



LOCAL GOVERNANCE STATEMENT 2022-25



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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1. INTRODUCTION

Your vote counts

See Page 4 to learn how our voting system works and how you can make your vote count.

To learn more about enrolling to vote, visit: <https://www.vote.nz/>

You can have your say

See page 7 to learn how you can speak to the Council, or its committees and community boards.

Elected members are very accessible

See page 7 to see how to meet elected members, or see page 8 or Appendix 2 for contact details.

We want you to be well informed

See page 10 to learn how to access information and page 6 to see how Council is held to account.

2. WHAT IS A LOCAL GOVERNANCE STATEMENT?

The local governance statement explains how the South Wairarapa District Council (SWDC) involves the public in their decision making. It outlines how the Council operates and how the community can have their say.

It includes information on:

- » Council functions, responsibilities and activities
- » electoral system and the opportunity to change it
- » representation arrangement, including Māori wards, and the opportunity to change them
- » members' roles and conduct
- » governance structures, processes, membership and delegations
- » equal employment opportunities policy
- » processes for requests for official information.
- » meeting processes
- » management structure and the relationship between management and elected members
- » key planning and policy documents and the process for their development and review
- » systems for public access to it and its elected members
- » policies for liaising with, and agreements, with Māori
- » consultation policies
- » remuneration and employment policy, if adopted
- » local legislation
- » bylaws

This document was prepared in February 2023. As new information becomes available or is updated, it will be published on the Council website.

3. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES OF THE COUNCIL

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities. It is also to promote the social, economic, environmental,

and cultural well-being of communities in the present and for the future.

The South Wairarapa District Council is responsible for giving effect to these purposes and for performing the duties, and exercising the rights, conferred on it by the Act and any other enactment.

The activities undertaken by the Council include core services such as local roading, water and wastewater services, solid waste collection, libraries, and reserves. It also has responsibilities for governance, investment, economic development, community wellbeing and quality of life, commitment to the Treaty of Waitangi, cultural diversity and accessibility, and corporate support activities.

The Local Government Act 2002 provides the Council with full capacity to carry on or undertake any activity or business, subject to it complying with the law. Our [Long Term Plan](#) contains information about all of the Council's activities, over a period of 10 years. The Council has responsibility for carrying out functions prescribed by a number of statutes. These include the management of reserves (Reserves Act 1977); managing natural and physical resources sustainably through its planning processes (Resource Management Act 1991); ensuring compliance with the building code (Building Act 2004); and planning and providing for civil defence emergency management within the South Wairarapa district (Civil Defence Emergency Management Act 2002).

4. ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Local authority general elections are held once every three years and were last held throughout New Zealand on 8 October 2022.

The next local government election will be held in 2025.

An “electoral system” describes the voting process used at local authority elections. There are two types of electoral systems for the election of mayor, councillors and community board members:

- » First Past the Post (FPP)
- » Single Transferable Vote (STV).

SWDC currently uses the FPP system. This is due for review again in 2024.

Changing the electoral system

Under the Local Electoral Act 2001, the electoral system can be changed by:

- » Council resolving to change the system to be used for the next two elections
- » Council conducting a binding poll
- » Electors demanding a binding poll (requires 5% of registered electors to sign a petition demanding a poll).

Once changed, an electoral system must be used for at least the next two triennial (three-yearly) elections but continues in effect until either a further resolution is made or a poll is held.

5. REPRESENTATION ARRANGEMENTS

The South Wairarapa district is led by a mayor and nine councillors. The mayor is elected by voters of the whole district and the councillors are elected from [our wards](#) – three councillors each from Featherston, Greytown and Martinborough wards. The Deputy Mayor is appointed either by the Mayor or Council.

The community boards, one for each of the three wards, each comprise four elected members and two ward councillors appointed by Council.

Review of representation arrangements

Councils are required to review their representation arrangements at least once every six years to consider:

- » How many councillors should represent the district
- » How councillors are elected – by ward or district, or a mix of both
- » How many wards the council should have and their names
- » If the district should have community boards, and if so, what their names, boundaries and membership should be
- » Whether Māori wards should be established.

We last reviewed our representation arrangements prior to the 2019 elections.

The next review will commence in 2023 to take effect for the 2025 elections. Community engagement and consultation will be carried out across 2023 and 2024.

Māori representation and partnership arrangements

Council has a Māori Standing Committee with membership representing Pāpāwai Marae, Kohunui Marae, Hau Ariki Marae, Pae tū Mokai o Tauria (a Featherston incorporated society representing local Māori interests in the district), as well as iwi Rangitāne o Wairarapa and Kahungunu ki Wairarapa.

In 2022, Council introduced the ability for the Māori Standing Committee to nominate a representative as a member on Council's core committees. The Māori Standing Committee

and Council are also considering other representation and partnership approaches.

Councils can establish Māori wards for their district. Māori wards are areas where only those on the Māori electoral roll can vote.

South Wairarapa District Council does not currently have Māori ward(s) but this will be considered as part of the upcoming representation review.

6. ROLE OF ELECTED MEMBERS

Role of elected members

The Mayor and the councillors of the South Wairarapa District Council have the following roles:

- » Setting the policy direction of Council
- » Monitoring the performance of Council
- » Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district)
- » Employing the Chief Executive (under the Local Government Act 2002 the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition, the Mayor:

- » Provides leadership to other members of the Council and people in the South Wairarapa district

- » Leads development of the Council's plans (including the long-term plan and the annual plan), policies and budgets for consideration by members
- » Appoints a deputy mayor, establishes committees, and to appoints committee chairs.

The Mayor presides at Council meetings and is responsible for ensuring the orderly conduct of business at Council meetings in accordance with Standing Orders.

Role of the Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the mayor (as summarised above).

Role of community boards

The role of community boards is to:

- » Represent, and act as an advocate for, the interests of its community
- » Maintain an overview of the services provided by the territorial authority within the community
- » Prepare an annual submission to the territorial authority for expenditure within the community
- » Communicate with community organisations and special interest groups within the community
- » consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board

- » undertake any other responsibilities that are delegated to it by the territorial authority.

7. CODE OF CONDUCT FOR EFFECTIVE GOVERNANCE

Elected members are required to adhere to a code of conduct.

Council last adopted its Code of Conduct on 15 December 2021. Community Boards use an earlier version, adopted 19 October 2016. Both are available on the Council website here:

- [Council Code of Conduct](#)
- [Community Board Code of Conduct](#)

Elected members are subject to a variety of laws, such as the Local Authorities (Members' Interests) Act 1968 and the Secret Commissions Act 1910. These provisions are in place to make sure that elected members do not act in a corrupt manner.

