

Position outline: Chairperson and Deputy-Chairperson

Wastewater Management Review Committee

Title	Chairperson and Deputy Chairperson
Committee	Wastewater Management Review Committee
Date	18 July 2022

Position purpose

The Chairperson and Deputy Chairperson of the Wastewater Management Review Committee (WWMRC) have a governance role to ensure that the WWMRC meets regularly and undertakes its role to monitor and provide advice to Tauranga City Council as the consent holder of Bay of Plenty Regional Council Coastal Permit # 62878 and ensure wastewater operations are in accordance with the Wastewater Management Plan.

The Chairperson of the WWMRC will be appointed by the Council following a recommendation from the WWMRC and EITHER be from the consent holder's representatives on the WWMRC OR from the iwi representatives on the WWMRC. The Deputy Chairperson will be appointed by the WWMRC, and depending on who is appointed chairperson, be EITHER from the consent holder's representatives on the WWMRC OR from the iwi representatives on the WWMRC, as set out in the terms of reference for the WWMRC.

The Chairperson and Deputy Chairperson will jointly oversee and co-ordinate all activities of the WWMRC 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 Chairperson and Deputy Chairperson will be accountable for ensuring that any recommendations from the WWMRC are considered by the Tauranga City Council.

Note: only one person will chair each meeting. The rotation of meeting chairs is at the discretion of the Chairperson and Deputy Chairperson and subject to their availability; however, it would be expected that they will alternate chairing meetings when possible. The Chairperson will vacate the chair and enable the Deputy Chairperson to chair the meeting. The Chairperson will be able stay and participate in the meeting unless they declare a conflict of interest in an item, in which case they will not participate or vote on that item.

The term of appointment will be from the date of appointment in 2022 to July 2024. The expiry of the term coincides with the next election for the Tauranga City Council, which may result in different representatives from the council being appointed to the WWMRC.

The roles have full voting rights and where there is an equal number of votes, the person 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 WWMRC. • 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 wastewater and is familiar with the resource consent conditions of RC 62878. <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 WWMRC. • Recognises that the role does not extend to operational matters or to the management of any implementation. • Develops and maintains a working knowledge of the wastewater management plan.. • 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 WWMRC. • 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 WWMRC. • Works productively and openly with colleagues. • A proactive approach to advising members of matters that require further attention. • Supports the decision of the WWMRC to others outside of the WWMRC.
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.

Chairperson and Deputy Chairperson Tasks

Task Description
<ul style="list-style-type: none"> • Chair meeting. • Provide advice on courses of action to progress the deliberations and outcomes. • Ensure requests are resolved by the WWMRC and actioned in a timely manner. • Liaise with Council staff in setting the content and priorities of meeting agendas and attend pre-agenda meetings. • Ensure appropriate communication occurs with WWMRC members and other appropriate groups/partners.