



GOVERNANCE STATEMENT

MARCH 2011

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Purpose of the Governance Statement

Waipa District Council's Governance Statement is a collection of information about the processes that Council uses to engage with the district's residents. It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

Council's Governance Statement is a requirement of Section 40 of the Local Government Act 2002 (LGA). Council is obliged to produce a new governance statement within six months following each triennial election.

Council's Purpose, Responsibilities and Activities

Purpose

Waipa District Council (WDC, Council) is a territorial local authority established in 1989 by way of the Local Government (Waikato Region) Reorganisation Order 1989. The LGA states Council's purpose and roles.

Council's purpose is:

- To enable democratic local decision-making and action by, and on behalf of its communities; and
- To promote social, economic, environmental and cultural well-being of its communities, in the present and for the future.

In meeting its purpose Council's roles are to:

- Give effect, in relation to its district or region, to the purpose of local government; and
- Perform the duties, and exercise the rights, conferred on it by or under the Local Government Act 2002 (LGA) or any other (LGA 2002, Part 2, Section 11).

Council's mission statement and goals are aligned to its purpose, and are as follows:

Purpose (Mission)

"To partner the community in promoting the well-being of the Waipa District and its people".

Vision

The Home of Champions.

Key Goal

Waipa District – a great place to live, work and play.

Supporting Goals

1. To recognise, and foster awareness and the enhancement of, the unique cultural, historic, environmental and recreational character and strengths of the District.
2. To ensure prudent stewardship of the natural and physical resources of the District.
3. To provide facilities and services to meet the expectations of residents and ratepayers.
4. To maximise the contribution of Council's assets in promoting the sustainable development of the District.
5. To form strong and productive partnerships with other authorities, community organisations and the private sector to provide the District with development opportunities.
6. To provide services and/or actively support Community Boards, community and welfare organisations in meeting the physical, recreational, employment, cultural and social needs of the residents of the District.

7. To act as an advocate to promote the social, economic, cultural and environmental well-being of residents and communities of the District.
8. To encourage the active and positive involvement of residents and ratepayers in Council's decision-making processes.
9. To implement the legal obligations of a territorial authority governing Waipa District.

Responsibilities

Waipa District Council is required to carry out responsibilities assigned to it under a number of pieces of legislation.

There are many general Acts of Parliament that confer powers upon and control the functions and responsibilities of the Council. The Acts that concern the Council most directly are:

Amusement Devices Regulations 1978	Animal Welfare Act 1999
Auctioneers Act 1928	Biosecurity Act 1993
Building Act 2004	Burial and Cremation Act 1964
Bylaws Act 1910	Civil Defence Emergency Management Act 2002
Companies Act 1993	Conservation Act 1987
Crown Minerals Act 1991	Dog Control Act 1996
Emissions Trading Amendment Act 2008	Employment Relations Act 2000
Environment Act 1986	Fees and Travelling Allowance Act 1951
Fencing Act 1978	Fencing of Swimming Pools Act 1987
Food Act 1981	Forest and Rural Fires Act 1977
Gambling Act 2003	Government Roding Powers Act 1989
Hazardous Substances and New Organisms Act 1996	Health Act 1956
Health and Safety In Employment Act 1992	Historic Places Act 1993
Impounding Act 1995	Land Drainage Act 1908
Land Transport Act 1998	Land Transport Management Act 2003
Land Transport Management Amendment Act 2007	Litter Act 1979
Local Authorities (Members' Interest) Act 1968	Local Electoral Act 2001
Local Government Act 1974	Local Government Act 2002
Local Government Official Information and Meetings Act 1987	Local Government (Rating) Act 2002
Official Information Act 1982	Ombudsmen Act 1975
Overseas Investment Act 2005	Plumbers, Gasfitters and Drainlayers Act 2006
Privacy Act 1993	Property Law Act 2007

Prostitution Reform Act 2003	Public Bodies Contracts Act 1959
Public Bodies Leases Act 1969	Public Finance Act 1989
Public Works Act 1981	Racing Act 2003
Rates Rebate Act 1973	Rating Valuation Act 1998
Reserves Act 1977	Resource Management Act 1991
Sale of Liquor Act 1989	Summary Proceedings Act 1957
Transit New Zealand Act 1989	Transport Act 1962
Trespass Act 1980	Unit Titles Act 1972
Waste Minimisation Act 2008	

The Waipa District Council Kihikihi Endowment Land Act 1989 also impacts upon Council's activities. This Act freed approximately 40 endowment constrained titles in Kihikihi enabling the land to be managed as 'fee simple' or reserve.

Principles Relating to Local Authorities

The Local Government Act 2002 (Part 1, section 14) sets out principles guiding local authorities in the way that they perform their roles.

The Local Government Act 2002 states:

- (1) In performing its role, a local authority must act in accordance with the following principles:
- (a) A local authority should:
 - (i) conduct its business in an open, transparent, and democratically accountable manner; and
 - (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.
 - (b) A local authority should make itself aware of, and should have regard to, the views of all of its communities; and
 - (c) When making a decision, a local authority should take account of:
 - (i) the diversity of the community, and the community's interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on each of the social, economic, environmental and cultural aspects of well-being of the community.
 - (d) A local authority should provide opportunities for Maori to contribute to its decision-making processes.
 - (e) A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources; and

- (f) A local authority should undertake any commercial transactions in accordance with sound business practices; and
 - (g) A local authority should periodically –
 - (i) assess the expected returns to the authority from investing in, or undertaking, a commercial activity; and
 - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
 - (h) A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
 - (i) In taking a sustainable development approach, a local authority should take into account:
 - (i) the social, economic and cultural well-being of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.
- (2) If any of these principles, or any aspects of well-being referred to in the purpose of Local Government above, are in conflict in any particular case, the local authority should resolve the conflict in accordance with the principle in subsection (1)(a)(i). This principle is to “conduct its business in an open, transparent, and democratically accountable manner”.

It is also required to follow the detailed decision making processes outlined in the Local Government Act 2002 when carrying out its obligations.

Activities

The Council has defined the areas of activity it will be involved in and which significant activities will be undertaken.

Significant Activity	Sub Activity
Governance and Strategic Direction	Council/Support Services Community Boards Elections
Environmental Services	Resource Management – Consents and Policy Enforcement of Statutes, Regulations and Bylaws Land Information Memorandum (LIMS) Building Control Dangerous Goods Fencing of Swimming Pools Project Information Memorandum (PIMS) Environmental Health Noise Control Animal Control Liquor Licensing
Recreation and Heritage	Parks and Reserves:

Significant Activity	Sub Activity
	<ul style="list-style-type: none"> - <i>Parks and reserves</i> - <i>Karapiro Domain</i> District Pools: <ul style="list-style-type: none"> - <i>Cambridge pool</i> - <i>Te Awamutu Events Centre</i> District Museums District Libraries
Amenity Services	<ul style="list-style-type: none"> Cemeteries Public Toilets Properties: <ul style="list-style-type: none"> - <i>Pensioner housing</i> - <i>Community properties</i> - <i>Commercial properties</i> - <i>District halls</i> Forestry Community Services Support (Grants) Rural Fire Management Civil Defence Waste Management: <ul style="list-style-type: none"> - <i>Landfills</i> - <i>Litterbins</i> - <i>Recycling</i>
Transport Management	<ul style="list-style-type: none"> Local roads and car parks: <ul style="list-style-type: none"> - <i>Safety improvements</i> - <i>Road marking and signage</i> - <i>Street lighting</i> - <i>Kerb and channelling</i> - <i>Footpaths</i> - <i>Road sealing</i>
Stormwater	
Water Treatment and Supply	
Wastewater Treatment and Disposal	

The Electoral System

Waipa District Council currently conducts its elections under the First-Past-the-Post (FPP) electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote System. This system is used in District Health Board Elections (from 2004). Electors rank as many candidates as they choose 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 cast. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated at any time by not less than 5% of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for the next two triennial general elections.

Council's last review of its electoral system was in August 2008 when Council decided to continue use of the First Past the Post system for the 2010 elections. An opportunity to change the system is available in 2011, when Council could resolve to make a change for the 2013 and 2016 elections or hold a poll, or electors who wished to see the system change, could demand a poll on the issue.