8. GOVERNANCE STRUCTURE

Councils can create committees, which have the authority to consider all matters coming within their scope as detailed in their Terms of Reference. SWDC's committee structure is established after each triennial election and the structure for 2022-25 in Appendix 3 and is also available on our website:

<https://swdc.govt.nz/your-council/committees/>

9. COMMUNITY ENGAGEMENT AND CONSULTATION

South Wairarapa District Council is responsible for making decisions on behalf of its communities and we aspire to work with our communities to ensure their views and preferences are taken into account.

Council's [Significance and Engagement Policy](#) lets our communities know how and when they can expect to be engaged in Council's decision-making processes.

10. MĀORI AND MANA WHENUA ENGAGEMENT AND RELATIONSHIPS

Council respects the unique status of Māori in our community and is committed to building and strengthening our relationships with Māori.

One of our key mechanisms for making sure the Māori voice is heard is the Māori Standing Committee. This committee makes sure that the contributions of local iwi and marae are represented. Council also employs a Pou Māori – Principal Advisor.

The Māori Standing Committee will inform and advise Council on matters of significance to Tangata Whenua. Council will also engage directly with iwi and marae representatives where appropriate.

Council recognises that early engagement is often the most effective, particularly for those decisions which have greater significance. We are committed to providing relevant information to inform Māori contribution and

improve Māori access to the Council's engagement and decision-making processes. Council currently has a [Māori Policy](#) that outlines our commitment. This policy has been prioritised for review.

11. PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

Information about current elected members and their contact details is contained in Appendix 2 or can be found on our website under [Your Council](#).

Members of the public seeking information or support can contact SWDC in writing, by telephone or in person.

12. OTHER REPRESENTATION AND STRUCTURES

Cross-council, regional and external representation

Council also has representation on joint committees and groups including members from other Wairarapa councils and the wider Wellington region:

- » **Wairarapa Committees/Groups:**
Wairarapa Combined District Plan Committee, Wairarapa Policies Working Group, Wairarapa Economic Development Forum and Wairarapa Trails Action Group.
- » **Joint Regional Committees/Groups:**
Wellington Regional Waste Management and Minimisation Plan Joint Committee, Wellington Region Waste forum, Wellington Water

Committee and Wellington Regional Leadership Committee.

- » **Greater Wellington Regional Council Committees/Groups:** Civil Defence Emergency Management (CDEM) Group. Regional Transport Committee, Wairarapa Committee and Wairarapa Moana Governance Group.
- » **External Appointments:** Destination Wairarapa Board, Wairarapa Road Safety Council, Cobblestones Trust Board and Hood Aerodrome Strategic Advisory Group.

Council-controlled organisations

Council is a joint owner of Wellington Water along with Greater Wellington Regional Council, and Lower Hutt, Porirua, Upper Hutt and Wellington city councils.

Wellington Water was formed in 2014 to provide dedicated management of council water infrastructure and operations. SWDC retains ownership of all its infrastructure assets and contracts Wellington Water to provide infrastructure management services. SWDC sets all the policies and performance objectives that are expected to be met by Wellington Water.

13. MEETING PROCESSES

Each year a schedule of meetings is adopted for Council, committees and community boards, and the details are published on the Council website. Meetings are an opportunity for council business to be considered and decisions to be made. They are an opportunity for you to make your view heard.

Council also publishes a list of all meetings scheduled to be held in the following month (including the dates, times and venues) in the

newspaper not more than 14 days and not less than 5 days before the end of every month.

Sometimes meetings need to be held at short notice. These are called “extraordinary meetings” and are notified as soon as practicable.

Meeting agendas and reports are available on the Council website at least two days before a meeting and can also be viewed at the district libraries or Council office in Martinborough. Unconfirmed minutes are available once they have been reviewed by the Chair after the meeting. Minutes are confirmed for correctness at a subsequent meeting and will be updated if any changes are made.

Meetings are live-streamed to the Council’s YouTube channel where possible.

Standing Orders

Meetings of Council, committees and community boards use Standing Orders which is a set of procedures that guide the conduct of meetings. They include rules on who can speak and when, and outline procedures for voting and making decisions. Their purpose is to enable local authorities to carry out their decision-making in a transparent, inclusive and lawful way.

South Wairarapa District Council adopted its [Standing Orders](#) on 19 October 2016.

Public attendance at meetings

The public are welcome to attend Council, committee and community board meetings. Very rarely, confidential matters will be discussed and the public are not allowed to attend those parts of the meeting. There are limited reasons for excluding the public from a meeting which will be notified on the meeting agenda. The reasons generally relate to the

protection of privacy, professional or legal privilege or commercial sensitivity.

Public excluded agendas and minutes are not available to the public.

Participating at a meeting

At the start of each meeting, 30 minutes is set aside for members of the public to bring matters to the attention of elected representatives. Speakers can speak up for 5 minutes and should register their intention to speak with a Committee Advisor at least 24 hours prior to the meeting.

Further information about participating at a meeting is available on the Council website: www.swdc.govt.nz/your-council/public-participation-at-a-meeting/

Workshops

Workshops are an opportunity for members to discuss particular matters, receive briefings and provide guidance to officers. Workshops are not meetings and cannot be used to make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Workshops can either be open to the public or public excluded.

Community forums and drop-in sessions

Community Boards and the Māori Standing Committee hold community forums and/or drop in sessions from time to time, generally in between ordinary meetings. Community forums are an opportunity for members to engage more easily with their communities and may be used for activities such as drafting community plans and submissions with community input, coordinating and co-delivering community training or hosting an external guest speaker. Standing orders do

not apply to forums and they cannot be used to make decisions.

14. RELATIONSHIP BETWEEN MANAGEMENT AND MEMBERS

The Local Government Act 2002 requires the Council to appoint one employee, the Chief Executive, who is responsible for implementing and managing Council's policies and objectives within budget constraints.

The Chief Executive is supported by an Executive Leadership Team, comprising Group Managers of Partnership and Operations, and Planning and Environment, and General Managers of Communications and Engagement, Human Resources and Corporate Services, Finance, and Policy and Governance. A copy of the full SWDC organisational chart is in Appendix 4.

Principles for working together

The Executive Leadership Team and elected and appointed members (The Mayor, councillors, community board members and Māori Standing Committee members) have agreed to a set of principles for how we work together.

15. GOOD EMPLOYER

SWDC is committed to the principle of being a good employer and will undertake all employment activities in good faith. Council employs a Chief Executive who is responsible for the employment of all other staff.

SWDC will make sure it:

- » provides good and safe working conditions;
- » puts Equal Employment Opportunities (EEO) practices in place;
- » provides opportunities for the enhancement of the abilities of individual employees; and recognises:
- » aims, aspirations and employment requirements of Māori;
- » recognises aims, aspirations, employment requirements and cultural differences of ethnic or minority groups;
- » employment requirements of women; and
- » employment requirements of people with disabilities.

