



GOVERNANCE STATEMENT

28 MARCH 2017

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Introduction

The purpose of Council's Governance Statement is to help inform communities on how Council works. It is a collection of information on Council's role, governance and decision-making arrangements, how we engage with our communities and our management structure and employment policies.

Much of the information that Council is required to provide in the Governance Statement is already available to Waipa District Council residents through information in other documents and on Council's website www.waipadc.govt.nz. This document provides the information required or guidance on how to access it.

The Local Government Act 2002 (LGA) requires each council to have a Governance Statement and to produce a new governance statement within six months following each triennial election, which must be made publicly available.

Waipa District Council has a Mayor and 12 councillors

Mayor

Jim Mylchreest JP

Cambridge ward councillors

Grahame Webber (Deputy Mayor)
Judy Bannon
Liz Stolwyk
Sue Milner

Te Awamutu ward councillors

Andrew Brown
Hazel Barnes JP
Marcus Gower
Vern Wilson

Maungatautari ward councillor

Elwyn Andree-Wiltens

Pirongia ward councillors

Clare St Pierre
Bruce Thomas JP

Takepuku ward councillor

Susan O'Regan

Our Council

ECONOMICALLY PROGRESSIVE

Continuing to build a sustainable thriving economy based upon the district's unique characteristics.

ENVIRONMENTAL AND CULTURAL CHAMPIONS

Building a community that is proud of Waipa's physical and cultural environment.

COUNCIL'S VISION

Waipa Home of champions – Building the Future Together.

Our goals and outcomes for our community are

SOCIALLY RESPONSIBLE

Utilising the knowledge and resources within Waipa for the benefit of the whole community.

CONNECTED WITH OUR COMMUNITY

Ensuring the Waipa Community is actively involved in the decisions and actions that affect Waipa.

'Together we can create and inspire Champion Communities'.

REPRESENTATION ARRANGEMENTS AND ELECTORAL SYSTEMS

Council

In Waipa we have a Mayor elected at large for the district, and 12 councillors cover five areas of the district, known as wards. The councillors are elected on a ward basis as shown in the table below, the second table details population estimates for each ward – the larger the population, the more elected members to represent the community. The wards are also shown on the ward map below. While the councillors have been elected from their respective wards, they have an obligation and a duty to represent the interests of the district as a whole.

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

Population estimate by ward (as at 30 June 2015) are:

Ward	Population (50,430)
Cambridge	19,300
Maungatautari	3,890
Te Awamutu	15,000
Kakepuku	3,860
Pirongia	8,380

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 2012 Council resolved not to establish Maori Wards and the final representation arrangements confirmed this position. The establishment of Maori Wards can be revisited at any time in accordance with the representation arrangements review process covered in this section.

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.

Ward Map



Community Boards

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

Local government election candidates can only be elected to Council or to a Community Board (not both).

Waipa District has two Community Boards whose members are elected on ward basis, as follows:

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

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

The Cambridge and the Te Awamutu Community Boards currently each have seven members. The representation arrangements confirmed in 2012 (for the 2013 and 2016 local elections) established that each Community Board has five elected members with a further two members appointed by Council in accordance with Council policy, as shown in the table below:

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

The current membership of the Community Boards is set out in the table below :

Cambridge Community Board	Te Awamutu Community Board
Mike Pettit (Chairperson)	Gary Derbyshire (Chairperson)
John Bishop	Richard Hurrell
Philip Coles	Colleen Wilson
Julie Epps	Ange Holt
Roger Gordon	Nigel Anderson
Elwyn Andree-Wiltens (Council appointed member)	Andrew Brown (Council appointed member)
Sue Milner (Council appointed member)	Susan O'Regan (Council appointed member)

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 review process outlined over the page.

Representation Arrangements Review

Under the Local Electoral Act 2001, Council must review the representation arrangements and the electoral system, including Maori wards and constituencies, at least once every six years. Council completed a review of the District's representation arrangements in 2012, when no change was made. The next review is due in 2018.

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.

This review must include:

- 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;
- whether to have Community Boards and if so how many, their boundaries and membership; and
- whether to subdivide a community for electoral purposes.

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, which 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.

Elections to Council and the Community Boards – electoral systems

Elections for Council and the community boards are held every three years when electors have the opportunity to vote. The Local Electoral Act 2001 and its regulations provide for the conduct of elections including voting methods, voting systems, nomination requirements, electoral roll requirements, length of voting period and progressive processing period, candidate profiles, offences and campaign expenditure limits.

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 the 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. 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.

Changing the System

There are three ways in which Council's electoral (voting) system can be changed under the Local Electoral Act 2001:

- Council can resolve to change the electoral system to be used at the next two elections; or
- Council can conduct a binding poll on the question; or
- Electors can demand a binding poll.

In the latter case 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 2012 when Council decided to continue to use the First Past the Post system for the 2013 and 2016 elections.

Reorganisation of local authorities

The Local Government Act 2002 sets out procedures that must be followed during proposals to make changes to the district's boundaries.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. A proposal cannot be implemented without a poll of electors, unless it is only a minor boundary change.

Further information on these requirements can be found in the Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation. See www.lgc.govt.nz.

ROLES AND CONDUCT

Council

The Council is elected every three years and is responsible for setting the overall strategic direction of the District and the budget through Long Term and Annual Plans. It also has 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).
- 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).

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 Register.

The Mayor

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. Mayors now have additional discretionary powers to:

- lead the development of Council plans, policies and budgets;
- appoint the Deputy Mayor;
- establish council committees; and
- appoint chairs to those committees.

In addition the Mayor has the following roles:

- Presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- An ex-officio member of all Council committees.
- Advocating 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.
- Providing leadership and feedback to other elected members on teamwork and chairing Committees.
- The Mayor is required to be a Justice of the Peace while holding office.

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor or elected by the members of Council, at the first meeting of the Council after the triennial local government elections. 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 a Council resolution.

Elected members

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.
- 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.
- The Financial Markets Conduct Act 2013.
- The Health and Safety at Work Act 2015.
- The Protected Disclosures Act 2000 (whistle blowing).

