

# MAORI STANDING COMMITTEE

11 NOVEMBER 2013

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## AGENDA ITEM 3.1

### ELECTION OF MAORI STANDING COMMITTEE CHAIRPERSON AND DEPUTY CHAIR

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#### **Purpose of Report**

To advise the Maori Standing Committee about newly appointed MSC members, and seek nominations for a chairperson and deputy chair.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the information.*
2. *Elect a chairperson and a deputy chair.*

#### **1. MSC Membership**

South Wairarapa District Council resolved to approve Marae and Iwi nominations for representation for the 2013-2016 triennium at its meeting on the 30 October 2013. Membership can be changed at any time by way of letter to the Chief Executive.

- Kohunui Marae – Haami Te Whaiti and Terry Te Maari
- Papawai Marae – Michael Roera and Rutu Namana
- Hau Ariki Marae – Trevor Hawkins and Gray Carter
- Rangitaane o Wairarapa – Janine Adams (with Horipo Rimene as an alternate)
- Ngati Kahungunu ki Wairarapa – vacant

As at 30 October 2013 Gray Carter's resignation letter had not been received by Council so Gray was reappointed as a Hau Ariki Marae representative. All Marae and Iwi were sent correspondence advising of the process.

#### **2. Chair and Deputy Chair**

MSC must now decide a chairperson and deputy chairperson for the Committee. The process for appointments is to be determined by the MSC and should be decided at the upcoming meeting. Her Worship the Mayor or her appointed nominee will be chairing the Committee until appointments are made.

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive



## Maori Standing Committee

Minutes 9 September 2013

- Present:** Haami Te Whaiti (Chair), Horipo Rimene, Rutu Namana, Michael Roera, Terry Te Maari, Alex Webster, Cr Solitaire Robertson and Cr Brian Jephson.
- In Attendance:** Mayor Adrienne Staples, Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:00pm and 7:25pm except where expressly noted.

### PUBLIC BUSINESS

Mr Namana opened the meeting with a karakia.

#### 1. APOLOGIES

*MSC RESOLVED (MSC 2013/28)* to receive apologies from Janine Adams and Paul Crimp.

*(Moved Cr Jephson/Seconded Te Maari)*

Carried

#### 2. PUBLIC PARTICIPATION

There was no public participation.

#### 3. MAORI STANDING COMMITTEE MINUTES

##### 3.1 Maori Standing Committee Minutes – 22 July 2013

*MSC RESOLVED (MSC 2013/29)* that the minutes of the Maori Standing Committee 22 July 2013 be confirmed as a true and correct record.

*(Moved Cr Robertson/Seconded Namana)*

Carried

##### 3.2 Matters arising

Mr Te Whaiti reported that a meeting had been held with members of the Carterton District Council Maori liaison group and members of the South Wairarapa MSC to discuss Maori representation for future local governance arrangements.

*MSC NOTED:*

1. Action 636: Provide an update at the next MSC meeting on outcomes as discussed at the future Maori governance meeting between Carterton and MSC; Haami Te Whaiti

### DISCLAIMER

*Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness*

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- 3.3 Action items  
The Committee reviewed the action items list.

#### **4. OPERATIONAL REPORTS – COUNCIL OFFICERS**

4.1 Officers' Report

The Committee discussed rates arrears, cost recovery for official information requests, Cape Palliser Road repairs at Kupe's Sail, and trends for waste and water usage.

*MSC RESOLVED (MSC 2013/30) to receive the Officers' Report.  
(Moved Webster/Seconded Namana)*

Carried

4.2 Council Policy on Confidentiality Regarding Known Heritage Sites of Significance to Maori

Members agreed that it was acceptable to mark NZAA sites as dots on documentation, but not to be described using text. This was in line with current Council policy.

*MSC RESOLVED (MSC 2013/31):*

1. To receive the information.
2. That the Council policy on identifying NZAA sites remain status quo.

*(Moved Rimene/Seconded Namana)*

Carried

4.2b Inclusion of Archeological Sites in GWRC Regional Plan

Mayor Staples advised members that at the GWRC Whaitua launch, GWRC had stated intention to identify archeological sites in their regional plan. GWRC had spoken to Iwi about listing sites of significance around water bodies but there had been no discussion about identifying sites more widely.

4.3 Annual Plan 13/14 Outcomes

This agenda item was held over until the next meeting.

