

Document approval

Date	Section amended	Approved By
15 September 2020	Original TOR adopted by council.	As per council resolution
20 November 2020	Replaced John Bain with Justin Blaikie	As per council resolution
20 November 2020	Added in names of district council representatives	As provided for in council resolution

Terms of Reference

Regional Economic Development Service Delivery Working Party

Membership

The Regional Economic Development Service Delivery Working Party shall be comprised of two (2) councillors from Northland Regional Council (the council) and two (2) elected members from each of Kaipara District Council and Far North District Council (district councils) as follows:

Chair:	Cr Justin Blaikie
Member:	Cr Colin Kitchen
District council representation:	Two (2) members from each of the two (2) District Councils as follows: Cr John Vujcich, Far North District Council Cr David Clendon, Far North District Council Cr Anna Curnow, Kaipara District Council Cr Peter Wethey, Kaipara District Council

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). District council members count towards a quorum. Each local authority must be represented by at least one (1) member to constitute a quorum.

Purpose and term

Northland Inc. Limited is currently 100% owned by Northland Regional Council. The establishment of this working party does not remove or reduce council's responsibilities as the single shareholder of Northland Inc. Limited.

The working party has been established to assist with the potential transition of Northland Inc. Limited to a jointly owned council-controlled organisation (CCO). This development is being consulted on by the district councils in their Long Term Plan 2021-2031.

The term of the working party will conclude on 30 June 2021.

Vision, mission and areas of focus (Long Term Plan 2018-2028)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

The working party will contribute directly to the following areas of focus:

- A strong regional economy

- Efficient and effective service delivery

Objectives

The objectives of the working party are to:

- Make recommendations to council on the appointment of Northland Inc. Limited directors;
- Make recommendations to council on Northland Inc. Limited's Statement of Intent 2021-2024; and
- Make recommendations to council on any other matters relating to the regional economic development service delivery as requested by council.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. Written updates will be provided to council as appropriate.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

For reasons of efficiency and/or expediency, should the working party not be able to perform their functions, the council will assume their role and responsibilities.

ROLE AND FUNCTIONS

Council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- a) Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- b) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- c) To regularly report progress on its functions to the council; and
- d) Undertake such other functions as may be delegated by council from time to time.

2. Regional Economic Development Service Delivery

For regional economic development service delivery activities:

- a) Provide recommendations to council on the appointment of Northland Inc. Limited directors after following a process that is in conformity with council's policy on the appointment of directors to council organisations;
- b) Provide recommendations to council on Northland Inc. Limited's Statement of Intent 2021-2024 in a timely manner that allows council to fulfil its obligations under the Local Government Act 2002; and

- c) Attend the quarterly workshop sessions between council and the Board of Northland Inc. Limited.

3. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.