GOVERNANCE STATEMENT

Your guide to working with Otorohanga District Council
OTOROHANGA DISTRICT KEY FACTS
OTOROHANGA'S HISTORY

The original Otorohanga County was formed on 1 April 1922 and arose out of the amalgamation of the former Wharepapa and Mangaorongo Road Boards and part of the Waitomo County. The northern half of the former Kawhia County was amalgamated into the District on 1 April 1956. On 1 November 1971, the County of Otorohanga and the Borough of Otorohanga were united to form a new County of Otorohanga. At the time of the union there was no provision for a “District” Council status, which only became available in 1978 following an amendment to the Local Government Act. The change in designation from a County Council to District Council took place on 1 April 1979 and was made primarily to give recognition to the fact that Council is a rural-urban council with the urban area an integral part of the organization.

OTOROHANGA TODAY

Otorohanga District is located some 50 kilometres south of Hamilton. The area administered by the Council covers 1976 sq km and extends from the Kawhia and Aotea Harbours on the west coast for a distance of 90 km to the eastern extremity near Mangakino. Included within the district are the urban communities of Otorohanga and Kawhia.

Geographically, the district comprises three distinct areas of approximately equal size. The eastern and western areas have predominantly more hills than the central area, which is the southern limit of the Waikato Basin.

Otorohanga is centrally placed, being within easy driving distance of Auckland, Hamilton, Tauranga, Rotorua, Taupo and New Plymouth. The town has a population of 2,568 and is an important focus for tourist activities in the North King Country area. Being 16 kilometres north west of Waitomo, Otorohanga is the closest town to the world famous glow worm caves.

Kawhia, a small holiday resort on the west coast, is also within the district. It is located on the shores of the Kawhia Harbour, some 57 kilometres west of Otorohanga via State Highway 31, and has a permanent population of 348 with this increasing to over 3000 at peak holiday periods. Kawhia is the home of the Tainui people who settled there 600 to 700 years ago. The Kawhia Harbour covers more than 6000 hectares, with five rivers feeding into it. It is a popular and productive fishing spot.

A roading network totalling 901.5 km in length provides access. State Highways 3, 31 and 39 account for 94.5 km of this and are maintained by Transfield under contract to Transit New Zealand at no cost to Council. The balance of 807 km comprises 514 km of sealed pavements of varying widths and 293 km of metalled roads. Of these 28 km of sealed roads are within the urban communities of Otorohanga and Kawhia as is 0.5 km of the unsealed roads. Within the Council maintained roading network are 154 bridges totalling 1995 m in length and including 28 stock access structures.

Since Otorohanga County was first constituted, the prime aim of Council has been the extension and improvement of the roading system as a means of encouraging land development and stimulating primary production.

The Council Office is located in the community of Otorohanga, which is situated on the Main Trunk Railway and State Highway No 3. The town has good shopping facilities, three modern primary schools and a college, good medical facilities and caters for a wide range of sporting and cultural activities.
OTOROHANGA'S ECONOMY

Farming is the dominant industry with sheep and cattle farming in the hill country and intensive dairy farming in the central area. Horticulture and cropping are lesser but developing activities.

Otorohanga District is within half an hours drive of Hamilton city and less than two hours drive of Auckland and Rotorua. New Zealand’s Main Trunk Railway has a scheduled stop in the Otorohanga community, and State Highways 3, 31 and 39 pass through the District and intersect within the Otorohanga community.

Otorohanga is known internationally for being the service centre for Waitomo Caves, it's internationally recognised Kiwi House, including breeding centre and night watch pens and is more recently famous for being the Kiwiana Capital of New Zealand.

The seaside community of Kawhia is located within the District and is best known for its Maori heritage and is an increasingly popular beachside holiday destination. The annual Kawhia 'Kai [food] Festival' is also popularity significant District event and is recognised internationally in “The Lonely Planet” as one of the top indigenous food festivals.

WHAT IS A GOVERNANCE STATEMENT

It contains information about how Council communicates, cooperates and consults with the District's residents.

It outlines how Council makes decisions and promotes local democracy, by informing residents about ways they can be involved in the decision-making process.

A Governance Statement is a requirement of section 40 of the Local Government Act 2002. Council is obliged to produce a new governance statement six months after each triennial election.
COUNCIL'S FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The Local Government Act 2002 outlines the purpose of Otorohanga District Council, as an organisation that enables democratic local decision-making and action by, and on behalf of communities to meet the current and future needs of those 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.