4.4 Wastewater Treatment Update

Mr Allingham tabled meeting notes from a wastewater treatment project – technical reporting workshop, worked through discussion points from the meeting and answered questions from members.

*MSC RESOLVED (MSC 2013/32) to receive the information.*

*(Moved Namana/Seconded Te Maari)*

Carried

#### **5. RESOURCE CONSENT SUBDIVISION APPLICATION 130076**

The Committee reviewed the proposed resource consent subdivision application 130076.

**DISCLAIMER**

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*MSC RESOLVED (MSC 2013/33) to receive the information and make no comment.*

*(Moved Cr Jephson/Seconded Rimene)*

Carried

**6. GENERAL BUSINESS**

Mr Te Whaiti tabled a letter of resignation from Alex Webster. Mr Te Whaiti thanked Mr Webster for his contribution to the Maori Standing Committee. Mr Te Whaiti undertook to place correspondence from Gray Carter on the next agenda.

Mayor Staples thanked members for their work and contribution in the triennium now ending, and expressed appreciation of the relationship that Council had with the Committee and work achieved.

Mr Namana closed the meeting with a karakia.

**Confirmed as a true and correct record**

.....**Chairperson**

.....**Date**

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**Maori Standing Committee  
Action Items  
From 9 September 2013**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
161	MSC	18-Mar-13	Action	Haami/Paora	Write a media article and/or rates newsletter article targeting developers and encouraging early consultation with Maori	Open	Next rates newsletter items due Dec.
476	MSC	22-Jul-13	Action	Paul	Place annual plan outcomes on the 9 September 2013 agenda for discussion and clarification from Council officers	Open	Rescheduled for 11 Nov.
636	MSC	9-Sep-13	Action	Haami Te Whaiti	Provide an update at the 11 November meeting on outcomes discussed at the governance meeting between Carterton and MSC	Open	

# MAORI STANDING COMMITTEE

11 NOVEMBER 2013

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## AGENDA ITEM 5.1

### SCHEDULE OF ORDINARY MEETINGS

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#### **Purpose of Report**

To provide community boards and the Maori Standing Committee with the meeting schedule that will be presented to Council for adoption on 30 October 2013.

#### **Recommendations**

Officers recommend that the Community Board/Committee:

1. *Receive the information.*
2. *Adopt the revised 2013 schedule of meetings.*
3. *Adopt the 2014 schedule of ordinary meetings for Council, community boards and committees.*
4. *Set a regular meeting time for the Committee.*

#### **1. Background**

Each year Council adopts a Schedule of Council, committee and community board meeting dates for the coming 12 month period.

#### **2. Discussion**

##### **2.1 2013 Schedule of Meetings**

Adoption of the amendments to the 2013 calendar as shown in Appendix 1, and the proposed 2014 schedule of ordinary meetings is dependent upon Council resolution on the 30 October 2013.

Any variations to the meeting calendar as a result of the first meeting of Council will be notified to members via an addendum.

##### **2.2 Time of Meetings**

Community board members are to select a meeting time that suits at the first meeting of the triennium.

### **3. Appendices**

Appendix 1 –Schedule of Ordinary Meetings 2013 (with proposed amendments)

Appendix 2 – Proposed Schedule of Ordinary Meetings 2014

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1 –Schedule of Ordinary Meetings 2013**



**SOUTH WAIRARAPA DISTRICT COUNCIL**  
**PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2013**

<b>MEETING</b>	<b>TIME</b>	<b>DAY</b>	<b>JAN 2013</b>	<b>FEB 2013</b>	<b>MAR 2013</b>	<b>APR 2013</b>	<b>MAY 2013</b>	<b>JUN 2013</b>	<b>JULY 2013</b>	<b>AUG 2013</b>	<b>SEP 2013</b>	<b>OCT 2013</b>	<b>NOV 2013</b>	<b>DEC 2013</b>
Martinborough Community Board	6.30PM	Mon	28		11	29		10	15	26			4	<u>9</u>
Featherston Community Board	6.00PM	Tues	29		12	30		4	16	27			5	<u>10</u>
Greytown Community Board	7.00PM	Wed	30		13		1	5	17	28			6	<u>11</u>
Maori Standing Committee	6.00PM	Mon		4	18		6	17	22		9		11	<u>16</u>
<b>COUNCIL</b>	9.30AM	Wed		20		3	15	26	31		19	30	<u>27</u>	
Policy and Finance Committee	Follows Council	Wed		20		3	15	26	31		19	<del>30</del> (cancelled)	<u>27</u>	

