

Rārangi take Kaunihera Whanokē

Extraordinary Council Agenda

To approve the 2022-2025 Political Structure and
Committee Appointments

Monday 31 October 2022, 3 pm

Camberwell Lounge, TSB Hub,
Camberwell Road, Hāwera



Pūrongo Whaitikanga

Governance Information

Ngā Mema o te Komiti / Committee Members

Mayor Phil Nixon (Chairperson)
Councillor Andy Beccard
Councillor Mark Bellringer
Councillor Celine Filbee
Councillor Te Aroha Hohaia
Councillor Leanne Horo
Councillor Aaron Langton
Councillor Steffy Mackay
Councillor Robert Northcott
Councillor Tuteri Rangihaeata
Councillor Diana Reid
Councillor Byran Roach
Councillor Brian Rook

Apatono / Delegations

The Full Council's role is to carry out responsibilities under the Local Government Act 2002. It is the final decision-making authority within the Council and generally ratifies recommendations made by other committees. It is made up of all Councillors and the Mayor.

Powers that cannot be delegated

The powers that cannot be delegated by the Council are:

- (a) the power to make a rate
- (b) the power to make a bylaw
- (c) the power to borrow money, or purchase or dispose

He Karere Haumaru / Health and Safety Message

In the event of an emergency, please follow the instructions of Council staff.

If there is an earthquake – drop, cover and hold where possible. Please remain where you are until further instruction is given.

of assets, other than in accordance with the long-term plan

(d) the power to adopt a long-term plan, annual plan or annual report

(e) the power to appoint a chief executive

(f) the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the Local Governance Statement.

(g) the power to adopt a remuneration and employment policy

He Pānga Whakararu / Conflicts of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they might have.



Rārangi Agenda

Extraordinary Council

To approve the 2022-2025 Political Structure and Committee Appointment

Monday 31 October 2022 at 3pm

Karakia

1. Matakore / Apologies
2. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki / Open Forum and Presentations
3. Pūrongo / Report
 - 3.1 [2022-2025 Political Structure and Committee Appointments](#) Page 6

Karakia



Matakore Apologies

1. Matakore / Apologies

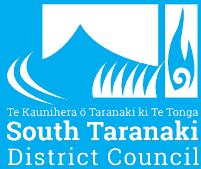
Leave of Absence: *The Board may grant a member leave of absence following an application from that member. Leave of absences will be held in the Public Excluded section of the meeting.*



Whakatakoto Kaupapa Whānui, Whakaaturanga hoki Open Forum and Presentations

2. Whakatakoto Kaupapa Whānui, Whakaaturanga hoki/ Open Forum and Presentations

The Council has set aside time for members of the public to speak in the public forum at the commencement of each Council, Committee and Community Board meeting (up to 10 minutes per person/organisation) when these meetings are open to the public. Permission of the Mayor or Chairperson is required for any person wishing to speak at the public forum.



Pūrongo Report

3

To	Mayor and Councillors
From	Kaihautū Kaupapa Here me te Whaitikanga / Policy and Governance Manager, Becky Wolland
Date	31 October 2022
Subject	2022-2025 Political Structure and Committee Appointments

(This report shall not be construed as policy until adopted by full Council)

Whakarāpopoto Kāhui Kahika / Executive Summary

1. Section 41A(3)(b) and (c) of the Local Government Act 2002 provides the Mayor powers to establish committees and appoint a chairperson and members to each committee. The Mayor has determined the political structure ([Appendix 1](#)) and committee appointments ([Appendix 2](#)) as outlined in this report. The Council are being asked to confirm the political structure and committee appointments for the 2022-2025 triennium.
2. The 2023 Master Meeting Schedule is also being presented to the Council for approval ([Appendix 2](#)).

Taunakitanga / Recommendation(s)

THAT Te Kaunihera o Taranaki ki Te Tonga / South Taranaki District Council:

- a) **Approves** the political structure for the 2022-2025 triennium as attached in [Appendix 1](#).
- b) **Confirms** appointments to each of the Community Boards, committees, sub-committees and joint committees as set out in paragraphs 4, 5 and 6.
- c) **Approves** the 2023 Master Meeting Schedule.

