

# SOUTH WAIRARAPA DISTRICT COUNCIL

19 OCTOBER 2016

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## AGENDA ITEM C1

### COUNCIL COMMITTEES AND WORKING PARTIES STRUCTURES FOR THE TRIENNIUM COMMENCING 2016

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#### **Purpose of Report**

To inform Councillors of the Council committees and working party structure for the new triennium.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*

#### **1. Background**

I have reviewed our current Committee and Working Party Structure and discussed preferred appointments with all councillors. Because of some conflicting areas of interest it has not been possible to grant all councillors all their preferred appointments however I have attempted to spread workload and responsibility as fairly as possible.

As I have indicated during discussions with councillors, I believe that the Maori Standing Committee will be having a more important role with council due to Treaty Settlements, the Wairarapa Moana Statutory Board and the amalgamation proposal, therefore I would like to see another councillor appointed to this Committee in consultation with the Maori Standing committee. I am leaving the number of appointees at 2 at present.

The Community Safety and Resilience Working Party has at present only 2 council appointees. I would like to see this working party develop into a widened role and so therefore I am appointing 3 councillors.

#### **2. Deputy Mayor Appointment**

As per s. 41A (3) and (4) of the LGA 2002, I have elected to appoint Councillor Cr Brian Jephson as Deputy Mayor.

### 3. Constitution of Committees and Appointments

#### 3.1 Internal Working Groups

As per s. 41A (3) and (4) of the LGA 2002, I have elected to establish the following committees and working groups and make the following appointments. Where available, the terms of reference is attached in the appendices.

<b>Internal Committees/Working Groups</b>	<b>Appointments including chair appointments (where applicable)</b>
Martinborough Community Board	Cr Colenso, Cr Maynard
Featherston Community Board	Cr Harwood, Cr Olds
Greytown Community Board	Cr Ammunson, Cr Craig
Maori Standing Committee	Cr Ammunson, Cr Maynard
Policy and Finance Committee	Not reconstituted – incorporated into Council
District Licensing Committee	Chair Mrs Julie Riddell, Mayor (Deputy Chair)
Chief Executive Officer’s Review Assessment Group	Mayor, Cr Craig, Cr Jephson, Cr Olds
Audit and Risk Working Party	Cr Jephson (Chair), Cr Craig, Cr Harwood, Cr Wright
Infrastructure and Planning Working Party	Cr Jephson (Chair), All councillors
South Wairarapa AP/LTP Working Party	Mayor (Chair), All councillors
Community Safety and Resilience Working Party	Cr Olds (Chair), Cr Craig, Cr Carter, Cr Maynard
Awards, Refurbishment and Gifts Working Party	Cr Craig (Chair), Mayor, Cr Carter, Cr Colenso
Sport NZ Rural Travel Fund Assessment Group	Cr Jephson (Chair), Cr Craig, Cr Harwood, Cr Maynard
Martinborough Community Centre Steering Group	Mayor, Cr Colenso, Cr Jephson, Cr Maynard All councillors encouraged to attend meetings
Emergency Services Working Party	Not reconstituted
Creative Communities Assessment Group	Cr Carter
Wairarapa Water Race Users Group	Cr Olds

#### 3.2 Constitution of Committees and Appointments by Council

The following committee/working groups are to be discussed by Council, their purpose and a corresponding terms of reference needs to be created.

<b>Internal Committees/Working Groups</b>	<b>Appointments</b>
Hearings Committee	To be confirmed
Whaitua Sub-working Group	To be confirmed
YETE Advisory Group	To be confirmed
Wairarapa Community Development Advisory Group	To be confirmed

### 3.3 Joint Working Groups/Committees

Appointments to joint working groups/committees are as follows:

Joint Committees	Appointment
Wairarapa Library Service Working Group (joint)	Cr Colenso
Wairarapa Combined District Plan Committee (joint)	Mayor, Cr Jephson, Cr Olds
Wairarapa Policies Working Group (joint)	Cr Craig, Cr Harwood
Wairarapa Economic Development Task Force (joint)	Cr Ammunson
Wairarapa Council's Shared Services Working Party (joint)	Mayor, Cr Jephson, Cr Wright
Wellington Region Waste Management and Minimisation Plan Committee (joint)	Cr Craig
Wellington Region Waste Forum	Cr Craig

## 4. Appointment of Council Representatives to Outside Bodies

I have made the following external appointments. The relevant terms of reference or constitution will be forwarded to elected members.

External Appointments or Joint Committees	Appointment
GWRC Waiohine Floodplain Management Planning Advisory Committee	Cr Ammunson, Cr Wright
GWRC Awhea Opouawe Scheme Committee	Cr Jephson
GWRC Lower Valley Development Scheme Advisory Committee	Cr Olds
GWRC Whaitua Committee	Cr Olds
Whaitua Sub-working Group	To be confirmed
GWRC Public Transport Working Group	Mayor, Cr Jephson, Cr Carter
Destination Wairarapa Inc	Paul Broughton
Wairarapa Road Safety Council	Cr Craig
Cobblestones Museum	To be confirmed
Wairarapa Safer Community Trust	On hold
Healthy Homes	On hold
Wairarapa District Rural Fire Board	Max Stevens
Wairarapa Moana Statutory Board (not yet formed)	Pending – Cr Harwood
Wairarapa Moana Governance Group	Cr Harwood
Regional Transport Committee (NZTA)	Mayor statutory appointment; Cr Jephson proxy
Rimutaka Hill Road Committee	Mayor
Arbor House Board	Council to await recommendation from the Greytown Community Board and then resolve appointment

## **5. Appendices**

Appendix 1 –Table of Appointments

Appendix 2 –Terms of Reference

Prepared by: Her Worship the Mayor, Viv Napier

# **Appendix 1 –Table of Appointments**



# **Appendix 2 –Terms of Reference**

# **TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS**

## **1. Purpose**

To outline the roles, responsibilities, and expectations for the South Wairarapa District Community Boards.

## **2. Applies To**

All South Wairarapa District Community Boards.

## **3. Definition of a Community**

Each Community Board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

## **4. Overview**

Community Boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representative and work in partnership with the community.

One of the key differences between the Council and a Community Board is that a Community Board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community Board members are elected under the Local Electoral Act 2001, or appointed by the local authority under that same Act. A community Board is not a committee of the relevant territorial authority.

## **5. Role**

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future. Community Boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community Boards are also a way for local government to help achieve its other purpose which is to enable

democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

In addition to this, South Wairarapa Community Boards have identified that they have a role to play in civil defence emergency management.

## **6. Responsibilities**

A Community Board's role is mainly advocacy but it also has powers to make some decisions about issues within its boundaries. Community Boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa Community Boards have some responsibilities relating to urban reserves, urban amenities, and town main streets. They have a key role to play with the community groups associated with those reserves and amenities.