Code of Conduct

The purpose of a code is to provide guidance on the standards of behaviour expected from the Mayor and Councillors.

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.

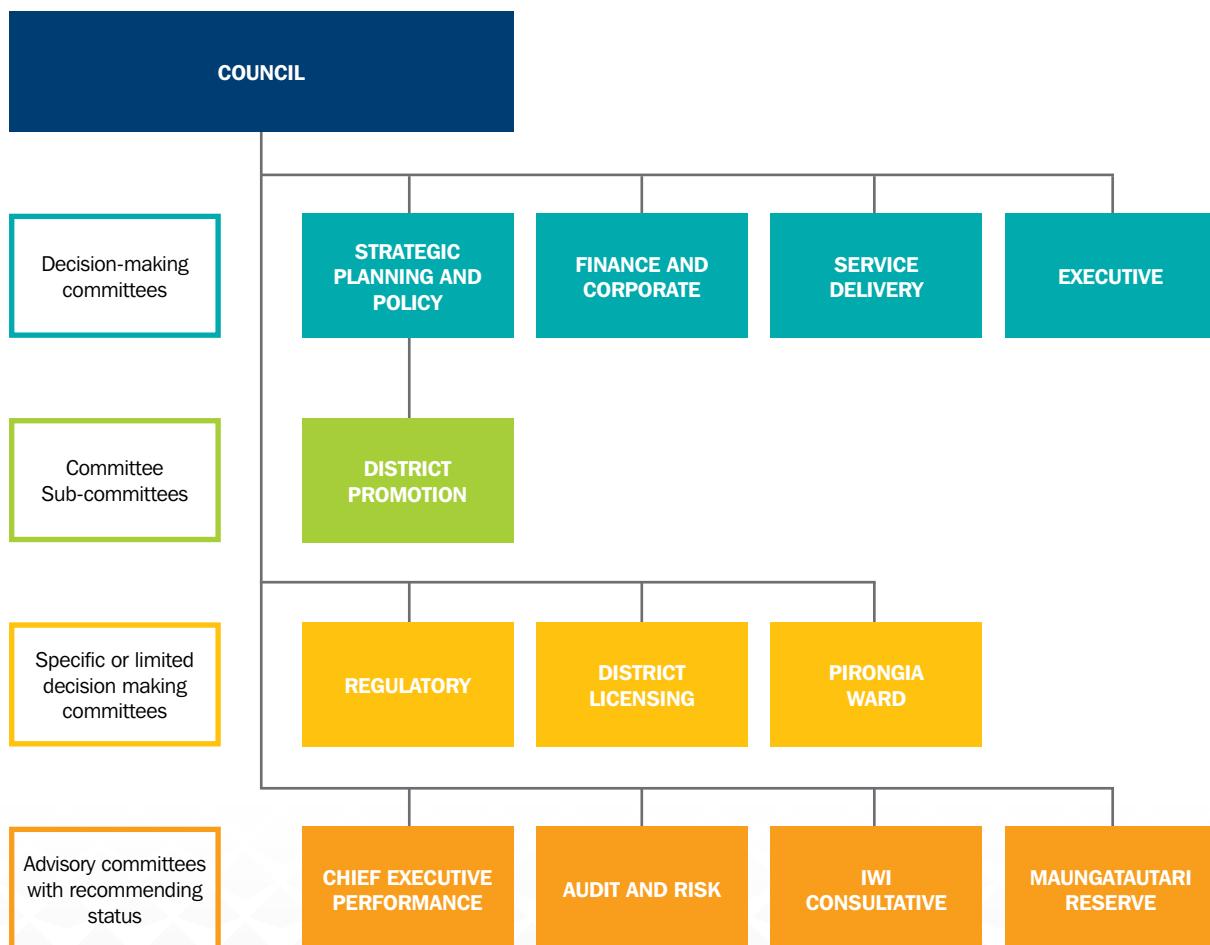
The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code.

Local Government New Zealand provided a new template and guidelines for Codes of Conduct in 2016. At the Council meeting in May 2017, Council will be reviewing it's Code of Conduct in light of the new template and guidelines. The Code of Conduct is available from Council offices or on Council's website.

GOVERNANCE STRUCTURES

Committees

The Council has appointed eleven standing committees for the 2016 -2019 term.



Purpose and Membership of Council and Committees

Details of current membership and meeting frequency of committees is on Council's website.

Council

Council carries out responsibilities required under the Local Government Act 2002. It is the final decision-making authority for certain decisions and can consider recommendations made by committees.

It is made up of all Councillors and the Mayor.

Standing Committees

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.

Purpose: to oversee the development and review of Council's plans (including the long term and annual plans), bylaws, strategies and policies, and where appropriate, to act as Council's hearings committee for consultation in relation to these; and to exercise Council's powers under the Resource Management Act 1991 in relation to the District Plan, plan changes and variations.

Strategic Planning and Policy Sub-committee – District Promotions Committee

Membership of the District Promotions Committee includes the Mayor (as Chairperson) and four councillors.

Purpose: to consider and approve, in accordance with specified criteria, applications for financial assistance for the promotion and sponsorship of events within Waipa District.

Service Delivery Committee

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

Purpose: to have responsibility for overseeing Council's infrastructure work programme, asset management planning and levels of service in relation to the service delivery areas of the Road Corridor, Road Asset Technical Accord, Water Services, Waipa Heritage and Museums and Community Facilities, including the consideration of regional integration of services.

Finance and Corporate Committee

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

Purpose: to undertake Council's corporate and governance functions specifically in relation to financial and non-financial reporting, financial policies and treasury matters, insurance matters, property management and Council Controlled Organisations.

Regulatory Committee

This Committee is made up of the Mayor, four councillors and a Council appointed iwi representative nominated by Nga iwi Toopu o Waipa.

Purpose: to manage the regulatory aspects of Council's business, particularly in relation to the Resource Management Act 1991.

Note: appointed commissioners may hear and determine applications. All members of the Committee require to be accredited members.

Audit and Risk Committee

This Committee is made up of The Mayor, five councillors and one external member.

Purpose: to provide independent assurance and assistance to Council on Council's risk, control and compliance framework and its external accountability responsibilities.

