



# **COUNCIL AND COMMITTEE TERMS OF REFERENCE 2023-2025**



**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.

## **6. CHAIRPERSON / PORTFOLIO LEAD**

All Chairpersons and Portfolio Leads are required to attend training to chair meetings (through LGNZ, Governance Professionals or other similar provider).

A Chairperson must ensure that the Council/Committee/Portfolio functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

Please see page 18 for a role description for Portfolio Leads.

## **7. AGENDA PREVIEW MEETINGS**

To support planning and workflow, all formal committee and informal portfolio panel meetings will be required to attend a pre-meeting including the Chairperson/Portfolio Lead, executive leadership team member and a Democracy and Engagement Team member. Meetings will be arranged by the Democracy and Engagement Team in consultation with the Chairperson/Portfolio Lead. At least three days notice will be given.

## 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; and
- 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

<b>Chair:</b>	The Mayor
<b>Membership:</b>	The Mayor and all councillors
<b>Quorum:</b>	Five members (half the membership)
<b>Meeting Frequency:</b>	As required.

# 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 Taurira.

## 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 Taurira

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 Taurira 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 Taurira 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.

## STRATEGY WORKING COMMITTEE TOR

### (Committee of the Whole)

#### 1. Purpose

The purpose of the committee is to support Council in making decisions that:

- 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

- 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.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Review and recommend policies and strategies for the delivery of Council services.
- Review and recommend submissions to external bodies.
- Provide planning direction for engagement and consultation activity and approve consultation documents.
- Hear submissions for consultations processes unless required under legislation to be heard by Council.
- Approve budget overspend (above tolerance levels in the CE delegations) and any reprogramming of capex for a project or programme provided that:
  - The overall budget is met from savings
  - The overall budget for capex is not exceeded. Where this is not the case, the Committee must either:
    - Recommend to Council that additional funding is approved (outside the Annual Plan or Long-Term Plan process), or
    - Recommend as part of the next round of Long-Term Plan or Annual Plan process that the funding is considered for inclusion.
- 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.
- Ensure that operational functions comply with legislative requirements and Council policy.
- Ensure that consents associated with Council's infrastructure are being met and renewals are planned for.
- Setting direction, ensuring alignment and monitoring progress of the key local, regional and national strategic strategies and plans for Council.

#### 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.
- Appoint a subcommittee to assess and approve grants, as appropriate.
- The ability to sub-delegate to Community Boards and the Māori Standing Committee, grants consistent with their Terms of Reference.
- 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 \$100,000 outside of the annual plan that do not trigger the Significance & Engagement Policy or other legislative requirements, includes both capital and operational expenditure.
- Responsibility and decision making of the reserve management plans.
- To stop roads.
- Advice on direction and action to address climate change and environmental wellbeing.
- Advice on the establishment of Joint Committees.
- The power to develop co-operative structures involving the Carterton and Masterton District Councils.
- Adoption of relevant strategies and plans.

***Power to Recommend to Council:***

- Adoption of the Long Term Plan and Annual Plan.
- 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.
- 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.
- 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.

#### **4. Membership and Composition**

<b>Chair:</b>	Deputy Mayor Melissa Sadler-Futter.
<b>Membership:</b>	The Mayor and all councillors; and one Māori Standing Committee representative (Violet Edwards) and an alternate (to be nominated).
<b>Quorum:</b>	Six members (half the membership, plus one)
<b>Frequency:</b>	Four weekly.

## ASSURANCE RISK AND FINANCE COMMITTEE TOR

### 1. Purpose

- Ensure the strategic overall financial management and performance of the council; and
- provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

### 2. Key responsibilities

- Quarterly review of the financial position of Council.
- Review the Council's financial and non-financial performance against the Long-Term Plan and Annual Plan.
- Advising and supporting the development of the Annual Plan and the Long-Term Plan.
- To have a strategic understanding of the Annual Report.
- Monitor levels of service (KPIs) and performance of the activities.
- Provide input into planning for engagement and consultation activity with a financial focus or impact.
- 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.
- Receive and review risk management dashboard reports.
- Provide input, annually, into the setting of the risk management programme of work.
- Receive updates on current litigation and legal liabilities.
- 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.
- .
- Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).
- The Committee will approve applications to declare land abandoned and any other such matters under the Rating Act.

### 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.
- 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.

#### ***Power to Recommend to Council:***

- Adoption of the Annual Report.

#### **4. Membership and Composition**

**Chair:** Independent Chair – Bruce Robertson

**Membership:** Mayor Martin Connelly, Councillor Colin Olds, Councillor Kaye McAulay, Councillor Aaron Woodcock, Councillor Martin Bosley and Narida Hooper

**Quorum:** Four 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, Councillor Aiden Ellims, 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.



## 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 1<sup>st</sup> 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

## PORTFOLIO HOLDER JOB DESCRIPTION

- Ensure progress is made towards the council's strategic priorities and projects within their portfolio responsibilities
- Play a strategic and policy leadership role in their areas of responsibility assisting the council to meet its strategic objectives
- The portfolio leader also facilitates informal policy discussion between elected members, public and officials on matters within their responsibility.
- Enhance relationships with key stakeholders
- Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility
- Collaborate with committee chairs and other portfolio leaders where objectives are shared
- Work effectively with council officers
- Attend any advisory groups or external appointments made and ensure an alternate is available if they cannot attend projects and activities
- As far as possible attend council launches of new activities and projects in their area of responsibility
- Keep the Council informed of emerging issues through updates and reports to the Strategy Working Committee
- Maintain a no-surprises approach for elected members and staff
- Raise issues of Council performance with assigned executive leadership staff member in the first instance, following up with the Chief Executive if required.

Portfolio topics	Portfolio Lead	Meeting Frequency
Infrastructure	Councillor Aidan Ellims	As required.
Community, Climate and Environmental Wellbeing	Councillor Rebecca Gray	
Planning and Regulations	Councillor Colin Olds	