

Te Kaunihera o Te Tai o Aorere - Tasman District Council

IWI REPRESENTATIVE POSITION DESCRIPTION

Komiti Whakahaere - Operations Committee

<b>Taitara Tūranga (Position Title):</b>	Iwi Representative – Operations Committee
<b>Moni Utu (Remuneration):</b>	\$12,840 per annum
<b>Haepapa Ki (Responsible to):</b>	Operations Committee Chair and Tasman District Council 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 and contribute to the Committee in its work relating to the Committee’s Areas of Responsibility and have full speaking and voting powers on matters brought before the Committee
<b>Hononga Nui (Important Relationships):</b>	<ul style="list-style-type: none"> <li>• Te Tauihu Iwi, Hapū, Whānau and Marae.</li> <li>• Tasman District Council’s Kaumātua.</li> <li>• Tasman District Council Mayor and Elected Members.</li> <li>• Operations Committee Chair.</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
- **Whanaungatanga (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)

#### Komiti Whakahaere – Operations Committee

##### Kōrero o Mua (Background)

The Operations Committee oversees Council's operational programmes, services and activities and provides governance oversight of Council's community facilities and infrastructure assets within the Tasman Region.

### Ngā Take (Areas of Responsibility)\*

Ahurea Toi (Culture)	Hapori Whānui (Community)	Paparahi (Foundation)	Taiao (Environment)
Camping Grounds	Customer Services	Passenger Transport	Biodiversity
Creative Communities	Community Housing	Digital Services	Coastal Structures
Libraries	Animal Control	Land Drainage	Rivers Management
Grants, Awards and General Grant matters	Roads, Walkways, Cycleways	Sewerage Treatment & Disposal Services	Landfill Management & Refuse Collection
	Parks & Recreation Assets & Facilities	Ports, Wharves, Boat Ramps & Coastal Structures	Environmental Education
	Community Facilities & Community Halls	Refuse Collection, Disposal & Waste Minimisation	Reports on State of the Environment Monitoring
	Special Purpose Committees (Halls & Reserves)	Reserve Financial Contribution Disbursement	Water Supply Services, Stormwater Collection & Disposal Services
	Property (non-commercial)	Civil Defence & Emergency Management	

\*Refer to Terms of Reference in Council's [Delegations Register](#) for further details

### Ngā Kawenga (Responsibilities)

#### Whakahaere (Operations)

- Govern, develop, approve, ensure the implementation of and monitoring of operational activities in relation to the areas of responsibility, including making recommendations to the Council on any budget overruns.
- Monitor regulatory processes and performance (including budget and performance targets) for its areas of responsibility. (NB – Council's full financial reporting will be presented to FullCouncil).
- Plan, review, implement and monitor functions, duties, and powers in respect of its areas of responsibility.
- Ensure the Council meets all legislative and compliance responsibilities relating to the areas of responsibility.

### **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 meetings, all questions and comments are to be made 'through the Chair'.

### **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 Committee.
- 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.
- Actively participate in Council seminars and events relating to the Committee's areas of responsibility.
- Understand and support good governance in the Committee's decision-making processes.
- Demonstrate a commitment to promoting the long-term effectiveness of the Committee and the Council.
- Understand and respect the roles of the Mayor, Deputy Mayor, Committee Chairperson and Elected Members.
- Understand the governance role of the Committee.

- Comply 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.
- 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 Committee 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 the Tasman Region.
- Any other special considerations/requirements in respect of the Operations Committee.