



# **Governance Statement**

26 May 2020



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## Introduction

The Local Government Act 2002 (the LGA) 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 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. It is a requirement of Section 40 of the LGA which reads as follows:

### **40 Local governance statements**

- (1) *A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—*
  - (a) *the functions, responsibilities, and activities of the local authority; and*
  - (b) *any local legislation that confers powers on the local authority; and*
  - (ba) *the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and*
  - (c) *the electoral system and the opportunity to change it; and*
  - (d) *representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and*
  - (e) *members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and*
  - (f) *governance structures and processes, membership, and delegations; and*
  - (g) *meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and*
  - (h) *consultation policies; and*
  - (i) *policies for liaising with, and memoranda or agreements with, Māori; and*
  - (j) *the management structure and the relationship between management and elected members; and*
  - (ja) *the remuneration and employment policy, if adopted; and*
  - (k) *equal employment opportunities policy; and*
  - (l) *key approved planning and policy documents and the process for their development and review; and*
  - (m) *systems for public access to it and its elected members; and*
  - (n) *processes for requests for official information.*
- (2) *A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.*
- (3) *A local authority must update its governance statement as it considers appropriate.*

## Functions, Responsibilities and Activities of Council

### **Purpose of Local Government**

The LGA defines the purpose of local government as providing for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, the LGA —

- (a) states the purpose of local government; and
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and
- (c) promotes the accountability of local authorities to their communities; and
- (d) provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities, taking a sustainable development approach.

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 LGA 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 LGA.

### **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 LGA, 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 the LGA wholly or principally for the benefit of its District and community.
4. That said, nothing in the LGA 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 LGA also contains a number of other provisions that dictate what a TLA may, or may not do.

### **Principles Relating to Local Authorities**

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**

Local government operates in a highly regulated environment and there is a range of national legislation that applies to all Territorial Local Authorities.

The key Acts are listed below. For more information visit [www.legislation.govt.nz](http://www.legislation.govt.nz)

Animal Welfare Act 1999	Local Electoral Act 2001
Arts Council of New Zealand Toi Aotearoa Act 2014	Local Government Act 2002
Biosecurity Act 1993	Local Government Official Information and Meetings Act 1987
Building Act 2004	Local Government (Rating) Act 2002
Building Research Levy Act 1969	New Zealand Library Association Act 1939
Burial and Cremation Act 1964	Nga Wai o Maniapoto (Waipa River Act) 2012
Bylaws Act 1910	Privacy Act 1993
Citizenship Act 1977	Property Law Act 2007
Civil Defence Emergency Management Act 2002	Protected Disclosures Act 2000
Disabled Persons Community Welfare Act 1975	Prostitution Reform Act 2003
Dog Control Act 1996	Public Records Act 2005
Fencing Act 1978	Public Works Act 1981
Food Act 2014	Racing Act 2003
Freedom Camping Act 2011	Rates Rebate Act 1973
Gambling Act 2003	Rating Valuations Act 1998
Government Roadway Powers Act 1989	Reserves Act 1977
Hazardous Substances and New Organisms Act 1996	Residential Tenancies Act 1986
Health Act 1956	Resource Management Act 1991
Health and Safety at Work Act 2015	Sale and Supply of Alcohol Act 2012
Heritage New Zealand Pouhere Taonga Act 2014	Te Ture Whenua Maori Act 1993
Impounding Act 1955	Trespass Act 1980
Land Drainage Act 1908	Unit Titles Act 2010
Land Transport Act 1998	Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
Land Transport Management Act 2003	Waste Minimisation Act 2008
Litter Act 1979	Weathertight Homes Resolution Services Act 2006.
Local Authorities (Members' Interests) Act 1968	

### **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 solely to the Waitomo District. However, the Nga

Wai o Maniapoto (Waipa River Act) 2012 and Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010 relate to the Waitomo District as well as other TLAs in the Waikato River Catchment.

## Bylaws

Pursuant to the Local Government Act 2002 (LGA) a TLA may make bylaws for its district for one 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.

Section 158 of the LGA requires that Council must review any bylaw, made under the LGA, no later than five years after the date on which the Bylaw was made.

Once the initial five year review is completed, bylaws are then required to be reviewed on a 10 year cycle. If bylaws are not reviewed as detailed above, they cease to have effect two years after the date on which the Bylaw was required to be reviewed.

Historically WDC had a large number of Bylaws. A full review was completed in the period 2008-2011, where Council consolidated the many old Bylaws into "new" Bylaws.

Set out in the table below is the timeline for each (currently adopted) Bylaw, including the statutory review date.

