



Governance Statement

6 March 2014

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Introduction

Local Government in New Zealand has undergone considerable development in recent years. There is an increasing awareness that the concept of local people managing local community affairs on a day-to-day basis is not providing for the long-term good of communities.

Short-term thinking and needs have often been at the expense of long-term planning and community development. The Local Government Act 2002 (the Act) is a re-write of previous legislation, designed to shift councils toward governing for the long-term well-being of their communities – and away from being involved in the day-to-day operational decisions that distract elected members from strategic thinking and planning.

That is to say that the legislation now makes mandatory, the requirement for councils to always consider the future well-being of their communities and to consider the whole community above individuals or individual sectors.

What is a Governance Statement?

A Governance Statement is a requirement of Section 40 of the Act. Councils are required to produce a new Governance Statement within six months after each triennial election.

A Governance Statement is a collection of information summarising how a council engages with its communities, how it makes its decisions and how residents and ratepayers can become involved in those processes.

Functions and Activities of Council

Purpose of Local Government

The Act defines the purpose of local government as:

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Translated, Council is obliged to ensure that –

1. Decision-making is transparent and engages the community enabling community democracy; and
2. The needs of communities for infrastructure, community services and regulatory functions are met in a manner that is both efficient and effective and is also appropriate to present and anticipated future circumstances.

The Role Of Council

The Act further defines that the role of any local authority is specifically to give effect to the purpose of local government and to carry out the duties within the rights and powers conferred on it by the Act.

Status and Powers

1. A local authority is a Territorial Local Authority (TLA) with perpetual succession in terms of its legal definition.
2. For the purposes of performing its role, a TLA has, subject to the Act, any other enactment, and the general law:
 - a. the full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
 - b. the full rights, powers, and privileges for the purposes of paragraph (a),

3. A TLA must exercise its powers under this section wholly or principally for the benefit of its District and community.
4. That said, nothing in the Act prevents two or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or prevents a transfer of responsibility from one local authority to another in accordance with this Act, or restricts the activities of a council-controlled organisation.

The Act also contains a number of other provisions that dictates what a TLA may, or may not, do.

Principles Relating to Local Authorities

Waitomo District Council **must** act in accordance with the following principles.

- Conduct its business openly, transparently and in a democratically accountable manner.
- Pursue and achieve identified priorities and goals efficiently and effectively.
- Be aware and take notice of the view of all its constituent communities.
- Make decisions that take account of the diversity of the community, and the community's interests, within its district or region.
- Take account of the interests of future as well as current communities.
- Measure and have regard to, the impact of any decision in terms of achieving the economic, social, cultural and environmental well-being of the District.
- Provide opportunity for Maori to contribute to the decision-making processes of Council.
- Collaborate and co-operate with other local authorities and relevant organisations.
- Employ sound and acceptable good business practices in its operation.
- Ensure that the resources and assets of the District are managed prudently for the good of the community, present and future. The Council is given the responsibility of looking after key services and assets such as roads, water supplies and sewerage to ensure such services are there for future communities in a well-kept state.
- Pursue development of the community in a way that is sustainable in the future.

Principles of Governance

Council is required to ensure:

- The public and elected members are aware and understand what local governance means to its community.
- The public and elected members fully appreciate how an elected member is expected to conduct themselves.
- That governance organisations (i.e. Council, Community Boards, etc.) and the way in which they work, are effective, efficient, open and transparent.
- That wherever possible, the management of Council's regulatory responsibilities is kept separate from service activities.
- That Council acts as a "good employer".
- That the relationship between the elected members and management of the WDC organisation is understood, respected and appreciated by everyone in the community.

Legislation

General

A range of national legislation applies to all TLAs. The key Acts include:

- Local Government Act 2002 (including Amendment Acts)
- Local Government (Rating) Act 2002
- Local Electoral Act 2001
- Local Government Official Information and Meetings Act 1987
- Rating Valuations Act 1998

- Resource Management Act 1991
- Building Act 2004
- Reserves Act 1977

Local Legislation

Local legislation is law made by Central Government relating specifically to a localised area. There is currently no such legislation in existence pertaining to the Waitomo District.

Bylaws

Pursuant to the Local Government Act 2002 (LGA) a TLA may make bylaws for its district for 1 or more of 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.

