



GOVERNANCE STATEMENT

2023

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Introduction

The purpose of the Waipā District 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 residents in the Waipā district through information in other documents and on Council's website www.waipādc.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.

Waipā District Council has a Mayor and 11 Councillors

Mayor

Susan O'Regan

Cambridge Ward Councillors

Liz Stolwyk (Deputy Mayor)

Philip Coles

Roger Gordon

Mike Pettit

Te Awamutu-Kihikihi General Ward Councillors

Andrew Brown

Lou Brown

Marcus Gower

Pirongia-Kakepuku Ward Councillors

Clare St Pierre

Bruce Thomas

Maungatautari Ward Councillor

Mike Montgomerie

Waipā Māori Ward Councillor

Currently vacant

Our Council

Council's Vision

Waipā Home of Champions: Building connected communities

COMMUNITY OUTCOMES



**SOCIALLY
RESILIENT**



**CULTURAL
CHAMPIONS**



**ENVIRONMENTAL
CHAMPIONS**



**ECONOMICALLY
PROGRESSIVE**

Our goals and outcomes for our community are:

Economically Progressive

Supporting a thriving, sustainable economy.

- We have financially sustainable decision making and work programmes
- We provide new infrastructure as an economic stimulus for our district
- Our services provide excellent value for money
- We actively promote our district to enable development, employment and business opportunities
- Waipā is a great place to invest and do business

Environmental Champions

Protecting and sustaining our environment.

- Environmental awareness and responsibility is promoted within the community
- We support programmes that promote environmental sustainability
- We are responsive to climate change

Cultural Champions

Promoting our culture and heritage.

- We champion the unique history of Waipā
- We have a high level of cultural awareness
- We partner with tangata whenua
- We respect the cultural diversity in our district

Socially Resilient

He aha te mea nui o te ao? Māku e kī atu he tangata, he tangata, he tangata! – it's all about people

- Waipā is a great place to live, work, play and invest
- We invest in hauora and support the great work community groups do
- Waipā provides a high quality of life for current and future generations

'Together we can create and inspire Champion Communities'.

Representation Arrangements and Electoral Systems

Council

In Waipā we have a Mayor elected from the whole district, and 11 Councillors. These are elected from four areas of the district known as general wards, and the Māori electoral role, known as the Māori ward. 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 on the next page. 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 and Kihikihi	3
Pirongia and Kakepuku	2
Māori	1

Population estimate by ward (as at 30 June 2020) are:

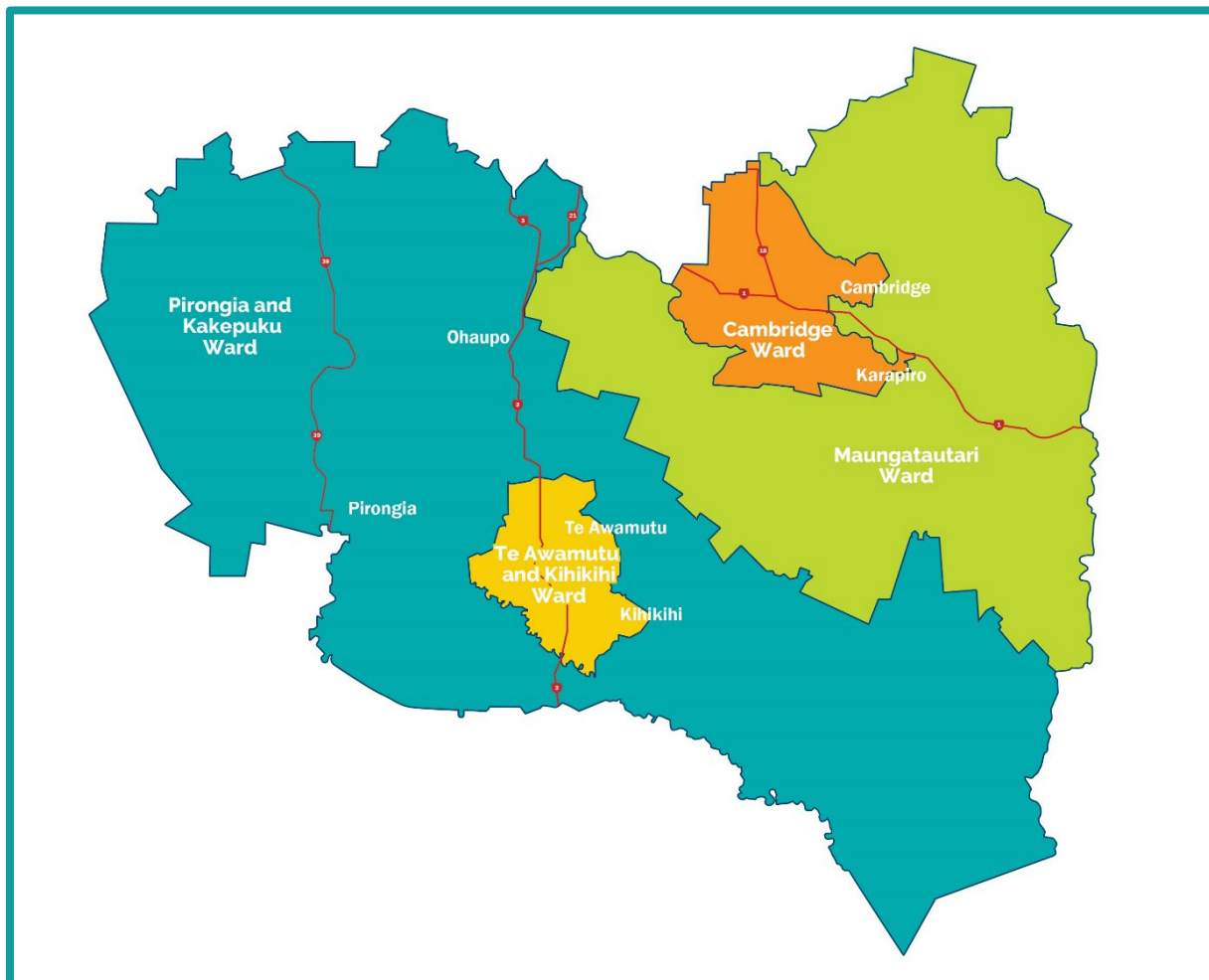
Ward	Population (54,000)
Cambridge	21,300
Maungatautari	5,590
Te Awamutu and Kihikihi	14,600
Pirongia and Kakepuku	11,250
Māori	5,100

Māori Wards and Constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors.