Meeting the Community's priorities is fundamental to Council's overall operations and service delivery. Partnership and consultation with the community are integral parts of Council's operations.

Council's Mission Statement and Goals

Council's mission statement and goals are in alignment with the Local Government Act 2002, and outline how Council proposes to meet its purpose.

Council's Mission Statement

The Otorohanga District Council will strive to be the best rural Council in New Zealand, operating proactive policies which promote development while taking account of social, cultural, economic and environmental need.

Goals towards the achievement of this mission include:

- **Public Responsibility**
  To lead, encourage, and provide services for the development of the Otorohanga District that fulfil the needs and aspirations of its residents.

- **Facilities and Resources**
  To provide, co-ordinate, maintain, and promote the use of facilities and recreational amenities within the Otorohanga District.

- **Image**
  To promote the image of an innovative, responsive and caring community.

- **Personnel**
  To be a 'good employer' and to develop policies that will encourage staff to carry out their duties in a responsible and effective manner.

- **Financial**
  To secure and efficiently manage financial resources to meet the current and future needs of the Otorohanga District Council.

- **District Identity**
  To retain the District identity and control of functions.

- **Resource Management**
  To promote the sustainable management of the Districts' natural and physical resources.

Council Organisation's Vision Statement

The vision of the Council organisation is to be the best small rural Council in NZ. The achievement of this vision is supported by the adoption of the following values:

- Targeting excellence
- Supporting each other
- Working with integrity
- Providing friendly customer service
- Encouraging individual growth
- Recognising achievement
- Enabling positive outcomes

LINKING COUNCIL ACTIVITIES TO DESIRED COMMUNITY OUTCOMES
A key purpose of the Local Government Amendment Act 2010 is that in performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities.

(a) Network infrastructure
(b) Public transport services
(c) Solid waste collection and disposal
(d) The avoidance or mitigation of natural hazards
(e) Libraries, Museums, Reserves, Recreational Facilities and other Community Infrastructure

This approach is in line with Council’s Mission Statement.

Council is a significant community partner along with other groups in the realisation of these goals.

Legislation, primarily the Local Government Act 2002, sets out the planning framework that council must follow to achieve its purpose. The framework includes the preparation of a Financial Strategy, Revenue and Financing Policy, Asset Management Plans, a Long Term Plan (LTP), an Annual Plan and an Annual Report. This framework provides transparency to the public on what Council is proposing to do, how much it will cost, and the results achieved.

Council’s key plans and reports are the guiding documents that assist Council to implement the diverse operations detailed in the LTP. More information is available about these plans and reports is presented in the section on Key Approved Planning and Policy Documents on page 25.

LEGISLATION AND BYLAWS

Legislation


Bylaws

Council enforces a number of bylaws. These include:

- Trade Waste Bylaw 2000
- Dog Control Bylaw 2004
- Traffic Bylaw 2005
- Stock Movement Bylaw 2014
- Liquor Control Bylaw 2007
- Water Services Bylaw 2013
- Stock Keeping Bylaw 2009
ELECTORAL SYSTEMS

First Past the Post and Single Transferable Vote Systems

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

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV). This system is currently used in District Health Board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

1. By counting elector’s first preference and electing those candidates who reach the quota
2. Then by a transfer of spare votes (over the quota) from elected candidates in proportion to all their voter’s second preferences
3. Then by excluding the lowest polling candidates and transferring these votes to the voter’s second preferences
4. These steps continue until enough candidates have reached the quota and have been elected.

Deciding on which Electoral System to use

Under the Local Electoral Act 2001:

1. Council can resolve to change the electoral system to be used at the next two elections without a poll, or
2. Council can decide to conduct a binding poll of eligible electors on which electoral system to use, or
3. Electors can demand that a binding poll be undertaken.

The Voting System for Council's Triennial Elections

It was resolved on 25 October 2011 -

Council retains its existing practice of employing a First Past the Post electoral system for elections to Council or its Community Boards, and that this system is used for the 2013 and 2016 triennial elections unless a poll on electoral systems is demanded by electors in accordance with Section 29 of the Electoral Act 2001, which selects an alternative system.