A major review of Council's bylaws was undertaken over the period 2006 – 2010.

At the time of that review the older bylaws were contained as chapters of a single overriding bylaw and some were stand-alone bylaws. This was impractical and the system was simplified for ease of use by integrating similar bylaws into a few stand alone consolidated bylaws to standardise them without creating a too cumbersome single document. Outdated provisions were then updated or deleted at the same time.

Council's current Bylaws are as follows:

Bylaw	Date Adopted	To be Reviewed
Trade Waste Bylaw	July 2011	2021 <i>(or sooner if required)</i>
Dog Control Bylaw	16 December 2008	2014
Public Places Bylaw	16 March 2009	2014
Solid Waste Bylaw	3 March 2009	2014
Public Health and Safety Bylaw	3 March 2009	2014
Public Amenities Bylaw	10 February 2010	2015
Water Services Bylaw	10 February 2010	2015
Land Transport Bylaw	25 May 2010	2015

The Electoral System

The Local Electoral Act 2001 (LEA) and the Local Electoral Amendment Act 2002 govern local authority elections.

Council employs a 'First Past the Post' (FPP) electoral system for triennial general elections. Under FPP, electors vote by indicating their preferred candidate, and the candidate with the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

The alternative system permitted under the LEA is the Single Transferable Vote system (STV). Under STV, 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. The number of candidates required to fill all vacancies is achieved:

- By counting all of the first preferences and electing those candidates who reach the quota, then
- by a transfer of spare votes (over the quota) from elected candidates in proportion to all their voters' second preferences, then
- by excluding the lowest polling candidates and transferring these votes to the voters' second preferences.

These steps continue until enough candidates have reached the quota and have been elected.

Changing the Electoral System

Section 27 of the LEA allows for the electoral system to be changed, provided that any change is made not later than 12 September in the year that is two (2) years before the year in which the next triennial general election is to be held. However such change must remain in effect for the following two triennial elections.

Pursuant to the LEA the public also has a right to demand a poll that the electoral system be changed, but in doing so must meet criteria as set out in the LEA.

Representation

The Waitomo District is currently separated into two constituencies known as wards (Urban Ward and Rural Ward). Three Councillors are elected for each ward (total six councillors) and a Mayor is elected by the whole District (i.e. "at large").

Council is required to review its representation arrangements at least once every six years through a public engagement process. This review must include:

- The number of Elected Members,
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District (at large), 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 the election by wards is preferred then the boundaries and names of those wards and the number of members that will represent each ward,
- Whether or not to have separate wards for electors on the Maori roll,
- Whether to have community boards and if so how many, their boundaries and membership and whether to further subdivide a community for electoral purposes.

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

The next review of Council's Electoral System and Maori Representation will be carried out in 2014 for the 2016 Triennial Election.

The Members

		Business Phone	Home Phone
Mayor Brian Hanna	160 Tate Road RD2 TE KUITI 3982	878 0800	878 7227
Deputy Mayor Guy Whitaker (Urban)	15 Liverpool Street TE KUITI 3910	878 8147	878 3331
Terry Davey (Urban)	2 Blackman Street TE KUITI 3910	021 755 099	07 878 6330
Lorrene Te Kanawa (Urban)	23 Hetet Street TE KUITI 3910	878 8184	878 7306
Phil Brodie (Rural)	112 Auahi North Road RD2 PIOPIO 3970	877 8033	877 8033

		Business Phone	Home Phone
Allan Goddard (Rural Ward)	566 Mangaokewa Road RD7 TE KUITI 3987	878 7865	878 7865
Sue Smith (Rural)	313 Te Waitere Road R D 8 TE KUITI 3988	876 7518	876 7518

The Role of Elected Members and their Conduct

Role of an Elected Member

Members of a Local Authority are elected to bring effect to the purpose of local government as set out elsewhere in this Statement, including:

- Developing and adopting Council policy
- Monitoring the performance of Council against its stated objectives, policies and identified community outcomes
- Representing the interests of the people of the Waitomo District
- Employment of the Chief Executive (pursuant to the Act, a local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

The manner and process by which Council Members must meet their responsibilities is widely prescribed in the Act, particularly terms of Schedule 7.