Council resolved to establish a Māori ward on 19 May 2021 after the 2021 Local Electoral (Māori Wards and Māori Constituencies) Amendment Bill was passed.

Ward Map



Community Boards

The Community Boards are constituted under Section 49 of the Local Government Act 2002. Waipā District has two Community Boards whose members are elected on a subdivision basis, as follows:

Cambridge	Comprising Cambridge and Maungatautari Subdivisions
Te Awamutu - Kihikihi	Comprising Te Awamutu-Kihikihi and Kakepuku Subdivisions

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

The Community Boards both have seven members. The representation arrangements confirmed in 2021 established that the Community Boards both have five elected members and a further two members appointed by Council as shown in the table below:

Cambridge Community Board	Te Awamutu Community Board
Cambridge Subdivision = 4 Members	Te Awamutu - Kihikihi Subdivision= 4 Members
Maungatautari Subdivision = 1 Member	Kakepuku Subdivision = 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
Jo Davies-Colley (Chairperson)	Ange Holt (Chairperson)
Elise Badger (Deputy Chair)	Kane Titchener (Deputy Chair)
Alana Mackay	Sally Whitaker
Sue Milner	Jill Taylor
Andrew Myers	John Wood
Mike Montgomerie (Council appointed)	Lou Brown (Council appointed)
Philip Coles (Council appointed)	Bruce Thomas (Council appointed)

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 below.

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

Representation Arrangements Review

Under the Local Electoral Act 2001, Council must review the representation arrangements and the electoral system, including Māori ward and constituencies, at least once every six years. Council completed a review of the district's representation arrangements in 2021 due to the establishment of a Māori ward, which triggered a representation review. In the 2021 review, ward boundaries were altered and the number of General Ward councillors reduced to ten plus one Māori Ward councillor. The number of Cambridge Community Board members was reduced by one. The next statutory review is due in 2027. Councils can initiate reviews earlier than the statutory timeframe if they wish.

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 councillors (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- Whether the elected councillors (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 Māori 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 Community Boards – electoral systems

Elections for Council and Community Boards are held every three years when electors will 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.

Waipā 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. 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;
- Council may resolve to conduct a binding poll on a proposal that a specific electoral system be used; 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.

Reorganisation of Local Authorities

The purpose of local government reorganisation is to promote good local government by enabling and facilitating improvements to local governance. The Local Government Act 2002 sets out procedures that must be followed during proposals to make changes to the organisation and district.

A local government reorganisation can involve changes such as boundary alterations, the transfer of responsibilities from one local authority to another or the establishment/abolition of a council. A reorganisation initiative may be proposed by one or more affected local authorities, a group of at least 10% of electors in the affected area, or the Minister of Local Government.

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 (when elected 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. The Mayor has 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 Council 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; and
- 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 2022 (Protection of Whistleblowers)

Code of Conduct

The purpose of a code of conduct is to provide guidance on the standards of behaviour expected from the Mayor, Councillors and Community Board members.

The Mayor and Councillors 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.

A Code of Conduct is not compulsory for Community Boards under the legislation, however both boards in Waipā have decided to adopt a Code of Conduct.

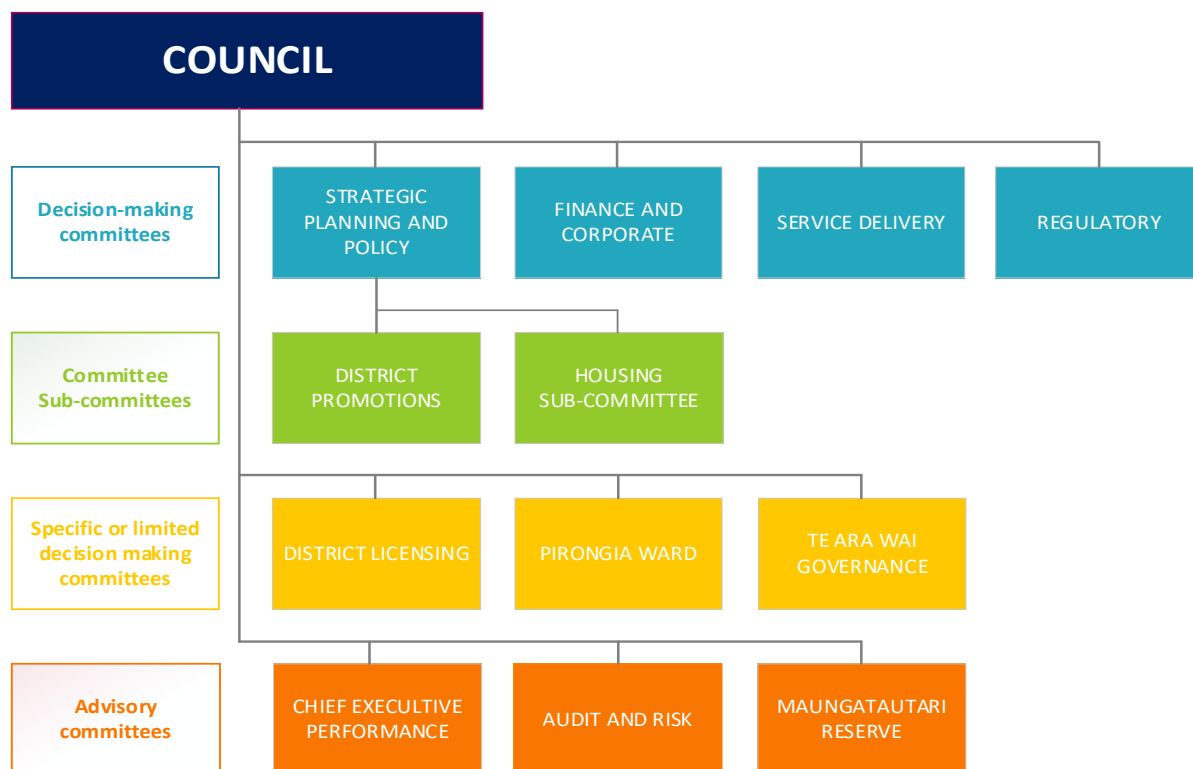
The code sets out the Council's understanding and expectations of how elected officials will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members,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

The Code of Conduct was updated in 2020 after new guidelines were provided by Local Government New Zealand. It is available from Council offices or on the Council's website.

Governance Structures

Committees

The Council has appointed ten standing committees and two sub-committees for the 2022 - 2025 term.