Representation Arrangements

Council completed a review of the District's representation arrangements in 2006, with the following applying for the 2010 Local Elections:

The Council Structure

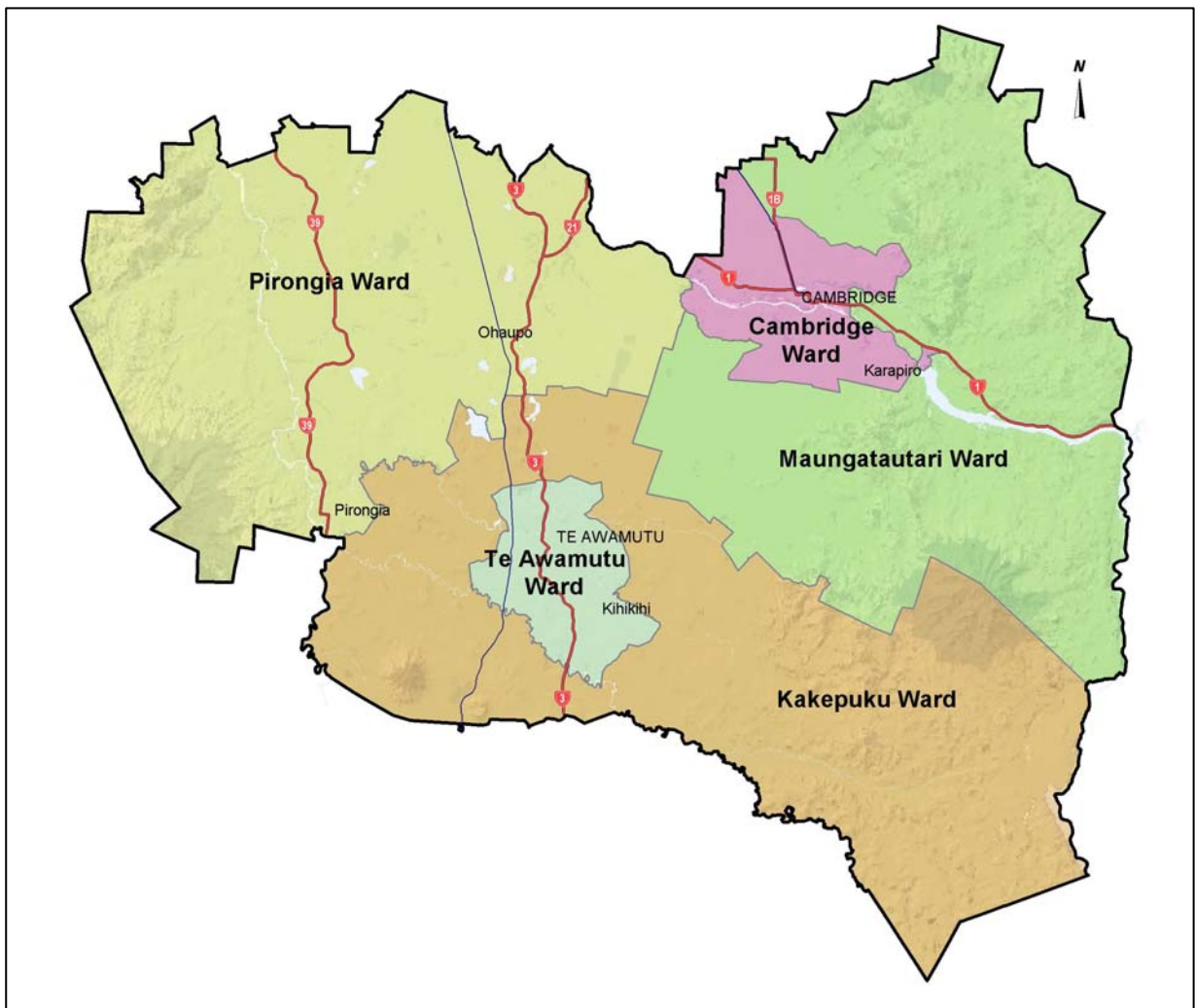
A Mayor is elected at large for the district.
12 Councillors are elected on a ward basis, as follows:

Ward	Number of Councillors
Cambridge	4
Maungatautari	1
Te Awamutu	4
Kakepuku	1
Pirongia	2

Populations by ward are:

Ward	Population
Cambridge	16,100
Maungatautari	3,820
Te Awamutu	13,950
Kakepuku	3,670
Pirongia	7,610

Ward Map



Maori Wards and Constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Given the current size of Council up to two Maori seats could be established within Waipa District.

In completing the representation review in 2006 Council resolved that Maori Wards not be established, and the final representation arrangements confirmed this position. The establishment of Maori Wards can be revisited at any time in accordance with the following process:

Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll on the issue. The demand for a poll can be initiated by a petition signed by 5% of electors within the District.

Council has aligned the timing of reviews of the electoral system and representation arrangements, with the review processes commencing in 2011.

The Community Board Structure

Two Community Boards are elected on ward basis, as follows:

Cambridge	Comprising Cambridge and Maungatautari Wards
Te Awamutu	Comprising Te Awamutu and Kakepuku Wards

The Community Boards are constituted under Section 49 of the Local Government Act 2002.

The role of a Community Board is to:

- Represent, and act as an advocate for, the interests of its community;
- Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the Community Board;
- Maintain an overview of services provided by the territorial authority within the community;
- Prepare an annual submission to the territorial authority for expenditure within the community;
- Communicate with community organisations and special interest groups within the community; and
- Undertake any other responsibilities that are delegated to it by the territorial authority.

The Cambridge Community Board currently has seven members, two of which are Councillors appointed by the Council. The Te Awamutu Community Board has seven members, two of which are Councillors appointed by the Council. The local government election candidates could only be elected to Council or a Community Board (not both). Council policy on appointments to Community Boards provides for the appointment of two members to each Board.

The Chairperson is elected by the members of the Community Board.

The representation arrangements confirmed in 2006 (for the 2007 local elections) establish that each Community Board has five elected members with a further two members appointed by Council (see below):

Cambridge Community Board	Te Awamutu Community Board
Cambridge Ward = 4 Members	Te Awamutu Ward = 4 Members
Maungatautari Ward = 1 Member	Takepuku Ward = 1 Member
Council Appointed = 2 Members	Council Appointed = 2 Members

An existing Community Board can only be disestablished through a representation review process. Electors can seek the formation of a new Community Board. This is achieved by following the process outlined below:

Representation Arrangements Review

Council is required to review its representation arrangements at least once every six years. This review must include the following:

- A review of the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation;
- 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; and
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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

The Act gives the community the right to make written submissions to Council, and the right to be heard if they wish in relation to a representation review. There is also a right to appeal any decisions made by Council to the Local Government Commission that makes a binding decision on the appeal.

Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Legal Requirements

Members' Roles And Conduct

The Mayor and the Councillors of the Waipa District Council have the following roles:

- Ensuring Council fulfils its responsibilities and follows the principles of Local Government as set out in the Local Government Act 2002;
- Setting the policy direction of Council;
- Monitoring the performance of Council in terms of meeting its responsibilities and achieving its policies;

- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district); and
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

The Mayor is elected by the District as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- Ceremonial head of Council; and
- Providing leadership and feedback to other elected members on teamwork and chairing Committees.

It is a requirement that the members of Council, at the first meeting of the Council, elect the Deputy Mayor. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

The Deputy Mayor may only be removed from office by Council.

Council may create one or more committees of Council. A committee must have a chairperson, who is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. A committee chairperson can only be appointed by Council and may only be removed from office by resolution of Council.

The Chief Executive is appointed by Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

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

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

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders;
- The Local 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, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way; and
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit;
- The Local Government Official Information and Meetings Act 1987, which sets out the requirements for making information available, including public admission to meetings and the protection of certain official information; and
- The Securities Act 1978.

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75% majority vote of Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors 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 the Council may impose if an individual breaches the code.

Governance Structures and Processes

Political Structure

The Council has appointed twelve standing committees. They are:

- The Regulatory Committee;
- The Strategic Planning and Policy Committee;
- The Executive Committee;
- The Chief Executive Performance Management Committee;
- The Service Delivery Committee;
- The Finance and Corporate Committee;
- The Iwi Consultative Committee;
- The Pirongia Ward Consultative Committee;
- The Pirongia Reserve Management Committee;
- The District Promotions Committee;
- The Maungatautari Reserve Committee; and
- The Mighty River Domain and Karapiro Reserves Committee.

It is also involved with five joint committees. They are:

- The Waikato Civil Defence Emergency Management Group;
- The Regional Land Transport Committee;
- Regional Passenger Transport;
- Project Watershed – Middle Waikato River and Catchment Liaison Sub-committee, and Waipa River and Catchment Liaison Sub-committee;
- Future Proof implementation; and
- The Joint Resource Management Working Party.

Community Boards form part of governance structure of the District, but exist as separate entities through statute and operate independently of Council.

Council actively promotes and supports as many residents as possible being involved in the overview of its services and activities, as well as in the general exchange of information. To this end, Council has facilitated the establishment of several special interest groups – The Youth Council, the Senior Council, the Biodiversity Council and the Heritage Council. While these groups are not part of Council's formal governance structure, they are valued as contributors to Council's decision-making processes.

