

2020 GOVERNANCE STATEMENT

ŌTOROHANGA DISTRICT COUNCIL



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INTRODUCTION

The purpose of Council's Governance Statement is to help inform communities on how Council works, communicates, consults and participates with the District's residents.

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.

It outlines how Council makes decisions and informs residents about ways they can be involved in the decision making process.

The Local Government Act 2002 requires each council to have a Governance Statement and to produce a new one within six months following each triennial election, which must be made publically available.



FOR MORE INFORMATION

All Council publications referred to in this document are available on the Council website:

www.otodc.govt.nz

ABOUT OUR DISTRICT

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

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. Farming is the dominant industry, with sheep and cattle farming in the hill country and dairy farming in the central area.

Ōtorohanga is centrally placed, being within easy driving distance of Auckland, Hamilton, Tauranga, Rotorua, Taupo and New Plymouth. The town has a population of 2,890 and is an important focus for tourist activities in the North King Country area. Being 16km north west of Waitomo, Ōtorohanga is the closest town to the world famous glow worm caves.

Kāwhia, a small holiday destination on the West Coast, is also within the District. It is located on the shores of the Kāwhia Harbour, some 57km west of Ōtorohanga via SH31, and has a permanent population of 345 with this increasing to more than 2000 at peak holiday periods. Kāwhia is the home of the Tainui people who settled there 600 to 700 years ago. The Kāwhia Harbour covers more than 6000ha, 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 94.5km of this and are maintained by the New Zealand Transport Agency (NZTA). The balance of 807km comprises 514km of sealed pavements of varying widths and 293 km of metalled roads. Of these, 28km of sealed roads are within the urban communities of Ōtorohanga and Kāwhia as is 0.5 km of the unsealed roads. Within the Council maintained roading network are 154 bridges totalling 1995m in length and including 28 stock access structures.



QUICK FACTS

District Land Area : 1976 m2

Population: 10,104

Number of Dwellings: 4,083



OUR HISTORY

The original Ōtorohanga 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 Kāwhia County was amalgamated into the District on 1 April 1956.

On 1 November 1971, the County of Ōtorohanga and the Borough of Ōtorohanga were united to form a new County of Ōtorohanga.

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 organisation.



Since the Ōtorohanga County was first constituted, the primary 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 centre of Ōtorohanga, situated on the Main Trunk Railway and State Highway 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.

On 17 January 2020, Ōtorohanga District officially adopted the use of the macron on the first letter of its name.



OUR COUNCIL

At Ōtorohanga District Council, our purpose is to ensure the wellbeing of our community by striving to meet its current and future needs.

We do this by providing good quality infrastructure, public services and local regulation in the most cost effective way for households and businesses.

We are committed to delivering the services, activities and vision for the wellbeing of our community, which we do by participating and working together with the people of Ōtorohanga.

VISION

The vision of Ōtorohanga District Council is to be the best small rural Council in New Zealand.

We want Ōtorohanga to be a place where people are proud to live, where we care for our environment and celebrate its culture.

Goals towards the achievement of this include:

Public Responsibility

To lead, encourage, and provide services for the development of the Ōtorohanga 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 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 community

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.



VALUES

Our values also guide how we will work together to achieve our vision:

Targeting excellence

Supporting each other

Working with integrity

Providing friendly customer service

Encouraging individual growth

Recognising achievement

Enabling positive outcomes

COMMUNITY OUTCOMES

Community Outcomes are the outcomes that a Local Authority aim to achieve in order to promote the social, economic, environmental, and cultural wellbeing of its District or Region in the present and for the future.

Ōtorohanga District Council has developed the following community outcomes as part of its long-term plan process:

- **Ōtorohanga District is a safe place to live**
- **Ensure services and facilities meet the needs of the community**
- **Provide for the unique history and culture of the district**
- **Promote the local economy and opportunities for sustainable economic development**
- **Manage the natural and physical environment in a sustainable manner**
- **Foster an involved and engaged community**
- **Protect the special character of our harbours and their catchments**
- **Recognise the importance of the District's rural character**

COUNCIL FUNCTIONS, RESPONSIBILITIES AND ACITIVTIES

The Local Government Act 2002 outlines the purpose of Ōtorohanga District Council, as an organisation that enables democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

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 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, Infrastructure Strategy, Revenue and Financing Policy, Significance and Engagement 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 about these plans and reports is on page 21.