District Licensing Committee

This Committee of Council also acts as a Board of Inquiry under the Sale and Supply of Alcohol Act 2012. A commissioner has been appointed as the Chair and must sit with two committee members when required, from a panel of members.

Purpose: to consider and determine applications for licences, managers' certificates, renewals, temporary authorities and other matters pursuant to the Act.

Iwi Consultative Committee

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

The Mayor, the Deputy Mayor, and the Chairs of the Strategic Planning and Policy Committee, Service Delivery Committee, Finance and Corporate Committee and the Regulatory Committee, one representative from each of the Waikato Tainui Trust Board, Maniapoto Trust Board and the Raukawa Settlement Trust, the Chairperson of Nga Iwi Toopu O Waipa, a Kaumatua representative 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.

Purpose: to facilitate communications between Council and Tangata Whenua. The Committee will consider 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 will advise Council and iwi on Treaty of Waitangi implications for policies and activities of Council.

Pirongia Ward Committee

Membership of the Pirongia Ward Committee includes the Mayor, the two Pirongia Ward Councillors, a representative from each of the Pirongia Community Association, the Ohaupo and the Te Pahu Residents and Ratepayers Associations, and up to five community members. One of the Pirongia Ward councillors is the chair of the committee.

Purpose: to allocate funds, to consider the draft annual plan and to perform similar representative functions as the community boards.

Maungatautari Reserve Committee

The membership of the Maungatautari Reserve Committee comprises two Councillors, one of whom is to chair 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 and one representative from Waikato Regional Council.

Purpose:

- to facilitate effective and meaningful communication between Council, Tangata Whenua, the Maungatautari Ecological Island Trust (MEIT), the Department of Conservation and the public in relation to the management of the Maungatautari Scenic Reserve;
- to advise Council on all reserve management issues, as they relate to the Reserve, the Maungatautari Ecological Island project and the administrative requirements of the Reserves Act 1977;
- to oversee the services of MEIT for day-to-day management of the enclosure; and
- to oversee the Reserve Management Plan for the Reserve.

Executive Committee

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

Purpose: to make decisions on urgent matters arising between scheduled Council meetings or on specific matters referred by Council.

Chief Executive Performance Management Committee

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

Purpose: to conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.

Delegations to Council committees, community boards and staff

Council has considerable ability under the Local Government Act 2002 and other local government legislation to delegate its powers, functions and duties to committees, community boards and staff. This enables Council to operate efficiently and effectively. These delegations are contained in Council's Delegations Register which is subject to regular updates and reviews.

Purpose and Role of Community Boards

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

Council has delegated the following power to Community Boards:

Authority to allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the requirements of the Local Government Act 2002 to meet the current and future needs for communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

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.

Senior and Youth Councils

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 such as the Youth Council and the Senior Council, and also provides support services to community safety groups. While these groups are not part of Council's formal governance structure, they are valued as contributors to Council's decision-making processes.

Joint Committees

One appointment has been made by Council to each of the following joint committees:

- Waikato Civil Defence Emergency Management Group
- Waikato Regional Council Land Transport Committee
- Future Proof Implementation Committee.
- Waikato Spatial Plan Committee

Note: the arrangements for co-governance and joint management agreements are covered later on in the document.

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 exists 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 (such as through mayoral forums). 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 12 councils that are signatories to the Waikato Region Triennial Agreement are Thames-Coromandel 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 the Waikato Regional Council. Council considered the draft Waikato Triennial Agreement 2016-2019 at its meeting on 28 February 2017 and approved entering in to the Agreement. The Agreement also reflects the Waikato Mayoral Forum Memorandum of Understanding.

Council Controlled Organisations

Council is a shareholder in the following activities that are defined as Council controlled organisations under the Local Government Act 2002:

- **Waikato Regional Airport Limited**

Waikato Regional Airport Limited (Hamilton International Airport) is jointly owned by five local authorities – Waipa District, Hamilton City, Waikato District, Matamata-Piako District and Otorohanga District Councils. Waipa District Council's shareholding is 15.625%.

- **Local Government Funding Agency Limited**

The Local Government Funding Agency Limited has been established by the Local Government sector and the Crown to enable local authorities to borrow at lower interest margins than would otherwise be available.

- **Local Authority Shared Services Limited (LASS)**

Local authorities of the Waikato Region have established LASS as a Council controlled organisation. As one of 12 shareholders having equal shareholding, Waipa's shareholding is 8.33%. The company is used as an umbrella for the development of shared services throughout the region.

The primary activities of the Waikato LASS include the operation of a Shared Valuation Database Service (SVDS), the development of a Waikato Regional Transport Model (WRTM) and the Insurance Advisory Group. The Company continues to act as the legal entity to manage contracts arising from the work of the Waikato Mayoral Forum as well as providing administrative support to the Forum.

- **Civic Financial Services Limited**

Council is also a shareholder of the Civic Financial Services Limited (known as Civic), which is wholly owned by New Zealand city, district and regional councils. It provides a range of products and services to prevent loss and manage risk.

Council's Direction

ACTIVITIES, PURPOSE AND RESPONSIBILITIES

Information on Council's activities is contained in the 10-Year Plan and the annual plan produced each year (available on Council's website). The table below provides a summary of Council activities.

Group of Activities	Activity
Governance	Council and committees
	Community Boards
	Strategic planning
	Community relationships
Planning and Regulatory	Resource Management
	Building Compliance
	Enforcement
	Environmental Health
	Animal Control
	Alcohol Licensing
	Development Engineering
	Community Services and Facilities
	Lake Karapiro Mighty River Domain
	Libraries
	Waipa Heritage and Museums
	Swimming Pools
	Public Toilets
	Community Halls
	Pensioner Housing
	Cemeteries
	Civil Defence Emergency Management and Rural Fire
	Waste Management and Minimisation
Roads and Footpaths	Local roads and footpaths, road safety, cycling and walking, car parks, street lights and passenger transport
	Road Asset Technical Accord
Stormwater	
Wastewater Treatment and Disposal	
Water Treatment and Supply	
Support Services	Customer Support, Finance, Human Resources, Information Services, Legal and Corporate Support, Property.