Kupu Whakamārama / Background

3. The roles and powers delegated to the Mayor under the Local Government Act 2002 include the establishment of a political structure and the confirmation of a chairperson and members to each of the Council's committees.
4. A full description of each Committee and their delegations are attached as [Appendix 1](#). The 2022-2025 political structure will be made up of the following committees as requested by the Mayor:
 - Eltham-Kaponga, Pātea, Taranaki Coastal, Te Hāwera Community Boards

- Policy & Strategy Committee
 - Environment & Hearings Committee
 - Personnel Committee
 - Risk and Assurance Committee
 - Te Kāhui Matauraura
 - Community and Infrastructure Services Portfolio Groups
 - District Plan Review Committee
 - District Licensing Committee
 - Eltham Drainage Committee
5. Other sub-committee and joint committee appointments are set out below as requested by the Mayor:
- Dairy Trust
 - Hāwera Cinema 2
 - Historic Places Trust
 - Mayors' Taskforce for Jobs
 - Novus Contracting
 - Ōpunakē Sports and Recreation Trust
 - Pātea Harbour Endowment Fund
 - Rotokare Dairy Farm (Landfill Sport NZ Rural Travel Fund)
 - Sport NZ Rural Travel Fund
 - Sport Taranaki
 - Taranaki ki te Tonga Health Forum
 - TSB Hub Hall of Fame
 - Whanganui Forestry Committee
 - Whanganui Harbour Board
 - Waimate Plains Property Society
6. The South Taranaki District and Taranaki Regional Councils have four joint committees requiring an appointment and alternative appointment for each committee:
- Policy and Planning Committee
 - Regional Transport Committee
 - Taranaki Civil Defence Emergency Committee
 - Taranaki Solid Waste Committee
7. The 2023 Master Meeting Schedule is attached as [Appendix 2](#) and requires approval by the Council. The master meeting schedule sets out the meeting dates of all Council committee and board meetings. Please note that the Board's will make a decision on the timing of their meetings at the first round on 8-10 November.

Local Government Purpose

8. The purpose of local government is to enable democratic local decision-making on behalf of the community. The setting of the political structure, appointment of committee members and adoption of the master meeting schedule enables the Council to fulfil the purpose of the Local Government Act 2002.

Whaiwhakaaro me ngā aromatawai / Considerations and Assessments

Assessment of Significance and Engagement

9. South Taranaki District Council's general approach to determining the level of "significance" will be to consider:

Criteria	Measure	Assessment
Degree	The number of residents and ratepayers affected and the degree to which they are affected by the decision or proposal.	The establishment of a political structure and appointments to committees will enable democratic local decision making, and has a positive effect on residents and ratepayers.
LOS	The achievement of, or ability to achieve, the Council's stated levels of service as set out in the Long Term Plan.	There will be no impact on levels of service.
Decision	Whether this type of decision, proposal or issue has a history of generating wide public interest within South Taranaki.	There has been no evidence that the decision to adopt a political structure and appoint committee members has generated public interest.
Financial	The impact of the decision or proposal on the Council's overall budget or included in an approved Long Term Plan and its ability to carry out its existing or proposed functions and activities now and in the future.	Remuneration for elected members is set by the Remuneration Authority and is already budgeted for.
Reversible	The degree to which the decision or proposal is reversible.	The Mayor has the powers to set appointments and committees throughout
Environment	The degree of impact the decision will have on the environment.	There will be no impact on the environment with the setting of the political structure and committee appointments.

10. In terms of the Council's Significance and Engagement Policy this matter is of low significance.
11. The level to which the Council will engage will align with the significance of the decision to inform the public through meeting minutes and the Council's website.

Legislative Considerations

12. Section 41A(3)(b) and (c) of the Local Government Act 2002 provides the Mayor powers to establish committees and appoint a chairperson and members to each committee.

