

# **Waitomo District Council**

## **Governance Statement February 2023**

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# Contents

<b>INTRODUCTION   KUPU ARATAKI .....</b>	<b>4</b>
<b>PURPOSE AND SCOPE   TE ARONGA ME TE KORAHĪ .....</b>	<b>5</b>
<b>POLICY   KAUPAPA HERE .....</b>	<b>6</b>
1.0 Principles Relating to Local Authorities.....	6
2.0 Principles of Governance.....	6
3.0 Legislation .....	6
3.1 General.....	6
3.2 Local Legislation.....	7
4.0 Bylaws .....	7
4.1 Trade Waste Bylaw.....	8
4.2 Dog Control Bylaw.....	9
4.3 Public Places Bylaw.....	9
4.4 Public Health and Safety Bylaw .....	9
4.5 Solid Waste Bylaw .....	10
4.6 Public Amenities Bylaw.....	10
4.7 Water Services Bylaw .....	10
4.8 Land Transport Bylaw .....	11
4.9 Freedom Camping Bylaw .....	11
5.0 The Electoral System.....	11
5.1 Changing the Electoral System.....	11
6.0 Representation .....	12
7.0 Elected Members' Role and Conduct.....	12
7.1 The Members.....	12
7.2 Role of an Elected Member .....	13
7.3 Role of the Mayor .....	13
7.4 Conduct of an Elected Member.....	14
7.5 Code of Conduct.....	14
8.0 Governance Structures and Processes, Membership and Delegated Authorities .....	14
8.1 Council.....	14
8.2 Committees.....	14
8.3 Regional and Sub-Regional Appointments.....	15
8.4 Trusts providing for Council nomination/application .....	18
8.5 External Funding Partners ( <i>Administered by Council</i> ) .....	19
8.6 Other Representation Appointments .....	19
8.7 Delegations .....	20
9.0 Meetings of Elected Members .....	20
10.0 Consultation Policies.....	21
11.0 Relationships with Māori .....	21
12.0 Management Structure and Relationship between Management and Elected Members .....	22
12.1 Relationship between Management and Elected Members.....	22
12.2 Management Structure.....	22

13.0 Remuneration Policy.....24

14.0 Equal Employment Policy .....24

15.0 Key approved Planning and Policy Documents .....24

16.0 Public Access to Council .....25

    16.1 Contact Details for Waitomo District Council .....25

    16.2 Contact Details for Mayor and Councillors.....25

    16.3 Access to Key Planning and Policy Documents.....25

    16.4 Access to Council Meetings .....25

17.0 Requests for Official Information.....26

## INTRODUCTION | KUPU ARATAKI

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 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.*

## PURPOSE AND SCOPE | TE ARONGA ME TE KORAHĪ

### 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 the LGA, 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.

### 1.0 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.

### 2.0 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.

### 3.0 Legislation

#### 3.1 General

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

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

Animal Welfare Act 1999	Local Authorities (Members' Interests) Act 1968
Arts Council of New Zealand Toi Aotearoa Act 2014	Local Electoral Act 2001
Biosecurity Act 1993	Local Government Act 2002
Building Act 2004	Local Government Official Information and Meetings Act 1987
Building Research Levy Act 1969	Local Government (Rating) Act 2002
Burial and Cremation Act 1964	New Zealand Library Association Act 1939
Bylaws Act 1910	Nga Wai o Maniapoto (Waipa River Act) 2012
Citizenship Act 1977	Privacy Act 1993
Civil Defence Emergency Management Act 2002	Property Law Act 2007
Disabled Persons Community Welfare Act 1975	Protected Disclosures Act 2000
Dog Control Act 1996	Prostitution Reform Act 2003
Fencing Act 1978	Public Records Act 2005
Food Act 2014	Public Works Act 1981
Freedom Camping Act 2011	Racing Act 2003
Gambling Act 2003	Rates Rebate Act 1973
Government Roding Powers Act 1989	Rating Valuations Act 1998
Hazardous Substances and New Organisms Act 1996	Reserves Act 1977
Health Act 1956	Residential Tenancies Act 1986
Health and Safety at Work Act 2015	Resource Management Act 1991
Heritage New Zealand Pouhere Taonga Act 2014	Sale and Supply of Alcohol Act 2012
Impounding Act 1955	Te Ture Whenua Maori Act 1993
Land Drainage Act 1908	Trespass Act 1980
Land Transfer Act 2017	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.

