

<b>Central Hawke's Bay District Council</b>	<b>POLICY MANUAL</b>	
	<b>Document #</b>	1.20
<b><i>COUNCIL, COMMITTEE AND COMMUNITY REPRESENTATION POLICY</i></b>	<b>Approved by:</b>	Council
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Schedule 7 of the Local Government Act 2002 provides the power for a Local Authority to appoint committees, sub committees, other subordinate decision making bodies and joint committees. The Act also provides direction over the powers of delegation conferred on a local authority and then subsequently delegated to any Standing Committee.

The composition and membership of committees is normally reviewed at each triennial election – but Council, through various Acts, consents and the constitutions of other entities, is also represented on a number of other Boards, Committees, Groups, Trusts and similar entities.

In addition – Council provides treasury administrative support to a number of entities, where it in the public interest that Council be involved.

This Policy therefore sets out details of Council representation or involvement in entities not only as contained in its Local Governance Statement, but in the wider community.

### **Standing Committees**

#### **Audit Committee**

His Worship the Mayor Butler  
Councillor M J Waite  
Councillor S Butler  
Councillor T G Story

#### **Finance and Services Committee**

Councillor M J Waite (Chairman)  
Councillor S Butler (Deputy Chairman)  
Councillor T K Kingston  
Councillor M R Manning  
Councillor H C Pedersen  
Councillor I G S Sharp  
Council T G Story  
Councillor M A Williams  
His Worship the Mayor Butler ex officio

#### **Hearing Committee**

Councillor M J Waite (Chairman)  
Councillor S Butler  
Councillor M A Williams  
His Worship the Mayor Butler ex officio

#### **Maori Consultative Committee**

The Maori Consultative Committee consists of representatives of the Marae of the district. No Councillors are appointed to the committee. The Mayor is an ex officio member, and Councillors and Officers of Council attend at need.

## **Ad Hoc Committees**

### **Chief Executive Review Committee**

His Worship the Mayor Butler  
Councillor M J Waite  
Councillor S Butler  
Council T G Story

### **Conduct Review Committee**

His Worship the Mayor Butler and two other members co-opted as required.

Council may, from time to time, establish sub committees to consider a particular issue or issues, His Worship the Mayor Butler may make appointments to sub committees.

## **Other Council Representation**

2009/2019 LTCCP Steering Committee	Councillors S Butler and I G S Sharp
Aramoana Environmental and Education Charitable Trust	No direct representation
CHB Consumer Power Trust	One Mayoral appointed trustee and one Council appointed trustee
CHB District Community Trust	Council appointed trustees – Martin Rockel, Rosie Carpenter
CHB Promotions Inc	Councillor I G S Sharp
CHB Settlers Museum	Councillor S Butler
Civic Awards Selection Panel	His Worship the Mayor Butler, Councillors M J Waite and H C Pedersen
Community Voluntary Organisation Support Fund Assessment Committee (CVOS)	Councillors S Butler, M R Manning and H C Pedersen
Creative Communities Scheme Assessment Committee	Councillor H C Pedersen
Creative Hawke's Bay	CHB Promotions Inc
District Halls	Various Councillors
Eric Tate Scholarship Trust	His Worship the Mayor Butler
Forest Gate Domain	Councillor S Butler
Hawke's Bay Crematorium Committee	Councillor M R Manning