Role of the Mayor

The Mayor, as one of the elected members, shares the same role as other members including, but not limited to, the following:

- 1) To provide leadership to—
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.
- (2) To lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.

Pursuant to the Act, the Mayor also has the following powers:

- (a) to appoint the deputy mayor;
- (b) to establish committees of the territorial authority;
- (c) to appoint the chairperson of each committee established (and may make the appointment before the other members of the committee are determined; and may appoint himself or herself)

Conduct of an Elected Member

Elected members have specific obligations as to their conduct as outlined in the following legislation:

- Schedule 7 of the Act, which includes obligations for Council to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct (refer section below) and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968, which 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 1961 regarding the acceptance of gifts and the use of official information for private profit.

Code of Conduct

All Councils must adopt a Code of Conduct as a requirement of the Act. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and elected members will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by, or is in the possession of, elected members, and contains details of the sanctions that council may impose if an individual member breaches the code.

Governance Structures and Processes, Membership and Delegated Authorities

Council

The Mayor and Council Members elected by the people of the Waitomo District form the Council. The Council is responsible for the overall governance of the District and ensuring that Council acts in the best interests of its residents and ratepayers. The Mayor presides over meetings of the Council.

Council adopts a Meeting Schedule for the calendar year in December/January each year. The Council currently meets on a monthly basis on the last Tuesday of each month, except where such a meeting coincides with a public holiday or is required to be deferred for unforeseen reasons. The commencement time of these meetings varies depending on the amount of business to be considered. Council meetings and commencement times are publicly notified in the Waitomo News and the Agendas are available to the public via Council's Website.

Committees

Council may create committees of Council as it sees fit. A Committee Chairperson is responsible for presiding over meetings of a Committee and ensuring that the Committee acts within the powers delegated by Council. Committees are groups appointed by Council for specific functions.

Pursuant to the LGA, a committee includes, in relation to a local authority,—

- (a) a committee comprising all the members of that local authority; and
- (b) a standing committee or special committee appointed by that local authority; and
- (c) a joint committee appointed under clause 30 of Schedule 7; and
- (d) any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)

DETAILS

MEMBERSHIP

Hearings Committee

The purpose of the Hearings Committee is to deliver the function of Council acting as a Regulatory Consent Authority. The delegated authority of the Hearings Committee is to consider all matters requiring a hearing in Council's role as a Regulatory Consent Authority i.e. hearings required under the following legislation: Resource Management Act 1991, Sale of Liquor 1989, Fencing of Swimming Pools Act 1987, Litter Control Act 1996 and Dog Control Act 1996.

3 Members selected by the Mayor

The Mayor will appoint a Panel consisting of the Mayor and three RMA Accredited Councillors. The Mayor will convene a Hearings Committee from that Panel for each separate Hearing.

Investment Representative Committee

This Committee's delegated authority is to work with the Inframax Construction Ltd's Board of Directors to monitor the performance of Council's investment in the Company.

Mayor, Dep Mayor, CE + 1 Councillor

Civil Defence Emergency Management Group (Mayors Joint Committee)

Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Mayors Joint Committee, the Civil Defence Emergency Management Group (CDEMG) of which the Mayor is a member.

Alternate - Councillor

DETAILSWaikato Region Civil Defence Emergency Management Co-ordinating Executive Group

At a Regional advisory level, Civil Defence for the Waikato Region is administered by a Co-ordinating Executive Group (CEG). This group is made up of senior Council representatives of the eleven councils. Waitomo District Council's representative is the Group Manager - Community Services.

Waitomo/Otorohanga/Waipā Civil Defence Emergency Management Committee

As per the Shared Service Agreement, a Management Committee has been established with each of the Council's represented by a staff member nominated by each Council.

Subcommittees; Working Parties and Other Groups**DETAILS**Citizen Awards Working Party

Council's Citizens Award Policy contains provides for a Citizens Award Working Party (CAwp) to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp will have up to 4 community members plus one Council representative and be established each Triennium for a term of 3 years.

Railway Buildings Advisory Group Representatives

To investigate and develop options for the development of the Te Kuiti Railway Buildings moving forward.

