

- 10.1 All decisions of the Group shall be made by a resolution of 75% of the members present and eligible to vote at a meeting.

11. Minutes and Agenda

- 11.1 Minutes shall be circulated to members within two weeks after the meeting via email.
- 11.2 Agenda items shall be sought three weeks preceding each meeting, and agendas circulated one week prior to the scheduled meeting.

12. Reporting and Communication

- 12.1 The Group shall report bi- annually to the West Coast Mayors, Chairs, and Iwi Forum.
- 12.2 The ED Manager will provide progress reports to the Group at each meeting.
- 12.3 The process for managing any correspondence from the Group will be directed by the Chair.

13. Remuneration of Members

- 13.1 Members shall not be remunerated.
- 13.2 Where an Independent Chair is appointed, that position may be remunerated which will be funded by Development West Coast.

14. Changes to these Terms of Reference

- 14.1 Revisions to these Terms of Reference require agreement and acceptance by a 75% consensus from the wider group. Any changes should be made through a formal change control process.