

## Chair – Te Miromiro Committee for Assurance, Risk & Finance

Far North District Council 2026 - 2028

### COMMITTEE CONTEXT

**Role:** Provide governance and oversight for assurance, risk management, and financial matters, supporting the Far North District Council's vision of sustainable prosperity and wellbeing for the district.

**Membership:**

External Appointee – Chairperson and Independent Member  
Cr John Vujcich (Deputy Chairperson)  
Cr Rachel Baucke  
Cr Hilda Halkyard-Harawira  
Cr Felicity Foy  
Cr Davina Smolders

**Quorum:** 4 members.

**Meeting Frequency:** 12-weekly.

### PURPOSE OF THE POSITION

Provide independent governance leadership of Te Miromiro Committee to ensure robust financial management, risk management, internal controls, and assurance across Council. Facilitate effective, impartial meetings and ensure compliance with statutory and policy requirements, supporting Council's strategic objectives.

The External Chair is appointed to provide independent governance leadership, facilitate effective meetings, and support robust oversight of assurance, risk, and financial matters. The role is advisory and facilitative in nature and does not confer independent decision-making authority.

### AUTHORITY AND DECISION RIGHTS

The External Chairperson has full voting rights on all matters within the Committee's responsibilities and delegations. The Committee may not delegate its responsibilities, duties, or powers and the Chair ensures decisions remain within the Committee's scope and are escalated to Council where required.

The External Chair does not hold policy-setting authority, executive authority, or delegated decision-making powers. All substantive decisions, recommendations, and directions rest with the Committee and Council's elected members. The External Chair does not act as a spokesperson for the Council and does not represent the views of the Committee or Council outside formally adopted resolutions.

## KEY RESPONSIBILITIES

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### Governance & Leadership

- Chair all Te Miromiro meetings, ensuring orderly, impartial, and effective decision-making.
- Embed transparency, accountability, and continuous improvement in Committee practice.
- Ensure operations align with Terms of Reference, Standing Orders, and Code of Conduct with Committee decisions being made in alignment with delegations.

### Financial Oversight

- Oversee robustness of financial management practices, budgeting, and financial planning, working with staff to ensure robust information is presented to Committee for information and decision-making.
- Review integrity and appropriateness of internal/external reporting and accountability arrangements.
- Ensure Committee receives information that provides governance comfort that controls safeguard Council's financial and non-financial assets.

### Risk Management

- Provide independent assurance on the review of Council's risk management framework and treatment processes.
- Ensures the Committee oversees the robustness of internal controls and the internal audit framework.
- Ensure information to Committee evidences compliance with laws, regulations, standards, and best-practice guidelines.

### Audit & Controls

- Ensure the Committee work programme includes oversight of internal audit programme and audit dashboards.
- Ensure the Committee has information as it relates to monitoring fraud prevention processes and Council's relationship with the external auditor.

### Data Governance

- Ensure the Committee has visibility of Council's data governance framework and ensure appropriate controls and stewardship.

### Committee Development & Performance

- Support ongoing development of members' skills and knowledge.
- Lead annual review of Committee performance and Terms of Reference.

### Stakeholder Engagement

- Liaise with Chief Executive, Group Manager Corporate Services, and senior staff as required, particularly in the setting of agendas, progress on Committee work program and review of reports.
- Represent the Committee to Council and external stakeholders where appropriate.
- A high standard of independence from advisory bodies, contractors, and stakeholder groups and proactively manage both actual and perceived conflicts of interest is required.

- The External Chair's role is limited to governance oversight on behalf of Council and is not as a representative, liaison, or intermediary role between Council and any Council Controlled Organisation.
- The External Chair will maintain independence from CCO boards, management, and advisors.

## **Relationship with Elected Members**

- The External Chair is accountable to Council through the Committee and is expected to defer to elected members on matters of policy direction, priorities, and recommendations.
- The role supports, but does not replace or override, the democratic authority of elected members.

## **Meeting Management & Work Programme**

- Set agendas (with relevant staff) and ensure timely, high-quality papers.
- Maintain action tracking and ensure reporting on resolution implementation occurs.

## **PERSON SPECIFICATIONS**

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### **All Appointed Members are required to have:**

- Sound judgement and decision-making
- A public service ethos
- A high standard of personal integrity
- Clear communication skills and an ability to debate in a reasoned manner
- Effective teamwork and collaboration
- Commitment to the principles of good corporate citizenship
- A demonstrable commitment to the Far North District (role of the elected member)
- Have a strong foundational knowledge of tikanga Māori
- Understand the issues facing Māori within Te Tai Tokerau
- Have specific mātauranga Māori relevant to the committee in question. Any cultural knowledge or competency required for this role is intended to support informed governance and statutory decision-making only.

### **Specific Specifications for the Chair Te Miromiro Assurance Risk & Finance Committee**

#### **Essential**

- Significant experience chairing governance committees, preferably in local government or public sector.
- Expertise in financial management, risk management, assurance, and internal controls.
- Strong understanding of audit frameworks and statutory compliance.
- Ability to provide independent, objective, and strategic advice.
- Excellent leadership, communication, and facilitation skills.
- High standards of integrity, impartiality, and confidentiality.
- Demonstrated commitment to political neutrality, independence, and good governance.
- Not act as an advocate for any sectoral, cultural, organisational, or political interest, nor promote agendas external to Council's adopted strategies and policies.
- The ability to proactively identify, declare, and manage actual and perceived conflicts of interest, including prior or current relationships with Council Controlled Organisations, their subsidiaries, or associated entities.

**Desirable**

- Professional qualifications in finance/risk/audit (e.g., CA, CPA, CIA).
- Experience providing constructive challenge and professional skepticism.
- Familiarity with local government legislation and public accountability frameworks.

**ELIGIBILITY AND APPOINTMENT**

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- Any person is eligible to be an Appointed Member of a Committee provided that:
  - they are not a currently elected member of the Council, including an elected member of any Community Board
  - they are not a current employee of the Council (subject to Schedule 7, Clause 31(4)(b), LGA02)
  - they are not contracted or sub-contracted by the Council.
- Pursuant to Schedule 7, Clause 31(4)(b), LGA02 an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

Nothing in this role description is intended to diminish or displace the democratic authority of elected members under the Local Government Act 2002.