LEGISLATION AND BYLAWS

There is a range of national legislation that applies to all Local Authorities. In particular, the key Acts include: Local Government Act 2002, Local Government (Rating) Act 2002, Local Electoral Act 2001, Local Government Official Information and Meetings Act 1987, Land Transport Act 1998, Rating Valuations Act 1998, Resource Management Act 1991, Building Act 2004 and the Reserves Act 1977.

Council enforces a number of bylaws including:

Trade Waste Bylaw 2000

Dog Control Bylaw 2004

Traffic Bylaw 2005

Stock Movement Bylaw 2014

Liquor Control Bylaw 2007

Water Services Bylaw 2013

Keeping of Stock, Poultry and Bees Bylaw 2009

Structures and Works in Public Places Bylaw 2015



ELECTORAL SYSTEMS

Ōtorohanga 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 who 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.

Deciding on which Electoral System to use

Under the Local Electoral Act 2001, Council can resolve to change the electoral system to be used at the next two elections without a poll, or Council can decide to conduct a binding poll of eligible electors on which electoral system to use, or Electors can demand that a binding poll be undertaken.

The Voting System for Council's Triennial Elections

Council resolved in June 2018 to maintain the status quo of a 'first past the post' voting system for elections to Council or its Community Boards. Electors may demand a poll on the electoral systems in accordance with Section 29 of the Electoral Act 2001 which selects an alternative voting system.

REPRESENTATION ARRANGEMENTS

In Ōtorohanga we have a Mayor elected at large for the district, and seven councillors cover five areas of the district known as wards (see table). The councillors are elected on a ward basis and while they have been elected from their respective wards, they have an obligation and a duty to represent the interests of the district as a whole.

MĀORI WARDS AND CONSTITUENCIES

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors. Council may resolve to create separate Māori 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 percent of eligible electors within the district.

After completing a review in 2018, Council resolved not to establish Māori Wards, however the establishment of Māori Wards can be revisited at any time in accordance with the representation arrangements review process covered in this section.

Ward	# of Councillors
Ōtorohanga	2
Kio Kio — Korakonui	1
Kāwhia — Tihiroa	2
Waipa	1
Wharepuhunga	1

MAYOR AND COUNCILLORS



MAX BAXTER
MAYOR



ROY JOHNSON
WAIPA (DEPUTY MAYOR)



RODNEY DOW
ŌTOROHANGA



KATRINA CHRISTISON
ŌTOROHANGA



ANNETTE WILLIAMS
KĀWHIA TIHIROA



KIT JEFFRIES
KĀWHIA TIHIROA



BRYAN FERGUSON
KIO KIO KORAKONUI



ROBYN KLOS
WHAREPUHUNGA

COUNCILLORS

Ōtorohanga District Councillors are members of the Ōtorohanga 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.

DELEGATIONS

Council has ability under the Local Government Act 2002 and other legislation to delegate its powers, functions and duties to committees, community boards and staff.

This enables Council to operate efficiently and effectively. These delegations are contained in Council's Delegations Manual which is subject to regular updates and reviews. It is currently in the process of being reviewed.



COUNCIL COMMITTEES AND SUB-COMMITTEES

STANDING COMMITTEES

The Mayor may create one or more committees of Council and appoints a chairperson for each committee. 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 Delegations Manual. A Committee chairperson may be removed from office by resolution of Council.

The following committees and committee appointments were made in 2019:

- Risk and Assurance Committee: Bruce Robertson (Independent Chair), Cr R Klos, Cr A Williams, Cr C Jeffries
- Chief Executive's Review: Chair Mayor M Baxter, Deputy Mayor R Johnson, Cr A Williams
- Grants and Awards Committee: Chair Cr B Ferguson, Deputy Mayor R Johnson, Cr K Christison
- Waikato Region Civil Defence Emergency Management Group (CDEMG) Joint Committee: Mayor M Baxter, Cr A Williams

Council approved the following members to organisations requiring Council representation by constitution or legislation.