Community Boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

## **7. Fulfilling the Roles and Responsibilities**

The Terms of Reference does not prescribe the mechanisms and protocols for the Community Boards fulfilling their roles and responsibilities. It is up to each Community Board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

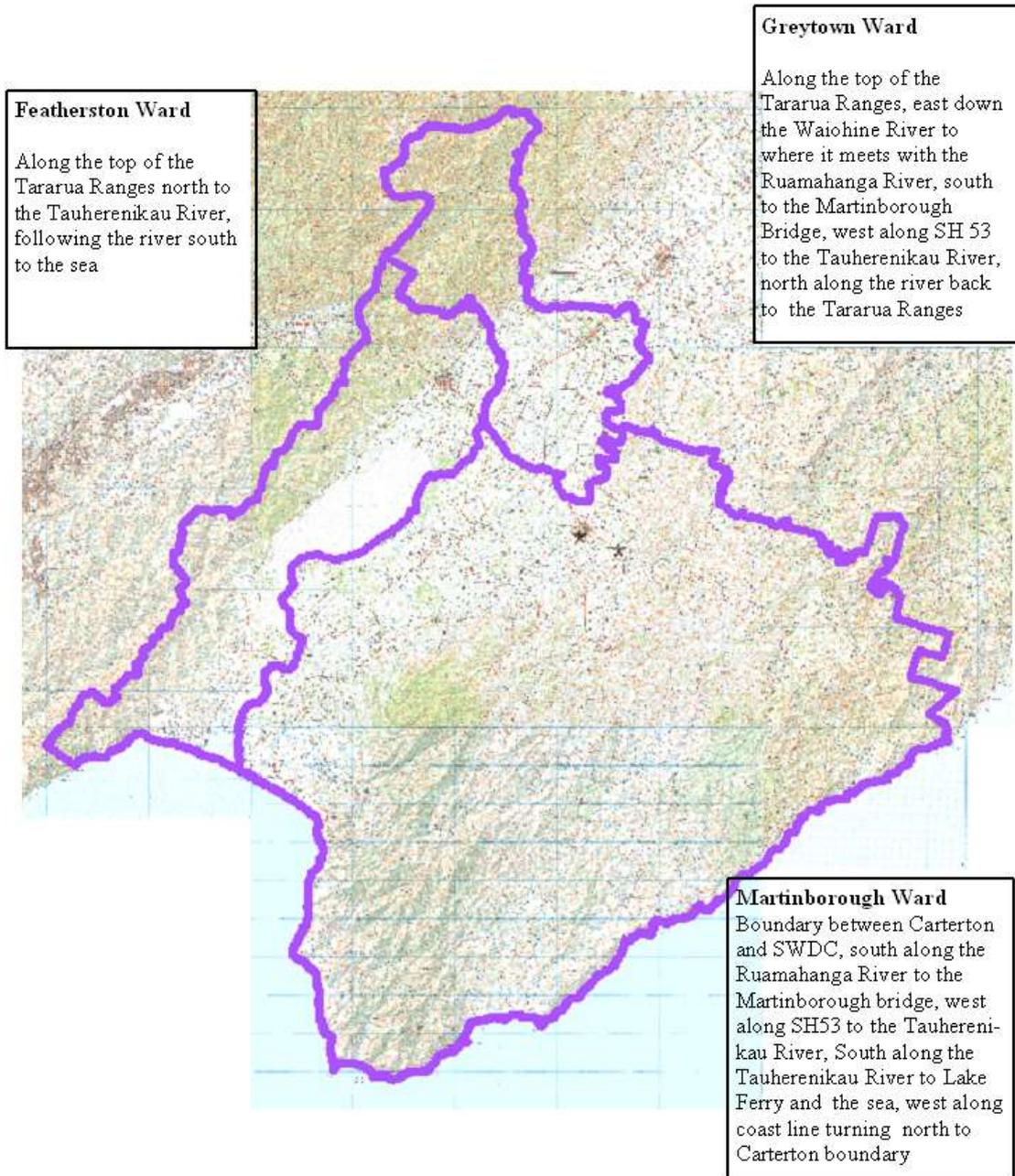
## **8. Working with Community Groups**

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community Boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

## **9. Raising Concerns**

Where a person has a concern about whether the Community Board is acting in accordance with its Terms of Reference they should raise the matter with the Community Board in the first instance. If they feel their concerns have not been addressed they should raise the matter with the Council.

# APPENDIX ONE – WARD BOUNDARIES



## **APPENDIX TWO – IDEAS FOR HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES**

### **1. Engagement – Communicate, Collaborate, Coordinate**

To adequately fulfil the role Community Boards need to engage with their communities. Engagement is an ongoing and dynamic process. It great to use existing networks and opportunities and but also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community Boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

### **2. Delegated Responsibilities**

South Wairarapa Community Boards have some responsibilities relating to urban reserves, urban amenities, and town main streets. To fulfil these responsibilities, Community Boards can work with Council officers and community groups to ensure the appropriate process is followed for approval of projects that fall within those delegations. Having a clear process will help clarify where responsibility for decision-making sits and help reduce delays.

### **3. Working with Community Groups**

Community Boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community Boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

### **4. Discretionary Spend**

The Community Boards are allocated money each year for discretionary spending. The Community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

## **5. Annual Plan Process**

Community Boards can identify the priorities for their community and prepare a submission to the Annual Plan process. The Community Board can maintain an interest in the progress of relevant projects that are included in the Annual Plan.

## **6. Community Strategic Plans and Town Centre Plans**

Community Boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

Community Boards may also like to develop structure plans for their main streets / town centres. These plans set out the look, feel, and functionality of the key public spaces.

## **7. Responding to Operational Matters and Identifying Unplanned Works**

If matters arise during the year in urban reserves or with urban amenities that need attention, the Community Board members can identify these to Council officers. Where they are minor matters Community Board members should contact Council staff directly.

For more significant issues that may require additional spending the Community Board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

## **8. Civil Defence Emergency Management**

Community Boards often have the best knowledge about the most vulnerable people in their community and have existing networks to be able to respond in the case of a natural disaster. Community Boards can work alongside the formal civil defence emergency management planning process to help with preparedness, response, and recovery.

## **9. Sharing Knowledge**

To ensure they are continuing to implement the Terms of Reference and to make sure they are as effective as possible, Community Board members can share success stories with each other, identify training needs, and share their knowledge and experience with each other. Informal training and networking is often the most valuable way for people to learn and apply new ideas and skills.

# **APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS**

## **1. Working with Community Groups**

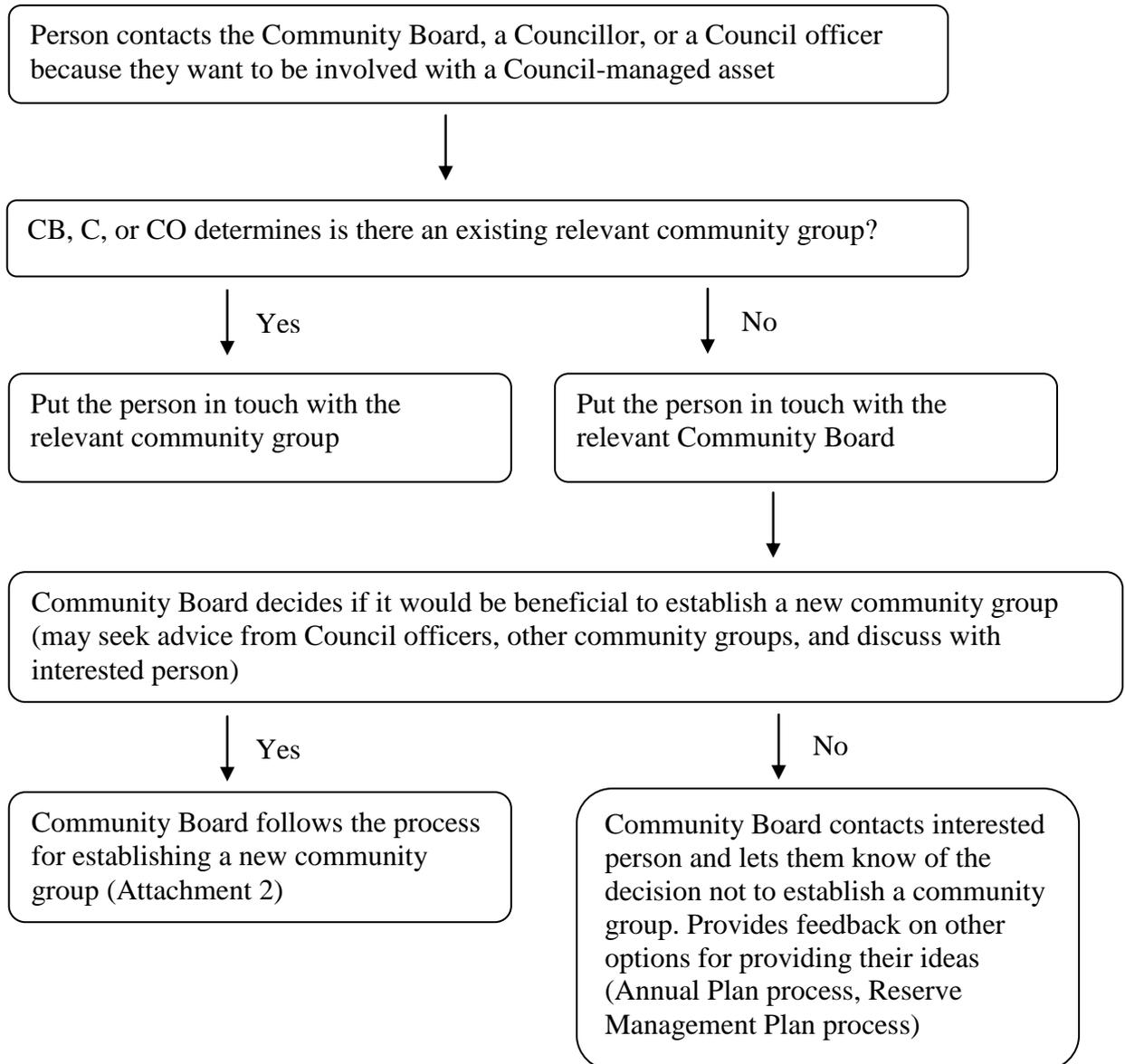
Below are some suggestions on how Community Boards and community groups can effectively work together. Generally these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