Waipa District - Political Structure

Council
 Alan Livingston (Mayor)
 Grahame Webber (Deputy Mayor)
 Diane Sharpe
 Laurie Hoverd
 Joe Scaramuzza
 Hazel Barnes
 George Simmons
 Barbara Taranaki
 Bruce Thomas
 Sue Milner
 Dennis Finn
 Marcus Gower
 Vern Wilson

Community Boards

Te Awamutu Community Board
 Dean Taylor (Chair)
 Bernard Westerbaan
 Richard Hurrell
 Kellie Ellis
 Colin Pinkerton
 Hazel Barnes
 Laurie Hoverd

Cambridge Community Board
 John Bishop (Chair)
 Mike Pettit
 Philip Coles
 Richard Wright
 Elwyn Andree-Wiltens
 Grahame Webber
 Sue Milner

Other Special Purpose Committees

Waikato Civil Defence Emergency Management Group;
 Regional Land Transport Committee;
 Regional Passenger Transport;
 Project Watershed; and
 Future Proof Implementation

Strategic Planning and Policy Committee

Laurie Hoverd (Chair)
 Alan Livingston
 Grahame Webber
 Dennis Finn
 Hazel Barnes
 Marcus Gower
 Sue Milner
 Joe Scaramuzza
 Diane Sharpe
 George Simmons
 Barbara Taranaki
 Bruce Thomas
 Vern Wilson
 Gaylene Roberts

Iwi Consultative Committee

Alan Livingston (Chair)
 Grahame Webber
 Diane Sharpe
 Laurie Hoverd
 Joe Scaramuzza
 Gaylene Roberts
 Charlie Maikuku
 Katariana Hodge
 Wiremu Karaka
 Jennie Charman
 Harold Maniapoto
 Doris Walters
 Rangiuia Thompson
 Rose Tunieau
 George Searancke

Pirongia Ward Consultative Committee

Alan Livingston (Chair)
 Diane Sharpe
 Bruce Thomas
 John Wood
 John Turnwald
 Alan Rawlings

Service Delivery Committee

Grahame Webber (Chair)
 Alan Livingston
 Diane Sharpe
 Hazel Barnes
 George Simmons
 Barbara Taranaki
 Sue Milner

Regulatory Committee

Diane Sharpe (Chair)
 Alan Livingston
 Bruce Thomas
 Barbara Taranaki
 Sue Milner
 Gaylene Roberts (Iwi Representative)

Executive Committee

Alan Livingston (Chair)
 Grahame Webber
 Diane Sharpe
 Laurie Hoverd
 Joe Scaramuzza

Mighty River Domain & Karapiro Reserves Committee

Denis Finn (Chair)
 Grahame Webber
 Mokoro Gillet
 Johnson Raumati
 Leroy Leach
 Russell Rimmington
 Simon Peterson
 Mike Rodger
 Alison Storey

Finance and Corporate Support Committee

Joe Scaramuzza (Chair)
 Alan Livingston
 Laurie Hoverd
 Dennis Finn
 Marcus Gower
 Vern Wilson
 Bruce Thomas

Chief Executive Performance Management Committee

Alan Livingston (Chair)
 Grahame Webber
 Laurie Hoverd

District Promotions Committee

Alan Livingston (Chair)
 Grahame Webber
 Laurie Hoverd

Pirongia Reserve Management Committee

Alan Livingston (Chair)
 Diane Sharpe
 Bruce Thomas
 John Wood
 Stuart Henderson
 Sally Uerata
 Tom Roa

Maungatautari Reserve Committee

Grahame Webber (Chair)
 Laurie Hoverd
 Ted Tauroa
 Carlson Wirihana
 Rose Smith
 Willie Clarke
 Albert Andree-Wiltens
 Matt Cook
 Kataraina Hodge
 Stuart Kneebone
 1 other - TBC

The Full Council

The Full Council's role is to carry out the responsibilities required under the Local Government Act 2002. It is the final decision-making authority and generally approves or adopts recommendations made by committees.

It is made up of all Councillors and the Mayor.

Representation on Standing Committees

The Strategic Planning and Policy Committee

This Committee is made up of all Councillors, the Mayor, and an Iwi representative nominated by Nga Iwi Toopu o Waipa and appointed by Council. The Chairperson is appointed by the Full Council.

The role of this committee is to oversee the development and review of Council's strategic and resource management plans and strategies; to oversee the development of and review of community plans, policies and bylaws; to engage with and seek feedback from community stakeholders and partners in the process.

The Executive Committee

This Committee is made up of the Mayor, the Deputy Mayor and Chairpersons of the Regulatory Committee, Strategic Planning and Policy Committee, Service Delivery Committee and, Finance and Corporate Committees. The Mayor is Chairperson.

The role of this committee is to make decisions on urgent matters arising between scheduled Council meetings or specific matters referred by Council.

The Regulatory Committee

This Committee is made up of the Mayor, four councillors and a Council appointed Nga iwi Toopu o Waipa representative, with power to co-opt for consent hearings. The Chairperson is appointed by Council.

The role of this committee is to conduct hearings and exercise Council's statutory responsibilities for resource management, animal, building and health controls, and liquor licensing and any other matter of a regulatory nature. Appointed commissioners will hear applications.

The Service Delivery Committee

This Committee is made up of six Councillors plus the Mayor.

The role of this committee is to oversee the development and review of Council's strategies, plans and projects in relation to the road corridor, four waters, waste management; community facilities and the capital expenditure programme, and to monitor and report on their implementation. To consider regional integration of services.

The Finance and Corporate Committee

This Committee is made up of six Councillors plus the Mayor.

The role of this committee is to oversee Council's corporate and governance functions and duties specifically in relation to financial and non-financial reporting, financial policies and treasury matters, and property management.

The Chief Executive Performance Management Committee

This Committee is made up of the Mayor, the Deputy Mayor and one committee chair.

Its role is to conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.

The Iwi Consultative Committee

The purpose of this Committee is to facilitate communications between Council and Tangata Whenua. The Committee considers any matter impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee advises Council and Iwi on Treaty of Waitangi implications for policies and activities of Council.

The Iwi Consultative Committee is made up of the following members:

The Mayor, the Deputy Mayor, the Chairpersons of the Regulatory Committee, Strategic Planning and Policy Committee, Service Delivery Committee and Finance and Corporate Committee, the Chairperson of Nga Iwi Toopu O Waipa, three Kaumatua representatives and nine members recommended by Nga Iwi Toopu O Waipa and appointed by Council to represent the hapu of the Waipa District. The Chief Executive attends these meetings as a member of the Committee.

The Pirongia Ward Consultative Committee

The purpose of this Committee is to allocate funds from the Pirongia Ward minor community works budget; to consider and approve applications for community grant funding, and to consider the draft Annual Plan.

Membership of the Pirongia Ward Consultative Committee includes the Mayor (as Chairperson), Pirongia Ward Councillors and the Chairpersons of the Residents and Ratepayers Associations operating in the Pirongia Ward. The Mayor is Chairperson.

The Maungatautari Reserve Committee

The purpose of this Committee is to:

- Facilitate effective and meaningful communication between Council and stakeholders;
- Advise Council on all reserve management issues in relation to Maungatautari Scenic Reserve, the proposed Maungatautari Ecological Island project and the administrative requirements of Section 19 (Scenic Reserves) of the Reserves Act 1977;

- Oversee the services of the Maungatautari Ecological Island Trust for day-to-day management of the proposed enclosures; and
- Oversee the preparation of an updated Reserve Management Plan.

The membership of the Maungatautari Reserve Committee comprises two Councillors, one of which to be Chairperson of the Committee. One Trustee of the Maungatautari Ecological Island Trust; two representatives from Ngati Koroki Kahukura representing Pohara and Maungatautari Marae; one representative from Parawera Marae; one representative from Ngati Haua; two persons representing adjoining landowners; one representative from the Department of Conservation; one representative from Environment Waikato.

The Mighty River Domain and Karapiro Reserves Committee

The purpose of this Committee is to:

- Facilitate effective and meaningful communication between Council and stakeholders;
- Advise Council on all reserve management issues as they relate to the Domain and Karapiro lakeside reserves;
- Monitor implementation of the Karapiro Domain Strategic Plan and Reserve Management Plan 2005 and any revisions of it;
- Oversee the preparation of updated Reserve Management Plans;
- Advise Council on the management of the Domain; and
- Advise Council on its promotion and future development.

The membership of the Mighty River Domain and Karapiro Reserves Committee comprises the Maungatautari Ward Councillor, a Councillor from the Cambridge Ward, two Tangata Whenua representatives consisting of one from Ngati Haua and one from Ngati Koroki Kahukura (nominated by Tangata Whenua), one Mighty River Power representative, one Waikato Regional Council representative, two representatives from Domain users and one representative from the community (selected by Council). Council appoints the Chairperson.

The Pirongia Reserve Management Committee

This is a joint Committee comprising the Waipa District Mayor, two Pirongia Ward Councillors, two persons nominated by the Pirongia Residents and Ratepayers Association, one person nominated by Purekireki Marae and one person nominated by Te Kauhanganui o Waikato. The Mayor is Chairperson.