Equal Employment Opportunities

SWDC is committed to equality in the workplace and a policy of providing equal employment opportunities (EEO). For more information see our current [EEO Policy](#)

form. Information requests should be as specific as possible so information can be found quickly.

Council supplies the information as soon as possible and no later than 20 working days after the request is received, unless reasons exist for withholding information. However, if the request is complex, involves a large amount of research and collation, or consultation we may need to extend the timeframe.

The reasons for withholding information are set out in the Act. Common reasons are to:

- » protect people's privacy
- » protect confidential or commercially sensitive information
- » maintain legal privilege.

Most requests are supplied free of charge but we are entitled to charge. When we do, our charging policy is based on [Ministry of Justice Guidelines](#).

[See the Council website for more information on official information requests.](#)

16. REQUESTING OFFICIAL INFORMATION

Official information refers to all information held by Council. Under the Local Government Official Information and Meetings Act 1987 any person has the right to request information at any time. We treat all requests for information as requests made under the Act, even if it is not referred to in the request.

Requests can be made directly to the Council through email, phone, letter or online. To ensure that requests are dealt with as quickly as possible we recommend using our online

17. KEY STRATEGIES, PLANS AND POLICIES THAT GUIDE US

The purpose of Council is to enable democratic local decision-making and action by, and on behalf of, communities, and to promote the social, economic, environmental and cultural wellbeing of communities now and for the future.

An important role of Council in carrying out its functions, responsibilities and activities, is developing and reviewing key strategies, plans and policies. Council has several of these key documents summarised in the diagram below.

Long Term Plan

Every three years, councils are required to develop, in consultation with its community, a Long Term Plan (LTP) with a ten year outlook. The LTP is a strategic planning document that identifies what our biggest priorities are. It is also a budget which outlines the activities and projects that are planned and how much they will cost.

Council must also prepare a financial strategy and infrastructure strategy alongside the LTP. Our financial strategy provides a framework which guides the Council to make decisions in a financially responsible and transparent. Our infrastructure strategy takes a 30 year view of Council's approximately \$388 million worth of infrastructure assets.

Our current 10-year plan, 2021-31 LTP, was adopted by Council on 30 June 2021. Our next LTP is due to be adopted by 30 June 2024.

Annual Plan

In between producing LTPs, Council must produce an Annual Plan that reviews our work programme and considers whether any changes are needed. These changes could be budget revisions, new priorities that arise, or new projects to help deal with issues that face the district.

Council adopted the 2022/23 Annual Plan on 30 June 2022. Our next Annual Plan is to be adopted by 30 June 2023, then in 2024, the Council will develop its next LTP. We welcome public input into our planning.

Annual Report

Each year we prepare an Annual Report. This report is an accountability document that compares actual performance against intended levels of performance described in the Annual Plan. It also explains how rates are spent and the value received in return.

Council's financial year ends on 30 June and the Annual Report must generally be produced within three months of that date. The report is published on the Council website within one month of its adoption. The report for 2021-22 has been delayed. Audit NZ has confirmed they will be aiming to complete all outstanding audits and audit opinions by 31 March 2023 for all councils experiencing delays in publishing their annual reports for 2021/22. South Wairarapa District Council plans to schedule an extraordinary Council meeting in April 2023 for the adoption of the Annual Report; publishing of the report will take place within 30 days.

Wairarapa Combined District Plan

The Wairarapa Combined District Plan sets out the objectives, policies, rules and other methods to promote the sustainable management of districts the natural and physical resources. District Plans are required under the Resource Management Act 1991. Our plan became operative on 25 May 2011.

District Plans must be reviewed and updated every 10 years. The existing Wairarapa Combined District Plan is being reviewed now. The review process is expected to take around three years to complete, with the aim of having a revised plan in 2023.

South Wairarapa Spatial Plan

A spatial plan is a plan that helps shape the way our communities grow and develop over the next 30 years. It sets the long term direction for the district, looking to protect what is valued by communities while responding to change, growth, and new opportunities.

The South Wairarapa Spatial Plan was developed throughout 2021 and benefitted from extensive consultation and engagement. The plan was adopted 10 November 2021. It

will be reviewed in five years or earlier if significant change or circumstances arise.

Featherston Master Plan

A master plan is an overarching plan that shows where and how development might occur in Featherston overtime. It enables a planned approach to growth, getting the best and coordinated use of public investments such as the train station, parks and reserves, community facilities, roading, and integrating development.

Work began on the Featherston Masterplan in early 2022. There is an ongoing dialogue with iwi/hapū and regional and central government agencies and formal consultation is proposed to occur once the draft masterplan has been finalised and reported back to Council in 2023.

Governance Policies

South Wairarapa District Council has range of governance policies that capture the 'big picture' issues of how to achieve our strategic direction and vision. These are collected into the following four areas based on the CouncilMark™ programme:

- » Governance, Leadership and Strategy
- » Community Engagement and Development
- » Financial Decision-Making and Transparency
- » Asset Management and Service Delivery.

Governance policies are available on the Council website:

www.swdc.govt.nz/governance/policies

Local Legislation and Bylaws

Council's rights, obligations and responsibilities are described in statutes,

regulations and bylaws. In fulfilling its purpose South Wairarapa District Council exercises powers and fulfils responsibilities conferred on it by the Local Government Act 2002 (which applies to all of local government) and local bylaws made by South Wairarapa District Council.

Council has also developed a number of management, development and concept plans for the reserves and other amenities in the district. These are available from www.swdc.govt.nz/governance/plans.

Bylaws help to protect the community by setting acceptable standards of behaviour to ensure activities in public places are carried out in a safe and responsible manner. They also promote a nuisance free environment and minimize the potential for offensive behaviour in public places.

Council works with the Wairarapa councils to create in common bylaws. Council also has bylaws which apply only locally within the South Wairarapa boundaries.

A list of our bylaws is provided in Appendix 1, and on the Council website

www.swdc.govt.nz/governance/bylaws

WHAKAPĀ MAI CONTACT US

Address:

19 Kitchener Street, Martinborough 5711
PO Box 6, Martinborough 5741
New Zealand

Telephone: 06 306 9611

Email: enquiries@swdc.govt.nz

Media enquiries: media@swdc.govt.nz

Our customer service is available to help with any enquiry.

Open: 9:00am – 4:00pm Monday to Friday



www.facebook.com/SouthWairarapaDistrictCouncil



www.instagram.com/south_wairarapa_dc/

SERVICE REQUESTS AND FEEDBACK

Our [***Get It Sorted***](#) online form can be used to report issues to Council.

Urgent matters should be phoned straight away to Council on (06) 306 9611.

Council's [***compliments and complaint policy***](#) is located on our website – feedback is welcome and can be provided using the online [***form***](#).

MORE INFORMATION

All Council publications referred to in this document are available at www.swdc.govt.nz

The Local Governance Statement is Council's official information document.

