

APPENDIX FIVE: RAGLAN COASTAL RESERVES ADVISORY COMMITTEE TERMS OF REFERENCE

RAGLAN COASTAL RESERVES ADVISORY COMMITTEE

- a) Pursuant to schedule 7 clause 32 of the Local Government Act 2002 an Advisory Committee known to be the Raglan Coastal Reserves Advisory Committee be established.
- b) Pursuant to schedule 7 clause 32 of the Local Government Act 2002 the Raglan Coastal Reserves Advisory Committee operate according to the following Terms of Reference:

1.0 Functions and Responsibilities

1.1 The objectives of the Committee are:

- a) To provide advice to the Raglan Community Board concerning the strategic management and capital development of Wainui Reserve, Manu Bay Recreation Reserve, Te Kopua Domain (excluding the Raglan Kopua Holiday Park), and Whale Bay Recreation Reserve ("the Raglan coastal reserves").
- b) To provide advice to the Raglan Area Office in respect of the scheduling of events at the Raglan coastal reserves and to liaise with the Raglan Events and Cultural Trust in relation to such events, provided that the Manu Bay Recreation Reserve Event Rules shall continue to apply in respect of events which take place at Many Bay Recreation Reserve.
- c) To consult with relevant stake holders and the Raglan community, in order to provide informed advice to the Raglan Community Board.

1.2 The Committee shall not undertake any activities associated with its functions which may result in Council expenditure, unless such expenditure has been authorised by the Waikato District Council.

2.0 Membership

2.1 The Committee shall consist of:

- The Raglan Ward Councillor
- The Reserves Team Leader
- One member of the Raglan Community Board, appointed by the Waikato District Council
 - One member of the following organisations, appointed by the Waikato District Council:
 - . Friends of the Wainui Reserve
 - . Tainui Awhiro Ngunguru Te Po

- . Nga Uri o Maahanga Trust
 - . Raglan Sports Fishing Club
 - . Point Boardriders Club Incorporated
 - . The Manu Bay Advisory Group
- Any one representative from any other organisation that Council thinks fit
 - Two representatives of the Raglan general community, appointed by the Council.

2.2 The Committee shall appoint two co-chairs from within its membership.

2.3 One chairperson shall be an Iwi representative.

2.4 The Committee shall elect executive officers from within its membership, as it considers necessary, at its first meeting.

2.5 A Committee member may resign from office, or be removed from office on the unanimous resolution of other members and endorsement of that resolution by the Council.

2.6 The Council shall appoint new members to fill vacancies.

2.7 The Council may discharge the Committee if it considers that the Committee is inadequately performing its responsibilities.

2.8 All committee members shall have equal voting powers and act in good faith.

3.0 Procedural Matters

3.1 The Committee shall hold at least three meetings per year, taking into account the timing of the preparation of the Annual Plan and Waikato District Council's budgetary cycle.

3.2 In addition to the meetings held in accordance with clause 3.1 above, the Committee shall hold special meetings if required by the Council.

3.3 The Committee shall keep minutes of each committee meeting and shall forward copies of the minutes to the Raglan Community Board and the Council within one calendar month from the meeting date.

3.4 Meetings shall be held in a manner acceptable to the committee, but in the event of any dispute arising the committee shall follow the Council's approved Standing Orders.

4.0 Changes to Terms of Reference

4.1 The Council may amend these terms of reference, provided that prior consultation has been undertaken with Raglan Coastal Reserves Advisory Committee.

5.0 Council Responsibilities

- 5.1 The Council shall provide information concerning strategic management issues at the reserves referred to in clause 1.1 above to the Committee, for the Committee's comments and recommendations before a decision is made by the Council.
- 5.2 The Council shall provide administrative support to the Committee, if required, to enable the Committee to operate effectively.
- 5.3 All members to be appointed by the Council shall be appointed within eight weeks from the date of the establishment of the Committee by Council resolution.
- 5.4 If a dispute arises concerning these terms of reference, the matter shall be referred to the Council for determination.