- Regional Transport Committee: Cr R Dow, Mayor M Baxter
- North King Country Development Trust: Mayor M Baxter
- Nga Wai o Waipa Co-Governance Group (required under Nga Wai o Maniapoto (Waipa River) Act 2012): Mayor M Baxter, Deputy Mayor R Johnson
- Raukawa and Ōtorohanga District Council Joint Management Agreement (JMA) (required under Waikato River Act 2010): Mayor M Baxter, Cr R Klos

Council also approved the following members to other groups who have requested Council representation:

- Waipa River Catchment: Cr K Christison
- West Coast Zone: Cr C Jeffries
- Ōtorohanga District Development Board (ODDB): Cr K Christison
- Rural water supply committees (Arohena, Ranginui, Tihiroa, Waipa): Wharepuhunga Ward Cr,R Klos, Kāwhia/Tihiroa Ward Cr A Williams, Waipa Ward Cr R Johnson
- Ōtorohanga Stopbank Pathway Reserve Management Plan Working Group (established by Council resolution), operating as Stopbank Pathway and Reserve Collective (SPARC): Cr K Christison and Alan Buckman (OCB)
- Waikeria Prison Community Liaison Group (required under Resource Consent conditions): Cr B Ferguson
- Waikeria Prison Community Impact Group (required under Resource consent conditions): Cr R Klos
- Happy Valley Nutrition Community Liaison Group (required under Resource consent conditions): Unspecified representation, open for any elected members to attend

COUNCIL CONTROLLED ORGANISATIONS

WAIKATO REGIONAL AIRPORT LTD

Ōtorohanga 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.

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. The constitution requires appointment of one member of Council.

His Worship the Mayor is Council's representative on a Board of 11 members.

COMMUNITY BOARDS

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

Ōtorohanga District Council has two Community Boards — Ōtorohanga and Kāwhia. The Ōtorohanga Community Board is comprised of four elected members and two members appointed by Council, with these appointed members being the Councillors elected to the Ōtorohanga Ward.

The Kāwhia Community Board is comprised of four elected members (three representing Kāwhia, 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.

ŌTOROHANGA COMMUNITY BOARD 2019

Neville Gadd (Chair)

Peter Coventry

Alan Buckman

Kat Brown-Merrin

Katrina Christison (Councillor elect)

Rodney Dow (Councillor elect)

KĀWHIA COMMUNITY BOARD 2019

Dave Walsh (Chair)

Ken Briggs

Hinga Whiu

George Fletcher (Aotea)

Annette Williams (Councillor elect)



Pursuant to Clause 32 of Schedule Seven to the Local Government Act 2002 the Ōtorohanga District Council has delegated the following to the Ōtorohanga and Kāwhia Community Boards, in respect of their community:

Delegated Powers:

General

- To maintain an overview of services provided by the Council within the Community Boards area
- To represent, and act as an advocate for, the interests of the community represented
- To consider and report on all matters referred to the Board by the Council
- To communicate with community organisations and special interest groups within the community
- To undertake any other responsibilities that are delegated to it by the Council
- To appoint a member of the Community Board to organisations approved by the Council from time to time.

Power to Act:

Reserve Funds

- Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the fund (note: these need to be developed)
 - a. Ōtorohanga General Reserve Fund (ŌCB)
 - b. ŌCB Property Development Reserve (ŌCB)
 - c. Kāwhia Reserve Fund (KCB)

Discretionary Fund

- Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the fund (note: these need to be developed)

Power to Recommend:

Long Term Plan / Annual Plan / Policy Issues

- Authority to make a submission to the Long Term Plan / Annual Plan process on activities, service levels and expenditure (including capital works priorities) within the Board's area or to make a submission in relation to any policy matter which may have an effect within the Board's area

Advocacy / Submission to Other Agencies

- Recommend to Council inclusions to submissions / advocacy to external organisations

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

REPRESENTATION REVIEW

Under the Local Electoral Act 2001, Council is required to review its representation arrangements and the electoral system at least once every six years. This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire District (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.
- 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.
- Whether or not to have separate wards for electors on the Māori roll. Electors can request Council to hold a poll on the issue. (See Māori Ward and Constituencies on page 9).
- 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 completed the Review of Representation arrangements in 2018.



