



## Expression of Interest

### Māori Representative - Nelson City Council

### Audit Risk and Finance Subcommittee

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**Position:** Māori Representative - Audit Risk and Finance Subcommittee  
**Location:** Whakatū Nelson  
**Remuneration:** \$7,000 per annum

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Nelson City Council is seeking new membership to bring a te ao Māori view to the Council's decision-making processes. The objective of the Audit Risk and Finance Subcommittee is to assist the Council in meeting its responsibilities, by facilitating a framework of appropriate and robust systems, processes and practices.

The primary function of this role will be to contribute to the business of the subcommittee, including making recommendations to Council regarding the subcommittee's areas of responsibility and voting upon matters brought before the subcommittee.

Skills required include:

- Strong and effective communication and decision making skills.
- Ability to apply relevant and specialist technical capability to the role, as required by the subcommittee.
- Working knowledge of commercial, financial and legal matters.
- Detailed understanding of Mātauranga Māori and ability to apply this knowledge to a broad range of issues.
- Proven experience in operating practices at a governance level in organisations with public accountability requirements.
- Working knowledge of Local Government processes, including the Local Government Act 2002, Standing Orders and Te Tiriti o Waitangi / The Treaty of Waitangi.

A full list of requirements and areas of responsibility is contained within the Nelson City Council Position Description overleaf.

Closing date for expressions of interest: 20th November 2021.

Appointment will be made by recommendation of the Te Waka a Māui Iwi Chairs Forum.

For enquiries and to apply in writing, please contact [secretariat@twam.maori.nz](mailto:secretariat@twam.maori.nz)

# NELSON CITY COUNCIL

## MĀORI REPRESENTATIVE POSITION DESCRIPTION

### Audit Risk and Finance Subcommittee

<b>Position Title</b>	Māori Representative – Audit Risk and Finance Subcommittee
<b>Date Created</b>	May 2021
<b>Remuneration</b>	\$7,000 per annum
<b>Responsible to</b>	Audit Risk and Finance Subcommittee Chair and the Mayor
<b>Accountability</b>	<p>Appointed members are subject to the Nelson City Council Members' Code of Conduct.</p> <p>All interests should be declared at least annually and as soon as possible following any changes, following the requirements of the Local Authorities (Members' Interests) Act 1968 and Accounting Standard PBE IPSAS 20 Related Party Disclosures.</p>
<b>Location</b>	Whakatū Nelson

### Background

The objective of the Audit, Risk and Finance Subcommittee is to assist Nelson City Council in meeting its responsibilities and increasing its effectiveness by establishing:

- The strengthened independence and objectivity of Council through external appointees, internal and external auditors;
- A robustness in the internal control framework;
- The integrity and appropriateness of internal and external reporting and accountability arrangements;
- The independence and adequacy of internal and external audit functions;
- Robustness in risk management systems, processes and practices;
- Appropriate monitoring of compliance with applicable laws, regulations, standards and best practice guidelines.

## Primary Function

- The Māori Representative will contribute to the business of the subcommittee and will have voting powers on matters brought to the subcommittee.
- Actively participate in the business of the subcommittee, which includes making recommendations to Council regarding the subcommittee's Areas of Responsibility.

## Subcommittee Areas of Responsibility

- *Council's Treasury policies*
  - Review of accounting policies and changes in policy and practice
- *Council's Annual Report*
  - Liaison with external auditors and review of audit findings
- *Council's financial performance*
  - Review of financial information and assessment of the performance of financial management, including whether the reporting is appropriate for stakeholder needs
- *Audit process and management of financial risk*
  - Ensuring that recommendations highlighted in internal and external audit reports are actioned by management
  - Ensuring that areas of known or suspected financial risk are appropriately managed
- *Monitoring organisational risks, including debtors and legal proceedings*
  - Review whether management's approach to maintaining an effective internal control framework is sound and effective;
  - Ensuring compliance with the Nelson City Council Risk Management Framework
  - Monitoring the Risk Management Programme and reviewing the top risks contained in the risk profile of Council
  - Receiving risk alerts
  - Recommending to the Council any other significant risk issues to be considered
  - Ensuring the adequacy of protected disclosure mechanisms
  - Oversight of compliance with statutory and regulatory requirements affecting financial and risk information
  - Oversight of debtor management and legal proceedings