**Attachment 1** shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

**Attachment 2** provides a basic terms of reference for the community group and memorandum of understanding between the community group and the Community Board.

# ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



## ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a Community Board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic terms of reference for the community group and memorandum of understanding between the community group and the Community Board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

<b>Name:</b>	For consistency and to avoid any confusion, groups will be called "Friends of ...." or ".....working group" or ".....community group". The term subcommittee or committee will be avoided.
<b>Purpose:</b>	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the Community Board's strategic plan or specific reserve management or development plans. For example – To support the implementation of the ... Park development plan and ....
<b>Point of contact:</b>	Name, email address, postal address
<b>The point of contact will:</b>	<ul style="list-style-type: none"> <li>- work with the Community Board and members of the community group to identify priorities for the community group for the coming year</li> <li>- provide a written update to the Community Board on progress on priorities at least once during and at the end of the year</li> <li>- provide feedback to the Community Board prior to the Annual Plan process</li> <li>- Welcome other members of the community to be part of the community group</li> <li>- Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to Community Boards, and some decisions that can be made by Council Officers. It is important that these requirements are understood and implemented].</li> </ul>
<b>The Community Board will:</b>	<ul style="list-style-type: none"> <li>- Seek the views of the community group when preparing a strategic plan</li> <li>- Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process</li> <li>- Maintain an overview of the work of the community group to ensure it is aligned with the Community Board and Council's strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee]</li> </ul>

	- Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community Board members will direct the community group to or will seek advice from staff for answers to any operational requirements]
<b>Review:</b>	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	

## ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS FORM

<b>Name:</b>	
<b>Purpose:</b>	
<b>Point of contact:</b>	
<b>The point of contact will:</b>	
<b>The Community Board will:</b>	
<b>Review:</b>	
<b>Signed on behalf of the community group:</b>	
<b>Signed on behalf of the Community Board:</b>	



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

## **MAORI STANDING COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Background**

The committee was established .....

#### **2. Overview**

The South Wairarapa District is rich in Maori history and culture. Some of the earliest known occupational sites exist within its boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Maori political history of New Zealand is a matter of national record.

Lake Wairarapa and the South Wairarapa coastline are of immense cultural, spiritual and historic significance to Maori.

The Local Government Act 2002 signals that the social, cultural and economic development of Maori is of particular importance.

The Resource Management Act 1991 places an obligation on the Council to consult with Maori during the planning process. This obligation is in turn derived from the underlying principles of the Treaty of Waitangi, which in this context, refers to:-

- **Partnership** - the development of an active and on-going relationship between the Council and local Iwi.
- **Participation** - a principle which emphasises positive Maori involvement in the business of the Council, and in particular its planning and delivery functions.
- **Protection** - the requirement to ensure that Maori well-being is enhanced whenever possible, and that principles of equity towards Maori are observed in the Council's decision making process.

The Council is committed to engage in active consultation with Maori and to foster positive relationships in pursuance of the partnership envisaged under the Treaty of Waitangi, on matters that affect and concern Maori.

### **3. Purpose**

- Advise on tangata whenua and Maori interests in the Council's major areas of activity, and particularly in the areas of:-
  - Economic Development
  - Resource Management
  - Tourism
  - Reserve Management
  - Environmental Health
  - Employment
  - Community Development
- Establish a method of consultation, which involves tangata whenua and iwi, on all matters relating to the District's resources, and involving the District's planning processes.
- Advise on consultation processes with Maori in the District and assist in the development of consultation networks throughout the District.
- Promote the development of processes within Council, to develop policy, processes and guidelines, based on the Treaty of Waitangi principles of participation, partnership and active protection.
- Assess resource consent applications relating to land situated in the rural zone to identify any relevant cultural matters relating to the site. The RMA requires consideration of Maori cultural and traditional relationships with their ancestral lands, water, sites of significance, waahi tapu, and other taonga. (Due to the statutory timeframes which apply to processing of applications by Council, applications are often emailed to members when Council would not meet those statutory timeframes if we waited for an upcoming meeting.)

### **4. Membership**

- Mayor ex-officio (check)
- Two Councillors appointed by the Mayor
- Two representatives from each of the three South Wairarapa Marae
- One representative from each of the two Wairarapa Iwi

Nominations must be received in writing from each participating body.

Membership is ratified by Council.

The chairperson and deputy chairperson are elected by the Committee at the start of the triennium.

## 5. Stakeholders

- South Wairarapa District Council
- Iwi - Kahungunu o Wairarapa and Rangitaane o Wairarapa
- Marae – Kohunui, Hau Ariki and Papawai
- SWDC Ratepayers and Residents

## 6. Deliverables

- 4.1 Contribute to the Long Term Plan every three years
- 4.2 Contribute to the Annual Plan every other year
- 4.3 Resource Management Act – provide advice on the cultural and historical value of land involved in resource consents.
- 4.4 The Maori Standing Committee chair or their nominee is also able to attend the following:

Council	Delegation to attend and speak but not vote.
Infrastructure and Planning Working Group	Full membership.

## 7. Accountability and reporting

- 5.1 The SWDC Maori Standing Committee is accountable to Council.
- 5.2 Minutes will be presented to each Council meeting.

## 8. Review

The Committee and its functions will be reviewed in September of the year preceding the Long Term Plan.

## 9. Operating model

### 9.1 Meetings

#### 9.1.1. Timing and frequency

Meetings are convened by the CEO every 6 weeks normally on a Monday evening.

### **9.1.2. Meeting procedure**

The meeting is conducted under the LGNZ Standing Orders for Meetings of Local Authorities and Community Boards – copies to be made available to MSC members and reference copies can be found in our district libraries and on Council’s website.

### **9.1.3. Quorum**

Eight members, of whom at least two must be councillors, will constitute a quorum.

### **9.1.4. Secretariat**

Secretariat services to be provided by the SWDC Committee Secretary.