Version Control: Adopted 22 February 2023.

Review Date: Not later than April 2025 (six months following triennial elections).

APPENDIX 1 - BYLAWS

Wairarapa Consolidated Bylaw 2019

The Wairarapa Consolidated Bylaw is made by the South Wairarapa District Council, Carterton and Masterton District Councils. SWDC adopted the bylaw on 26 June 2019 with the bylaw coming into effect on 8 July 2019.

The table below provides details on the purpose of each part of the consolidated bylaw.

Wairarapa Consolidated Bylaw 2019	
Part 1: Introductory	Includes information that is common to all parts of the consolidated bylaw, including definitions and provisions of a general nature.
Part 2: Public Places (including Parks and Reserves)	Controls a diverse range of activities within public places so everyone can enjoy them safely. It also addresses damage to public facilities (e.g. roads, grass verges) and activities within public places and reserves which may have an adverse effect on other users.
Part 3: Sale of Goods or Services in Public Places	Requires every person who wants to sell goods or services in a public place to first obtain a license.
Part 4: Prevention of Nuisance from Fire and Smoke	Controls the lighting of fires to protect the community from smoke nuisance.
Part 5: Water Supply	Provides controls to manage and protect the water supply.
Part 6: Keeping of Animals, Poultry and Bees	Outlines requirements for keeping animals, poultry and bees, in order to prevent nuisance and protect public health and safety.

Part 7: Cemeteries and Crematoria	Controls and sets standards for the operation of cemeteries and crematoria.
Part 8: Wastewater	Regulates wastewater drainage from domestic and trade premises.
Part 9: Trade Waste	Regulates the discharge of trade waste to a sewerage system. Includes details of how to apply for a trade waste permit and permit conditions.
Part 10: Traffic	Enables Council to set requirements for parking and control of vehicles on roads in the district.
Part 11: Speed	Enables Council to set speed limits in the district (excluding State Highways). <i>Revoked February 2023</i>
Part 12: Beauty Therapy, Tattooing and Skin Piercing	Regulates hygiene standards in commercial beauty therapy, tattooing and skin-piercing practices to ensure safe practices.

Standalone Bylaws

South Wairarapa District Council has adopted standalone bylaws relating to alcohol, dogs, solid waste and water races.

Bylaw Name	Description	Date made and last reviewed
Alcohol Control Bylaw	Aims to control the consumption, bringing into, or possession of alcohol in public places to reduce and mitigate crime and disorder that is caused or made worse by the presence or consumption of alcohol in those places.	Made 3 November 2021
Control of Dogs Bylaw 2013	Sets standards and controls that must be observed by dog owners. It includes matters such as dogs in public places, wandering dogs,	Made 2007 and reviewed September 2013

	ownership of more than one dog, and nuisances caused by dogs.	(currently under review)
Featherston Longwood Water Race Bylaw 1936	Makes provisions for proper protection and management of the water race and provisions to prevent nuisances and obstructions. It is intended to assist efforts to maintain and enhance the quality of the Featherston Longwood Water Race to help ensure the future of this resource.	Made 20 June 1936 and reviewed April 2014
Moroa Water Race Bylaw 2007	Assists efforts to maintain and enhance the quality of the Moroa Water race to help ensure the future of this resource. It includes matters such as conditions of use, Council responsibilities, cleaning, existing uses, extra or abnormal supplies and powers of Council.	Made 23 July 2008 and reviewed April 2014
Masterton, Carterton and South Wairarapa District Councils Solid Waste Bylaw	Provides controls to ensure solid waste is managed and disposed of, while achieving acceptable standards of amenity.	Made 31 July 2013 and reviewed 17 February 2021

APPENDIX 2 – OUR MEMBERS

MAYOR, DEPUTY MAYOR AND COUNCILLORS



Mayor Martin Connelly
themayor@swdc.govt.nz



Melissa Sadler-Futter
Deputy Mayor and
Featherston Ward Councillor
melissa.sadlerfutter@swdc.govt.nz



Rebecca Gray
Featherston Ward Councillor
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Colin Olds
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Aaron Woodcock
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Martin Bosley
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Alistair Plimmer
Greytown Ward Councillor
Alistair.plimmer@swdc.govt.nz



Pip Maynard
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Kaye McAulay
Martinborough Ward Councillor
kaye.mcaulay@swdc.govt.nz



Aidan Ellims
Martinborough Ward Councillor
aidan.ellims@swdc.govt.nz

COMMUNITY BOARDS AND MĀORI STANDING COMMITTEE

Featherston Community Board

Tui Rutherford
Chair
tui.rutherford@swdc.govt.nz

Warren Maxell
warren.maxwell@swdc.govt.nz

John Dennison
Deputy Chair
john.dennison@swdc.govt.nz

Annelise Schroeder
annelise.schroeder@swdc.govt.nz

Greytown Community Board

Louise Brown
Chair
louise.brown@swdc.govt.nz

Jo Woodcock
jo.woodcock@swdc.govt.nz

Warren Woodgyer
Deputy Chair
warren.woodgyer@swdc.govt.nz

Vacancy

Martinborough Community Board

Storm Robertson
Chair
storm.robertson@swdc.govt.nz

Mel Maynard
mel.maynard@swdc.govt.nz

Angela Brown
Deputy Chair
angela.brown@swdc.govt.nz

Karen Krogh
karen.krogh@swdc.govt.nz

Māori Standing Committee

Andrea Rutene
Chair
Ngāti Kahungunu ki Wairarapa
mscchair@swdc.govt.nz

Narida Hooper
Pae Tū Mokai o Tauira

Gillies Baker
Pāpāwai Marae

JD Smith
Hau Ariki Marae

Karen Mikaera
Deputy Chair
Pae Tū Mokai o Tauira

Violet Edwards
Kohunui Marae

Herewini Ammunson
Pāpāwai Marae

Lola Kiel
Hau Ariki Marae

APPENDIX 3 – TERMS OF REFERENCE



COUNCIL AND COMMITTEE TERMS OF REFERENCE 2022-2025



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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1. INTRODUCTION

This document sets out the Terms of Reference for the South Wairarapa District Council and its committees for the 2022-2025 triennium.

The Council's business is wide-ranging, and it has many obligations and powers under statutes and regulations. It is not always necessary for the full Council to deal with every matter itself, therefore committees are formed to support. In addition, delegations to officers are made for the effective and efficient operation of Council. These are outlined in the Delegations Policy and Register available on the Council website.

2. COMMITTEE ESTABLISHMENT

The Mayor has the power to establish committees and appoint the chairperson of each committee under section 41A of the Local Government Act 2002.

The Council also has the ability to appoint, discharge, or reconstitute, the committees that it considers appropriate under schedule 7 part 1, 30 of the Local Government Act 2002.