REPRESENTATION

Review of Representation

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

1. The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
2. Whether the elected members (other than the Mayor) shall be elected by the entire District (called ‘at large’ representation), 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.
3. If election by wards is preferred, to determine the boundaries and names of those wards and the number of members that will represent each ward.
4. Whether or not to have separate wards for electors on the Maori roll. Electors can request Council to hold a poll on the issue. (See Maori Ward and Constituencies below, about polls).
5. Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Electoral Act gives people...
the right to make a written submission to Council, and the right to be heard in support of their written submission if they wish. People also have the right to appeal any of Council’s decisions to the Local Government Commission, which will make a binding decision on the appeal.

The Local Electoral Act 2001 required the first review to be done by either 31 August 2009 or 31 August 2012. This was undertaken by this Council in August 2012. In accordance with Section 19H of the Local Electoral Act 2001, Council’s next Review of Representation arrangements will be prior to the 2019 elections, to take effect for the Council elections to be held in October 2019.

The elected representation of Council at the 2013 elections was as follows:

- **Mayor** - elected at large
- **Otorohanga Ward** - 2 Councillors
- **Kio Kio Ward** - 1 Councillor
- **Kawhia/Tihiroa Ward** - 2 Councillors
- **Waipa Ward** - 1 Councillor
- **Wharepuhanga Ward** - 1 Councillor

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

**Maori Wards and Constituencies**

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Council may resolve to create separate Maori wards or to conduct a poll on the matter, or the Community may demand a poll. The demand for a poll can be initiated by a petition of five per cent of eligible electors within the District.

It was resolved on 6 March 2012 -

1. **Council considers that the existing local electoral arrangements provide adequate opportunity for all parties to be fairly represented.**
2. **Council therefore does not intent to establish Maori Wards or Constituencies at this time.**

**Changing the Community boundaries or Council's functions**

The Local Government Act 2002 sets out procedures that must be followed during proposals to:

- Make changes to the boundaries of the district
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal either from the local authority or the Minister of Local Government, or by a petition of 10 per cent of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another, will be considered by:

- A joint committee of the affected local authorities, or
- By an agreed appointed local authority, or
- By the Local Government Commission, if the local authorities refer the proposal to the commission or if they cannot agree on who should deal with the matter.

Proposals to establish a new District will also be dealt with by the Local Government Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002 (in particular schedule 3). The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

**Community Boards**

Community Boards are constituted under Section 49 of the Local Government Act 2002.
Otorohanga District Council has two Community Boards - Otorohanga and Kawhia. The Otorohanga Community Board is comprised of four elected members and two members appointed by Council, with these appointed members being the Councillors elected to the Otorohanga Ward.

The Kawhia Community Board is comprised of four elected members (three representing Kawhia, and one representing the Aotea subdivision of the community) and one member appointed by Council. This appointed member being a member of Council, chosen by the other elected members of the Board. The Community Boards elect their own Chairperson, and Deputy Chairperson if so desired.

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

Pursuant to Clause 32 of Schedule Seven to the Local Government Act 2002 the Otorohanga District Council has delegated to the Otorohanga and Kawhia Community Boards, in respect of their community, all of Council's functions, duties and powers relating to:

- Refuse collection and disposal;
- Swimming Pools;
- Water supply operation and maintenance;
- Security patrols;
- Sewerage treatment and reticulation;
- Housing for the elderly;
- Flood protection;
- Community property;
- Storm water drainage;
- Medical centres.

The above delegations are subject to the following conditions:

1. The respective Community Account not going into a financial deficit situation without the prior approval of Council.
2. Full allowance having being made for any proposed expenditure in the estimates approved by Council.
3. Compliance with relevant policies or directions specified by Council.

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.

Electors can seek the formation of a new Community Board. This is achieved by following the process outlined below:

Proposals to establish a community can be initiated by:
- Not less than 10 percent of the electors of a continuous area, having a population of 1,500 persons or more and being within the district of a Territorial Authority, may propose that the area be constituted as a community.
- Not fewer than 100 electors of a continuous area having a population of fewer than 1,500 persons and being within the district of a Territorial authority, being electors present at a meeting called by public notice by any elector or electors and being the majority of the electors present at that meeting, may propose that the area be constituted as a community.

Requirements for a proposal:
- A proposal to constitute a community must be accompanied by a plan or other description sufficient to identify the area.
Each signatory to the proposal must, against his or her signature, state his or her full name and the address in respect of which he or she possesses a qualification as an elector.