### **9.1.5. Agenda and paper circulation**

By post, to be received at least 2 working days before the meeting. The agenda is also available at the South Wairarapa libraries and on Council’s website in the following location, [www.swdc.govt.nz/maori-standing-committee-agenda-and-minutes](http://www.swdc.govt.nz/maori-standing-committee-agenda-and-minutes)

## **9.2 *Sharing of information and resources***

The meetings are public and the minutes are available on Council’s website.

## **10. Remuneration**

A **meeting fee** of \$162 (less tax) is payable for every formal meeting of the Maori Standing Committee attended. There are around 8 meetings a year. The meeting schedule for each year is set in August/September by Council during non-election years or October during an election year.

A **travel allowance** fee of .74 cents is payable for any travel over 30km to and from every formal meeting of the Maori Standing Committee attended. For example if you travel 60km round trip you will be reimbursed for 30km of that trip.

**Payment** of the meeting fee and travel allowance is made on the 5th of each month (or the following Monday should the 5<sup>th</sup> fall on a weekend). Members must complete a meeting declaration form at each meeting. Before payment can be made, Council must have endorsed your nomination and your IRD number and bank account details must have been received by our accounts payable staff.



# **Audit & Risk Working Party Terms of Reference**

## **1. Objective**

The objective of the Audit and Risk Working Party (the Working Party) is to provide independent assurance and assistance to the Council on SWDC's risk, control and compliance framework, and its external accountability responsibilities.

## **2. Authority**

The CEO authorises the Working Party, within the scope of its role and responsibilities, to:

- obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information);
- discuss any matters with the external auditor, or other external parties (subject to confidentiality considerations);
- request the attendance of any employee, including the Chief Executive, at Working Party meetings; and
- obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at SWDC's expense.

## **3. Composition and tenure**

Following a review it was resolved a working party was the best structure to meet the current needs of South Wairarapa District Council.

The Working Party will consist of the Mayor ex officio, at least three councilors and not more than five members appointed by the Mayor. Where required an independent can be appointed.

The Council will appoint the chairperson of the Working Party.

Members will be appointed for an initial period not exceeding three years after which they will be eligible for extension or re-appointment.

The Chief Executive, the Finance Team Leader, and the Policy and Reporting Manager will not be members of the Working Party, but may attend meetings as determined by the Chairperson.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of SWDC. At least one member of the Working Party should have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

#### **4. Role and responsibilities**

The Working Party has no executive powers.

The Working Party is directly responsible and accountable to the Council for the exercise of its responsibilities. In carrying out its responsibilities, the Working Party must at all times recognise that primary responsibility for management of SWDC rests with the Chief Executive.

The responsibilities of the Working Party may be revised or expanded in consultation with, or as requested by, the Council or Chief Executive from time to time.

#### **5. Risk management**

The Working Party's responsibilities are to:

- review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of SWDC financial and business risks, including fraud;
- review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;

- review the effect of SWDC’s risk management framework on its control environment and insurance arrangements;
- review whether a sound and effective approach has been followed in establishing SWDC’s business continuity planning arrangements, including whether disaster recovery plans have been tested periodically; and
- review SWDC’s fraud control plan and satisfy itself that SWDC has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

## **6. Control framework**

The Working Party’s responsibilities are to:

- review whether management’s approach to maintaining an effective internal control framework, including over external parties such as contractors and advisers, is sound and effective;
- review whether management has in place relevant policies and procedures, and that these are periodically reviewed and updated;
- determine whether the appropriate processes are in place to assess, at least once a year, whether policies and procedures are complied with;
- review whether appropriate policies and procedures are in place for the management and exercise of delegations;
- consider how management identifies any required changes to the design or implementation of internal controls; and
- review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

## **7. External accountability**

The Working Party’s responsibilities are to:

- review the financial statements and provide advice to the Council and Chief Executive (including whether appropriate action has been taken in response to audit recommendations and adjustments), and recommend their signing by the Chief Executive and Mayor;

- satisfy itself that the financial statements are supported by appropriate management sign-off on the statements and on the adequacy of the systems of internal controls;
- review the processes in place designed to ensure that financial information included in SWDC annual report is consistent with the signed financial statements;
- satisfy itself that SWDC has appropriate mechanisms in place to accurately report legislated service performance information;
- satisfy itself that SWDC has appropriate mechanisms in place to review and implement, where appropriate, relevant external audit reports and recommendations; and
- satisfy itself that SWDC has a performance management framework that is linked to organisational objectives and outcomes.

## **8. Legislative compliance**

The Working Party's responsibilities are to:

- determine whether management has appropriately considered legal and compliance risks as part of SWDC's risk assessment and management arrangements; and
- review the effectiveness of the system for monitoring SWDC's compliance with relevant laws, regulations, and associated government policies.

## **9. Internal audit**

The Working Party's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- review the internal audit coverage and annual work plan, ensure that the plan is based on SWDC's risk management plan, and recommend approval of the plan by the Council;
- advise the Council on the adequacy of resources to carry out the internal audit, including completion of the approved internal audit plan;

- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions;
- review all audit reports and provide advice to the Council on significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of good practice;
- monitor management's implementation of the internal auditor's recommendations;
- review the internal audit charter to ensure that appropriate organisational structures, authority, access, and reporting arrangements are in place;

## **10. External audit**

The Working Party's responsibilities are to:

- act as a forum for communication between the Chief Executive, senior management, and internal and external auditors;
- provide input and feedback on the financial statements and the audit coverage proposed by the external auditor, and provide feedback on the audit services provided;
- review all external plans and reports for planned or completed audits and monitor management's implementation of audit recommendations;
- oversee the co-ordination of audit programmes conducted by the internal and external auditors and other review functions: and
- provide advice to the Council and CEO on action taken on significant issues raised in relevant external audit reports and good practice guides.

## **11. Projects**

- Review risk management plans for significant projects.

## **12. Responsibilities of Working Party members**

Members of the Working Party are expected to:

- contribute the time needed to study and understand the papers provided;
- apply good analytical skills, objectivity, and good judgement; and

- express opinions frankly, ask questions that go to the core of the issue, and pursue independent lines of enquiry.

### **13. Reporting**

The Working Party will report to the council on its operation and activities at each council meeting.

The report should include:

- a summary of the work the Working Party performed to meet its obligations; and
- a summary of SWDC's progress in addressing the findings and recommendations made in internal and external audit reports, and the Auditor-General's reports (if applicable).

The Working Party may, at any time, report to the Chief Executive or the Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual Working Party member may request a meeting with the Chief Executive or the Mayor

### **14. Administrative arrangements**

#### **14.1 Meetings**

The Working Party will meet a minimum of 9 times each year. A special meeting may be held to review SWDC's annual report.

The chairperson is required to call a meeting if requested to do so by the Council, CEO or another Working Party member.

A meeting plan, including dates and agenda items, will be agreed by the Working Party each year. The meeting plan will cover all of the Working Party's responsibilities as detailed in this charter.

#### **14.2 Attendance at meetings and quorums**

A quorum will consist of a majority of the Working Party members. Where there is more than one independent member on the Working Party, a quorum will include at least one independent member.

Meetings can be held in person, by telephone, or by video conference.

The Policy and Reporting Manager, Finance Team Leader and CEO will be invited to attend each meeting, unless requested not to do so by the chairperson of the Working Party. The Working Party may also ask External Audit or other employees to attend Working Party meetings or participate for certain agenda items.

The Working Party or members of will meet separately with both the internal and external auditors at least once a year.

### **14.3 Secretariat**

The Chief Executive will appoint a person to provide secretariat support to the Working Party. The Secretariat will ensure that the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least one week before the meeting, and ensure that the minutes of the meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within a week of the meeting to each member and Working Party observers, as appropriate.

### **14.4 Conflicts of interest**

Once a year, Working Party members will provide written declarations to the chairperson stating they do not have any conflicts of interest that would preclude them from being members of the Working Party.

Working Party members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes.