Purpose and Membership of Council and Committees

Council

Council carries out responsibilities required under the Local Government Act 2002. It is the final decision-making authority to undertake any activity or business wholly or principally for the benefit of the district and can consider recommendations made by committees.

It is made up of all Councillors and the Mayor.

Committees

Strategic Planning and Policy Committee

Membership:

Full Council and one Te Kanohi Member (to be appointed)

Purpose:

To oversee the development and implementation of liveable spaces in our communities, with a focus on the promotion of the social, economic, environmental and cultural well-being of communities.

To oversee the development and implementation of Council's plans (including long term, annual plans and district plan), bylaws, strategies and policies and where appropriate, with the exception of the district plan, to act as Council's hearings committee for consultation submissions in relation to these.

To oversee the development and monitoring of strategy and policy associated with climate change activity and affordable and/or social housing initiatives.

Delegation:

1. Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, all Council's responsibilities, duties and powers, excluding those which may not be delegated under Clause 32(1) of Schedule 7 to the Local Government Act 2002.
2. Pursuant to section 34 of the Resource Management Act 2002, all Council's functions, powers and duties under the Resource Management Act 1991.

District Promotions Sub-Committee

A sub-committee of the Strategic Planning and Policy Committee with the following membership, purpose and delegations pursuant to clauses 30, 31 and 32 of Schedule 7 to the Local Government Act 2002:

Membership:

Councillor Gower, Councillor Stolwyk, Councillor St Pierre, Councillor Gordon, Merv Gyde, Kevin Burgess

Purpose: Make allocation decisions in respect of Council's District Promotions Fund and Community Event Fund

Delegation:

Make allocation decisions in respect of Council's District Promotions Fund and the Community Event Fund and carry out any other duties allocated to the sub-Committee by the Strategic Policy and Planning Committee.

Review and approve funding for a District Promotions Fund or Community Event Fund event application that falls outside the date range of that current financial year, providing such funding exists in the current Long Term Plan.

Carry-over of any unspent District Promotions Fund or Community Event Fund monies at the end of a financial year, in order to be available for use in the following financial year.

Housing Sub-Committee

A sub-committee of the Strategic Planning and Policy Committee with the following membership, purpose and delegations pursuant to clauses 30, 31 and 32 of Schedule 7 to the Local Government Act 2002:

Membership:

Mayor O'Regan, Councillor Stolwyk, Councillor Gordon, Councillor St Pierre, Councillor A Brown

Purpose: The purpose of the Housing Sub-committee of the Strategic Planning and Policy Committee ("the Committee") is to advise the Committee in regard to any matters associated with the Council's provision of 'Housing for the Elderly' and/or any 'Affordable and Social Housing' initiatives in Waipā District.

Delegation:

The Housing Sub-committee is delegated authority to:

1. Engage with key staff and oversee the development of appropriate strategy and policy in the areas of 'Housing for the Elderly' and/or 'Affordable and Social Housing'.
2. Consider and recommend that strategy and/or policy to the Committee.
3. Monitor the outcomes and effectiveness of that strategy and policy, including the advancement of any initiatives, projects or programmes of work focussing on any 'Housing for the Elderly' and/or 'Affordable and Social Housing' initiatives.
4. Drive the development and delivery of an implementation plan for the Waikato Regional Housing Initiative and Waipā Plan on a Page that were endorsed by the Strategic Planning and Policy Committee on 29 November 2022.
5. Provide information and recommendations to the Committee in respect of initiatives, projects and/or programmes of work relating to 'Housing for the Elderly' and/or 'Affordable and Social Housing'.
6. Ensure that there is connectivity to Central Government objectives in respect of the provision of housing.
7. Request expert advice through the Chief Executive where necessary.
8. Make recommendations to the Committee in respect of the above.

Finance and Corporate Committee**Membership:**

Full Council and one Te Kanohi member (to be appointed)

Purpose:

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

Delegation:

1. Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002 all Council's responsibilities, duties and powers, excluding those which may not be delegated under Clause 32(1) of Schedule 7 to the Local Government Act 2002.
2. Pursuant to section 34 of the Resource Management Act 2002, all Council's functions, powers and duties under the Resource Management Act 1991.

Service Delivery Committee**Membership:**

Full Council and one Te Kanohi member (to be appointed)

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 Transportation and Waste Minimisation and Management, Road Asset Technical Accord, Water Services, and Community Services, including the consideration of regional integration of services.

Delegation:

1. Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, all Council's responsibilities, duties and powers, excluding those which may not be delegated under Clause 32(1) of Schedule 7 to the Local Government Act 2002.

2. Pursuant to section 34 of the Resource Management Act 2002, all Council's functions, powers and duties under the Resource Management Act 1991.

Regulatory Committee

Membership:

Councillor Gower, Councillor St Pierre, Councillor Stolwyk, Councillor Gordon and Councillor L Brown and one Te Kānohi member (to be appointed)

Purpose:

To manage the regulatory aspects of Council's business, in particular in relation to the Resource Management Act 1991, and to oversee Council's emergency management functions.

Delegation:

1. Pursuant to section 34 of the Resource Management Act 2002, all Council's functions, powers and duties under the Resource Management Act 1991 (subject to accreditation requirements).
2. Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers under the Dog Control Act 1996, in particular:
 - 2.1 hearing and determining an objection to a probationary owner classification under section 22:
 - 2.2 terminating a probationary owner classification under section 23:
 - 2.3 hearing and determining an objection to a disqualified owner classification under section 26:
 - 2.4 hearing and determining an objection to a dangerous dog classification under section 31:
 - 2.5 determining an objection to a menacing dog classification under sections 33B or 33D:
 - 2.6 hearing and determining an objection to a barking dog notice under section 55:
- 3 Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers pursuant to section 67A of the Building Act 2004, to grant a waiver or modification in relation to access to a residential pool.
- 4 Exercise Council's functions, powers and duties under the Food Act 2014 and associated regulations (including to act as the registration authority).
- 5 Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers to hear any objection concerning any officer's decision or other objection in relation to any regulatory function and in particular, but not exclusively, in relation to the Building Act 2004, Part II of the Health Act 1956, the Impounding Act 1955, the Land Drainage Act 1908, the Litter Act 1979 and the Local Government Act 2002.
- 6 Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers under the Civil Defence Emergency Management Act 2002.

District Licensing Committee

Membership:

Commissioner (Chairperson): Sara Grayson; Alternate Commissioner: Tegan McIntyre;
Deputy Chairperson: Councillor Gower; Members: Ross Murphy, Patsi Davies, Dr Michael Cameron, Roy Johnstone, John Gower Marcus Gower

Purpose:

To consider and determine applications for licences, managers certificates, renewal of licences and managers certificates, temporary authorities and other matters pursuant to Section 187 of the Sale and Supply of Alcohol Act 2012.