The proposal, or a copy of it, must be delivered or sent by post to the Chief Executive at the principal office of the Territorial Authority affected by the proposal.

The Chief Executive of the Territorial Authority must:
- Check whether or not each signatory to the proposal possesses a qualification as an elector
- No later than one month after receiving the proposal, forward the proposal to the Territorial Authority, together with a certificate specifying the number of signatories to the proposal who are qualified as electors.

In the absence of proof to the contrary, the certification of the Chief Executive is final.

The Territorial Authority must then consider the proposal and determine whether or not to constitute the community.

An existing Community Board can only be disestablished through a representation review process.

**ROLES & CONDUCT OF ELECTED MEMBERS AND THE CHIEF EXECUTIVE**

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

- Setting the policy direction of Council.
- Monitoring the performance of Council.
- Representing the interests of the people of Otorohanga (upon 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).
- Employ the Chief Executive (under the Local Government Act 2002 the Local Authority employs the Chief Executive, who in turn employs all other staff on its behalf).

**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. In addition, the Mayor has the following roles:

- The presiding member of the full Council meeting. The Mayor is an ex-officio member of all Council committees. He is specifically appointed to the Chief Executive's Review/Remuneration Committee as chairman. The Mayor is responsible for ensuring the orderly conduct of business during meetings, as determined in Council's Standing Orders.
- Advocates on behalf of the community. This role may involve promoting the District and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of Council.
- The ceremonial head of Council.
- Provides leadership and feedback to other elected members.

**Deputy Mayor**

Under Section 41A (3)(b) of the Local Government Amendment Act 2012 the Mayor has the power to appoint the Deputy Mayor. The Deputy-Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the Mayor’s responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy-Mayor may be removed from office by resolution of Council.

**Conduct of Elected Members**

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

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council to act as a good employer in respect of the Chief Executive, and to abide by the current code of conduct (refer to the section below) and standing orders.
The Local Authorities (Members’ Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).

The Secret Commissions Act 1910 prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.

The Crimes Act 1961 regarding the acceptance of gifts and the use of official information for private profit.

**Code of Conduct**

All elected members are required to adhere to a code of conduct.

All Councils must adopt a code of conduct as a requirement of the Local Government Act 2002. It was resolved on 12 August 2003

"That the Otorohanga District Council adopt the draft Code of Conduct, with amendments."

The code of conduct sets out 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 council may impose if an individual member breaches the code. **Chief Executive**

The Chief Executive is appointed by Council in accordance with the Local Government Act 2002 Schedule 7, section 42 clauses 33 and 34. The Chief Executive implements and manages Council’s policies and objectives within the policy and budgets established by the elected Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

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

YOUR COUNCIL TEAM

OTOROHANGA DISTRICT COUNCIL

Mayor
Max Baxter 873 4379
maxbaxter@otodc.gov.nz

Deputy Mayor
Deborah Pilkington
Kawhia/Piako Ward
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Chair
Cr Robert Precar
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Deputy Chair
Liz Cawthoon
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Deputy Chair
Cr Ray Jackson
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Cr Mary Ann Kaha
Whakatane/Piako Ward
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OTOROHANGA COMMUNITY BOARD

KAWHIA COMMUNITY BOARD

Chair
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**OTOROHANGA COMMUNITY BOARD MEMBERS 2013**

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**KAHWIA COMMUNITY BOARD MEMBERS 2013**

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</table>
Otorohanga District Councillors are members of the Otorohanga District who have been elected by the residents and given responsibility for the overall governance of the District. This includes setting the long-term direction of the District, and ensuring that Council acts in the best interests of its residents and ratepayers.

Otorohanga District has 7 Councillors elected from 5 wards and a mayor who is elected from the District as a whole.

Council's elected members are responsible for:

- Law-making (bylaws), adequately resourcing the regulatory duties and functions of Council pursuant to relevant Acts of Parliament, e.g., Building Act, Resource Management Act, Health Act etc.;
- Developing and approving Council policy;
- Determining the expenditure and funding requirements of Council through the Long Term Plan and Annual Plan processes;
- Monitoring the performance of Council against its stated objectives and policies;
- Employing the Chief Executive and monitoring his or her performance.

COUNCIL COMMITTEES & SUB-COMMITTEES

Standing Committees
Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, and ensuring that the committee acts within the powers delegated by Council as set out in Council's Policy Manual. A Committee chairperson may be removed from office by resolution of Council.

