

A GUIDE TO TASMAN DISTRICT COUNCIL

Adopted on 23 March 2023

A Local
Governance
Statement



OUR COUNCIL TŌ TĀTOU KAUNIHERA

HOW DO I CONTACT COUNCIL AND ACCESS SERVICES?

There are several ways for you to contact Council. Our main office is in Richmond, but we also have service centres and libraries in Motueka, Golden Bay and Murchison.

You can either visit us at one of our service centres during office hours, or contact us by phone 24/7, online via our Facebook page or via the Antenna app.

Requests for service should be made by phone or at any of our service centres if urgent; or for non-urgent matters via email info@tasman.govt.nz. This will help to ensure that your request is captured into our systems and actioned. There are many things that you can do online and access via our [website](#) under 'Do It Online', including payments, applications (e.g., Land Information Memorandums (LIMs), consents, licenses, grants), requests for water meter readings and feedback.

You can also raise a matter with your ward councillor or community board Chair who will advise if they can help, or will refer you to our staff for assistance.

CONTACT DETAILS FOR TASMAN DISTRICT COUNCIL:

Phone: 03 543 8400

Email: info@tasman.govt.nz

Website: www.tasman.govt.nz

RICHMOND OFFICE

Open Monday – Friday, 8.00 am – 4.30 pm*

189 Queen Street, Private Bag 4, Richmond 7050

Phone: 03 543 8400

Fax: 03 543 9524

MOTUEKA OFFICE

Open Monday – Friday, 8.00 am – 4.30 pm*

7 Hickmott Place, PO Box 123, Motueka 7143

Phone: 03 528 2022

Fax: 03 528 9751

TĀKAKA OFFICE

Open Monday – Friday, 8.00 am – 4.30 pm*

78 Commercial Street, PO Box 74, Tākaka 7142

Phone: 03 525 0020

Fax: 03 543 9524

MURCHISON OFFICE

Open Tuesday – Friday, 10.30 am – 4.00 pm

92 Fairfax Street, Murchison 7007

Phone: 03 523 1013

Fax: 03 523 1012

*Open at 9.00 am on Wednesdays



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ABOUT THIS GUIDE

The purpose of this document is to provide residents and others with information about Tasman District Council including its purpose and structure, what it does, how it makes decisions, its key policies and documents, and how you can receive help, get information, or participate in Council meetings and decisions.

Each Council is required to adopt a Local Governance Statement within six months of the triennial local government elections, which were last held on 8 October 2022. It is required to include certain information which is set out below. However, here at Tasman District Council we have used the opportunity to produce what we believe will be a more useful and user-friendly guide and included other information as well as the information which we are required to provide.

We must include the following in our Local Governance Statement (but not in any specific order):

- Our **functions, responsibilities, and activities** and any local legislation that confers powers on the Council; and
- The **bylaws** we have made, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review; and
- The **electoral system** we use, and the opportunity to change it; and
- The **representation arrangements** for Tasman District, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- Our **elected members' roles and conduct** (with specific reference to the applicable statutory requirements and code of conduct); and
- Our **governance structure** and processes as a council, including membership, and delegations; and
- Our **meeting processes** (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- Our **consultation policies**; and
- Our **policies for liaising with, and memoranda or agreements with, Māori**; and
- Our **organisational management structure** and the relationship between management and elected members; and
- The **remuneration and employment policy** for our staff, if adopted; and
- Our **equal employment opportunities policy** for staff; and
- Our **key approved planning and policy documents** and the process for their development and review; and
- Our **systems for public access** to Council and its elected members; and
- Our processes for **requests for official information**.

Councils will be working on their next Long-Term (ten-year) Plan for 2024 – 2034 and it should be noted that information in this guide will be subject to change within the next three years during the current council term.

ABOUT TASMAN DISTRICT

You know that Tasman is a great place to live, play, work and explore, that's why you call it home!

OUR REGION

Our great climate and environment are two of the main reasons Tasman is a desirable place to live. The District covers a huge and unique geographic area with stunning natural alpine and coastal landscapes.

OVER **700KM** OF COASTLINE

LAND AREA **9,616 KM²**

66% LAND AREA MANAGED BY DOC

THREE NATIONAL PARKS
ABEL TASMAN, KAHURANGI, NELSON LAKES

OUR ECONOMY

Economic and global impacts are still being felt from the COVID-19 pandemic and the Ukraine war but our strong local economy has fared comparatively well – a productive and innovative primary sector and clever thinking underpins our smart businesses and artisans.

We are seeing a return of visitors to the region. We are also still experiencing long-term growth. However, both of these are being hampered by labour shortages and disruption to supply chains.

\$ 3.064 BILLION
TASMAN'S GDP MARCH 2023

TOURISM EXPENDITURE **\$150M**
DECEMBER 2022

27,732 PEOPLE
ARE EMPLOYED IN TASMAN

OUR PEOPLE

Tasman District has a diverse population of around 57,900 across a mix of rural and township settlements. By 2031 it is estimated to reach over 64,300 (medium growth projection).

POPULATION GROWTH
1.5% PER ANNUM

9% IDENTIFY AS MĀORI

21% OF OUR POPULATION ARE AGED OVER 65 YEARS

WE LOVE TASMAN TOO!

Our vision is for thriving and resilient Tasman communities – we are working together for a Tasman District that has a healthy environment, strong economy and a vibrant community.



ABOUT TASMAN DISTRICT COUNCIL

Councils enable democratic local decision making and action by, and on behalf of, local communities. This provides an opportunity for anyone to be directly engaged in the process of governing and for the Council's services to be responsive to the needs of our community. Councils are made up of two parts:



In Tasman, our elected Council comprises the Mayor and 13 councillors. The Mayor represents the District at large, while the councillors represent the five areas (known as wards) of the District.

We also have two community boards, with four members each – one covering the Golden Bay Ward and the other covering the Motueka Ward. The Council and community boards are elected every three years.

Our Kaumātua, Harvey Ruru and Jane de Feu, provide the Mayor and elected members with support around tikanga Māori at civic events.

The Mayor and councillors employ the Chief Executive who has overall responsibility for day-to-day operations of the organisation and employs staff.

The Council also has a range of committees and subcommittees. These are made up of some or all councillors and are reviewed after each election.

You can read more about our committees at tasman.govt.nz/committees-and-subcommittees

Tasman District Council is one of only five unitary councils in Aotearoa, meaning we do the work of both a regional council and a territorial authority. We are responsible for promoting the wellbeing of our communities in the present and for the future.

We have approximately 400 employees across our offices in Richmond, Motueka, Tākaka and Murchison. We provide a wide and varied range of services to our communities. These services and activities all contribute to the environmental, economic, social and cultural well-being of Tasman District.

We work closely with neighbouring councils – in particular Nelson City Council, as we jointly deliver a number of services including Saxton Field, the Nelson Regional Sewerage Business Unit, and the Nelson Tasman Regional Landfill Business Unit.

HOW WE DELIVER SERVICES

Every three years, we adopt a 10-year plan that sets out the priorities, budgets and levels of service for the next decade. Tasman's 10-Year Plan 2021 – 2031 is the current plan but we are already working on the next 10-year plan for 2024 – 2034.

Any short-term changes to the plans and budget are laid out in subsequent Annual Plans.

You can read Tasman's 10-Year Plan at tasman.govt.nz/ltp and read the Annual Plan at tasman.govt.nz/annual-plan



TERRITORIAL FUNCTIONS

-  Community wellbeing and development

-  Public health and safety

-  Reserves, recreation, libraries and culture

-  Resource management

-  Infrastructure (water supply, stormwater, wastewater, solid waste, roads)

REGIONAL FUNCTIONS

-  River and coastal management

-  Biosecurity (plant and animal pest control)

-  Civil defence and emergency management

-  Regional land transport

-  Resource management and environmental protection and monitoring



WHAT DO WE DO?

WE PROVIDE SERVICES AND INFRASTRUCTURE

We manage \$1.3 billion worth of infrastructure on behalf of our communities.

We have a 30-year Infrastructure Strategy which covers the provision of the Council's water supply, stormwater, wastewater, rivers and flood control, and transportation services. The purpose of the Strategy is to identify the significant infrastructure issues we are likely to face and identify the principal options for managing those issues.

The key priorities included in the Strategy are:

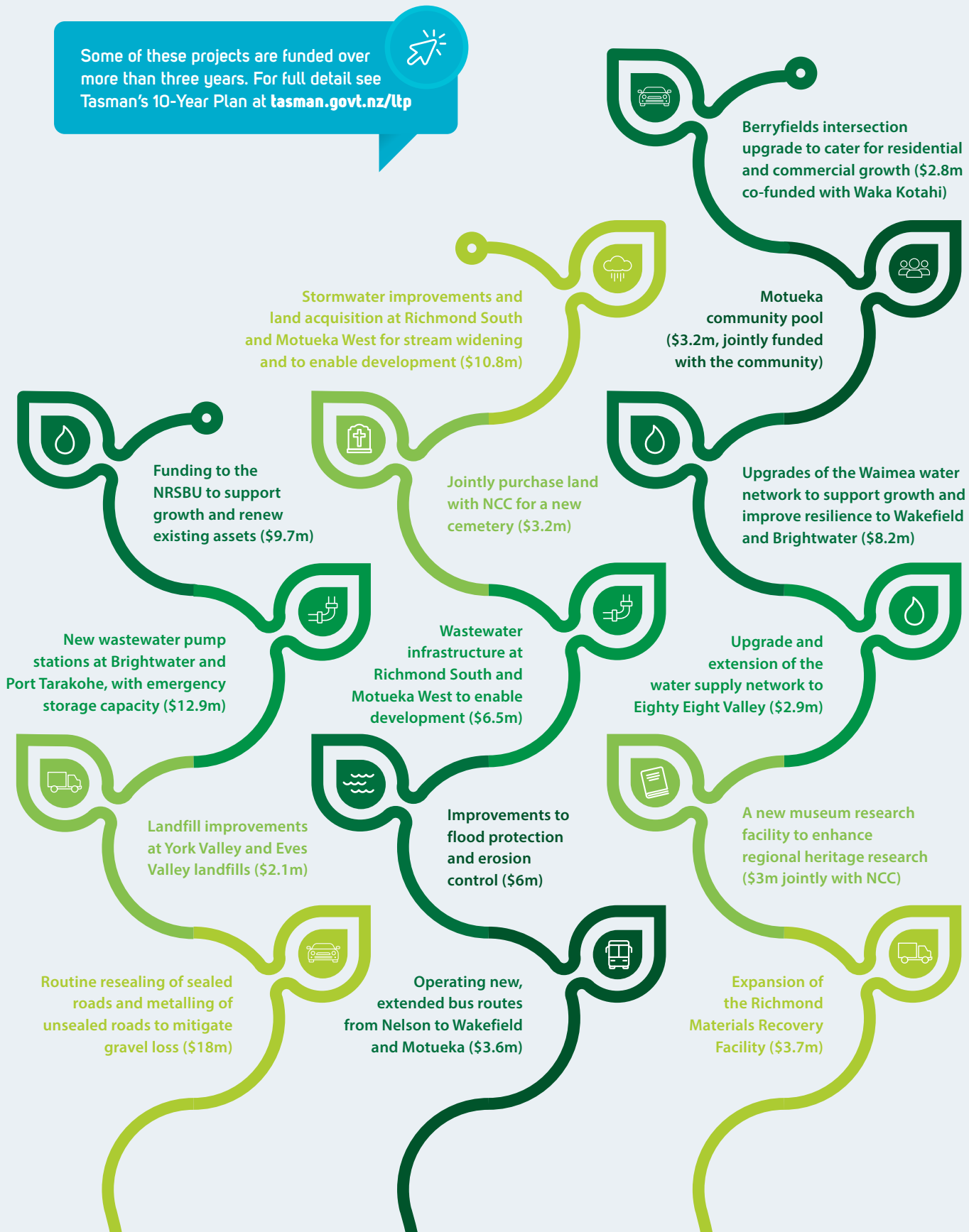
- Providing safe and secure infrastructure and services that meet the needs of our changing population.
- Planning, developing and maintaining resilient communities.
- Prudent management of our existing assets and environment.



WE DELIVER MAJOR PROJECTS

A major project has a significant capital investment or community impact. Here is a snapshot of the major projects we are working on over the next three years to continue improving essential services, providing the infrastructure our growing District needs, investing in community spaces that bring people together and contributing to a thriving and resilient Tasman District.

Some of these projects are funded over more than three years. For full detail see Tasman's 10-Year Plan at tasman.govt.nz/ltp



WE CONTRIBUTE TO THE WAY WE LIVE, WORK AND PLAY IN TASMAN DISTRICT

Council's focus for the next three years will be to respond to our growing populations, renew assets as they wear out, adapt to climate change and improve our infrastructure. The construction of the Waimea Community Dam is almost complete. Our priorities and outcomes are set out below from our current 10-year plan which will be reviewed when we develop our new 10-year plan for 2024–2034 which we will engage and consult with communities on.

OUR STRATEGIC PRIORITIES



A healthy and sustainable natural environment



Strong, resilient and inclusive communities



Enabling positive and sustainable development



Contributing to a diverse society and celebrating our culture and heritage



A high standard of service



OUR COMMUNITY WELL-BEING AND COMMUNITY OUTCOMES

Our Council provides leadership and fosters partnerships, including with iwi, fosters a regional perspective and encourages community engagement

Our communities are healthy, safe, inclusive and resilient

Our urban and rural environments are people-friendly, well planned, accessible and sustainably managed

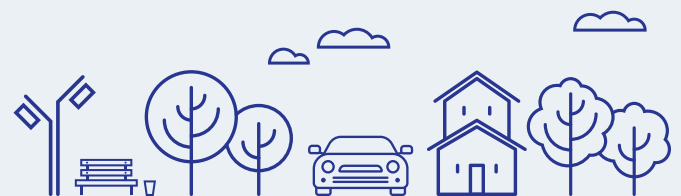
Our communities have access to a range of social, cultural, educational and recreational facilities and activities

Our region is supported by an innovative and sustainable economy

Our infrastructure is efficient, resilient, cost effective and meets current and future needs

Our unique natural environment is healthy, protected and sustainably managed

Our communities have opportunities to celebrate and explore their heritage, identity and culture



WE RESPOND TO CHALLENGES

The size of our district, our rate of growth, our exposure to natural hazards and the geographical spread of our communities provide a range of challenges for us to manage.

OUR REGION

Responding to climate change is a key priority for the Council. The Ministry for the Environment advises that climate change is the biggest environmental challenge of our time and we are already feeling some of the consequences. Fires, floods and storm surges have caused some Tasman District residents to be evacuated from their homes in recent years.

Climate change also has significant implications for our infrastructure networks, which continue to be impacted by extreme weather events and are often located in coastal areas. The Council needs to take account of future climate impacts when infrastructure is planned.

Freshwater is becoming a scarce resource and being given a greater priority by both central and local government. We have seen during previous droughts that water supply is a concern. The Waimea Community Dam is almost completed and will provide long-term water security, improve water quality, accommodate growth and underpin the economy for a large part of our District.