Economic Development Key Stakeholder Engagement Working Party

The purpose of this Working Party is to work toward establishing and District Economic Development Board as an independent entity with a formal governance structure supported by a clear constitution and mandate. Any DEDB will act collaboratively with existing community development groups such as Project Piopio Development Trust, Tere Waitomo, Te Kuiti Development Inc and Benneydale Business Group and membership will be drawn from each of these groups together with industry and business representatives from around the District.

Key Stakeholder Engagement Working PartyBetter Local Government Working Party (BLGWP)

The role of the BLGWP will be to assist the development of a WDC position for, and/ or to, for proposals associated with structural change to any existing LG Governance arrangements.

Regional Transport Committee of the Waikato Regional Council

This is a WRC Committee and its purpose is to plan and coordinate land transport, coordinate road safety and recommend WRC's policy on land transport. The Committee also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.

MEMBERSHIP

Group Manager -
Community Services

Group Manager -
Community Services

MEMBERSHIP

M Lamb; R Alleman; R
Symonds

Mayor; 3 x Urban
Councillors

Mayor; Deputy Mayor; 1
Councillor

Mayor; Deputy Mayor

Mayor; Deputy Mayor; 1
Councillor

Mayor / Alternate -
Councillor

DETAILSWaikato River Authority

A revised Deed of Settlement was made with Waikato-Tainui in relation to the Waikato River on 17 December 2009. Related co-management deeds were then negotiated with Raukawa, Te Arawa River Iwi, Ngati Tuwharetoa and Maniapoto. The signing of those Deeds set in motion a range of implementation tasks, including preparation for the establishment of a statutory body, the Waikato River Authority. The Minister for the Environment (in consultation with the Ministers of Finance, Local Government and Maori Affairs) was the appointing Minister for five members of the Authority from persons recommended by the relevant territorial authorities.

Waipa Joint Management Agreement

In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Maori Trust Board through the recently enacted Nga Wai o Maniapoto (Waipa River Act) 2012. The Act provides for a Joint Management Agreement (JMA) to be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements. To assist the JMA process the Nga Wai o Waipa Joint Committee was established involving all local authorities (whose boundaries fall within the legislated boundaries provided for in the Act) as a collective and the Maniapoto Maori Trust Board. This collective approach also satisfies Council's obligation to form a joint committee and provides for a holistic and collaborative co-governance model for the JMA.

Waipa Catchment Liaison Subcommittee

The Waipa Catchment Liaison Subcommittee is a Subcommittee of the Waikato Regional Council's "Catchment Services Committee" which provides and maintains flood protection, soil conservation works, and drainage programmes and services, and also manages flood warning systems and flood control. The role of the Subcommittee is to assist the Committee in the implementation of river and catchment management services in the Waipa River catchment.

West Coast Zone Subcommittee

The West Coast Zone Subcommittee is a Subcommittee of the Waikato Regional Council's "Catchment Services Committee" which provides and maintains flood protection, soil conservation works, and drainage programmes and services, and also manages flood warning systems and flood control. The role of the Subcommittee is to assist the Committee in the implementation of river and catchment management services in the West Coast Zone which stretches from just below Port Waikato to the regional boundary at Mokau.

Shore Futures Project Team

Shore Futures is a Regional Council administered initiative in response to challenges facing communities within the Kawhia and Aotea catchments. The population is shrinking and people are concerned about the long-term viability of these communities. At the same time there is pressure to subdivide and develop housing in sensitive areas such as along the coast, and such development could put important natural features of the environment at risk. The purpose of the Shore Futures Project is to provide an overall framework within which all of these issues will be addressed. Details of how to implement this framework will be determined through forthcoming council plans. The Shore Futures Project team comprises staff and representatives from Waikato Regional Council, Otorohanga, Waikato and Waitomo district councils, Federated Farmers and the Department of Conservation. The project team also work with tangata whenua and other interest groups and agencies such as the Ministry of Fisheries and the Historic Places Trust.

MEMBERSHIP

(Alan Livingston - Waipa)

Mayor / Alternate - Deputy
Mayor

Councillor

Councillor

Councillor

DETAILSCommunication Strategy

Council's Communications Strategy provides a framework for how Council presents its work, vision and goals to its stakeholders including meeting any legislated requirements. Unlike commercial organisations, Council has legislated functions which grant monopoly powers within its community. Although this situation removes the need to compete (for revenue) commercially, it does not remove the need for Council to relate favourably with the community and its stakeholders. Communication is an essential part of good management and the effective delivery of Council services.