Hawke's Bay/East Coast Leaders Group	His Worship the Mayor Butler
Hawke's Bay Medical Research Foundation	Council appointed nominee – Di Petersen
Hawke's Bay Sports Council	Councillor T G Story
Hawke's Bay Tourism	CHB Promotions Inc
Hawke's Bay Wine Country	CHB Promotions Inc
Howard Estate Advisory Board	No direct representation
Landfill Liaison Committee	Councillors T K Kingston and M R Manning (ex officio)
Local Government NZ Zone 3	His Worship the Mayor Butler
Local Government NZ – Rural Sector	His Worship the Mayor Butler
Mayoral Health Taskforce	His Worship the Mayor Butler
Mayoral Taskforce for Jobs	His Worship the Mayor Butler
Porangahau Environmental Management Team	Councillors T G Story and M A Williams
Regional Transportation Committee	Councillor T K Kingston
Road Safe Hawke's Bay Governance Committee	Councillor T K Kingston
Ruataniwha Plains Water Storage Stakeholders Group	His Worship the Mayor Butler
Tamatea Limited	His Worship the Mayor Butler, Deputy Mayor Waite, Corporate Services Manager and the Chief Executive
Te Aute Drainage Scheme	Councillor M R Manning
Tenders Board	Councillor Story
Venture Hawke's Bay	CHB Promotions Inc
Waipawa Building Society Trust	His Worship the Mayor Butler and Councillor M J Waite
Waipawa Municipal Theatre Refurbishment Project Committee	Councillors T K Kingston, T G Story and M A Williams

### **2009/2019 LTCCP Steering Committee**

The Local Government Act 2002 requires Council to have a current Long Term Council Community Plan (LTCCP) in place at all times. The LTCCP is reviewed and updated every three years.

Recent practice has been for the update of the LTCCP to be coordinated by a Steering Committee consisting of staff and a nominated Councillor who helps facilitate Council workshops through the update process.

### **Aramoana Environmental and Education Charitable Trust**

Council has no direct involvement with the above Trust – however the Trust has undertaken to fund and implement Council's adopted Reserve Management Plan for the Ouepoto Reserve at Aramoana.

### **Central Hawke's Bay Consumers Power Trust**

The Central Hawke's Bay Consumer Power Trust holds 100% of the shares in Centralines.

In terms of the Trust Deed, a Mayoral appointment and a Trustee appointed by Central Hawke's Bay District Council, shall be the appointed (as opposed to elected) Trustees of the CHB Consumers Power Trust. Appointed Trustees remain in office until the expiry of their three year term - usually the 31<sup>st</sup> March of the relevant year. New appointments will take effect from 1<sup>st</sup> April.

One of the appointed Trustees has a residential qualification requiring that they essentially reside more than 15 kms from the centre of Waipawa or Waipukurau.

### **Central Hawke's Bay District Community Trust**

The Trust is the owner and operator of the indoor heated pool at Russell Park Waipukurau. Council provides funding to the Trust under a Service Contract to enable the Trust to provide community access to modern recreational swimming and fitness facilities.

The Trust Deed provides that there shall be no more than 10 Trustees, nor less than 6. The Trustees shall include two (2) Trustees appointed by the Central Hawke's Bay District Council. Elections are held three (3) yearly. Trustees appointed by the Central Hawke's Bay District Council may have their appointment revoked by giving written notice to the Trust Secretary. Council reviews these appointments after each triennial election.

Council's current appointed Trustees are Martin Rockel and Rosie Carpenter.

### **CHB Promotions Inc**

This organisation has been established by the business community in conjunction with Central Hawke's Bay District Council, to promote Central Hawke's Bay as a tourism destination, assist in the development of tourism product, promote the commercial centres/central business district, and assist in the promotion of economic development within Central Hawke's Bay. Council is represented on the board and has one Council representative out of a total of eight appointed board members. The performance of this organisation is monitored by Council directly.

### **CHB Settlers Museum Society**

This society has been established to ensure that the residents of Central Hawke's Bay and visitors have access to a Museum providing the history of the early settlement of the District. Council is represented on the society's committee and has one Council representative out of a total of ten

committee members. Council provides ongoing financial support to the society on an annual basis and its performance is monitored by the Council directly.

### **Civic Awards Selection Panel**

Refer to: 1.4 Civic Awards Policy.

### **Community Voluntary Organisation Support Fund Assessment Committee (CVOS)**

Refer to: 1.5 Community Voluntary Organisation Support Fund Policy.

### **Creative Communities Scheme Assessment Committee**

Refer to: 1.7 Creative Communities Scheme Assessment Committee Policy.