Where any member is deemed to have a real, or perceived, conflict of interest at a Working Party meeting, it may be appropriate that they are excused from Working Party deliberations on the issue where the conflict of interest exists.

### **14.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them to meet their Working Party responsibilities.

### **14.6 Assessment arrangements**

The chairperson of the Working Party, in consultation with the Mayor and CEO, will initiate a review of the performance of the Working Party at least once every two years. The review will be conducted on a self-assessment basis unless otherwise determined by the Mayor with appropriate input sought from the Chief Executive, the internal and external auditors, management, and any other relevant stakeholders, as determined by the Mayor in discussion with the chairperson of the Working Party.

#### **14.7 Review of terms of reference**

At least once every two years, the Working Party will review this charter. This review will include consultation with the Council and CEO.

Any substantive changes to the charter will be recommended by the Working Party and formally approved by the Council.



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

## **COMMUNITY SAFETY WORKING PARTY**

### **TERMS OF REFERENCE**

#### **1. Purpose**

- 1.1 To provide a forum for Council representatives and community groups to monitor, coordinate and develop initiatives aimed at increasing community safety in south Wairarapa.
- 1.2 To ensure the implementation of the South Wairarapa District Council Graffiti Management and Prevention Policy, and the development of a strategy to support this and other community safety initiatives.
- 1.3 To consult with the community including businesses, schools and police about community safety and crime prevention.
- 1.4 To lead community-based initiatives, monitor progress and report back to Council and the community.
- 1.5 To monitor use of SWDC funds targeted at community safety by the contracted agencies and to report to Council on this.

#### **2. Membership**

- Two Councillors, one to be Chairperson
- Representatives of Featherston, Greytown and Martinborough Community Boards
- Representatives of Community Patrols
- Representatives of Neighbourhood Support
- Representatives of local youth groups
- Wairarapa Safer Community Trust representative
- Maori Standing Committee representative or appointee
- NZ Police representative
- Business representative(s)
- Youth representative(s)

### **3. Stakeholders**

- South Wairarapa District Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board
- Residents and ratepayers of South Wairarapa

Other members to be co-opted as agreed by the Working Party.

### **4. Deliverables**

- 4.1 South Wairarapa graffiti, vandalism and crime prevention strategy

### **5. Accountability and reporting**

- 5.1 The SWDC Community Safety and Resilience Working Party is accountable to Council.
- 5.2 Written progress reports will be submitted to each Council and Community Board meeting during the life of the Working Party, by the Working Party Chair and through the regular officers' report for I&S.

### **6. Review**

The need for the Working Party will be reviewed annually by Council.

### **7. Operating model**

#### **7.1 Meetings**

##### **7.1.1. Timing and frequency**

Meetings will be held on a 6-weekly cycle

##### **7.1.2. Meeting procedure**

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003)

##### **7.1.3. Location**

Council Chambers, Martinborough

##### **7.1.4. Quorum**

Six members, of whom at least three must be elected representatives, will constitute a quorum.

##### **7.1.5. Secretariat**

Secretariat services to be provided by the SWDC Amenities team.

### **7.1.6. Agenda and paper circulation**

By email, at least 5 working days before the meeting. Large items to be posted out.

## **7.2 *Sharing of information and resources***

### **7.2.1. Confidentiality**

Information and resources will remain confidential to the Working Party. Sharing and/or publication of resources more widely will be determined by the Working Party on a case-by-case basis.



# **SOUTH WAIRARAPA DISTRICT COUNCIL**

## **SPORT NEW ZEALAND RURAL TRAVEL FUND ASSESSMENT GROUP**

### **TERMS OF REFERENCE**

#### **1. Purpose**

The Sport New Zealand Rural Travel Fund is designed to subsidise travel for junior teams participating in local sport competitions. The fund was developed by Sport NZ in response to concerns raised by councils about the lack of participation in sport by young people living in rural communities. Geographical isolation, urban drift, and lack of employment opportunities and access to mainstream funding were identified as barriers to sport participation. Sport NZ believes that an effective and efficient network will assist it to achieve its sought community sport outcome of more kiwi kids in sport.

#### **2. Assessment Group Functions**

- To assess Sport NZ Rural Travel Fund applications and allocate funding in line with the scheme criteria and any specific priorities that have been set by the Assessment Group or Council.

#### **3. Membership**

##### **3.1.1. Membership**

Deputy Mayor and three councillors.

##### **3.1.2. Chairperson**

The chairperson will be appointed by the Mayor, or if no appointment is made will be elected by the Assessment Group for the triennium.

#### **4. Conflicts of Interest**

- To maintain the assessment Groups integrity and to guarantee that it's decision-making is transparent and impartial; conflicts of interest must be declared and handled appropriately.
- All conflicts of interest must be noted at the start of the meeting and recorded in the minutes.

## **5. Accountability and Reporting**

- Minutes of the Assessment Group will be submitted to Council.
- The Sport NZ Rural Travel Fund Administrator will submit an Annual Report to Sport NZ.

## **6. Operating Model**

### **6.1 Meetings**

#### **6.1.1. Timing and Frequency**

One meeting per year at a time and day that suits the Group but aligned to occur after the funding round closes. Funding from Sport NZ is allocated on the 30 June and the funding round has traditionally been open through July and August.

#### **6.1.2. Convening of Meetings**

The Sport NZ Rural Travel Fund Administrator will convene the Assessment Group.

#### **6.1.3. Meeting Procedure**

The Assessment Group is not a committee of Council and the assessment activity excludes the public.

#### **6.1.4. Location**

The meeting location is to be agreed by the Assessment Group or will be Council offices in Martinborough by default.

#### **6.1.5. Quorum**

Two elected members will constitute a quorum. The Administrator is not a member of the Assessment Group.

#### **6.1.6. Secretariat**

Secretariat services are to be provided by the Sport NZ Rural Travel Fund Administrator.

#### **6.1.7. Agenda and Application Circulation**

A hard copy agenda which includes all received applications will be circulated via NZ Post at least five working days before the meeting.

# **TERMS OF REFERENCE FOR MARTINBOROUGH TOWN HALL WORKING GROUP**

## **1. Purpose**

To outline the membership, roles, responsibilities and expectations for the Martinborough Town Hall Working Group (The Working Group).

## **2. Membership**

The Working Group is to comprise of the following groups:

- Steering Committee
- Construction
- Major Gifts
- Finance
- Communications
- Medium Gifts and Fundraising
- Client Representative

Appendix 1 provides membership detail as per Council resolution DC2014/69 on the 23 April 2014.

### **2.1 Chair and Deputy Chair**

A chair and deputy chair are to be elected by the Working Group and then confirmed by Council resolution.

## **3. Role**

The role of the Working Group is to:

- Develop plans for the refurbishment of the Martinborough Town Hall.
- Raise funds from the community and funding organisations to meet the cost for the planned refurbishment.
- To communicate regularly with Council and the community, particularly in regard to planning and fundraising progress.
- Maintain a record of meetings.
- To receive funds into the account managed by Council; to disperse funds by resolution from the account managed by Council.

## **4. Responsibilities**

The Working Group is responsible for ensuring that the community's best interests are served by the recommendations submitted to Council. The

Working Group will provide reports to Council through one of the Council members who is a member of the Working Group. Fund-raising activities will be coordinated by the MTH Working Group and liaison will be maintained with the initiators of fundraising initiatives and Council.

## **5. Expectations**

The Working Group will liaise with the Chief Executive Officer, or where appropriate, the Group Manager, Infrastructure and Services. Frequency of meetings is to be determined by the Working Group and meeting dates, times and agendas are to be co-ordinated by the Chairperson with secretarial assistance provided by Council. The Working Group is advisory and has no executive authority. It will put in place protocols and mechanisms that will ensure the effective running of the Working Group meetings. Meetings are to be conducted in an orderly way and are to be formally opened as per the agenda and closed accordingly. This is to ensure that the Committee Secretary is not detained beyond the time needed to conduct the business of the meeting.