Maniapoto Iwi LiaisonWaikato Triennial Agreement

Pursuant to Section 15 of the Local Government Act 2002, not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and co-ordination among them during the period until the next triennial general election of members. The Mayor and Chief Executive represent Council on the Waikato Region Triennial Agreement Forum (the Forum). The Forum membership is made up of the Mayors and Chief Executive's of all those Council's located within the Waikato Regional Council's boundaries.

Waikato Mayoral Forum

The Waikato Mayoral Forum (WMF) is a group involving the Mayors and Chief Executives of local authorities within the Waikato Region (with the exception of Thames Coromandel District Council) and is aimed at achieving a collaborative and co-operative approach to local governance in the Region.

SH3 Working Party

The SH3 Working Party was formed by the Taranaki Regional Council in 2002. The purpose of the Working Party is to liaise, monitor, co-ordinate, advocate and collate information on the section of State Highway 3 between Piopio and the SH3/3A junction north of New Plymouth, with a view to formulating recommendations to promote the integrity and security of this section of the state highway network in recognition of its strategic importance. WDC is represented on the Working Party by both an elected representative and a staff member.

North King Country Development Trust

The NKCDT is registered as a Charitable Trust for the purpose of applying the Trust Fund for or toward charitable purposes and in particular Industrial development charitable purposes. Appointment of Trustees is as per the registered Deed of Trust. As per the Deed of Trust registered with the Companies Office, WDC in conjunction with Otorohanga and Taupo District Council's may appoint two Trustees. Trustees are appointed for a term of four years but are re-eligible for reappointment upon expiry of their term.

Community Youth Connections (Youth Council / SSTrials/Tuia Programme / MTFJ / Employment Partnerships)

Piopio Wastewater Community Liaison Group

Pursuant to Clause 34 of the Environment Court "Order of Court", Council as the Consent Holder shall establish and service a Community Liaison Group to be known as the Piopio Wastewater Community Liaison Group.

MEMBERSHIP

Mayor / Deputy Mayor

Mayor / Councillor

Mayor / Chief Executive

Mayor / Alternate - Deputy Mayor

Councillor

Mayor

Mayor

Mayor and 1 Councillor

DETAILS**MEMBERSHIP**

Representation of the following areas will include Councillor representation on all committee activities, attending all community events in these areas, and being the point of contact for these "Wards". Representation will include, but not be limited to the organisations listed beneath the relevant area.

Rural North West (incorporating old Waitomo/Te Anga Rural Wards)

- Marokopa Recreation Ground Committee
- Rural Halls - Waitomo / Te Anga
- Tere Waitomo Community Trust
- Maraes

Rural Councillor

Rural South West (incorporating old Paemako/Tainui Wards)

- Piopio Retirement Board
- Piopio Wastewater Community Liaison Group
- Piopio Sports Club
- Mokau Residents and Ratepayers Association
- Tainui Waitere Domain Board
- Tainui Ratepayers
- Maraes

Rural Councillor

Rural South East (incorporating old Aria/Mangaokewa Wards)

- Benneydale Residents and Ratepayers Association
- Benneydale Hall
- Mokauiti Hall
- Rangitoto Hall
- Maraes

Rural Councillor

Community Support

Te Kuiti Community House

Te Kuiti Community House is a not for profit community organisation set up to provide educational, social and recreational services to the community. It offers support to local organisations, individuals and families and can help find services required for whatever your situation may be.

1 Urban Councillor

Te Kuiti and District Historical Society

In July 2011, the Historical Society wrote to Council advising they had a vacancy on their Committee and sought appointment of a WDC Representative. The general objects of the Society are to preserve, by photographic means, historical information including landmarks and buildings, to record historical research and to stimulate and guide public interest in matters of historical importance to the District.

1 Urban Councillor

Creative Communities

WDC administers a local Creative Communities Assessment Committee consisting of two Councillors and community representatives having knowledge of the arts in the Waitomo District, to join the Creative Communities Assessment Committee. The Committee meets twice yearly, in June and November, to distribute funds made available by Creative New Zealand to support community based arts activities in the Waitomo District.