### **3.2 Local Legislation**

3.2.1 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 following acts related to the Waitomo District as well as other TLAs:

- Waikato-Tainui - Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Nga Wai o Maniapoto (Waipa River Act) 2012
- Rereahu - Maraeroa A and B Blocks Claims Settlement Act 2012
- Raukawa Claims Settlement Act 2014
- Ngāti Tūwharetoa - Ngāti Tūwharetoa Claims Settlement Act 2018
- Maniapoto Claims Settlement Act 2022

### **4.0 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, and once that initial five year review is completed, bylaws are then required to be reviewed at a minimum 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.

<b>Bylaw</b>	<b>Bylaw Adoption Date</b>	<b>5 Year Review Adoption Date</b>	<b>Other Reviews</b>	<b>Next (10 Year) Review Adoption Date</b>
Public Health and Safety	3 November 2009	25 June 2014	Amended in 2019 to give effect to s446 of the Food Act 2014	25 June 2024
Public Places Bylaw	24 March 2009	25 June 2014	Amended in 2019 to align with the Freedom Camping Bylaw 2018	25 June 2024
Solid Waste Bylaw	3 November 2009	1 August 2014	/A	1 August 2024
Public Amenities Bylaw	10 February 2010	10 February 2015	N/A	10 February 2025
Water Services Bylaw	10 February 2010	10 February 2015	N/A	10 February 2025
Land Transport Bylaw <sup>[1]</sup>	10 February 2010	29 April 2015	N/A	29 April 2025
Dog Control Bylaw	22 February 2005	16 December 2008	15 December 2015 Minor amendments - 25 June 2019	15 December 2025
Trade Waste Bylaw	26 July 2006	26 July 2011	1 July 2016	1 July 2026
Freedom Camping Bylaw	27 November 2018	30 August 2022	N/A	30 August 2032

#### **4.1 Trade Waste Bylaw**

4.1.1 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.

## **4.2 Dog Control Bylaw**

4.2.1 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.

4.2.2 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.

## **4.3 Public Places Bylaw**

4.3.1 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.

4.3.2 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

4.3.3 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.

## **4.4 Public Health and Safety Bylaw**

4.4.1 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.

4.4.2 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

4.4.3 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.

#### **4.5 Solid Waste Bylaw**

4.5.1 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.

#### **4.6 Public Amenities Bylaw**

4.6.1 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.

4.6.2 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

4.6.3 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.

#### **4.7 Water Services Bylaw**

4.7.1 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.

#### **4.8 Land Transport Bylaw**

- 4.8.1 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.

#### **4.9 Freedom Camping Bylaw**

- 4.9.1 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.

### **5.0 The Electoral System**

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

In the past Council has employed 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.

#### **5.1 Changing the Electoral System**

- 5.1.1 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.

- 5.1.2 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.
- 5.1.3 Council will commence a full review of representation arrangements (including the electoral system) in 2023 to take effect at the 2025 Election.

## 6.0 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.

Council will commence a full review of representation arrangements (including the Maori representation) in 2023 to take effect at the 2025 Election.

## 7.0 Elected Members' Role and Conduct

### 7.1 The Members

#### **Mayor John Robertson**

Address: 942 State Highway 3, Paemako, RD2, Piopio  
Email WDC: [Mayor@waitomo.govt.nz](mailto:Mayor@waitomo.govt.nz)  
Home Phone: 07 877 8012  
Mobile: 0275 992 780

#### **Deputy Mayor Allan Goddard**

Address: 566 Mangaokewa Road, RD7, Te Kuiti 3987  
Email WDC: [Allan.Goddard@waitomo.govt.nz](mailto:Allan.Goddard@waitomo.govt.nz)  
Phone: 07 878 7865

#### **Dan Tasker**

Address: 64 King Street West, Te Kuiti 3910  
Email WDC: [Daniel.Tasker@waitomo.govt.nz](mailto:Daniel.Tasker@waitomo.govt.nz)  
Business Phone: 021 544 615  
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#### **Eady Manawaiti**

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**Gavin Todd**

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**Janene New**

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**Janette Osborne**

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Mobile: 021 890 933

**7.2 Role of an Elected Member**

7.2.1 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)

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

**7.3 Role of the Mayor**

7.3.1 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.

