

ROLE DESCRIPTION - RŪNANGA REPRESENTATIVE

CONTEXT

The relationship between Te Taumutu Rūnanga and Selwyn District Council; and between Te Ngāi Tūāhuriri Rūnanga and Selwyn District Council is vital for Council to effectively satisfy its statutory obligations and to ensure that Te Tiriti rights, values and issues of mana whenua are given full expression in Council's decision-making processes.

Selwyn District Council has formed Committees of Council each with defined purposes (detailed in the attached Terms of Reference), each acknowledging partnership with Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga.

Council has agreed to appoint non-elected representatives from Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga to Council Committees of the whole (with full rights), and full Council (with limited rights). Representatives appointed to these Committees will contribute a te ao Māori perspective along with their professional and personal knowledge.

PURPOSE

The purpose of the Rūnanga appointments is to enable Council to recognise the values, priorities, and aims of mana whenua to integrate into Council processes and to allow mana whenua advice to be received at Governance level across the many disciplines and statutory obligations required of Selwyn District Council to support better decision-making and community outcomes across environmental, social, cultural and economic wellbeings.

The appointment is undertaken under clause 31(3) schedule 7 of the Local Government Act 2002 (LGA 2002). This enables Council to appoint non-elected committee members who are considered to have relevant skills, attributes or knowledge that will assist the Committees' work.

The focus of Māori participation is to benefit the whole community.

FULL COUNCIL MEETINGS AND COMMITTEES MEETINGS OF COUNCIL

Council has established four Committees of the whole for which Terms of Reference are attached to this document. These Committees are: Finance & Performance; Community Services; Planning & Climate Change; and Transport & Infrastructure.

These Committees will meet six-weekly on a Wednesday and attendance by non-elected representatives is expected at all meetings.

Non-elected representatives are also expected to attend full Council meetings which are generally held every four weeks on a Wednesday.

VOTING AND SPEAKING RIGHTS

Appointed Rūnanga representatives are full members of the decision-making bodies to which they are appointed and have full rights as members under Standing Orders to participate in debate on vote on items. The legislation does not however allow for non-elected members to have a vote at full Council (s41 LGA 2002).

STANDING ORDERS

The Council's Standing Orders will apply to the conduct of meetings of Committees (clause 27(1) of the LGA 2002 and Standing Order).

Standing Orders contain rules for the conduct of the proceedings of Local Authorities and their Committees. Their purpose is to enable Committee members to exercise decision-making responsibilities in a transparent, inclusive and lawful manner. A copy of Council's Standing Orders is *attached* to this document.

CODE OF CONDUCT

Council's Code of Conduct will be adopted specifically by each Committee of Council and as such, will apply to all persons sitting at the decision-making table. A copy of Council's Code of Conduct is *attached* to this document.

CONFIDENTIALITY

Committee member rules of engagement around confidentiality of Council information will apply to non-elected representatives. This extends to in-committee conversations at the Committee and Council tables, and to public excluded material which is contained within the agendas for those meetings.

REMUNERATION

Non-elected representatives will be remunerated at the same level as a Councillor without additional duties for at least a two-year period. This remuneration applies to one position only from each Rūnanga. If there is more than one position holder, Council will pro-rata the remuneration amongst non-elected representatives.

TRAINING

Non-elected representatives will be able to access elected member training modules and will have full access to Council's Executive Leadership Team and key staff to assist with both procedural and technical knowledge to assist them to undertake their position.

ALLOCATION OF EQUIPMENT

Generally Council information is transmitted electronically to Committee members. Council will provide appropriate IT equipment to ensure that representatives are able to participate in full at meetings.

ELECTED MEMBER WORKSHOPS AND BRIEFING SESSIONS

In addition to attendance at Committee and Council meetings, non-elected representatives will be expected to attend Councillor briefing and workshops sessions and visits which have the purpose of providing background technical information to assist decision-makers to undertake their duties. The calendar of 2023 meetings covers attendance expectations for next year, generally on Wednesdays.

DECLARATION / ACCEPTANCE OF TERMS

Non-elected representatives acknowledge that they will faithfully and impartially, and according to the best of their skill and judgement, execute and perform in the best interests of the District of Selwyn, the powers, authorities and duties vested in or imposed upon them as a non-elected Representative of the Selwyn District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

NON-ELECTED REPRESENTATIVE

Name

Signature

Date

SELWYN DISTRICT COUNCIL REPRESENTATIVE

Name

Signature

Date