Committees include, in relation to the Council:

- » a committee comprising all the members of the Council
- » a standing committee or special committee appointed by the Council
- » a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
- » any subcommittee of a committee described above.

The Mayor is a member of each committee.

3. TERMS OF REFERENCE (TOR)

The Terms of Reference for each committee are set out in full in this document. The Terms of Reference include the purpose, key responsibilities, delegations, membership, quorum and meeting frequency.

4. QUORUM

Generally, unless otherwise specified, a quorum is the presence of:

- » half of the members if the number of members (including vacancies) is even, or
- » a majority of members if the number of members (including vacancies) is odd.

5. AMBIGUITY AND CONFLICT

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which committee has delegated authority in respect of a particular matter, the Mayor will decide in consultation with the Deputy Mayor on advice from the Chief Executive.

COUNCIL TOR

1. Purpose

The purpose of Council is to:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

2. Key Responsibilities

Activities that will be decided by the full Council include the power to:

- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- adopt a long-term plan, annual plan, or annual report
- appoint a chief executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in associations with the long-term plan or developed for the purpose of the local governance statement
- adopt a remuneration and employment policy
- approve or amend the Council Code of Conduct
- approve or amend Council's Standing Orders
- appoint committees or establish joint committees with another local authority
- approve the Local Governance Statement under section 40 of the Local Government Act 2002
- approve the Triennial Agreement under section 15 of the Local Government Act 2002
- approve the Council's recommendation to the Remuneration Authority for remuneration of elected members
- make decisions on the review of representation arrangements under the Local Electoral Act 2001
- determine any other matters that Council is legally unable to delegate or where a valid delegation has not been made to a committee or other subordinate decision-making body, community board, or member or officer.

3. Membership and Composition

Chair:	The Mayor
Membership:	The Mayor and all councillors
Quorum:	Five members (half the membership)
Meeting Frequency:	Every 8 weeks

MĀORI STANDING COMMITTEE TOR

1. Introduction

These Terms of Reference reflect the intent and expectations of both the South Wairarapa District Council (“the Council”) and the South Wairarapa District Council Māori Standing Committee (“the Committee”). These Terms of Reference look to strengthen the relationship between the Council and the Committee members and to ensure that the role of kaitiakitanga by the Committee and tāngata whenua is fulfilled and the wellbeing of the South Wairarapa district and its people is enhanced. Te Tiriti o Waitangi/the Treaty of Waitangi is a historical agreement between the Crown and Māori. The Council is a statutory body with powers and responsibilities delegated to it by the Crown. The Council must therefore adhere to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi in respect of tāngata whenua within the South Wairarapa district. The Council and the Committee acknowledge that the iwi of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa and their respective hapū exercise mana whenua and mana moana over the South Wairarapa district. The Council and the Committee acknowledge that the marae in the South Wairarapa district are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira as a kaupapa māori community group represented on the Committee. The Council and the Committee further acknowledge that there are mataawaka (people of Māori descent who are not tāngata whenua) living within the South Wairarapa District.

2. Background

On 15 December 1993, the Council made a resolution to support in principle the establishment of a Māori Standing Committee of the Council. On 27 March 1996, the Council Working Party and tāngata whenua established the Committee. On 17 April 1996, the Committee first met, and on 20 June 1996, the Committee was formally established following the adoption of the 1996/1997 Annual Plan. The Annual Plan included a Māori Policy and an acknowledgement that the Committee was now fully operational. The Committee has been established every triennium thereafter. The Committee is established pursuant to clause 30(1)(a) of Schedule 7 of the Local Government Act 2002.

3. Overview

The South Wairarapa District, which extends from the Tararua Ranges to the South Wairarapa Coastline and includes Greytown, Featherston and Martinborough (“the District”), is rich in Māori history and culture. The iwi of the District are Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa, the marae are Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae and Pae tū Mōkai O Tauira is a kaupapa māori community group represented on the Committee. Some of the earliest known occupational sites exist within the District’s boundaries and for centuries the natural environment has provided both material and spiritual sustenance. Its place in the Māori political history of Aotearoa is a matter of national record. Lake Wairarapa and the South Wairarapa Coastline are of immense cultural, spiritual and historic significance to tāngata whenua.

The Local Government Act 2002 (“the LGA”) signals that the social, cultural and economic development of Māori is of particular importance. There are also specific requirements to enable Māori to contribute to council decision-making. The Resource Management Act 1991 (“the RMA”) places obligations on the Council including a duty to consult with Māori during the planning process and requires consideration of Māori cultural and traditional relationships with their ancestral lands, water, sites of significance, wāhi tapu, and other taonga. These obligations are in turn derived from the underlying principles of Te Tiriti o Waitangi/the Treaty of Waitangi, which in this context, includes:

- Partnership - the development of an active and on-going relationship between the Council and hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa in the South Wairarapa.
- Participation - a principle which emphasises positive and active Māori involvement in the business of the Council, and in particular its planning and delivery functions.

- Active Protection - the requirement to ensure that Māori well-being is enhanced whenever possible, and that principles of equity of Māori outcomes are observed in the Council's decision-making processes.

The Council is committed to giving effect to these principles by engaging effectively with tāngata whenua and fostering positive relationships in pursuance of the partnership envisaged under Te Tiriti o Waitangi/the Treaty of Waitangi, on matters that affect and concern tāngata whenua.

4. Purpose and Functions

The purpose of the Committee is to advocate on behalf of and in the best interests of tāngata whenua in the District (including the descendants of hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa) and to ensure that the Council is fulfilling its obligations to them. To achieve this purpose, the Committee will undertake the following functions to the extent that resources allow:

- Give advice and make recommendations to the Council on significant governance issues and decisions that affect tāngata whenua in the District.
- Actively participate in and contribute to decision-making processes, policy and strategy development and other activities of the Council, based on Te Tiriti o Waitangi/the Treaty of Waitangi principles of participation, partnership and active protection.
- Consider ways in which to support the development of Māori capacity and capability to contribute to the decision-making processes of the Council.
- Provide advice and relevant information to the Council regarding economic, social, environmental, spiritual and cultural matters in the District that support sustainable resource management, kaitiakitanga and economic growth.
- Make recommendations to the Council on matters of relevance affecting tāngata whenua in the District, and to help fulfil the Māori consultative requirements of the Council particularly with regard to the principles of Te Tiriti o Waitangi/the Treaty of Waitangi, the LGA and the RMA.
- Work with the Council to develop and maintain a Māori consultation policy and advise the Council about particular consultation processes with tāngata whenua in the District. Assist in the development of consultation networks throughout the District.
- Manage a budget for the purposes of making community grants, marae grants and undertaking projects that promote Māori interests.
- Advise the Council on engagement with tāngata whenua to ensure that these engagements are positive, productive, and culturally safe and that the tikanga of the tāngata whenua are observed and respected by Council.

