

SCHEDULE 2

CANTERBURY REGIONAL COUNCIL CHIEF EXECUTIVE POSITION DESCRIPTION November 2010

BACKGROUND

The Canterbury Regional Council works in partnership with the communities of Canterbury to develop sustainable management strategies for water, land and air, balancing economic, environmental, cultural and social expectations and well-being. It delivers a regulatory system that is based on soundly researched advice and decision making that is fitting for today and the long-term future for the region. The organisation conducts its business in a cost effective and efficient manner and maintains transparency in all that it does with the communities it serves. There are various Acts of Parliament which provide the Council with statutory responsibility.

Environment Canterbury (Ecan) is the promotional name for the Canterbury Regional Council that until May 2010 was an elected body of fourteen councillors. In May 2010, the elected councillors were replaced by seven Government appointed commissioners for a term that will end no later than October 2013. The commissioners are specifically charged with implementing the Canterbury Water Management Strategy and providing an improved water management framework by October 2013.

Canterbury is the largest region in New Zealand covering a land area of 4.22 million hectares with the second highest population. It extends from the catchment of the Clarence River in the north to the Waitaki River catchment in the south. The Main Divide forms the western boundary and the region extends 12 nautical miles into the Pacific Ocean. From the Census of 2006, the resident population was 521,832, which is approximately 13% of New Zealand's population.

PURPOSE

The Chief Executive is the Council's sole direct employee and is responsible to the Council for the efficient and effective management, control and operation of all Environment Canterbury activities in accordance with Council policy and objectives, and its statutory responsibilities.

ROLE DESCRIPTION

Dimensions

The Chief Executive is responsible for management of the total Council budget and is the employer of all Council staff, currently in the order of 500 employees. In 2010 revenues were \$127 million per annum and assets totalled \$617 million.

Reporting Lines

The Chief Executive reports directly to the Council and works closely with the Council Chairman.

Direct Reports

Executive Management Group:

- Director of Strategy and Programmes
- Director of Corporate Services
- Director of Resource Management
- Director of Investigation and Monitoring
- Director of Resource Planning and Consents
- Director of External Relations
- Director of Regional Services
- Executive Assistant
- Manager Secretariat

Principal Relationships

Internal Stakeholders:

- The Commissioners
- The Executive Management Group

External Stakeholders:

- Chief Executives of other territorial authorities
- Local and regional community, business and other related groups
- Chief Executives of other regional councils across New Zealand
- Chief Executives of agencies of Central Government
- Relevant Government Ministers
- Te Runanga o Ngai Tahu and Papatipu Runanga
- Local and national media
- Ratepayers and/or the individuals of the region

COMMENTARY

In accordance with the Local Government Act 2002, the Chief Executive is tasked with building and enhancing relationships and networks with territorial authorities, relevant stakeholders and related parties. This requires a focus on building rapport and striving to establish open, trusting relationships across the Canterbury region.

Environment Canterbury is committed to working with Ngai Tahu and the wider community to improve the quality of Canterbury's environment, particularly in relation to land and water.

The Resource Management Act gives regional councils specific obligations regarding kaitiakitanga, the principles of the Treaty of Waitangi and the relationship between Ngai Tahu and their culture and traditions with their ancestral lands, water, sites, wahi tapu and other taonga. To give effect to these obligations, Environment Canterbury must continue to develop its relationships with the ten Runanga in Canterbury and with Te Runanga o Ngai Tahu.

KEY TASKS AND RESPONSIBILITIES

1. STRATEGIC LEADERSHIP

- a) It is a priority of the Chief Executive to ensure the organisation has a clearly defined long-term strategic plan that is clearly articulated and the Executive management and their teams are committed to the organisational plans and priorities.
- b) The Chief Executive is responsible for ensuring that the research and resources including staff required to develop the Long Term Council Community Plan in accordance with the Council's direction and policy are performed and available. The Plan will be developed in conjunction with the Council, and involve a consultative process with the community.
- c) Ensure the Council's plans are supported with appropriate policy.
- d) A key priority for the Council is the completion and implementation of the Canterbury Water Management Strategy and to provide a much improved water management framework by 2013.