The purpose of the Committee is to oversee the management and development of specific Pirongia reserves (Sections 1, 167 and 550).

The District Promotions Committee

The purpose of this Committee is to consider and approve, in accordance with specified criteria, applications for financial assistance for the promotion and sponsorship of events within Waipa District.

Membership of the District Promotions Committee includes the Mayor (as Chairperson), the Deputy Mayor and the Chairman of the Strategic Planning and Policy Committee.

Representation on Joint Committees

One appointment is required for each of the following joint committees:

- Waikato Civil Defence Emergency Management Group
- Environment Waikato Regional Land Transport Committee
- Environment Waikato Regional Passenger Transport Committee
- Environment Waikato Project Watershed Liaison Group's Middle Waikato River and Catchment Liaison Sub-Committee
- Environment Waikato Project Watershed Liaison Group's Waipa River and Catchment Liaison Sub-Committee
- Future Proof Implementation Committee
- Joint Resource Management Working Party.

The Community Boards

The Community Boards are made up of five elected members and two appointed members. Boards elect their own Chairperson.

The role of Boards is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Council has delegated the following matters to Community Boards:

- administer community grants;
- allocate Creative New Zealand grants;
- determine annual priorities for minor community works;
- authorise expenditure for minor works; and
- authorise expenditure for reserve development projects.

Community Boards may make recommendations to Council on any matter of interest, and may seek approval for any initiative for which delegated authority has not already been given.

Membership of the Community Boards:

Cambridge Community Board	Te Awamutu Community Board
John Bishop (Chairperson)	Dean Taylor (Chairperson)
Mike Pettit	Bernard Westerbaan
Philip Coles	Richard Hurrell
Richard Wright	Kellie Ellis
Elwyn Andree-Wiltens	Colin Pinkerton
Grahame Webber (Council appointed)	Hazel Barnes (Council appointed)
Sue Milner (Council appointed)	Laurie Hoverd (Council appointed)

Council Controlled Organisations

Council has an ownership/financial interest in and exercises a degree of control over the following organisations:

- Waikato Regional Airport Limited;
- New Zealand Local Government Insurance Corporation (NZLGIC); and
- Local Authority Shared Services Limited.

Council appoints the maximum permitted number of members to these organisations.

Triennial Agreement for the Waikato Region

The Local Government Act 2002 requires the territorial authorities in each regional council area to have a Triennial Agreement.

The purpose of this agreement is to encourage local authorities to work together to promote the well-being of their communities in all of their social, economic, environmental and cultural aspects, consistent with the principles of sustainable development. This agreement provides an opportunity for improved communication and coordination at all levels of local government in the Waikato region.

It is recognised that a significant level of formal and informal cooperation already exist between local authorities. The success of the Triennial Agreement will be demonstrated through expanded relationships that help local authorities to work cooperatively and collaboratively to advance community outcomes. This agreement does not address local authorities' relationships with Central Government agencies or other important sectors of the community, each of which will also be important to the effective delivery of community outcomes.

The Triennial Agreement must be reviewed and updated by 1 March following each three-yearly local authority election. The 13 councils that are signatories to the Waikato Region Triennial Agreement are Thames-Coromandel District Council, Franklin District Council, Hamilton City Council, Hauraki District Council, Matamata-Piako District Council, Otorohanga District Council, Rotorua District Council, South Waikato District Council, Taupo District Council, Waipa District Council,

Waitomo District Council, Waikato District Council and Environment Waikato (the Waikato Regional Council).

Conduct of Meetings

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

The Council, its Committees and Community Boards currently run their meetings in line with NZS 9202:2003 (a set of procedures for conducting meetings) – Model Standing Orders for meetings of Local Authorities and Community Boards. During meetings the Mayor and Councillors must follow standing orders. Council may suspend standing orders by a vote of 75% of the members present.

Council is required to have a code of conduct and members are expected to follow the Code of Conduct.

The Code is based on the following principles of good governance:

- Public Interest – Members must serve the interests of the District as a whole, not just the Ward that elected them.
- Honesty & Integrity – Members must not place themselves in situations where their honesty and integrity may be questioned.
- Objectivity – Members must make decisions on merit, including appointment and awarding contracts.
- Accountability – Members are accountable to the public for their actions and the manner in which they carry out their responsibilities.
- Openness – Members must be open about their actions and those of Council, and be prepared to justify their actions.
- Personal Judgement – Members can and will take account for the views of others, but must reach their own conclusions on the issues before them.
- Respect for Others – Members must promote equality by treating people with respect.
- Duty to Uphold the Law – Members must uphold the law at all times.
- Stewardship – Members will ensure that the Council uses its resources prudently and for lawful purposes, for current and future generations.
- Leadership – Members are community leaders, and should provide leadership by example at all times.

All Council and committee meetings must be open to the public unless there is reason to consider some item with the public excluded. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded (these circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

Although meetings are open to the public, members of the public do not have speaking rights unless provision has been made in accordance with Standing Orders.

The Mayor or Chairperson is responsible for maintaining order at meetings and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting, at least 14 days notice of the time and place of the meeting must be given. Extraordinary or emergency meetings can generally be called on shorter notice.

Key Policies

Consultation Policy

Purpose

To set out a consistent approach for Council consultation and ensure staff provide useful information for planning and implementing consultation processes.

Background

Our Commitment to Consultation

The Council is committed to:

- On-going and timely consultation with the people of the District and other stakeholders on matters that affect them before final decisions are made;
- Encouraging constructive community participation;
- Clearly identifying the issues and decisions that benefit from consultation; and
- Providing feedback on Council decisions.

Consultation Objectives

The Council's objectives in relation to consultation are:

- To maintain quality consultation processes;
- To develop and maintain consultation processes that support positive relationships between the Council and the wider community;
- To listen to what people say in a fair and objective way;
- To make it as easy as possible for local people and other stakeholders to participate in, and have a say in the development of the District;
- To provide sufficient time for interested members of the community to participate before final decisions are made;
- To gain and sustain the trust of our customers by consistently demonstrating Council's desire to meet their needs and understand their perspectives;
- To ensure that the Council's statutory obligations surrounding consultation are met; and
- To consult effectively - balancing consultation processes with available resources and the need to make decisions on behalf of the community.

What Is Consultation?

Consultation in its widest sense is a genuine two-way communication between the Council, local people, the community and other stakeholders. Consultation can be either formal or informal, ranging from a telephone enquiry to adopting a formal consultative process. Both may be legitimate and both are valuable.

Consultation may take a number of forms. Consultation may embrace a wide range of activities and can be defined in terms of:

- Asking local people and other stakeholders for input, feedback and information about Council initiatives, projects, services and operations and responding appropriately;
- Researching needs, priorities and attitudes;
- Seeking views on specific issues or proposals;
- Involving people in decisions that affect them; and
- Consultation can take many forms ranging from focus groups, meetings, surveys, public submissions and advisory committees.

Consultation is Not:

- Simply providing information (for instance, distributing a statement that a decision has been made);
- Always about reaching agreement or consensus;
- Always about negotiation; and
- Designed to replace the decision-making responsibilities of the elected members of Council.

Who We Consult With ^[1]

The Local Government Act 2002 makes it clear that the Council has a very broad responsibility to consult with all “stakeholders” in its area. This includes:

- People living in the District;
- People working in the District;
- Users of Council services – customers;
- People who do not currently use Council services;
- Distinct communities (i.e. youth groups, ethnic minorities);
- Ratepayers;
- Maori;
- Business community;
- Voluntary sector;
- Specialist interest groups (i.e. environment, arts, etc);
- Other central, regional and local government agencies; and
- Other groups not identified who may need to be consulted with from time to time depending on the nature and scope of a particular project/s or proposal/s.

In cases where another piece of legislation (e.g. the Resource Management Act 1991) specifies a consultation process, Council should still consider the consultation principles that are set out in the Local Government Act 2002 and are referred to in this policy.

Why We Consult:

The Council consults:

¹There is a diverse range of people who make up the population of Waipa District. 25 percent of the District’s population is under 15 years of age, with 13 percent aged 65 years and above. The ethnic breakdown of the District shows that 80 percent of the population is European, 15 percent New Zealand Maori, 2 percent Pacific Peoples, 2 percent Asian. Source: NZ Census 2001.

To Gain Better Decisions and Outcomes for the District

Improved decision making and better outcomes or results are two of the main reasons that the Council consults. Public consultation strengthens democratic participation^[2] and accountability. It is an important means of enhancing the capacity of the Council to better meet the expectations of the people of the District when decisions are being made.

To Enhance Council's Relationship with Maori

The Council has a policy obligation to have regard to the principles of the Treaty of Waitangi and to recognise and provide for the special relationship between Maori, their culture, traditions, land and taonga. The obligation to consult includes recognising those who have mana whenua, or inherited rights of land ownership.

To Meet Legal Requirements

A wide range of legislative requirements, including the Local Government Act 2002 and Resource Management Act 1991, governs public consultation.