Bylaw	"New" Bylaw Adoption Date	5 Year Review Adoption Date	Other Review Date	10 Year Cycle Review Due
Trade Waste Bylaw	1 July 2006	26 July 2011	28 June 2016 ①	June 2026
Dog Control Bylaw	16 December 2008	25 June 2014	15 December 2015 ②	December 2025
Public Places Bylaw	24 March 2009	25 June 2014		June 2024
Public Health and Safety	3 November 2009	25 June 2014		June 2024
Solid Waste	3 November 2009	25 June 2014		June 2024
Public Amenities	10 February 2010	10 February 2015		February 2025
Water Services	10 February 2010	10 February 2015		February 2025
Land Transport	25 May 2010	29 April 2015	③	April 2025
Freedom Camping	27 November 2018	27 November 2023		

- ① Trade Waste Bylaw review initialised to address/facilitate renewal of Discharge Agreements with Meat Work Companies.
- ② Council made changes to the way in which Animal Control Services are provided and as a result both the Dog Control Policy and Bylaw required updating. That Review was completed in December 2015 and as a result, the 10 Year Cycle date has moved out to December 2025 accordingly.
- ③ In August 2015, the Department of Internal Affairs requested that all Councils review their Land Transport Bylaws following the Government's enactment of legislation to validate speed limits set by Road Controlling Authorities with retrospective effect. Council has noted the national and regional push for councils to prioritise road speed management reviews, however there is no statutory requirement to undertake these reviews prior to the scheduled 2025 review. Council also noted that due to the uncertain policy/regulatory environment, combined with the complex processes for undertaking road speed limit reviews; the consideration of the commencement of the speed limit review project (as part of the Land Transport Bylaw review) be deferred unless statutorily required to progress sooner.

### Trade Waste Bylaw

The purpose of this bylaw is to provide for the:

- (a) Acceptance of long-term, intermittent, or Temporary Discharge of Trade Waste to the Sewerage System;
- (b) Establishment of five grades of Trade Waste: Exempted, Permitted, Conditional, Controlled and Prohibited;
- (c) Evaluation of individual Trade Waste discharges to be against specified criteria;
- (d) Correct storage of materials in order to protect the Sewerage System from spillage;



- (e) Installation of flow meters, samplers or other devices to measure flow and quality of the Trade Waste discharge;
- (f) Pre-treatment of waste before it is accepted for discharge to the Sewerage System;
- (g) Sampling and monitoring of Trade Waste discharges to ensure compliance with the bylaw;
- (h) Inspection of points on a property from where Trade Waste is or could be discharged;
- (i) Council to accept or refuse a Trade Waste discharge;
- (j) Charges to be set to cover the cost of conveying, treating and disposing of, or reusing, Trade Waste and the associated costs of administration and monitoring;
- (k) Administrative mechanisms for the operation of the bylaw; and
- (l) Establishment of waste minimisation and management programmes (including sludge's) for Trade Waste producers.

Note - While this bylaw has a District wide application, its main focus is in relation to trade waste discharges to the Te Kuiti Sewerage System, principally from the two local abattoirs - Universal Beef Packers Ltd (UBP) and Te Kuiti Meat Processors Ltd (TKM). Other, smaller, trade waste dischargers include the Te Kuiti Stock Yards and the Lime Haulage truck-washing facility at Te Kuiti.

### **Dog Control Bylaw**

The purpose of the bylaw is:

- (a) To give effect to Council's Dog Control Policy;
- (b) To protect and maintain public safety; and
- (c) To address how Council will fulfil its functions and duties pursuant to the Dog Control Act 1996.

This bylaw gives effect to the Dog Control Policy for the Waitomo District, the objective of which is to enable people to enjoy the benefits of dog ownership and provide for the exercise and recreational needs of dogs and their owners, whilst minimising danger, distress, and nuisance to the community generally.

### **Public Places Bylaw**

The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

In particular this bylaw addresses damage to public facilities which may have an adverse effect on other users such as:

- Roads
- Grass Verges
- Garden Places and Reserves

The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

### **Public Health and Safety**

The purpose of this bylaw is to control a diverse range of activities to ensure that acceptable standards of public health and safety are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.

In particular this bylaw addresses a wide range of issues that could have an adverse effect on the health and safety of the public by regulating:

- Scaffolding and Deposit of Building Materials
- Fire Prevention
- Keeping of Animals
- Food Safety
- Body Piercing
- Hostels
- Prostitution

The LGA 2002 and other relevant Acts e.g. Forest and Rural Fires Act 1977, Health Act 1956 and Prostitution Reform Act 2003 outline some of the powers and requirements of the Council in regard to public health and safety. Areas of control so prescribed by that legislation are not necessarily repeated

within this bylaw and therefore the relevant sections of these acts should be read in conjunction with the Bylaw.

