

Deputy Chair – Te Koukou Committee for Transport and Infrastructure

Far North District Council 2026 - 2028

COMMITTEE CONTEXT

Role: Provide deputised leadership of the Committee that ensures cost effective, quality and sustainable infrastructure decisions are made to meet the current and future needs of our communities, supporting the Far North District Council's vision of sustainable prosperity and wellbeing for the district.

Membership:

- Cr Felicity Foy (Chairperson)
- External Appointment Deputy Chairperson
- Cr Arohanui Allen
- Cr Rachel Baucke
- Cr Ann Court
- Cr Halkyard-Harawira
- Cr Tāmati Rākena

Quorum: 4 members.

Meeting Frequency: 4-weekly.

PURPOSE OF THE POSITION

The External Deputy Chair supports the leadership and administration of Te Koukou Committee for Council Transport and Infrastructure, providing independent governance leadership that supports the Chair to ensure cost-effective, quality and sustainable infrastructure decisions for Far North communities, and robust oversight of how Council's infrastructure assets are maintained and operated.

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.

When required, act as Chair to lead meetings and decision-making within the Committee's delegated authority and Terms of Reference.

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

Leadership & meeting stewardship

- Support the Chair to set agendas aligned to Te Koukou's purpose and priorities; ensure the right information and analysis is brought forward for effective decision-making and continuity of leadership.
- Preside over meetings in the Chair's absence; maintain meeting discipline, fairness, and clarity of resolutions.
- Promote continuous improvement in Committee effectiveness, including periodic review of whether the Committee is meeting its Terms Of Reference and whether amendments are needed to improve efficiency.

Infrastructure oversight

- Provide independent scrutiny across infrastructure portfolios (transport, three waters, district facilities and property), focusing on project performance, risk, value for money, programme re-phasing, and asset management outcomes.
- Interrogate performance reporting for significant infrastructure projects; ensure issues, risks and mitigations are clearly articulated and tracked.

Financial and capital programme governance

- Examine capital and operational spend profiles; challenge reprogramming proposals and affordability implications to uphold prudent financial stewardship.
- Maintain strict neutrality in relation to procurement processes, funding allocations, project prioritisation, and contractor selection.
- The role does not advance or influence outcomes for any individual, organisation, sector, or interest group.

Governance boundaries & delegations

- Ensure Committee decisions remain within Council's delegations and Te Koukou's Terms of Reference.
- Where working groups are established, ensure they cannot exercise decision-making powers; decisions remain with the Committee.

Stakeholder engagement

- Work constructively with the Chair, Mayor, Councillors, Head of Infrastructure, Democracy Services, and report writers to ensure timely, high-quality advice reaches the Committee.
- Represent the Committee as required, liaising with Council, CCO boards, and external stakeholders to promote open communication and effective governance.

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 only.

Specific Specifications for Te Koukou Committee for Council Transport and Infrastructure

Essential

- Proven governance leadership in transport and/or infrastructure sectors, including capital programme oversight and portfolio risk management.
- Financial acumen to interrogate budget, OPEX/OPEX dynamics, and reprogramming proposals.
- Strong meeting chairing/facilitation capability and familiarity with local government decision making processes and standing orders.
- Ability to interpret complex technical reporting and distil clear governance recommendations.
- 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 contractors, consultants, infrastructure providers, or sector bodies.
- A high level of independence from Council management, suppliers, and external stakeholders is required at all times.

Desirable

- Independent, evidence based judgement; integrity and impartiality.
- Collegial, constructive engagement with elected members and staff; commitment to outcomes for Far North communities consistent with Te Koukou's purpose.
- 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.