- *Internal Audit*
  - Providing guidance to the Internal Audit function including reviewing and monitoring of the Annual Internal Audit Work Plan
- *Health and Safety*
  - Monitoring of Council's health and safety policies and practices
- *Procurement Policy*
  - Monitoring and review of Council's procurement policy and practices
- *Chairperson's input into financial aspects of draft Statement of Expectation and draft Statement of Intent for Nelson City Council Controlled Organisations and Council Controlled Trading Organisations and Council Organisations*
  - Oversight of financial matters relating to draft Statements of Expectation and draft Statements of Intent, to inform officer reports to the appropriate committee and/or Council
  - Note: the Chairperson's input will occur by way of meeting with the relevant Group Managers, rather than by a report to the Audit, Risk and Finance Committee. The Chairperson has the discretion to involve other members of the Audit, Risk and Finance Subcommittee in this meeting.
- *Any matters raised by Audit New Zealand of the Office of the Auditor-General*
  - Make recommendations to Council on any matter raised by Audit New Zealand or the Office of the Auditor-General
- *Any matters referred to it by Council*
  - Make recommendations to Council as a result of reports from internal or external auditors

### **Powers to Decide**

This Subcommittee has no delegated powers to decide.

### **Powers to Recommend to Council**

- Adoption of Council's Annual Report
- To write off outstanding amounts receivable or remit fees and charges of amounts over the Chief Executive's delegated authority
- Any other matters within the areas of responsibility or such other matters referred to it

## **Advocacy Requirements**

- Bringing a te ao Māori view to Council's decision-making processes;
- Balancing the need to advocate for specific interests against the needs of the wider community;
- Listening to the concerns of local residents and ratepayers on issues pertaining to the subcommittee;
- Maintaining contact with community representatives and other local stakeholders;
- Participating as required in any relevant informal community engagement with the local community and/or other organisations.
- To actively participate in Council seminars and events where active participation would support the purpose of the subcommittee.

## **Skills Requirements**

- Strong and effective communication skills
- Competence and understanding of Council's needs relating to committee or subcommittee requirements
- Competence and understanding of the issues and risks facing the Council
- Ability to apply relevant and specialist technical capability to the role required by the subcommittee
- Ability to engage in effective relationships with the Council, Committee and Subcommittee on an ongoing basis over the term of the contract
- Proven experience in operating practices at a governance level in organisations with public accountability requirements, including those outlined in 'Governance requirements' below

## **Specialist Skills Requirements**

- Detailed understanding of Mātauranga Māori and ability to apply this knowledge to a broad range of issues;
- Strong oral communication/debating skills and active listening skills;
- Sound decision-making skills;
- Ability to engage with the Mayor and subcommittee Chair and members;

- Working knowledge of Local Government processes including the Local Government Act 2002, Standing Orders and Te Tiriti o Waitangi / The Treaty of Waitangi<sup>1</sup>;
- Ability to deal with imperfect information, complex issues or ambiguity;
- Skills and experience which are directly relevant to the delegations of the subcommittee to which the appointment has been made including:
  - Working knowledge of commercial, financial and legal matters with a focus on property
  - Ability to think strategically around complex matters within the Subcommittee delegation.

### **Governance Requirements**

- Understanding and supporting principles of good governance in the subcommittee's decision-making processes;
- Balancing the need to advocate for specific interests against the needs of the wider community
- A commitment to promoting the long-term effectiveness of the committee or subcommittee and the Council
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, Committee and Subcommittee Chairs and Councillors;
- Recognising that the governance role does not extend to operational matters or to the management of any implementation;
- Having a good understanding of the Council processes set out in the Standing Orders that determine how Council meetings are run;
- Developing and maintaining a working knowledge of Council services, management processes, and the powers, duties and constraints that fall under the subcommittee's delegated areas of responsibility;
- Ensuring familiarity with agendas and other Council reports before committee meetings;
- Being familiar with the statutory requirements of an external committee member including appropriate recordkeeping in accordance with the Public

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<sup>1</sup> Although the Treaty is between Māori and the Crown, the Crown has made certain requirements to local government to meet its Treaty obligations through the Local Government Act 2002, and the Resource Management Act 1991.

Records Act 2005 and the Local Government Official Information and Meetings Act 1987;

- Compliance with the Nelson City Council Code of Conduct adopted by the Council
- Identifying, being aware of and declaring as soon as they arise any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature;
- Being aware of the need to maintain confidentiality of matters discussed by the subcommittee;

### **Functional Relationships**

- Subcommittee Chair
- Nelson Mayor
- Subcommittee members
- Chief Executive and Senior Leadership Team
- Kaihautū, Manager Māori Partnerships
- Manager Governance and Support Services

### **Other Relationships**

- Iwi Council Partnership Group
- Nelson City Council's Kaumātua
- Nelson City Council elected members
- Nelson City Council staff
- Whakatū iwi, hapū, whānau and marae
- Te Taihu leaders
- LGNZ Te Maruata Māori Committee