Pirongia Ward Committee**Membership:**

Two Pirongia-Kakepuku Ward Councillors – Councillor Thomas and Councillor St Pierre, and Allan Rawlings (Te Pahū representative), Andrew Reymer (Ōhaupō representative), Ruth Webb (Pirongia representative), Jan Thomas (Ngāhinapōuri representative), Janet Williams (Koromatua representative) Haupai Puke (a representative from the Purekireki Marae Committee)

Purpose:

To allocate funds, to consider the draft annual plan and to perform similar representative functions as the community boards, and to manage the three reserves known as Franklin Street, Rangimarie and Te Ngāhere reserves.

Delegation:

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers to:

1. Allocate funding within the approved budget, providing that any decision to allocate any of those funds must be made in accordance with the promotion of the social, economic, environmental and cultural well-being of communities in the present and for the future.
2. Manage on behalf of Council the Franklin Street, Rangimarie and Te Ngāhere reserves and consider and recommend reserve development projects within the Pirongia Ward to the Service Delivery Committee.
3. Represent, and act as an advocate for, the interests of its community.
4. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Committee.
5. Maintain an overview of services provided by the Council within the community.
6. Prepare an annual submission to the Council for expenditure within the community.
7. Communicate with community organisations and special interest groups within the community.
8. Undertake any other responsibilities that are delegated to it by the Council.

Te Ara Wai Governance Committee**Membership:**

Lee-Ann Muntz, Paraone Gloyne, Glenda Taithua, Mayor O'Regan, Councillor Stolwyk, Councillor A Brown

Purpose:

To provide a governance and strategic overview for the establishment of Te Ara Wai.

Delegation:

1. To receive the Te Ara Wai project implementation plan for review, and recommend to Council to enable the procurement of expertise for the development of Te Ara Wai in its new location, including design, construction and exhibitions.

2. To receive the final design of Te Ara Wai and its exhibition space for review, to recommend the final designs to Council for adoption ensuring functional specifications are met.
3. To receive reports on project risks and their mitigation from staff on a minimum of a quarterly basis and make recommendations to staff.
4. To receive reports from staff on progress of the project including delivery of project milestones and costs, at least three times per year and make recommendations to staff, when the project is active.
5. To receive reports from staff on the post establishment management and governance of Te Ara Wai and make recommendations to Council.
6. To receive reports and approve plans for the appropriate transfer of objects from the current museum to Te Ara Wai.
7. To maintain an overview of the development of sites of significance which are promoted at Te Ara Wai.
8. To ensure partners including iwi and key stakeholders remain supportive of Te Ara Wai.
9. To support and approve applications for funding from external sources.
10. To act as an advocate for Te Ara Wai and its value and importance to the future health and prosperity of the wider community.
11. To maintain an overview of Arawata streetscape projects, ensuring these are complementary to Te Ara Wai.

Chief Executive Performance Management Committee

Membership:

Mayor O'Regan, Councillor Stolwyk, Councillor St Pierre, Councillor A Brown, Councillor Montgomerie

Purpose:

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

Delegation:

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers to conduct the reviews of the performance of Council's Chief Executive and make recommendations to Council.

Audit and Risk Committee

Membership:

Mayor O'Regan, Councillor A Brown, Councillor Gordon, Councillor Montgomerie, Councillor Lou Brown and Bruce Robertson

Purpose:

To provide independent assurance and assistance to the Waipa District Council on Council's risk, control and compliance framework, and its external accountability responsibilities.

Delegation:

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers to:

1. Receive and consider external and internal audit reports.

2. Receive and consider staff reports on audit, internal control and risk management related matters.
3. Make recommendations to the Finance and Corporate Committee and/or Council on financial, internal control and risk management policy and procedure matters as appropriate.
4. To approve the Auditors engagement and arrangements letters.
5. To consider any other matter requested of the Committee by Council or any of its other Committees

Maungatautari Reserve Committee

Membership:

Councillor Montgomerie, Councillor Gordon, Councillor Coles, Councillor Stirling (resigned Councillor position 16 March 2023), one representative from Pohara Marae, one representative from Maungatautari Marae, one representative from Ngāti Hauā, Geoff Canham (Consultant), one representative from the Maungatautari Ecological Island Trust), one representative from the Department of Conservation and one representative from the Waikato Regional Council. [Landowners to be appointed once available]

Purpose:

To facilitate Council's role in relation to the administration and management, including co-governance and management of the Maungatautari Reserve in accordance with the requirements of the Reserves Act 1977, reserve management issues as they relate to the reserve and to the ecological island project, and to oversee the services of MEIT for day-to day management of the enclosures and to oversee the Reserve Management Plan for the reserve.

Delegation:

Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, exercise Council's responsibilities, duties and powers to facilitate Council's role in relation to the administration and management, including co-governance and management of the Maungatautari Reserve in accordance with the requirements of the Reserves Act 1977, reserve management issues as they relate to the reserve and to the ecological island project, and to oversee the services of MEIT for day to day management of the enclosures and to oversee the Reserve Management Plan for the reserve.

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 of Council, 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 the governance structure of the district, but exist as separate entities through statute and operate independently of Council. Both the Te Awamutu and Kihikihi Community Board and the Cambridge Community Board are made up of five elected members and two appointed members.

The role of the Community 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 the Community Boards:

1. 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 promotion of the social, economic, environmental and cultural well-being of communities in the present and for the future.
2. Authority to undertake other responsibilities in their respective wards, such as supporting or organising community activities (including events) or their own projects for works and services or supporting Council projects, including authority where required to allocate funding within the relevant Community Board or Ward Committee approved budget to such activities, providing that such activities and/or funding promote the social, economic, environmental or cultural well-being of their communities in the present and for the future, align with Council's policies, plans and strategies and do not require staff resource other than that which has been approved by the Chief Executive.

The Cambridge Community Board has two additional delegations:

1. To maintain and enhance sister city relationships between Cambridge and Le Quesnoy (France) and between Cambridge and Bihoro (Japan), including the spend of budgeted sister city funds but excluding the power to approve overseas travel funded by Council or Community Board funds, such power of approval being specifically retained by Council; and
2. To organise the annual ANZAC and Armistice civic events in Cambridge.

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.