## **6. Actions**

The Working Group will consider the refurbishment of the Town Hall and make appropriate recommendations to Council. It will as far as is practical incorporate the views of the wider community.

## **7. Raising Concerns**

Where a Working Group member has concern that the Group is not functioning within its Terms of Reference that member should raise the matter with the Chief Executive Officer.

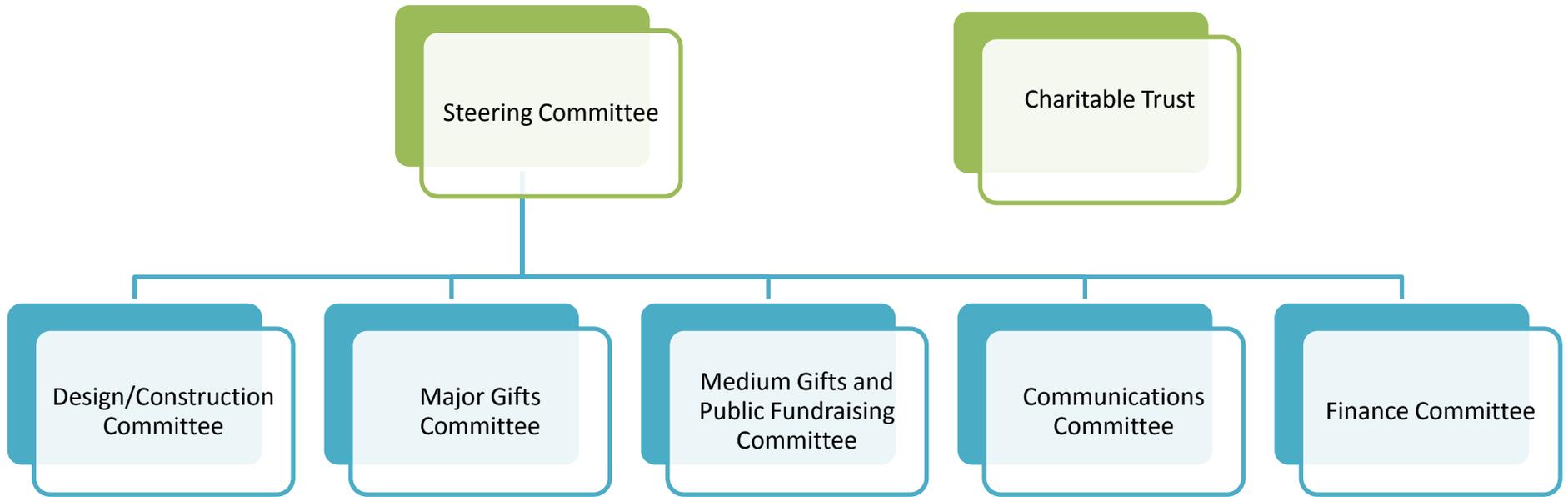
## **8. Appendix**

The following Appendices form part of this policy.

Appendix 1 – Martinborough Town Hall Working Group Structure

## **APPENDIX 1 - MARTINBOROUGH TOWN HALL WORKING GROUP STRUCTURE**

<p><b>Steering Committee:</b>          Adrienne Staples – chair          Max Stevens – deputy chair          Paul Crimp          Victoria Read          Julie Riddell          Lisa Cornelissen          Ro Griffith          David Kershaw          Catherine de Groot          Steve Bramley</p> <p><b>Construction:</b>          Ro Griffith – Leads          Victoria Read          Catherine de Groot          Nick Allen          Architect          Landscape Architect          Helen McNaught</p> <p><b>Major Gifts:</b>          Steve Bramley - Leads          Max Stevens          Victoria Read          Dave Kershaw          Ro Griffiths          James Graham          Catherine de Groot</p>	<p><b>Finance:</b>          Paul Crimp          Steve Bramley          Max Stevens          Ro Griffith</p> <p><b>Communications:</b>          Lisa Cornelissen - leads          Catherine de Groot          Chris Cassels          Caroline Hensley          Suzanne Clark          Victoria Read          Steve Bramley</p> <p><b>Medium Gifts and Fundraising:</b>          Felicity Warren          Steve Bramley          Team and strategy to be decided – needs chair + Administrator          Fundraising of 5-3-1 pledges plus co-ordination of smaller fundraising groups</p> <p><b>Client Representative:</b>          Victoria Read          Role is to be discussed but may be a need to sit on each committee for liaison purposes.</p>
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# **SOUTH WAIRARAPA DISTRICT COUNCIL**

## **CREATIVE COMMUNITIES ASSESSMENT GROUP**

### **TERMS OF REFERENCE**

#### **1. Purpose**

To assess Creative Communities Scheme applications and allocate funding in line with the Scheme criteria and any specific local priorities that have been set by Council.

#### **2. Other Assessment Group Functions**

- To discuss and make recommendations for promoting the Scheme locally.
- To receive reports on funded projects and discuss completed projects.
- To attend performances, exhibitions and other events funded by the Creative Communities Scheme.
- To attend meetings organised by Creative New Zealand.
- To elect new community representatives to the Assessment Group after a nomination process.
- To determine the number of funding rounds to be held each year (between two and four).

#### **3. Membership**

##### **3.1.1. Membership**

Membership is as per the contract between SWDC and Creative NZ. It is recommended that at least seven and not more than eleven members make up the Assessment Group consisting of:

- Up to two elected members (Council and/or community board).
- One representative from local community arts councils (organisations that have been formally gazetted under the Arts Council of NZ Toi Aotearoa Act 2014 or previous versions of the Act).
- Community representatives.
- At least one member must be of Maori descent.

### **3.1.2. Term of Membership**

Community representatives may be appointed or elected for a specified term of up to three years and can serve a maximum of two consecutive terms. This term limitation does not apply to council or community arts council representatives.

### **3.1.3. Chairperson**

Each year the Assessment Group should elect a chairperson. A person may serve a maximum of three consecutive years as chair.

## **4. Conflicts of Interest**

- To maintain the assessment Groups integrity and to guarantee that it's decision-making is transparent and impartial; conflicts of interest must be declared and handled appropriately.
- All conflicts of interest must be noted at the start of the meeting and recorded in the minutes along with member departure.

## **5. Accountability and Reporting**

- Minutes of the Assessment Group will be submitted to Council.
- The Creative Communities Administrator will submit an Annual Evaluation Report to Creative NZ.
- The Creative Communities Administrator will submit a Summary Report to Creative NZ following each funding round.

## **6. Operating Model**

### **6.1 Meetings**

#### **6.1.1. Timing and Frequency**

Between two and four meetings per year at a time and day that suits the Group but aligned to occur after the funding round closing dates as set by Creative NZ (February, May, August, November).

#### **6.1.2. Convening of Meetings**

The Creative Communities Administrator will convene the Assessment Group.

#### **6.1.3. Meeting Procedure**

The Assessment Group is not a committee of Council and except for a period where applicants can present their project to the Assessment Group, the assessment activity excludes the public.

**6.1.4. Location**

The meeting location is to be agreed by the Assessment Group or will be the Greytown Town Centre, Greytown by default.

**6.1.5. Quorum**

Three members will constitute a quorum. The Creative Communities Administrator is not a member of the Assessment Group.

**6.1.6. Secretariat**

Secretariat services are to be provided by the Creative Communities Administrator.

**6.1.7. Agenda and Application Circulation**

A hard copy agenda which includes all received applications will be circulated via NZ Post at least five working days before the meeting.