ROLES AND CONDUCT

COUNCIL

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

- Ensuring Council fulfils its responsibilities and follows the principles of Local Government as set out in the Local Government Act 2002
- Setting the policy direction of Council
- Monitoring the performance of Council in terms of meeting its responsibilities and achieving its policies
- Representing the interests of the district. On election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district
- Employing the Chief Executive (under the Local Government Act 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 and is specifically appointed to the Chief Executive Review 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.
- Appoints the Deputy Mayor, establishes committees and appoints a chairperson for each committee.
- Leads council's plans (including the Annual Plan and Long Term Plan), policies and budgets.

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.

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.

Local Government New Zealand provided a new template and guidelines for Codes of Conduct in 2019, and was adopted by Council in November 2019.

The Code of Conduct is available from Council offices and online at www.otodc.govt.nz.

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)

DID YOU KNOW...

Ōtorohanga has been
New Zealand's official
Kiwiana town since 2002



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 percent of the members present and voting.

A copy of Council's standing orders can be obtained from Council's office and located online at www.otodc.govt.nz.

ENGAGEMENT

SPECIAL CONSULTATIVE PROCEDURE

The Local Government Act 2002 has specific procedures that Council must follow when making certain types of decisions.

The Special Consultative Procedure (predominantly set out in sections 83 to 88 of the Act) is a process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance and Engagement Policy.

Council's Significance and Engagement Policy was developed as a requirement of the Local Government Act 2002 and was adopted by Council as part of the Long Term Plan in 2018. Its objective is to ensure that the Ōtorohanga 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 Ōtorohanga District Council's Strategic assets.

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

- Adopts a Long Term 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.

MĀORI INVOLVEMENT IN DECISION MAKING

Council Iwi/Māori Relationship Framework

Council has made a clear commitment in further developing its work with Iwi/Māori across the Ōtorohanga District by defining a treaty-based Council Iwi/Māori Relationship Framework. This framework sets forth Councils' clear intention in developing and continuing its relationships with Iwi/Māori through defining Councils' commitments to these relationships.

Commitment Statement

The primary objective of the Relationship Framework is defined as Councils' Commitment Statement. The Commitment Statement is;

- A partnership through respectful engagement and the building of positive relationships between Iwi/Māori and Council for the good of our communities.

Principles of Te Tiriti o Waitangi

Council recognises the importance of Te Tiriti o Waitangi as the founding document of New Zealand which sets up a relationship between Treaty partners, these being Iwi/Māori and the Crown. Council also recognises that through legislation, local government is devolved powers from the Crown for the whole community, as well as specific responsibilities to Iwi/Māori.

In recognising the primary relationship of Te Tiriti o Waitangi, the legislative directive to the Principles of Te Tiriti o Waitangi and guidance from the Parliamentary Commissioner for the Environment (1988), Council has defined its commitment to, and interpretation of, the Principles of Te Tiriti o Waitangi as a means to provide certainty and clarity from which greater interaction can be derived. These commitments also provide the basis for which Council will involve Iwi/Māori in all Council processes.

Implementation Mechanisms

The mechanisms to implement the Statement of Commitment and the Principles as defined above will need to be defined through ongoing discussions with Iwi/Māori Authorities, taking note of the respective aspirations and capacity of these groups.





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. Ōtorohanga District Council is a partner Council in two of these agreements.

NGA WAI O WAIPA

This JMA between Maniapoto Māori Trust Board and Ōtorohanga, 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 Ōtorohanga District Council. The agreement was signed on 5th September 2013 and covers the section of Waikato River and its tributaries that lie along the eastern boundary of the Ōtorohanga 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.