PURPOSE AND RESPONSIBILITIES

Council's purpose is set out in the Local Government Act 2002 which sets out its key responsibilities. In 2012, Parliament amended the Act, one significant amendment being a change to the purpose statement for all local authorities in New Zealand. It also removed the references to "promoting the social, environmental, economic and cultural wellbeing of communities."

The purpose and role of local government is set out in section 10 of the Act:

"Purpose of Local Government

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

In the Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are –

- Efficient
- Effective
- Appropriate to present and anticipated future circumstances.

This is promoted through the broad range of Council's services and activities such as:

- resource management (including landuse planning and development control) and environmental health and safety (including building control and environmental health matters);
- network Infrastructure (roading and transport, sewerage, water/storm water);
- community facilities.

LOCAL GOVERNMENT LEGISLATION AND WAIPA DISTRICT BYLAWS

Legislation

Local government is a complex business and operates in a highly regulated environment. There are a number of key statutes which drive how councils work such as the Local Government Acts 1974 and 2002, the Resource Management Act 1991 and the Building Act 2004 to name a few. Appendix A contains a list of some of the key legislation that applies to all New Zealand local authorities. For more information visit www.legislation.govt.nz

Waipa District Bylaws

Bylaws are rules or regulations Council can make at local government level, under national legislation, that affect how people live, work and play. Bylaws are designed to protect both the district and people's rights with the purpose of making the district a safe and healthy place. In most cases, bylaws are optional and will vary from district to district, some bylaws councils are required to have, such as a dog control bylaw. There is a review process under the Local Government Act 2002, and generally a review will involve consultation with the community. Fees can also be set in relation to bylaws, and these are usually reviewed annually.

Bylaws are broadly made to cover one or more of the following purposes:

- Protecting the public from nuisance.
- Protecting, promoting and maintaining public health and safety.
- Minimising the potential of offensive behaviour in public places.

Council has made the following bylaws in accordance with the Local Government Act 2002 and other relevant legislation to control or permit specific activities within the District. Copies are available from Council's website:

- **Cemeteries Bylaw 2013**
- **Control of Signs and Sale of Goods in a Public Place Bylaw 2007**
- **Land Drainage and Stormwater Bylaw 2008**
- **Dog Control Bylaw 2015**
- **Fire Control Bylaw 2015**
- **Public Places Alcohol Control Bylaw 2015**
- **Maungatautari Scenic Reserve Bylaw 2007**
- **Public Places Bylaw 2007**
- **Solid Waste Bylaw 2012**
- **Speed Limits Bylaw 2016**
- **Trade Waste Bylaw 2011**
- **Traffic and Stock Droving Bylaw 2012**
- **Wastewater Drainage Bylaw 2011**
- **Water Supply Bylaw 2013.**

COUNCIL'S PRINCIPLES

The Local Government Act 2002 sets out principles guiding local authorities in the way that they perform their roles.

In performing its role, a local authority must act in accordance with the following principles:

- A local authority should:
 - conduct its business in an open, transparent, and democratically accountable manner; and
 - give effect to its identified priorities and desired outcomes in an efficient and effective manner; and
- A local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- When making a decision, a local authority should take account of:
 - the diversity of the community, and the community's interests, within its district or region; and
 - the interests of future as well as current communities; and
 - the likely impact of any decision on each of the social, economic, environmental and cultural aspects of well-being of the community; and

- A local authority should provide opportunities for Maori to contribute to its decision-making processes; and
- 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
- A local authority should undertake any commercial transactions in accordance with sound business practices; and
- A local authority should periodically:
 - assess the expected returns to the authority from investing in, or undertaking, a commercial activity; and
 - satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- 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
- In taking a sustainable development approach, a local authority should take into account:
 - the social, economic and cultural well-being of people and communities; and
 - the need to maintain and enhance the quality of the environment; and
 - the reasonably foreseeable needs of future generations.

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, Council should resolve the conflict in accordance with the principle 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.

KEY STRATEGIES, PLANS AND POLICIES

Council sets its direction through strategies, plans and policies. Council has key planning and policy documents as detailed below, copies of which are available from Council offices or on the Council website. The development and review process for these varies, for some there are statutory processes and reviews, such as for long term plans (every three years) and district plans (every ten years). For some statutory policies – usually every three or five years. Others are discretionary but as long term planning and strategies help drive the long term and annual plans, they may be subject to review as part of that process.

Waipa 2050

This provides a framework focused on planning for the future in an integrated and co-ordinated manner. It is a key component to implementing Future Proof in the Waipa District. The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council

Waipa 2050 consists of the following key documents:

- Waipa District Plan (Part Operative)
- Environment Strategy
- Town Concept Plans
- District Growth Strategy

Waipa District Plan (Part Operative)

The plan is a key document for the District as it contains policy guidance and rules on development and subdivision and also seeks to protect important buildings, landscapes and natural areas. After a review process, the plan was made part operative on 1 November 2016. Council also has a Development and Subdivision Manual to guide development.

Environment Strategy

Waipa is a diverse district that is renowned for its outstanding landscapes and special sites. The strategy provides guidance to Council and the community on how environmental issues and features should be managed.

The goal of the strategy is to:

- promote a vision for the Waipa District;
- set goals that will achieve and sustain the vision over time;
- identify the issues that need to be managed;
- identify current actions, likely solutions and clarifying functions;
- prioritise each issue according to its significance and achievability; and
- implement a monitoring and review process.

Town Concept Plans

Town concept plans have been prepared for Cambridge, Te Awamutu, Kihikihi, Ohaupo and Pirongia. These plans were created to provide a blue print for future development and consider the look and feel of these places to 2050.

The Town Concept plans were created based on information from the District Growth Strategy and community feedback. Each plan contains information on land use and zoning, views, vistas, history and heritage, buildings and streetscape character as well as a profile of the town's character and issues and opportunities specific to that area. From the information a town vision is formed.