Financial/Budget Considerations

13. The Remuneration Authority sets remuneration for the elected members and has been budgeted through the Long Term and Annual planning processes.

Environmental Sustainability

14. There is no impact on the environment with the setting of the political structure and committee appointments.

Consistency with Plans/Policies/Community Outcomes

15. Nothing in this report is inconsistent with any Council policy, plan or strategy.
16. This matter contributes to the following community outcomes:
 - Vibrant South Taranaki – *Cultural well-being*
 - Together South Taranaki – *Social well-being*
 - Prosperous South Taranaki – *Economic well-being*
 - Sustainable South Taranaki – *Environmental well-being*

Impact on Māori/Iwi

17. Enabling democratic decision-making ensures that there is a positive impact on Māori and Iwi. A report will be presented to Te Kāhui Matauraura in February 2023 with the purpose to review the terms of reference and delegations of Te Kāhui Matauraura Committee.

Whakakapia / Conclusion

18. This report asks the Council to approve the political structure and committee appointments for the 2022-2025 triennium and 2023 Master Meeting Schedule.



Becky Wolland

**Kaihautu Kaupapa Here me te Whaktikanga
Policy and Governance Manager**



[Seen by]

Marianne Archibald

**Kaiarataki Topuranga
Group Manager Corporate Services**

Attachments:

2022-2025 Political Structure – [Appendix 1](#)

2023 Master Meeting Schedule – [Appendix 2](#)

Political / Committee Structure

Committee/Board	Requirement	Delegated Authority	Membership
Eltham-Kaponga, Pātea, Taranaki Coastal, Te Hāwera	The representation review undertaken in 2021 and signed off by the Local Government Commission in 2022 approved four community boards and their wards for South Taranaki for the 2022-2025 and 2025-2028 terms.	The community boards are delegated the power to grant funds from a Discretionary Fund within the purpose of the Local Government Act 2002.	Four members elected; One councillor appointed; Board to adopt Chair, Policy and Strategy Committee representative, Creative Communities representative.
Policy & Strategy Committee	Discretion of the Mayor.	The primary role of the Policy & Strategy Committee is to allow free and open debate whilst policies are being developed. Committee recommends to Council, however can pass a resolution to move into decision-making mode for urgent decisions.	Full Council; One representative from each Community Board.
Environment & Hearings Committee	Must exist.	To hear and determine resource consent applications; To hear and determine all Building Act dispensation applications; To hear objections to menacing dog classifications and either uphold or rescind the classification as per the Dog Control Act.	Chairperson, five councillors, one Iwi representative.
Personnel Committee	Discretion of the Mayor.	To oversee the process for recruitment of the CE; To conduct the agreed process for annual review including agreeing the key performance indicators with the CE.	Mayor, Deputy Mayor, Environment & Hearings Chair, two councillors.
Risk and Assurance Committee	Discretion of the Mayor.	The primary purpose of the Risk and Assurance Committee will be to:	Independent Chairperson, Mayor, four councillors, one Iwi representative.

Committee/Board	Requirement	Delegated Authority	Membership
		<p>Review the Council’s quarterly financial and non-financial reports ;</p> <p>Oversee the relationship between the Council and its external auditor;</p> <p>Consider the Audit Management Report undertaken for the Annual Report and Long Term Plan and monitor progress against them;</p> <p>Receive and consider reports on the Council’s internal and external borrowing;</p> <p>Provide oversight and monitoring of the Council’s risk management framework;</p> <p>Provide oversight and monitoring of the Council’s Long Term Investment Fund; and</p> <p>Oversee the relationship with the Council’s Investment Advisors and Fund Managers.</p>	
Te Kāhui Matauraura	Discretion of the Mayor.	<p>The Committee is delegated the power to grant funds from the Tangata Whenua Liaison Fund within the purpose of the Local Government Act 2002. A sum of \$50,000 is allocated by the Council to the Committee each financial year.</p> <p><i>Note: A review of the terms of reference and delegations will be undertaken in February 2023.</i></p>	<p>Mayor, Deputy Mayor, Environment & Hearings Committee Chairperson, one councillor.</p> <p>Two representatives appointed by each Iwi Ngāti Ruanui, Ngā Rauru Kītahi, Ngā Hapū o Ngāruahine and Taranaki.</p>
Community and Infrastructure Services Portfolio Groups	Discretion of the Mayor.	<p>The groups give councillors a forum in which to discuss policy items and develop specialist areas of knowledge prior to the development of policy, and it is a sounding board for others.</p> <p>Environmental and Corporate policy discussions are held with the Environment & Hearings Committee and Risk and Assurance Committee.</p>	Mayor and four councillors.