### **Creative Hawke's Bay**

CHB Promotions Inc represents Council and Central Hawke's Bay on the Creative Hawke's Bay committee.

### **District Halls**

Refer to: 6.11 District Hall Committees Policy.

### **Eric Tate Scholarship Trust**

The Eric Tate Scholarship Trust was established in 1984 to provide scholarships to students who normally reside in the area served by the former Waipawa District High School and the townships of Onga Onga, Tikokino and Otane.

Scholarships are initially for one year to assist students pursuing a full time course at university. This may however be extended.

The Scholarship Award Panel is the Mayor, Council Chief Executive and the Principal of the CHB College.

### **Forest Gate Domain**

In 1980 Council's were asked to accept responsibility for their local Domain Boards. In the case of Forest Gate – the existing Domain Board decided to accept Council's control by way of vesting the Domain in the Waipawa District Council in trust for recreation purposes.

Although the land has been vested in Council, effectively the "Domain Board Committee" has the day to day running of it. The Domain is split into a Golf Course, run by the Onga Onga Golf Club, a small farm, run by a Farming Committee, and a Cricket Club, run by the cricket club. The Domain Board reports to Council once a year. An agreement between the Domain Board Committee and the Farming Committee is in place with a copy of this agreement kept by Council; it is not signed by Council. Any profits from the farm are split between the Farming Committee, Golf Club, and Cricket Club with rent being paid to the Domain Board.

Council has never contemplated taking over the running of the Domain, part of the discussions and agreement at the time was that the running of the Domain would be left to the "Domain Committee". Council does appoint a Councillor to be on the Domain Board to give them Council's support.

### **Hawke's Bay Crematorium Committee**

The Hawke's Bay Crematorium Committee was established by an Order in Council in June 1989 as part of the Local Government (Hawke's Bay Region) Reorganisation Order 1989.

Hastings District Council are tasked with establishing and maintaining a committee which consists of –

- Two members from Napier City Council
- Two members from Hastings District Council
- One member from Central Hawke's Bay District Council

### **Hawke's Bay / East Coast Leaders Group**

In 1996, the Joint Issues Group of the Hastings District Council and Napier City Council, decided to invite the Central Hawke's Bay District Council, Wairoa District Council and Hawke's Bay Regional Council to attend their future meetings. The enlarged group was known as the East Coast Local Government Leaders Group.

The Group meet on a two monthly basis and is chaired by the Hawke's Bay Regional Council.

### **Hawke's Bay Medical Research Foundation**

The Hawke's Bay Medical Research Foundation was formed in 1961 to foster and support medical research and health education in and outside Hawke's Bay. The objects of the Foundation are to promote, initiate and support research in all health related fields including medical and health education, knowledge and understanding.

Funds are administered by skilled professionals from medical, legal, and business professions to foster medical research, education and the provision of equipment for the benefit of the people of Hawke's Bay.

The governing body comprises of a president and nine Council members. Council members included nominees from Napier City Council, Hastings District Council, Central Hawke's Bay District Council, Wairoa District Council, four members appointed by the Foundation, and a Public Hospital's of Hawke's Bay staff representative.

Council is represented on the Foundation by Di Petersen.

### **Hawke's Bay Sports Council**

The Hawke's Bay Sports Council was formed (in June 2010) out of the Sport Hawke's Bay territorial authorities Stakeholders Group. It was decided that it was important to have Elected Members participation on a Hawke's Bay wide sporting strategy and the formation of a Sports Council was the best vehicle to achieve its aims.

### **Hawke's Bay Tourism**

CHB Promotions Inc represents Council and Central Hawke's Bay on the Hawke's Bay Tourism committee.

### **Hawke's Bay Wine Country**

CHB Promotions Inc represents Council and Central Hawke's Bay on the Hawke's Bay Wine Country committee.

### **Howard Estate Advisory Board**

Smedley Station and Cadet Training Farm.