District Growth Strategy

The community vision stated in the Growth Strategy is:

Te whakakotahitanga o te iwi o Waipa kia anga whakamua, kia hapai i te Taiao

Uniting the people of Waipa for progress while sustaining the environment

The strategy is a plan to manage growth of the district with the overall aim to take an integrated approach to managing growth. The main actions of the strategy are to:

- recognise, protect and enhance the features of Waipa that make the district a special place;
- set a pattern for the future growth of settlements; and
- integrate growth with infrastructure provision for a more cost effective approach to development .

The 10-year Plan, Annual Plan and Annual Report

The 10-year Plan is Council's major planning and strategic 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 implementing the strategies that Council has put in place.

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 well-being must be balanced and there will be occasions where Council is faced with making decisions to promote certain aspects of well-being 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 ten 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. There is a public consultation process in relation to the long term plan but the amendments to the Local Government Act 2002 mean there is no longer a requirement for Council to formally consult on an annual plan each year if the changes from the 10 Year Plan are not significant or material.

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 four monthly basis. Each year Council publishes an Annual Report which contains audited accounts and documents its financial position and an overview of the progress made during the year against the financial and non-financial performance measures for that year. The following diagram shows the relationship between the three documents/processes.



Other **key strategies and plans** include:

- Financial Strategy
- Infrastructure Strategy (the Local Government Act 2002 now requires local authorities to have a 30 year strategy)
- Asset Management Plans
- Integrated Transport Strategy
- Transport Procurement Strategy
- Waste Management and Minimisation Plan
- Reserve Management Plans
- Waipa District Cycle Network Strategic Framework

Council's **statutory and key policies** include:

- Long term plan policies such as the Revenue and Finance Policy
- Significance and Engagement Policy
- Development Contributions Policy
- Dog Control Policy
- Class 4 Gambling Venue Policy
- Board Venue Policy
- Dangerous and Insanitary Buildings Policy 2012
- Earthquake-prone Buildings Policy 2012
- Local Alcohol Policy
- Psychoactive Substances Policy 2014
- Pensioner Housing Policy
- Age Friendly Policy

Community Engagement

ACCESS TO COUNCIL

Council can be contacted by:

- Phone – 0800 924 723
- Email – info@waipadc.govt.nz
- Website – www.waipadc.govt.nz
- Social media – Facebook, Twitter, Instagram
- Logging an online request via our web page for a fix it
<http://www.waipadc.govt.nz/our-services/do-it-online/request-for-services/Pages/default.aspx>

Other information on Council's website includes the Councillors and their contact details.

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

Office Locations

Te Awamutu Office

Street Address: 101 Bank Street, Te Awamutu 3800

Postal Address: Private Bag 2402, Te Awamutu 3840

Freephone: 0800 924 723

Phone: 07 872 0030

Fax: 07 872 0033

Cambridge Service Centre

Street Address: 23 Wilson Street, Cambridge 3800

Postal Address: Private Bag 2402, Te Awamutu 3840

Freephone: 0800 924 723

Phone: 07 823 3800

Fax: 07 872 0033

Te Awamutu Library

Selwyn Lane, Te Awamutu 3800

Freephone: 0800 924 723

Phone: 07 872 0055

Cambridge Library

23 Wilson Street, Cambridge 3434

Freephone: 0800 924 723

Phone: 07 823 3838

Fax: 07 823 3810

Customer Service Requests (CRS)

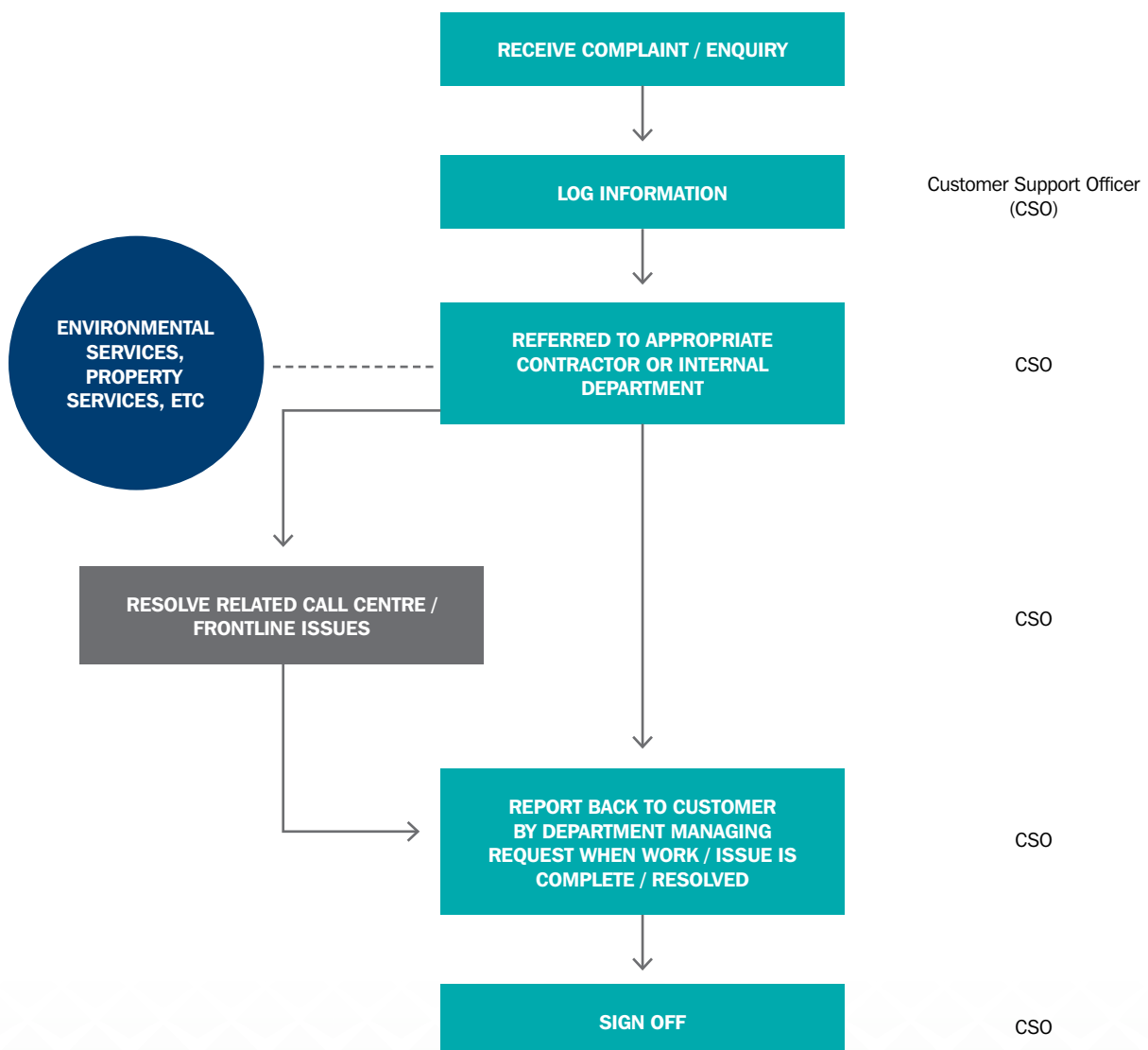
Council provides customers with a responsive service by disseminating accurate information, providing appropriate advice and ensuring the delivery of a high standard of service in a timely manner.

