

Te Kaunihera o Te Tai o Aorere - Tasman District Council

IWI REPRESENTATIVE POSITION DESCRIPTION

TASMAN DISTRICT COUNCIL

<b>Taitara Tūranga (Position Title):</b>	Non-voting, Advisory Iwi Representative
<b>Moni Utu (Remuneration):</b>	\$12,840 per annum
<b>Haepapa Ki (Responsible to):</b>	Tasman District Council Mayor, or Deputy Mayor in the absence of the Mayor
<b>Wāhi (Location):</b>	Te Kaunihera o Te Tai o Aorere – Waimeha Tasman District Council – Richmond
<b>Kaupapa Kotahi (Primary Function):</b>	To actively participate in questions and debate on matters brought before the Tasman District Council
<b>Hononga Nui (Important Relationships):</b>	<ul style="list-style-type: none"><li>• Te Taihū Iwi, Hapū, Whānau and Marae.</li><li>• Tasman District Council's Kaumātua.</li><li>• Tasman District Council Mayor and Elected Members.</li><li>• Chief Executive and Executive Leadership Team.</li><li>• Kaihautū and Māori Partnerships Kaimahi (Staff).</li><li>• LGNZ Te Maruata Māori Committee.</li></ul>
<b>Tautoko e Whakaratohia ana: (Support provided to appointed iwi representative)</b>	<ul style="list-style-type: none"><li>• Induction to Council processes</li><li>• Hui with appropriate kaimahi involved with relevant kaupapa</li><li>• Support from Democracy Services and Māori Partnerships kaimahi</li></ul>

## Tō Tātou Tirohanga me ngā uara o te Kaunihera

### The Vision and Values of Te Kaunihera o Te Tai o Aorere

**Tirohanga (Vision):** Te Manawaroatanga o Te Tai o Aorere kai tupu, kia rea - Thriving and resilient Tasman communities

**Kaupapa (Purpose):** Working together for a Tasman District that has a healthy environment, economy and a vibrant community

#### We support our Vision and Purpose through living our values:

- **Auaha (Innovation)**  
We innovate, improve, learn, grow and add value. Seeking diversity of views and challenging the status quo
- **Manaakitanga (Caring/Sharing)**  
We respect our Te Tiriti o Waitangi partnership. We care for, support, communicate and develop our people
- **Kawenga (Responsibility)**  
We are professional, accountable, honest, reliable and empathetic. We promote safety and wellbeing of our people
- **Whānaungatanga (Relationships)**  
We actively collaborate with our Te Tiriti o Waitangi partners and stakeholders, work together, embrace opportunities and forge our story to enable shared understanding

### Whakaahuatanga Kōrero (Role Description)

#### Kōrero o Mua (Background)

Tasman District Council provides governance oversight of the Council's functions, programmes, services, and activities.

#### Ngā Take (Areas of Council Responsibility)

- Represent the interests of the people of Te Tai o Aorere (Tasman District).
- Provide directly or on behalf of central government, adequate, equitable and appropriate services and facilities for the community.
- Ensure that the services provided are managed efficiently and effectively exercising community leadership.
- Facilitate involvement of elected members, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government.
- Set the strategic direction of Council and formulating its policies. Monitoring the performance of Council against stated goals and objectives set out in its Long Term Plan.
- Provide prudent kaitiakitanga (stewardship) of Council resources.

### **Mana ki te Mahi (Powers to Act)**

Under The Local Government Act 2002, the Council is unable to delegate the following powers, so it retains:

- The power to make a rate; or
- The power to make a bylaw; or
- The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan; or
- The power to adopt a long-term plan, annual plan, or annual report; or
- The power to appoint a chief executive; or
- The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- The power to adopt a remuneration and employment policy

The Council also retains any powers that it has not delegated to Committees, Community Boards or officers.

### **Hui (Meeting Requirements)**

- All meetings are subject to Council's Standing Orders, which are the rules for the conduct of meetings for decision-making bodies of local authorities.
- Membership comprises all elected members of the Council. Meetings are generally held six weekly and require a quorum of eight.
- Ensure familiarity with Tasman District Council's Standing Orders and refer to them when necessary.
- Attend all Committee meetings and workshops, and if unable to attend, tender an apology.
- Be prepared for meetings by ensuring familiarity with agendas and associated material.
- Fully participate in questions and debate at meetings, all questions and comments are to be made 'through the Chair'.
- Unable to move and second motions or vote on matters before the Council.

## **Matatau (Competencies)**

### **Mana Whakahaere me te Tautoko (Advocacy and Governance)**

- Bring a Te Ao Māori view to Council's decision-making processes.
- Balance the need to advocate for specific interests against the needs of the wider community.
- Listen to the concerns of local iwi, hapū, whānau, residents and ratepayers on issues pertaining to the Council.

- Maintain contact with community representatives and other local stakeholders.
- Participate as required in any relevant informal community engagement with the local community and/or other organisations.
- Understand and support good governance in Council decision-making processes.
- Demonstrate a commitment to promoting the long-term effectiveness of the Council.
- Understand and respect the roles of Mayor, Deputy Mayor and Elected Members.
- Understand the governance role of the Council.
- Comply with the statutory requirements of a Council member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987.
- Comply with the Elected Members Code of Conduct and Council's Standing Orders.
- Identify, be aware of and declare as soon as they arise, any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.
- Maintain confidentiality of matters discussed by the Council or confidential information which the representative becomes aware of by virtue of their appointment.

#### **Ngā Pukenga (Skills Requirements)**

- Have a detailed understanding of Mātauranga Māori and ability to apply this knowledge to a broad range of issues.
- Have a working knowledge of Te Tiriti o Waitangi / The Treaty of Waitangi.
- Be articulate, and able to communicate in a concise and clear manner.
- Demonstrate leadership skills and reliability.
- Demonstrate objectivity in decision making.
- Respect for colleagues and kaimahi.
- Demonstrate high ethical standards.
- Have a positive attitude to public ownership and the principles of good corporate citizenship.
- Have a commitment to the needs and priorities of Te tai o Aorere, the Tasman Region.
- Any other special considerations/requirements in respect of the Council.