### **Solid Waste**

The purpose of this bylaw is to:

- (a) Ensure that household waste is reduced, collected and disposed of in the interests of public health and in an efficient and cost effective manner; and
- (b) Provide for the efficient collection and recovery of recyclable waste; and
- (c) Ensure that the obstruction of streets and roads by waste for collection is minimised; and
- (d) Manage waste management facilities for the optimum disposal or recycling of waste.

### **Public Amenities**

The purpose of this bylaw is to control a diverse range of activities in public amenities to ensure that acceptable standards of convenience, safety and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the District.

In particular this bylaw addresses conduct which may have an adverse effect on other users at public amenities such as:

- Libraries
- Reserves
- Aerodrome
- Public Parking Areas
- Public Toilets
- Swimming Pools
- Beaches
- Other Public Buildings
- Cemeteries

The Local Government Act 2002 and other relevant Acts e.g. Reserves Act 1977, outline some of the powers and requirements of the Council in regard to public places and reserves. Areas of control so prescribed by that legislation is not necessarily repeated within this bylaw, and therefore the relevant sections of the Local Government Act, 2002 and other legislation should be read in conjunction with the bylaw.

### **Water Services**

The purpose of this bylaw is to:

- (a) protect the public health and the security of the public water supply;
- (b) detail the responsibilities of both the Council and the consumers with respect to the public water supply and other water related services;
- (c) ensure the safe and efficient creation, operation, maintenance and renewal of all public water services, sewerage and stormwater drainage networks;
- (d) ensure proper hazard management to prevent or minimise flooding and erosion;
- (e) minimise adverse effects on the local environment particularly freshwater ecological systems and beach water quality, and assists in maintaining receiving water quality;
- (f) ensure that watercourses are properly maintained;
- (g) ensure the protection of Council's water services, sewerage and stormwater drainage assets and the health and safety of employees;
- (h) set out acceptable types of connection to public water services, sewerage and stormwater networks.

### **Land Transport**

The purpose of this bylaw is to manage, control and protect all of the roading corridors including unformed "paper" roads in the District, other than state highways which are controlled by the New Zealand Transport Agency and which the relevant powers have not been delegated to the Waitomo District Council.

### **Freedom Camping**

The purpose of this bylaw is to control freedom camping in the District in order to:

- (a) Protect local authority areas;

- (b) Protect the health and safety of people who may visit local authority areas;
- (c) Protect access to local authority areas.

Note: This bylaw applies only to the areas under the control of the Waitomo District Council. Compliance with this Bylaw does not remove the need to comply with all applicable Acts, regulations, bylaws, and rules of law. This includes complying with any parking or other traffic restrictions in any area, any restrictions on keeping of animals, not littering, not lighting fires in breach of any fire ban, not making excessive noise, and complying with the directions of enforcement officers. This Bylaw should also be read alongside the Freedom Camping Act 2011.

## **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.

Council last undertook a review of representation Arrangements, including Maori representation for effect at the 2019 Election. The next full review is not required until 2023 in time for the 2025 Elections, unless the Council resolves to carry out a review earlier.

## **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 and timelines set out in the LEA when conducting this review and should also follow the guidelines published by the Local Government Commission.

## Elected Members' Role and Conduct

### The Members

		<b>Business Phone</b>	<b>Home Phone</b>
<b>Mayor</b> John Robertson	942 State Highway 3 Paemako RD 2 Piopio 3970	878 0800 027 599 2780	877 8012
<b>Deputy Mayor</b> Guy Whitaker (Urban)	15 Liverpool Street TE KUITI 3910	878 8147	
Lisa Marshall (Urban)	123a Walker Road RD2 TE KUITI 3982	021 117 2241	021 117 2241
Janene New (Urban)	75 Awakino Road TE KUITI 3910	027 336 3061	878 7032
Phil Brodie (Rural)	112 Auahi North Road RD2 PIOPIO 3970	877 8033	877 8033
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

### 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 LGA, 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 LGA, 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 annual plan), policies, and budgets for consideration by the members of the territorial authority.