Consultation Principles

The principles that direct Council's approach to consultation (these draw on those in the Local Government Act 2002) are:

Being Inclusive

Section 82(1)(b) of the LGA further requires that:

"Persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority".

This means that:

- Consultation processes set up by the Council will continue to be run in a way that encourages participation by, or provides information to, those who have an interest or are affected by a particular activity or project;
- Efforts will be made to identify all those who may have an interest and devise the most appropriate consultation methods to reach them; and
- Methods and places for consultation most suitable for those people or groups who have not traditionally had contact with the Council will be considered.

Being open and responsive

Section 82(1)(d) of the LGA states that:

"Persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons".

² Participation being the democratic process in which citizens elect representatives from their community to represent them on the Council and make decisions on their behalf.

Section 82(1)(e) requires the local authority to receive views presented to it with an open mind and to give due consideration to those views.

This means that:

- There will be opportunities for input;
- Decision-making processes will be transparent, flexible and responsive; and
- Decisions will have regard to diverse points of view.

Timely Processes

Council will provide a timetable that enables full participation in the consultation process for people to receive and absorb information. It will also allow reasonable time for people to become involved in the process and respond or participate.

Where this timetable is dictated by the Council's decision-making process, this will be clearly indicated.

Taking a Prudent Approach

The Council must balance its desire to include the community in its decision-making process with appropriate and relevant use of resources. Section 82(4) of the LGA requires the Council, when making a decision about the extent to which it observes the consultation principles laid out in the Act, to have regard to (among other things) the costs and benefits of any consultation procedure.

- The District and Council are bound by resource constraints. Council will provide resources for consultation in the most effective and efficient manner. In approving consultation processes, Council will have regard to the costs and benefits of the consultation.

Consulting with a Clear Purpose

Section 82(1)(c) of the LGA states that:

“Persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of consultation and the scope of the decision to be taken following the consideration of views presented.”

This means that:

- Council will continue to clearly state in relation to each consultation process, the subject matter, what the aim of the exercise is, what outcomes are being sought and the role of both the Council and the participants in the project.

Access to Information

Section 82(1)(a) of the LGA states:

“That persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons”.

This means that:

- Sufficient information will continue to be made available to allow people to participate to the level they desire;
- Information for consultation processes will be accurate, user friendly and accessible;
- As much information as possible will be made available in various forms and levels of complexity to suit participant’s level of interest, prior knowledge and understanding; and
- Information will be made available before opinions are sought and decisions made.

Meeting Obligations Under the Treaty of Waitangi

The Council recognises its obligations under the Treaty of Waitangi (section 82 (2)). In meeting these obligations, the Council has a governance structure that includes an Iwi Consultative Committee. In addition, Council recognises, supports and works with Nga Iwi Toopu o Waipa – a group that represents the hapu of the Waipa District.

Consultation processes with Tangata Whenua will be initially through the Iwi Consultative Committee and Nga Iwi Toopu o Waipa.

Being Innovative in Approach to Consultation

The Council will look to use new ways of consulting with its local people and other stakeholders as appropriate, to complement traditional methods and try to involve people not usually reached by current methods.

Council will be flexible in accepting feedback from people in forms that suit them, for example; email, fax, telephone, one-on-one contact, survey’s, submissions, hearings, focus groups, public meetings and so on, except where it is limited by legislation.

Learning and Improving Processes Through Experience

The Council will endeavour to continually improve its consultation processes.

Providing Feedback

Section 82(1)(f) of the LGA requires that:

“Persons who present their views to the local authority should be provided by the local authority with information concerning both the relevant decisions and reasons for those decisions”.

This means that:

- Council will provide appropriate feedback on its decisions and the reasons for those decisions.

The Special Consultative Procedure

This procedure is set out in the Local Government Act 2002 and will be used where:

- Legislation specifies that it should be used;
- The Council proposes to adopt or amend the Long-Term Plan;
- The Council proposes to adopt or amend the Annual Plan;
- The Council proposes to adopt, review or amend any Bylaws;
- The Council proposes to alter the mode of delivery of a significant activity (“significance” is defined in the Council’s Significance Policy);
- The Council decides it is appropriate to use a consultative procedure (e.g. the issue may be particularly topical so that the Council wishes to add a degree of formality to the process).

What is the Special Consultative Procedure?

1. The Council must prepare a Statement of Proposal and a Summary of Information contained in the statement. The summary must be:
 - A fair representation of the major matters in the statement in a form determined by the Council;
 - Distributed as widely as reasonably practicable as a basis for general consultation;
 - Indicate where the Statement of Proposal may be inspected and how to get a copy;
 - State the period for submissions on the proposal.
2. The Council must include the Statement of Proposal on the agenda for a Council meeting.
3. The Council must make the statement available for inspection and its principal office and in all other places considered necessary to provide all ratepayers and residents with reasonable access to it.
4. The Council must distribute the Summary of Information and give public notice of the proposal and the consultation being undertaken. The public notice must include information about how interested persons may obtain the Summary or view the Statement. The public notice must also specify the timeframe for submissions. The timeframe must be at least one month from the date of the public notice.
5. Anyone who makes a submission must be given written notice that his or her submission has been received and must also be given a reasonable opportunity to be heard (if that person requests). The written notice to the interested person has to advise the person of the opportunity to be heard and explain how the person can take advantage of the opportunity.
6. Subject to the Local Government Official Information and Meetings Act 1987, every meeting at which submissions are heard must be open to the public and all written proposals will be available to the public.

If the Council is intending to adopt or amend the Long-Term Council Community Plan, or the Annual Plan or By-Laws or the mode of delivery of a significant activity, the LGA specifies some additional requirements that are part of the process. These are found in sections 84-86 and section 88(4) of the LGA.

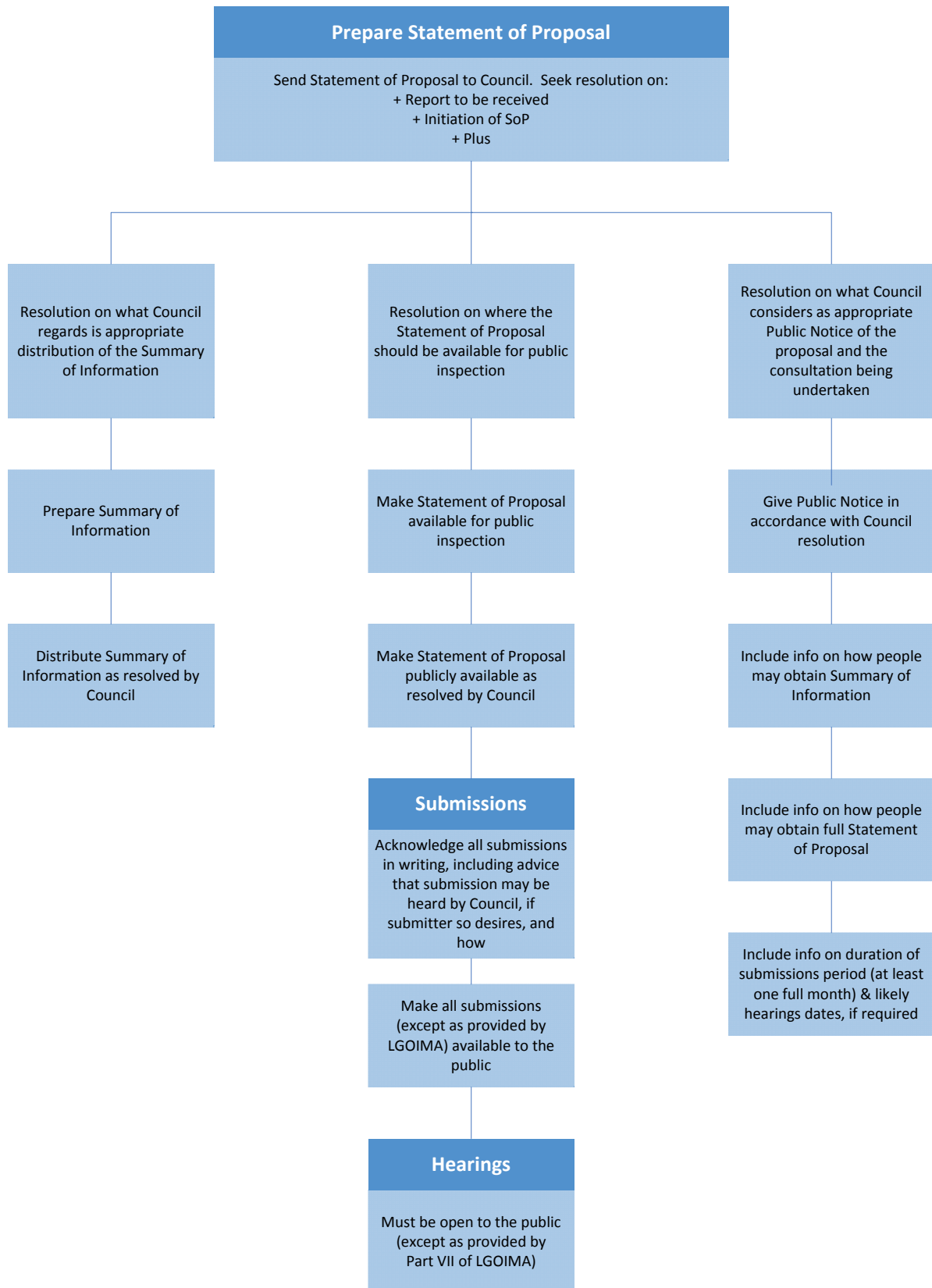
Guide to Special Consultative Procedure Under Local Government Act 2002

Note: ALL issues that are required, or elected to be, subject to a Special Consultative Procedure are by definition significant.