7.3.2 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

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

7.4.1 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.

## **7.5 Code of Conduct**

7.5.1 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.

## **8.0 Governance Structures and Processes, Membership and Delegated Authorities**

### **8.1 Council**

- 8.1.1 The Mayor and Council Members are elected by the people of the Waitomo District from 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.
- 8.1.2 The Mayor presides over meetings of the Council. An Independent Chairperson presides over the Council's Audit and Risk 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.
- 8.1.3 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.

### **8.2 Committees**

- 8.2.1 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.

- 8.2.2 Pursuant to the LGA, a committee includes, in relation to a local authority,—
- a committee comprising all the members of that local authority; and
  - a standing committee or special committee appointed by that local authority; and
  - a joint committee appointed under clause 30 of Schedule 7; and
  - any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)

Details	Appointment
<p><b>Audit and Risk 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</p> <p>Independent Chairperson - Bruce Robertson</p> <p>Deputy Chairperson – Mayor</p>
<p><b>Te Raangai Whakakaupapa Koorero</b></p> <p>The purpose of the Committee is to provide guidance, assistance and support to Waitomo District Council (WDC) on matters specific to Iwi and Mana Whenua relationships.</p>	<p>Mayor John Robertson</p> <p>Councillor Manawaiti (Chairperson)</p> <p>Councillor Tasker</p>
<p><b>Appointments and Chief Executive Relationship Committee</b></p> <p>The purpose of this Committee is to undertake processes relative to –</p> <ol style="list-style-type: none"> <li>Reviewing the Chief Executive’s performance</li> <li>Appointment of directors to Council Controlled Organisations</li> </ol>	<p>All Elected Members</p> <p>Mayor (Chairperson)</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). 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. Since 2013, Waitomo, Otorohanga and Waipa DCs have been sharing resources for its DLC and maintain a joint list. The DLC is responsible for considering applications made under the Act.</p>	<p><i>Council Resolution 26 October 2021</i></p> <p>Sarah Grayson (Commissioner/Chair)</p> <p>Tegan McIntyre (Alt Commissioner)</p> <p>Guy Whitaker (Deputy Chair)</p> <p>Ross Murphy</p> <p>Patsi Davies</p> <p>Dr Michael Cameron</p> <p>Roy Johnstone</p> <p>John Gower</p> <p><i>Note: All appointments were made for a 5 year period</i></p>

### 8.3 Regional and Sub-Regional Appointments

Details	Appointment
<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 Todd</p> <p>Alternate – Mayor</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>	<p>Deputy Mayor</p> <p>Alternate - Mayor</p>

Details	Appointment
<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><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.</p> <p>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.</p> <p>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 creation of a common Waikato Plan to guide the region’s future</li> <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>Mayor Alternate - Deputy Mayor</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</p>	<p>Note: Otorohanga Mayor Max Baxter was jointly appointed by Otorohanga District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council for the 2019-2022 triennium. Liaison is currently underway with the other Councils to appoint a representative. Mayor Max Baxter will be supported should he indicate his willingness to continue in the current triennium.</p>



Details	Appointment
<p>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.</p> <p>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 District Council, South Waikato District Council, Taupo District Council, and Waitomo District Council</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 as members 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><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 Osborne Alternate – Mayor</p>
<p><b>Waikato Regional Council – Regional Connections Committee</b></p> <p>The RCC is a WRC Committee and its objective is to enhance the wellbeing of our communities through the achievement of the goals set out in the Regional Public Transport Plan. The particulars of its scope of activities are:</p> <ul style="list-style-type: none"> <li>• Consider and recommend on matters relevant to the implementation and monitoring of the Regional Public Transport Plan</li> <li>• Develop the draft Regional Public Transport Plan and recommend it to Council (via the Strategy &amp; Policy Committee) for public consultation (as required)</li> <li>• Ensure all policy developed in the Regional Public Transport Plan is consistent with the operative Regional Land Transport Plan.</li> </ul> <p>Membership of the committee is:</p> <ul style="list-style-type: none"> <li>• 3 voting members from WRC and the Chair or Deputy Chair WRC (full voting rights)</li> <li>• 4 voting members appointed by Hamilton City Council</li> <li>• 1 voting member from each Territorial Authority by invitation</li> <li>• 1 non-voting member from each of the following agencies: Waka Kotahi – NZ Transport Agency and Access and Mobility Sector</li> </ul>	<p>Same membership as RTC above at the invitation of WRC.</p> <p>Councillor Osborne Alternate - Mayor</p>
<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. The purpose of the of the Authority is to set the primary direction through its Vision and Strategy to achieve the restoration and protection of the health and wellbeing of the Waikato River and Waipā River for future generations.</p> <p>The Authority covers a catchment of 11,000 km2 comprising the</p>	<p>Territorial Authorities Appointee: - Waiting to hear of any nominations</p>

