



15 March 2019

File Ref: D050-001-T01  
Ask For: Mike Porter

Harvey Ruru  
Chair  
Te Ātiawa o Te Waka-a-Māui Trust  
PO Box 340  
Picton 7250  
[chair@teatiawatrust.co.nz](mailto:chair@teatiawatrust.co.nz)

Tena koe Harvey

## Follow-up from Hui

I would like to confirm the discussions at the hui held late last year where the growing relationship between MDC and our Iwi partners was discussed, and what actions were agreed upon for further consideration.

Council has for some time seen as a priority the appointment of Iwi representatives across our three standing committees (Assets & Services, Environment, and, Planning, Finance & Community). The hui broadly discussed the process of appointing Iwi representatives to these three Committees and how these appointments might be advanced in 2019.

Council agreed to provide job descriptions, a brief of what each Committee is responsible for and also remuneration of representatives. Staff have been working on this aspect and information on the structure and membership of the three Council standing committees, plus all sub-committees and remuneration is included with this letter.

The hui agreed that once this information was received, your Iwi would consider their preferred process for recommending suitable candidates for each of the committees and in due course would come back to Council with a recommendation around process and/or candidates.

As part of its wider focus around building relationships Council is looking forward to hosting a second hui in the near future and will be in contact to identify some preferred dates. It is hoped that you will be able to join us at the next one.

Meanwhile, Council looks forward to receiving your feedback and recommendations with regard to the Iwi representative positions on our three main Committees and further strengthening our partnerships across all Council activities.

Nga mihi mahana

**NADINE TAYLOR**  
COUNCILLOR

Encl. Committee Description  
Iwi Representative – Position Description



## **ASSETS AND SERVICES COMMITTEE**

This Committee is responsible for all infrastructure including roads; road safety (including walking and cycling strategies); parking; sewerage; water; stormwater; rivers and drainage; waste management (including recycling); reserves; halls; cemeteries; public conveniences; and civil defence and emergency management.

**Chair:** Terry Sloan  
**Deputy:** Geoff Evans  
**Members:** Jenny Andrews  
Brian Dawson  
Michael Fitzpatrick  
Mark Peters  
Mayor John Leggett  
Iwi representative (Richard Hunter)

## **Civil Defence Emergency Management Group (Statutory Committee)**

The delegation to act as this Group (formed in accordance with the Civil Defence and Emergency Management Act 2002) is given to the Assets and Services Committee. The Assets and Services Committee (acting as the Group) is responsible for overseeing the development, maintenance, monitoring and evaluation, and implementation of the Group Plan required by section 17(1)(i) of the Civil Defence and Emergency Management Act 2002.

*Same membership as the Assets and Services Committee*

## **Regional Transport Committee (Statutory Committee)**

This Committee prepares for approval by Council the Regional Land Transport Plan [the Plan], or any variations to the Plan and provides Council with any advice and assistance in relation to its transport responsibilities. The Committee must adopt a policy that determines significance in respect of variations made to the Plan (under s18D of the Land Transport Management Act 2003 [the Act]) and the activities that are included in the Plan (under s16 of the Act). Membership of the Committee (refer s105 of the Act) is limited to four persons representing Council; and one person representing the New Zealand Transport Agency.

**Chair:** Terry Sloan  
**Deputy:** Geoff Evans  
**Members:** Brian Dawson  
Michael Fitzpatrick  
New Zealand Transport Agency representative (Jim Harland)

### **PARKING SUB-COMMITTEE**

The focus of this Sub-Committee is Council's parking portfolio.

**Chair** Brian Dawson  
**Members:** Michael Fitzpatrick  
Mayor John Leggett

## **PLANNING, FINANCE AND COMMUNITY COMMITTEE**

This Committee is responsible for the Marlborough Environment Plan; implementation of Growing Marlborough and 'Smart and Connected' Economic Development Strategies; CBD and Small Township Revitalisation programmes; Destination Marlborough; Picton Forum; Sounds Advisory Group; Long Term Plan; Annual Plan; Annual Report; audit issues; Council Subsidiaries; risk management; community and social issues; youth, elderly and access issues; culture and heritage; social policies (ie; gaming and psychoactive substances policies); grants and donations; sister cities; libraries; customer services; democratic process; general administration; health and safety; and property management.

**Chair:** Trevor Hook

**Deputy:** Mark Peters

**Members:** Jenny Andrews  
Jamie Arbuckle  
Cynthia Brooks  
Brian Dawson  
Michael Fitzpatrick  
Gerald Hope  
David Oddie  
Nadine Taylor  
Mayor John Leggett  
Iwi representative (to be advised)

### **AUDIT AND RISK SUB-COMMITTEE**

The focus of this Sub-Committee is to oversee the audit of Council's Annual Report and Annual/Long Term Plan and consider and report as necessary on the findings of any audit management report.