All customer enquiries and complaints are attended to promptly. Provision is made for follow up action to be carried out and feedback provided 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.

Customer Complaints / Enquiry

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



Council meetings and workshops

Council meets monthly with the exception of January each year. A meetings timetable for Council, the Committees and Community Boards is available on Council's website.

Meetings are publicly notified and conducted in accordance with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). Agendas and minutes are also available on Council's website.

The Council, its Committees and Community Boards have adopted standing orders which set out procedures for the conduct of their meetings. During meetings the Mayor and Councillors must follow standing orders. Council may alter standing orders by a vote of 75% of the members present.

All Council, Committee and Community Board meetings must be open to the public unless there is reason to consider some item with the public excluded. 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). Council, Committee and Community Board agendas are public documents, although parts may be withheld if the above circumstances apply. Where possible, the public excluded resolution is brought in to the public domain once the need for protection under LGOIMA no longer applies.

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 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.

Council workshops

Council also holds workshops in order to receive information from staff and advisors, and to be able to consider proposals and options in a less informal environment. Council is obliged to follow the statutory decision-making processes and make decisions in formal meetings but is able to provide direction to staff in workshops. Where possible these workshops are also held in the public domain.

INFORMATION REQUESTS

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from Council. Any request for information is a request made under LGOIMA. It is not necessary to state that a request is being made under LGOIMA. Requests for official information may be made in any format however, it is preferable for Council to receive requests in writing.

Once a request is made, Council will acknowledge it and 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 or an extension of time has been requested. The over-riding principle of LGOIMA is that information is provided unless there is good reason for withholding it.

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 wahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

The Council may charge for official information requests – the fee incurred reflects research and collation time, and is not a charge for the information itself. Information on Council's fees and charges is available on Council's website or by contacting Council.

COUNCIL DECISIONS

Decision-Making

Council must make all decisions in accordance with the requirements set out in sections 77 to 82 of the Local Government Act 2002 (LGA). The significance of the decision will determine how Council adheres to these requirements. The key sections require that for any decision Council should:

- seek to identify all reasonably practicable options for the achievement of the objective of the decisions;
- consider the views and preferences of the community at all stages of the decision-making, particularly persons likely to be affected by or interested in the matter, and the views of Maori (especially where land or water is affected);
- make provision for the contribution to decision-making processes by Maori;
- consult prior to making any decision or pre-determining an option.;
- have regard to the purpose of local government (section 10 LGA);
- provide reasons for decisions made, and identify and explain any inconsistency with other Council plans or policies.

SIGNIFICANCE AND ENGAGEMENT POLICY

Council is required by the Local Government Act 2002 to have a Significance and Engagement Policy, which Council adopted in November 2014. The policy can be accessed on Council's website.

The purpose of the policy is to:

- enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
- provide clarity about how and when communities can expect to be engaged in decisions by Council; and
- inform Council from the beginning of a decision-making process about the extent, form and type of engagement required.

CONSULTATION PROCESSES AND PRINCIPLES

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. Informal consultation is often referred to as 'engagement'.

The Local Government Act 2002 contains provisions and principles on consultation. There are certain situations and legislative or policy requirements where Council has to consult formally with the community on decisions. In some cases, Council is required to consult using the special consultative procedure as set out in the Local Government Act 2002. Information on this process is contained in Appendix B.

Why we consult:

Improved decision-making and better outcomes or results are two of the main reasons that the Council consults. Public consultation strengthens democratic participation[] 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.

Our commitment to consultation and engagement

The Council is committed to:

- ongoing 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 Principles

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

- **Access to information**
"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". Section 82(1)(a).
- **Being Inclusive**
"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". Section 82(1)(b).
- **Consulting with a clear purpose**
"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." Section 82(1)(c).
- **Providing a reasonable opportunity for views to be presented**
"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". Section 82(1)(d)

- **Being open and responsive**

“That the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration.”. Section 82(1)(e).

- **Providing feedback**

“Persons who present their views to the local authority should have access to a clear record or description of relevant decisions made by the local authority and explanatory material relating to decisions, which may include, for example, reports relating to the matter that were considered before the decisions were made”. Section 82(1)(f).

Council will also consider the following:

- **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 Local Government Act 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.

- **Consulting with Maori**

The Council recognises its obligations under the Local Government Act (section 82(2)) to ensure that it has processes in place to consult with Maori. 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.

Initially consultation processes with Tangata Whenua will be 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, surveys, 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.

POLICY ON LIAISON WITH MAORI AND JOINT MANAGEMENT AGREEMENTS

Waipa was populated by Maori, particularly by the Tainui people, for many years until the land wars of the early 1860s and the establishment of the towns of Alexandra (Pirongia), Te Awamutu, Kihikihi and Cambridge.

Nga Hapu

The Iwi in Waipa all affiliate to Tainui Waka, the major hapu are:

- Waikato Tainui
- Ngati Raukawa
- Ngati Koroki/Kahukura
- Ngati Maniapoto
- Ngati Apakura
- Ngati Haua
- Ngati Hikairo
- Ngati Mahanga.

