

## Waipapa Council Landholdings Steering Group (WCLSG)

### Terms of Reference

#### 1. Constitution

The Waipapa Council Landholdings Steering Group (WCLSG) is established as a governance group to provide oversight, engagement, advice, and recommendations to the Far North District Council for the future use and development of Council owned land holdings with the legal descriptions Lot 18 Deposited Plan 316057 identifier 26858 and Lot 17 Deposited Plan 333643 identifier 137900.

The steering group will be guided by the principles of Te Puawaitanga which are;

*W - Wellbeing for all*

*H - Healthy competition*

*A - Active communities*

*K - Kindness in all that we do*

*A - All are welcome*

*U - United we are stronger*

*T - Tangata whenua at our heart*

*E - Excellence is our aim*

#### 2. Purpose of the Steering Group

1. To guide, direct and oversee the future use and development of the Council land holdings in Waipapa beyond what will be delivered by Phase One of the Te Puawaitanga project.
2. To provide direction and input into the establishment of any governance groups, partnership agreements, lease agreements, ownership structures, incorporated societies and management committees tasked with owning and operating of any facilities built on the Council owned land in Waipapa or tasked with fund raising for any future development on the land.

#### 3. Objectives of the Steering Group:

- Engage at a governance level with sporting codes, Iwi, agencies, and community groups.
- Consider options for the best use and development of the Council owned landholdings identified in this Terms of Reference.
- Consult with stakeholders on the size, scope, and form of any future development of the Council owned landholdings identified in this Terms of Reference
- Consider the involvement of local professional services, consultants, property developers or designers in providing inputs and proposals on the best use of the Council owned landholdings identified on the Terms of Reference
- In any recommendation, consider the futureproofing of any development in terms of financial sustainability over an asset life of 50 years.

#### **4. Membership:**

The membership of WCLSG shall initially be comprised of the following:

- At least three elected members appointed by Council with one of the appointed elected members being also being appointed as the Chair of the WCLSG.
- One community board representative nominated by the Bay of Islands/Whangaroa Community Board and appointed by Council.
- Up to two hapū representatives nominated by the Te Pātukurea Hapū Rōpū.
- One Sport Northland representative appointed by Sport Northland.
- Three sporting code representatives appointed by Council with the support of Sport Northland.
- CEO of the Far North District Council or his delegate(s) without voting rights.

#### **5. Meetings:**

Meetings shall be held every eight weeks with additional meetings as required, at the discretion of the Chair.

- The Chair will be responsible for setting agendas and running Steering Group meetings.
- A quorum of members of WCLSG shall consist of 5 members including at least one elected member or community board member.
- At these meetings WCLSG may invite staff from the Far North District Council or other organisations as necessary to provide appropriate information.
- Meeting decisions have the status of recommendations to Council (Ordinary Council or Committees as appropriate), or to the CEO for lower order issues.

#### **6. Engagement protocols:**

Members of the Steering Group will work together in good faith and demonstrate the values of Manaakitanga, Professionalism and Integrity. They will also follow the Communication Guidelines for Elected Members, Chief Executive, and staff.

#### **7. Staff support:**

Subject matter expertise shall be provided by relevant staff members from within the Far North District Council, with enough notice and the approval of CEO and the corresponding General Manager.

#### **8. Administration**

Support for administration, including the agenda and meeting minutes, will be provided by the Planning and Policy Group.

#### **9. Changes to the Terms of Reference**

The Steering Group may alter the terms of reference via a majority of the membership, for approval by Council. The existence of the body and the fitness of these terms of reference is to be reviewed at the start of the new triennium no later than 16 December.

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