2 Urban Councillors

DC Tynan Trust

The DC Tynan Trust is a Council Controlled Organisation and was established for the purpose of making disbursements from a very generous bequest made to the Borough of Te Kuiti by the late Daniel Tynan. In terms of his will, it was Mr Tynan's wish that his bequest be utilised for such social, cultural, educational or recreational purposes within the Borough of Te Kuiti as the trustees think fit. The Trust is administered by four Trustees, three of which are the urban Councillors.

3 Urban Councillors

DETAILS**MEMBERSHIP**Sport New Zealand

The Sport New Zealand (SNZ) (formerly SPARC) Rural Travel Fund's objective is to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund's based on a population density formula for territorial authorities that have fewer than 10 people per square kilometre. Council administers one SNZ Rural Travel funding round per year, usually in October. The SNZ Rural Travel Assessment Committee consists of two Council staff, two Councillors, one NZ Police representative and a Sport Waikato representative.

2 Urban Councillors

Community DevelopmentTe Kuiti Development Incorporated

TKDI is an Incorporated Society registered in April 2011 and was formed for the purpose of promoting the welfare of the business community of Te Kuiti and in particular to provide a forum for networking and collaboration of members.

3 Urban Councillors

Te Kuiti Mainstreet Development

1 Urban Councillor

Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)

To build relationships with Elderly Housing providers and residents and to act as a Point of Contact in respect to Council related matters pertaining to Elderly Housing.

1 Urban Councillor

Waitomo/Otorohanga Road Safety Committee

To oversee a combined, agreed upon, Road Safety work programme for both the Waitomo and Otorohanga Districts and to implement relevant projects with reference to the Road Safety Action Plan (RSAP) that improves the quality of road safety awareness in the Waitomo and Otorohanga Districts.

1 Councillor

Waitomo Clean Air/Healthy Homes Working Party (EECA)

The objectives of the Warm Homes and Clean Air Working Party are to support and promote public health action across the health, local government and other sectors engaged in housing insulation and clean heat and for territorial local authorities and regional councils to build collaborative approaches to public health and resource management issues.

1 Councillor

Waitomo/Tatsuno Sister City Committee

Councils sister city relationship with Tatsuno in Japan was entered into in May 1995 with Council at that time believing that such a relationship had the potential to provide an enriched cultural experience for the residents of the Waitomo District. Signed agreements between Tatsuno and Waitomo are displayed in the Council chambers and confirm the purpose of the relationship is: "To encourage understanding and awareness of our separate cultures and to encourage the exchange of ideas and people . "

2 Councillors

Meetings of Elected Members

The legal requirements for Council's meetings are set down in the Local Government Act 2002 (LGA), the Local Government Official Information and Meetings Act 1991 (LGOIMA) and the Standing Orders adopted by Council.

Meetings of the Council must be publicly notified and the agenda made available to the public pursuant to the criteria set out in the LGOIMA.

All Council and Committee meetings are open to the public unless there is a reason to consider some item with the "public excluded", which means that these items are deemed to be confidential and members of the public will be asked to leave the meeting until discussion on the item has been completed. Section 48 LGOIMA outlines reasons for excluding the public from meetings. The most common reasons are as follows:

- For the protection of personal privacy
- To prevent disclosure of legally privileged information
- To prevent disclosure of commercially sensitive information
- To ensure the maintenance of public health and safety

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

Consultation Policies

Council is obliged to consult with its community on many matters and deems it advisable to do so regardless of legislative requirements. Council will seek to engage the community on any matter of significance or material interest to their well-being.

Specifically, Council will comply with all consultation requirements set down in relevant legislation and particularly those conditions set out in the LGA and the Resource Management Act.

Relationships with Maori

Council has been pursuing for some time a formal Memorandum of Understanding with local Iwi. The process is continuing and it is hoped to include all relevant matters related to achieving cultural well-being and social harmony in the district.

Developing such a protocol based on mutual goodwill will ensure that those involved have a clear understanding of how the consultation process will work at a local level and that the community generally has an appreciation of the initiatives Council has developed to meet its statutory responsibilities and to facilitate Maori contribution to local government.

Management Structure and Relationship between Management and Elected Members

Relationship between Management and Elected Members

The role of the elected Council and that of the Chief Executive (management) are distinct and prescribed by the Act despite the employer - employee relationship. In simple terms, Council's role is to decide "what" at Principal Activity sub-level (refer Schedule 10 LGA, LTCCP and annual plans) and the Chief Executive's role is to execute, effectively and efficiently, Council's decisions – i.e. the "how".

