

ORDINARY MEETING

of

Council

AGENDA

Supplementary Reports

Time: 3:00 pm
Date: Wednesday, 3 April 2024
Venue: Waiata House, 27 Lincoln Road,
Masterton

MEMBERSHIP

Mayor Gary Caffell (Chairperson)

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Councillor David Holmes

Councillor Tom Hullena

Councillor Stella Lennox

Councillor Tim Nelson

Councillor Marama Tuuta

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7 REPORTS FOR DECISION

7.14 APPOINTMENTS TO THE MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP AND THE WAIRARAPA WATER RESILIENCE STRATEGY INTERIM GOVERNANCE GROUP

File Number:

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Authoriser: Kym Fell, Chief Executive

PURPOSE

The purpose of this report is for Council: to appoint the Mayor and an alternate to the Masterton District Council Climate Advisory Group (the Group) to replace Councillor Hullena who has stepped down; to advise of Luther Toloa's resignation from the Group; and, to appoint the Mayor and Councillor Holmes, with the Deputy Mayor as alternate, to the Wairarapa Water Resilience Strategy Interim Governance Group.

EXECUTIVE SUMMARY

Masterton District Council Climate Advisory Group

The Masterton District Climate Advisory Group (the Group) provides support to Council in navigating the challenge of climate change.

The Terms of Reference for the Group were approved by Council at its meeting on 14 December 2022. The Group may have up to 12 members, made up of two elected member representatives appointed by Council, up to four iwi representatives, and six community representatives. The group's term ends one month prior to the next local government elections in 2025.

Council's representatives on the Group are Councillor Hullena and Councillor Tuuta. Councillor Hullena has stepped down from the Group and the Mayor has agreed to take his place. This requires a Council decision. It is proposed to appoint an alternate in the event that either of the appointed members are not able to attend a meeting. Councillor Lennox has agreed to fill that position and it is proposed that the Terms of Reference are amended to reflect that change (see Attachment 1).

One of the community representatives, Luther Toloa, has also recently resigned due to other commitments. The appointment of any replacement would be authorised by the Mayor and the elected member representatives on the Group.

Wairarapa Water Resilience Strategy Interim Governance Group

The Wairarapa Water Resilience Strategy Interim Governance Group (WWRSIGG) was established to bring the three Wairarapa councils, Greater Wellington Regional Council and mana whenua together to commence the implementation of the Wairarapa Water Resilience Strategy. Each council appoints two representatives to the WWRSIGG. Council's representative to date has been Councillor David Holmes, who is also the Chair of the group. Councillor Holmes' appointment needs to be formalised and another elected member appointed. The Mayor has agreed to this appointment. It is also proposed that the Deputy Mayor, Councillor Bex Johnson, is appointed as alternate, should either of the two appointed members be unable to attend a meeting.

RECOMMENDATIONS

That Council:

1. Appoints Mayor Gary Caffell, to replace Councillor Hullena, as one of the elected member representatives on the Masterton District Council Climate Advisory Group.
2. Agrees to amend the Terms of Reference of the Masterton District Council Climate Advisory Group to enable an alternate elected member to be appointed.
3. Appoints Councillor Stella Lennox as the alternate elected member to the Masterton District Council Climate Advisory Group.
4. Notes the resignation of the community representative Luther Toloa from the Masterton District Council Climate Advisory Group.
5. Appoints Mayor Gary Caffell and Councillor David Holmes, and Deputy Mayor Bex Johnson as the alternate, to the Wairarapa Water Resilience Strategy Interim Governance Group.

ATTACHMENTS

1. **Revised Climate Advisory Group Terms of Reference** [↓](#) 



MASTERTON DISTRICT COUNCIL CLIMATE ADVISORY GROUP TERMS OF REFERENCE

1. Introduction

The Terms of Reference for the Masterton District Council Climate Advisory Group (the Advisory Group) set out the purpose, role, and protocols of the Advisory Group.

Members of this Advisory Group will abide by the Code of Conduct (Appendix A) which is consistent with the principles of the Masterton District Council Governance Code of Conduct, available on the Masterton District Council [website](#).

2. Purpose

The purpose of the Advisory Group is to provide advice, information, and recommendations to Masterton District Council (Council) on the following areas:

- the development of Council policies, plans and strategies as they relate to climate change issues,
- Council engagement, education, and/or advocacy on climate change with the district's communities, and
- any matter of particular interest or concern related to climate change connected with the functions of Council.

3. Outcomes

The Advisory Group's advice will contribute towards promoting the wellbeing of the district's communities in relation to climate change mitigation and adaptation. Its advice will inform Council policy decisions and planning for the district's future, as well as progression of the Masterton District Council Climate Action Plan.

4. Work programme

The Advisory Group will oversee the implementation of the Masterton District Climate Action Plan and will contribute towards actions within it. These contributions will form a work programme for the Advisory Group.

It is proposed that the Masterton District Climate Advisory Group has responsibility for assessing funding applications from Council's community designated fund to support community-led climate change initiatives and making recommendations back Council.

5. Membership and Community Member Selection Process

The Advisory Group will have up to 12 members.

Council appoints two elected members to the Advisory Group. Council may also appoint an alternative elected member to attend meetings if the substantive member is unavailable. These elected member appointments are subject to change if resolved by Council.

Six community member positions will be appointed via an external expressions of interest (EOI) process, and up to four iwi representatives (nominated by the two Wairarapa iwi - Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa respectively).