KEY STRATEGIES, PLANS AND POLICIES

Council sets its direction through strategies, plans and policies. Council has key planning and policy documents as detailed below, copies of which are available from Council's office or on the Council website.

The development and review process for these varies, for some there are statutory processes and reviews, such as for long term plans (every three years) and district plans (every 10 years). For some statutory policies it's usually every three or five years, while others are discretionary. As long term planning and strategies help drive the long term plans and annual plans, they may be subject to review as part of that process.

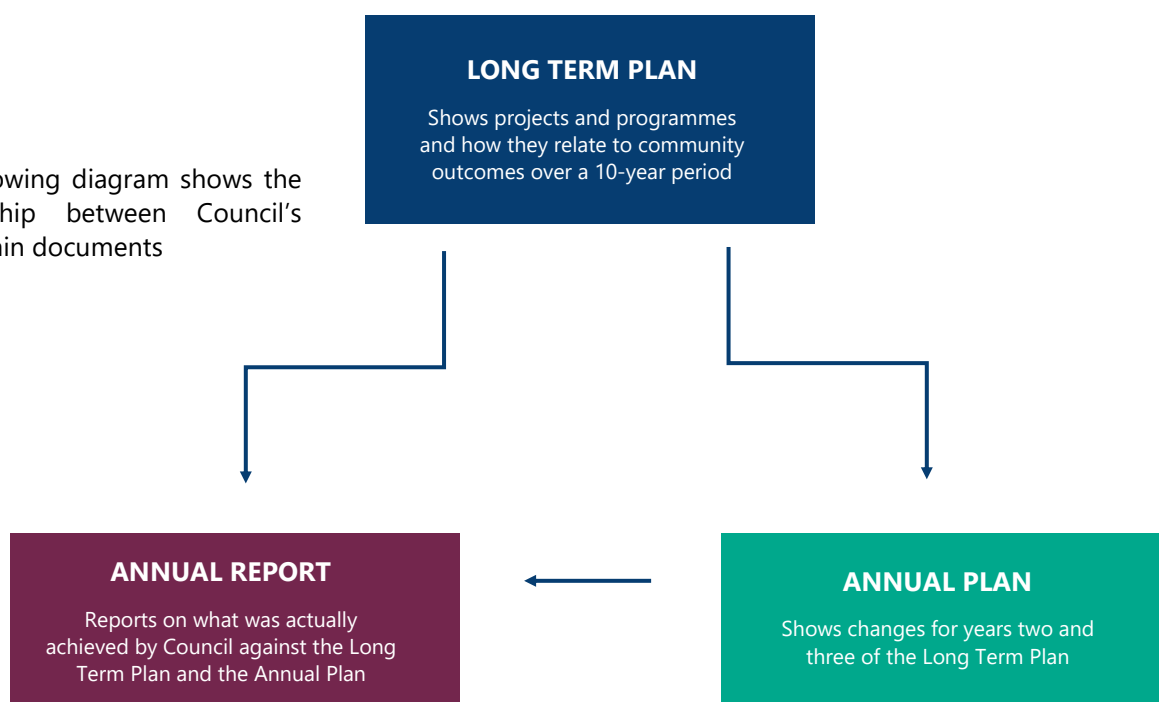
LONG TERM PLAN

Council is required by law to produce a Long Term Plan (LTP) every three years which provides a long-term focus for the decisions and activities of Council over the next 10 years. It is Council's major planning and strategic document for the future of the Ōtorohanga District. It describes what Council is going to do, when it is going to be done, how much it is going to cost and who pays for it. The LTP is a focus document for implementing the strategies that Council has put in place. Council will next adopt an LTP in 2021.

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
- Outlines the initiatives Council proposes to take to foster the development of Māori capacity to contribute to local decision-making

The following diagram shows the relationship between Council's three main documents



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.

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 with reports presented to Council on a four monthly basis.

There is a public consultation process in relation to the Long Term Plan, but 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.

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
- Contain an audited financial statement, set of accounts and annual financial report which assesses Council's financial performance against its budget

OTHER KEY STRATEGIES, PLANS AND DOCUMENTS

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 are currently updating Asset Management Plans for roading, water, wastewater and stormwater for the 2021 Long Term Plan.