Details	Appointment
<p>Waikato River (from Huka Falls to Te Pūaha o Waikato), and the Waipa River (from its source to its connection with the Waikato River) including both rivers' 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 <b>one is nominated by the territorial authorities</b>. The Minister for the Environment appoints one of two co-chairpersons; iwi choose the other.</p>	
<p><b>Waipa Joint Management Agreement</b>  <b>Nga Wai O Waipa Co-Governance Forum</b>  <i>(Waikato, Waipa, Otorohanga and Waitomo Districts)</i></p> <p>In June 2012, Council resolved to enter a new era of co-management for the Waipa River between Council and the Maniapoto Māori 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 Māori 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 Māori 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  Alternates – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai Whakakaupapa Koorero)</p>
<p><b>Te Nehenehenui Joint Committee</b></p> <p>This joint committee has been formed to commence the co-governance and co-management provisions and other obligations relevant to the Councils, triggered on the commencement of the Maniapoto Claims Settlement Act 2022 (the Act).</p> <p>The Act is the final settlement of all historical Treaty of Waitangi claims of Maniapoto and recognises that despite Maniapoto persistently advocating for the maintenance and recognition of their rangatiratanga and mana whakahaere the Crown has failed to uphold its obligations under Te Tiriti and has had a severe impact on Maniapoto's socio economic wellbeing and tribal identity.</p> <p>Te Nehenehenui is the mandated iwi authority established by Trust deed, to receive the treaty settlement. Maniapoto Māori Trust Board will cease to exist, and Te Nehenehenui is now the entity responsible for the functions previously performed by the Maniapoto Māori Trust Board.</p>	<p>Mayor  Alternates – Cr Manawaiti</p> <p>(Cr Manawaiti in his capacity as Chair of Te Raangai Whakakaupapa Koorero)</p>

#### 8.4 Trusts providing for Council nomination/application

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</p> <p>Note: Current term expires in August 2024.</p>
<p><b>Waitomo Energy Services Customer Trust</b></p> <p>Waitomo Energy Services Customer Trust (WESCT) is the 100% shareholder of The Lines Company Limited (TLC) and holds the shares for the benefit of Customers of the Company in the former Waitomo Electric Power Board District - commonly known as the "Northern Area" of TLC's network.</p> <p>WESCT has six trustees: three are "A" trustees - elected by customers, two are "B" trustees - elected by major customers, and the "A" Trustees appoint one trustee.</p>	<p>Nomination recommendations will be sought from the Council as current B Trustee terms come to an end and elections are called.</p>
<p><b>Maru Energy Trust</b></p> <p>Maru Energy Trust is a not-for-profit charitable trust, established in August 2018 by The Lines Company. The Trust provides support to improve the energy efficiency of households and wellbeing of the occupants including:</p> <p>A. Developing and implementing educational programmes to help households and the community understand how to better manage</p>	<p>Liaison currently underway with the four Councils to appoint a representative.</p>

Details	Appointment
<p>their energy use.</p> <p>B. Identifying households within the community who would benefit from advice and assistance regarding their energy use.</p> <p>C. Facilitate physical modifications to the home and environment to improve energy use.</p> <p>D. Securing funding to support the charitable purposes of the Trust; and</p> <p>E. Undertaking any other purpose that benefits households or the community in keeping with the charitable purposes of the Trust.</p> <p>The Trust Board must comprise of at least three and no more than eight Trustees appointed in accordance with the Trust Deed.</p> <p>One Trustee is to be appointed to represent the Waitomo, Otorohanga, Taupo and Ruapehu District Councils jointly. The term of this Trustee is three years.</p>	