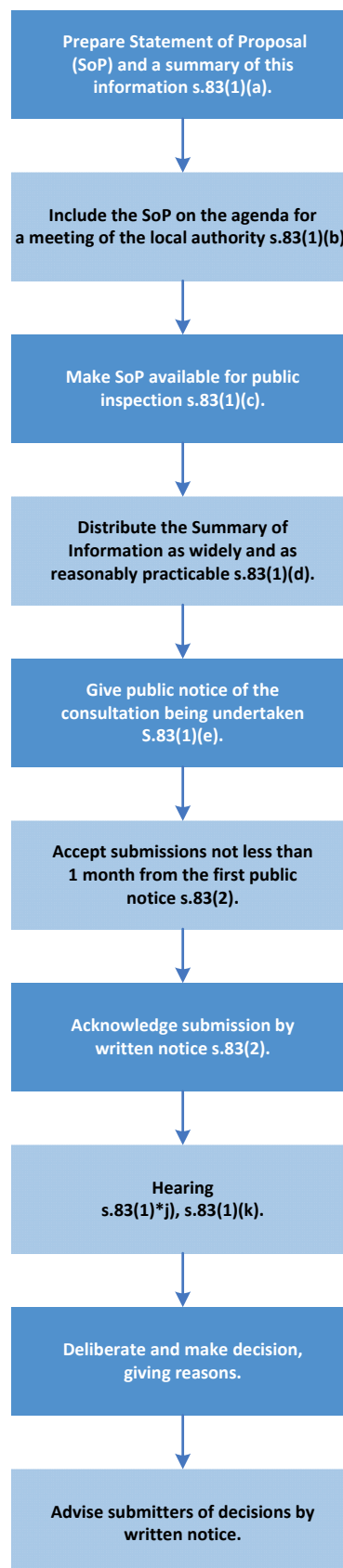
Step	Check	Special consultative procedure	Leg. Ref.
1		<p>Prepare a Statement of Proposal (see also steps 5, 6 and 7)</p> <p>This basically consists of preparing a formal report that addresses all of the following points:</p> <ul style="list-style-type: none"> ▪ What is being proposed? ▪ Why? ▪ What options are practicable? ▪ What options is Council considering, and which does it/is it likely to favour? ▪ What are the likely impacts/consequences of each option? (especially address economic, social, cultural and environmental impacts) ▪ What are the benefits and costs of the proposal's option(s)? ▪ How will the option(s) further Council's strategic objectives? ▪ Do any of the options involve land or a body of water, and thus warrant special consultation with Maori? ▪ How will each option impact on Council's capacity to meet present and future needs? ▪ What persons are most likely to be affected by, or have an interest in, the proposal or decisions arising from the proposal? ▪ What/How should Council distribute information about the proposal? (see Steps 5, 6 & 7) 	83(1)(a)(i)
2		<p>Prepare a summary of the information contained in the statement of proposal (must comply with section 89)</p> <ul style="list-style-type: none"> ▪ Summarise info in Step 1 	83(1)(a)(ii)
3		<p>Include the Statement of Proposal on a formal Council agenda</p> <ul style="list-style-type: none"> ▪ Report from Step 1 	83(1)(b)
4		<p>Make the Statement of Proposal available for public inspection at Waipa District Council Offices and Libraries</p>	83(1)(c)(i)
5		<p>Make the statement of proposal available at any other place Council considers necessary.</p>	83(1)(c)(ii)
6		<p>Distribute summary of information (step 2) as widely as reasonably practicable as Council considers necessary.</p>	83(1)(d)
7		<p>Give public notice, and such other notice as Council considers appropriate, of the proposal and the consultation being</p>	83(1)(e)

Step	Check	Special consultative procedure	Leg. Ref.
		undertaken (see also Step 8, 9 & 10).	
8		Include in the public notice a statement about how persons interested in the proposal may obtain the Summary of Information about the proposal.	83(1)(f) (i)
9		Include in the public notice a statement about how persons interested in the proposal may inspect the full proposal.	83(1)(f) (ii)
10		Include in the public notice a statement of the period within which submissions on the proposal may be made to the local authority (must be at least one full month, beginning from the date of the first public notice).	83(1)(g)
11		Ensure that any person who makes a submission on the proposal within that period is sent a written notice acknowledging receipt of that person's submission; (see also Step 13 & 14).	83(1)(h)(i)
12		Ensure that any person who makes a submission on the proposal within that period is given a reasonable opportunity to be heard by Council (if that person so requests).	83(1)(h)(ii)
13		Ensure that the notice given to a person in Step 11 contains information advising that person of that person's opportunity to be heard.	83(1)(i)(i)
14		Ensure that the notice given to a person in Step 11 contains information explaining how that person may exercise that person's opportunity to be heard.	83(1)(i)(ii)
15		Ensure that, except as otherwise provided by Part VII of the Local Government Official Information and Meetings Act 1987, every meeting at which submissions are heard or at which the local authority, Community Board, or committee deliberates on the proposal is open to the public.	83(1)(j)
16		Subject to the Local Government Official Information and Meetings Act 1987, make all written submissions on the proposal available to the public.	83(1)(k)
17		Advise Submitters of outcome of Council decision as per Section 82.	82

Statement of Proposal



Special Consultative Procedure



Policy For Liaison With Maori And Existing Agreements

The Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi has been reflected in the Local Government Act 2002 (LGA), which provides principles and requirements for local authorities to facilitate participation, by Maori, in local authority decision-making.

The principles are outlined as follows:

- Part 2 (14) (1) (d) requires a local authority to provide opportunities for Maori to contribute to its decision-making processes.
- Part 6 (77) (1) (c) requires that any significant decisions in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wahi tapu, valued flora and fauna, and other taonga.
- Part 6 (81) (1) refers to specific requirements to facilitate Maori contributions to the decision-making process. This includes a process to provide opportunities for contribution, to consider ways to foster Maori capacity to contribute to the decision-making processes, and to provide relevant information to Maori to allow for decision-making contributions.

The LGA consolidates the principles for Maori contribution to the decision-making processes by requiring a policy to be developed. Schedule 10 (5) (1) states as follows:

“A Long-Term Plan must set out any steps that the local authority intends to take, having considered ways in which it might foster the development of Maori capacity to contribute to the decision-making processes of the local authority, over the period covered by the plan”.

Council recognises the principles and terms of the Treaty of Waitangi that are fostered and supported in partnership with Tangata Whenua.

The principles that Council recognises are:

- Maintenance and funding of a consultative mechanism for Tangata Whenua;
- Involving Tangata Whenua in Council planning and policy processes; and
- Maintenance of an organisational structure, environment and leadership that promotes the recognition of Tangata Whenua and Treaty obligations.

Objectives

- The Council is committed to on-going development of the capacity of Maori to contribute to the Council's decision-making processes.
- The Council is committed to decision-making processes that are robust, effective and transparent.

Maori Contribution to the Decision-Making Process

The Council has a governance structure, which includes the Iwi Consultative Committee. The Committee consists of the Mayor, Deputy Mayor and Chairpersons of the Regulatory Strategic

Planning and Policy, Service Delivery and Finance and Corporate Committees, and the Chairperson of Nga Iwi Toopu O Waipa, three Kaumatua representatives and nine members recommended by Nga Iwi Toopu O Waipa and appointed by Council to represent the hapu of the Waipa District. The Chief Executive attends these meetings as a member of the Committee.

The Iwi Consultative Committee considers all matters impacting on the interests of Tangata Whenua including but not limited to historical, cultural, recreational, health, housing, environmental and resource management. The Committee advises Council and the various Iwi on Treaty of Waitangi implications for policies and activities of Council.

Council has a formal agreement with Nga Iwi Toopu o Waipa for the purpose of reviewing all resource consent applications and considering other matters of significance. These recognise the mandate Nga Iwi Toopu o Waipa has in acting on behalf of Iwi within the District.

Council further promotes the decision-making capacity of Maori through the appointment of Iwi representatives to the Strategic Planning and Policy and, Regulatory Committees of Council.