5. Stakeholders

Stakeholders include:

- South Wairarapa District Council.
- Hapū of Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa.
- Iwi settlement trusts and their entities.
- Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae.
- Pae Tū Mokai o Tauria.
- Greater Wellington Regional Council.
- Wellington Water Ltd.
- The wider South Wairarapa District community.

6. Deliverables

In addition to its functions outlined above, the Committee will:

- Contribute to the Long Term Plan every three years.
- Contribute to the Annual Plan every other year.
- Provide advice on the hapū responsible for cultural and historical input into resource consents under the RMA.

7. Accountability and Reporting

The Committee is accountable to the Council and minutes of Committee meetings and specific reports will be presented to the Council. The chairperson or nominated appointee of the Committee may provide an update to the Council at each Council meeting

8. Delegated Authority

In addition to the functions of the Committee outlined in paragraph 3 above, the Council delegates to the Committee the power to:

- Discretionarily spend on community grants and projects.
- Determine the criteria and allocation of the marae development fund granted through Annual or Long Term Plans, and any subsequent development grants, to Kohunui Marae, Hau Ariki Marae, Pāpāwai Marae and Pae tū Mōkai O Tauira.

9. Membership and Composition

Reports to: Council

Membership: At least one, but up to three councillors appointed by Council in consultation with Iwi representatives

Up to two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Hau Ariki Marae and Pāpāwai Marae)

Up to two representatives from Pae Tū Mokai o Tauira

Up to one representative from Ngāti Kahungunu ki Wairarapa

Up to one representative from Rangitāne o Wairarapa

The Mayor

Up to one youth representative in an advocacy role

Nominations for Iwi or Marae/Pae tū Mōkai O Tauira representatives must be received in writing from each participating body and are ratified by the Committee. Councillor membership is ratified by Council. The chairperson and deputy chairperson are elected by the Committee at the start of the triennium.

A robust induction process will be in place for all incoming members of the Committee.

Non-voting attendees: The youth representative is not a voting member of the Committee

Meeting Frequency: Eight-weekly or as required, with workshops and community forums held as needed.

Quorum: Five members including a minimum of three representatives from Iwi or Marae/Pae tū Mōkai O Tauira and one representative from Council

Committee Continuation: Under clause 30(7) of Schedule 7 of the Local Government Act 2002, this Committee is deemed not to be discharged following each triennial general election.

Agenda and paper circulation: The agenda for Committee meetings will be circulated by email as well as by post, to be received at least two working days before the Committee meeting. The agenda will also be made publicly available at the South Wairarapa libraries and on the Council's website in the following location:
<https://swdc.govt.nz/meetings/>.

Workshops and briefings: The Committee may hold workshops and briefings about matters that impact local government and Māori. These workshops are not decision-making forums and the provisions of Council's Standing Orders relating to workshops and similar forum apply.

Review of Terms

These Terms of Reference may be reviewed, updated or amended at any time by the Committee and must be endorsed by the Committee and approved by Council.

FINANCE COMMITTEE TOR

1. Purpose

Ensure the strategic overall financial management and performance of the council.

2. Key responsibilities

- Quarterly review of the financial position of Council.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Collaborate with the Strategy & Policy Working Group on the review and adoption of policies with a financial focus or impact.
- Collaborate with the Strategy & Policy Working Group on submissions to external bodies.
- Provide input into planning for engagement and consultation activity with a financial focus or impact.

3. Delegated Authority

Power to Act:

- Assess and approve Community & Youth Grants
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.

4. Membership and Composition

Chair: Councillor Colin Olds

Membership: Mayor Martin Connelly, Councillor Colin Olds, Councillor Kaye McAulay, Councillor Aaron Woodcock, Councillor Martin Bosley, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Three Members

Frequency: Quarterly

INFRASTRUCTURE & COMMUNITY SERVICES COMMITTEE TOR

1. Purpose

To provide governance direction and monitoring of Council programmes, services, and projects against approved levels of service across the following activity areas:

- Land transport (roading and footpaths)
- Water supply (including water races)
- Wastewater
- Stormwater drainage
- Community Facilities & Services

2. Key responsibilities

- Setting direction and monitoring the strategic management of council assets and ensuring alignment to its long-term strategic objectives.
- Monitor levels of service (KPIs) and performance of the activities.
- Setting direction and monitoring of significant projects that are of a nature which pose significant risk or high community impact, including delivery against key milestones, project risks, and budget.
- Collaborate with the Strategy & Policy Working Group on the review and adoption of policies with an infrastructure and community services focus or impact.
- Collaborate with the Strategy & Policy Working Group on submissions to external bodies.
- Provide input to planning for engagement and consultation activity with an infrastructure and community services focus or impact.

3. Delegated Authority

Power to Act:

- Approve unbudgeted emergency expenditure from reserve funds and emergency expenditure up to maximum of \$400,000, includes both capital and operational expenditure.
- Approve activities and unbudgeted expenditure up to 100k outside of the annual plan that do not trigger the Significance & Engagement Policy or other legislative requirements, includes both capital and operational expenditure.
- Provide input to planning for community engagement and consultation activities with an infrastructure and community services focus or impact.
- To stop roads.

Power to Recommend:

- The use of reserve funds over \$400,000 for unbudgeted emergency expenditure.
- Activities outside of the annual plan that trigger the Significance & Engagement Policy or other legislative requirements.

5. Membership and Composition

Chair: Councillor Aidan Ellims
Deputy Chair: Deputy Mayor Melissa Sadler-Futter

Membership:	Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Rebecca Gray, Councillor Martin Bosley, Councillor Aaron Woodcock, Councillor Alistair Plimmer, Councillor Aidan Ellims, Councillor Pip Maynard, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee
Quorum:	Five members
Frequency:	Every 8 weeks

CLIMATE CHANGE & ENVIRONMENT COMMITTEE TOR

1. Purpose

Provide strategic thinking and planning around climate change and the environment that will promote the environmental well-being of our communities now and into the future.

2. Key Responsibilities

- Setting direction and monitoring progress of the key strategic climate change strategies and plans for Council.
- Ensuring alignment across Council of key regional and national strategic environmental wellbeing strategies and plans.
- Collaborate with the Strategy & Policy Working Group on the review and adoption of policies with a climate change and environment wellbeing focus or impact.

3. Delegated Authority

Power to Act:

- Provide input to planning for community engagement and consultation activities with a climate change and environment focus or impact.

Power to Recommend to Council:

- Advice on direction and action to address Climate Change and environmental wellbeing.
- Advice on the possible establishment of a Wairarapa Climate Change Joint Committee.
- The power to develop co-operative structures involving the Carterton and Masterton District Councils with the aim of developing a Wairarapa wide strategic approach to Climate Change and the Environment.
- Adoption of relevant strategies and plans.