Committee/Board	Requirement	Delegated Authority	Membership
District Plan Review Committee	Discretion of the Mayor.	To hear all plan changes and make recommendations to the Council.	Chairperson, five councillors, one Iwi representative.
District Licensing Committee	Must exist. Sale and Supply of Alcohol Act 2012	Decide applications for: New and renewed licences and managers' certificates; temporary authorities and temporary licences; variation of licences; and most enforcement action for special licences.	One independent appointed member (Chairperson), two councillors.
Eltham Drainage Committee	Must exist. Eltham Drainage Board Act 1914 – order in Council from amalgamation.	The Eltham Drainage Committee has responsibility for land drainage matters in the Eltham Drainage Area and expresses the views of ratepayers of the Eltham Drainage Area to the Council.	One South Taranaki District Council councillor, one Stratford District Council councillor, four persons appointed by STDC who are ratepayers in the Eltham drainage area, but not members of Council and have the knowledge that will assist with the work in the drainage area.
Novus Contracting	Must exist.	The Novus Contracting Board is responsible for appointing auditors for the company, determining director's fees and adopting the annual report.	One Council representative and two appointed directors (determined by the Council).

Sub-committees and Joint Committees

Sub-Committee/Joint Committee	Membership/Appointments
Dairy Trust	1 x Councillor representative
Hāwera Cinema 2	Mayor 1 x Councillor representative Alternative

Sub-Committee/Joint Committee	Membership/Appointments
Historic Places Trust	1 x Councillor representative
Mayors' Taskforce for Jobs	Mayor 2 x Councillor representatives
Ōpunakē Sports and Recreation Trust	1 x Councillor representative
Pātea Harbour Endowment Fund	1 x Councillor representative 1 x Community Board representative 1 x Ngā Rauru representative 1 x Ngāti Ruanui representative 1 x Ngāruahine representative
Rotokare Dairy Farm (Landfill)	Mayor 1 x Councillor representative
Sport NZ Rural Travel Fund	2 x Councillor representatives
Sport Taranaki	1 x Councillor representative
Taranaki ki te Tonga Health Forum	1 x Chairperson 1 x Councillor representative
TSB Hub Hall of Fame	Mayor 1 x Councillor representative
Whanganui Forestry Committee	1 x Councillor representative
Whanganui Harbour Board	1 x Councillor representative
Waimate Plains Property Society	1 x Councillor representative
TRC – Policy & Planning Committee	1 x Councillor representative

Sub-Committee/Joint Committee	Membership/Appointments
	Alternative
TRC – Regional Transport Committee	Mayor Alternative
TRC – Taranaki Civil Defence Emergency Committee	Mayor Alternate
TRC – Taranaki Solid Waste Committee	1 x Councillor representative Alternate