Tasman Climate Action Plan Review

In 2019, the Council adopted the Tasman Climate Action Plan (TCAP). It is our initial response to the urgent need to take action on climate change, to build climate resilience and reduce greenhouse gas emissions. The TCAP is focussed on getting our own house in order and has four goals:

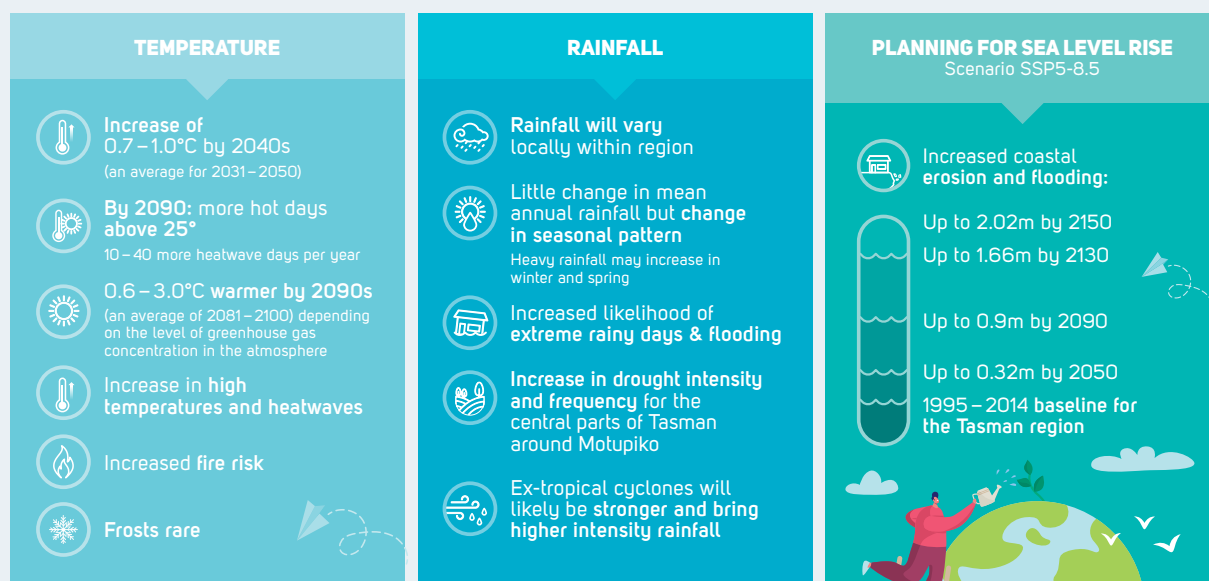
- Council contributes to New Zealand's efforts to reduce greenhouse gas emissions (incl net carbon emissions).
- Tasman District becomes more resilient to the impacts of climate change.
- The Tasman community is informed of climate change actions and options for response.
- Council shows clear leadership on climate change issues.

We are currently reviewing and updating the TCAP to ensure the Council's response aligns with the Government's Emissions Reduction Plan and National Adaptation Plan.

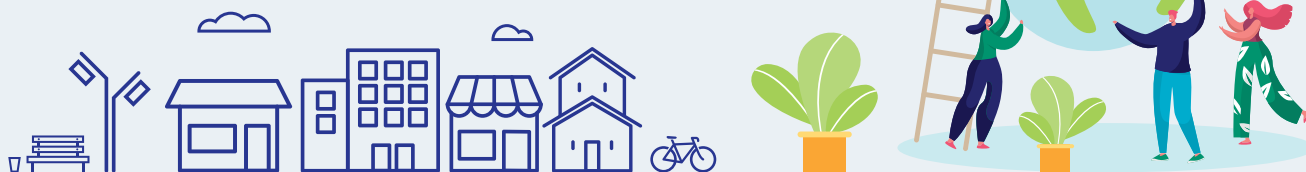
tasman.govt.nz/climate-change/futurefit



Forecast climate change impacts for the Tasman District



All changes based on 1995 (average for 1986 – 2005) climate.



WHAT DO WE DO?

OUR ECONOMY

Businesses and households in Tasman are currently experiencing cost pressures from external economic factors including high fuel costs, inflation, higher interest and finance charges, supply chain issues and skills shortages.

The Council is also facing these pressures as we continue delivering our services in the current economic environment. We have a relatively small rating base to fund the significant amount of infrastructure required to service the multiple and disparate population areas in the Tasman District.

Jobs for Nature initiatives

Jobs for Nature – Mahi mō te Taiao is a programme aiming to provide jobs and economic support for people and communities across Aotearoa, while ensuring environmental benefits. It is part of the Government's Covid-19 recovery package and is intended to run for four years.

Local Jobs for Nature initiatives that are improving our Tasman environment include:

- Wilding conifer control in and around Mt Richmond Park and Tākaka Hill.
- Freshwater wetland and salt marsh restoration in the Waimea River Delta.
- Fish passage projects to support fish migration in over 4,000 in-stream structures.
- Restoration of native vegetation and weed control at Teapot Valley and Pigeon Valley.
- Planting and weed control in the Waimea Inlet to enhance and restore key estuarine ecosystems.

tasman.govt.nz/jobs-for-nature



OUR PEOPLE

Housing availability and affordability are a real concern for our communities and the population in Tasman is expected to continue to grow.

The Council can be part of the solution through ensuring the right land zoning and infrastructure is in place to help meet the forecast demand.

The Nelson Tasman 2022–2052 Future Development Strategy

A joint Nelson Tasman Future Development Strategy was adopted in 2022 which sets out where and how residential and business growth within the regions will occur and what infrastructure will be needed to support that growth over the next 30 years. The Council give effect to the Strategy by updating long-term infrastructure and funding plans.

tasman.govt.nz/future-development-strategy



HOW DOES LOCAL GOVERNMENT WORK?

Local government is separate from central government with its own democratic process to elect representatives and has the ability to make local law (bylaws), set local policy and deliver local services.

Central government provides services at a national level, such as schools, hospitals, courts and police. Central government also passes legislation, such as the Local Government Act 2002, which sets out the powers, responsibilities and functions of local government.

Appendix One provides information on local law passed by Tasman District Council in the form of Council bylaws and the key legislation which confer powers on Council.

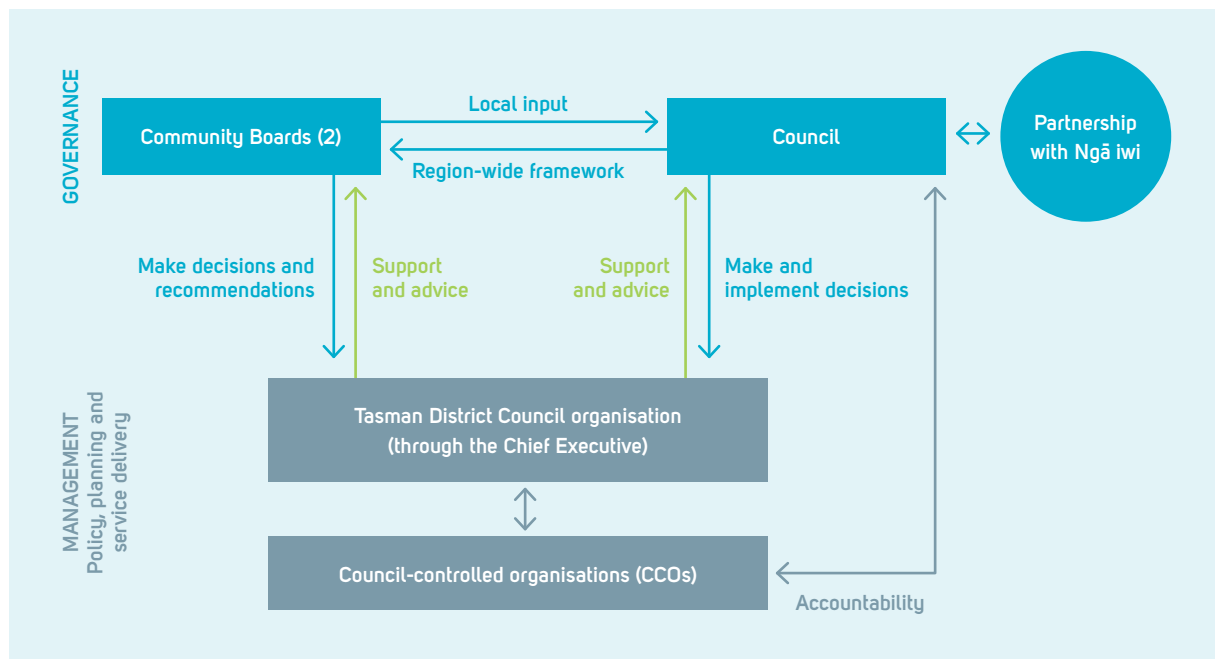
Local government is made up of regional councils, unitary councils and city or district (territorial authority) councils. Regional councils provide services at a regional level and city and district (territorial authority) councils provide services at a local level.

The main effect of being a unitary authority is that we undertake a wider range of functions and activities as both a local and regional council. That means that we manage the responsibilities of a regional council such as safeguarding our environment, which includes rivers, native forests and ecosystems. We also manage the responsibilities of a territorial authority delivering recreational, transport and community facilities and regulatory functions.

HOW DOES LOCAL GOVERNMENT WORK IN TASMAN DISTRICT?

The figure below sets out how local government works in the Tasman District. The community can participate in Council decisions and policy development through community engagement and consultation processes, and through local community boards (where they have been established).

Some services are also delivered through Council-controlled organisations (CCOs). Councils also work together with iwi, neighbouring councils and community groups. This all contributes to keeping governance local and inclusive. More information is provided on **pages 25 and 26**, which looks at how decisions are made and Council's governance structure (committees).



THE ROLE OF TASMAN DISTRICT COUNCIL

Our role is to give effect to the purpose of local government within the Tasman region and to perform the duties and exercise the functions conferred on it by or under the Local Government Act 2002 and other acts and regulations.

This means that in order to meet the responsibilities and obligations placed on local government, we must:

- **Provide** directly or on behalf of central government, adequate, equitable and appropriate **services and facilities** for the community.
- Ensure that the services provided are managed efficiently and effectively **exercise community leadership**.
- Exercise our functions in a manner that is consistent with and actively **promotes the principle of cultural diversity**.
- Manage, protect, develop, restore, enhance and **conserve the environment**.
- Account for and **manage assets** for which we are responsible.
- **Facilitate involvement** of elected members, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government.
- **Raise funds** for local purposes by way of rates, charges and fees and investments, loans and grants.
- **Consult, engage** with and keep the local community informed about our activities.
- Ensure that we **act without bias** in the exercise of our regulatory functions.
- **Act as a responsible employer**.

THE ROLE OF COMMUNITY BOARDS

The Boards are required under the Local Government Act 2002 to:

- Represent and act as an **advocate** for the interests of their community.
- **Consider and report** on any matter referred to it by the Council and any issues of interest or concern to the community board.

- **Make an annual submission** to Council on expenditure in the community.
- **Maintain an overview of services** provided by the Council within the community.
- **Communicate** with community organisations and special interest groups in the community.
- **Undertake any other responsibilities** delegated by the Council.

Not all councils have community boards, councils can decide on their own individual arrangements for representation. More information is provided on **pages 16 and 17** and on our **website**.

THE ROLE OF COUNCIL-CONTROLLED ORGANISATIONS

For some services and operations, councils set up council-controlled organisations. Councils are shareholders in the entities which have reporting and other obligations to Council.

The benefits of these entities are that they can operate more as independent commercial entities without the same restrictions of a council, for example having greater borrowing capacity. They often deliver a specific service, although they are also sometimes created to offer benefits of scale to the sector. Council-controlled organisations and council organisations are defined in the Local Government Act (2002) part 1, section 6.

Tasman District Council has a 50% share in the following organisations, with Nelson City Council holding the other 50% share:

- Nelson Airport Ltd
- Infrastructure Holdings Limited
- Tasman Bays Heritage Trust
- Port Nelson (note this is not a Council Controlled Organisation but set up under the Port Companies Act 1988)

Council is a majority shareholder in Waimea Water Limited.

Council is a shareholder in the New Zealand Local Government Funding Agency.

Council is a shareholder in New Zealand Local Government Insurance Company Ltd (Civic Assurance).

More information on CCOs can be found on our website.



THE ROLE OF IWI – NGĀ IWI/ COUNCIL PARTNERSHIP

As well as our statutory obligations, the Council aspires to be a trusted partner, making good community decisions in collaboration with iwi/Māori across Te Tau Ihu o Te Waka-a-Māui.

Eight iwi are tangata whenua in Te Tau Ihu. Tasman District also covers the northern-western part of the Ngāi Tahu takiwā (tribal area / territory). There are two marae located within our rohe: Te Āwhina and Onetahua.

In addition to the iwi trusts, our rohe is home to two long standing Māori entities; Wakatū Incorporation and Ngāti Rārua Ātiawa Iwi Trust (NRAIT). These entities represent the customary Māori landowners of many blocks across our rohe and beyond.

The Council is committed to growing and strengthening our relationships and level of engagement with iwi / Māori. These relationships are strategically important and are based on a range of statutory and non-statutory instruments, supporting opportunities for mutual benefit and advancement. Building relationships requires understanding, partnership and trust.

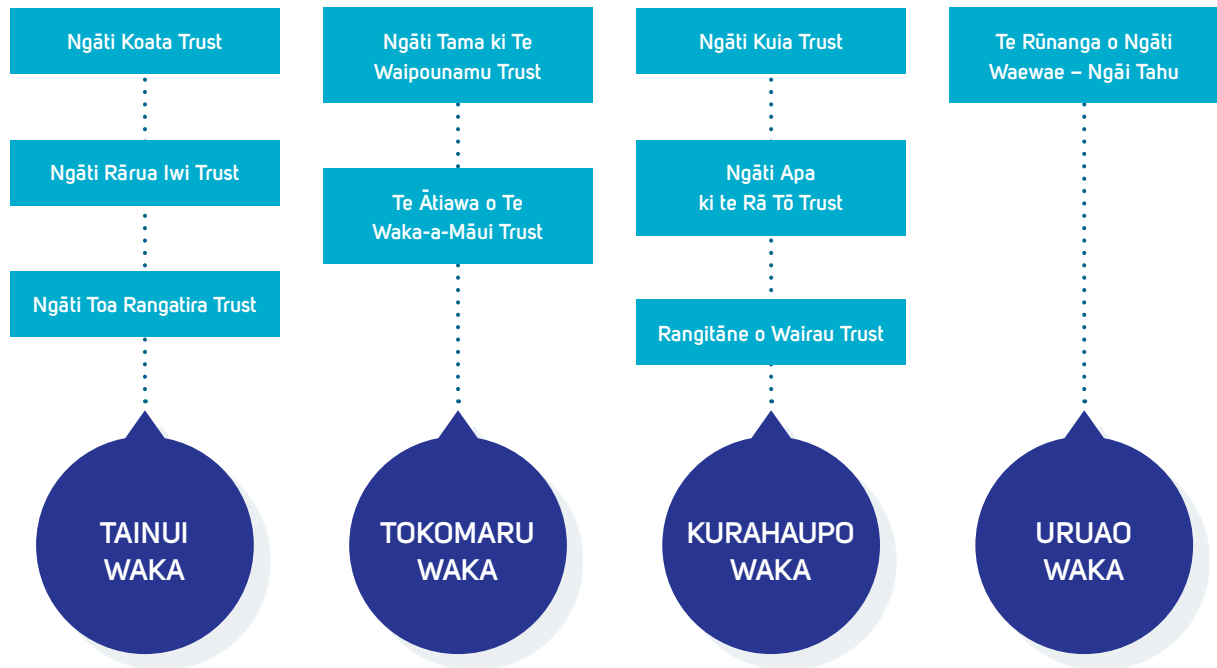


Our sector reforms are also pointing us towards a shift in governance partnerships and enabling iwi / Māori to be included in decision making. The new triennium is an opportunity to further explore and implement co-governance models for the Council and iwi / Māori.