### 8.5 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 Osborne 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 Manawaiti Councillor Tasker</p>

### 8.6 Other Representation Appointments

Details	Appointment
<p><b>Community Youth Connections</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Youth Council</li> <li>• TUJA Programme</li> <li>• Mayor's Taskforce for Jobs</li> <li>• Employment Partnerships</li> </ul>	<p>Mayor Councillor New</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 Todd</p>

Details	Appointment	
<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>	Councillor Tasker	
<p><b>Rural Ward Portfolios</b></p> <p>The portfolio representation of these areas will include Councillor representation for liaison purposes at community activities, attending community events in these areas, and being the point of contact for residents and ratepayers within these areas of the District.</p> <p>Examples of representation/portfolios are listed beneath the relevant area.</p>		
<p><b>Rural Northwest</b> (incorporating old Waitomo/Te Anga Rural Wards)</p> <ul style="list-style-type: none"> <li>• Marokopa Recreation Ground Committee</li> <li>• Community Halls</li> <li>• Waitomo Caves Museum</li> <li>• Tere Waitomo Community Trust</li> </ul>		Councillor Osborne
<p><b>Rural Southeast</b> (incorporating old Aria/Mangaokewa Wards)</p> <ul style="list-style-type: none"> <li>• Benneydale Hall</li> <li>• Mokauiti Hall</li> <li>• Rangitoto Hall</li> </ul>		Councillor Goddard
<p><b>Rural Southwest</b> (incorporating old Paemako/Tainui Wards)</p> <ul style="list-style-type: none"> <li>• Piopio Retirement Board</li> <li>• Mokau Residents and Ratepayers Association</li> <li>• Tainui Wetere Domain Board</li> </ul>		Councillor Todd
<p><b>Urban Ward</b></p> <p>The portfolio representation of the urban area will include representation for liaison purposes at community activities, attending community events and being a point of contact for residents and ratepayers within the urban 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>	Councillor New	
<p><b>Te Kuiti Development Incorporated (Legendary Te Kuiti)</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>Councillor New</p> <p>Councillor Tasker</p> <p>Note: Councillor Osborne is a member in her own right</p>	

## 8.7 Delegations

8.7.1 Under the LGA 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.

## 9.0 Meetings of Elected Members

The legal requirements for Council's meetings are set down in the 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.

All Council and Committee meetings are livestreamed and the recordings are available on Council's website.

## **10.0 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.

## **11.0 Relationships with Maori**

The Local Government Act 2002 includes a specific requirement for Council to set out the steps it intends to take which might foster Maori capacity to contribute to the decision making processes of Council. In the Waitomo District 44.8% of people identify in the census as belonging to the Maori ethnic group, compared with 16.5 percent for all of New Zealand. Therefore, it is important that we have effective mechanisms in place for promoting Maori involvement in decision-making.

As part of the full representation arrangements review commencing in 2023, Council will be considering Maori Wards.

Council's current processes to involve Maori in decision making are as follows:

- Meet with local Maori specifically during formal consultation processes at a location convenient to them, to seek their feedback.
- Invite Maori representatives to be part of any groups established by Council where feedback for the purpose of seeking community feedback or understanding community views, for example, invitation to be part of the Railway Buildings Project Reference Group.
- Maori representation at the Youth Council which provides opportunity for issues particular to Maori to be brought to the attention of Council.
- Iwi and Hapu representatives are consulted to discuss specific proposals which may involve a significant decision in relation to land or a body of water.

The ways in which Council has been fostering the development of Maori capacity is as follows –

- Commitment to developing a Memorandum of Understanding with Ngati Rora so as to enhance Council's relationship with Ngati Rora and to enable them to put their thoughts and ideas forward. Council staff have monthly hui with Ngati Rora to discuss collaboration and the sharing of information.
- Co-management of the Waipa River with Tangata Whenua through the Joint Management Agreement.
- Consultation, particularly on Resource Management Planning and Town Concept Planning, with Regional Marae Committees.

- Development of Te Raangai Whakakaupapa Koorero, post the 2022 Local Government Elections to develop more formally Council’s relationship with iwi, mana whenua and Maori in general.
- Encouragement of the Youth Council, of which Maori are a part, to put forward their views and ideas and contribute to decision making.