2023 Master Meeting Schedule

January	February	March	April	May	June	July	August	September	October	November	December
1 Su	1 We Te Kāhui Matauraura/Hanga Environment and Hearings	1 We Eltham Drainage	1 Sa	1 Mo Policy & Strategy LTP - Workshop	1 Th	1 Sa	1 Tu Community Portfolio Infrastructure Portfolio	1 Fri	1 Su	1 We	1 Fri
2 Mo NEW YEAR'S DAY	2 Th	2 Th	2 Su	2 Tu	2 Fri	2 Su	2 We	2 Sa	2 Mo Eltham Kaponga Te Hāwera	2 Th	2 Sa
3 Tu DAY AFTER NEW YEAR'S DAY	3 Fri	3 Fri	3 Mo Ordinary Council	3 We	3 Sa	3 Mo	3 Th	3 Su	3 Tu	3 Fri	3 Su
4 We	4 Sa	4 Sa	4 Tu	4 Th	4 Su	4 Tu	4 Fri	4 Mo Policy & Strategy LTP - Workshop	4 We Taranaki Coastal Pātea	4 Sa	4 Mo
5 Th	5 Su	5 Su	5 We	5 Fri	5 Mo QUEEN'S BIRTHDAY	5 We	5 Sa	5 Tu	5 Th	5 Su	5 Tu
6 Fri	6 Mo WAITANGI DAY	6 Mo Eltham-Kaponga Te Hāwera	6 Th	6 Sa	6 Tu	6 Th	6 Su	6 We	6 Fri	6 Mo Mayor & Chairs	6 We
7 Sa	7 Tu Te Tiriti o Waitangi Training Policy and Strategy Committee	7 Tu	7 Fri GOOD FRIDAY	7 Su	7 We Te Kāhui Matauraura Environment and Hearings	7 Fri	7 Mo Ordinary Council	7 Th	7 Sa	7 Tu	7 Th
8 Su	8 We	8 We Taranaki Coastal Pātea	8 Sa	8 Mo	8 Th	8 Sa	8 Tu	8 Fri	8 Su	8 We Community Portfolio Infrastructure Portfolio	8 Fri
9 Mo	9 Th	9 Th	9 Su	9 Tu	9 Fri	9 Su	9 We	9 Sa	9 Mo	9 Th	9 Sa
10 Tu	10 Fri	10 Fri	10 Mo EASTER MONDAY	10 We Community Portfolio Infrastructure Portfolio	10 Sa	10 Mo Eltham-Kaponga Te Hāwera	10 Th	10 Su	10 Tu	10 Fri	10 Su
11 We	11 Sa	11 Sa	11 Tu	11 Th	11 Su	11 Tu	11 Fri	11 Mo	11 We Te Kāhui Matauraura/Hanga Environment and Hearings	11 Sa	11 Mo Ordinary Council
12 Th	12 Su	12 Su	12 We LTP - Workshop	12 Fri	12 Mo Policy & Strategy	12 We Taranaki Coastal Pātea	12 Sa	12 Tu	12 Th	12 Su	12 Tu
13 Fri	13 Mo Mayor & Councilors' Retreat	13 Mo TARANAKI ANNIVERSARY	13 Th	13 Sa	13 Tu	13 Th	13 Su	13 We	13 Fri	13 Mo Eltham-Kaponga Te Hāwera	13 We
14 Sa	14 Tu Mayor & Councilors' Retreat	14 Tu	14 Fri	14 Su	14 We	14 Fri MATARIKI	14 Mo Mayor & Chairs	14 Th	14 Sa	14 Tu	14 Th
15 Su	15 We Risk and Assurance (MERCER)	15 We Te Kāhui Matauraura Environment and Hearings	15 Sa	15 Mo Ordinary Council LTP - Workshop	15 Th	15 Sa	15 Tu	15 Fri	15 Su	15 We Taranaki Coastal Pātea	15 Fri
16 Mo	16 Th	16 Th	16 Su	16 Tu	16 Fri	16 Su	16 We Risk and Assurance (MERCER)	16 Sa	16 Mo Policy & Strategy Annual Report Adopt	16 Th	16 Sa
17 Tu	17 Fri	17 Fri	17 Mo Eltham-Kaponga Te Hāwera	17 We Risk and Assurance (MERCER)	17 Sa	17 Mo	17 Th	17 Su	17 Tu	17 Fri	17 Su