**Chair:** Ian Marshall CA (Independent External Member)

**Members:** Trevor Hook  
David Oddie  
Mark Peters  
Mayor John Leggett

### **GRANTS SUB-COMMITTEE**

This Sub-Committee carries out Council's partnership with Creative New Zealand and SPARC (Sport and Recreation New Zealand) to ensure local arts funding and rural travel funding are available to the Marlborough area. The Sub-Committee has delegated authority for the allocation of funds under both schemes. In addition the Sub-Committee has delegated authority for consideration of Marlborough District Council Community Grants and Council's Arts and Heritage Grants, with recommendations being made to Council for consideration.

**Chair:** Jenny Andrews

**Members:** Nadine Taylor  
Sports Trust appointee (Karen Hartshorne)  
Arts Sector appointee (Kate Parker)  
Community representatives (Patricia Clay, Graeme Duncan, Graeme Haymes, Cheryl Thompson)  
Iwi representatives (2) (to be advised)

## **HOUSING FOR SENIORS SUBCOMMITTEE**

The focus of this Sub-Committee is Council's Housing for Seniors portfolio.

**Chair:** Cynthia Brooks

**Members:** Jenny Andrews  
Gerald Hope  
Mark Peters  
Grey Power Marlborough Representative (Philip Hunnisett)

## **SISTER CITY SUB-COMMITTEE**

This Sub-Committee manages Council's Sister City activities and strives to involve greater community participation and sponsorship in the programme.

**Chair:** Gerald Hope

**Members:** Trevor Hook  
Nadine Taylor  
Community representatives (Cathie Bell, Jennie Hopkins, Margaret Porteous, Lily Stewart, Alistair Sowman, Margaret Western)

## **TE AO MĀORI SUB-COMMITTEE**

This Sub-Committee's aim is to improve Council's access to cultural advice and long term relationships with Māori, with its immediate focus on the following areas:

- Increasing access to knowledge and education for Councillors and staff in Te Ao Māori and tikanga, iwi across Te Tau Ihu and Te Tiriti o Waitangi;
- Creating a visible Māori presence in Council buildings, especially at reception and in Council Chambers, through artwork and bi-lingual signage;
- Developing opportunities to increase Council engagement with Te Tau Ihu iwi; and
- Development of a structure within Council to plan and manage this work.

**Chair:** Nadine Taylor

**Members:** Cynthia Brooks  
Mark Peters  
Mayor John Leggett  
Iwi representatives on Council Committees (3) (Richard Hunter, 2 to be advised)

## **YOUTH SUB-COMMITTEE**

The focus of this Sub-Committee is issues related to youth in the community.

**Chair:** Mayor John Leggett

**Members:** Jenny Andrews

## **ENVIRONMENT COMMITTEE**

This Committee is responsible for environmental science and monitoring; monitoring of consents; enforcement and prosecution policies; biosecurity; animal control; building control; resource consent processing; dangerous goods; fencing of swimming pools; food and health monitoring; and harbour management.

**Chair:** David Oddie

**Deputy:** Gerald Hope

**Members:** Jamie Arbuckle  
Cynthia Brooks  
Trevor Hook  
Nadine Taylor  
Mayor John Leggett  
Iwi representative (to be advised)  
Rural representative (Ross Beech)

## **RESOURCE HEARING SUB-COMMITTEE**

This Committee makes decisions on applications for resource consents (each consent is heard by a committee made up of a chairperson and two members).

**Chair:** Cynthia Brooks

**Members:** Jamie Arbuckle  
David Oddie  
Nadine Taylor

## **ANIMAL CONTROL SUB-COMMITTEE**

This Sub-Committee has responsibility for animal control including administration in terms of the Dog Control Act 1996.

**Chair:** Jamie Arbuckle

**Members:** Nadine Taylor

# **IWI REPRESENTATIVE (on Council Committees)**

## **POSITION DESCRIPTION**

### **Representation and advocacy**

- Bringing the views of Iwi and Māori into council decision-making processes
- Being an advocate for Iwi and Māori at committee meetings
- Balancing the need to advocate for specific interests against the needs of the wider community

### **Governance**

- Participating constructively and effectively in the good governance of the committee
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the committee
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, committee chairs and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the committee processes set out in the Standing Orders that determine how committee meetings are run
- Developing and maintaining a working knowledge of committee matters, management processes, powers, duties and constraints
- Participating in the setting and monitoring of committee policies, budgets, strategies and service delivery
- Ensuring familiarity with agendas and other committee reports before committee meetings
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

### **Remuneration**

Currently the role is remunerated at \$155 per meeting (plus reimbursement of travel at \$0.73 per km). The remuneration is being reviewed and is likely to be increased.