

Deputy Chair – Te Koekoeā Committee for Council Controlled Organisations

Far North District Council 2026 - 2028

COMMITTEE CONTEXT

Role: Provide deputised leadership of the Committee that safeguards community interests by providing strategic oversight of the Far North District Council's Council-Controlled Organisations (CCOs).

Membership:

- John Vujcich – Chairperson
- External Appointment – Deputy Chair
- Kahika Moko Tepania
- Cr Rachel Baucke
- Cr Ann Court
- Cr Felicity Foy
- Cr Davina Smolders

Quorum: 4 members.

Meeting Frequency: 8-weekly.

PURPOSE OF THE POSITION

The External Deputy Chair supports the leadership and administration of Te Koekoeā Committee for Council Controlled Organisations, ensuring that CCOs operate in alignment with Council priorities and statutory requirements.

The External Deputy Chair is appointed to support effective governance oversight of Council Controlled Organisations by assisting the Chair to facilitate meetings, promote robust scrutiny, and support informed decision-making by elected members. The role is advisory and facilitative in nature and does not confer independent decision-making authority.

AUTHORITY AND DECISION RIGHTS

The External Deputy Chair 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 Deputy Chair does not hold executive, operational, or policy-setting authority in relation to Council or any Council Controlled Organisation. All substantive decisions, recommendations, and directions rest with the Committee and Council's elected members. The External Deputy Chair does not issue instructions to CCO boards, management, or staff.

KEY RESPONSIBILITIES

Governance Support

- Assist the Chair in leading the Committee, ensuring meetings are conducted effectively, impartially, and in accordance with the Terms of Reference and Standing Orders.

Strategic Oversight

- Contribute to the oversight of the establishment, governance, and performance of CCOs, including director appointments, board evaluations, and compliance with the Local Government Act 2002.

Policy and Planning

- Participate in reviewing and recommending Letters of Expectation, Statements of Intent, and strategic plans to ensure CCOs' objectives align with Council priorities.

Performance Monitoring

- Support the monitoring of CCO performance, accountability, and transparency, including reviewing annual and interim reports and promoting continuous improvement.

Stakeholder Engagement

- Represent the Committee as required, liaising with Council, CCO boards, and external stakeholders to promote open communication and effective governance.
- A high standard of independence from Council management and external stakeholders is required.

Delegation and Succession

- Act as Chair in the Chair's absence, ensuring continuity of leadership and decision-making.

Relationship with CCOs

- The External Deputy 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 Deputy Chair will maintain independence from CCO boards, management, and advisors.

Relationship with Elected Members

- The External Deputy 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.

PERSON SPECIFICATIONS

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.

Specific Specifications for Te Koekoeā Committee for Council Controlled Organisations

Essential

- Demonstrated experience in governance, preferably within local government or public sector environments.
- Strong understanding of financial management, risk, and assurance frameworks.
- Ability to interpret and apply statutory and policy requirements relevant to CCOs.
- Excellent communication, facilitation, and leadership skills.
- High standards of integrity, impartiality, and confidentiality.
- Commitment to the principles of good corporate citizenship and public service.
- Ability to work collaboratively and constructively with diverse stakeholders.
- 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

- 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.