

Position outline: Co-Chairpersons

Waiāri Kaitiaki Advisory Group

Title	Co-Chairpersons
Committee	Waiāri Kaitiaki Advisory Group
Date	31/05/2021

Position purpose

The Co-Chairpersons (Co-chairs) of the Waiāri Kaitiaki Advisory Group (WKAG) have a governance role to ensure that the WKAG meets regularly and undertakes its role to monitor and provide advice to Tauranga City Council and Western Bay of Plenty District Council, as the joint consent holders of Resource Consent #65637 to extract water from the Waiāri Stream for municipal supply.

The Co-chairs will oversee and co-ordinate all activities of the WKAG within their specific terms of reference and delegated authority, providing guidance and direction to all members and liaising with Council staff in setting the content and priorities of meeting agendas.

The Co-chairs will be accountable for ensuring that any recommendations from the WKAG are considered by the Tauranga City Council, Western Bay of Plenty District Council and Bay of Plenty Regional Council respectively.

One Co-chair will be appointed from the consent holders' representatives on WKAG and one Co-chair will be appointed from the iwi/hapū representatives on the WKAG as set out in the terms of reference for the WKAG.

This position description will cover both co-chairs. Note: only one co-chair will chair each meeting. The rotation of meeting chairs is at the discretion of the co-chairs and subject to their availability; however, it would be expected that the co-chairs alternate chairing meetings when possible.

The term of appointment will be from June 2021 to October 2022. The expiry of the term coincides with the October 2022 local government elections which may result in different representatives from both councils being appointed to the WKAG.

The role has full voting rights and where there is an equal number of votes, the co-chair who is chairing the meeting also has a casting vote.

Competencies

Competencies	Description
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Understanding of, or a commitment to develop capability, with respect to Te Tiriti o Waitangi. • A commitment to demonstrating strong relationships as intended by Te Tiriti o Waitangi.
Te Ao Māori	<ul style="list-style-type: none"> • Actively encourages feedback into discussion that highlights and explains Māori values and concepts that can enhance decision making processes. • Ensures that those aspects that may not usually be considered well or with strong understanding are given reasonable time and resource to be well considered. • Takes into consideration the views and interests of the iwi and hapū members appointed to the WKAG. • Has an understanding of tikanga.
Governance Experience	<p>General Requirements</p> <ul style="list-style-type: none"> • Understands local government's obligations in relation to water and is familiar with the resource consent conditions relating to Waiāri. <p>Specific Requirements</p> <ul style="list-style-type: none"> • Board or governance experience. • Understands and respects the differing roles of the Commission, Mayor and Councillors, Bay of Plenty Regional Council and iwi/hapū representatives; and any other appointees to the WKAG. • Recognises that the Co-chair role does not extend to operational matters or to the management of any implementation. • Develops and maintains a working knowledge of the Waiāri water project. • Understands the context of the three waters reform process in local government. • Familiar with and complies with the statutory requirements of a member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987. • Ability to chair a meeting in an effective and efficient manner.
Leadership and Strategic Experience	<ul style="list-style-type: none"> • Strategic and/or leadership experience. • Committed to promoting the profile and effectiveness of the WKAG. • Transparent and upfront approach.

Personal Attributes

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Mana (status) and integrity	<ul style="list-style-type: none"> • Has the status to manage meetings on marae as well as in Council Chambers. • High organisational ethics, accepts collective responsibility, respects confidentiality. • Identifies, is aware of and declares any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.
Communication	<ul style="list-style-type: none"> • Listens actively and accurately, encourages input from others, debates in reasoned and calm way. • Ability to communicate complex and technical information appropriate to the audience.
Decision Making	<ul style="list-style-type: none"> • Fosters consensus-based decision making. • Broad perspective - both short and long term. • Fully considers all options.
Teamwork/ Collaboration	<ul style="list-style-type: none"> • Actively participates in and facilitates team effectiveness of the WKAG. • Works productively and openly with colleagues. • A proactive approach to advising members of matters that require further attention. • Supports the decision of the WKAG to others outside of the WKAG.
Leadership	<ul style="list-style-type: none"> • Proven skills and willingness to apply leadership in a governance context. • Skilled at coordinating and summarising viewpoints of meeting attendees. • Facilitating style of chairmanship that enables quality participation and outcomes. • Solutions and outcomes focused. • Objective leadership capabilities and skilled in guiding discussion towards shared and mutually beneficial outcomes. • Inclusive chairmanship to ensure voices are heard objectively.

Co-Chair Tasks

Co-Chair tasks	Description
	<ul style="list-style-type: none"> • Chair meeting. • Provide advice on courses of action to progress the WKAG in its deliberations and outcomes. • Ensure requests are resolved by the WKAG and actioned in a timely manner.

Co-Chair tasks	Description
	<ul style="list-style-type: none">• Liaise with Council staff in setting the content and priorities of meeting agendas and attend pre-agenda meetings.• Ensure appropriate communication occurs with WKAG members and other appropriate groups/partners.