# **Appendix 2 –Schedule of Ordinary Meetings 2014**

**SOUTH WAIRARAPA DISTRICT COUNCIL**  
**PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2014**

<b>MEETING</b>	<b>TIME</b>	<b>DAY</b>	<b>JAN 2014</b>	<b>FEB 2014</b>	<b>MAR 2014</b>	<b>APR 2014</b>	<b>MAY 2014</b>	<b>JUN 2014</b>	<b>JULY 2014</b>	<b>AUG 2014</b>	<b>SEP 2014</b>	<b>OCT 2014</b>	<b>NOV 2014</b>	<b>DEC 2014</b>
Martinborough Community Board	TBC	Mon		17	31		12	23		4	15		3	8
Featherston Community Board	TBC	Tues		18		1	13	24		5	16	28		9
Greytown Community Board	TBC	Wed		19		2	14	25		6	17	29		10
Maori Standing Committee	TBC	Mon		10	24		5	16	28		8	20		1
<b>COUNCIL</b>	9.30AM	Wed	29		12	23		4	16	27		8	19	
Policy and Finance Committee	Follows Council	Wed	29		12	23		4	16	27		8	19	

- NOTES**
1. The dates of all other meetings will be separately notified.
  2. Waitangi Day: Thursday 6 February 2014
  3. Easter: Good Friday 18 April 2014 and Easter Monday 21 April 2014
  4. Anzac Day: Friday 25 April 2014
  5. Labour Day: Monday 27 October 2014

*Two extraordinary Council meetings are planned for June (Annual Plan) and one for October (Annual Report).*

# MAORI STANDING COMMITTEE

11 NOVEMBER 2013

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## AGENDA ITEM 5.2

### ELECTED AND NON-ELECTED MEMBERS' REMUNERATION

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#### **Purpose of Report**

To advise MSC (non-elected members) of the Remuneration Authority rulings that apply for the period of October 2013 to June 2014 as advised to the Council by the Remuneration Authority.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the information.*

#### **1. Background**

The Remuneration Authority has changed the way it calculates remuneration for councillors and community boards.

The Remuneration Authority no longer uses a "pool" type arrangement but sets base remuneration, then adjusts this up for any additional responsibilities (e.g. being a CB chair, Deputy Mayor).

The adjustment to base salaries for additional responsibilities are set at:

- Councillors an additional payment to a maximum of 50% of base.
- Deputy Mayor an additional payment per above but "it is expected that deputy mayors additional remuneration will not exceed 40% of the base councillor salary" (Remuneration Authority).
- Community board chair twice that of a community board member.

These changes come into effect from the day the election results were declared, Wednesday 16 October 2013.

## 2. Base Salaries

The Remuneration Authority has set base salaries as:

Mayor	\$64,200
Deputy Mayor (1.4x Councillor)	\$20,720
Councillors	\$14,800
Community Board Chair	\$4,000
Community Board Member	\$2,000

## 3. Mayoral Car

The Council has a policy whereby the provision of a vehicle for the Mayor is on the basis that it is not available for private use. This means that providing the car does not affect the Mayors' salary.

The Remuneration Authority requires the Council to "decide whether or not a car is to be supplied and on what basis. The determinant is what is most cost effective for Council and ratepayers".

"Mayoral use only, means that the car can be used by other officers, can be driven home and garaged by the Mayor but does not permit any private use".

## 4. Resource Consent Hearings

The Remuneration Authority has set hearing fees as:

- Chairperson \$100 per hour of hearing time.
- Others \$80 per hour of hearing time.

## 5. Expenses/Allowance Rules

The Council has set expense and allowances rules as part of the Remuneration Policy, unchanged for some years, which has been approved by the Remuneration Authority.

The currently approved policy is set out in Appendix 1.

## 6. Non-Elected Committee Members' Remuneration

Remuneration for non-elected members for Council committees is as per the following table.

	13/14	12/13
Chair (same as for community boards)	\$4,000	\$4,150
Members (per meeting)	\$160	\$160

In addition, non-elected members are entitled to claim for expenses in accordance with Councils Expenses/Allowance Policy.

In line with the foregoing, and subject to a final approved salary for community board chairs, a salary of \$4,000 for Council committee chairs was proposed to Council.