Joint Committees

Appointments have been made by Council to each of the following joint committees:

- Waikato Civil Defence Emergency Management Group (Councillor L Brown)
- Waikato Regional Council Land Transport Committee (Councillor St Pierre)
- Future Proof Implementation Committee (Mayor O'Regan)

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 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, Ōtorohanga District Council, Rotorua District Council, South Waikato District Council, Taupō District Council, Waipā District Council, Waitomo District Council, Waikato District Council and the Waikato Regional Council.

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 – Waipā District, Hamilton City, Waikato District, Matamata-Piako District and Ōtorohanga District Councils. Waipā 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. Waipā District Council, along with a number of other councils, is a guarantor of the scheme.

- **Co Lab**

The local authorities within the boundaries of the Waikato region have adopted shared services as a mechanism for providing back of office type services in a coordinated manner across the region to leverage opportunities and deliver benefits. This was previously known as Waikato Local Authority Shared Services Limited.

Council's Direction

Activities, Purpose and Responsibilities

Information on Council's activities is contained in the [Long Term 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	Representation Communications and Engagement <i>Additionally, the Governance group of activities is responsible for ensuring Māori involvement in decision making and developing strategy and community relationships.</i>
Planning and Regulatory	Animal Control Building Compliance Development Engineering Environmental Health Resource Consents, Enforcement and Land Information Memorandums
Community Services and Facilities	Parks and Reserves Libraries Property Services Museum and Heritage Swimming Pools Waste Management and Minimisation <i>Community Services and Facilities also covers Civil Defence and Emergency Management.</i>
Roads and Footpaths	Roads and Structures Footpaths and Cycleways Signage and Traffic Facilities Street Lighting Road Corridor Amenity
Stormwater	
Wastewater Treatment and Disposal	
Water Treatment and Supply	
Support Services	Information Services Customer Support Financial Management Human Resources Legal and Corporate Support Business Improvement

Purpose and Responsibilities

Council's purpose is set out in the Local Government Act 2002, which identifies its key responsibilities. In 2019, Parliament amended the Act, one significant amendment being a change to the purpose statement for all local authorities in New Zealand by bringing back the four well-beings. Councils are required to promote 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 promote the social, economic, environmental and cultural well-being of communities in the present and for the future.*

Local Government Legislation and Waipā District Bylaws

Legislation

Local government is a complex business and operates in a highly regulated environment. There are a number of key statutes that 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 some. Appendix A contains a list of most of the key legislation that applies to all New Zealand local authorities. For more information visit www.legislation.govt.nz

Waipā 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. Councils are required to have some bylaws, 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 reviewed as part of Councils fees and charges.

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:

Bylaw	General description	Date Bylaw made	Last reviewed
Animal Nuisance Bylaw 2022	The purpose of this Bylaw is to regulate the keeping of bees, poultry and other animals in urban areas, so that they do not create a nuisance or endanger the health or safety of the public.	2022	No reviews on current bylaw
Cemeteries Bylaw 2013 (Amendments 2018)	The purpose of this bylaw is to provide for the efficient management and maintenance of cemeteries under the Council's control in a manner that: (a) Protects the public from nuisance; (b) Maintains public health and safety; and (c) Minimises the potential for offensive behaviour	2013	2018
Dog Control Bylaw 2015	The purpose of this bylaw is to support and give effect to the Waipā District Dog Control Policy 2015. Its objectives include to: (a) Protect the public from nuisance; (b) Maintain public health and safety; (c) Minimise the potential for offensive behaviour; (d) Minimise danger, distress, and nuisance to the community generally; (e) To avoid the inherent danger in allowing dogs to have uncontrolled access to public places that are frequented by children; (f) Enabling the public to use streets and public amenities without fear of attack or intimidation by dogs; and (g) Provide for the exercise and recreational needs of dogs and their owners.	1997	2015
Fire Control Bylaw 2015 (Amendments 2020)	The purpose of this bylaw is to protect and maintain public health and safety from the start or spread of fire, by regulating the use of outdoor fires and other fire hazards.	2007	2020
Maungatautari Scenic Reserve Bylaw 2007	The objectives of this bylaw are – (a) To enable the management of the Maungatautari Scenic Reserve as an area free from predators and non-indigenous animals; and, (b) To require access to the Reserve to be only through specified public gateways; and, (c) To control entry to Environmental Protection Areas within the Reserve.	2007	No reviews on current bylaw

Public Places Bylaw 2018	<p>The general purposes of this bylaw reflect section 145 Local Government Act 2002, which are to:</p> <ul style="list-style-type: none"> (a) Protect the public from nuisance; (b) Protect, promote and maintain public health and safety; (c) Minimise the potential for offensive behaviour in public places; <p>More specifically, the purposes of this Bylaw are to:</p> <ul style="list-style-type: none"> (a) Regulate trading in public places; (b) Regulate, control or prohibit signs and advertising in public places; (c) Contribute to safer roads and roadsides; (d) Manage activities within public places; (e) Ensure public places are safe and used in ways that positively contribute to the District's identity and people's enjoyment of public places. 	2018	No reviews on current bylaw
Public Places Alcohol Control Bylaw 2015	<p>The purpose of this bylaw is to prohibit or control the consumption of, bringing into and possession of alcohol in restricted places and also to:</p> <ul style="list-style-type: none"> (a) Protect the public from nuisance in public places; (b) Protect, promote and maintain public health and safety in public places; and (c) Minimise the potential for offensive behaviour in public places. 	2008	2015
Solid Waste Management and Minimisation Bylaw 2018	<p>The purpose of this bylaw is to support:</p> <ul style="list-style-type: none"> (a) The promotion and delivery of effective and efficient waste management and minimisation in Waipā district as required under the Waste Minimisation Act 2008; (b) The implementation of the Council's Waste Management and Minimisation Plans; (c) The purpose of the Waste Minimisation Act 2008 and the goals in the New Zealand Waste Strategy; (d) The regulation of the collection, transport and processing of waste; (e) The protection of the health and safety of waste collectors, waste operators and the public, and (f) The management of litter and nuisance in public places 	2018	No reviews on current bylaw
Speed Limits Bylaw 2019	<p>This bylaw allows Waipā District Council to set speed limits by resolution, on all roads under its ownership and/or control, and in other designated locations as specified in the bylaw.</p>	2019	No reviews on current bylaw