Pursuant to the LGA, 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)

Note: The LGA also provides for the Council to

- (a) remove a deputy mayor appointed by the mayor
- (b) discharge reconstitute a committee established by the mayor
- (c) discharge a chairperson appointed by the mayor

### **Conduct of an Elected Member**

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

- Schedule 7 of the LGA, 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 LGA. 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 are 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. An Independent Chairperson presides over the Council's Audit Risk and Finance Committee. That Independent Chair is currently Mr Bruce Robertson, an experienced Chair who is also the independent chair for a number of other TLA Audit and Risk Committees.

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	Appointment
<p><b>Audit, Risk and Finance Committee</b></p> <p>The purpose of the Audit, Risk and Finance Committee is to provide guidance, assurance and assistance to Waitomo District Council on matters specific to risk, compliance, controls and external accountabilities (both financial and non-financial).</p>	<p>All Elected Members Independent Member Bruce Robertson</p>
<p><b>District Licensing Committee</b></p> <p><i>Note: A TA's DLC established pursuant to s186 of the Sale and Supply of Alcohol Act 2012 is not a Committee of Council under the LGA. Therefore a DLC is not discharged following a General Election.</i></p> <p>Under Section 186 of the Sale and Supply of Alcohol Act 2012 (the Act), Council is required to appoint a District Licensing Committee (DLC) (with a quorum of three members, one of whom must be the Chairperson).</p> <p>Section 192(1)(b) of the Act requires that TAs together with 1 or more other territorial authorities establish, maintain and publish a "list" of persons jointly approved by the TAs to be members of the TA's DLC.</p> <p>Waitomo, Otorohanga and Waipa DCs maintain a joint list with the only exception being each Council appoints its own elected representative.</p> <p>The DLC is responsible for considering applications made under the Act.</p>	<p>Sarah Brown (Commissioner/ Chair) Cr Guy Whitaker (Deputy Chair) Mr Ross Murphy Ms Patsi Davies Dr Michael Cameron Mr Roy Johnstone Mr John Gower Ms Tegan McIntyre Mrs Jennie McFarlane</p>
<p><b>District Plan Hearings Committee</b></p> <p>The role of the Hearings Panel is to consider all submissions received, hear the evidence of Submitters. Council has appointed an Independent Commissioner Chair to hear the District Plan. The Independent Commissioner Chair in combination with Councillors and Iwi, will form hearings panels to hear submissions on different topics. The final composition of the topics (and therefore the hearings) will not be known until submissions have been received.</p> <p>Council has delegated to the Hearings Panel all powers, duties and functions under the Resource Management Act 1991 (clauses 8AA to, and including, 10 of the First Schedule of the RMA) to case manage, consider, hear, deliberate and decide on all submissions and further submissions received on, and provisions of, the Proposed Waitomo District Plan; and to the Hearings Panel Chairperson the powers to determine the composition of the Hearings Panel for specific topics and/or individual hearings of submissions and further submissions on the Proposed Waitomo District Plan, to the Independent Commissioner Chair</p>	<p>Greg Hill (Independent Commissioner and Chair) Councillor Brodie RMA Accredited Councillor Goddard RMA Accredited 1 x Commissioner with an understanding of Tikanga Maori and of the perspectives of mana whenua (yet to be appointed)</p>

## Working Parties

Details	Appointment
<p><b>Citizen Awards Working Party</b></p> <p>Council recognises the contribution both individuals and community organisations make in achieving improved community well-being and positive community outcomes. Council's Citizen's Awards Policy identifies two award types; Lifetime Achievement and Citizen Award.</p> <p>Awards take place on a biennial basis with Waitomo residents making nominations via a formal nomination process.</p> <p>Council's Policy provides for a Citizens Award Working Party to be appointed consisting of community members who have a strong knowledge of the District community. The CAwp can have up to four community members plus one Council representative and serves a term of four years. Appointment of the CAwp is made by the full Council.</p> <p>The next review of the CAwp is scheduled for February 2020.</p>	<p>Mayor Councillor New Max Lamb Mac Waretini Leo Dempsey</p>