18 We	18 Sa	18 Sa	18 Tu	18 Th	18 Su	18 Tu	18 Fri	18 Mo Ordinary Council LTP - Workshop	18 We	18 Sa	18 Mo
19 Th	19 Su	19 Su	19 We Taranaki Coastal Pātea	19 Fri	19 Mo	19 We Te Kāhui Matauraura/Hanga Environment and Hearings	19 Sa	19 Tu	19 Th	19 Su	19 Tu
20 Fri	20 Mo Ordinary Council LTP - Workshop	20 Mo Policy & Strategy	20 Th	20 Sa	20 Tu	20 Th	20 Su	20 We Eltham Drainage Risk and Assurance	20 Fri	20 Mo Novus Contracting Risk and Assurance (MERCER)	20 We
21 Sa	21 Tu	21 Tu	21 Fri	21 Su	21 We Audit & Risk LTP - Workshop	21 Fri	21 Mo Eltham-Kaponga Te Hāwera	21 Th	21 Sa	21 Tu	21 Th
22 Su	22 We Community Portfolio Infrastructure Portfolio	22 We	22 Sa	22 Mo Mayor & Chairs	22 Th	22 Sa	22 Tu	22 Fri	22 Su	22 We Te Kāhui Matauraura Environment and Hearings	22 Fri
23 Mo Eltham-Kaponga Te Hāwera	23 Th	23 Th	23 Su	23 Tu	23 Fri	23 Su	23 We Taranaki Coastal Pātea	23 Sa	23 Mo LABOUR DAY	23 Th	23 Sa
24 Tu	24 Fri	24 Fri	24 Mo	24 We	24 Sa	24 Mo	24 Th Policy & Strategy	24 Th	24 Su	24 Tu	24 Su
25 We Taranaki Coastal Pātea	25 Sa	25 Sa	25 Tu ANZAC DAY	25 Th	25 Su	25 Tu	25 Fri	25 Mo	25 We	25 Sa	25 Mo CHRISTMAS DAY
26 Th	26 Su	26 Su	26 We Te Kāhui Matauraura/Hanga Environment and Hearings	26 Fri	26 Mo Ordinary Council	26 We	26 Sa	26 Tu	26 Th	26 Su	26 Tu BOXING DAY
27 Fri	27 Mo Mayor & Chairs	27 Mo	27 Th	27 Sa	27 Tu	27 Th	27 Su LGNZ Conference	27 We	27 Fri	27 Mo Policy & Strategy	27 We
28 Sa	28 Tu	28 Tu	28 Fri	28 Su	28 We	28 Th	28 Fri LGNZ Conference	28 Mo	28 Th	28 Tu	28 Th
29 Su		29 We Risk and Assurance	29 Sa	29 Mo Eltham-Kaponga Te Hāwera	29 Th	29 Sa	29 Tu	29 Fri	29 Su	29 We	29 Fri
30 Mo Te Tiriti o Waitangi Training		30 Th	30 Su	30 Tu	30 Fri	30 Su	30 We Te Kāhui Matauraura Environment and Hearings	30 Sa	30 Mo Ordinary Council LTP - Workshop	30 Th	30 Sa
		31 Fri		31 We Taranaki Coastal Pātea		31 Mo	31 Th		31 Tu		31 Su

- Ordinary Council 4 pm
- Policy & Strategy Committee 1pm
- Risk and Assurance 11 am & 1pm
- Te Kāhui Matauraura 10 am
- Environment & Hearing 4 pm

- Eltham-Kaponga CB 10.30 am
- Te Hāwera CB 4.30 pm
- Taranaki Coastal CB 2.30 pm
- Pātea CB 4 pm
- Mayor & Chairs 1 pm

- Community Portfolio 10 am
- Infrastructure Portfolio 1 pm
- LTP/Annual Plan/Annual Report Process
- Eltham Drainage 10 am
- Novus Contracting

- Reminder Email - 3 Weeks before meeting
- Report Review Deadline - 10 Working Days before meeting
- Report Review Meeting - 7 Working Days before meeting
- Report Deadline - 5 Working Days before meeting
- Agenda Deadline - 2 Working Days before meeting