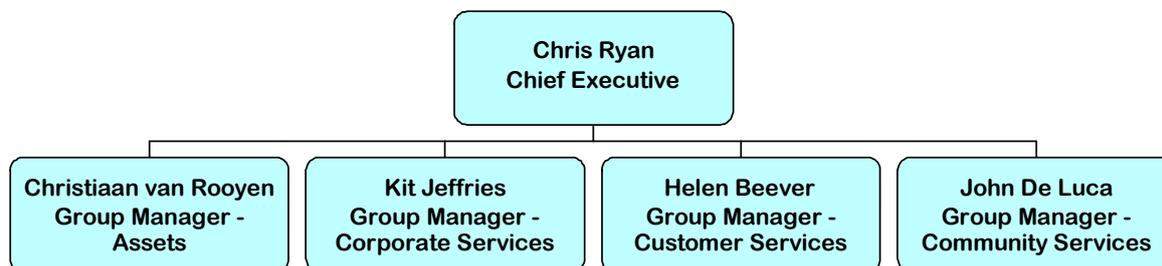
The only direct employee of the Elected Council is the Chief Executive who is consequentially responsible for all staff. A number of terms and conditions relevant to the Chief Executive relationship are determined by the LGA in addition to a contractual agreement which sets out the employment relationship in detail.

The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.

Management is obliged to provide information to elected members' that is relevant to their function in bringing effect to the purpose of local government and management recognises that Council decision-making is largely dependent on sound information and advice. Elected members are entitled to access Council information for the purpose of carrying out their role as an elected member, however in their private capacity their rights to accessing information held by Council are the same as those of a member of the public.

Management Structure

The following diagram sets out Council's senior management structure:



The responsibilities of each Group are set out below:

Asset Management

- Roding
- Water Supplies
- Stormwater Services
- Sewerage Services
- Solid Waste Management
- Contract Supervision
- Design and Investigation
- Tender Evaluation
- Field Survey

Corporate Services

- Annual Planning
- Long Term Council Community Plan
- Resource Management Policy
- Policy Preparation
- Community Consultation
- Accounting Services
- Revenue Services (including Rates)
- Financial Services
- Council's Central Records System
- Personal Computer Systems
- Communication Systems
- Management Systems

Community Services

- Recreation and Community Facilities
- General Council Property

Customer Services

- District Library Services
- Visitor Information Centres
- District Promotion
- Economic Development Promotion
- Building Control
- Animal Control
- Resource Management Implementation
- General Inspections
- Environmental Health

Remuneration Policy

At the end of 2001, Parliament agreed to transfer the authority for setting elected members' remuneration from the Minister of Local Government to the Higher Salaries Commission. Since renamed the Remuneration Authority, the authority uses a formula to determine the total amount available for elected member remuneration in each council and must approve each council's proposal for its allocation.

The Mayor and Elected Members receive remuneration as determined by the Remuneration Authority and in accordance with the Council's Policy as approved by the Authority.

Council's current Policy on Elected Members' Allowances and Recovery of Expenses was adopted by Council on 24 September 2013 and approved by the Remuneration Authority on 23 October 2013.

The policy sets out rules on the claiming of allowances and expenses by elected members and the resources that will be available to them during their term of office.

The policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

Equal Employment Policy

Waitomo District Council is committed to actively supporting the principles of equal opportunities through its HR strategy of employment, training, and development.

Waitomo District Council will actively ensure there is no discrimination on the grounds of race, colour, ethnic or national origin, gender, ethnic beliefs, marital status, sexual orientation, family status, political opinion, employment status, age, disability (including illness), or religion.

Key approved Planning and Policy Documents

The Waitomo District Council is required to comply with various legislation in respect of planning, however Council regards the legislation as a minimum requirement for it to make a meaningful contribution to the community's future well-being.

In an effective organisation, planning follows a hierarchy of plans ranging between a high level vision for the future and action plans that deliver day-to-day results that progress toward the vision.

