

# SOUTH WAIRARAPA DISTRICT COUNCIL

27 NOVEMBER 2013

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## AGENDA ITEM C9

### WHAITUA COMMITTEE REMUNERATION

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#### **Purpose of Report**

To present for discussion and resolution remuneration recommendations for the Council representative on the Whaitua Committee.

#### **Recommendations**

Officers recommend that the Council:

1. *Receives the information.*
2. *Approves an additional \$2,500 additional allowance due to the anticipated workload associated with the Whaitua process.*

## **1. Executive Summary**

Greater Wellington Regional Council is preparing the Freshwater Policy Document for the Ruamahanga catchment.

The "Whaitua" Committee is the group charged with garnering public input for this process.

General members of the Whaitua Committee will be receiving \$5,000, this is a higher level than first mooted which was \$2,500.

It is now apparent that involvement in the Whaitua committee may involve a significant amount of additional work, it is anticipated this will be more than would be expected from "normal" councillor duties.

Cr Colin Olds is Councillor representative on this committee.

## **2. Discussion**

Council is required to decide whether involvement in this Committee will involve "additional levels of responsibility" over and above that expected of a normal councillor role, and over and above what other SWDC councillors carry out.

To assist in these deliberations the appendixes provide guidance published by the Remuneration Authority.

### **3. Financial Considerations**

An increase at the recommended level can be managed within existing budgets.

### **4. Appendices**

Appendix 1 - Remuneration Authority guidance on "additional levels of responsibility"

Appendix 2 - Position descriptions the Remuneration Authority used in setting benchmark remuneration

Appendix 3 - Terms of Reference for the Whaitua Committee

Contact Officer: Paul Crimp, Chief Executive Officer

# **Appendix 1 – Additional Levels of Responsibility**

## **Additional Levels of Responsibility**

### **Councillors**

The basic role description that was used to set councillor salaries is shown in Appendix B.

Representation concerning additional levels of responsibility will need to address:

- the role title
- the role description, specifying additional responsibilities over and above the basic councillor role covering duties, delegations, deputising, and reporting obligations
- documentation (council minutes and formal resolutions) of the setting of those responsibilities
- the extent to which the duties can be varied
- the benefit to ratepayers
- estimation of extra time involved in carrying out the duties
- recommended additional remuneration.

Possible descriptions of additional levels of responsibility are shown in Appendix D.

It is expected that additional remuneration for committee chairpersons or leaders will be between 5% and 25% of the base councillor salary.

It is expected that deputy mayors' additional remuneration will not exceed 40% of the base councillor salary.

The maximum total additional amount that may be used to augment salaries for positions of additional responsibility is 1.5 times the base councillor salary.

## **Appendix D: Descriptions of positions of additional responsibilities**

### **Committee Chair/Portfolio holder**

Responsibilities in addition to those of a councillor:

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of CC/PH reflects on council as a whole
- Promoting and supporting good governance by the council

- Developing a clear understanding of the terms of reference of their committees, 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 CC/PH
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as CC/PH
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the council Delegation Manual
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- 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
- Liaising with appropriate council staff in respect of the areas of council activity and business within the CC/PH area of responsibility
- 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
- Recognising and contributing to issues that cut across specific areas of council activity and business within the CC/PH area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making
- Keeping abreast of all issues concerning council activity and business within their area of responsibility.

# **Appendix 2 - Position Descriptions Used in Setting Benchmark Remuneration**

## **Appendix B: Position descriptions**

### **Councillor – Base role description**

#### Collective duties of the council

- Representing the interests of the council
- Formulating the council's strategic direction and relative priorities through the Long Term Council Community Plan (LTCCP), which determines the services and activities to be undertaken by council over a ten-year period
- Determining the expenditure and funding requirements of council activities through the LTCCP and annual planning processes
- Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal regional, city and/or district planning matters within the council's geographical area of responsibility
- Monitoring the ongoing performance of council against its stated objectives and policies (including formal sign-off of the Annual Report)
- Ensuring prudent use of council resources
- Law-making (bylaws)
- Overseeing council compliance with any relevant Acts of Parliament
- 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**

- Bringing the views of the community into council decision-making processes
- Being an advocate for community groups and individuals at council meetings
- 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 council
- Maintaining contact with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.

## **Governance**

- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor (or Chair for a regional council), Deputy Mayor, committee chairs/portfolio holders 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, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.



# **Appendix 3 - Terms of Reference for the Whaitua Committee**

# Ruamāhanga Whaitua (catchment) Committee – Terms of Reference

‘Whaitua’ is a traditional Te Reo Māori term for a designated area.

The Regional Plan utilises the word ‘whaitua’ to describe a catchment or sub-catchment (zone) managed as an integrated system.

## 1. Purpose and function

The purpose of the Ruamāhanga Whaitua Committee is to facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Council which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

The Ruamāhanga Whaitua Committee will operate in partnership with tangata whenua and develop recommendations guided by the five principles created as part of the Regional Plan Review process:

- Ki uta ki tai – interconnectedness
- Wairuatanga – identity
- Kaitiakitanga – guardianship
- To matou whakapono – judgement based on knowledge
- Mahitahi – partnership (co-operative)

## 2. Status of the Ruamāhanga Whaitua Committee

The Ruamāhanga Whaitua Committee is an advisory body established by Council. The Committee is not a subordinate decision-making body of Council and is not a committee under the Local Government Act 2002.

