

## Role Description

**ROLE:** **Councillor**

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### **PURPOSE**

The purpose of the Councillor's role is to represent the interests of all communities in the Hawke's Bay Region, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the Council's financial resources.

### **Collective Duties**

1. Representing the interests of the Council.
2. Formulating the Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be undertaken by Council of a ten year period.
3. Determining the expenditure and funding requirements of Council activities through the LTP and annual planning processes.
4. Overseeing, developing and/or approving all Council policies, administrative, legal, financial and strategic, including formal regional planning matters within the Council's geographical area of responsibility.
5. Monitoring the ongoing performance of Council against its stated objectives and policies (including formal sign-off of the Annual Report).
6. Ensuring prudent use of Council resources.
7. Law-making (bylaws).
8. Overseeing Council compliance with any relevant Acts of Parliament.
9. Employing, setting performance requirements for, and monitoring the ongoing performance of the Council's Chief Executive. (Under the Local Government Act 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf – elected members of Council have no responsibilities for, and cannot direct any staff employed by the Council other than the Chief Executive.)

### **Representation and Advocacy**

10. Bringing the view of the community into Council decision making processes.
11. Being an advocate for community groups and individuals at Council meetings.
12. Balancing the need to advocate for specific interests against the needs of the wider community.
13. Listening to the concerns of local residents and ratepayers on issues pertaining to the Council.
14. Maintaining contact with community representatives and other local stakeholders.
15. Participating in any relevant consultative processes with the local community and/or other organisations.

## **Governance**

16. Participating constructively and effectively in the good governance of the Council as a whole.
17. Understanding and ensuring that basic principles of good governance are a part of the decision making approach of the Council.
18. Understanding and respecting the differing roles of Chairman, Deputy Chairman, committee chairs and councillors.
19. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
20. Having a good understanding of the Council processes set out in the Standing Orders that determine how Council meetings are run.
21. Developing and maintaining a working knowledge of Council service, management processes, powers, duties and constraints.
22. Participating in the setting and monitoring of Council policies, budgets, strategies and service delivery through annual and long term planning processes.
23. Ensuring familiarity with agendas and other Council reports before Council meetings.
24. Being familiar with and complying with the statutory requirements of an elected Councillor.
25. Complying with the Code of Conduct adopted by the Council.
26. Identifying, being aware of and declaring any potential conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## Role Description

**ROLE:** Chairperson

### PURPOSE

- To represent and advocate for the community's social, economic, environmental and cultural well-being, taking a sustainable development approach, as well as the effective stewardship of assets, and the prudent management of the Council's financial resources; and
- To lead Council in the establishment of the strategic direction and development of the district's strategies and plans, monitoring their delivery, to achieve the outcomes and results agreed in consultation with the respective electors represented by Council.

### KEY TASKS

1. To contribute to and lead Council in the development and monitoring of Regional strategies and plans to ensure the effective development and delivery of essential services, infrastructure assets and community facilities.
2. To lead Council, in the appointment and in managing the performance of the Chief Executive, ensuring the strategies and plans of Council are effectively implemented.
3. To represent and speak on behalf of Council and the community and act as an advocate for it, by identifying and bringing together the multiple and diverse interests and needs of the Community represented, taking primary responsibility for interaction with the media, and representing Council at meetings with external parties.
4. To provide effective leadership and direction to Council by overseeing and supporting positive working relationships between Councillors, recommending the appointment of standing committee chairs, and working in partnership with the successful appointees to ensure each standing committee operates effectively and carries out its business in an orderly manner.
5. To preside over Council, ensuring that Council carries out its business in a democratically responsible and orderly manner through the adoption of transparent decision-making processes, effective consultation, facilitating consensus and enforcing standing orders as required.
6. To develop effective relationships with peers and colleagues in neighbouring councils, central government, Iwi and significant other interest groups relevant to Council in order to represent community interests and as far as possible, achieve a shared approach to solving common problems.
7. To represent the interests and special features of the Region as a whole to central government and nationally, attracting public and private funding and investment and major events to the Region.
8. To identify issues of concern to Council and to serve as a catalyst in devising and ensuring the implementation of solutions.
9. To have an understanding and knowledge of the Council's Governance Statement and Code of Conduct.

The Chairperson has no power to commit the Council to any particular course of action except where specifically authorised to act under duly delegated authority.

## Role Description

ROLE	Committee Chair
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### PURPOSE

The purpose of the Committee Chair's role is to coordinate, lead and direct the business of a Council committee, in a manner consistent with the powers delegated by Council under its terms of reference.

### KEY TASKS

Responsibilities in addition to those of a councillor-

1. Chairing meetings of the Committee in the area of Council activity and business within their area of responsibility.
2. Representing the Council to a high standard in the areas of Council activity and business within their area of responsibility, recognizing that conduct in the role of Committee Chair reflects on Council as a whole.
3. Promoting and supporting good governance by the Council.
4. Developing a clear understanding of the terms of reference of their Committee, and of the scope and range of the specific areas of Council activities and business within their area of responsibility to allow them to carry out their role as Committee Chair.
5. Ensuring sufficient familiarity with Council Standing Orders and procedures to be able to Chair Committee meetings and any other sessions of Council for which they have responsibility.
6. Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee Chair.
7. Ensuring any meetings they Chair act within the powers delegated by the Council.
8. Managing the progress of business during meetings, including ensuring adherence to the Council's Code of Conduct, Standing Orders and any other statutory obligations and requirements.
9. Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing orders and due process.
10. Maintaining and ensuring due order and decorum throughout meetings they Chair.
11. Commenting to the media (or other agencies) as the Council spokesperson on issues arising that pertain to their Committee or that are on the agenda in the areas of Council activity and business within their area of responsibility, but only if delegated to do so by Council.
12. Liaising with appropriate Council staff in respect of the areas of Council activity and business within the Committee Chair area of responsibility.
13. Providing political leadership in building a political consensus around Council issues in the areas of Council activity and business that are within their area of responsibility.
14. Recognizing and contributing to issues that cut across specific areas of Council activity and business within the Committee Chair area of responsibility.
15. Working closely with other elected members of Council to ensure smooth Council decision making.
16. Keeping abreast of all issues concerning Council activity and business within their area of responsibility.

The Committee Chair may be removed from office by resolution of the Council.