# **SOUTH WAIRARAPA WATER RACE USERS GROUP TERMS OF REFERENCE**

## **NAME:**

The name of the group is the – SOUTH WAIRARAPA WATER RACE USERS GROUP (WRUG)

## **STATUS:**

The South Wairarapa Water Race Users Group (WRUG) is an advisory group established by the South Wairarapa District Council (SWDC) to assist in the continuing governance and management of the Longwood & Moroa Water Race systems.

## **KEY ROLES:**

*Key roles of the WRUG include, but are not limited to;*

1. Assist in the provision of an effective interface and communication mechanism for dialogue between water race users and SWDC & their representatives.
2. The on-going review of the relevance & functionality of both the Longwood & Moroa Water Race systems existing design today & into the future; their general purposes, operating & maintenance principles & management. This will include the establishment and any future application of a formal process for the closure or correction of channels.
3. Provide user based consideration into all Resource Consent, By-law, Code of Practice and rating requirements and any other related matters.
4. Representation from time to time on behalf of users and Council at relevant district forums such as Fonterra, Federated Farmer, GWRC and others as the group deems appropriate or necessary.
5. Specific consideration to all Greytown Urban waterways and storm water channels as per all previous points; to consider implications and make recommendations as required.

## **MEMBERSHIP:**

Representation with an annual review to occur with the annual report.

- Longwood water race, 2 representatives
- Moroa water race, 3 rural representatives
- Moroa water race – Greytown Urban, 1 representative
- Iwi, 1 representative
- South Wairarapa District Council, 1 elected and 1 staff representative

How to be decided [To follow from agreed representation framework]

**ACCOUNTABILTY:**

As an interfacing agent WRUG has a responsibility to both water racer users and the SWDC to aid in achieving the outlined aims.

**REPORTING:**

The group shall report as necessary to both parties, but not less than yearly in the month of February. This date will enable users and SWDC to factor any required activities into Annual Planning processes as may be required.

**REMUNERATION:**

[To be considered later]

**ADMINISTRATIVE SUPPORT:**

Administrative support will be provided by SWDC.

## Memorandum of Understanding

### Purpose

To enable Carterton District Council and South Wairarapa District Council to jointly run the Wairarapa Library Service ('WLS').

To enable the WLS to:

1. 'encourage and support literacy;
  2. Support lifelong learning;
  3. Provide access to good information;
  4. Provide a safe place where people and communities can meet and engage with each other.'
- (extract from Library Strategy 2009, pg 3)

### Agreement

1. The WLS shall be run jointly by the District Librarian at Carterton Library and the District Librarian at SWDC (hereinafter referred to as the 'Joint Librarians') with major decisions referred to the WLS Joint Library Committee and recommendations to each Council.
2. Carterton Council and SWDC each provide a budget to stock and run the library. The stock remains the property of the buyer, but is freely lent between the two Councils to enable the WLS to function as one library entity. Stock may be exchanged between SWDC libraries and Carterton library at the discretion of the Joint Librarians as long as the value remains equitable.
3. To ensure a consistent service to the customer each library is to adhere to:
  - 3.1 all WLS policies;
  - 3.2 all adopted WLS systems, structures and charges.
4. Any problems, complaints or other issues should be resolved wherever possible by the WLS Joint Librarians and failing that the WLS Library Committee.
5. To facilitate a better team atmosphere and allow the WLS to function more effectively as one unit, staff across both Council's will be able to collaborate on matters of personal development.
6. Collaboration between library staff should be encouraged to facilitate investigation of future literacy initiatives for the WLS.



# **WAIRARAPA LIBRARY SERVICE**

## **JOINT MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. Purpose**

- 1.1 The primary purpose of the Committee is to provide governance and strategic oversight of the joint Wairarapa Library Service. It does this by focusing on the following matters :
- vision and development of the Service;
  - performance improvement;
  - risk management and accountability.
- 1.2 To develop and agree policies and strategies for recommendation to each of the Councils.
- 1.3 To assist in the resolution of any problems in operational management that the library managers have not been able to resolve between themselves.

#### **2. Membership**

- 2 Councillors from Carterton District Council (CDC)
- 1 Councillors and 1 Community Board member from South Wairarapa District Council (SWDC)
- Library Services Manager, CDC
- Amenities Manager/District Librarian, SWDC

#### **3. Stakeholders**

- Carterton District Council
- South Wairarapa District Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board

- Residents and ratepayers of Carterton
- Residents and ratepayers of South Wairarapa

## **4. Deliverables**

- 4.1 Elected representatives will be responsible for ensuring that a report is made to their Council after each meeting.
- 4.2 Review of library strategy for each Annual Plan / Long-Term Plan.

## **5. Accountability and reporting**

- 5.1 The WLS Joint Management Committee is accountable, through its elected members, to Carterton District Council and South Wairarapa District Council.
- 5.2 Elected members will make a written report to each meeting of the Council they represent.

## **6. Operating model**

### **6.1 Meetings**

#### **6.1.1. Timing and frequency**

On a 6-weekly cycle

#### **6.1.2. Meeting procedure**

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003)

#### **6.1.3. Location**

Alternates between Carterton Event Centre and a south Wairarapa venue, generally Greytown Town Centre.

#### **6.1.4. Quorum**

Five members, of whom at least three must be elected representatives, will constitute a quorum.

#### **6.1.5. Secretariat**

Secretariat services to alternate between the Library Services Manager CDC and the Amenities Manager/District Librarian SWDC.

#### **6.1.6. Agenda and paper circulation**

By email, at least 5 working days before the meeting. Large items to be posted out.

### **6.1.7. Meeting chair**

Two co-chairs, one chosen by the CDC members of the committee from amongst their elected representatives, and one chosen by the SWDC members of the committee from amongst their elected representatives. Co-chairs to alternate the chairing of meetings.

## **6.2 *Sharing of information and resources***

### **6.2.1. Confidentiality**

Sharing of information and resources within the Committee is encouraged, however matters pertaining to staff employment shall remain confidential.

### **6.2.2. Minutes**

The minutes of the Committee shall be made available to all staff within the Wairarapa Library Service.

DRAFT

**WASTE FORUM – WELLINGTON REGION**  
***Terms of Reference (updated 15 February 2008)***

**1. NAME**

The name of this society is the Waste Forum – Wellington Region (formerly Wellington Region Environmental Agency)

(Hereafter called “Waste Forum”.)

**2. PURPOSE**

The “Waste Forum – Wellington Region” is a non-profit organisation with the following objectives:

- 2.1. To provide a forum where commercial operators, council officers, elected representatives and regional and central government agencies can network and share information.
- 2.2. To take on an advocacy role and generate awareness throughout the Greater Wellington Region regarding waste minimisation and resource recovery.
- 2.3. To provide feedback and information to our organisations.
- 2.4. To increase awareness of environmental issues, relating to the management of waste, by providing a forum for local authorities to discuss issues and disseminate information.
- 2.5. To promote and encourage joint involvement in environmental campaigns on a region-wide basis.
- 2.6. To encourage local authorities to adopt environmentally sound policies/practices.
- 2.7. To liaise with other agencies including government departments on environmental issues.
- 2.8. To keep up to date with environmental issues through this network.
- 2.9. To do anything else that would further any of these aims.

**3. ROLES AND RESPONSIBILITIES**

The WFWR will have the following roles and responsibilities to assist in achieving its objectives:

- 3.1. To enter into any arrangement or contract with any individual, Government Department or corporate body.
- 3.2. To pay all or any of the expenses incurred in establishing and running the Waste Forum.
- 3.3. To employ or engage staff, advisors or other people and to pay their wages, salaries and/or expenses in terms suitable to the Waste Forum.
- 3.4. To alter the powers and rules of the Waste Forum provided that no addition to or alteration or recession of the rules shall be approved if it affects the non-profit objectives, personal benefit clause or the winding up clause.
- 3.5. To do all other things that in the opinion of the Waste Forum will further its charitable objects.