Tasman's 10-Year Plan has more information about how the Council and iwi/Māori will work together



NINE IWI TRUSTS REPRESENT TANGATA WHENUA IN TASMAN DISTRICT:



HOW DOES REPRESENTATION WORK?

Councils have representation arrangements to ensure that you are represented on your Council. These are specific to each council and cover the number of elected members on a council, as well as whether there is ward representation within the district and whether there are any community boards. The benefit of wards is to ensure broad representation from different parts of the district.

The map on **page 7** shows the Tasman District divided into five wards: Golden Bay, Lakes-Murchison, Motueka, Moutere-Waimea and Richmond. Members are elected from each of these areas to represent you, with the Mayor elected for the whole district. Members elected to Council are known as councillors, with those elected to the two community boards known as community board members.

COUNCILLOR REPRESENTATION

The table below outlines the wards, resident population and number of councillors per ward.

Ward	Population*	Councillors
Golden Bay	5,226	2
Lakes-Murchison	3,726	1
Motueka	12,636	3
Moutere-Waimea	14,061	3
Richmond	16,734	4
Total	52,383	13

*These population figures are for the "Census 2018 usually resident population count" sourced from Statistics New Zealand.

COMMUNITY BOARDS

Each of the boards has a four members who are elected triennially. The relevant ward councillors are also appointed to the board by the Council. The board elects its own chairperson and deputy chairperson at its first meeting after the triennial election.

MĀORI WARDS AND CONSTITUENCIES

The Local Electoral Act 2001 gives us the ability to set up separate wards for Māori electors. At present, there is no Māori ward in Tasman District.

A review of Tasman District Council's representation arrangements is due in 2024. We intend for this review process to include consideration of representation for Māori. In the interim, Council has increased Māori representation on Council committees.



REVIEW OF REPRESENTATION ARRANGEMENTS

The Council is required to review its representation arrangements at least once every six years.

A review should include the following:

- The total number of councillors to be elected.
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of “at large” and “ward” representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether to have community boards, and if so, how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission.

The Act gives a person the right to make a written submission to the Council, and the right to be heard if the person wishes.



A person also has the right to appeal any decision on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on matters that the Council must consider in reviewing its membership and the basis of election can be found in the Local Electoral Act 2001.

The Council last conducted a review of its representation arrangements in 2018 in respect of the 2019 and 2022 triennial elections. In its review of its representative arrangements Council resolved to retain the status quo for the preliminary proposal, to:

- Retain the current five wards, their names and boundaries.
- Retain the Mayor to be elected at large, and 13 ward councillors:
 - » Golden Bay Ward – two councillors.
 - » Lakes-Murchison Ward – one councillor.
 - » Motueka Ward – three councillors.
 - » Moutere-Waimea Ward – three councillors.
 - » Richmond Ward – four councillors.
- Retain the current Motueka and Golden Bay Community Boards, their current boundaries, names and membership:
 - » Golden Bay Community Board – four elected community board members (plus two Golden Bay ward councillors).
 - » Motueka Community Board – four elected community board members (plus three Motueka ward councillors).

These representation arrangements remain in place until the next review which is required to be done by 2024 in preparation for the 2025 triennial elections and representation arrangements for Māori will be considered as part of that process. You will be able to have your say on these reviews.



LOCAL GOVERNMENT ELECTIONS

Local government elections are held once every three years on the second Saturday in October. Triennial elections for elected members of all local authorities throughout New Zealand were conducted on 8 October 2022. The next triennial local government elections will be in October 2025.

VOTING SYSTEM

An “electoral system” describes the system or method used for voting at local authority elections.

The Local Electoral Act 2001 provides for two types of voting systems:

- First Past the Post (FPP).
- Single Transferable Voting (STV).

We currently have the First Past the Post electoral system for our elections. Electors vote by indicating their preferred candidate(s) and the candidate(s) with the most votes are elected.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system. This system is used in some council elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. See more information on the Single Transferrable Voting electoral system at www.stv.govt.nz.

Under the Local Electoral Act 2001, the Council can resolve to change the electoral system or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least five per cent of the electors signing a petition demanding that a poll be held. Once a poll has been conducted, the electoral system must be used for at least the next two triennial general elections.

Council received a valid petition for a poll on electoral systems in July 2019, and held a poll in conjunction with the 2019 triennial elections. The poll resulted in retaining the status quo, being First Past the Post. The FPP electoral system was therefore the system used for the 2022 Tasman District Council triennial elections and will be used for the 2025 elections including any other by-elections or polls.

HOW TO STAND FOR COUNCIL

To stand for Council at the 2025 local body elections, members of the public need to complete a nomination form. The nomination form must be signed by two electors whose names appear on the electoral roll for Tasman.

Information on how to become a candidate and nomination forms for the 2025 local body elections will be available from Council offices or the Council **website** before the election. This information will include what is involved in being the Mayor or a councillor or community board member, the rules around campaigning, the election timeline and the required steps to become a candidate.



YOUR ELECTED REPRESENTATIVES

ELECTED MEMBERS ON COUNCIL

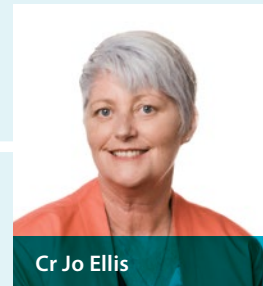
Tasman Mayor



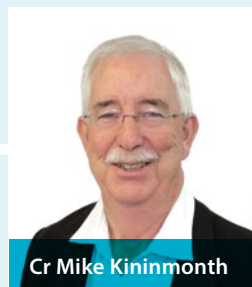
Motueka Ward



Richmond Ward



Moutere/Waimea Ward



Golden Bay Ward



Lakes/Murchison Ward



ELECTED MEMBERS ON COMMUNITY BOARDS

Golden Bay Community Board



Abbie Langford



Grant Knowles



Robert Hewison



Henry Dixon

Motueka Community Board



David Armstrong



Nick Hughes



Claire Hutt



Terina Graham

WHAT DO OUR REPRESENTATIVES DO?

ROLE OF ELECTED MEMBERS

The Mayor and councillors of Tasman District Council are responsible for:

- Setting the policy direction of Council.
- Monitoring the performance of Council.
- Representing the interests of the district. On election, all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the whole of the Tasman District.
- Employing the Chief Executive. Under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf.

ROLE OF THE MAYOR

The Mayor is elected by the district as a whole and like councillors, is elected for a three-year term. As one of the elected members, they share the same responsibilities as other members of Council but also have some specific ones as the ceremonial head of the Council.

The Mayor's role under the Local Government Act 2002 (Section 41A) is to:

- Provide leadership to the other elected members and people in the district.
- Lead the development of plans, policies and budgets for consideration by other elected members.
- Preside at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- Advocate on behalf of community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Act as a Justice of the Peace.

The Mayor may also choose to exercise the following role and powers:

- To appoint the Deputy Mayor.
- To establish committees of the territorial authority.
- To appoint the chairperson of each committee (which may be him or herself).
- To serve as a member of each council committee.



The Mayor is usually the spokesperson for Council but must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action unless acting under a delegation of authority from the Council and in accordance with the rules for media contact on behalf of the Council.

ROLE OF THE DEPUTY MAYOR

The Deputy Mayor may be appointed by the Mayor or elected by the members of Council at the first meeting of the Council. The current Deputy Mayor was elected by Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

ROLE OF THE COMMITTEE CHAIRPERSON

The Mayor or Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Register. A committee chairperson may be removed from office by resolution of Council.

ROLE OF THE COMMUNITY BOARD CHAIR AND MEMBERS

The role of community boards is set out on **page 14** with the Chair and members required to undertake the work required to perform the role of the board.

HOW SHOULD ELECTED MEMBERS PERFORM THEIR ROLE?

Specific obligations for the conduct of elected members can be found in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders.
- The Local Government Act 2002 (as amended by the Local Government (Pecuniary Interests Register) Amendment Act 2022). This Act together with the Local Authorities (Members' Interests) Act 1968



regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).

- The Secret Commissions Act 1910 prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1962 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Financial Markets Conduct Act 2013 which is a key act in the regulation of financial products and services in New Zealand. Many councils are members of the Local Government Funding Agency (LGFA) which provides a collective borrowing vehicle for the local government sector in New Zealand and which issues securities in relation to that borrowing.

Details of these acts can be found on the New Zealand Legislation website: www.legislation.govt.nz

CODE OF CONDUCT FOR ELECTED MEMBERS

The Local Government Act 2002 requires all elected members to adhere to a Code of Conduct. The code may only be amended or replaced by a 75 per cent (or more) vote of the full Council.

Council adopted a Code of Conduct and a Policy for Investigating and Ruling on Alleged Breaches of the Code of Conduct in April 2023.

The Code sets out standards of behaviour expected of members towards other members, staff, the public and the media. Members must comply with the Code of Conduct. The Policy covers how a complaint is dealt with, including the role of an assessor and investigator in relation to a complaint.

Copies of the full Code of Conduct and Complaints Policy are available on the Council website.

HOW WE PLAN FOR THE FUTURE, OUR KEY DOCUMENTS AND CENTRAL GOVERNMENT REFORMS

LONG TERM PLANNING

We are required to undertake long-term planning to ensure that we can provide the infrastructure and services which the community needs as well as manage any growth in the District. The planning documents we have at a regional level are the Nelson Tasman Future Development Strategy 2022 – 2052, a 30-year Regional Land Transport Strategy and a Tasman Regional Policy Statement. At a district level, we have our 30-year Infrastructure Strategy, our Tasman Resource Management Plan and our Long Term/10-Year Plan (LTP).

Council is required to have various strategies and policies to inform the development of the LTP, which will be adopted as part of the process and form part of the LTP. These are often consulted on at the same time as the proposed LTP.

The Local Government Act 2002 also requires councils to adopt an Annual Plan for the years between the adoption of the LTP. The Annual Plan describes the work programmes for that year of the LTP. Councils are also required to provide an Annual Report each year which details how Council has delivered and performed in relation to its plans.

Appendix Three contains more information about our key plans, policies, strategies and reports.

PLANNING FOR LOCAL GOVERNMENT REFORMS

This section provides information on the changing landscape for local government. Various central government reforms are proposed and in some cases, already being progressed.

Tasman is a unique, diverse District that's well positioned for the future. Our environment is changing faster than ever and we need to continue adapting to enable thriving and resilient Tasman communities.

Change can be positive, providing opportunities and demanding a fresh way of thinking. This section outlines some of the key changes facing our District that we should all be aware of. These are the things our aspiring elected members should be thinking about, talking about and considering when they talk to people in Tasman during the election period.



CENTRAL GOVERNMENT REFORMS

There are three significant reforms and processes led by central government that will have an impact on local government – Affordable Waters, Resource Management and the Future for Local Government. They collectively and individually represent the largest reforms to local government and local governance since the abolition of the provinces in 1877.

The reforms aim to achieve better outcomes for communities and the environment, efficiency improvements and give effect to the principles of Te Tiriti o Waitangi. However, the reforms are progressing on different timelines and add to an increasingly complex and uncertain operating environment for local government.

This environment is also likely to include government changes to building control, civil defence and emergency management, freedom camping and waste management.

Government reforms have made planning for the future more challenging but this provides considerable opportunity to further the purposes of local government. The reforms will fundamentally change the system that local government operates within including how decisions are made and by whom, what it delivers and how that happens, and who enables and delivers community wellbeing.



AFFORDABLE WATERS REFORM PROGRAMME

About the reform

The government has proposed ten new entities to deliver water supply, wastewater and stormwater services independent of local councils, from 1 July 2026. A new water regulator, Taumata Arowai, has been established and there will also be reforms to water delivery services. Tasman and Marlborough District Councils together with Nelson City Council will form a regional entity for water services.

What it means for the Council

These services are crucial to the wellbeing of our communities, the environment and our community's future. Further legislation will follow with the Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill. We have made and will make submissions on the reform proposals and bills and more information is available on our **website** on the reforms.

We are now working through the process with the National Transition Unit to facilitate the transfer of associated assets, staff and contracts to a new water entity. We will need to manage any impacts of the change for the rest of the Council's Community Infrastructure Group and ensure staff are supported through a challenging period of change management.

Find more information at [dia.govt.nz/three-waters-reform-programme](https://www.dia.govt.nz/three-waters-reform-programme)

RESOURCE MANAGEMENT REFORM

About the reform

After many years of incremental changes, the government is undertaking comprehensive reform of the resource management system.

In February 2021, the government announced it would repeal the Resource Management Act 1991 and replace it with three new pieces of legislation.

The Natural and Built Environments Bill and the Strategic Planning Bill were introduced in November 2022.

The Climate Change Adaptation Bill is likely to be introduced later this year and will deal with the complex issues around adapting to the effects of climate change, including managed retreat.

More information on the reforms of resource management can be found at [environment.govt.nz/resource-management-system-reform](https://www.environment.govt.nz/resource-management-system-reform)



What it means for the Council

The scale of reform of the resource management system is substantial and will have significant impacts on Tasman District Council. The resource requirements and costs of transition cannot be underestimated, particularly as we move to a new system while fulfilling essential requirements under the current one.

The resource management system is already under significant strain and facing capacity issues. Mana whenua are also constrained in their capacity to fully participate in the current system.

We have made and will make formal submissions on the bills when they are introduced. The success of the new system and the Council's role in it will largely depend on how we plan for, manage and resource the transition to and implementation of the new system.

The Council's environmental plan Aorere ki uta, Aorere ki tai will now be developed as a combined Tasman / Nelson plan under the new legislation. The work on the TEP so far won't be lost, it will be used for the new plan.

We will continue working with our communities through this project to better understand our District's key challenges and opportunities for managing our environment, providing for development, and building resilience.

More information on the Tasman Environment Plan can be found at environmentplan.tasman.govt.nz



FUTURE FOR LOCAL GOVERNMENT

About the reform

The government is undertaking a fundamental review of the purpose, function and operation of local government.

A Ministerial Inquiry was set up to identify how our system of local democracy needs to evolve over the next 30 years, to improve the well-being of New Zealand communities and the environment, and actively embody the treaty partnership.