The following committees and committee appointments were made in 2013.

1. Chief Executive's Review / Remuneration Committee
   His Worship the Mayor, Deputy-Mayor and Cr Phillips.
   Delegation has been provided to this committee to consider matters relating to the Chief Executive's employment, including annual performance reviews.

2. Creative Communities New Zealand
   His Worship the Mayor, Crs Klos, Tindle and Community Representatives
   The disbursement of Creative Communities NZ funding has been delegated to this Committee.

3. Hearings Committee
   His Worship the Mayor (Chairman), any Councillor who has a current RMA Panel Certification and/or an Independent Commissioner if required. The actual membership of the Committee to be confirmed by Council on a hearing by hearing basis.
   The purpose of this committee is to consider matters requiring a hearing under the Resource Management Act.

4. Conduct Review Committee
   Mayor, Deputy Mayor and Cr Prescott
   This committee's purpose is to deal with any matters relating to the conduct of elected members.

5. SPARC - Rural Travel Fund
   Mayor, Cr Pilkington and Sports Waikato Representative
   This committee provides a travel subsidy for schools and sport clubs competing in local sport competition, where distance is a barrier to participation.
6. District Licencing Committee

Independent Commissioner (Chair), Cr Johnson (Deputy Chair) and an Independent Commissioner as the third committee member.

To approve licences and certificates and conduct and decide hearings pursuant to Sale and Supply of Alcohol Act 2012.

COUNCIL ORGANISATIONS

Council Controlled Organisations

Waikato Regional Airport Ltd

Otorohanga District Council is a 3.125 per cent shareholder in the Waikato Regional Airport Ltd. The remaining shares are owned by Hamilton City Council and Matamata-Piako, Waikato, and Waipa District Councils. The Airport Board comprises five Directors. Council has no Members on this Board.

The airport is a public utility, providing transportation facilities essential to the city and region. The objective of the airport company is to operate a successful commercial business, providing safe, appropriate and efficient services for the transporting of people and freight in and out of Hamilton.

For more information on the activities of the Waikato Regional Airport Ltd contact, Waikato Regional Airport Ltd, Airport Rd, RD 2, Hamilton, Tel 848 9027, Fax 843 3627, email wral@hamiltonairport.co.nz.
COUNCIL ORGANISATIONS

Otorohanga District Development Board

The objects of the Society are:

I. To promote, encourage, support and assist activities, developments and services that will -
   a. Stimulate the economic growth of the Otorohanga District;
   b. Enable the growth of the population of the Otorohanga District;
   c. Encourage and support growth, establishment and prosperity of commerce and industry within the Otorohanga District;

II. To promote and market the Otorohanga District as a desirable place in which to live, invest, do or establish business or visit as a tourist;

III. To operate an information centre or centres.

Waikato Region Civil Defence Emergency Management Group

The purpose of the Waikato Region Civil Defence Emergency Management Group is to coordinate civil defence response and recovery for the whole region. The group is set up under the provisions of the Civil Defence Emergency Management Act 2002. It is a joint committee rather than a Council Organisation.

His Worship the Mayor is Council's representative on a Board of 11 members. The constitution requires appointment of one member of Council.

For more information on the Waikato Region Civil Defence Emergency Management Group contact Waikato Regional Council, 0800 800 401, www.waikatoregioncdem.govt.nz
COUNCIL MEETINGS

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. All Council and committee meetings must be open to the public unless there is reason to consider some item "in committee", which means that these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed.

The Local Government Information and Meetings Act contains a list of the circumstances where Council 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.

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

The Council meeting agenda is a public document, although parts of it may be withheld if the above circumstances relating to confidentiality apply. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the Local Government Official Information and Meetings Act.

For an ordinary meeting of council, at least 14 days’ notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days’ notice, although a notice of motion to alter a previous Council resolution requires at least five days’ notice.

During the meetings the Mayor and Councillors must follow standing orders. The Mayor or Committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of council who does not comply with standing orders. Council may suspend standing orders by a vote of 75 per cent of the members present and voting.

- A copy of Council’s standing orders can be obtained from Council’s Finance & Administration Manager, Tel 873 4000 or Email info@otodc.govt.nz.
CONSULTATION

Special Consultative Procedure

The Local Government Act 2002 has specific procedures that council must follow when making certain types of decision. The Special Consultative Procedure (predominantly set out in sections 83 to 89 of the Act) is regarded as a minimum process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance Policy.