## **Regional and Sub-Regional Appointments**

<b>Details</b>	<b>Appointment</b>
<p><b>Taranaki Regional Council – State Highway 3 Working Party</b></p> <p>The SH3 Working Party was formed by the Taranaki Regional Council in 2002.</p> <p>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.</p> <p>WDC is represented on the Working Party by both an elected representative and a staff member.</p>	<p>Councillor Brodie</p>
<p><b>Waikato Civil Defence Emergency Management Joint Committee</b></p> <p>Pursuant to the Civil Defence Act, Civil Defence throughout the Waikato Region is overseen at a political level by a Joint Committee known as the Civil Defence Emergency Management Group (CDEMG).</p> <p>Civil Defence Emergency Management Groups (CDEM Groups) are responsible for the implementation of local CDEM in an efficient and effective manner.</p> <p>CDEM Groups are formed from local authorities that work together and with other organisations to provide co-ordinated CDEM planning for reduction, readiness, response, and recovery.</p> <p>The Joint Committee is a local government committee with one elected representative from each council. The role of the joint committee is to provide political oversight and governance to ensure that the functions and obligations of the Waikato Civil Defence Emergency Management Group are fulfilled.</p> <p>The members of the Waikato CDEM Joint Committee are:</p> <ul style="list-style-type: none"> <li>• Waikato Regional Council</li> <li>• Hamilton City Council</li> <li>• Hauraki District Council</li> <li>• Matamata-Piako District Council</li> <li>• Otorohanga District Council</li> <li>• South Waikato District Council</li> <li>• Taupo District Council</li> <li>• Thames-Coromandel District Council</li> <li>• Waikato District Council</li> <li>• Waipa District Council</li> <li>• Waitomo District Council</li> </ul>	<p>Councillor Goddard Alternate - Mayor</p>
<p><b>Waikato Mayoral Forum</b></p> <p>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 (Waikato Triennial Agreement) containing protocols for communication and co-ordination among them during the period until the next triennial general election of members.</p> <p>In March 2012, the Regional Triennial Forum governing body (which undertook reviews of the Regional Triennial Agreement at that time) recommended the formation of a Regional Governance body with appropriate delegated authority to provide Regional leadership and representation on matters of strategic importance for the Waikato in accordance with the Triennial Agreement, including completing future reviews of the Triennial Agreement in accordance with the LGA 2002. As a result, in 2012 the Waikato Mayoral Forum (WMF) was established. Since its formation, the Waikato Mayoral Forum has been collaboratively and successfully pursuing its goal of collaborating and working together to develop tangible benefits for the Region through greater local government co-operation.</p> <p>The Forum – made up of Mayors and the Regional Council Chair – has initiated a series of work streams aimed at improving joint planning, economic development and local government efficiency generally. Two of these work streams have now become standalone, independent processes:</p> <ul style="list-style-type: none"> <li>• A joint committee of council representatives is overseeing the</li> </ul>	<p>Mayor Alternate - Deputy Mayor</p>



Details	Appointment
<p>creation of a common Waikato Plan to guide the region's future</p> <ul style="list-style-type: none"> <li>• A business-led governance body is implementing the Waikato Means Business economic development strategy.</li> </ul> <p>Other work streams covering the key areas of policy and bylaws, water services and roading have also been delivering tangible results in the areas of cutting red tape, positioning councils for major water savings and significant efficiencies on roading services.</p> <p>All this work dovetails with related efforts by councils through the jointly owned Waikato Local Authority Shared Services company to drive savings and other efficiencies.</p>	
<p><b>Waikato Plan Joint Committee</b></p> <p>The Waikato Plan aims to be the collective voice for the Waikato Region on high priority issues, challenges and opportunities that affect the regional community. The Plan will:</p> <ul style="list-style-type: none"> <li>• Set a strategic direction for the Waikato and its communities.</li> <li>• Outline a high level development strategy that identifies settlement, infrastructure and service needs.</li> <li>• Provide an evidential basis to support policy and investment decision making within the Waikato.</li> <li>• Enable coherent and co-ordinated decision making by the local authorities, Central Government and other parties to determine the future location and timing of critical infrastructure, services, and investment within the Waikato.</li> <li>• Provide a basis for aligning the implementation plans, regulatory plans and funding programmes of local government and strategic partner agencies.</li> </ul> <p>The Waikato Plan Joint Committee was established to facilitate and encourage the implementation of the Waikato Plan and undertake any reviews or updates to the Plan. The Committee functions as a facilitator and influencer, encouraging the allocation of resources to achieve agreed regional priorities. It also acts as the facilitator of the Waikato message, building the authority and influence the Waikato has by encouraging the many legitimate voices in the Region to say the same thing and advocate for the same outcomes for the region.</p> <p>As a Committee of Waikato Regional Council, the Committee is not able to make decisions on behalf of other local authorities.</p> <p>The Committee currently operates under an Agreement developed pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002. The Agreement provides that the Committee is not discharged at the next election, however the current membership of the Committee expired on the date of the triennial Local Government election. Membership of the Committee is comprised:</p> <ul style="list-style-type: none"> <li>• One voting member appointed by the Waikato Regional Council</li> <li>• One voting member appointed by the Future Proof Group (Hamilton City Council, Waipa District Council, Waikato District Council)</li> <li>• One voting member jointly appointed by Hauraki District Council, Matamata-Piako District Council and Thames Coromandel District Council.</li> <li>• One voting member jointly appointed by Otorohanga, South Waikato, Taupo and Waitomo District Councils</li> <li>• One voting member appointed by Hamilton City Council</li> <li>• Up to six voting members appointed by Tāngata whenua and confirmed as members by the Waikato Regional Council</li> <li>• Up to four voting members being business and/or community representatives confirmed by the Waikato Regional Council</li> <li>• One non-voting member being a representative of the Waikato District Health Board</li> <li>• One non-voting member being a representative of the New Zealand Transport Agency</li> <li>• Ministry of Social Development</li> <li>• Ministry of Education non-voting members being representatives of relevant Government Agencies as required.</li> </ul>	<p>Mayor Max Baxter</p> <p><i>(Jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council)</i></p>
<p><b>Waikato Regional Council – Regional Transport Committee</b></p> <p>The RTC is a WRC Committee and its purpose is to plan and coordinate land transport and road safety and to recommend WRC's policy on land transport.</p> <p>The RTC also prepares the Regional Land Transport Strategy and Regional Land Transport Programme.</p>	<p>Councillor Brodie Alternate = Mayor</p>