A draft report and recommendations for public consultation were released by the Future for Local Government Panel with the final report to be presented to the Government by June 2023.

You can read more about the review at futureforlocalgovernment.govt.nz

What it means for the Council

The Council will need to contribute to this work, consider the findings of the review and then work with central government to implement any changes that emerge.

In March, the Mayor, councillors and some of our senior managers met with the Panel, as part of its engagement with local authorities. At that meeting, the Panel explored the following five big shifts and how our local context might influence them:

- Strengthened local democracy.
- Stronger focus on wellbeing.
- Authentic relationship with hapū / iwi / Māori.
- Genuine partnership between central government and local government.
- More equitable funding.

The next Council will need to respond to the Panel's recommendations soon after being elected, and then consider the Panel's recommendations to Parliament.

In the future, government decisions may change the Council's role, functions and structure. This is an opportunity for the next Council to help shape the future direction of the Council and the role it plays in the community.



WHO MAKES DECISIONS AND HOW?

There are certain significant decisions which only the full Council can make such as setting rates, making bylaws or adopting the Annual Plan or Long-Term Plan. Some of Council's decisions involve engagement and consultation with the community (see pages 28 – 30 for more information on consultation processes).

Other decisions can be made by joint committees or Council committees under delegated authority. This assists with efficiency and allows for expertise in certain areas such as resource management or regulatory decisions, audit and risk or commercial matters. The decisions made at Council and committee level tend to be those required by legislation (such as setting the rates), together with strategic, financial and policy decisions.

The committees and subcommittees form part of Council's governance structure and information on this can be found on the following page.

DELEGATED AUTHORITY FOR DECISION MAKING

Delegated authority to make decisions may be granted by Council to committees, the Chief Executive Officer (CEO) and to staff or may come from legislation which gives powers (for example the powers of Dog Control Officers in the Dog Control Act 1996).

Council's CEO is responsible for operational decisions and setting organisational policy and is employed directly by the Council. The CEO employs all other council staff and therefore has employer responsibilities. We have many obligations and responsibilities under multiple statutes and regulations, and in order for the Council to operate efficiently and practically, the CEO delegates authority to staff members to make certain decisions.

The Delegations Register records all delegations from the Tasman District Council to committees, the Chief Executive Officer and staff, as well as delegations to commissioners and hearings panels. The delegations have been approved by a Council resolution or by the Chief Executive Officer and, unless otherwise stated, are deemed to have been made under Clause 32, Schedule 7 of the Local Government Act 2002.

The purpose of the Delegations Register is to set out the Council's policies, procedures and delegations relating to decision-making when giving effect to its statutory duties, responsibilities and powers.

Principles relevant to the Delegations Register are that:

- Delegations are made to positions, not to specific people.
- Delegations must be recorded in the Delegations Register.
- Decisions made under delegated authority cannot be subsequently overturned by the Council.

The Delegations Register is available on our **website**. It is a 'living document' and as such is reviewed and updated regularly to ensure it remains current.



HOW ARE DECISIONS MADE?

We have wide and general decision-making powers under the Local Government Act 2002 and other legislation and are required to follow the requirements and processes set out in the relevant legislation. In some cases, this involves public notification and consultation with the community, for example when introducing or amending certain fees or charges or when a bylaw is made.

The decision-making process involves making information available to the public through meeting agendas, reports and minutes which are accessible on our **website** prior to Council or committee meetings.

Council's **website** is a good starting place to see the matters which Council is currently considering and what decisions are coming up. It provides information about key plans and strategies and how and when meetings are to be held. This includes information on how the public can attend and participate in meetings.

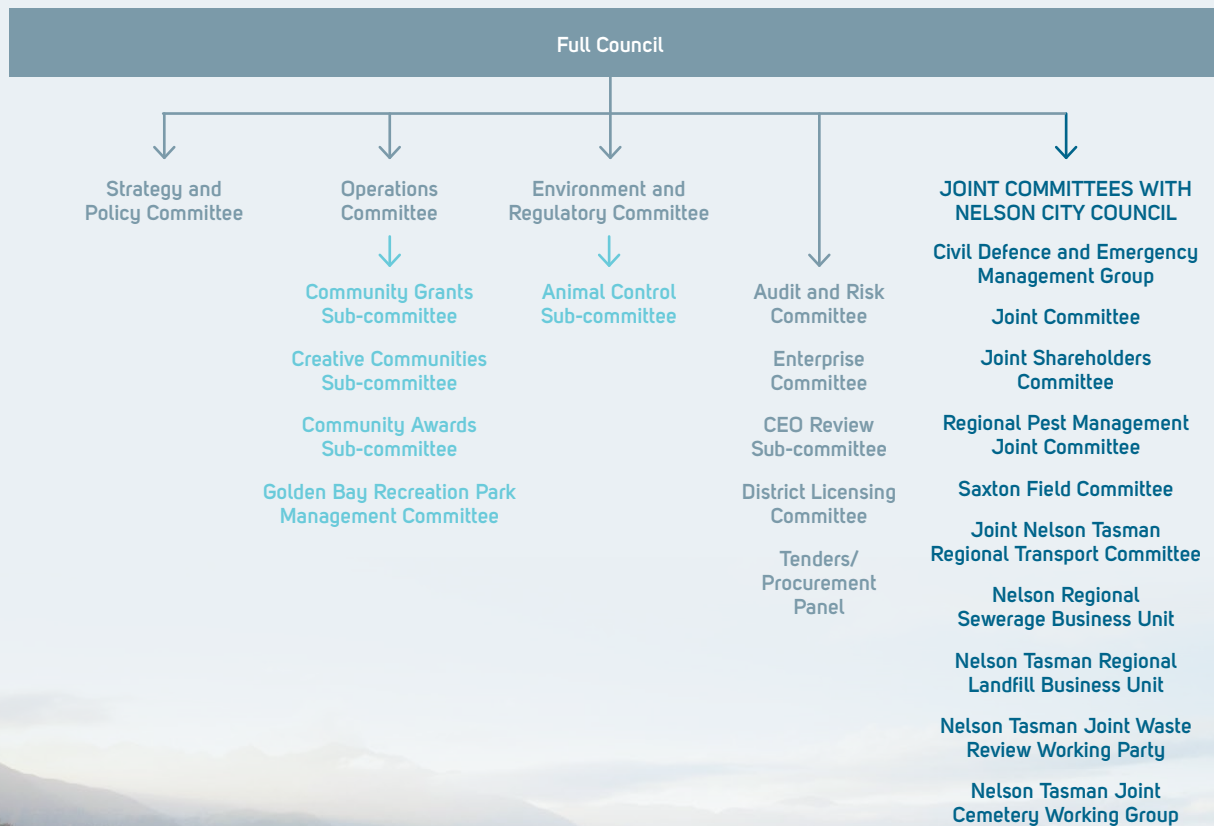
Our **shape.tasman.govt.nz** platform has information on key projects and public consultation, making it easier for everyone to get involved in shaping our future.

WHAT COMMITTEES AND SUBCOMMITTEES DOES TASMAN DISTRICT COUNCIL HAVE?

We have three standing committees of Council (full Council), as well as other committees and subcommittees. Tasman District Council's governance structure is set out below. **Appendix One** contains more information about the purpose and membership of each committee or subcommittee.

The Council reviews its committee structure after each triennial election. In November 2022, the Council established the governance structure set out below.

Full details of Council committee appointments are contained in **Appendix Two**.



COUNCIL MEETINGS

WHEN ARE MEETINGS HELD?

Our full Council and standing committee meetings ordinarily take place every six weeks. Other committee and subcommittee meetings and hearings may be held less frequently or as required. For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days' notice.

Council has adopted a schedule of meeting dates, which is available on our **website** and meetings are advertised fortnightly in Tasman District Council's Newsline publication.

The legal requirements for Council meetings are set down in the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

HOW DO I FIND OUT WHAT IS BEING DISCUSSED AT A MEETING?

We are required to provide agendas for meetings which contain a list of items to be considered and reports or presentations from the CEO, staff, or external parties. All meeting agendas are public documents, although parts may be withheld and considered in the confidential section of the meeting if the criteria under LGOIMA apply.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. Minutes are not a verbatim record of a meeting, but rather record the nature of the topic, salient points raised in discussion, motions put, amendments, and resolutions adopted. Minutes must also be made publicly available, subject to the provisions of the LGOIMA.

Copies of Tasman District Council agendas and minutes can be found on our website.

HOW ARE MEETINGS RUN?

We have a set of rules (known as standing orders) as required by the Local Government Act 2002 for the conduct of Council and committee meetings, including community boards. Standing orders usually apply at meetings but can be suspended by a vote of 75 per cent of the members present and voting.

The Mayor or committee chairperson is responsible for maintaining order at meetings and has the discretion to order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

The current standing orders for Tasman District Council and the Golden Bay and Motueka Community Boards can be found on our website.

CAN I ATTEND MEETINGS?

All Council and committee meetings must be open to the public unless there is a reason to consider some items "in confidential session" (public excluded).

LGOIMA sections 6 and 7 contain a list of the circumstances where Council may consider items with the public excluded, for example the review of the performance of the Chief Executive Officer. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

Although meetings are open to the public, members of the public do not have speaking rights unless prior public forum arrangements are made with Council.

For information on how you can attend meetings, including speaking and presenting, see our website.



CONSULTATION AND ENGAGEMENT – HOW CAN I PARTICIPATE IN COUNCIL DECISIONS?

We can make many decisions for the community. This is a significant responsibility for us and there are many occasions when we seek input from the community and you will be able to have your say. It is also possible to attend many of our meetings and hear what is being discussed. Most meetings start with a public forum.

Council engages with the community during its everyday business using a range of informal methods. However, some Council decisions require a more structured form of engagement, due to the significance that a matter has within the wider community, or for groups within the community. The Significance and Engagement Policy provides guidance on when we should engage with the community and how.

We are required to have a Significance and Engagement Policy to help explain to our community how we will determine the significance of matters, and as a result the level of community engagement we are likely to undertake on the matters.

SIGNIFICANCE AND ENGAGEMENT POLICY

The Significance and Engagement Policy is one of the policies we are required to have under the Local Government Act 2002. It is available on the Council **website**.

The purpose of the policy is:

- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- To provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters.
- To inform the local authority from the beginning of a decision-making process about:
 - » The extent of any public engagement that is expected before a particular decision is made.
 - » The form or type of engagement required.

The extent of significance and engagement is determined on a case-by-case basis. The policy is intended to guide decision-making on these matters. The policy sets out the principles of engagement we will use, how we will engage with iwi, the role of elected representatives, and sets some parameters around minimum information requirements, timeframes, and management of feedback. (Note: this policy does not apply to decision making under the Resource Management Act 1991).

Once we have decided what level of significance an issue has, we will consider how we should engage with our communities. Where a formal consultation process is required under any legislation (e.g., for making a bylaw or adopting a Long-Term Plan), then the matter is likely to be towards the higher end of the engagement and significance continuum.

Enabling effective participation of individuals and communities in our decision-making is the primary purpose of consulting with the community.

We recognise there are different needs in different communities. There are 16 urban and village settlements in Tasman District, and many more dispersed rural communities. Electronic communication challenges exist in some remote rural locations. There are long distances from rural areas to larger urban centres, wide ranging age groups and time availability, diverse ethnic groups and different social and environmental interests to account for. The geographic spread of these communities creates challenges for both us and for community members in engaging in public meetings, workshops, open days and the like. The unique needs of each affected community will be factored into engagement undertaken by us, wherever possible.



COMMUNITY ENGAGEMENT METHODS

We are committed to engaging with the public through a range of methods including:

- Newline, a free fortnightly publication sent to households and non-resident ratepayers on request that details Council news, information and events.
- The Council website: www.tasman.govt.nz.
- Newspaper advertisements with legal announcements such as resource consent or election notices.
- Press releases, radio interviews, public presentations and forums.
- Social media.
- Consultation and engagement activities.
- Use of Government Electronic Tenders Service (GETS) for tendering processes.

Our engagement processes are designed to assist our residents and stakeholders within the District to play an informed role in our decision-making processes.

CONSULTATION POLICIES AND PROCESSES

For certain decisions, we need to undertake more formal engagement and consultation processes. The Local Government Act 2002 sets out certain consultation principles and a procedure that we must follow when making important decisions, such as the adoption of the Annual Plan or adopting or amending bylaws. This procedure is regarded as a minimum process.



Consultation is defined as the seeking and obtaining of information and feedback from the community to assist us to make informed decisions. The principles for consultation are set out in section 82 of the Local Government Act 2002. The main points are that:

- Persons affected by or have an interest in a decision or matter should be given information about it.
- We should encourage people to provide feedback on issues that affect them or that they are interested in.
- We should be clear on the purpose of the consultation and the scope of decisions that could be made following the consultation.
- Persons providing their view to us should be provided a reasonable opportunity to present those views.
- We should consider people's views with an open mind and give them due consideration.
- The Council should provide information about the decision, and the reasons for it, to the people who presented their views to the Council.

As mentioned, there are times when we need to undertake more formal consultation processes under the Local Government Act 2002 or other applicable legislation. These may be under Section 82 of the Act or require use of a Special Consultative Procedure (SCP). Where any decision requires a SCP to be followed (e.g., preparation of a bylaw or the Long-Term Plan process), Council will follow the prescribed procedure.

An SCP may also be used for any other decision Council wishes to consult on.

The use of the SCP is predominantly a reflection of the significance of an issue, which in turn identifies the need for appropriate community engagement.

PARTICIPATION THROUGH SUBMISSIONS

Our **website** has information on public consultations and how to have your say. There is guidance on how to make a submission, information on current consultations and on past consultations. We have an online portal for making submissions. For resource consent applications, we also have information on our **website** on how to make a submission, lodge an objection or appeal a decision. **Appendix Three** details our key plans, policies and strategies many of which are developed through consultation processes, where you have the chance to have your say.



POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH MĀORI

We acknowledge the need to develop and support positive working relationships with Māori. The Māori groups referred to are mana whenua and iwi with traditional customary association and statutory acknowledgements recognised through Treaty Settlements. We also acknowledge Wakatū Incorporation and Ngāti Rārua Ati Awa Trust as entities with an interest in the district.

We have made a commitment to honour our relationship with Māori of the Tasman District through our 'Statement on Fostering Māori Participation in Council Decision Making'. This statement outlines the steps we intend to take to foster Māori capacity to contribute to our decision-making processes, as required by Schedule 10(8) of the Local Government Act 2002. The Statement is available on Council's [website](#).

In October 2017 we formed an Iwi Working Group (IWG) consisting of a representative of each of the nine iwi of Te Tau Ihu to support the process of plan changes and review. Through the IWG, we will work with iwi authorities to identify resource management issues of concern and possible solutions to them.

Two Kaumātua, Archdeacon Reverend Harvey Ruru and Kuia Jane De Feu, provide the Mayor and elected members with support around tikanga Māori and te reo Māori. Their role also enhances our understanding of iwi and Māori customs and provides support to the Chief Executive and staff on matter of cultural competency and awareness.