The original block of land was owned by the Howard Family. At the time of death the will specified that a Trust be formed to establish a farm cadet training centre which would use the original block of land and prevent it from reverting back to scrub, to farm the land and train farm cadets. The trust formation structure and representation was specified in the original will and has been administered by the Public Trust since its inception. The Public Trust was appointed to run the Smedley Station and Cadet Training Farm by an Act of Parliament.

The Trust comprises of six board members of which this Council collectively along with Tararua District Council, Waiora District Council, Dannevirke Chamber of Commerce, Waipawa Chamber of Commerce and CHB Promotions all have the ability to nominate one representative on this advisory board. The six representative represent A&P Society, School Trustee Association, Federated Farmers, Smedley Cadet Training Farm Old Boy's Association, and Napier/Hastings Chamber of Commerce. No financial support is provided by this Council. The performance of the organisation is monitored by the Public Trust.

The current combined Council representative to the board is Hugh Pearse.

### **Landfill Liaison Committee**

The Landfill Liaison Committee is a requirement of Council's Resource consent and comprises –

1. One person representing the owners of neighbouring properties
2. One person representing the Hawke's Bay Regional Council (HBRC) (a staff member)
3. One person representing the Central Hawke's Bay District Council (CHBDC) (a staff member)
4. One person nominated by the local tangata whenua
5. So long as the landfill is leased by the CHBDC, one owner of the land, provided however that if the CHBDC shall acquire the fee simple, this entitlement of the owner to be a member of the Committee shall cease

The purpose of the committee is –

- To liaise with the Central Hawke's Bay District and the community in respect of the construction, operation and final restoration of the landfill and to facilitate consultation relating to the finalisation and review of the Landfill Management Plan.
- To disseminate information and to hear concerns of residents and to suggest ways of alleviating those concerns to the District and Hawke's Bay Regional Council.

### **Local Government NZ Zone 3**

Zones have been set up by Local Government New Zealand to amongst other things, provide an opportunity for two way communication between Zone Member Authorities and Local Government NZ, and to provide information sharing opportunities.

Central Hawke's Bay District Council belongs to Zone 3 which comprises a group of Councils across the Central North Island.

The Zone Chair and National Council and Community Board Zone representative are appointed after each triennial election and hold office until the next triennial election. The Chair Secretary is normally an officer from the chair's council.

### **Local Government NZ – Rural Sector**

Each Council is a member of one of four sector groups – metropolitan, regional, provincial or rural. Each sector has one representative on the LGNZ National Council. The purpose of the sector groups, as set out in the Local Government New Zealand constitution, is to act as an electoral college for the appointment of National Council representatives.

Each sector group has developed their own set of priority issues which are addressed, with assistance from Local Government NZ, with the objective of simultaneously pursuing the particular interests of each sector and the general interests of local government.

The Rural Sector Group meets twice annually, usually, but not always, in Wellington.

### **Mayoral Health Taskforce**

In September 1991, Council resolved to form and fund a group to be known as the Task Force on the Future of Health Services in Central Hawke's Bay. Initial funding of \$15,000 was provided by Council. At that time the primary objective was to ensure the retention of facilities in Central Hawke's Bay following the closure of the old Waipukurau Hospital.

The entity was subsequently renamed the Mayoral Health Taskforce and focuses on the availability of Health Services in Central Hawke's Bay.

Council is represented on the taskforce by the Mayor.

### **Mayor's Taskforce for Jobs**

Central Hawke's Bay District Council is a member of the Mayor's Taskforce for Jobs. The goal of the Taskforce is to try to ensure that all young people under 25 years are engaged in appropriate education, training, work or other activities that contribute to their long term economic independence and well being.

Council is represented on the Taskforce by the Mayor.

A staff member is responsible for Youth Issues in CHB, mainly achieving Taskforce goals through the Community Max program.

### **Porangahau Environmental Management Team**

The Porangahau Environmental Management Team is a team set up to look at the treatment and disposal of wastewater for the Porangahau and Te Paerahi townships.