Details	Appointment
<p><b>Waikato River Authority</b></p> <p>The Waikato River Authority is an independent statutory body under the Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010.</p> <p>The arrangement covers a catchment of 11,000 km<sup>2</sup> comprising the Waikato River from Huka Falls to Te Pūaha o Waikato, the Waipa River from its source to its connection with the Waikato River, and their catchments.</p> <p>The Authority has 10 board members – five appointed from each river iwi (Tainui, Te Arawa, Tuwharetoa, Raukawa, and Maniapoto) and five Crown-appointed members. The Regional Council nominates one Crown member and one is nominated by the territorial authorities. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	<p>Await approach be to be made to support a Nominee appointment</p>
<p><b>Waipa Joint Management Agreement (<i>Nga Wai O Waipa Co-Governance Forum (Waikato District/Waipā District/Waitomo District/Otorohanga)</i>)</b></p> <p>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 Nga Wai o Maniapoto (Waipa River Act) 2012.</p> <p>The Act provides that a Joint Management Agreement (JMA) be developed between Council and the Maniapoto Maori Trust Board as part of the co-management arrangements.</p> <p>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 legislative obligation to form a joint committee and also provides for a holistic and collaborative co-governance model for the JMA.</p>	<p>Mayor Alternate - Deputy Mayor</p>

### Council Appointments to Trusts

Details	Appointment
<p><b>Game On Charitable Trust</b></p> <p>The Te Kuiti High School (TKHS) Board of Trustees and other members of the community identified an opportunity to develop a facility for the North King Country, to be used by the wider community, rather than just a school gymnasium. Initially, a Project Steering Group was established to oversee the project representing TKHS, the community, Sport Waikato, Waitomo and Otorohanga District Councils. That Steering Group progressed the project until such time as the development of a Charitable Trust was required.</p> <p>On 17 May 2017 Council resolved to appoint the Mayor as Council's representative on the Trust. The purpose of the Trust includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Raise and provide funds for the development, establishment, operation and maintenance of land, buildings and equipment for a facility for recreational, sporting and education needs.</li> <li>• To develop, operate, maintain and manage the land, buildings and equipment of the facility.</li> <li>• To promote, coordinate and provide recreational and educational programmes and activities.</li> </ul>	<p>Councillor New</p>
<p><b>Te Kuiti Community House</b></p> <p>Te Kuiti Community House Trust is a registered NZ Charitable Trust.</p> <p>The purpose of the Trust is to support the Te Kuiti community to develop and grow by facilitating appropriate services in the promotion of the well-being of the people living and working in the community including:</p> <ol style="list-style-type: none"> <li>1. Reduce social isolation</li> <li>2. Reduce Family violence</li> <li>3. Strengthening our Community</li> <li>4. Support for youth and Rangatahi</li> <li>5. Support for families and whanau</li> <li>6. Community interaction and cooperation to create a vibrant caring society.</li> </ol>	<p>Councillor Marshall</p>

Details	Appointment
<p><b>North King Country Development Trust</b></p> <p>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.</p> <p>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.</p>	<p>Mayor Max Baxter <i>Vacancy</i></p>

### **External Funding Partners (Administered by Council)**

Details	Appointment
<p><b>Creative Communities</b></p> <p>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.</p>	<p>Councillor Marshall Councillor New</p>
<p><b>DC Tynan Trust</b></p> <p>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.</p>	<p>3 Urban Ward Councillors</p>
<p><b>Sport New Zealand</b></p> <p>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.</p>	<p>Councillor Marshall Councillor New</p>