For all other non-elected committee members, a meeting fee of \$160 was proposed.

To remind, the Remuneration Authority has no specific interest in the foregoing payments.

#### **6.1 Mayoral Car Use**

No change to current Policy.

#### **6.2 Expenses/Allowances Policy**

This policy will change with the removal of a stated rate to "as advised by the Remuneration Authority from time to time".

### **7. Financial Implications**

The total remuneration budget for 2013/2014 is sufficient to cover salaries.

### **8. Legal and Environmental Implications**

None.

### **9. Appendix**

Appendix 1 – Expenses/Allowance Rules

Contact Officer: Paul Crimp, Chief Executive

# **Appendix 1 – Expenses/Allowance Rules (from Remuneration Policy)**

# Expenses/Allowances Rules (from Remuneration Policy)

## 3. GUIDELINES:

### 3.1 Elected Members

#### Expenses

Actual and reasonable expenses and allowances as outlined in the Rules have been approved by the Remuneration Authority.

#### *Rules for Elected Members Expenses*

- 1. Elected Members will be reimbursed for actual and reasonable expenses on production of receipts.*
- 2. Vehicle mileage will be payable to all Elected Councillors, Community Board members and non-elected members of Council committees for travel to and from officially notified meetings and any other Council business that may be required and authorised by the Mayor and/or Chief Executive Officer for return trips over 40kms only, and that the first 40km of those trips would be exempt from payment.*
- 3. The approved mileage rate shall be that set by the Remuneration Authority from time to time.*

### 3.2 Non-elected Members

#### Expenses

Expenses and mileage may be claimed on the same basis as for Elected Members.



# MAORI STANDING COMMITTEE

11 NOVEMBER 2013

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## AGENDA ITEM 5.3

### MODEL STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS

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#### **Purpose of Report**

To advise the Maori Standing Committee of the current status of Council Standing Orders.

#### **Recommendations**

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt Model Standing Orders NZS9202:2003 for Meetings of Territorial Authorities and Community Boards, including Appendix H.*

#### **1. Background**

Clause 27 of Part I of Schedule 7 of the Local Government Act requires the Council to adopt a set of standing orders for the conduct of its meetings and those of its committees (including community boards).

"Model Standing Orders for Meetings of Local Authorities and Community Boards", NZS9202:2003 incorporating Amendment No. 1 is a set of standing orders used by the Council and widely throughout New Zealand. These were extensively revised following the enactment of the Local Government Act 2002.

The current standing orders were first adopted by the Council on 24 March 2004 and following Amendment No. 1, readopted on 24 May 2006. They remain in place until either amended or replaced, requiring a three quarters majority vote.

A copy of the current Standing Orders is being distributed to newly elected members.

##### **1.1 NZS9202:2003 Appendix H - Provision for Casting Vote**

This appendix was included as part of Amendment 1 of NZS9202:2003. Although the Standing Orders were readopted by Council in 2006, it is recommended that this appendix be specifically adopted so there is no

doubt that this provision is able to be used should the matter ever be questioned.

Appendix H reads as follows:

"Where a local authority wishes to have a casting vote replace Standing Order 3.14.2(b) with "in the case of equality of votes the chairperson has a casting vote."

NOTE – When adopting, amending or suspending Standing Orders to provide for a casting vote clause 27, Schedule 7 of the Local Government Act 2002 applies."

### **1.2 Provision of Model Standing Orders to the Committee**

Council will ensure the chairperson of the Maori Standing Committee has a copy of NZS9202:2003 and the Standard will be made available for viewing to other members on request.

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

28 August 2013

Haami Te Whaiti  
Maori Standing Committee  
60 Pownall Street  
Masterton 5810

Dear Haami

**DECISION NOTIFICATION REGARDING YOUR DRAFT ANNUAL PLAN 2013/14  
SUBMISSION TO COUNCIL**

Thank you for your submission on Council's Draft 2013/14 Annual Plan. Over 56 submissions covering 120 individual issues were received as part of the Annual Plan submission process, with Council considering and deliberating on these submissions on the 10 June 2013.

A clear majority of submissions sought additional services or funding, however the overarching consideration for Council was the need to keep the forecast rates increases for 2013/14 in a par with what was forecast in the 2012/22 LTP and to an absolute minimum while still collecting enough revenue to provide core services and maintain community assets. The total rates increase for 2013/14 has been struck at 3.93% which is slightly higher than the 3.87% increase proposed in the Draft 2013/14 Annual Plan but below the 4.07% budgeted rates increase in the 2012/22 LTP.