The Mayor and the two elected members appointed to the Advisory Group (or the alternate member and the two appointed members if the Mayor is an appointed member) will appoint the six community members based on officer's recommendations. The Advisory Group members will be selected based on:

- their interest and knowledge of climate change and climate advocacy;
- either living in, or being able to demonstrate a close connection with, the Masterton District;
- showing a specific interest and/or commitment to the future of the Masterton District;
- their understanding of Te Tiriti o Waitangi.

The candidates will be chosen based on the criteria above and selectors will be looking for diversity of members (e.g., age, gender, background, rural/urban community).

Advisory Group members agree to adhere with the expectations set out in the Code of Conduct (appendix A).

6. Term

The group's term ends one month prior to the next local government elections in 2025.

7. Meetings

The Advisory Group will meet at least four times per year, at a time and location deemed convenient by the majority of members. Groups, individuals, or organisations may from time to time be invited to speak or present to the Advisory Group on climate related matters.

Further input outside this schedule may be requested through additional meetings, emails and/or surveys.

8. Quorum

The quorum required for an Advisory Group meeting will be half the members if the number of members is even, and a majority if the number of members is odd.

9. Meeting Protocols

The Advisory Group is an advisory body established by Council. It is not a subordinate decision-making body of Council and does not have any decision-making power. Its role is to advise Council and staff on climate change matters impacting the communities of the Masterton District.

The Advisory Group will appoint a chairperson at its first meeting. The role of the chairperson is to lead the Advisory Group meetings. The chair can select a deputy chair who supports the chair to run regular meetings.

Either of the Council elected members appointed to this Advisory Group can act as the spokesperson for the Advisory Group if external organisations, including central government or the media, seek the views of the group on specific matters.

Any recommendations or advice to Council should clearly be shown in meeting minutes.

10. Submissions

The Advisory group cannot make formal submissions to Masterton District Council on council strategies, policies and plans, for example, the annual plan. However, the group may be asked for informal feedback during a consultative process or during the development of a consultative process.

The Advisory Group cannot make formal submissions to external organisations (e.g. Ministry for the Environment) in its capacity as the Advisory Group.

This does not prevent individual members making submissions themselves to Council or other external organisations outside their role as Advisory group members.

11. Engagement with Council

The Advisory Group will raise any issues to Council through the elected member representatives on the Advisory group or through the meeting minutes.

12. Advisory Group remuneration

Council sets an annual budget for the Advisory Group to cover remuneration and meeting costs.

Advisory Group members are entitled to meeting fees determined by the Council unless:

- they are on the Advisory group as a representative of an organisation or interest group which already pays them and/or
- they are an elected member of Masterton District Council or a Masterton District Council iwi representative.

Council will reimburse all members for travel costs to attend Advisory group meetings in line with Council's Members Expenses and Reimbursing Allowances Expenses Policy.

Elected members will not receive additional payment for their membership on this Advisory group.

13. Staff support

Council staff support will include:

- co-ordinating the development of the Advisory Group's work programme
- following up on meeting actions
- acting as a conduit with relevant parts of Council for the Advisory Group
- attending pre-meeting briefings with the Chair
- highlighting potential issues and risks
- meeting report and agenda preparation, minute-taking, and meeting procedure advice
- ensuring guidance and advice from the Advisory Group is clearly captured
- providing subject matter expertise.

14. Review

The form and functioning of the Advisory Group will be reviewed after one year and at the end of the 2022-2025 triennium.

Appendix A: Code of Conduct for Masterton District Council Climate Advisory Group

Purpose

The Code of Conduct sets out expectations for the general conduct of the members of the Masterton District Council Climate Advisory Group.

Code of Conduct principles

The Advisory Group members agree to work in accordance with the Masterton District Council Code of Conduct governance principles:

- Whakamana Tangata - Respecting the mandate of each member and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
- Manaakitanga - Recognising and embracing the mana of others.
- Rangatiratanga - Demonstrating effective leadership with integrity, humility, honesty and transparency.
- Whanaungatanga - Building and sustaining effective and efficient relationships.
- Kotahitanga - Working collectively.

In addition to these governance principles, Advisory Group members agree to:

- act honestly and with integrity at all times.
- consider issues on their merits, taking into account the views of others.
- co-operate fully and honestly to ensure the best advice is provided to the council.
- observe the rights of other people and listen to differing points of view.
- communicate clearly with the Council and give reasons for advice given.
- treat others, including staff, with respect at all times.
- not misrepresent the statements or actions of others (whether they be other individual members, Council or Council staff).
- treat people with courtesy and recognise the different roles others play in local government decision-making.
- uphold the law and, on all occasions, act in accordance with the trust the public places in them.
- regularly attend Advisory Group meetings.

Non-compliance may be considered grounds for withdrawal from the Advisory Group.

Creating a supportive and inclusive environment

Members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance.

Confidential information

In the course of their duties, Advisory Group members will occasionally receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, members must agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.

Breaching the Code of Conduct

The membership of an Advisory Group member will cease if they breach the Code of Conduct.

Notification of breach

If a member has regular non-attendance at Advisory Group meetings, or breaches the Code of Conduct, the chair must first raise the issues directly with the member and try and resolve them by mutual agreement. If under-performance continues the chair can recommend to the Mayor that the member be removed from the group. Alternatively, concerns about the conduct of any member or chairperson may be raised with the Chief Executive who will give advice on options available to resolve the concerns.

Principles to identify breach

The following principles will guide any processes for investigating and determining whether or not a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the alleged breach;
- that the processes of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.