We have also appointed a Kaihautu to work with staff and management to ensure a Māori perspective informs our decision making. Also fostering our internal culture by including and welcoming Te Ao Māori as we develop and express the partnership embodied by the Treaty of Waitangi.

In October 2022, we held our swearing-in ceremony of newly elected members at Te Awhina Marae for the first time.



REQUESTS FOR INFORMATION FROM COUNCIL

One of Council's key roles is to keep appropriate records, and with so many functions and databases, councils hold a huge amount of data that can be used for all sorts of purposes (e.g., research, statistics, legal action). The public has a basic right to access this information where possible and this is reflected in the Local Government Official Information and Meetings Act 1987 (LGOIMA) which sets out the requirements relating to requests for information.

You may need to access information for any number of reasons and any person may request information from us. This can be in any format – in person, on the phone, by email – but we recommend making a request in writing (email is fine) if the query is likely to involve some time or data retrieval for the response.

TASMAN DISTRICT COUNCIL POLICY ON OFFICIAL INFORMATION REQUESTS 2019

To provide guidance to elected members, staff and the public, we have adopted a policy on information requests. This sets out our principles on information requests, and how we will manage requests. Tasman District Council's Policy on Official Information Requests 2019 is available on Council's **website**.

There is also information on our **website**, on how to make a request, how long it will take, how much it may or may not cost, what information is available and in what circumstances would information be withheld. The Council policy is available on the **website** and there is also a link to the Office of the Ombudsman's 'Guidance on Making Official Information Requests'.

Once such a request is made, the Council must respond to the request within 20 working days and must supply the information unless a good reason exists for withholding it. In the first instance, you should address requests for official information to:

- Legal Services Officer, Tasman District Council, Private Bag 4, Richmond 7050
- Email: **LGOIMA@tasman.govt.nz**

CAN I COMPLAIN ABOUT A DECISION?

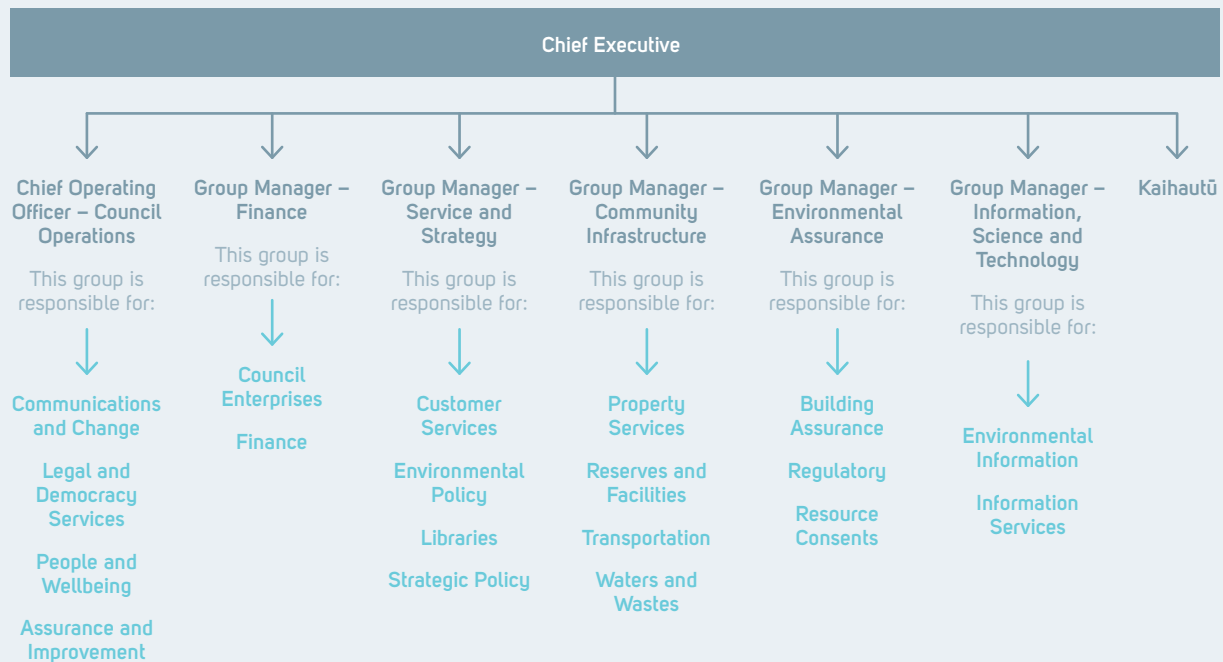
You can complain to the Ombudsman if:

- You are refused access to any information, and you disagree with the grounds on which it was refused.
- The person handling your request does not reply to you within the time limit.
- You are not happy with the length of an extended time limit.
- You believe that you have been charged an unreasonable amount for the information.
- You are not happy with the way the information has been made available or with any conditions placed on the use of the information.
- Complaints about refusals to release official information should be directed to one of the Offices of the Ombudsman. The main office is:
 - » PO Box 10152, The Terrace, Wellington 6143
 - » **www.ombudsman.parliament.nz**
 - » Freephone: (0800) 802 602
 - » Email: **info@ombudsman.parliament.nz**
 - » Fax: 04 471 2254



MANAGEMENT STRUCTURES AND RELATIONSHIPS

MANAGEMENT CHART



CHIEF EXECUTIVE

The Local Government Act 2002 requires us to employ a Chief Executive whose responsibility is to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act, the Chief Executive is responsible for the efficient and effective management of the activities of Council and for the leadership of the staff. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or councillors.

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council.

The responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the Council and community boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).



MANAGEMENT STRUCTURE

Council management is organised into six departments and also includes the appointment of a Kaihautu. These are outlined below.

COUNCIL OPERATIONS

The Council Operations group supports the Chief Executive in their role by providing leadership, management and service delivery in several key organisational areas: operational governance, assurance and business improvement, legal services, communications and change management, programme and project management, people management, health, safety and wellbeing. The Department also has a lead role with Civil Defence Emergency Management.

The group acts as a 'centre of excellence' for cross-council functions and priorities. As second in command to the CEO, the Chief Operating Officer supports the CEO's priorities and obligations to ensure the timely implementation of Council's plans and the reflect Council's policies; providing efficient and effective strategic support and leadership to Council's business operations; and to fulfil the CEO's due diligence responsibilities as an 'officer'.

FINANCE

The Finance department's primary purpose is to provide efficient internal administrative support to the organisation in the areas of finance, rating, property, payroll, procurement, commercial operations and Council Controlled Organisations.

SERVICE AND STRATEGY

The Service and Strategy group's primary purpose is to manage the delivery of Council's library and customer services and the Council's policy and planning work. The group's work includes providing leadership in organisation wide strategy and corporate policy development including facilitating the community engagement and consultation processes for these; resource management and environmental policy and planning; community partnerships services, events, grants and environmental education; and delivering front line customer services and library services.

Key group responsibilities include providing high quality 'front of house' customer and library services; leading and co-ordinating Council's Long Term Plans, Annual Plans, Annual Reports and Policies required by the Local Government Act 2002; preparing Council's plans and policy statements required under the Resource Management Act 1991; overseeing the development of the Future Development Strategy, Growth Strategy and Activity Management Plans; undertaking reserves and recreation planning and delivering Council's recreation and environmental education programmes.

COMMUNITY INFRASTRUCTURE

The Community Infrastructure group's primary purpose is to deliver the Council's community infrastructure services relating to roads and transportation; rivers and flood control systems; coastal structures; solid waste and recycling services; stormwater, water and wastewater supplies; council owned property services, transactions and maintenance; parks and reserves; community facilities such as halls, community centres, cemeteries and community housing. The group is also responsible for efficiently and effectively managing the District's capital, infrastructure and community projects and assets needed to deliver those services.



ENVIRONMENTAL ASSURANCE

The Environmental Assurance group is the team that looks after most of the Council's regulatory functions which facilitate the development and use of land, water, and coastal resources, and which regulate activities in order to protect and improve public health and safety and the environment, and to minimise nuisance and harm to people and places. The functions undertaken include building control, resource consenting and compliance, environmental health (including food safety), alcohol licensing, animal control, parking control and maritime safety.

INFORMATION, SCIENCE AND TECHNOLOGY

The Information, Science and Technology Department's primary purpose is to provide the strategic direction for organisational transformation through improvements in digital technology and services for Council. This includes the implementation of the Digital Innovation Programme, digital business platforms, and infrastructure, management and delivery of data and information to ensure Council operations and services meet our staff and customers' expectations. This group manages and provides oversight of Council's valuable data. The group enables systems, infrastructure and solutions to collect, store, protect and provide access to all our information and provides specialist advice. The group also manages our biosecurity functions and responsibilities to protect and enhance our environment.

KAIHUATU

The role of the Kaihauatu is to work alongside and support staff to have a more positive engagement with iwi, hapū and whānau.



REMUNERATION AND EMPLOYMENT POLICY

The Local Government Act 2002 requires details of a remuneration and employment policy, if adopted, to be included in its governance statement. We have not adopted a policy. However, Tasman District Council does have a comprehensive internal remuneration and performance management strategy which provides operating procedure for the Chief Executive and managers. This was introduced in February 2013.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) POLICY

The Tasman District Council has a policy of Equal Employment Opportunity for all workers in regard to the identification and elimination of any discrimination and the provision of equal opportunities as essential principles in the management of its staff resources.

The Equal Employment Opportunities Policy applies equally to all employees of the Tasman District Council. No employee, or potential employee, shall be discriminated against by reason of their race, colour, national or ethnic origin, union membership, age, sex, marital status, religious or political beliefs, physical disability or other personal circumstances, where these are not related to the person's ability to carry out the job.

The Council affirms this commitment through a policy of positive action by adopting constructive policies and practices for equal opportunities in all aspects of employment, including recruitment and selection, training and development, education, career path planning and promotions. The objective of this policy is to ensure that for any given position the best available person gets the job.

It is the responsibility of the Chief Executive, through each manager and team leader, to promote this policy. All employees are invited to contribute suggestions for ongoing action under this policy.

The various elements in this policy, while compiled to meet the requirements of the Local Government Act 2002, are to be consistent with:

- Good personnel policy and practices.
- The Human Rights Commission Act.
- The Local Government Act 2002.
- The Race Relations Act 1971.



OUR STRATEGIC PRIORITIES

A healthy and sustainable natural environment

Strong, resilient and inclusive communities

Enabling positive and sustainable development

Contributing to a diverse society and celebrating our culture and heritage

A high standard of service



APPENDIX ONE – Council Bylaws and Legislative Responsibilities

Council Bylaws (local law) and local government legislation

Section 145 of the Local Government Act 2002 provides for councils to make bylaws for the following purposes:

- (a) protecting the public from nuisance;
- (b) protecting, promoting, and maintaining public health and safety;
- (c) minimising the potential for offensive behaviour in public places.

Council is empowered to make bylaws under other Acts as well, for example the Dog Control Act 1996, Maritime Transport Act 1994, Food Act 1981, and Land Transport Act 1998. The Tasman District Council Bylaws currently enacted are:

Copies of these Bylaws can be found on the Council website.

Description	Last Updated	Review Date
Introductory		
Assists good governance in the administration of Council affairs. It contains sections that are common to all parts of the Consolidated Bylaw. This includes licences, serving of notices and general offences.	2013	2023
Control of Alcohol in Public Places		
This Bylaw is to enhance the safety of the public and allow their responsible enjoyment of public places in the District. It provides for liquor control in specified public places, at specified dates and times, with the aim of reducing alcohol-related harm and offences.	2018	2028
Dog Control		
Includes requirements for the control of dogs in public places, maps indicating prohibited areas, leash control areas and dog exercise areas. The Bylaw points out the requirement to remove dog faeces, and places limitations on the number of dogs that can be kept.	2014	2024
Freedom Camping		
This Bylaw recognises that some visitors to our District are choosing informal overnight camping, avoiding registered camping grounds or commercial facilities as their preferred accommodation. It also recognises that the economic and social benefit campers bring to our District needs to be balanced against the potential impact or nuisance caused to the community by people camping in public places.	2017	2027

Navigation Safety		
Covers all navigable waterways in the Tasman District and is aimed at ensuring the safety of users on these waterways including rivers and lakes. It sets out safe practices for people using these waterways for water skiing, swimming, boating, kayaking or other water activities safely, by seeking to reduce the conflicts between different activities.	2015	2025
Speed Limits		
Provides the Council with the ability to change speed limits and/or set new speed limits by Council resolution in the future. Such changes are likely to be to the maps and schedules that accompany the Bylaw and will be an efficient and cost effective alternative to a full Bylaw review. Speed limits are then enforced by NZ Police.	2016	2026
Stock Control		
Provides for the control and orderly droving of stock on all roads within the District.	2022	2027
Trading in Public Places (revoked)		
Trading in Public Places (a new bylaw is being developed as the current one has expired)	2010	2020
Controls trading in streets, reserves, recreation grounds and public places to ensure appropriate standards of convenience, safety and civic values are maintained. It also controls activities within public places which may have an adverse effect on other users of these facilities, or adjoining areas.		
Traffic Control		
Facilitates traffic management and parking control measures with respect to roads, public places and parking areas under the control of Tasman District Council.	2016	2026

Public Water Supply		
The purpose of this Bylaw is to enable the Council to manage and provide public water supply services, protect the public water supply network from damage and misuse and to protect the health and safety of the persons using the public water supply.	2019	2029
Wastewater		
The Wastewater Bylaw applies to all users of the wastewater system but has a focus on trade waste and protection of the wastewater system infrastructure. The Bylaw sets out the requirements around connection and discharges to the wastewater system, the extent of public/private responsibilities, the prevention of inflow and infiltration, and working around wastewater reticulation.	2015	2020

Tasman District Council has legislative responsibilities and obligations under numerous key Acts of Parliament and regulations, including but not limited to:

A	<ul style="list-style-type: none"> Accident Compensation Act 2001 Airport Authorities Act 1966 Amusement Devices Regulations 1978 Animal Welfare Act 1999 Animals Law Reform Act 1989 Animal Products Act 1999 Anti-Money Laundering and Countering Financing of Terrorism Act 2009 Aquaculture Reform (Repeals and Transitional Provisions) Act 2004 Arts Council of New Zealand Toi Aotearoa Act 2014
B	<ul style="list-style-type: none"> Biosecurity Act 1993 Building Act 2004 Building Research Levy Act 1969 Burial and Cremation Act 1964 Bylaws Act 1910
C	<ul style="list-style-type: none"> Camping Ground Regulations 1987 Charitable Trusts Act 1957 Charities Act 2005 Citizenship Act 1977 Civil Aviation Act 1990 Civil Defence Emergency Management Act 2002 Climate Change Response Act 2002 Commerce Act 1986 Companies Act 1993 Conservation Act 1987 Contract and Commercial Law Act 2017 Construction Contracts Act 2002 Consumer Guarantees Act 1993 Copyright Act 1994 Credit Contracts and Consumer Finance Act 2003 Crimes Act 1961 Criminal Disclosure Act 2008