The consent requirements state that –

*The consent holder shall, in accordance with the agreement entitled "Finding a solution to wastewater disposal at Porangahau and Te Paerahi" facilitate the establishment and provide reasonable administrative support for the Porangahau Environmental Management Team (PEMT).*

*The PEMT shall comprise representatives of Central Hawke's Bay District Council, including at least one senior officer, and representatives as nominated by Ngati Kere. A minimum of 1 meeting shall be arranged every 12 months, and the Regional Council shall be notified of all meeting dates.*

The main task of the PEMT is to look at the effects of the discharges from the two oxidation ponds, and to report suitable alternative solutions for wastewater treatment and disposal. The condition in the consents about this function reads:

*Within 30 months of the date of commencement of this consent the consent holder in accordance with the agreement entitled "Finding a solution to wastewater disposal at Porangahau and Te Paerahi" shall lodge with the (Hawke's Bay Regional) Council a report entitled "Wastewater Treatment for Porangahau and Te Paerahi - Long Term Treatment Strategy."*

### **Regional Transportation Committee (RTC)**

The RTC is a subcommittee of the Hawke's Bay Regional Council (HBRC). It has one HBRC Councillor who is their elected representative on the RTC and one nominated representative from each of the four (4) Hawke's Bay local authorities. CHBDC is represented by a Councillor.

Each of the Rooding Managers in the local authorities are a representative on the TAG (Transportation Advisory Group) who support and provide information and recommendations to the RTC.

The key responsibility of the RTC is to coordinate, discuss and prioritise the land transport projects at a regional level before they are submitted to HBRC for approval and submission to the NZ Transport Agency (NZTA) at a national level.

### **Road Safe Hawke's Bay Governance Committee**

The Road Safe Programme is a Hawke's Bay Regional Council managed initiative with contribution from Central Hawke's Bay District Council, Hastings District Council, Napier City Council, Wairoa District Council, ACC and the Police. This funding supports Road Safety and the roading departments minor safety improvement programme each year. The Road Safety Group are responsible for creating and carrying out Road Safety Action Plans (RSAP) throughout the year.

Each Council has a representative on the governance committee to provide guidance to the programme and ensuring that funding is secured and spent on appropriate items.

### **Ruataniwha Plains Water Storage Stakeholders Group**

Access to fresh water for irrigation purposes within the Ruataniwha basin both from surface water and ground water sources is increasingly constrained with surface water resources being fully allocated and substantial uncertainty over whether ground water will or will not be available.

The Hawke's Bay Regional Council, together with the Ministry of Agriculture and Forestry have committed funds for a feasibility study of water storage potential in the Ruataniwha Basin and have identified the need for a stakeholder group to –

1. Share information.
2. Enable open discussion and consultation to take place.
3. Help develop community views and expectations on water management for all the various uses in the upper Tukituki catchment, specifically on the Ruataniwha Plains, in a collaborative way.

4. Assist in identifying values of water to the whole community.
5. Coordinate more effective stakeholder input into water management decision-making processes for the Plains.
6. Advise the Hawke's Bay Regional Council and Water Storage Leadership Group of jointly agreed findings and thereby provide input into decision-making processes.
7. Communicate project progress and milestones with key stakeholders including the Hawke's Bay Regional Council, the proposed project stakeholder group, affected landowners and the Central Hawke's Bay Community, and media, as appropriate and through the Chair, with Hawke's Bay Regional Council staff support,

The composition of the stakeholder group includes –

An independent chair

Representatives from:

- Fish and Game
- Forest and Bird
- Department of Conservation
- Iwi
- Water Users
- Central Hawke's Bay District Council
- Potentially affected landowners
- Tukituki Liaison Group

Other Interested and Affected Parties and the media.