The attached diagram demonstrates the relationships between the documents of Council's planning regime:

Plan Title	Process for formulating the Plan	Review Process
Long Term Plan (LTP).	Project plan formed by Council. Informal community consultation - extensive. Draft plan formulated. Formal community consultation (esp. Maori) Final Consideration and adoption. Total timeframe approx 12 months Legislative requirement.	Every three years. May be varied at any time provided that a due process is followed.

Plan Title	Process for formulating the Plan	Review Process
Council Annual Plan	<p>Draft plan formulated taking account LTCCP and Council's own strategies</p> <p>Formal community consultation (esp. Maori)</p> <p>Final Consideration and adoption.</p> <p>Total timeframe approx 6months.</p> <p>Legislative requirement.</p>	New annual plan each year creates a continual review of all services and activities.
Council Annual Report	<p>Comparison of Council's actual performance with the proposed performance set out in the Annual Plan or LTCCP.</p> <p>To be produced within four months of the end of financial year.</p> <p>Must contain an audited financial statement, set of accounts and annual financial report assessing Council's financial performance and position against budget.</p>	New Annual Report required each year.
District Plan	<p>Resource management issues documents prepared.</p> <p>Consultation with key stakeholders</p> <p>Public notification of draft plan.</p> <p>Submissions on draft plan considered by Council and publicly notified.</p> <p>Preparation of proposed plan.</p> <p>References on plan currently lodged with Environmental Court for consideration.</p>	Review required no later than 10 years after plan becomes operative. Council may vary at any time to suit changing circumstances.
Asset Management Plans	<p>To comply with the Local Government Act 2002 key requirements of which include the preparation of a long term financial strategy and the recognition of changes in the service potential of assets, which are outputs of AM plans.</p> <p>Legislative requirement.</p>	Reviewed and Updated Annually
Water and Sanitary Assessment	<p>There is a legislative requirement under the Local Government Act to, from time to time, assess the provision of water services and other sanitary services.</p> <p>The assessment must include the provision of water and other sanitary services within the District including, but not limited to, how drinking water is provided, how sewage and stormwater are disposed of, identified risks to the community and estimated future demands.</p> <p>A Water and Sanitary Services Assessment was completed and incorporated in the 2009/19 LTP.</p>	It is considered best practice to review the Water and Sanitary Services Assessment on a three year basis to coincide with development of the LTP.

Public Access to Council

Key approved planning and policy documents are made available to the public through a variety of channels. Key documents are available on Council's website or by request at Council offices.

Where legislation requires consultation, Council engages with the community through local newspapers, public meetings and direct written communication. Identified stakeholders in the process receive a copy of the planning documents.

Key public documents that do not require special consultation are made available at Council offices and are sent to identified stakeholders. For example Council's agenda is forwarded to a number of newspapers in the region and is made available at Council offices and the Library.

Council meetings are open to the public and are publicly notified, although on occasion Council may require the exclusion of the public for a portion of a meeting. Council meetings are held on the last Tuesday of the month, with the exception of December. Any member of the public can attend a Council meeting. However, a member of the public wishing to speak at a meeting must gain prior approval from the Mayor or Chairperson.

Council Member contact details are published on Council's website and are available by contacting the Council offices. Council's role in engaging with the public is defined by legislation and the Code of Conduct.

Requests for Official Information

Requests for information from the public may be made under Local Government Official Information legislation. All requests must be in writing and addressed to the Chief Executive and clearly state that they are a request under Local Government Official Information Act (The Act).

The Chief Executive will decide whether the request is to be granted and notify the requester of that decision within 20 working days of receiving the request. Specific charges may apply to a request, details of which are set out in the Council's fees and charges available on Council's website.

Where Council receives a request for information under the Act, the Chief Executive or authorised employee may extend the time limit set, for a reasonable time. This may occur if the request is for a large quantity of information or necessitates a search through a large quantity of information, or if consultations are needed before making a decision on the request and meeting the original time limit would unreasonably interfere with the operations of the local authority.

Reasons for withholding information requested under the Act, mainly relate to the protection of the privacy or interests of other parties who would be affected by the disclosure of information, or where the information in question should remain confidential to protect commercial interests.

If an applicant is dissatisfied with Council's decision in respect to a request for information under the Act, the applicant has the right to make a complaint to the Ombudsman, to seek an investigation and review of the Council's decision.