

Te Kaunihera o Te Tai o Aorere - Tasman District Council**IWI REPRESENTATIVE POSITION DESCRIPTION****Komiti Rautaki - Strategy and Policy Committee**

Taitara Tūranga (Position Title):	Iwi Representative – Strategy and Policy Committee
Moni Utu (Remuneration):	\$12,840 per annum
Haepapa Ki (Responsible to):	Strategy and Policy Committee Chair and Tasman District Council Mayor
Wāhi (Location):	Te Kaunihera o Te Tai o Aorere – Waimeha Tasman District Council - Richmond
Kaupapa Kotahi (Primary Function):	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
Hononga Nui (Important Relationships):	<ul style="list-style-type: none">• Te Tauihu Iwi, Hapū, Whānau and Marae.• Tasman District Council’s Kaumātua.• Tasman District Council Mayor and Elected Members.• Strategy and Policy Committee Chair.• Chief Executive and Executive Leadership Team.• Kaihautū and Māori Partnerships Kaimahi (Staff).• LGNZ Te Maruata Māori Committee.
Tautoko e Whakaratohia ana: (Support provided to appointed iwi representative)	<ul style="list-style-type: none">• Induction to council processes.• Hui with appropriate kaimahi involved with relevant Kaupapa.• Support from Democracy Services and Māori Partnerships kaimahi.

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)

Komiti Rautaki – Strategy and Policy Committee

Kōrero o Mua (Background)

The Strategy and Policy Committee oversees Council's strategy and policy programmes, services, and activities and provides governance oversight with a focus on land and resource use and the appropriate provision of infrastructure within the Tasman Region.

Ngā Take (Areas of Responsibility)

Ahurea Toi (Culture)	Hapori Whānui (Community)	Paparahi (Foundation)	Taiao (Environment)
Arts, Culture and Heritage	Relations and Engagement	Activity Management Plans, Infrastructure	Climate Change and Coastal Protection
Camping Grounds	Community Housing	Public Health Policies	Biodiversity
Museums including TBH Trust	Facilities and Community Halls	Strategic and Financial Policies	Land Development Manual
Friendly Towns	Community Grants	Electoral Activities	Environmental Policies
Recreation and Events	Transport, Walkways and Cycleways	Long Term Plan, Annual Plan	Reserves Management Plans and Policies
		Economic Development	Resource Management Policies and Plans
		Reserve Financial Contributions	Waste Minimisation and Management
		Growth Strategy/Model	Water Safety Plans

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

Ngā Kawenga (Responsibilities)

Rautaki (Strategy)

- Govern, develop, approve, review and ensure the implementation of and monitoring of policies, plans and strategies in relation to the areas of responsibility, including the adoption of draft documents for consultation, appoint hearings panels and adopt final documents where within the remit of the Committee or to make recommendations to the Council on the final documents where Council approval is required (e.g. all bylaws must be adopted by Full Council under clause 32, Schedule 7, LGA).

Kaupapa Here (Policy)

- Monitor policy processes and performance (including budget and performance targets) for their areas of responsibility. (NB – Council's full financial reporting will be presented to Full Council).
- Plan, review, implement and monitor functions, duties, and powers in respect of its areas of responsibility. Consider reports relating to annual residents' surveys and monitoring.
- 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 differing roles of 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 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 Te Tai o Aorere, Tasman Region.
- Any other special considerations/requirements in respect of the Strategy and Policy Committee.