Maori involvement in decision-making

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, 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 Local Government Act consolidates the principles for Maori contribution to the decision-making processes by requiring a policy to be developed. Schedule 10 Part 1(8) states as follows:

"A Long-Term Plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1)(b) to 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.

The objectives that Council has are:

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

Council has developed a policy and structure with Maori to facilitate greater participation in its decision-making processes.

Iwi Consultative 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. Details of the membership of the Committee are part of the governance section of this report.

Nga Iwi Toopu O Waipa (NITOW)

Nga Iwi Toopu O Waipa is translated as "The Assembled People of Waipa", and is a group that represents all hapu in the Waipa District. They meet monthly and Council has a formal agreement with NITOW for the purpose of reviewing all resource consent applications and considering other matters of significance. These recognise the mandate NITOW has in acting on behalf of iwi within the District.

Appointments to Council Committees

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.

Future Proof and Waipa 2050

The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council. It included the establishment of a Tangata Whenua reference group – Nga Karu Atua o te Waka – with members drawn from iwi and hapu-based groups representing Tangata Whenua in Waipa District and the wider region.

In addition to participating in Future Proof, Waipa District has a growth strategy, Waipa 2050. The growth strategy guides future long term planning and in relation to that, Council's District Plan has been reviewed and the new Plan is almost fully operative. Iwi have been consulted in the review process and have participated in the hearings process.

Co-governance arrangements and Joint Management Agreements (JMAs)

Maungatautari Scenic Reserve

In light of the scale and significance of the Maungatautari Ecological Island project, a committee was established to oversee the management and development of the Maungatautari Scenic Reserve. Further developments have occurred since the establishment of the committee with a number of Treaty settlements and it is expected that there will be further moves to co-governance with iwi.

Waikato River/JMAs

The Waikato-Tainui Raupatu (Waikato River) Settlement Act 2010, the Ngati Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 and the Nga Wai o Maniapoto (Waipa River) Act 2012 provide further opportunities for iwi involvement in decision-making. These Acts require Waipa District Council to enter in to Joint Management Agreements with respect to the Waikato River and activities within its catchment affecting the river, with Waikato-Tainui, Raukawa and Maniapoto respectively. These JMAs were all signed in 2013.

JMAs define the process around engagement for resource consent applications, plan changes, and monitoring and enforcement as they relate to Te Ture Whaimana O Te Awa o Waikato (the vision and strategy for the Waikato River). They can also enable the provision of some customary activities with respect to the river, and can extend to providing opportunities for closer relationships with Trust boards.

Management

ROLES AND RELATIONSHIPS

Whilst councillors are primarily responsible for the adoption of policies and making decisions, Council employs a Chief Executive to be responsible for implementing these and managing Council's budgets. Both the Council and the Chief Executive work to protect and enhance the reputation of Waipa District Council and carry out the Council's purpose in a business-like, professional and ethical manner. Council ensures that the authority of the Chief Executive is preserved at all times.

The Chief Executive's responsibilities in this role are outlined in the Local Government Act 2002 Part 4 Section 42(2).

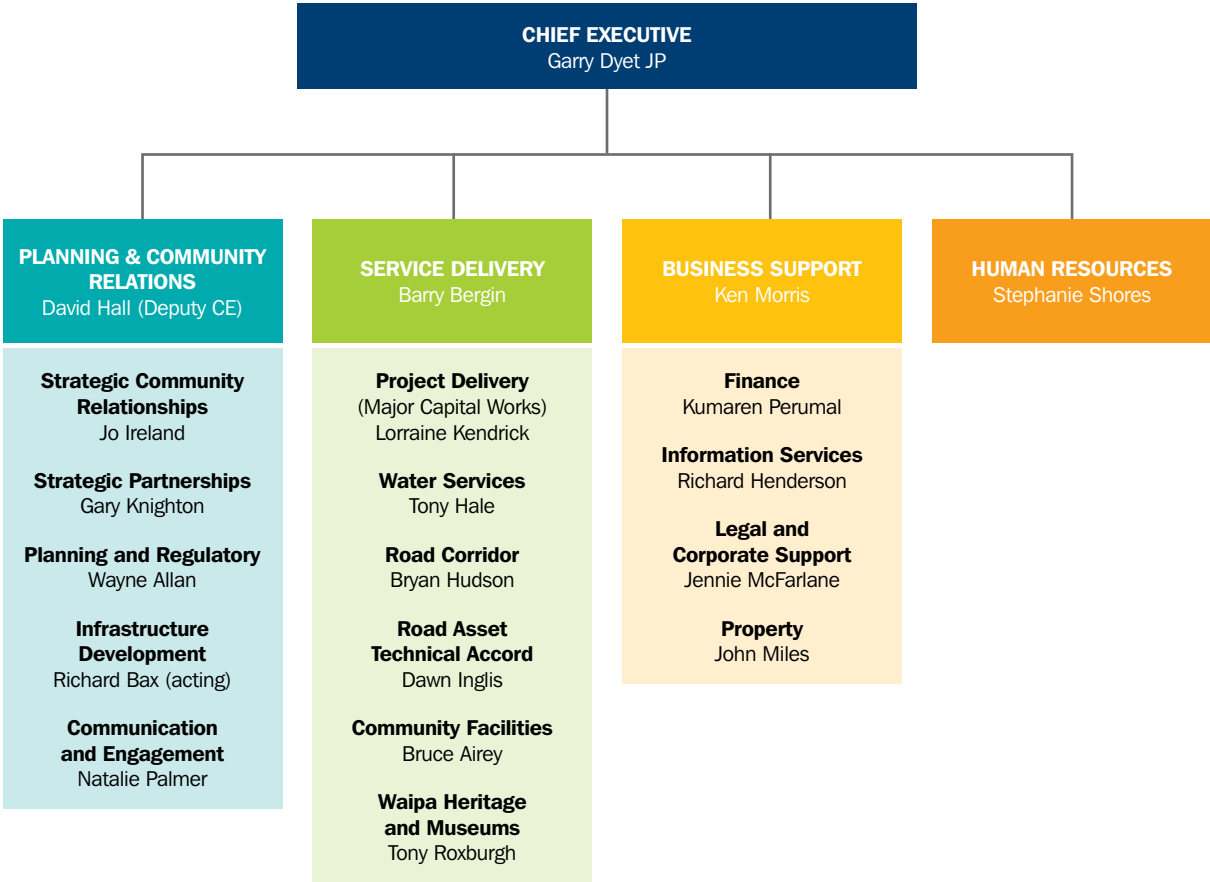
The Chief Executive is responsible for:

