

# Terms of Reference

## The Southern Initiative Joint Steering Group

Adopted as at 30<sup>th</sup> May 2016

### 1.0 Introduction and background

The Southern Initiative is one of the two big place-based initiatives in the Auckland Plan. The purpose of The Southern Initiative (TSI) is to plan and deliver a long-term, 30-year programme of coordinated investment and action to an area of Auckland with significant social, economic, cultural and environmental opportunities but also significant challenges. The TSI is an opportunity to dramatically improve the quality of life and well-being of iwi and residents, reduce growing disparities, as well as increasing employment opportunities, for the benefit of all of Auckland and New Zealand.

On 5 June 2012, The Auckland Council Auckland Plan Committee approved an interim Governance and Delivery Structure for the TSI including the establishment of a Joint Steering Group (JSG). The Auckland Plan Committee also noted that there would be on-going discussions with central government, and others, about a sustainable, long term governance and delivery model; and the interim structure would be reviewed in December 2014, upon completion of the TSI Multi-Sector Action Plan.

### 2.0 Purpose and objectives

The purpose of the Joint Steering Group is to provide strategic oversight and direction to the development and implementation of the TSI work programme, and provide advice to the TSI General Manager, Operational Management Group\*\* and the Auckland Plan Committee.

The objectives of the JSG are to:

- guide and monitor the development of the multi-sector action plan
- identify and facilitate collaborative projects and activities that will advance priority outcomes
- provide advice on priorities in allocation of resources
- champion the TSI across their stakeholder groups, wider TSI communities and the rest of the region
- provide advice on stakeholder and community engagement, and take a leading role in communicating progress on the TSI to all stakeholders they represent
- represent as appropriate local community perspective.

\*\*The Operational Management Group involves the Chief Executive, Chief Planning Officer, Chief Operational Office, Chief Financial Officer, Regional Commissioner Ministry of Social Development (MSD), and Executive Director Auckland Policy Office (APO).

### **3.0 Membership of the Joint Steering Group**

- 6 Southern Local Board Chairs or alternate representatives; ( Mangere-Otahuhu, Manurewa, Otara-Papatoetoe, Papakura, Franklin and Howick Local Boards)
- 4 Southern Ward Councillors; (2 Manukau and 2 Manurewa-Papakura ward councillors)
- 1 Manawhenua representative or alternate representative from each of the following; Makaurau Marae, Ngai Tai ki Tamaki, Ngati Paoa, Ngati Tamaoho Trust, Ngati Te Ata, Te Akitai Waiohua Iwi Authority or Pukaki Marae, Te Kawerau Iwi Tribal Authority, Te Runanga o Ngati Whatua, Waikato-Tainui
- 2 Mataawaka representatives – (process for selection to be determined by the JSG)
- 1 Representative each from all the “Auckland Council Advisory Panels”

The Mayor and Deputy Mayor are ex-officio members of the JSG. The JSG may co-opt or invite for specific matters, representatives from other advisory panels of Council.

The JSG provides direction to and monitors TSI workstream project groups. The JSG members may also participate in the workstreams. Any conflict of interest will be for JSG members to identify.

The membership term for the Southern Local Board Chairs or alternative representatives, Southern Ward Councillors and Advisory Panel representatives shall be determined following the outcome of the Auckland Council elections and establishment of the Advisory Panels following the Auckland Council elections.

### **4.0 Protocols and operating principles**

#### **4.1 Representation**

Steering Group members may be represented by a designated proxy should they be unable to attend a meeting. The designated proxies shall be made known to the JSG.

#### **4.2 Chairing of meetings**

A Chair and Deputy chair will be elected by the JSG.

The Chair and Deputy chair will be elected triennially in accordance with Councils election year.

#### **4.3 Decision Making**

The quorum for formal decision-making will be one third of the JSG plus 1 member (9 members in total).

Proxy representatives are only allowed with 1 vote.

Only one vote is allowed for the mana whenua or mataawaka representative or their alternate representative who attends a meeting; who attend a meeting.

*(Three strikes non attendance rule to be inserted here with appropriate wording supplied by Democracy services – 28 April 2014)*

All decisions of the JSG will be by consensus if possible. Where consensus cannot be reached, decisions will be by a simple majority with the Chair having the casting vote.

It is acknowledged that decisions of the Steering Group are recommendations and do not supersede the respective decision-making processes of the local boards, governing body, iwi authorities and statutory advisory panels.

#### **4.4 Status of Meetings**

In general, business meetings of the Joint Steering Group will not be open to the public. Formal minutes of the meetings will be kept and circulated to members. The JSG may wish to hold part of their meetings in public or hold public meetings for specific purposes.

#### **4.5 Communications and media**

The Chair and Deputy Chair will be the designated spokespersons for the collective views of the JSG. It is acknowledged that members of the JSG may wish to independently comment to the media about TSI, but this will be on the basis of joint accountability for decisions and “no surprises”; with the Chair and other members informed as soon as possible, of any intended public communication about TSI.

#### **4.6 Schedule of meetings**

The JSG will, in consultation with the General Manager-TSI, establish a schedule of meetings, but will hold a minimum of four meetings annually.

#### **5.0 Agendas**

Agendas will be drafted by the General Manager and agreed with the Chair. It is anticipated that members of the JSG will put forward matters for consideration from their respective stakeholder groups.

#### **6.0 Principles for the Joint Steering Group**

The following principles are suggested to guide the operation of the JSG. The JSG may wish to develop their own additional principles and protocols:

- acting in good faith, communicating openly with other members
- working in a co-operative and constructive manner with respect, goodwill, trust and integrity
- championing and advocating for specific stakeholder interests will be balanced with a TSI-wide view
- acknowledging that diversity of views and perspectives is a strength and promoting an inclusive approach
- encouraging innovation, promoting effective actions and practices and “letting go” of ineffective programmes and practices
- quickly resolving any issues/disputes, and removing barriers, that might prevent effective collaborative action
- give effect to the principles of the Treaty of Waitangi

## **7.0 Resources**

### **7.1 Senior Officer Support**

The JSG will be supported by the General Manager-TSI, reporting to the Operational Management Group.

### **7.2 Secretariat**

Administrative and secretarial support to the JSG will be provided from within existing staff resources.

### **7.2 Remuneration**

Elected representatives are not entitled to compensation for attending a JSG meeting.

Representatives from the Auckland Council advisory panels will be paid the same fee as for the monthly business meetings of those panels, plus travel.

Mana Whenua and Mataawaka representatives – Meeting remuneration is covered by the non-elected existing Auckland Council policy.