### **Tamatea Limited**

The Central Hawke's Bay District Council owns 100% of the issued equity in Tamatea Limited which holds 34% of the issued equity of Infracon Limited. Infracon provides commercial infrastructure construction and maintenance services to its customers throughout the region. The balance of the shareholding is held by Tararua Holdings Ltd (TDC Holdings is a CCO of Tararua District Council). The Central Hawke's Bay District Councils shareholding held through Tamatea Limited, allow Tamatea Limited to appoint two directors, the remaining four directors are appointed by TDC Holdings Ltd.

The performance of Tamatea Limited is monitored by Council through a Statement of Intent in accordance with the Local Government Act 2002. Council policy states that the Directors of Tamatea Limited shall be the Mayor, Deputy Mayor, Corporate Services Manager and the Chief Executive. Change in Directorships are to be made prior to the Infracon AGM in early December.

### **Te Aute Drainage Scheme**

Council collects rates from Drainage Scheme members to fund the operations of the Scheme. The level of rates required is set each year at an Annual General Meeting. Payments are made by Council against authorised expenditure – which will be tabled for ratification by scheme members at the following Annual General Meeting.

Council appoints a Councillor who attends the Annual General Meeting.

### **Tenders Board**

Refer to: 7.21 Tendering Policy.

**Waipawa Building Society Trust**

Refer to: 1.16 Waipawa Building Society Trust Fund Policy.

**Waipawa Municipal Theatre Refurbishment Project Committee**

CHBDC as owners of the Waipawa Municipal Theatre established a project committee in 2008 to oversee the refurbishment of the theatre on behalf of the Council and the Waipawa Municipal Theatre Society Incorporated.

The project committee consists of Councillors Kingston, Williams and Story

**Venture Hawke's Bay**

CHB Promotions Inc represents Council and Central Hawke's Bay on the Venture Hawke's Bay committee.

## **Other Council Involvement**

There are a number of organisations where Council hold and dispense their funds, but where Central Hawke's Bay District Council has no active involvement with the day to day management of that organisation. However because of the benefit that the community receive from their activities, it is appropriate that Council provide administrative support.

These include:

### **CHB Settlers Museum**

Central Hawke's Bay District Council holds funds on behalf of the CHB Settlers Museum and undertakes its accounting functions. Receipt and payment of authorized expenditure is made by Central Hawke's Bay District Council on behalf of the CHB Settlers Museum committee. This includes preparation of GST returns and year end financial reports.

A Memorandum of Understanding between Council and the CHB Settlers Museum establishes the relationship between the respective parties.

### **Eastern and Central Reading Encouragement Network (E C Read'n)**

Central Hawke's Bay District Council is the fund holding Council for the E C Read'n program funded annually by the Eastern and Central Community Trust. Receipt and payment of funds are made by Central Hawke's Bay District Council on behalf of the E C Read'n organising committee and the 23 public libraries in the Central and Eastern part of the North Island. This includes preparation of GST returns and year end financial reports.

A Memorandum of Understanding between Council and the Eastern and Central Community Trust establishes the relationship between the respective parties.

### **Friends of the Central Hawke's Bay Library Incorporated**

The Society is registered as a charitable entity with the Charities Commission and its primary objective is to actively help, promote and support the CHB Library, including the organising of fundraising projects. Funds raised provide resources which enhance library services to the Community.

### **Te Aute Koiri Reserve**

Council provides Treasury Administrative support to the Te Aute College 150th celebration organisation committee.

Funds are disbursed based on instructions from that committee (or its successor).

### **Waipukurau Community Marae Committee**

Council holds Building Trust funds belonging to the Marae Committee and makes payments on its behalf. Building activities are currently inactive – but a Memorandum of Understanding covering Council's responsibilities will be prepared should this change.

### **Waipawa Municipal Theatre Society Incorporated**

The Society is registered with the Charities Commission as a charitable entity. Its main purpose is to fundraise for the Waipawa Municipal Theatre.

Council provides Treasury Administrative support to the Society who make donations to Council to fund the refurbishment and upgrade of the Council owned Municipal Theatre building.