### **Other Representation Appointments**

Details	Appointment
<p><b>Community Youth Connections</b></p> <ul style="list-style-type: none"> <li>• Youth Council</li> <li>• Social Sector Trials</li> <li>• Tuia Programme</li> <li>• Mayor's Taskforce for Jobs</li> <li>• Employment Partnerships</li> </ul>	<p>Mayor Councillor New Councillor Marshall</p>
<p><b>Piopio Wastewater Community Liaison Group</b></p> <p>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.</p>	<p>Mayor Councillor Brodie</p>
<p><b>Te Kuiti and District Historical Society</b></p> <p>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.</p>	<p>Councillor New</p>

Details	Appointment
<p><b>Waitomo/Tatsuno Sister City Committee</b></p> <p>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."</p>	<p><i>Note:</i> Service Delivery of this activity is currently under review.</p>
<p><b>Rural Ward</b></p> <p>The representation of these areas will include Councillor representation for liaison purposes at 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.</p>	
<p><b>Rural North West</b> (incorporating old Waitomo/Te Anga Rural Wards)</p>	
<p>Marokopa Recreation Ground Committee Rural Halls - Waitomo / Te Anga Waitomo Caves Museum Tere Waitomo Community Trust Maraes</p>	<p>Councillor Smith</p>
<p><b>Rural South East</b> (incorporating old Aria/Mangaokewa Wards)</p>	
<p>Benneydale Residents and Ratepayers Association Benneydale Hall Mokauiti Hall Rangitoto Hall Maraes</p>	<p>Councillor Goddard</p>
<p><b>Rural South West</b> (incorporating old Paemako/Tainui Wards)</p>	
<p>Piopio Retirement Board Piopio Sports Club Mokau Residents and Ratepayers Association Tainui Waitere Domain Board Tainui Ratepayers Maraes</p>	<p>Councillor Brodie</p>
<p><b>Urban Ward</b></p> <p>The representation of these areas will include Councillor representation for liaison purposes at 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.</p>	
<p><b>Elderly Housing Liaison (Hillview/Redwood Flats/St Andrews Court)</b></p> <p>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.</p>	<p>Councillor New</p>
<p><b>Te Kuiti Development Incorporated</b></p> <p>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.</p>	<p>Deputy Mayor Councillor New</p>

## Delegations

Under the Local Government Act 2002 and other legislation, Council has considerable ability to delegate its powers, functions and duties to committees and staff. These delegations enable the Council to operate efficiently and effectively. The delegations made by Council are maintained in a Delegations Register which is subject ongoing review and required updates are referred to Council for approval.

## 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.

Note:

During the Covid-19 Level restrictions (or any other situation which may arise that would preclude the public from attending), those meetings of the Council (including the Audit Risk and Finance Committee), will be recorded and loaded to Council's website following the meeting.

## **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**

Waitomo District Council has a Joint Management Agreement with the Maniapoto Māori Trust Board which amongst other things, details specific circumstances where consultation with local iwi is appropriate.

Consultation with respect to the development of Council's proposed District Plan is underway with representatives of five Maniapoto Regional Management Committees, and two Marae representatives from Waikato-Tainui. This consultation is undertaken through a Working Group. Specific consultation in respect of coastal resource management matters has also occurred with applicants for Recognition of Protected Customary Rights and Customary Marine Titles.

Development of these protocols is based on mutual goodwill and ensures 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 roles of the elected Council and that of the Chief Executive (management) are distinct and prescribed by the LGA despite the employer/employee relationship. In simple terms, Council's role is to decide "what" at Principal Activity sub-level (refer Schedule 10 LGA, LTP 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.