Wastewater and Trade Waste Bylaw 2021	The purpose of this bylaw is to: (a) Protect the health and safety of people and the environment from potential adverse effects of harmful substances being discharged into the wastewater system; (b) Protect the wastewater system from damage, misuse and interference; (c) Produce wastewater and biosolids of a consistent quality; (d) Encourage waste minimisation, cleaner production, efficient recycling and reuse of waste streams by businesses; and (e) Ensure that businesses maintain trade waste discharges within agreed levels.	2021	No reviews on current bylaw
Stormwater Bylaw 2019	The purpose of this bylaw is to: (a) Protect the public from nuisance, (b) Protect, promote, and maintain public health and safety, (c) Reduce the risk of flooding of land and property from Council's stormwater and land drainage systems, (d) Protect and manage Council's stormwater and land drainage infrastructure i. Manage the entry of prohibited materials into the stormwater system ii. Contribute to achieving appropriate environmental outcomes consistent with Te Ture Waimana (Vision and Strategy) and the Future Proof Sub-Regional Three Waters Strategy.	2019	No reviews on current bylaw
Water Supply Bylaw 2022	The purpose of this bylaw is to: a) Protect, promote and maintain public health and safety; b) Manage the land, structures, or infrastructure associated with the Water Supply System; and c) Protect from damage, misuse, or loss, or to prevent the use of, the land, structures, or infrastructure associated with the Water Supply System.	2022	No reviews on current bylaw

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) 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;
- (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;
 - (ii) The interests of future as well as current communities; and
 - (iii) The likely impact of any decision on each aspect of well-being referred to in Section 10 (LGA 2002):
- (d) A local authority should provide opportunities for Māori to contribute to its decision-making processes;
- (e) A local authority should actively seek to collaborate and co-operate with other local authorities and bodies to improve the effectiveness and efficiency with which it achieves its identified priorities and desired outcomes;
- (f) A local authority should undertake any commercial transactions in accordance with sound business practices;
- (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;
- (g) A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets; and
- (h) 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;
 - (ii) The need to maintain and enhance the quality of the environment; and
 - (iii) The reasonably foreseeable needs of future generations.

If any of these principles, or any aspects of well-being referred to in Section 10 (LGA 2002), 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.”

Council 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 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 Plan (every three years) and District Plans (every ten years). For some statutory policies, it is 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.

Council has developed an Integrated Strategic Planning Framework to assist with understanding how what we do on a daily basis delivers on our Vision and Community Outcomes.

STRATEGIC FRAMEWORK

VISION

WAIPĀ HOME OF CHAMPIONS

Building connected communities

COMMUNITY OUTCOMES



EXTERNAL STRATEGIC PRIORITIES

Our focus for the next three years



KEY STRATEGIES AND PLANS

To achieve the Council's vision

Partnership strategies and plans	Operative District Plan	Council's Strategies and Plans
<ul style="list-style-type: none"> Waikato Plan Regional Land Transport Strategy Sub Regional 3 Waters Strategy Waikato Regional Economic Development Programme Future Proof Joint Management Agreements 	<ul style="list-style-type: none"> Objectives, policies and rules to create sustainable land use 	<ul style="list-style-type: none"> Waipā 2050 District Growth Strategy Economic Development Strategy Waipā Integrated Transport Strategy Environment Strategy Waipā Waste Strategy 2017/2025 Reserve Management Plans Town Concept Plans

INTERNAL STRATEGIC PRIORITIES

Our focus for the next year



HOW WE DO THIS

Long term plan and annual plan	Service delivery	Monitoring and reporting
<ul style="list-style-type: none"> Activities and Services How they are to be delivered What are the costs? How are they funded? 	<ul style="list-style-type: none"> Business Planning Levels of Service Activity Management Planning 	<ul style="list-style-type: none"> Annual Report Resident Perception Survey 4-Monthly reporting on progress against Annual Plan Quarterly reporting on Growth matters

OUR ORGANISATIONAL VALUES



Other **key strategies and plans** include:

- Financial Strategy;
- Infrastructure Strategy (the Local Government Act 2002 requires local authorities to have a 30 year strategy);
- Activity Management Plans;
- Transport Procurement Strategy;
- Waste Management and Minimisation Plan.

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;
- Gambling Venue Policy;
- Dangerous and Insanitary Buildings Policy 2017;
- Local Alcohol Policy;
- Arts Policy;
- Closed Circuit Television (CCTV) for Community Safety in Public Places Policy;
- Psychoactive Substances Policy 2014;
- Pensioner Housing Policy;
- Age Friendly Policy;
- Tree policy 2020;
- Naming Policy 2021;
- Remission and Postponement of Rates and Water Charges; and
- Smokefree and Vapefree Policy 2021

Waipā District Plan

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. The District Plan became fully operative in August 2017.

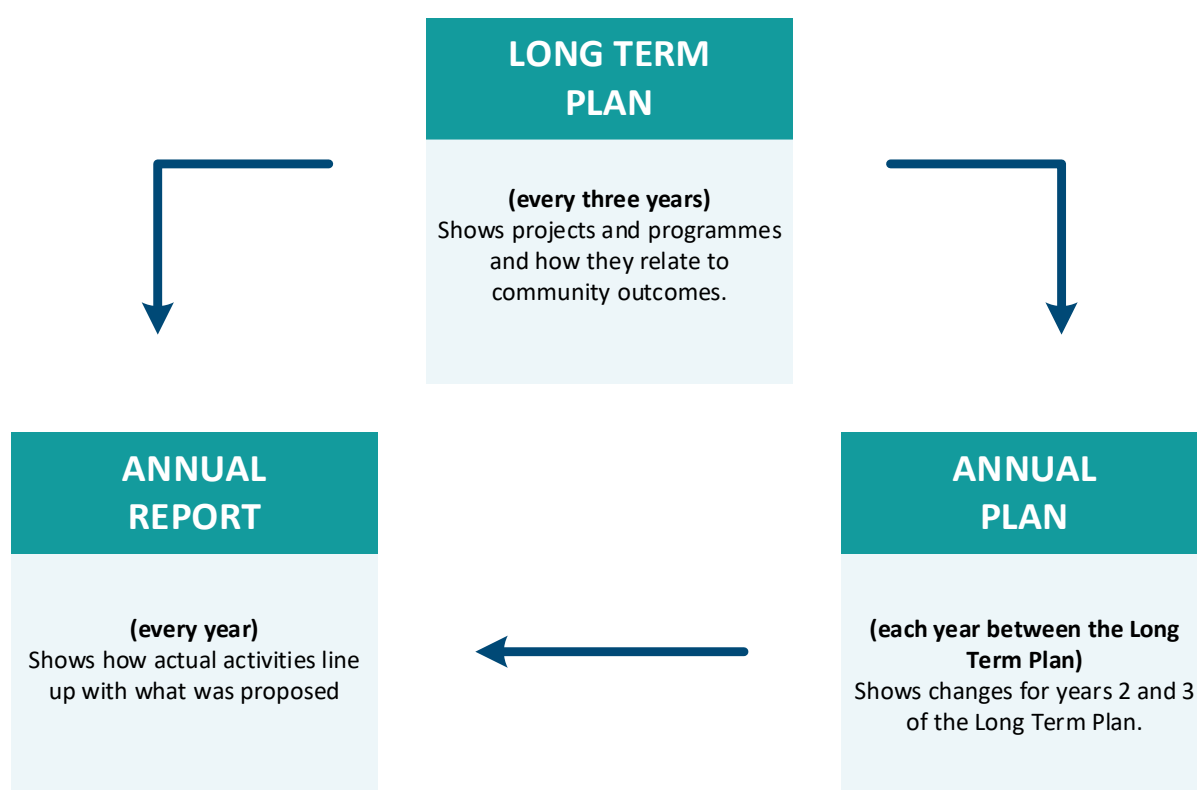
The Long Term Plan, Annual Plan and Annual Report