As available discretionary funding is limited Council's preference is that I continue to work with yourself and other representatives from the Maori Standing Committee to progress the concept of marae as community assets and payment in kind opportunities.

If you would like to review the decisions from other submitters, you will find the minutes from the 10 June 2013 on our website ([www.swdc.govt.nz](http://www.swdc.govt.nz)) under '**Council News and Notices**', select the article '**Annual Plan 2013/2014 is adopted 26 June 2013**'. Your submission number is 9.

Thank you again for taking the time to prepare your submission and for your interest in Council's plan for the 2013/14 year.

Yours sincerely

Paul Crimp  
Chief Executive Officer  
[Paul.crimp@swdc.govt.nz](mailto:Paul.crimp@swdc.govt.nz)

## **SWDC Maori Standing Committee Input to Annual Planning Process 2013**

### **Recognition of Marae as Community Assets**

#### **1. Background and Rationale**

The South Wairarapa District Council Long Term Plan 2012/2022 identifies recognition of local marae as community assets as a key issue for local Maori.

This was a key theme from planning hui with local marae and iwi where the following matters were identified as long term issues and potential Council projects in relation to marae: (1) financial and promotional assistance; (2) community partnerships; and (3) transfer of skills/resources from marae to community.

There is also general recognition and support for marae in the wider South Wairarapa community as:

- the most important Maori community centres in our locality;
- important places of welcome for visiting dignitaries and guests to Wairarapa;
- places of learning for all children and families about South Wairarapa identity, stories and traditions;
- potentially important places of support and refuge in civil defence emergencies; and
- hosts for community meetings and events in general.

The upkeep, appearance and ability of local marae to perform the functions above is a matter of pride and priority for local Maori. Local marae and the quality of relationships with marae are also a source of pride for the wider community.

#### **2. Proposal**

The development of a partnership initiative, supported by the Maori Standing Committee, to support the important role of marae as community assets. The initiative will identify opportunities for:

- (1) financial and promotional assistance to marae;
- (2) community partnerships with marae; and
- (3) transfer of skills/resources between marae and their wider communities.

In particular the initiative will focus on ensuring marae are resourced and able to be civil defence centres and places of welcome to South Wairarapa.

#### **3. Objectives and Expected Outcomes**

The initiative will focus on three key themes:

#### *Financial and promotional assistance to marae*

- Working with marae committees to identify their objectives in relation to marae maintenance, buildings upgrading, grounds and general maintenance, roading and utilities.
- Identifying sources of support to assist marae to meet those objectives (including but not limited to direct support from Council by way of advice, sponsorship, funding, letters of support, facilitation of relationships).

#### *Community partnerships with marae*

- Identifying and formalising partnerships with local marae (e.g. Relationships with community boards and other community or council entities).
- Setting out long term opportunities that will emerge from those partnerships (including but not limited to events, hostings, educational and service provision opportunities)

#### *Transfer of skills/resources between marae and their wider communities*

- Identifying opportunities for supporting existing collaborations between marae and their communities.
- Identifying new opportunities for sharing skills and resources between marae and their communities.

### **4. Key Elements of the Process- Development Process**

Firstly, the SWDC Maori Standing Committee will work with Marae representatives to:

1. Collate their existing planning and formal accountability documents; and
2. Identify common themes across the marae plans and in particular any themes relating to Marae as community assets.

A short discussion paper will then be prepared based on the information identified. This document will be the basis of a planning workshop between marae representatives and council representatives.

The workshop will focus in particular on ensuring marae facilities are:

1. able to continue to operate as important community assets;
2. Supported in their aspirations to establish papakainga and housing;
3. sufficiently supported and resourced to be civil defence support centres; and
4. are able to function as marae for their core whanau.

A specific shared plan will be developed between marae and the council which will set out actions required to support ensuring marae can operate effectively as shared community assets.

### **5. Budget/Budget Allocation**

Marae representatives will work with council representatives to identify appropriate budget support that may be required to ensure marae can continue to operate effectively as key community to assets. This will also include consideration of a possible council funding allocations to support marae in these roles.

\$30k will be allocated to the Marae as community assets project in the current financial year to assist with planning and consultation processes.