Council's Significance Policy was developed as a requirement of the Local Government Act 2002 and was adopted by Council in June 2004. Its objective is to ensure that the Otorohanga District Council consults effectively and that potentially affected or interested parties can actively participate in considering issues, proposals, decisions or other matters that are significant, or that involve Otorohanga District Council's Strategic assets.

The Special Consultative Procedure consists of the following steps:

Step 1: Prepare a statement of proposal and a summary

Council must prepare a description of the proposed decision or course of action. This should include the problem or issue the proposal intends to address and a summary of other options considered. The statement must be available for distribution throughout the community and must be available for inspection at the office of Council and may be made available elsewhere. The statement of proposal must be included on an agenda for a Council meeting. Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as it considers to be reasonably practicable.

Step 2: Public notice

Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

Step 3: Receive submissions

Council must acknowledge all written submissions and offer submitters opportunity to make an oral submission, i.e., to speak in support of their written submission. Council must allow at least one month (from the date of the notice) for people to make written submissions.

Step 4: Deliberate in public

All meetings where council deliberates on the proposal or hears submissions must be open to the public, unless there is some reason to exclude the public under the Local Government Official Information Meetings Act 1987. Similarly, all submissions must be made available to the public unless there is reason to withhold them under the Act.

Step 5: Follow up

A copy of Council's decision and a summary of its reasons must be provided to submitters. There is no prescribed format for such a summary.

By law, Council must follow the Special Consultative Procedure before it:

- Adopts a Long Term Plan or Annual Plan.
- Amends a Long Term Plan.
- Adopts, revokes, reviews or amends a bylaw.
- Changes the way it delivers a significant activity (for example, from Council to a Council-Controlled Organisation or from a Council-Controlled Organisation to a private sector organisation) if that is not provided for in the Long Term Plan.

Council may be required to use the Special Consultative Procedure under other legislation, and it may choose to use the procedure in other circumstances if it wishes to do so. Council can (and does) consult outside of the special consultative procedure.

Maori Involvement In Decision Making
In order to promote Maori involvement in decision making the Otorohanga District Council will:

a. Identify the Maori stakeholder groups within the District and develop a database for regular supply of information and engagement. This database should include:
   i. All marae;
   ii. Management groups used extensively for consultation under the Resource Management Act (including Nehenehenui RMC and the Ngati Hikairo Resource Management Committee);
   iii. Key individuals within the District with knowledge on specific issues.

b. Identify key issues of interest to Maori, including:
   i. LTP and Annual Plan;
   ii. Annual Report;
   iii. District Plan and associated documents;
   iv. Issues of possible significance to Maori.

c. Build on existing relationships through:
   i. Visits to Marae when invited;
   ii. Supplying key information in a regular and timely fashion; and
   iii. Continuing to encourage the dialogue that has already been established.

d. Identify a draft annual timetable of documents that Council wish to have engagement with Maori upon and deliver it to the stakeholders so as to give adequate advice of upcoming processes.

e. From time to time, by resolution of the Council or a Community Board, seek advice and input into key policy matters from suitably qualified or experienced persons where a Maori perspective will add value to the direction of Council and/or the community. Payment for advice or input should NOT be confused with engagement, consultation and/or participation in decision-making.

River Co-Management Agreements

Treaty of Waitangi Settlement legislation has resulted in the establishment of Joint Management Agreements (JMAs) between Waikato Iwi and Territorial Authorities in the Waikato Region. Otorohanga District Council is a partner Council in two of these agreements.

Nga Wai O Waipa

This JMA between Maniapoto Maori Trust Board and Otorohanga, Waikato, Waipa, Waitomo and Waikato Regional Council was signed on 3rd April 2013. It covers the Waipa River and its tributaries from Ngaruawahia to the headwaters in Waitomo District.
Upper Waikato River

This JMA is a co-management partnership between Raukawa Settlement Trust and Otorohanga District Council. The agreement was signed on 5\textsuperscript{th} September 2013 and covers the section of Waikato River and its tributaries that lie along the eastern boundary of the Otorohanga District.

In broad terms these agreements have been established to allow joint management of the waterways with an overarching purpose of restoring and protecting the health and wellbeing of the Rivers.