4. Membership and Composition

Chair: Councillor Rebecca Gray

Membership: Mayor Martin Connelly, Councillor Rebecca Gray, Councillor Pip Maynard, Councillor Colin Olds, Councillor Martin Bosley, Councillor Kaye McAulay, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Four members

Frequency: Quarterly

ASSURANCE AND RISK COMMITTEE TOR

1. Purpose

Provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

2. Key Responsibilities

- Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
- Ensure legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
- Ensure the independence and adequacy of the external audit function..
- Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
- Collaborate with the Strategy & Policy Working Group on the review and adoption of policies with an assurance and risk focus or impact.
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).

3. Delegated Authority

Power to Act:

- Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- Delegate to members of the Committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.

Power to Recommend to Council:

- Adoption of the Annual Report.

4. Membership and Composition

Collectively, members of the Committee should have a broad range of skills and experiences, both relevant to the operations of the council as well as to the risk profile of the council. At least one member should have expertise in accounting and finance. All members should have at least some accounting and financial literacy. Professional development of members to enable them to build their skills should be considered.

Chair: Independent Chair

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter, Councillor Aidan Ellims, Councillor Alistair Plimmer, Councillor Kaye McAulay, a nominated representative from the Māori Standing Committee as determined by the Māori Standing Committee

Quorum: Three members

Frequency: Quarterly

CEO EMPLOYMENT COMMITTEE TOR

1. Purpose

The committee acts on behalf of Council to promote an effective working relationship between the Council and the Chief Executive Officer (CEO). The committee oversees matters relating to the CEO employment, development, and performance.

2. Key responsibilities

- Promote a collaborative and effective working relationship between the Council and the CEO.
- Establish a performance agreement with the CEO including agreed Key Result Areas (KRAs) and Key Performance Indicators (KPIs).
- Provide feedback to the CEO on the effectiveness of their performance, and any areas for development or improvement.
- Support the CEO to attend appropriate professional development courses and conferences.
- Ensure there are three-monthly reviews with an external consultant, Mayor and CEO.
- Complete formal reviews in conjunction with an external consultant, including ensuring the CEO completes a self-assessment report each year.
- Arrange for confidential feedback to be provided by councillors to an external consultant to be compiled into one document to be reported to the full Council.
- Review the salary of the CEO and make recommendations to Council on an annual basis.
- Receive written progress reports from an external consultant.

3. Delegated Authority

The Committee is delegated the Power to Act:

- To complete half-yearly reviews and feedback to CEO, in conjunction with an external consultant, with the summary reported to Council.
- The authority to forward written progress reports from the external consult to Council as required, but at least once a year.
- To seek specialist advice and support.
- The authority to authorise advertising for the position of CEO.

The Committee is delegated the Power to Recommend:

- To recommend to Council appointment of a CEO.
- To recommend to Council CEO salary adjustments.

4. Membership and Composition

Chair: Councillor Kaye McAulay

Membership: Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter and Councillor Kaye McAulay

An external consultant may be co-opted to provide advice but is not a member of the committee

Quorum: Two members.

Meeting Frequency: At least six-monthly or as required throughout the year

HEARINGS COMMITTEE TOR

1. Purpose

To hear and determine matters that require hearings under legislative instruments.

2. Key responsibilities

- Hearing and determining matters that require statutory hearings under legislative instruments, including the:
 - Dog Control Act 1996
 - Local Government Acts 1974 and 2002 (other than the Long-Term Plan and the Annual Plan)
 - Reserves Act 1977
 - Soil Conservation and Rivers Control Act 1941
 - Any other legislative instrument (excluding the Sale and Supply of Alcohol Act 2012 and the Resource Management Act 1991¹).
- Hearing and determining matters that may arise under Council bylaws or policies or as delegated by Council, including applications for dispensation from compliance with the requirements of bylaws and policies, and any other matter as delegated by Council.

3. Delegated Authority

Power to Act:

- To conduct hearings and make determinations on matters within the terms of reference of this committee and as delegated by Council.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer matters to Council if it so wishes.
- To hear and make recommendations to Council for those matters where a decision can't be delegated.

4. Membership and Composition

Chair:

Membership: The Mayor and up to three elected "RMA Making Good Decisions" accredited members of Council.

Quorum: Two members

Frequency: As required.

Members will meet no later than 6 months after the swearing in of elected members to ensure suitability and readiness of members.

¹ Matters arising under the Sale and Supply of Alcohol Act 2012 are the responsibility of the District Licensing Committee and matters arising under the Resource Management Act 1991 are the responsibility of Hearings Panels.

RESOURCE MANAGEMENT HEARINGS PANELS TOR

1. Purpose

To hear and determine matters arising under the Resource Management Act 1991.

2. Key responsibilities

- Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991.
- Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991.
- Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17.
- Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

3. Delegated authority

Power to Act:

- To conduct hearings and make determinations on areas within its key responsibilities.
- To act in accordance with specific delegations set out in Council's delegation register.

Power to Recommend to Council:

- The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.
- To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

4. Membership and Composition

Membership

The Chief Executive has delegated authority to appoint a Hearings Panel on a recommendation received from the Group Manager, Planning and Environment.

The Chief Executive may appoint:

- Independent accredited commissioners
- Chair including chair acting alone
- Hearings Committee members
- An iwi approved accredited commissioner with relevant experience and skills to the matters being heard.

For matters pursuant to Plan Changes, the Chief Executive is encouraged to appoint a member or members from the Hearings Committee to a Hearings Panel where appropriate.

The chair will be an independent accredited commissioner and will have a casting vote.

Quorum: One member or commissioner with a 'chair' endorsement from the 'Making Good Decisions' programme.

Meeting Frequency: As required.

DISTRICT LICENSING COMMITTEE TOR

1. Purpose

This committee is appointed in accordance with section 186 of the Sale and Supply of Alcohol Act 2012 to deal with licensing matters for its district.

2. Key responsibilities

The committee has the functions outlined in section 187 of the Sale and Supply of Alcohol Act 2012:

- consider and determine applications for licences and manager's certificates
- consider and determine applications for renewal of licences and manager's certificates
- consider and determine application for temporary authority to carry on the sale and supply of alcohol in accordance with section 136
- consider and determine applications for the variation, suspension, or cancellation of special licences
- consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280
- refer applications to the licensing authority with the leave of the chairperson for the licensing authority,
- conduct inquiries and to make reports as may be required of it by the licensing authority under section 175
- carry out any other functions conferred on licensing committees by or under the Sale and Supply of Alcohol Act 2012 or any other enactment.

3. Delegated Authority

In accordance with section 188 of the Sale and Supply of Alcohol Act 2012, the committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2023 or any other acts, and all the powers as may be reasonably necessary to enable it to carry out its functions.