Council's Iwi Consultative Committee is consulted on matters relevant to the wider Maori population of Waipa. Iwi representatives are appointed to Council's Strategic Planning and Policy and, Regulatory Committees. While Council is not a partner in the Treaty, it recognises the importance of the Treaty and wishes to ensure that its decisions are consistent with the principles recognised by Iwi.

Council is part of the Waikato Raupatu River Accord and recognises the evolving nature of relationships in light of FutureProof and Treaty Settlements.

Equal Opportunities Policy

The Waipa District Council is firmly committed to the principles of Equal Employment Opportunity (EEO) in the recruitment, selection, employment, training and promotion of its employees. EEO practices help ensure all employees and potential employees have equal opportunity to achieve their potential.

Objectives

- Access the best skills and abilities for a vacant position from the labour market and/or within the existing pool of employees within the organisation.
- Be seen as an 'employer of choice' in the labour market.
- Retain skilled employees.
- Develop high performing employees by providing equality of opportunity in the workplace through access to and consideration for recruitment, selection, promotion, conditions of employment, training and career development.

Guiding Principles

- When we recruit from the market, we promote vacancies in ways that reach and encourage a diverse range of applicants.
- We respect differences amongst our people and draw on individual's strengths and interests.
- We provide employees with a working environment that is safe, flexible, fair, culturally appropriate, friendly and professional.
- We celebrate the diversity of our community and understand the importance of EEO practices.
- We provide flexible work options and other work-life initiatives thereby promoting greater work satisfaction, motivation and productivity.
- We always comply with relevant legislation.
- We will maintain and implement a workplace Code of Conduct that sets minimum acceptable standards of behaviour and continually monitor its effectiveness and appropriateness.
- We will maintain and implement a Health and Safety Management Programme and continually monitor its effectiveness and appropriateness.
- We will ensure that our employment and administration policies reflect best practice in EEO.

Key Planning and Policy Documents

Council has the following key planning and policy documents:

- 10-year Plan - Long Term Plan (LTP) – Reviewed three yearly
- Annual Plan – Reviewed annually using the Special Consultative Procedure
- Annual Report – Reviewed and published annually
- District Plan – Reviewed in accordance with the Resource Management Act 1991
- District Bylaws
- Leisure Plan
- Reserve Management Plans
- Asset Management Plans
- Levels of Service
- Waste Management Plan
- District Promotion Strategy
- Heritage Policy and Implementation Strategy 2004
- Environment Strategy 2010
- Cycling and Walking Strategy 2009
- District Growth Strategy – Waipa 2050, Future Proof and Town Concept Plans
- Assessment of Water and Sanitary Services

Council's management, through regular monitoring and review of progress on the Annual Plan, ensures that Council's Objectives, Policies, and Performance targets are achieved. Reports are presented to Council on a quarterly basis.

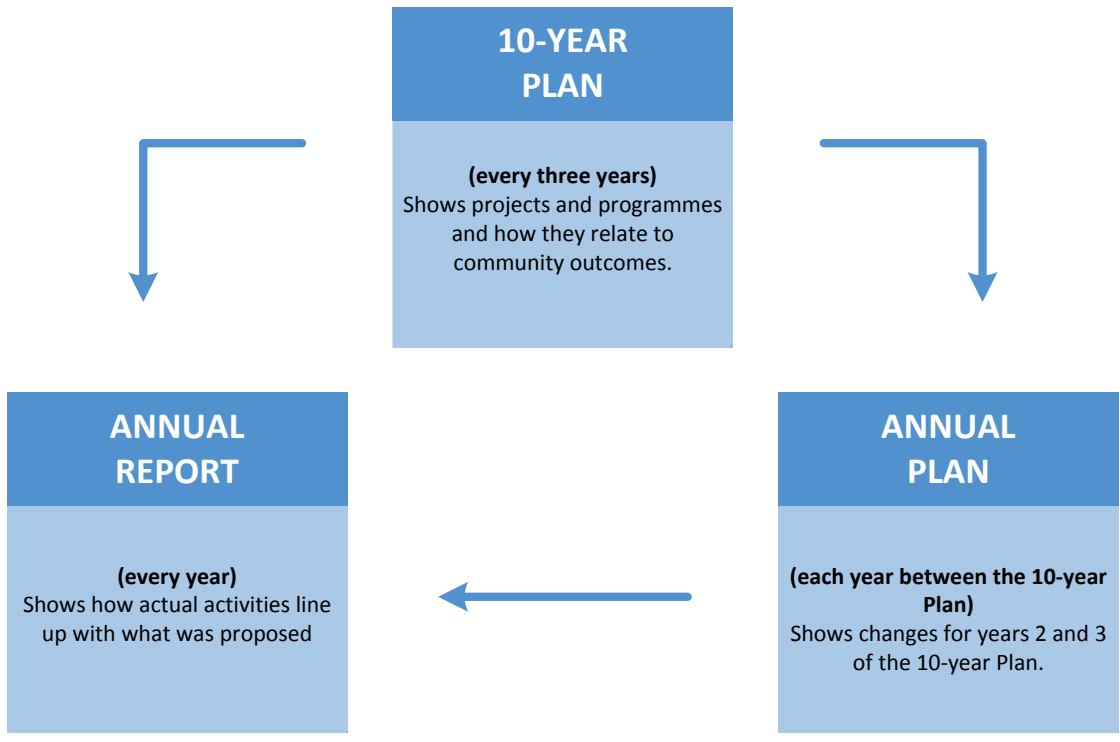
How the 10-year Plan, Annual Plan and Annual Report Fit Together

The 10-year Plan is Council's major planning and decision-making document for the future of Waipa District. It describes what Council is going to do, when it is going to be done and how much it is going to cost. The Plan is a focus document for promoting the wellbeing of the community, ensuring that Council is meeting the needs of the community and advancing the achievement of community outcomes.

Council must ensure resources are used in a sustainable manner, that means taking into account the needs of the present while not making it harder for future generations to meet their needs. Affordability must also be a given consideration. Sustainability, affordability and wellbeing must be balanced and there will be occasions where Council is faced with making decisions to promote certain aspects of wellbeing where those decisions may have a significant negative effect elsewhere. These details are included in the 10-year Plan for the community to consider.

The Plan covers a 10 year period and is reviewed and republished every three years. In the interim years, Council produces an Annual Plan which is based on information from the 10-year Plan. Each year Council publishes an Annual Report which documents its financial position and an overview of the progress made during the year against the plan for that year.

The diagram below shows the relationship between the three documents/processes.



The Management Structure

Councillors are primarily responsible for the adoption of policies and making decisions. Both the Council and the Chief Executive will protect and enhance the reputation of Waipa District Council and will carry out the Council's purpose in a business-like, professional and ethical manner. The Council will ensure that the authority of the Chief Executive is preserved at all times.

The Council is required to employ a Chief Executive and the responsibilities of this role are outlined in the Local Government Act 2002 Part 4 Section 42(2) as follows:

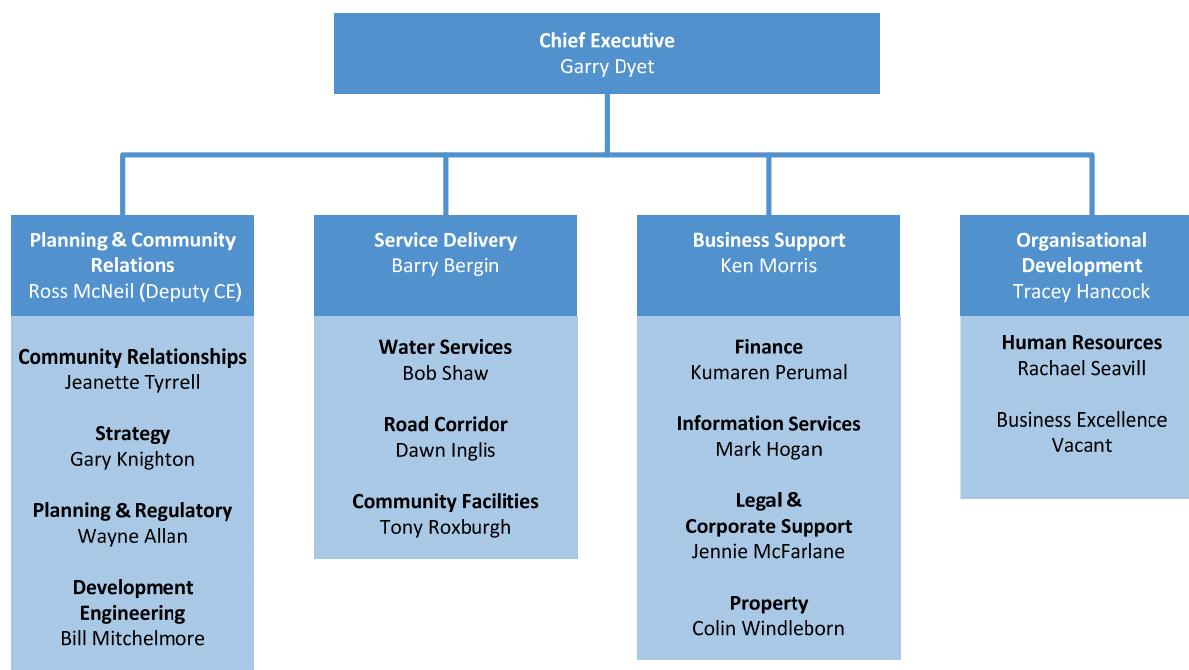
The Chief Executive is responsible for:

- Implementing the decisions of the Local Authority;
- Providing advice to members of the Local Authority and to its Community Boards;
- Ensuring that all responsibilities, duties, and powers delegated to the Chief Executive or to any person employed by the Local Authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised;
- Ensuring the effective and efficient management of the activities of the Local Authority;
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Local Authority;
- Providing leadership for the staff of the Local Authority;
- Employing, on behalf of the local authority, the staff of the Local Authority; and
- Negotiating the terms of employment of the staff of the Local Authority.