Participation levels in decision-making forums, including elections, are an important measure of legitimacy for democratic institutions such as local government. As such securing Maori participation should be an important point for consideration by local government. This aspect, combined with the obligations of the Treaty of Waitangi, places a clear responsibility on local government to secure Maori participation to uphold both the Treaty and its own democratic legitimacy.

## 12.0 Management Structure and Relationship between Management and Elected Members

### 12.1 Relationship between Management and Elected Members

12.1.1 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”.

12.1.2 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.

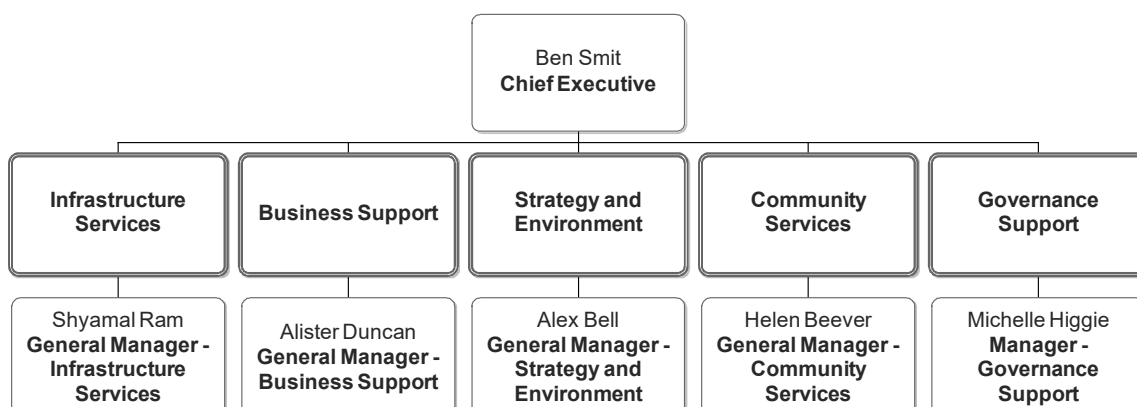
12.1.3 The Chief Executive reports to the Council. All staff report to and are employed by the Chief Executive.

12.1.4 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.

12.1.5 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.

### 12.2 Management Structure

12.2.1 The following diagram sets out Council’s senior management structure:



12.2.2 The responsibilities of each Group are set out below:

**Governance Support**

- Executive Assistance to Chief Executive
- Executive Assistance to General Manager – Community Services
- Council Secretary
- Corporate Standards
- Property Access/Security
- Executive Assistance to Mayor
- Executive Assistance to General Manager – Infrastructure Services
- Fleet Management
- Citizenship Ceremonies
- Civic Functions

**Infrastructure Services**

- Roading
- Stormwater Services
- Waste Minimisation
- Design and Investigation
- Field Survey
- 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
- Computer Systems

**Community Services**

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

**Strategy and Environment**

- Annual Planning
- Resource Management Policy
- Community Consultation
- District Plan – Monitoring
- District Plan – Administration
- Building Control
- Environmental Health
- Long Term Plan
- Policy Preparation
- Resource Management Implementation
- District Plan – Review
- Compliance and Enforcement
- Animal Control
- General Inspections

## 13.0 Remuneration Policy

Doc Ref No. A642051

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 Elected Members Allowances and Recovery of Expenses Policy.

Council's current Policy on Elected Members Allowances and Recovery of Expenses was adopted by Council on 29 November 2022.

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.

## 14.0 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.

## 15.0 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
Long Term 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.
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.



<b>Plan Title</b>	<b>Process for formulating the Plan</b>	<b>Review Process</b>
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.

## **16.0 Public Access to Council**

### **16.1 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)

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

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

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

16.3.1 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.

16.3.2 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.

16.3.3 Key public documents that do not require special consultation are made available at Council offices and are sent to identified stakeholders.

### **16.4 Access to Council Meetings**

16.4.1 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 generally held on the last Tuesday of the month, with the exception of December and January. 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 approved from the Mayor or Chairperson.

16.4.2 All Council and Committee meetings are livestreamed and are available via the Council's website.

## **17.0 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.