There is a statutory requirement that the committees formed within these agreements meet at least twice a year to discuss and promote matters relating to the ongoing management and governance of the Waipa and Waikato Rivers.
Management

Ed Hillary Walkway
EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Otorohanga District Council is committed to supporting the principles of equal opportunity in recruitment, selection, employment, training and promotion.

The policy of the Council is to ensure that no employee, or potential employee, shall gain any advantage or suffer any disadvantage by reason of their race, colour, ethnic or national origin, gender, marital status, sexual preference, age, religious or political beliefs, or personal disability where said disability is irrelevant to an individual’s ability to carry out the job.

This policy will remain consistent with:

- Good personnel policy and practices;
- The Human Rights Act 1993;
- Employment Contracts Act 1991;
- Local Government Act 2002;
- Other relevant legislation as it is enacted.

Council is committed to a programme of action to ensure its activities are carried out without discrimination.
KEY APPROVED PLANNING AND POLICY DOCUMENTS

Otorohanga District Council’s key planning and policy documents are described in this section. To view or find our more about these plans, reports, policies and strategies, please contact Dave Clibbery, Chief Executive, Box 11, Otorohanga, Tel 873 4000, Fax 873 4300, email info@otodc.govt.nz.

Long Term Plan
Council is required by law to produce a Long Term Plan (LTP) every three years that provides a long-term focus for the decisions and activities of Council over the next 10 years. The LTP:

- Identifies key aspects on which Council intends to focus so that the expectations of residents can be most effectively met;
- Outlines the services and levels of service Council intends to provide;
- Details the proposed activities, projects and financial implications of Council’s significant activity areas;
- Identifies the measures or targets against which Council’s performance will be gauged;
- Provides detailed financial statements, the supporting policies and the assumptions upon which the financial statements have been prepared;
- Includes the financial management and decision-making policies required by the Local Government Act 2002;
- Provides an overview of the commercial organisations that Council has some direct involvement in or control over;
- Includes information about elected members, Council Committees, Community Boards and Council services; and
- Outlines the initiatives Council proposes to take to foster the development of Māori capacity to contribute to local decision-making.

In line with the Local Government Act 2002, Council adopted a Long Term Plan for 2012-2022 in June 2012. A review of the LTP will be conducted in 2015, which will include public consultation.

Policy and Delegations Manual
Council’s Policy and Delegations Manual lists the policies approved by Council and provides guidance for staff and Councillors in the areas of discretionary decision making.

Adoption and adherence to policies enables consistent application of discretion, consistent decision-making by staff and Council and consistent treatment of the public, service groups, and companies. These Policies also contribute to transparency and provide increased certainty in respect of timeframes. The Policy Register gives rigour to many activities and directions of Council that are not otherwise governed by legislation. Each new Council is required to approve the Policy and Delegations Manual. Policies can be reviewed, added, or deleted at any time through normal Council process.

Annual Plan
The Annual Plan is a shorter term plan that provides information on Councils’ proposed actions, performance measures, costs and funding sources for the forthcoming financial year. The Annual Plan is based upon the LTP, but may reflect changes made to the content of the LTP with respect to that particular year. Because no such changes should be required in the first year of an LTP period, the Annual Plan is only produced in the two subsequent years before the next LTP review.

Annual Report
After the end of each financial year Council publishes an annual report which contains audited accounts for the year. The Annual Report must:

- Compare Council’s actual performance with the proposed performance set out in the Annual Plan or LTP.
- Comment on the performance of all organisations included in the Annual Plan.
- Be produced within four months of the end of the financial year.
Asset Management Plans

Asset Management Plans are tools for combining management, financial, engineering and technical practices to ensure that services are efficiently provided to meet the needs of the Community in accordance with the Long Term Plan (LTP). There are strong links between Asset Management Plans and Council's financial policy, LTP and Annual Plan.

Council first produced Asset Management Plans for roading, water and drainage (wastewater and stormwater) services in 1998 and these most recently reviewed in 2011/12.
Other Key Council Plans, Reports, Policies and Strategies

Revenue and Financing Policy
Financial Strategy

Funding Impact Statement
Rate Remission Policy
Treasury Management Policy
Policy on Significance
Policy on Financial Contributions and Development Contributions
Access
COMMUNICATING WITH COUNCIL

Contact Details for Otorohanga District Council:
Council Office:
Maniapoto St
Box 11
Otorohanga
Tel: 07 873 4000
Toll-free: 0800 734 000
Fax: 07 873 4300,
Email: info@otodc.govt.nz
Web: www.otodc.govt.nz

REQUESTS FOR COUNCIL SERVICES

Requests for council services can be lodged in various ways including:

- Visiting, phoning or writing (including emails and faxes) to the relevant Council Manager or the Chief Executive.
- Contacting the Mayor or a Councillor (contact details for elected members are show on page 14 of this document.)
- Council's main phone line 07 873 4000 or (toll-free) 0800 734 000, which if after hours, will direct you to further services as you may require.

