

**Te Kaunihera o Te Tai o Aorere - Tasman District Council area**

**MĀORI REPRESENTATIVE POSITION DESCRIPTION**

**Nelson Tasman Regional Sewerage Business Unit**

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| Position Title: | Māori Representative – Nelson Tasman Regional Sewerage Business Unit       |
| Date Created:   | TBC  |
| Remuneration:   | \$7,000 per annum  |
| Responsible to: | Nelson Tasman Regional Sewerage Business Unit Chair and the NCC/TDC Mayors |
| Location:       | ?  |

**Kōrero o Mua (Background)**

The Nelson Tasman Regional Sewerage Business Unit (NTRSBU) is a joint committee of Nelson City Council (NCC) and Tasman District Council (TDC). The NRSBU is governed by a memorandum of understanding which terminates on 30 June 2025 unless terminated earlier by resolution of both Councils.

**Kaupapa Kotahi (Primary Function)**

- The Māori Representative will contribute to the business of the business unit and will have voting powers on matters brought to the business unit.
- Actively participate in the business of the business unit, which includes making recommendations to Council regarding the business units Areas of Responsibility.

**Ngā Take (Areas of Responsibility)**

- To manage and operate the wastewater treatment facilities at Bells Island and the associated reticulation network efficiently and in accordance with resource consent conditions to meet the needs of its customers.



*Figure 1 - Bells Island Treatment Facility*

## **Kaupapa**

The purpose of the NRSBU is to manage and operate a regional sewerage facility in accordance with the relevant plans, resource consent conditions as outlined in the Memorandum of Understanding. The NRSBU shall plan for the future needs of the community in a cost efficient and environmentally sustainable manner in accordance with the objectives of the respective councils.

## **Hui**

The Memorandum of Understanding governing the NRSBU allows for either six or seven members to be appointed. The quorum at a meeting is either three (if six members are appointed), or four (if seven members are appointed), including at least one from each local authority.

## **Te Tai o Aorere Rohe Pakihi Para (NRSBU) Mana ki te Whakatau (Powers to Decide)**

- The Councils are agreed that the responsibility for all management and administrative matters associated with the NRSBU operation shall be with the Board, and in particular the Board shall without the need to seek any further authority from the Councils:
- Operate a bank account for the Business Unit;
- Comply with the Procurement Policy of the Administering Council;
- Enter into all contracts necessary for the operation and management of the Business Unit in accordance with the approved budgets and intent of the Business Plan;
- Authorise all payments necessary for the operation and management of the Business Unit within the approved budgets and intent of the Business Plan;
- Do all other things, other than those things explicitly prohibited by this Memorandum of Understanding or relevant statutes, that are necessary to achieve the objectives as stated in the Strategic Plan, Asset Management Plan or Business Plan approved by the Councils;
- Comply with the Health and Safety Policy and requirements of the administering Council
- Contribute to the sanitary services assessment process of the Councils
- Contribute to and comply with the waste management plans of the Councils
- Contribute to the development of the Councils' Development and Financial Contribution policies

## **Te Tai o Aorere Rohe Pakihi Para (NRSBU) Mana ki te Taunaki Ngā Kaunihera (Powers to Recommend to Councils)**

- Any other matters under the areas of responsibility of the Business Unit and detailed in the **Memorandum of Understanding**.
- All recommendations to Council will be subject to adoption of an equivalent resolution by the other Council unless it is a matter specific to one Council only.

## **Kōkiritia (Advocacy)**

- Bringing a Te Ao Māori view to Council's decision-making processes;

- Balancing the need to advocate for specific interests against the needs of the wider community;
- Listening to the concerns of local residents and ratepayers on issues pertaining to the committee;
- Maintaining contact with community representatives and other local stakeholders;
- Participating as required in any relevant informal community engagement with the local community and/or other organisations.
- To actively participate in Council seminars and events where active participation would support the purpose of the committee.

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

- Strong and effective communication skills
- Competence and understanding of Council's needs relating to committee or subcommittee requirements
- Competence and understanding of the issues and risks facing the Council
- Ability to apply relevant and specialist technical capability to the role required by the committee
- Ability to engage in effective relationships with the Council, Committee and Subcommittee on an ongoing basis over the term of the contract
- Proven experience in operating practices at a governance level in organisations with public accountability requirements, including those outlined in 'Governance requirements' below

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

- Detailed understanding of Mātauranga Māori and ability to apply this knowledge to a broad range of issues;
- Strong oral communication/debating skills and active listening skills;
- Sound decision-making skills;
- Ability to engage with the Mayor and committee Chair and members;
- Working knowledge of Local Government processes including the Local Government Act 2002, Standing Orders and Te Tiriti o Waitangi / The Treaty of Waitangi<sup>1</sup>;
- Ability to deal with imperfect information, complex issues or ambiguity;
- Skills and experience which are directly relevant to the delegations of the committee to which the appointment has been made including:
  - Working knowledge of commercial, financial, and legal matters with a **focus on property**
  - Ability to think strategically around complex matters within the committee delegation.

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<sup>1</sup> Although the Treaty is between Māori and the Crown, the Crown has made certain requirements to local government to meet its Treaty obligations through the Local Government Act 2002, and the Resource Management Act 1991.

### **Mana Whakahaere (Governance Requirements)**

- Understanding and supporting principles of good governance in the committee's decision-making processes;
- Balancing the need to advocate for specific interests against the needs of the wider community
- A commitment to promoting the long-term effectiveness of the committee or subcommittee and the Council
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, Committee and Subcommittee 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 Council processes set out in the Standing Orders that determine how Council meetings are run;
- Developing and maintaining a working knowledge of Council services, management processes, and the powers, duties and constraints that fall under the committee's delegated areas of responsibility;
- Ensuring familiarity with agendas and other Council reports before committee meetings;
- Being familiar with the statutory requirements of an external committee member including appropriate recordkeeping in accordance with the Public Records Act 2005 and the Local Government Official Information and Meetings Act 1987;
- Compliance with the principles of the Elected Members Code of Conduct adopted by the Council
- Identifying, being aware of and declaring as soon as they arise any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature;
- Being aware of the need to maintain confidentiality of matters discussed by the committee;

### **Hononga Mahi (Functional Relationships)**

- Committee Chair;
- Tasman and Nelson Mayor;
- Committee members;
- Chief Executive and Senior Leadership Team;
- Kaihautū Team and Māori Partnerships;
- **Manager Governance** and Support Services.

### **Ētahi atu Hononga (Other Relationships)**

- Iwi Council Partnership Group
- Tasman District and Nelson City Council's Kaumātua;

- Tasman District and Nelson City Council elected members;
- Tasman District and Nelson City Council staff;
- Te Taihu iwi, hapū, whānau and marae;
- Te Taihu leaders;
- LGNZ Te Maruata Māori Committee.

**Tautoko e Whakaratohia ana (support provided to successful applicant)**

- High level induction to council processes
- Hui with appropriate kaimahi involved with relevant kaupapa
- Frequent catchups and feedback sessions