	Criminal Procedure Act 2011
D	Disabled Persons Community Welfare Act 1975 Disputes Tribunal Act 1988 District Court Act 2016 Dog Control Act 1996
E	Earthquake Commission Act 1993 Electoral Act 1993 Electricity Act 1992 Electronic Transactions Act 2002 Electronic Courts and Tribunals Act 2016 Employment Relations Act 2000 Energy Companies Act 1992 Environment Act 1986 Epidemic Preparedness Act 2006 Equal Pay Act 1972 Evidence Act 2006
F	Fair Trading Act 1986 Fencing Act 1978 Financial Markets Conduct Act 2013 Financial Reporting Act 2013 Financial Transactions Reporting Act 1996 Fire and Emergency New Zealand Act 2017 Food Act 2014 Food Hygiene Regulations 1974 Freedom Camping Act 2011
G	Gambling Act 2003 Gas Act 1992 Goods and Services Tax Act 1985 Government Rounding Powers Act 1989
H	Harmful Digital Communications Act 2015 Hazardous Substances and New Organisms Act 1996 Health Act 1956 and Regulations Health and Safety at Work Act 2015 Heavy Vehicle Regulations 1974 Holidays Act 2003 Housing Act 1955 Housing Accords and Special Housing Areas Act 2013 Housing Improvement Regulations 1947 Human Rights Act 1993
I	Immigration Act 2009 Impounding Act 1955 Income Tax Act 2007 Incorporated Societies Act 1908 Insolvency Act 2006 Interpretation Act 1999
J	Judicial Review Procedure Act 2016
K	Kāinga Ora—Homes and Communities Act 2019 KiwiSaver Act 2006
L	Land Act 1948 Land Drainage Act 1908 Land Transfer Act 2017 Land Transport Act 1998 Land Transport Management Act 2003 Lawyers and Conveyancers Act 2006 Legislation Act 2012 Legislation Act 2019

	<p>Limitation Act 2010 Litter Act 1979 Local Authorities (Members' Interests) Act 1968 Local Electoral Act 2001 Local Government (Rating) Act 2002 Local Government Act 1974 Local Government Act 2002 Local Government Official Information and Meetings Act 1987</p>
M	<p>Major Events Management Act 2007 Marine Mammals Protection Act 1978 Marine Reserves Act 1971 Maritime Transport Act 1994 Minimum Wage Act 1983</p>
N	<p>National Parks Act 1980 New Zealand Bill of Rights Act 1990 New Zealand Infrastructure Commission/Te Waihanga Act 2019 New Zealand Library Association Act 1939 New Zealand Public Health and Disability Act 2000</p>
O	<p>Oaths and Declarations Act 1957 Ombudsmen Act 1975</p>
P	<p>Parental Leave and Employment Protection Act 1987 Plumbers, Gasfitters and Drainlayers Act 2006 Port Companies Act 1988 Privacy Act 1993 Property Law Act 2007 Prostitution Reform Act 2003 Protected Disclosures Act 2000 Psychoactive Substances Act 2013 Public Audit Act 2001 Public Bodies Contracts Act 1959 Public Bodies Leases Act 1969 Public Finance Act 1989 Public Records Act 2005 Public Reserves Sale Act 1879 Public Trust Act 2001 Public Works Act 1981</p>
Q	<p>Queen Elizabeth the Second National Trust Act 1977</p>
R	<p>Racing Act 2003 Railways Act 2005 Rates Rebate Act 1973 Rating Valuations Act 1998 Rating Valuation Regulations 1998 Remuneration Authority Act 1977 Reserves Act 1977 Reserves and Other Lands Disposal & Public Bodies Empowering Act 1915 Residential Tenancies Act 1986 Resource Management Act 1991</p>
S	<p>Sale and Supply of Alcohol Act 2012 Secret Commissions Act 1910 Search and Surveillance Act 2012 Smoke-free Environments Act 1990 Soil Conservation and Rivers Control Act 1941 Statistics Act 1975 Summary Offences Act 1981 Summary Proceedings Act 1957</p>

	Survey Act 1986
T	Tax Administration Act 1994 Te Pire mō Te Reo Māori / Māori Language Act 2016 Te Ture Whenua Māori Act 1993 Telecommunications Act 2001 The Heritage New Zealand Pouhere Taonga Act 2014 Transport Services Licensing Act 1989 Transport (Vehicular Traffic Road Closure) Regulations 1965 Treaty of Waitangi Act 1975 Trespass Act 1980 Trustee Act 1956 Trusts Act 2019
U	Unit Titles Act 2010 Unsolicited Electronic Messages Act 2007
W	Wages Protection Act 1983 Walking Access Act 2008 Waste Minimisation Act 2008 Weathertight Homes Resolution Services Act 2006 Wild Animal Control Act 1977 Wildlife Act 1953

As at December 2019, the four local legislations that confers powers on the Council are

- Tasman District Council Tarakohe Harbour Reclamation Validation and Vesting Act 1995
- Waimea County Council Empowering Act 1979
- Tasman District Council (Validation and Recovery of Certain Rates) Act 2014
- Tasman District Council (Waimea Water Augmentation Scheme) Act 2018

Details of these Acts can be found on the New Zealand Legislation website www.legislation.govt.nz

APPENDIX TWO – Governance Structure, Membership and Appointments

Council, Committees and Working Parties – Purpose and Responsibilities

Tasman District Council	
The following responsibilities, duties or powers may not be delegated to a Committee (Schedule 7 Clause 32, Local Government Act) and are therefore retained by the Council:	
<ul style="list-style-type: none"> • The power to make a rate • The power to make a bylaw • The power to borrow money, or purchase or dispose of assets, other than in accordance with Council’s Long-Term Plan • The power to adopt a long term plan, annual plan or annual report 	<ul style="list-style-type: none"> • The power to appoint a chief executive • The power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement • The power to adopt a remuneration and employment policy

Purpose of Council and its Committees

Standing Committees (Committees of the Whole)
Strategy and Policy Committee
<p>The Strategy and Policy Committee’s purposes are to provide governance oversight of guidance on and approval of:</p> <ul style="list-style-type: none"> • Council’s strategy and policy programmes, services, activities, and their associated projects, including the processes to prepare them and public consultation processes; and • the physical development and growth of the Tasman District through a focus on land and resource use and the appropriate provision of infrastructure; and • any policies and plans required under the Resource Management Act 1991 (RMA). <p>The primary areas of responsibility of the Committee are:</p> <ul style="list-style-type: none"> • electoral and democratic functions of local government in the Tasman District; and • Long Term Plans, Annual Plans, Activity Management Plans, Statutory Policies, Annual Report; and • Resource Management Act Policies and Plans.
Environment and Regulatory Committee
<p>The Environment and Regulatory Committee’s purpose are to provide governance oversight of:</p> <ul style="list-style-type: none"> • Council’s sustainable management of natural and physical resources, ensuring that environmental management gives effect to the principles of Te Tiriti o Waitangi and the implementation and progress of biodiversity activities in the Tasman Region.

- Council’s regulatory programmes (both statutory and non-statutory), services, and activities, including bylaw development and implementation (noting Tasman District Council only has the power to adopt bylaws) in relation to the Committee’s areas of responsibility.

The primary areas of responsibility of the Committee are:

- monitoring and enforcing Council’s Resource Management Act functions; and
- enforcing Council’s other regulatory functions; and
- undertaking bylaw preparation processes.

Operations Committee

The Operations Committee’s purposes are to provide governance oversight of:

- Council’s operational programmes, services, activities, and projects relating to Council’s environmental monitoring programmes and to Council’s community facilities and infrastructural assets (excluding commercial enterprises covered by the Enterprise Committee) in relation to the Committee’s areas of responsibility.

The primary areas of responsibility of the Committee are:

- overseeing and monitoring and Council’s operational functions; and
- overseeing and monitoring Council’s capital works programme.

Council Committees

Audit and Risk Committee

The purpose of the Audit and Risk Committee purposes are to:

- Assist the Council and the Chief Executive to discharge their responsibilities for audit and risk management. This includes the active oversight of all areas of Council’s control and accountability in an integrated and systematic way.
- In carrying out its responsibilities, the Audit and Risk Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive.

The primary areas of responsibility of the Committee are:

- The robustness of the internal control framework and financial management practices.
- The integrity and appropriateness of internal and external reporting and accountability arrangements.
- The robustness of risk management systems, processes, and practices;
- The internal and external audit functions.
- Compliance with applicable laws, regulations, standards and best practice guidelines.
- The establishment, maintenance, and effectiveness of controls to safeguard the Council’s financial and non-financial assets.

Enterprise Committee

The Enterprise Committee’s purposes are to:

- Monitor and improve the performance of the Council's commercial and semi-commercial activities.
- Review new commercial investments including those within the commercial portfolio. This includes recommendations on investments and resourcing to manage the financial and nonfinancial risks associated with these activities.
- Identify opportunities that will increase the portfolio and may also recommend to Council disposal of poor performing assets and investments.

The primary areas of responsibility of the Committee are:

- Forestry including forestry activities on reserve land
- Commercial campgrounds (Motueka, Murchison, Pōhara, Collingwood)
- Aerodromes (Motueka, Takaka)
- Property Managed on a commercial basis including the Mapua Wharf precinct
- The Motueka Harbour and Coastal Works Reserve Fund
- Port Motueka and Port Tarakohe
- Council Controlled Organisations and Council Controlled Trading Organisations excluding Waimea Water Limited and Tasman Bay Heritage Trust

Tenders/Procurement Panel

The purpose of the Tenders/Procurement Panel is to:

- award tenders for contracts and for land purchases:
 - which exceed \$1M in value in accordance with Council's Procurement Policy or Procurement Strategy; or
 - where the type of procurement is a deviation from Council's Procurement Policy or Procurement Strategy and appropriate reasons exist for the deviation (noting this may include decisions in relation to contracts and purchases below \$1M in value);
 - providing that in all cases, the contract or land purchase are included in a budget and activity in the Council's Long-Term Plan or Annual Plan, or are within a budget approved by Council.

All decisions made by the Tenders/Procurement Panel will be reported back to the appropriate standing committee at its next scheduled meeting (currently this is the Operations Committee).

District Licencing Committee

The purposes of the District Licencing Committee are to:

- To operate under the Sale and Supply of Alcohol Act 2012 and deal with licencing matters for its district.

The primary areas of responsibility of the Committee are:

- Consider and determine applications for licences and manager's certificates.
- Consider and determine applications for renewal of licences and manager's certificates.
- Consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136.

- Consider and determine applications for the variation, suspension, or cancellation of special licences.
- Consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280.
- Refer applications to the licensing authority with the leave of the chairperson for the licensing authority.
- Conduct inquiries and to make reports as may be required of it by the licensing authority under section 175.
- Carry out any other functions conferred on licensing committees by or under the SSAA or any other enactment. (s.187).

Subcommittees

CEO Review

The purposes of the CEO Review Subcommittee are to:

- Oversee matters associated with the employment of the Chief Executive Officer (CEO).

The primary areas of responsibility of the Committee are:

- Make recommendations to the Council on the initial employment, reemployment, remuneration, resignation, or dismissal of the Chief Executive Officer.
- Negotiate, set objectives and review the performance and remuneration for the Chief Executive each year.
- Handle all routine CEO contract/employment matters not dealt with by the Mayor.
-

Animal Control Subcommittee

The purposes of the Animal Control Subcommittee are to:

- Conduct hearings and make determinations on the following matters under the Dog Control Act 1996:
 - Section 22 - objections to classification as a probationary owner
 - Section 26 - objections to disqualification
 - Section 31(3) - objections to classification of a dog as dangerous
 - Section 33B - objections to classification of a dog as menacing
 - Section 33D - objections to classification of a dog as belonging to a breed listed in Schedule 4 and classified as menacing.

The primary areas of responsibility of the Committee are:

- Objectively consider objections to Animal Control officers' decisions, take the required matters into account, and to make a determination.

Community Awards Subcommittee

The purposes of the Community Awards Subcommittee are to:

- Considers applications and decides on the recipients of Outstanding Community Service Awards.

The primary areas of responsibility of the Committee are:

- Calls for nominations for the Outstanding Community Service Awards, annually in May.
- Reports to the Operations Committee.
- Decides who the successful recipients of the Outstanding Community Service Awards will be.

Community Grants Subcommittee

The purposes of the Community Grants Subcommittee are to:

- Administers Council's community grants and other funding schemes, and funding schemes that the Council administers on behalf of other organisations.

The primary areas of responsibility of the Committee are:

- Invites applications under the grants and funding schemes administered by this Subcommittee.
- Collate and assesses applications received.
- Makes decisions on the allocation of grant funding.
- Reports to the Operations Committee.

Creative Communities Subcommittee

The purposes of the Creative Communities Subcommittee are to:

- Considers local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

The primary areas of responsibility of the Committee are:

- Invite applications from the community three times a year
- Collate and assessment of applications received.
- Prepare recommendations as to the allocation of grant funding.
- Report to the Operations Committee who will consider the recommendations and decide the funding allocations.

Golden Bay Recreation Park Management Committee

The purposes of the Golden Bay Recreation Park Management Committee (the Committee) are to:

- Oversee management of the land (including buildings) detailed in s. 18(7) of the Reserves and Other Lands Disposal Act 1959 ("ROLA Act") on behalf of Tasman District Council (the Council).

The primary areas of responsibility of the Committee are:

- providing recommendations to the Council on the matters set out in section 6 of these terms of reference; and
- making the decisions on the matters set out in section 7 of these terms of reference; and
- communicating and engaging with community organisations and user groups to determine their views as to the use and development of the Golden Bay Recreation Park; and

- overseeing and monitoring progress on Council's capital works programme for the Golden Bay Recreation Park; and
- undertaking such other functions as may from time to time be delegated to the Committee by the Council or other Operations Committee.

Joint Committees

Joint Shareholders Committee

The primary areas of responsibility of the Committee are:

- All matters relating to jointly owned Council Controlled Organisations and Council Controlled Trading Organisations, including statements of intent, statements of corporate intent, half yearly reports, the appointment of directors and setting of directors' fees.

The primary areas of responsibility of the Committee are:

- Considering proposals for reserve development
- Promotion and marketing of Saxton Field as a regional venue
- Capital development of Saxton Field
- Developing a naming and signage policy and considering requests under this policy
- Considering applications for leases and licenses
- Activities, developments and management actions provided for in the adopted Saxton Field Reserve Management Plan and associated policies
- Developing a work programme including any community consultation required.