2. OPERATIONS AND DELIVERY

- a) The Chief Executive is responsible for all operational matters required to deliver efficiently and effectively Environment Canterbury's services consistent with the policy and plans set by the Council and through delegation to the Executive Management Group.
- b) The Chief Executive will ensure that the delivery of services is timely, customer friendly, cost effective and delivered to the quality and specification expected.
- c) Ensure that the organisation has the people, technical and systems capability to deliver the services and expectations of the Council and to its regulatory commitments.
- d) Ensure that all parts of the organisation are customer focused, uses all its resources efficiently and behaves consistently in all that it does. Users of the regional council's services must feel they are receiving value for money.

3. MANAGEMENT AND GOVERNANCE

- a) The Chief Executive shall be the Principal Administrative Officer of Environment Canterbury under the Local Government Act and any other statutes, regulations and bylaws, and is accountable for the performance of all management and administrative functions of the Council and its compliance with relevant statute and regulations.
- b) The Chief Executive ensures the Commissioners are provided with the professional support and access to information that enables them to do their job efficiently and effectively.
- c) Reporting, meeting, advisory and administrative processes for the professional governance of the Council are delivered as agreed with the Council.

4. FINANCIAL AND RISK MANAGEMENT

- a) The Chief Executive is accountable for the financial performance of the Council to agreed financial targets, ensuring projected and approved financial commitments are achieved and at all times exercising due financial care and responsibility expected of a publicly funded organisation.
- b) The Chief Executive is accountable for the quality and performance of the planning and reporting systems, ensuring accuracy, timeliness and appropriateness of information contained in all reporting.
- c) At all times ensuring all expenditure decisions are prudent, necessary, planned and efficient.

- d) Long and short term financial planning and forecasting is kept current, inappropriate trends identified and action taken, and ensure the Council is kept informed.
- e) The Chief Executive is responsible for the monitoring of all areas of potential risk, such as legal, technical, engineering, financial, people, and taking appropriate action to minimise the impact of the risk.
- f) A no surprises principle in relation to reporting to the Council.

5. STAFF LEADERSHIP

- a) The Chief Executive is responsible for ensuring the Council has the people capacity to deliver the objectives in the Council plans. Staffing resources are planned, are appropriately trained, skilled and motivated to deliver consistently to the high standards expected of a progressive customer service organisation.
- b) A customer and performance culture is what the Council is known for in all that it does.
- c) Clear and effective communications with staff at all levels ensuring they are connected to the priorities of the organisation, are informed and motivated.
- d) Ensure the working environment and relationships are safe, healthy and current with legislation and best practice.

6. COMMUNICATION AND RELATIONSHIPS

- a) The building and maintaining of quality and effective partnerships across Canterbury is a key priority of the Chief Executive.
- b) To ensure the role and responsibilities of the Regional Council are communicated effectively to the communities of the region.
- c) The Chief Executive is responsible for the maintenance of good public relations with all the communities it serves within Canterbury, demonstrating that it values the partnership with all ten territorial authorities, with Ngai Tahu, and with all community groups and their members.
- d) The Chief Executive represents the interests at national and regional levels of the Council.
- e) Effective communication with many individuals and groups is a priority of the Chief Executive. This includes staff, the Council (Commissioners), territorial authorities and their key executives, community leaders, interest groups, Government agencies, politicians and other important stakeholders.
- f) The effectiveness of the delivery of the Councils services, such as the Canterbury Water Management Strategy, will be significantly influenced by the effectiveness of the communication and relationship strategy of the Chief Executive.

7. OTHER

Other tasks as required from time to time by the Council.

8. AUTHORITY

The Chief Executive's freedom to act and make decisions is as defined in this document and other policy documents that describe the limitations of authority and powers of the Chief Executive. The Chief Executive is held accountable to act in accordance with these authorities and policies, and as from time to time expressly approved and instructed by the Chair of the Council.