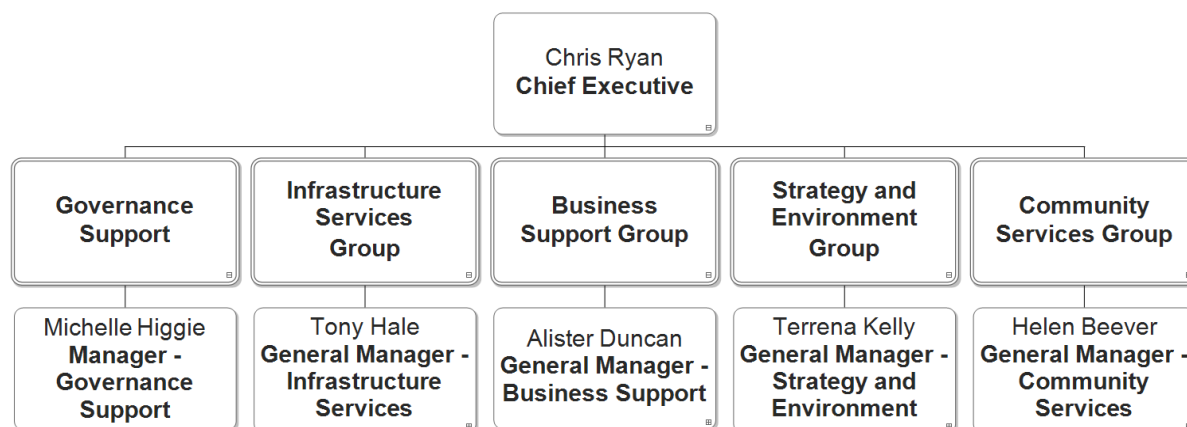
The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.

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 information held by the Council 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:

### **Governance Support**

- Executive Assistance to Chief Executive
- Council Secretary
- Corporate Standards
- Property Access/Security
- Executive Assistance to Mayor
- Fleet Management
- Citizenship Ceremonies
- Civic Functions

### **Infrastructure Services**

- Roading
- Stormwater Services
- Waste Minimisation
- Design and Investigation
- Field Survey
- Housing and Other Property
- Recreation and Community Facilities
- Water Supplies
- Wastewater Services
- Contract Supervision
- Tender Evaluation
- Parks and Reserves
- Public Amenities

### **Business Support**

- Financial Services
- Revenue Services (including Rates)
- Council's Central Records System
- Accounting Services
- Communication Systems
- Personal Computer Systems

### **Community Services**

- District Library Services
- District Promotion
- Civil Defence
- Visitor Information Centres
- Economic Development Promotion
- Human Resources

### **Strategy and Environment**

- Annual Planning
- Resource Management Policy
- Community Consultation
- Long Term Plan
- Policy Preparation
- Resource Management Implementation

- District Plan – Monitoring
- District Plan – Administration
- Building Control
- Environmental Health
- District Plan – Review
- Compliance and Enforcement
- Animal Control
- General Inspections

## Remuneration Policy

Doc Ref No. A307812

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 (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 26 November 2019.

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

Doc Ref No. A78913

Waitomo District Council is committed to actively supporting the principles of equal opportunities through its Human Resourcing 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.

Council's key planning/policy documents are as follows:

Plan Title	Process for formulating the Plan	Review Process
10 Year Plan	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	Every three years. May be varied at any time provided that a due process is followed.

<b>Plan Title</b>	<b>Process for formulating the Plan</b>	<b>Review Process</b>
Annual Plan	Draft plan formulated taking account LTP and Council's own strategies Formal community consultation (esp. Maori) Final Consideration and adoption Total timeframe approximately six months	New annual plan each year creates a continual review of all services and activities.
Annual Report	Comparison of Council's actual performance with the proposed performance set out in the Annual Plan or LTP. Produced within four months of end of financial year. Must contain an audited financial statement, set of accounts and annual financial report assessing Council's financial performance and position against budget.	New Annual Report required each year.
District Plan	Resource management issues documents prepared. Consultation with key stakeholders Public notification of draft plan Submissions on draft plan considered by Council and publicly notified Preparation of proposed plan	Review required no later than 10 years after plan becomes operative. Council may vary at any time to suit changing circumstances.
Asset Management Plans	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.	Reviewed and Updated Annually
Water and Sanitary Assessment	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.  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.	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**

### **Contact Details for Waitomo District Council**

Main Office: Queen Street, Te Kuiti 3910  
 Postal Address: PO Box 404, Te Kuiti 39412  
 Phone (Main Office): (07) 878 0800  
 Freephone: 0800 932 4357  
 Internet: [www.waitomo.govt.nz](http://www.waitomo.govt.nz)  
 Email: [info@waitomo.govt.nz](mailto:info@waitomo.govt.nz)

### **Contact Details for Mayor and Councillors**

Contact details for the Mayor and Councillors are contained in the "Elected Members' Role and Conduct" section of the Statement.

### **Access to Key Planning and Policy Documents**

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, social media, 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.

### **Access to Council Meetings**

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.

## **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 and Meetings Act (LGOIMA).

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 LGOIMA, 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 LGOIMA, 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 LGOIMA, the applicant has the right to make a complaint to the Ombudsman, to seek an investigation and review of the Council's decision.