

Document approval

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

Terms of Reference

Climate Change Working Party

Membership

The Climate Change Working Party shall be comprised of four (4) councillors and four (4) non-elected members as follows:

Chair: Cr A Macdonald

Members: Cr J Crow
Cr M Robinson
Cr J Yeoman

Māori Representation: Four members of Te Taitokerau Māori and Council (TTMAC)

Working Party as follows:

Rihari Dargaville, Te Rūnanga o Whāingaroa
Nora Rameka, Ngāti Rehia
Thomas Hohaia, Te Roroa
Rowan Tautari, Te Whakapiko Hapū.

Ex officio: Cr P Smart

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

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be four (4). Ex-officio counts 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:

- Safe & resilient communities
- 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 climate change activities ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on climate change 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.
- i) To consult and seek input from other groups, as required, on specific resource management issues.

2. Climate Change Management

For council's climate change activities:

- a) Advise council on any significant legislative changes, programmes, plans or reports affecting these activities.
- b) Advise and make recommendations to council (and relevant working parties or working groups) on strategic matters.
- c) Monitor and review progress towards council's objectives, the achievement of the performance targets and the delivery of work programmes in the relevant Long Term Plan, Annual Plan and operational strategies.

- d) To coordinate with other agencies on matters concerning climate change in Northland.
- e) 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.

