

Dated: 11 March 2016

## **KAITAIA DRAINAGE AREA COMMITTEE Terms of Reference**

### **Purpose**

**The purpose of the Kaitaia Drainage Area Committee is:**

- To represent and consult with the ratepayers of the Kaitaia Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Kaitaia Drainage Area
- To ensure the Kaitaia Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Kaitaia Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Kaitaia Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

### **Quorum**

The Quorum is set at three.

### **Responsibilities**

#### **Work Programmes**

Preparing the programme of work for the Kaitaia Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

### **Stakeholder Liaison**

Liaise with all stakeholders as requested by the Council Officer responsible for the Kaitaia Drainage Area.

### **Membership**

The Kaitaia Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

### **Protocols**

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.

An agenda will be prepared and circulated 2 clear working days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

### **Values**

Advocacy - promote the public's trust and confidence in Council and the Community Board

Openness - communicating clearly and providing as much information as possible

Honesty - observing both the spirit and the letter of the law, policy and procedures

Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making

Responsiveness - dealing with issues within agreed timeframes

Consider the full range of costs and benefit of alternatives in making recommendations to Council

Ensure open and free exchange of information within the group

### **Meetings**

The Kaitaia Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.

Additional meetings may be held when required with the approval of the Chief Executive Officer.

### **Standing Agenda Items**

Confirmation of previous minutes

A financial report provided by the Chief Financial Officer

Proposed Work Programme

### **Reporting**

A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

### **Support**

Administrative support is provided by the Council's Governance Support team.

### **Funding and Budgets**

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.

Expenses will be funded from the Kaitaia Drainage Targeted Rate.

### **Procurement of Goods and Services**

The procurement of goods and services for the Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

### **Contacts with Media and Outside Agencies**

The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.



Committee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Te Hiku Community board on matters outside the Committee's delegations.

### **Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, The Hiku Community Board Standing Orders and Council Code of Conduct.

### **Power to Delegate**

The Kaitaia Drainage Area Committee may not delegate any of its responsibilities, duties or powers.