

## Document approval

Date	Section amended	Approved By
<b>13 January 2020</b>	Responsibilities – amended to reflect a verbal report to council meeting.	Chief Executive Officer
<b>21 April 2020</b>	Updated for TTMAC members.	As per council decision 21 April 2020.
<b>17 November 2020</b>	Minor amendments to ensure to a strategic focus.	As per council resolution 17 November 2020.
<b>23 July 2021</b>	Transfer to Sharepoint document management system.	Governance Support Manager

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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) non-elected members as follows:

Chair: Cr J Crow

Members: Cr J Blaikie  
Cr M Robinson  
Cr R Stolwerk

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC) Working Party as follows:

Georgina Connelly, Te Uri o Hau Settlement Trust  
Juliane Chetham, Patuharakeke Te Iwi Trust Board  
Barb (Michelle) Elboz, Ngāti Kuta, Patukeha  
Nora Rameka, Te Rūnanga o Ngāti Rehia.

Ex officio: Cr P Smart

The number of non-elected members from the TTMAC Working Party are to be the same as the NRC elected members.

Standing orders do not apply.

#### Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio and non-elected members count towards a quorum.

#### Vision, mission and areas of focus (Long Term Plan 2018-2028)

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:

- Enhancement of indigenous biodiversity and biosecurity
- Enduring relationships 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 activities ensuring that 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. The Chairperson, supported by staff, will provide a brief verbal 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**

- 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 coordinate with other agencies on strategic matters concerning biosecurity and biodiversity in Northland.

- c) 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.
- d) 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.