The Chief Executive is responsible for ensuring, so far as is practicable, that the management structure of the local authority:

- Reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes; and
- Is capable of delivering adequate advice to the Local Authority to facilitate the explicit resolution of conflicting objectives.

Organisational Structure



The Council has four groups - Planning and Community Relations, Service Delivery, Business Support and Organisational Development.

Planning and Community Relations

The Planning and Community Relations Group is responsible for the following functions:

- Community Relationships;
- Customer Support;
- Strategy;
- Strategic and District Planning;
- Community Planning
- Planning and Regulatory;
- Building Compliance;
- Planning (Cambridge);
- Planning Administration;
- Enforcement;
- Environmental Services; and
- Development Engineering.

Service Delivery

The Service Delivery group is responsible for the following functions:

- Engineering Administration;
- Asset Information;

- Water Services;
- Reticulation;
- Treatment Plants;
- Water Services Planning and Design;
- Road Corridor;
- Community Facilities;
- Libraries;
- Museums; and
- Parks and Reserves.

Business Support

The Business Support Group is responsible for the following functions:

- Finance;
- Revenue;
- Accounts;
- Information Services;
- Information Technology;
- GIS;
- Information Management;
- Legal and Corporate Support;
- Governance Support; and
- Property Services.

Organisational Development

The Organisational Development Group is responsible for the following functions:

- Human Resources; and
- Business Excellence.

Communicating with Council

Systems For Public Access To The Waipa District Council And Its Elected Members

Any Department of the Council, the Mayor, or any Library facility can be contacted by phoning 0800 924 723 or emailing info@waipadc.govt.nz.

The contact details for offices and Library facilities are as follows:

Office Locations

Te Awamutu Office	<p><u>Street Address:</u> 101 Bank Street Te Awamutu 3800</p> <p><u>Postal Address:</u> Private Bag 2402 Te Awamutu 3840</p>	<p>Freephone: 0800 924 723 Phone: 07 872 0030 Fax: 07 872 0033</p>
Cambridge Service Centre	<p><u>Street Address:</u> 23 Wilson Street Cambridge 3800</p> <p><u>Postal Address:</u> Private Bag 2402 Te Awamutu 3840</p>	<p>Freephone: 0800 924 723 Phone: 07 823 3800 Fax: 07 823 3820</p>
Te Awamutu Library	<p>157 Roche Street Te Awamutu 3800</p>	<p>Freephone: 0800 924 723 Phone: 07 872 0030</p>
Cambridge Library	<p>23 Wilson Street Cambridge 3434</p>	<p>Freephone: 0800 924 723 Phone: 07 823 3800 Fax: 07 823 3810</p>

Customer Service Requests (CRS)

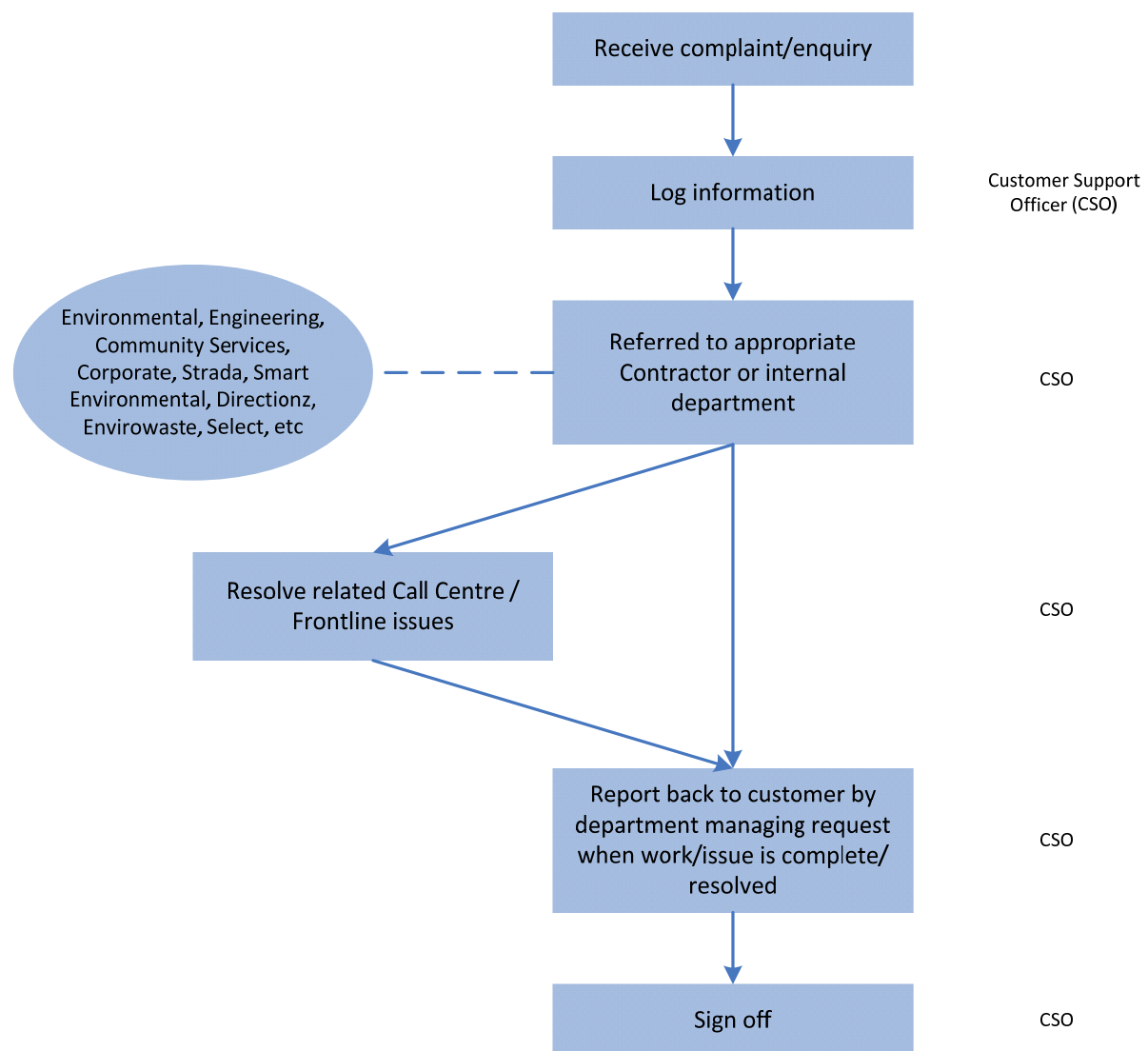
Council provides customers with a responsive service by disseminating accurate information, providing appropriate advice and ensuring the delivery of a high standard of service in a timely manner.

All customer enquiries and complaints are promptly attended to. Provision is made for follow up action to be carried out and feedback to the customer. This is done through liaison with all other departments within Council and external contractors.

All requests and complaints are recorded, allowing follow up on subsequent actions and direct feedback to customers.

Council Wide Process – Customer Complaints / Enquiry

Purpose: to respond and resolve customer requests for service (complaints and/or enquiries).



Processes for Requests of Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not need to say you are making a request under LGOIMA.

Once a request is made, the Council must initially advise within 20 working days whether it will provide the information, and then it must supply the information unless reason exists for withholding it. The LGOIMA states that information may be withheld if release of the information would:

- Endanger the safety of any person;
- Prejudice maintenance of the law;
- Compromise the privacy of any person;
- Reveal confidential or commercially sensitive information;
- Cause offence to tikanga Maori or would disclose the location of wāhi tapu;
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the local authority while carrying out negotiations or commercial activities; and
- Allow information to be used for improper gain or advantage.

The Council may charge for official information requests. Requests for official information may be made in any format however, it would be preferable if requests could be made in writing to **The Manager Information Services**.