4. Membership and Composition

Chair or Commissioner: Councillor Alistair Plimmer

Deputy Chair: Councillor Kaye McAulay

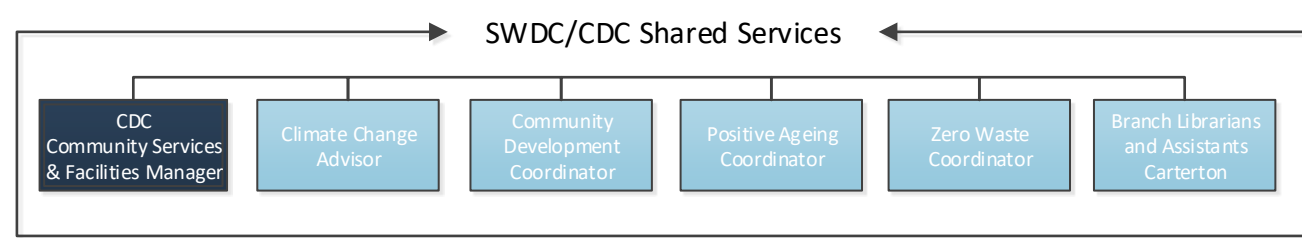
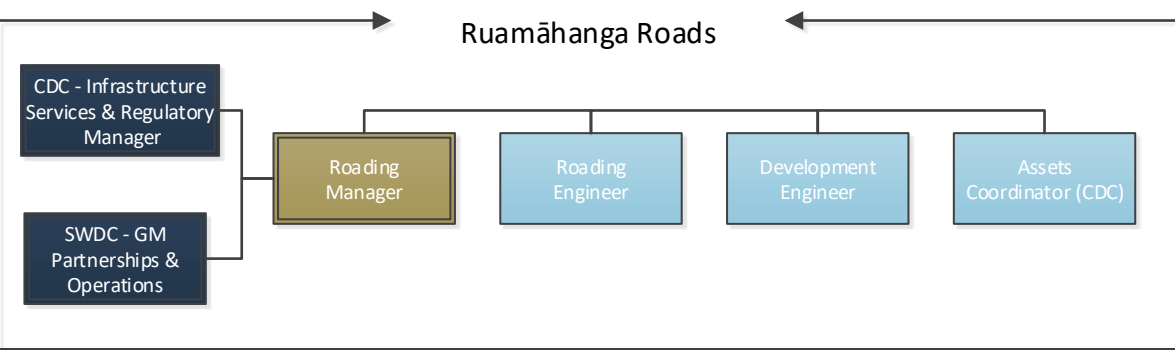
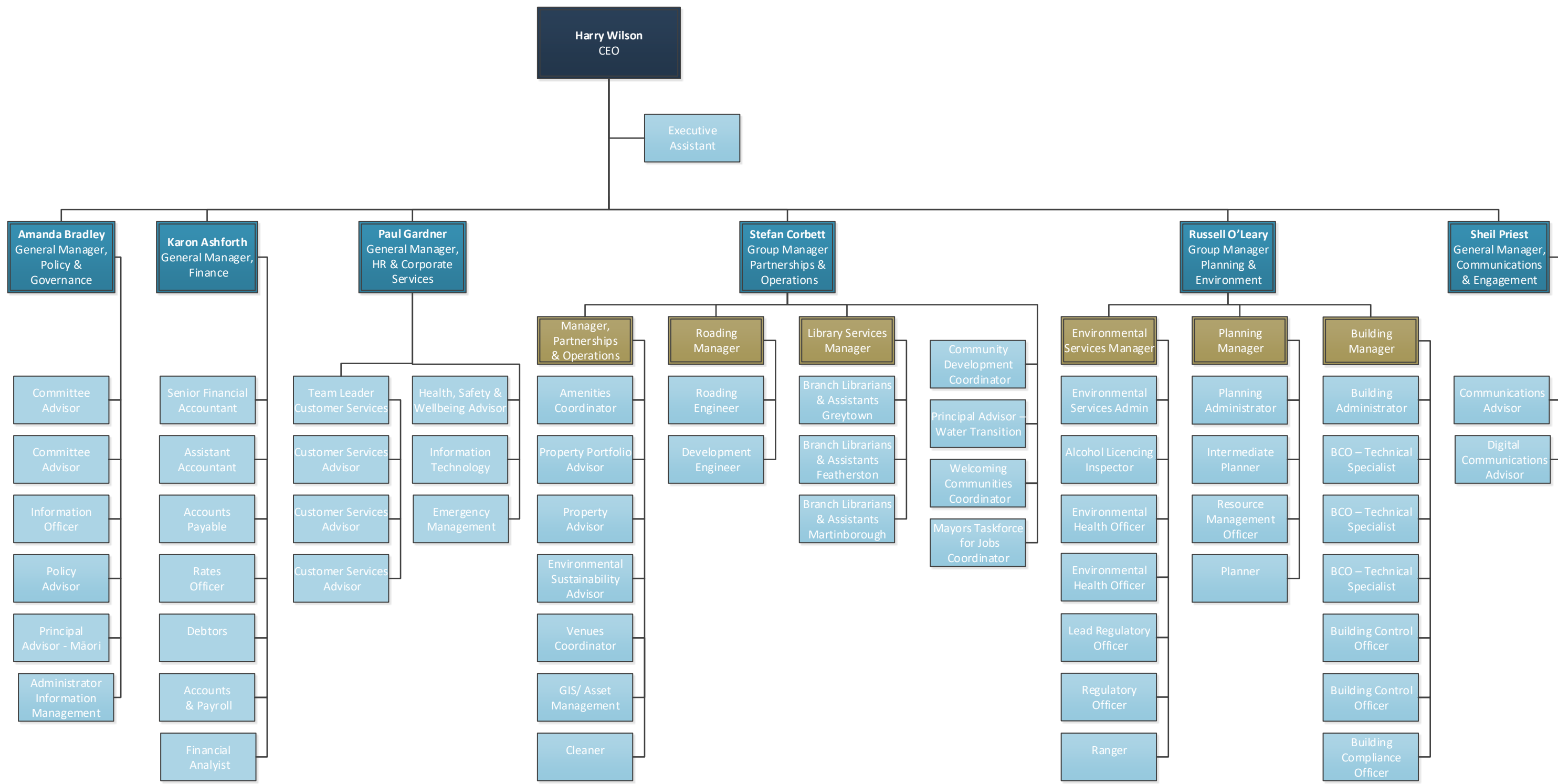
Membership: Chairperson and list members maintained under section 192, including one councillor and external members appointed by Council

Quorum: Three members

The Chairperson is able to act alone to consider and determine applications for a licence, manager's certificate or renewal of a licence or manager's certificate where no objection has been filed and no matters of opposition have been raised under sections 103, 129 or 141.

Meeting Frequency: As required

APPENDIX 4 - ORGANISATIONAL CHART



These are a mixture of full time, part time, job share and contract roles, as well as shared services roles.