The Long Term Plan is Council's major planning and strategic document for the future of Waipā 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 when 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 Long Term Plan for the community to consider.

The Long Term 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 Long Term 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 Long Term 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 with 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.



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
<https://www.waipadc.govt.nz/contact-us>

Other information on Council’s website includes the Councillors and Community Board members and their contact details.

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

Office Locations

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

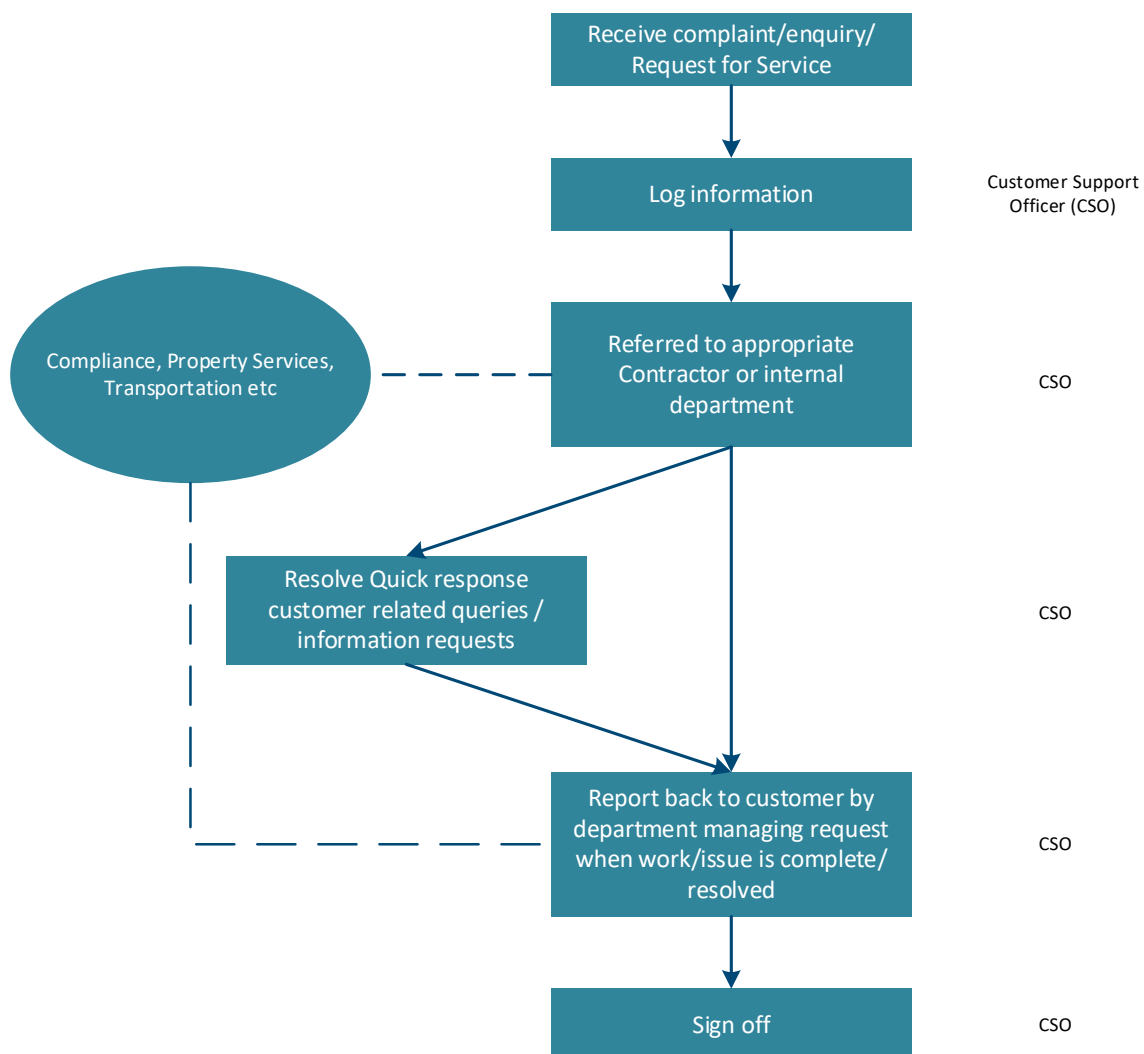
Council provides customers with a responsive service by disseminating accurate information, providing appropriate advice and ensuring the delivery of a high standard of service in a timely manner.

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



Council Meetings and Workshops

Council and Community Boards meet monthly with the exception of January and usually July each year.

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 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, Councillors and Community Board members must follow Standing Orders. Council or Community Boards 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 the item with the public excluded. LGOIMA contains a list of the circumstances where meetings 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.

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 Briefings and Workshops

Council also holds briefings and workshops in order to receive information from staff and advisors, and to be able to consider proposals and options in an informal environment. Council is obliged to follow the statutory decision-making processes and make decisions in formal meetings but is able to obtain information from staff in workshops.

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. 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 Māori 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;
- 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. It is not a charge for the information itself. Information on Council's fees and charges is available on the 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 Māori (especially where land or water is affected);
- Make provision for the contribution to decision-making processes by Māori;
- 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 reviewed and updated in 2021. The policy can be accessed on Council's website.

The purpose of the policy is to:

- Enable Council, Māori and 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 are 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.