Joint Committee of Tasman District Council and Nelson City (Joint Councils Committee)

The primary areas of responsibility of the Committee are:

- Matters relating to Statements of Expectation for all jointly owned Council Controlled Organisations and Council Controlled Trading Organisations.
- Receipt of six monthly presentations from Infrastructure Holdings Ltd, Port Nelson Limited, Nelson Airport Limited and Tasman Bays Heritage Trust.
- Discussion of policies, initiatives or directives stemming from central Government or external agencies that involve cross-boundary issues.
- Implementation of the Nelson Tasman Future Development Strategy

Joint Nelson Tasman Regional Transport Committee

The purposes of the Joint Nelson Tasman Regional Transport Committee are to:

- Take a regional approach to transport issues across the Top of the South, increasing efficiencies and reducing complexity in decision making

The primary areas of responsibility of the Committee are:

- Preparing a joint Regional Land Transport Plan and any variations
- Preparing a joint regional passenger transport plan
- Preparing a joint speed management plan

Nelson Regional Sewerage Business Unit

The primary areas of responsibility of the Committee are:

- To manage and operate the wastewater treatment facilities at Bells Island and the associated reticulation network efficiently and in accordance with resource consent conditions to meet the needs of its customer

Nelson Tasman Regional Landfill Business Unit

The purposes of the Nelson Tasman Regional Landfill Business Unit are to:

- Manage and operate a regional landfill facility or facilities efficiently and in accordance with:
 - the Joint Waste Plan;
 - the Long Term Plans and Annual Plans of each Council;
 - the NTRLBU Activity [Asset] Management Plan;
 - the NTRLBU Business Plan;
 - resource consent conditions for each landfill; and
 - and the Councils' Solid Waste Activity Management Plans.

The primary areas of responsibility of the Committee are:

- The NTRLBU may without the need to seek any further authority from the Councils:
 - Set fees and charges for waste disposal at the regional landfill facilities by 30 June each year; including the power to apply discounted fees and charges for the disposal of waste in bulk; and may determine other circumstances where discounted fees and charges may be applied. For clarity, the fees and charges shall be included in the draft annual Business Plan that is submitted for Council approval each year.
 - Make decisions to accept (or not accept) waste that is generated outside the Nelson Tasman region.
- The NTRLBU may recommend the purchase of additional land for landfill facilities to the Councils.
- The NTRLBU shall contribute to the Long Term Plan planning processes of the Councils in a timely manner, including activity management plans and infrastructure strategies. Information is to be provided in sufficient time to enable the Councils to carry out and complete their statutory planning and reporting.
- The NTRLBU shall contribute to and comply with the Joint Waste Plan of the Councils.
- The NTRLBU shall contribute to the development of the Councils' Development Contribution and Financial Contribution policies, where these relate to solid waste activities or planning.

- The NTRLBU shall contribute to the Councils' Regional Policy Statement and Regional Plan reviews, where these may relate to solid waste activities or planning.
- The NTRLBU shall contribute to Solid Waste Service Delivery reviews in accordance with section 17A of the LGA, as necessary.
- The NTRLBU shall follow generally accepted accounting practices and comply with the accounting policies of the Administering Council.

Saxton Field Committee

The purposes of the Saxton Field Committee are to:

- Oversee the development and management of Saxton Field on behalf of Nelson City Council and Tasman District Council (the councils).

The primary areas of responsibility of the Committee are:

- Considering proposals for reserve development
- Promotion and marketing of Saxton Field as a regional venue
- Capital development of Saxton Field
- Developing a naming and signage policy and considering requests under this policy
- Considering applications for leases and licenses
- Activities, developments and management actions provided for in the adopted Saxton Field Reserve Management Plan and associated policies
- Developing a work programme including any community consultation required.

Civil Defence Emergency Management Group

The purposes of the Civil Defence Emergency Management Group are to:

- Set the vision, goals and high level arrangements for the Civil Defence Emergency Management Group Plan.

The primary areas of responsibility of the Committee are:

- Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group has all the powers that are reasonably necessary or expedient to enable it to perform its functions, including the power to delegate any of its functions to members, a Group Controller, or other people as necessary.
- Under section 18, Civil Defence Emergency Management Act 2002, CDEM Group may:
 - recruit and train volunteers for civil defence emergency management task
 - conduct civil defence emergency management training exercises, practices, and rehearsals;
 - issue and control the use of signs, badges, insignia, and identification passes authorised under the Civil Defence Emergency Management Act 2002, regulations made under this Act, or any civil defence emergency management plan;
 - provide, maintain, control, and operate warning systems;
 - provide communications, equipment, accommodation, and facilities for the exercise of its functions and powers during an emergency;

- exercise any other powers that are necessary to give effect to any civil defence emergency management plan or in response to a civil defence emergency

Under section 20, Civil Defence Emergency Management Act 2002, CDEM Group must establish and maintain a Civil Defence Emergency Management Co-ordinating Executive Group (**CEG**).

Regional Pest Management Joint Committee

The primary areas of responsibility of the Committee are:

- Considering recommendations for amendments (limited review) to Tasman-Nelson Regional Pest Management Plan 2019 – 2029;
- Hearing and deliberating on the public submissions related to amendments (limited review) of the Tasman-Nelson Regional Pest Management Plan 2019 - 2029; and
- Making recommendations to the Tasman District and Nelson City Councils to adopt any changes (limited review) of the Tasman-Nelson Regional Pest Management Plan 2019 – 2029.
-

Working Parties

Nelson Tasman Joint Cemetery Working Group

The purposes of the Nelson Tasman Joint Cemetery Working Group are to:

The purpose of the Joint Regional Cemetery Working Group (the “Working Group”) is to provide high level guidance and support to officers from both councils to develop a Memorandum of Understanding and a Business Case for a Regional Cemetery.

The Working Group shall have no decision-making delegations and shall report back to both Councils through the relevant committees.

Nelson Tasman Joint Waste Review Working Party

The purposes of the Nelson Tasman Joint Waste Review Working Party are to:

- Develop a work programme for reviewing and amending the Joint Waste Management and Minimisation Plan (the Waste Plan) through the following activities:
 - Review the Nelson Tasman Waste Assessment 2022.
 - Review progress against performance indicators in the Waste Plan 2019.
 - Review the objectives, policies and methods in the Waste Plan 2019.
 - Consider community input and any need to meet with interested parties or co-opt additional members to assist in the process.
 - Prepare a new or amended Waste Plan in accordance with section 44 of the Waste Minimisation Act 2008.
 - Submit the draft Waste Plan to both Nelson and Tasman Councils to consider for public consultation.
 - Oversee the consultation process, using the special consultative procedure set out in section 83 of the Local Government Act 2002.
 - Receive public submissions, hold hearings and consider submissions.

- Finalise the Waste Plan and submit it to both Nelson and Tasman Councils for consideration and adoption by September 2023.
- Reconvene to review the implementation of the adopted Waste Plan as required.

The formation of the Working Party was agreed by Nelson City Council's (**NCC**) Infrastructure Committee on 1 September 2022 and Tasman District Council's (**TDC**) Strategy and Policy Committee on 29 September 2022.

The primary areas of responsibility of the Committee are:

- The Working Party must ensure that all work and consultation is undertaken for the purpose of making recommendations to the two Councils.
- Any media releases will be made by the Chair through the Councils' Communications teams as required.

Membership of Council, Committees and Working Parties and Council Appointments

MEMBERSHIP	
TASMAN DISTRICT COUNCIL	<ul style="list-style-type: none"> • Mayor King • Deputy Mayor Bryant • all other Councillors <p>1 x non-voting, advisory appointed iwi representative (the three standing committee iwi representatives will rotate and each be appointed for one year of the three year term)</p> <ul style="list-style-type: none"> • vacancy
STANDING COMMITTEES	
STRATEGY AND POLICY COMMITTEE	<ul style="list-style-type: none"> • Mayor King • Chair – Councillor Maling • Deputy Chair – Councillor Butler • all other Councillors <p>1 x appointed iwi representative</p> <ul style="list-style-type: none"> • vacancy
ENVIRONMENT AND REGULATORY COMMITTEE	<ul style="list-style-type: none"> • Mayor King • Chair – Councillor Hill • Deputy Chair – Councillor Maru • all other Councillors <p>1 x appointed iwi representative</p> <ul style="list-style-type: none"> • vacancy
OPERATIONS COMMITTEE	<ul style="list-style-type: none"> • Mayor King • Chair – Councillor Mackenzie • Deputy Chair – Councillor Walker • all other Councillors <p>1 x appointed iwi representative</p> <ul style="list-style-type: none"> • vacancy

OTHER COUNCIL COMMITTEES

<p>AUDIT AND RISK COMMITTEE (Reporting to Council)</p>	<p><i>Mayor (ex officio)</i></p> <ul style="list-style-type: none"> • Chair – appointed independent member - Graham Naylor <p>4 x Councillors:</p> <ul style="list-style-type: none"> • Deputy Mayor Bryant • Councillor Butler • Councillor Mackenzie • Councillor Walker <p>1 x appointed independent member:</p> <ul style="list-style-type: none"> • Graeme McGlinn
<p>ENTERPRISE COMMITTEE (Reporting to Council)</p>	<ul style="list-style-type: none"> • Mayor King • Chair – Councillor Dowler <p>4 x Councillors:</p> <ul style="list-style-type: none"> • Councillor Mackenzie • Councillor Hill • Councillor Maling • Councillor Kininmonth <p>3 x appointed independent members:</p> <ul style="list-style-type: none"> • Kevin Armstrong • Roger Taylor • Manoli Aerakis
<p>TENDERS/PROCUREMENT PANEL</p>	<ul style="list-style-type: none"> • Chair - Deputy Mayor Bryant <p>2 x appointments:</p> <ul style="list-style-type: none"> • Councillor Maling • Councillor Kininmonth
<p>DISTRICT LICENSING COMMITTEE Operates under the Sale and Supply of Alcohol Act 2012</p>	<ul style="list-style-type: none"> • Chair – Councillor Maru • Deputy Chair – Councillor Ellis <p>3 x appointed members:</p> <ul style="list-style-type: none"> • David Lewis • Laurence Gabites • Mike Fitzsimons

SUBCOMMITTEES

<p>CEO REVIEW SUBCOMMITTEE (Reporting to Council)</p>	<ul style="list-style-type: none"> • Mayor King (Chair) <p>2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Mackenzie • Deputy Mayor Bryant
<p>ANIMAL CONTROL SUBCOMMITTEE</p>	<p><i>Mayor (ex-officio)</i></p> <ul style="list-style-type: none"> • Chair – Councillor Hill

(Reporting to Environment and Regulatory Committee)	2 x Councillors <ul style="list-style-type: none"> Deputy Mayor Bryant Councillor Maling
COMMUNITY AWARDS SUBCOMMITTEE (Reporting to Operations Committee)	<i>Mayor (ex-officio)</i> <ul style="list-style-type: none"> Chair Councillor Butler 3 x Councillors <ul style="list-style-type: none"> Councillor Maru Councillor Ellis Councillor Kininmonth
COMMUNITY GRANTS SUBCOMMITTEE (Reporting to Operations Committee)	<i>Mayor (ex-officio)</i> <ul style="list-style-type: none"> Chair Councillor Walker 4 x Councillors <ul style="list-style-type: none"> Deputy Mayor Bryant Councillor Daikee Councillor Hill Councillor Shallcrass
CREATIVE COMMUNITIES COMMITTEE (Reporting to Operations Committee)	<i>Mayor (ex-officio)</i> <ul style="list-style-type: none"> Councillor Butler (Chair) Councillor Walker Plus community representatives
GOLDEN BAY RECREATION PARK MANAGEMENT COMMITTEE (Reporting to Operations Committee)	<i>Mayor (ex-officio)</i> <ul style="list-style-type: none"> Chair – Councillor Hill Deputy Chair – Councillor Butler 4 x external representatives <ul style="list-style-type: none"> Duncan McKenzie Wayne Packard Lorna Pomeroy Phil Smith
JOINT COMMITTEES OF NELSON CITY AND TASMAN DISTRICT COUNCILS	
JOINT COMMITTEE	The Mayors of the two Councils alternate as Chair of this Committee Tasman District Council <ul style="list-style-type: none"> Mayor King Deputy Mayor Bryant all other Tasman District Councillors Nelson City Council <ul style="list-style-type: none"> Mayor Smith Deputy Mayor O’Neill-Stevens all other Nelson City Councillors
	The Mayors of the two Councils alternate as Chair of this Committee

<p>JOINT SHAREHOLDERS COMMITTEE</p>	<p>Tasman District Council</p> <ul style="list-style-type: none"> • Mayor King • Deputy Mayor Bryant <p>3 x Standing Committee Chairs</p> <ul style="list-style-type: none"> • Councillor Maling • Councillor Mackenzie • Councillor Hill <p>1 x Councillor</p> <ul style="list-style-type: none"> • Councillor Dowler <p>Nelson City Council</p> <ul style="list-style-type: none"> • Mayor Smith • Deputy Mayor O’Neill-Stevens <p>4 x Councillors</p> <ul style="list-style-type: none"> • Councillor Benge • Councillor Courtney • Councillor Paki Paki • Councillor Sanson
<p>JOINT NELSON TASMAN REGIONAL TRANSPORT COMMITTEE</p> <p>(Reporting to Council)</p> <p>Operates under the Land Transport Management Act 2003 and its Amendments</p>	<p>Tasman District Council</p> <p><i>Mayor (ex-officio)</i></p> <p>2 x Councillors</p> <ul style="list-style-type: none"> • Deputy Mayor Bryant (Chair) • Councillor Dowler <p>2 x Alternates:</p> <ul style="list-style-type: none"> • Councillor Butler • Councillor Ellis <p>Nelson City Council</p> <ul style="list-style-type: none"> • Mayor Smith (Deputy Chair) • Deputy Mayor O’Neill-Stevens <p>2 x Alternates:</p> <ul style="list-style-type: none"> • Councillor Courtney • Councillor Hodgson <p>1 x Waka Kōtahi representative (with voting rights)</p> <ul style="list-style-type: none"> • Emma Speight

<p>NELSON REGIONAL SEWERAGE BUSINESS UNIT (NRSBU)</p>	<p>Tasman District Council <i>Mayor (ex-officio)</i> 2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Maling • Councillor Dowler <p>Nelson City Council <i>Mayor (ex-officio)</i> 2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Paki Paki • Councillor Skinner <p>Independent Member</p> <ul style="list-style-type: none"> • Tallat Mehmood <p>Industry Representative (non-voting)</p> <ul style="list-style-type: none"> • Philip Wilson
<p>NELSON TASMAN REGIONAL LANDFILL BUSINESS UNIT (NTRLBU)</p>	<p>Tasman District Council <i>Mayor (ex-officio)</i> <i>Chair: Deputy Mayor Bryant</i> <i>Deputy Chair: Cr Courtney of NCC</i></p> <p>2 x Councillors</p> <ul style="list-style-type: none"> • Deputy Mayor Bryant • Councillor Walker <p>Nelson City Council <i>Mayor (ex-officio)</i> 2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Courtney • Councillor Stallard <p>1 x iwi representative</p> <ul style="list-style-type: none"> • Andrew Stephens