## 3. Specific responsibilities

1. The Ruamāhanga Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within their whaitua boundary, including measures to implement the National Policy statement for Freshwater Management.
2. It is expected that the WIP will be developed within 24-36 months of the Ruamāhanga Whaitua Committee’s establishment.
3. The WIP developed will include:

- a. An assessment of region wide objectives contained in the draft/proposed or operative regional plan, as they relate to the whaitua
  - b. Specific whaitua or catchment objectives and targets for water quality and quantity outcomes, including setting timeframes and priorities for achieving whaitua or catchment objectives and targets
  - c. Water quality limits, including nutrient load and contamination limits for freshwater and coastal waters if appropriate
  - d. An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives and targets for the whaitua or catchment
  - e. Programmes or activities that will support or contribute to the achievement of the established objectives and targets for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements and,
  - f. Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.
4. In developing the WIP the following matters will also be considered:
- a. Identification of the land and water challenges for the whaitua
  - b. Identification of a vision of the future of land and water management for the whaitua
  - c. Ground and surface water interactions
  - d. The management of rivers for flood hazard mitigation
  - e. Priority water allocation (domestic, stock, irrigation uses) and secondary allocation
  - f. Demand and supply management for all uses and their implications
  - g. Significant water use projects, such as irrigation and electricity generation.
5. In developing objectives, targets, limits and activity programmes the members of the Ruamāhanga Whaitua Committee must work within the ambit of the following:
- a. The Resource Management Act 1991
  - b. The New Zealand Coastal Policy Statement 2010
  - c. The National Policy Statement for Freshwater 2011
  - d. The Regional Policy Statement 2010
  - e. The NES for Drinking Water Standards 2007

- f. The Soil Conservation and Rivers Control Act 1941
  - g. Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resource Management Committee or the General Manager, Environment Management.
6. The Ruamāhanga Whaitua Committee shall recommend to Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the Regional Plan through a plan change process.
  7. The Ruamāhanga Whaitua Committee shall recommend to Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington and in conjunction with relevant external organisations. They will also be considered in the development of the next Long Term Plan.

#### **4. Council consideration of regulatory proposals in the WIP**

If the Council is not prepared to accept any specific elements of regulatory proposals within the WIP, those specific elements of the regulatory proposals will be referred back to the Ruamāhanga Whaitua Committee for further consideration.

### **5. Ruamāhanga Whaitua Committee membership and operation**

#### **5.1 Ruamāhanga Whaitua Committee membership**

The Ruamāhanga Whaitua Committee will be appointed by Council and will have the following membership:

1. One elected and one appointed member of Te Upoko Taiao – Natural Resource Management Committee representing the interest of Greater Wellington Regional Council and acting as a voice of Te Upoko Taiao – Natural Resource Management Committee
2. One member nominated from each iwi authority whose rohe falls entirely or partly within the whaitua boundary, representing the interest of that Tangata Whenua group
3. One member nominated by each Territorial Authority operating within the whaitua boundary, who shall be an elected member of that territorial authority
4. Up to 7 members from the community with a range of backgrounds and interests related to land and water management within the community. Council may approve additional members if it determines their necessity to ensure appropriate balance.

In determining the composition of the community members of the Ruamāhanga Whaitua Committee, consideration shall be given to balancing the following land and water management values:

- Agricultural interests
- Indigenous biodiversity/environmental groups

- Tangata Whenua values (hapū)
- Recreational users
- Wider economic development interests
- Urban interests
- General community interests
- Incorporating existing structures/programmes and how they will be represented.

To be eligible to be considered for appointment to a Ruamāhanga Whaitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with, the whaitua.

Each community member must also reflect the interests of a wider group within the community and have the skills, experience and knowledge to relay information between the Ruamāhanga Whaitua Committee and different sectors within the community.

## **5.2 Chairperson**

The Chairperson position is to be determined by the full Ruamāhanga Whaitua Committee when all members have been appointed. The Chairperson position must be filled by a member of the Ruamāhanga Whaitua Committee.

## **5.3 Quorum**

A majority of the membership of the Ruamāhanga Whaitua Committee shall be present to form a quorum.

## **5.4 Alternate members**

No alternates/proxies shall take the place of Ruamāhanga Whaitua Committee members.

## **5.5 Committee meetings and workshops**

The Ruamāhanga Whaitua Committee will meet at least 4 times per annum (once a quarter) and with workshops and additional meetings as required.

Meetings will be advertised and will be open to the public.

## **5.6 Consensus**

The Ruamāhanga Whaitua Committee will decide upon the recommendations proposed within their WIP by consensus.

## **6. Remuneration**

Each council shall be responsible for remunerating its representative on the Ruamāhanga Whaitua Committee for the cost of that person's participation on the Committee.

All other members of the Ruamāhanga Whaitua Committee will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Council and shall be eligible to receive the following honorarium:

- Appointed members \$5,000 per annum
- Chairperson \$8,000 per annum

## **7. Duration of the Ruamāhanga Whaitua Committee**

The Ruamāhanga Whaitua Committee shall exist for the duration of the development and completion of a WIP (Whaitua Implementation Programme) document, and shall cease to exist when Council has made decisions on regulatory proposals within the WIP.