

Terms of Reference – 2016-2019 Triennium

Pest Management Working Party – Terms of Reference

Membership

The Pest Management Working Party shall be comprised of four (4) councillors as follows:

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| Chairperson: | Mike Finalyson |
| Members: | Justin Blaikie Rick Stolwerk Paul Dimery A non-elected member from the TTMAC Working Party (to be confirmed) |
| Ex-officio: | Bill Shepherd (full voting rights) |

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be three (ex-officio counts towards a quorum).

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive on council's pest management activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on pest management matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief written report of working party activities to each council meeting.

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

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

1. General

- 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);
- Discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;

- In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;
- Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- To regularly report progress on its functions to the council; and
- Undertake such other functions as may be delegated by council from time to time.

2. Pest Management

- i) For council's pest management, biosecurity and marine pests activities:
 - advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
 - advise and make recommendations to council (and relevant working parties or working groups) on matters of policy and implementation .
 - monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Northland Long Term Plan. Annual Plan and operational strategies, such as the Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP).
 - To coordinate with other agencies on matters concerning pest management in Northland.
- ii) To oversee the development and implementation of the Regional Pest Management Plan (RPMP) and Marine Pathway Plan (MPP) and regularly report progress on its functions to the council. Identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration of plans.
- iii) To review and recommend to council on such other functions as may be delegated from time to time.

3. No Delegated Authority – Power to Act

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