<p>SAXTON FIELD COMMITTEE</p>	<p>Independent Chair Derek Shaw</p> <p>Tasman District Council</p> <p><i>Mayor (ex-officio)</i></p> <p>2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Maru • Councillor Ellis <p>Nelson City Council</p> <p><i>Mayor (ex-officio)</i></p> <p>2 x Councillors</p> <ul style="list-style-type: none"> • Councillor Rollo • Councillor Skinner
<p>CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP</p> <p><i>Please note s.12 (2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. This Committee is included for completeness.</i></p>	<p>Tasman District Council</p> <ul style="list-style-type: none"> • Mayor King • Deputy Mayor Bryant (non-voting unless Mayor is absent) <p>Nelson City Council</p> <ul style="list-style-type: none"> • Mayor Smith • Deputy Mayor O’Neill-Stevens (non-voting unless Mayor is absent)
<p>REGIONAL PEST MANAGEMENT JOINT COMMITTEE</p>	<p>Tasman District Council</p> <p><i>Mayor (ex-officio)</i></p> <p>3 x Councillors</p> <ul style="list-style-type: none"> • Councillor Butler • Deputy Mayor Bryant • Councillor Kininmonth <p>Nelson City Council</p> <p><i>Mayor (ex-officio)</i></p> <p>3 x Councillors</p> <ul style="list-style-type: none"> • Councillor Benge • Councillor Sanson • Councillor Stallard
<p>WORKING PARTIES/GROUPS</p>	
	<p>Tasman District Council</p> <p><i>Mayor (ex-officio)</i></p> <p>3 x members</p>

<p>NELSON TASMAN JOINT WASTE REVIEW WORKING PARTY</p>	<ul style="list-style-type: none"> • Councillor Mackenzie • Councillor Maru • Councillor Daikee <p>Nelson City Council</p> <p><i>Mayor (ex-officio)</i></p> <p>3 x members</p> <ul style="list-style-type: none"> • Councillor Benge • Councillor Sanson • Councillor Stallard <p>3 x appointed iwi representatives</p> <ul style="list-style-type: none"> • vacancy • vacancy • vacancy
<p>NELSON TASMAN JOINT CEMETERY WORKING GROUP</p>	<p>Tasman District Council</p> <p>2 x members</p> <ul style="list-style-type: none"> • Councillor Maling • Councillor Kininmonth <p>Nelson City Council</p> <p>2 x members</p> <ul style="list-style-type: none"> • Councillor Brand • Councillor Skinner <p>1 x iwi representative</p> <ul style="list-style-type: none"> •

<p style="text-align: center;">REPRESENTATIVES AND APPOINTMENTS (as resolved by Council on 3 November 2022).</p>	
<p><u>Local Government New Zealand</u> Zone 5</p>	<p>Mayor (Chair) Chief Executive</p>
<p>Regional Sector Group</p>	<p>Mayor Chief Executive</p>
<p>Rural and Provincial Sector</p>	<p>Mayor / Deputy Mayor (alternate)</p>
<p>Project Kōkiri Leadership Group</p>	<p>Mayor</p>
<p>Nelson Tasman Climate Forum</p>	<p>1 x member</p> <ul style="list-style-type: none"> • Councillor Walker <p>1 x alternate</p> <ul style="list-style-type: none"> • Councillor Butler

Accessibility 4 All (A4A) Forum	1 x appointment <ul style="list-style-type: none"> • Councillor Daikee
Friendly Towns	Motueka appointment <ul style="list-style-type: none"> • Councillor Walker - Kiyosato Richmond appointment <ul style="list-style-type: none"> • Councillor Ellis – Fujimi Machi
Iwi Liaison	Mayor Chief Executive
Māpua Waterfront Area Masterplan Working Group	1 x appointment (Moutere/Waimea Ward councillor) <ul style="list-style-type: none"> • Councillor Kininmonth
Motueka Aerodrome Advisory Group	1 x Chairperson (Motueka Ward councillor) <ul style="list-style-type: none"> • Councillor Dowler 1 x alternate <ul style="list-style-type: none"> • Councillor Walker 1 x Motueka Community Board member (appointed by the Motueka Community Board) <ul style="list-style-type: none"> • Board member Armstrong Plus 1 x recreational user representative, 2 x commercial user representatives and 2 x independent members of the public (to be appointed by the Motueka Community Board)
Native Habitats Tasman	2 x appointments <ul style="list-style-type: none"> • Councillor Butler (Chair) • Councillor Daikee
Nelson Tasman Business Trust	Cr Kit Maling is a Trustee in a personal capacity
Positive Ageing	1 x appointment <ul style="list-style-type: none"> • Councillor Kininmonth
Port Tarkohe Advisory Group	Up to 2 councillors from the Golden Bay Ward <ul style="list-style-type: none"> • Councillor Butler (Chair) • Councillor Hill 1 x member of the Enterprise Committee, appointed by the Enterprise Committee <ul style="list-style-type: none"> • Roger Taylor 1 x Golden Bay Community Board member, appointed by the Community Board <ul style="list-style-type: none"> • Board member Dixon
Regional TB Free	1 x appointment <ul style="list-style-type: none"> • Deputy Mayor Bryant

Richmond Bridge and Croquet	1 x appointment <ul style="list-style-type: none"> • Councillor Ellis
Richmond Unlimited	1 x appointment <ul style="list-style-type: none"> • Councillor Ellis
Streets for People	5 x appointments <ul style="list-style-type: none"> • Deputy Mayor Bryant • Councillor Dowler • Councillor Daikee • Councillor Mackenzie • Councillor Walker
Tākaka Aerodrome User Group	1 x Chairperson <ul style="list-style-type: none"> • Councillor Hill
Tasman Bays Heritage Trust Appointments Committee	Mayor Chief Executive
Tasman Bio-Strategy Governance Group	3 x appointments <ul style="list-style-type: none"> • Councillor Butler (Chair) • Councillor Ellis • Councillor Maru
Tasman Environmental Trust	1 x appointment <ul style="list-style-type: none"> • Councillor Mackenzie
Tasman Youth Council	2 x appointments <ul style="list-style-type: none"> • Councillor Walker • Councillor Shallcrass
Waimea Inlet Coordinating Group	1 x appointment <ul style="list-style-type: none"> • Councillor Ellis 1 x alternate <ul style="list-style-type: none"> • Councillor Kininmonth
Waimea South Community Facility Charitable Trust	2 x appointments <ul style="list-style-type: none"> • Councillor Mackenzie • Councillor Shallcrass

Association/Community Group	Liaison Appointee
Moutere/Waimea Ward	
Brightwater Recreation Reserve Committee	Councillor Shallcrass
Dovedale Recreation Reserve Committee	Councillor Mackenzie
Equestrian Trust Board	Councillor Ellis
Māpua Health Centre Board	Councillor Kininmonth
Moutere Hills Recreation Reserve/Community Centre Committee	Councillor Kininmonth
Ngātimoti Hall Management Committee	Councillor Kininmonth
Ngātimoti Recreation Reserve Committee	Councillor Kininmonth
Spring Grove Recreation Reserve Committee	Councillor Shallcrass
Waimea West Recreation Reserve Committee	Councillor Shallcrass
Wakefield Recreation Reserve Management Committee	Councillor Shallcrass
Wakefield Health Centre Board	Councillor Mackenzie
Richmond Ward	
Hope Recreation Reserve Committee	Councillor Maling
Keep Richmond Beautiful Committee	Councillor Daikee
Richmond Bridge and Croquet Club Committee	Councillor Ellis
Richmond Unlimited Committee	Councillor Ellis
Lakes/Murchison Ward	
Murchison Recreation Reserve Committee	Deputy Mayor Bryant
Stanley Brook Recreation Reserve Committee	Deputy Mayor Bryant
Tapawera Recreation Reserve Committee	Deputy Mayor Bryant
Lake Rotoiti Community Facility Committee	Deputy Mayor Bryant

APPENDIX THREE – Our Key Plans, Policies, Strategies and Reports

The Nelson Tasman Future Development Strategy 2022-2052 (NTFDS)

The NTFDS is a 30-year high-level strategic plan that outlines areas in our region where there is potential for future housing and business growth. The NTFDS was adopted by the two councils in August 2022, following months of community engagement, detailed feedback and informative deliberations.

The NTFDS provides a valuable guide for decision making that will benefit current residents and those who choose to live in Nelson and Tasman in the future. It also provides us with an evidence base to inform review and changes to resource management plans and facilitate the next round of infrastructure strategies and long-term goals.

The NTFDS strategy will be reviewed every 3 years and ongoing monitoring of development as well as consultation will feed into any review.

Regional Land Transport Strategy

The Regional Land Transport Strategy “Connecting Tasman” aims to provide a safe, efficient and accessible transport network in the district for the next 30 years. Reviewed every six years, Connecting Tasman plays a crucial role in the planning and funding of land transport in Tasman. It also assists central government in preparing the National Land Transport Programme which is then used to provide funding for New Zealand’s land transport infrastructure.

The Strategy was developed to reflect the objectives of the Land Transport Management Act 2003; the Government Policy Statement on Land Transport funding; and the National Energy Efficiency and Conservation Strategy objectives.

Tasman Regional Policy Statement

We currently have two key resource management documents, the Tasman Regional Policy Statement (TRPS) and the Tasman Resource Management Plan (TRMP). Together they provide a blueprint for where and how our communities will grow and how we manage natural resources. They do this by setting some rules and environmental bottom lines that affect people and businesses on a regular basis.

The TRPS is the strategic resource management plan to promote sustainable resource management in the Tasman District. It contains the broad issues, objectives and policies for the District. It also includes methods of implementation; anticipated environmental results and performance monitoring indicators. The TRPS was developed by the Council in accordance with the Resource Management Act 1991 and is to be reviewed every ten years.

Tasman Resource Management Plan

The Tasman Resource Management Plan (TRMP) was prepared in accordance with the Resource Management Act 1991 (the Act). The purpose of the TRMP is to assist Council in carrying out its functions in order to achieve the purpose of the Act. The purpose of the Act is to promote the sustainable management of natural and physical resources.

The development and any reviews of the TRMP can be multi-year projects that spans several trienniums.

Tasman Environmental Plan and Central Government’s resource management reforms

We are currently reviewing Tasman's key resource management plans, including the Tasman Regional Policy Statement and the Tasman Resource Management Plan. The intention of the review was to combine these documents into a new Tasman Environmental Plan (TEP). However, the government is also currently undertaking a comprehensive reform of the resource management system and legislation. Three new bills will replace the Resource Management Act 1991: The Natural and Built Environments Bill, the Strategic Planning Bill and the Climate Change Adaptation Bill. The first two Bills are currently progressing through Parliament and propose changes to our national planning framework. These reforms will affect the development of the TEP and more information on this will be available on our [website](#) as the reforms progress.

The TRMP can be viewed on the Council's website.

Tasman District Infrastructure Strategy

The Infrastructure Strategy covers the long-term provision and delivery of our water supply, wastewater, stormwater, river control and flood protection, and transportation infrastructure over the next 30 years. The aim is to provide the community and businesses with infrastructure at agreed levels of service, cost effectively, and within an acceptable level of service delivery risk.

Long Term Plan (10 Year Plan)

Under the Local Government Act 2002, the Council is required to develop a Long-Term Plan (LTP) in consultation with the community. The LTP outlines the community outcomes developed by the community vision for the future of the District, the roles the Council sees itself undertaking to achieve the vision and the activities we plan to undertake to carry out these roles. It also outlines our associated financial policies and proposed spending for the coming ten years and gives the underlying financial rationale for how rates are levied, who pays for what and why.

The LTP is reviewed every three years. It can, if necessary, be amended during the three-year document life cycle, but any significant amendment must involve public consultation and is subject to external audit. Each LTP contains an Annual Plan for the next year. In the following two years we will adopt an Annual Plan, which describes the work programme to deliver that year's part of the LTP.

Financial Strategy

The Financial Strategy sets the overall direction for Council's finances over the next ten years. In determining our approach we have tried to strike a balance between providing services to help achieve our vision, whilst balancing affordability. We have done this by managing rates and debt levels within an overall fiscal envelope.

Revenue and Financing Policy

This Policy explains "who pays and why". It explains how Council activities are funded. Revenue sources include rates, fees, charges, subsidies and investments. The Policy is required under the Local Government Act 2002 and is reviewed every three years through the Long Term Plan process.

Treasury Risk Management Policy (including the Liability Management and Investment Policies)

The objective of this Policy is to implement financial management that will provide the best value to the people of the Tasman District. The Policy is required under the Local Government Act 2002 and is reviewed every three years through the Long-Term Plan process.

Development and Financial Contributions Policy

This Policy is a way for Council to set development contributions in a transparent and consistent manner and at a level that requires a fair share of the capital expenditure for infrastructure to be met by those who are creating the new demand for infrastructure in the district. The Policy was developed under the Local Government Act and is reviewed at least every three years through the Long-Term Plan process.

Significance and Engagement Policy

The Council is required to define what level of 'significance' a decision it makes has. The Significance and Engagement Policy provides us with criteria to determine the level of significance of a decision. The purpose of determining the level of significance is to help decide the nature and extent of the consultation, if any, we should undertake with our community prior to making a decision. The Policy is required under the Local Government Act 2002 and is reviewed every three years through the Long-Term Plan process. More information on this policy is contained in Section 13.2.

Activity Management Plans

A list of Activity Management Plans for key services and activities that we provide can be found on the Council website ([link](#)). These plans also provide the base information for the preparation of Council's LTP and Annual Plan. Each plan is developed and reviewed prior to Council starting its work on the LTP.

Annual Plan

Under the Local Government Act 2002 an Annual Plan is to be produced in the years when there is no Long-Term Plan review. The Annual Plan outlines the Council's proposed activities, spending and rate requirements for the coming year.

Annual Report

The Tasman District Council produces an Annual Report each year to account for its expenditure, using the money provided to it by its ratepayers, financial institutions and government agencies.

The Annual Report shows how the Council is performing in accordance with the activities, objectives, performance targets and financial details contained in Council's Annual Plan and LTP. The Annual Report is developed after the end of each financial year and is normally adopted by Council in September or October.

Joint Waste Management and Minimisation Plan

This plan was approved by both Tasman District and Nelson City Councils in April 2012 and recognises the cross-boundary issues each Council faces in waste management and minimisation. The plan provides common goals, objectives and policies across the region, to reduce waste and increase recycling. The proposed plan was developed after the Joint Waste Assessment was completed, and is reviewed every six years.

Other key plans and strategies

Walking and Cycling Strategy

After four years in the planning stage, our new Walking and Cycling Strategy was adopted in May 2022. The strategy focuses on providing residents with safer choices about how they travel, by improving walking and cycling across the urban areas of Tasman and sets a framework for the creation of a high standard of connected cycle networks in those areas.

The strategy aligns closely with the Government's recently released Emissions Reduction Plan and will help us deliver an improved safer transport network, contributing to healthy communities and vibrant urban surroundings.

General Reserves Policies and Reserves Management Plans

The Tasman District Council Reserves General Policies document and Parks and Reserves Management Plans set out the objectives and policies for all reserves administered by the Tasman District Council. The policies and plans were prepared using the process outlined in the Reserves Act 1977 and are reviewed every ten years. The Tasman District Council Reserves General Policies document last had a major review in 2015. A list of Reserve Management Plans is available on the Council's website.

Full details of all Council plans, policies, strategies, and reports can be found on Council's website.

Schedule of Amendments since **Date**

Date of amendment		Section affected



Te Kaunihera o
te tai o Aorere