▪ **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 Māori**

The Council recognises its obligations under the Local Government Act (Section 82(2)) to ensure that it has processes in place to consult with Māori. In meeting these obligations, the Council has a governance structure that includes a Māori Ward councillor and mana whenua representation on a number of committees. In addition, Council recognises, supports and works with Ngā Iwi Toopu o Waipā – a mana whenua group whose membership is drawn from hapū of the Waipā district.

Initially consultation processes with tangata whenua will be through Ngā Iwi Toopu o Waipā.

▪ **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, 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 Māori Joint Management Agreements and Appointments to Council Committees

The Waipā district was settled and populated by Māori, particularly by the Tainui people, for centuries until the land wars of the early 1860s and the establishment of the towns of Alexandra (Pirongia), Te Awamutu, Kihikihi and Cambridge.

Ngā Iwi

There are three major iwi in Waipā, all affiliate to Tainui Waka,

- Waikato
- Ngāti Raukawa
- Ngāti Maniapoto

Ngā Hapū

The major hapū in Waipā affiliate to the major iwi of the Waipā and to Tainui Waka, the major hapū are:

- Ngāti Apakura
- Ngāti Paretekawa
- Ngāti Unu and Ngāti Kahu
- Ngāti Koroki Kahukura
- Ngāti Hauā
- Ngāti Hikairo
- Ngāti Mahanga

Note: There are many more hapū than can be accounted for in the Waipā district.

Māori 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 Māori in local authority decision-making.

The principles are outlined as follows:

- Part 2(14)(1)(d) requires a local authority to provide opportunities for Māori 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 Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.
- Part 6(81)(1) refers to specific requirements to facilitate Māori contributions to the decision-making process. This includes a process to provide opportunities for contribution, to consider ways to foster Māori capacity to contribute to the decision-making processes, and to provide relevant information to Māori to allow for decision-making contributions.

The Local Government Act consolidates the principles for Māori 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 Māori 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 Māori 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 Māori to facilitate greater participation in its decision-making processes.

Ngā Iwi Toopu O Waipā (NITOW)

Ngā Iwi Toopu O Waipā is translated as “The Assembled People of Waipā”, and is a group that represents all hapū in the Waipā district. The group meets monthly and Council has a formal agreement with Ngā Iwi Toopu O Waipā to review all resource consent applications as well as consider other matters of significance.

Te Kanohi

Te Kanohi is a group of mana whenua representatives appointed to formal committees. They bring a Māori world view to each Committee and will be a voice for mana whenua interests across the district. Representatives will have voting rights on their respective Committees in accordance with the delegations of that Committee.

Future Proof and Waipā 2050

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

In addition to participating in Future Proof, Waipā district has a growth strategy, Waipā 2050. The growth strategy guides future long term planning. Council’s District Plan has been reviewed to align with Waipā 2050 and the new Plan is 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 Claims (Waikato River) Settlement Act 2010, the Ngāti Tuwharetoa, Raukawa and Te Arawa River Iwi Waikato River Act 2010 and the Ngā Wai o Maniapoto (Waipā River) Act 2012 provide further opportunities for iwi involvement in decision-making. These Acts require Waipā District Council to enter into Joint Management Agreements (JMAs) 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. Council representatives are:

- Waikato Tainui – Mayor O’Regan, Councillor Stolwyk, Councillor Pettit, Councillor Stirling (resigned Councillor position 16 March 2023)
- Raukawa – Mayor O’Regan, Councillor Stolwyk, Councillor Stirling (resigned Councillor position 16 March 2023)
- Ngā Wai o Waipā Co-Governance Forum (Maniapoto) – Mayor O’Regan

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 Waipā 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;
- 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;
- Facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001;
- 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 supported by five 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
Chief Executive



Ken Morris
*Deputy CE
Group manager
Business Support*



Kirsty Downey
*Group Manager
Strategy*



Sally Sheedy
*Group Manager
Customer and
Community
Services*



Dawn Inglis
*Group Manager
Service Delivery*



Wayne Allen
*Group Manager
District Growth
and Regulatory
Services*



Stephanie Shores
*Group Manager
Human
Resources*

Business Unit Activity Areas

Strategy

- Strategy
 - Strategic Planning & Projects
 - Economic Development
- Strategic Partnerships
 - Fundraising
 - Iwi Relationships

Customer and Community Services

- Waipā Heritage & Museum
- Communication & Engagement
 - Customer Support
 - Frontline and Call Centre
 - Internal/External Communications
 - Events & Marketing
 - Social Media
- Community Services
 - Libraries
 - Parks & Reserves
 - Community Facilities
 - Reserves Planning

Business Support

- Legal Counsel
- Governance
- Property Services
- Business Improvement and Risk Management
- Finance
 - Revenue
 - Financial Planning
 - Accounts
 - Procurement
- Information Services
 - Information Management
 - Information Technology
 - Systems
 - Service Desk
 - Solutions
 - Geographic Information System (GIS)

District Growth & Regulatory Services

- Emergency Management / Civil Defence
- Compliance
 - Building Compliance
 - Environmental Services
 - Animal Control
 - Environmental Health
 - Enforcement
- District Plan & Growth
 - Consents & Planning
 - Development Engineering
 - District Plan

Human Resources

- Organisational Capability & Development
- Human Resources
- Health & Safety
- Payroll

Service Delivery

- Water Services
 - Planning and Compliance
 - Asset Management
 - Network (Stormwater, Treatment, Reticulation)
- Project Delivery
 - Project Management
 - Performance and Compliance
- Transportation
 - Operations
 - Asset Management
 - Programme Planning
- Road Asset Technical Accord

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 2018

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. Waipā District Council has not adopted a remuneration and employment policy in relation to Council staff. However there is an organisational Performance and Remuneration Policy that applies to staff and is administered by the Chief Executive.

Equal Opportunities Policy 2011

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 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 1975
- Dog Control Act 1996
- Fencing Act 1978
- Food Act 2014
- Freedom Camping Act 2011
- Gambling Act 2003
- Government Rooding 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 2002
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- New Zealand Library Association Act 1939
- Privacy Act 2020
- 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
- Urban Development Act 2020
- Waste Minimisation Act 2008
- Weathertight Homes Resolution Services Act 2006.
 - Water Services Act 2021
 - Water Services Entities Act 2022

Appendix B – Special Consultative Procedure

The Local Government Act 2002 (LGA) has specific procedures that Council must follow when making certain types of decisions. The special consultative procedure (set out in the consultation Sections 82-87) 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 available 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 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.
- 4 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.