KEEPING INFORMED AND PARTICIPATING IN DISTRICT DEVELOPMENT

Council Newsletters
A short newsletter is delivered to all Otorohanga District ratepayers twice a year. This is a key publication which Council uses to communicate its activities, highlights, events and matters of interest to residents.

Central and Community Libraries
Copies of Council's key policies, plans and minutes of Council and Community Board meetings are located at the libraries in Otorohanga and Kawhia for public reference and information.

Participating in Council Activities
Council offers numerous opportunities for the community to participate in its decision-making processes throughout the year, culminating in the draft Long-Term Plan or draft Annual Plan submission process.

The projects and programmes outlined in the draft Long-Term Plan or draft Annual Plan are a result of ongoing public input and consultation with the community. A comprehensive summary of the draft plans (known as the overview) which includes instructions on how to make a submission, and when and where public meetings and public hearings on the draft Long-Term Plan or draft Annual Plan will take place.

In addition, many of Council's key plans and policies are developed using community input. Council will inform residents (in media publications) when plans and policies are being developed or reviewed that require community input or feedback.

The Mayor, Councillors, Chief Executive and relevant Council groups may be contacted throughout the year if you have information to contribute or areas of concern that you wish to discuss.
REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 any person may request information from Council.

All requests for information are deemed to be a request made under the Local Government Official Information and Meetings Act. You do not have to say you are making a request under the Act.

Once a request is made, Council must supply the information unless there is a reason for withholding it. The Local Government Official Information Act 1987 says 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 Waahi Tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage Council while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

Council must answer requests for information within 20 working days. The applicant must be advised in writing if the answer will take longer than 20 working days and the reason for the delay. Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance, you should address requests for official information to:

DC Clibbery
Chief Executive
Otorohanga District Council
Box 11
OTOROHANGA
The list below details Council facilities, with opening hours and contact details.

**Libraries**

**Otorohanga**
27 Turongo St
Tel 873 7175
Email otolib@xtra.co.nz

**Kawhia**
Tel 07 871 0248
Email kawlib@xtra.co.nz

**Opening Hours**

- **Libraries**
  - **Otorohanga**
    - Mon-Thurs 9.00am-5.00pm
    - Fri 9.00am-5.30pm
    - Sat 10.00am-12.30pm
  - **Kawhia**
    - Tues 1.30-3.00pm
    - Wed 10.30-11.30am
    - Fri-Sat - 1.30-3.00pm

**Recycling Centres**

Open as follows, except Christmas Day, Good Friday & ANZAC Day.

**Otorohanga**
Progress Park

**Kawhia**
Lake Rd

**Opening Hours**

- **Recycling Centres**
  - **Otorohanga**
    - Friday to Wednesday (closed Thursday) 10.00am to 4.00pm
  - **Kawhia**
    - Saturday and Sunday 12.30pm to 5.00pm

**Swimming Pool**

**Otorohanga**
Kakamutu Rd
Tel: 873 8646

**Information Centres**

**Otorohanga i-Site**
27 Turongo St
Tel 873 8951

**Kawhia Regional Museum & Information Centre**
Omimiti St
Tel 07 871 0161

**Opening Hours**

- **Information Centres**
  - **Otorohanga i-Site**
    - May - September Mon-Fri 9.00-5.00pm (Closed Sat/Sun)
    - Oct - April Mon-Fri 9.00-5.00pm, Sat 10-2 (Closed Sun)
  - **Kawhia Regional Museum & Information Centre**
    - Late Oct - 1 June
    - 1 June to Late Oct

**Support House**
120 Maniapoto St
Tel 873 8156

**Citizens Advice Bureau (CAB)**
120 Maniapoto St
Tel 873 7568

**Opening Hours**

- **Support House**
  - Mon - Fri 9.00am - 3.00pm
- **Citizens Advice Bureau (CAB)**
  - Mon - Fri 9.30am - 3.00pm