- implementing the decisions of the local authority; and
- providing advice to members of the local authority and to its community boards; and
- 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; and
- ensuring the effective and efficient management of the activities of the local authority; and
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and
- providing leadership for the staff of the local authority; and
- 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 supported by three Group Managers and the Human Resources Manager and 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



Garry Dyet JP
Chief Executive



David Hall
Group Manager
Planning and
Community
Relations



Barry Bergin
Group Manager
Service Delivery



Ken Morris
Group Manager
Business Support



Stephanie Shores
Manager
Human Resources

The **Human Resources** Department reports directly to the Chief Executive

BUSINESS UNIT ACTIVITY AREAS

Planning and Community Relations

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

Community Relationships

- Customer Support
- Communications
- Events
- Civil Defence Emergency Management and Rural Fire
- Iwi Liaison
- Strategic Partnership
- Strategy and District Planning
- Economic Development
- Corporate and Community Planning

Planning and Regulatory

- Resource Management consents
- Land Information Memorandum applications
- Building Compliance
- Enforcement
- Environmental Health
- Animal Control
- Alcohol Licensing
- Development Engineering

Service Delivery

The Service Delivery group is responsible for the following functions:

Asset Management Plans

Water Services

- Water Treatment and Supply
- Waste Water Treatment and Disposal
- Stormwater
- Tradewaste

Road Corridor

- Roads and Footpaths
- Waste Management

Road Asset Technical Accord

Waipa Heritage and Museums

Community Facilities

- Parks and Reserves Management
- Libraries
- Swimming Pools
- Public Toilets
- Cemeteries

Business Support

The Business Support group is responsible for the following functions:

Finance/Treasury

- Revenue
- Accounts
- Financial Planning

Information Services

- Information Technology
- GIS
- Information Management

Legal and Corporate Support

- Governance Support
- Corporate Support
- Legal Services
- Quality Management

Property Services

- Council Assets
- Pensioner Housing
- Community Halls
- Forestry

EMPLOYMENT POLICIES

A governance statement is required to provide information on any remuneration and employment policy, if adopted and its equal opportunities policy.

Performance and Remuneration Policy 2012

The Chief Executive is responsible for looking after the operations of Council, including the appointment and management of staff. A council has the option to adopt a remuneration and employment policy. Waipa District Council has not adopted a remuneration and employment policy in relation to Council staff, but there is an organisational Performance and Remuneration Policy which applies to staff and is administered by the Chief Executive. This is currently under review to align with proposed changes to Council's performance and remuneration framework.

Equal Opportunities Policy 2011

Council has a policy as set out here, and 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. This is also currently under review, but with no major change envisaged.

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 individuals' 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.

Appendix A – Legislation

An Act is a law passed by Parliament (before it is passed, it is called a Bill). Many Acts have supporting regulations, which are laws made under an Act of Parliament. Regulations generally deal with matters of detail or administration, or matters that are subject to frequent change.

Current Acts that apply to local government include:

- Animal Welfare Act 1999
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Biosecurity Act 1993
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizenship Act 1977
- Civil Defence Emergency Management Act 2002
- Disabled Persons Community Welfare Act 1976
- Dog Control Act 1996
- Fencing Act 1978
- Food Act 2014
- Forest and Rural Fires Act 1977
- Freedom Camping Act 2011
- Gambling Act 2003
- Government Roothing Powers Act 1989
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transport Act 1998
- Land Transport Management Act 2003
- Litter Act 1979
- Local Authorities (Members' Interests) 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
- New Zealand Library Association Act 1939
- Privacy Act 1993
- Property Law Act 2007
- Protected Disclosures Act 2000
- Prostitution Reform Act 2003
- Public Records Act 2005
- Public Works Act 1981
- Racing Act 2003
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Reserves Act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Te Ture Whenua Maori Act 1993
- Trespass Act 1980
- Unit Titles Act 2010
- Waste Minimisation Act 2008
- Weathertight Homes Resolution Services Act 2006.

Appendix B – Special Consultative Procedure

The Local Government Act 2002 (LGA) has specific procedures that Council must follow when making certain types of decision. The special consultative procedure (set out in the consultation sections 82-90) is regarded as the minimum process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance and Engagement Policy.

This procedure is set out in the LGA 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, review or amend any Bylaws;
- the Council proposes to alter the mode of delivery of a significant activity as defined in the Council's Significance and Engagement 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 and adopt a Statement of Proposal and if the local authority considers that it is necessary to enable public understanding of the proposal, include a Summary of Information in the statement. The summary must:
 - be a fair representation of the major matters in the statement in a form determined by the Council; and
 - indicate where the Statement of Proposal is available.
- 2 State the period within which persons interested in the proposal may present their views to the local authority. The timeframe must be at least one month from the date the statement is issued. The Council must make the statement of proposal and a description of how the Council will provide persons interested in the proposal with an opportunity to present their views to the local authority.
- 3 The Council must make a statement of the period within which views on the proposal may be provided to the Council.
- 4 The Council must make the summary of information contained in the statement of proposal (or the statement of proposal, if a summary is not prepared) as widely available as reasonably practicable as a basis for consultation.
- 5 The Council must provide an opportunity for persons to present their views to the Council and that those persons are given a reasonable opportunity to do so; and are informed about how and when they may take up that opportunity. Council may allow persons to present their views to Council by way of an audio link or audio-visual link.

If the Council is intending to adopt or amend Bylaws the LGA specifies some additional requirements that are part of the process. These are found in section 86 of the LGA.



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