**4. MEMBERSHIP**

Membership of the Waste Forum shall fall into two categories, Members and Associates:

- 4.1. **Members** – representing Councils within the boundaries of Greater Wellington – the Regional Council.
  - 4.1.1. Each member Council may appoint representatives to the Waste Forum. This generally includes at least one elected representative and at least one staff member representative.
- 4.2. **Associates** – Associate membership can be conferred on an individual or a representative of an organisation that works in the environment field and can make a significant contribution to the Waste Forum.
- 4.3. Membership shall commence from when payment of the annual membership fee is received. If membership is accepted part-way through the financial year a proportional part-fee will apply
- 4.4. Membership ceases by verbal or written resignation to the Chairperson of the Waste Forum.

4.5. Membership shall be terminated where any member, in the opinion of the Waste Forum, has acted in a manner harmful to the Waste Forum, or failed to act in accordance with the rules of the Waste Forum.

4.6. Membership will be reviewed annually.

## **5. MEMBERSHIP FEE**

The Waste Forum may, at its Annual General Meeting, set membership fees for any of its classes of members.

This nominal fee shall be set annually to cover speaker and educational costs.

Current fees are:

1. Large Councils (WCC, UHCC, HCC, PCC) - \$500 per year
2. Small Councils (KCDC, MDC, SWDC, CDC) - \$250 per year
3. Commercial operators - \$50 per year

## **6. VOTING**

6.1. Members are entitled to vote when they pay the nominated membership fee.

6.2. Members are entitled to full voting and speaking rights.

6.3. Associate members have speaking rights but no voting rights.

6.4. Membership shall be reviewed annually.

6.5. Where deemed necessary in the opinion of the Chairperson or in the opinion of at least three Members, matters may be raised and voting may take place by email.

## **7. DECISION-MAKING**

Decision-making shall be by consensus. Every provision shall be made to facilitate this process. Should this fail; decisions shall be made by a simple majority of members who shall have one vote each. Community Boards don't have membership – they can attend I guess!

## **8. MEETINGS**

8.1. Each meeting is to be hosted by members of the Waste Forum.

8.2. Fourteen day's notice shall be given to all members by post, telephone, facsimile, or email to inform members of an upcoming meeting.

8.3. The quorum for all meetings shall be 50% of the full membership

8.4. Meetings of the Waste Forum shall be held not less than twice a year in addition to the Annual General Meeting.

8.5. Annual General Meetings shall be held no later than two months after the end of the financial year. The business of the annual General Meeting shall be

8.5.1. To receive the annual report and financial statement of accounts of the Waste Forum.

8.5.2. To elect the officers of the Waste Forum.

8.5.3. To appoint an auditor to audit the financial accounts.

8.5.4. The consideration of general business.

8.6. Special General Meetings may be called by the Chairperson or by written or email request of three member organisations.

## **9. STANDING ORDERS**

The New Zealand Standards Standing Orders shall apply.

## **10. REGISTER OF MEMBERS**

The Waste Forum will keep a register of all current Members and Associates including

10.1. the organisation name, their representative and title;

10.2. Contact details.

## **11. MANAGEMENT**

- 11.1. Management of the Waste Forum is the responsibility of Members and Associates.
- 11.2. The management of the Waste Forum shall consist of the Chairperson, Deputy Chairperson, Honorary Secretary, Honorary Treasurer and the full membership of the Waste Forum.
- 11.3. The Chairperson shall chair all meetings at which he or she is personally present. In his or her absence, the Deputy Chairperson shall chair the meeting.
- 11.4. The Chairperson shall ensure that for each meeting a host organisation is appointed and is on track for the running of each meeting.
- 11.5. Only the Chairperson or his/her delegate shall be entitled to comment externally on behalf of the Waste Forum, including the media.
- 11.6. The Honorary Secretary shall ensure information from external sources is circulated as appropriate to members, ensure the register of members is kept up to date and maintain the records of the Waste Forum.
- 11.7. The Honorary Treasurer shall keep financial records on behalf of the Waste Forum, and shall receive and bank money as appropriate. The money shall be kept in a bank account set up in the name of Waste Forum.

## **12. HOST RESPONSIBILITIES**

- 12.1. A Member of the Waste Forum is to take responsibility to act as host for each meeting.
- 12.2. The host organisation shall take all administrative responsibility for the setting up, management and running of the meeting.
- 12.3. The host organisation shall take and record minutes and ensure minutes are sent out to Members and Associates.
- 12.4. The host organisation is able to recover costs incurred as agreed by Members.

## **13. ELECTION OF OFFICERS**

- 13.1. The officers of the Waste Forum shall be elected at the Annual General Meeting. These are the Chairperson, Deputy Chairperson, Honorary Secretary and Honorary Treasurer.
- 13.2. The term of office for the Chairperson shall be limited to 2 consecutive years.
- 13.3. The Honorary Secretary and Honorary Treasurer shall be elected from the Council based membership for purposes of continuity of operation and public financial accountability, unless another means to address these issues are identified and agreed by the Waste Forum membership.

## **14. CONTROL OF FUNDS**

- 14.1. All funds received by the Waste Forum will be paid into its bank account.
- 14.2. The Honorary Treasurer shall keep financial records on behalf of the Waste Forum and shall receive and bank money as appropriate.
- 14.3. All cheques and withdrawal slips drawn on the Waste Forum's account will be signed by any two of the three signatories designated to operate the account, and to make payments as necessary and approved by the Waste Forum.
- 14.4. The Honorary Treasurer and Secretary are the designated signatories to this account. We need another member – possibly to be elected at AGM or subsequent general meeting. Otherwise the three in previous rule doesn't make sense!
- 14.5. The financial year shall run from July 1st to June 30th.
- 14.6. The income of the Waste Forum is to be applied solely to further the objectives of the Waste Forum.

## **15. PERSONAL BENEFIT**

- 15.1. With the exception outlined in clause 15.4, no income or property is to be paid or transferred directly or indirectly to any Member or Associate.

- 15.2. A Member or Associate may charge, and the Waste Forum may make reasonable remuneration and/or reimbursement for any service carried out by him or her where the Waste Forum would have had to pay for that service if it was carried out by a person who was not a Member or Associate.
- 15.3. No Member or Associate of the Waste Forum or any person associated with a Member or Associate shall participate in or materially influence any decision made by the Waste Forum in respect of the payment to or on behalf of the Member or Associate of any income, benefit or advantage whatsoever.
- 15.4. Any such income, benefit or advantage whatsoever paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## **16. ALTERATIONS TO RULES**

- 16.1. Alterations or additions to the Rules of the Waste Forum may be made at General Meetings provided that at least fourteen days written notice of such alterations is given to all members.
- 16.2. The meeting may amend the proposed change.
- 16.3. A two-third majority of the Members present at the meeting must agree to the change.
- 16.4. No addition to or alteration or recession of the rules shall be approved if it affects the non-profit objectives, personal benefit clause or the winding up clause of these Rules.

## **17. WINDING UP**

- 17.1. The Waste Forum may be wound up if
  - 17.1.1. a simple majority of member organisations at a General Meeting of the Waste Forum pass a resolution to wind up the Waste Forum
  - 17.1.2. A second meeting is held not earlier than 30 days since the first meeting to confirm or reject the resolution; and
  - 17.1.3. At the second meeting two-thirds (2/3) majority of the Members confirm the resolution.
- 17.2. If upon the winding up or dissolution of the Waste Forum there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the Members or Associates of the organisation, but shall be given to some other organisation or body having objectives similar to the objectives of the Waste Forum.

The foregoing Rules were formally amended by the Waste Forum – Wellington Region at its meeting held 16 May 2008 at Wellington.

**Witnessed by:**

**Chairperson:**

**Deputy Chairperson**