

Community Representative for the Kinloch, Taupō East Rural and Mangakino/Pouākani Representative Groups Role Description

PURPOSE

The purpose of the role is to represent and act as an advocate for the interests of the people of the geographical area and act as a conduit between the community and Council. Refer to the Terms of Reference for further details on the scope of the relevant representative group.

KEY TASKS

1. Regular attendance at scheduled representative group meetings.
2. Representing and acting as an advocate for the interests of their communities.
3. Considering and reporting on all matters referred to them by the council, or any matters of interest or concern to the representative group.
4. Bringing the views of their communities to the attention of council.
5. Advocating for the community of the relevant area when preparing submissions to the council.
6. Participating in any relevant consultative processes with the local community and/or other organisations.
7. Maintaining contact and communication with marae, hapu, community representatives, special-interest groups and other local stakeholders.
8. Develop positive working relationships with fellow group members and council managers to ensure effective community representation.
9. To be accessible to the community, assisting them to resolve problems by directing them to the appropriate council official and following up as appropriate.
10. Participating constructively and effectively in the good governance of the committee as a whole
11. Recognising that the governance role does not extend to operational matters or to the management of any implementation.
12. Having an understanding of the Council processes set out in the Standing Orders that determine how meetings are run.
13. Developing and maintaining a working knowledge of Council services, management processes, powers, duties and constraints that fall under the Group's delegated areas of responsibility.
14. Ensuring familiarity with agendas and other reports before the meetings.
15. Being familiar with and complying with the statutory requirements of a committee member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987
16. Identifying, being aware of and declaring any potential personal conflicts of interest, whether these are pecuniary or non-pecuniary.
17. To abide by and sign the declaration of Council's Code of Conduct which sets out how the external members will work as a team and relate to other members of the group, the community, and staff.