

## Document Management

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## Terms of Reference

### Biosecurity and Biodiversity Working Party

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#### Membership

The Biosecurity and Biodiversity Working Party shall be comprised of four (4) councillors and four (4) Te Taitokerau Māori and Council Working Party (TTMAC) members as follows:

Chair:	Cr J Crow
Members:	Cr J Blackwell, Cr G Crawford, Cr M Robinson,
Māori representation:	Four (4) members of Te Taitokerau Māori and Council Working Party (TTMAC), Mira Norris (Te Parawhau representative), Barb(Michelle) Elboz (Patukeha representative) , Niki Conrad (Re Rūnanga Nui o Te Aupōuri representative) and Nyze Manuel (Te Rūnanga o Whaingaroa).
Ex officio:	N/A

Standing orders do not apply.

#### Quorum

The quorum for meetings of the working party shall be four members. Ex-officio and non-elected members count towards a quorum.

#### Vision, mission and areas of focus (Long Term Plan 2021-2031)

Our Northland – together we thrive. Working together to create a healthy environment, strong economy and resilient communities.

This working party will contribute directly to the following areas of focus:

- Protected and flourishing native life
- Meaningful partnerships with tangata whenua

#### Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the Chief Executive on council’s biosecurity and biodiversity strategic activities ensuring accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on biosecurity and biodiversity matters.

#### Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities.

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**

- a) 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);
- b) Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations;
- c) Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- d) 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;
- e) Co-opt a person as a (non-voting) member of the working party to assist with special projects.
- f) 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;
- g) To regularly report progress on its functions to the council; and
- h) Undertake such other functions as may be delegated by council from time to time.

### **2. Biosecurity and Biodiversity**

- a) For council's biosecurity and biodiversity activities:
  - i) Advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
  - ii) Advise and make recommendations to council (and relevant working parties or working groups) on matters of policy and strategic nature.
  - iii) 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).
- b) To monitor and review implementation of Nga Taumata o te Moana – our climate change strategy, as the actions relate to council's biosecurity and biodiversity functions.
- c) To coordinate with other agencies on strategic matters concerning biosecurity and biodiversity in Northland.
- d) To identify and workshop important and/or contentious matters with full council, as appropriate, to ensure buy-in prior to formal council consideration of plans.
- e) To review and recommend to council on such other functions as may be delegated from time to time.

### **3. Reporting**

The Chairperson, supported by staff, will report on working party activities and associated recommendations to Council on a quarterly basis.

**4. Meeting Frequency**

The Biosecurity and Biodiversity Working Party is to meet quarterly.

**5. No Delegated Authority – Power to Act**

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