Other key strategies and plans include:

• Financial Strategy

The financial strategy sets out the Council's strategic approach to the management of its finances and presents indicative rates and debt levels for the 10 year term of the Long Term Plan.

• Infrastructure Strategy

Council is generally in a very mature, stable and sustainable position in respect of its management of infrastructural assets. There are no particularly notable infrastructural resilience issues, and surveys have clearly indicated that current levels of service are meeting the expectations of residents with no significant change desired by ratepayers.

• District Plan

Council is required to undertake a review of the District Plan within a 10 year period as a requirement under the Resource Management Act 1991. This allows the plan to remain current legislatively, reflect advances in technology and address trends occurring nationally, regionally and across the district.

MANAGEMENT STRUCTURES



TANYA WINTER
CHIEF EXECUTIVE



GRAHAM BUNN
GROUP MANAGER
CORPORATE



ANDREW LOE
GROUP MANAGER
ENVIRONMENT



ROGER BRADY
GROUP MANAGER
ENGINEERING

OUR ORGANISATIONAL STRUCTURE

The elected Council has one employee, Tanya Winter, our Chief Executive. She is responsible for implementing and managing Council's policies and objectives within the budgetary constraints established by Council.

The Chief Executive is supported by three senior managers whose departments reflect the range of activities that Council undertakes in order to contribute to the social, cultural, environmental and economic outcomes of our communities. These are Corporate, Environment and Engineering. Each department is responsible for supporting the Chief Executive to implement Council decisions and policies and provide sound advice to the elected members through the Chief Executive and senior managers.

Council currently has 61 employees made up of 50 full-time and 11 part-time staff.



EMPLOYMENT

Ōtorohanga District Council is committed to ensuring a positive and equitable working environment for its staff so they can concentrate on providing this district with the focussed services it deserves.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) POLICY

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

The organisation provides a welcoming positive environment and ensures that no employee, or potential employee, shall gain any advantage or suffer any disadvantage for any reason.

COMMUNICATING WITH COUNCIL

POSTAL ADDRESS:

Ōtorohanga District Council
PO Box 11
Ōtorohanga 3940

PHYSICAL ADDRESS:

Ōtorohanga District Council
17 Maniapoto Street
Ōtorohanga 3900

Phone: 07 873 4000

Fax: 07 873 4300

General Enquiries: info@otodc.govt.nz

Website: www.otodc.govt.nz





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. 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 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. The fee incurred reflects research and collation time, and is not a charge for the information itself.

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

T Winter

Chief Executive

Ōtorohanga District Council

Box 11

Ōtorohanga 3940

ACCESS TO COUNCIL SERVICES

The list below details Council facilities, with opening hours and contact details.

LIBRARIES

ŌTOROHANGA

27 Turongo St
07 873 7175
otolib@xtra.co.nz

Monday -Thursday: 9am-5pm
Friday: 9am-5.30pm
Saturday: 10am-12.30pm

KĀWHIA

772 Pouewe St
07 871 0248
kawlib@xtra.co.nz

Tuesday: 1.30-3.00pm
Wednesday: 10.30am-11.30am
Friday– Saturday: 1.30-3pm

RECYCLING CENTRES

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

ŌTOROHANGA

Progress Park
Friday to Wednesday (closed Thursday) 10am – 4pm

KĀWHIA

Lake Rd
Saturday and Sunday: 12.30pm-5pm

SWIMMING POOL

ŌTOROHANGA

Kakamutu Rd
07 873 8646

INFORMATION CENTRES

ŌTOROHANGA i-SITE

27 Turongo St
07 873 8951
May – September
Monday-Friday: 9am-5pm (Closed Sat/Sun)
October – April
Monday-Friday: 9am-5pm,
Saturday: 10am-2pm (Closed Sun)

KĀWHIA MUSEUM & INFORMATION CENTRE

Omimiti St
07 871 0161
Late October-31 May
Monday-Sunday: 10.30am-4pm
1 June-Late October
Monday-Friday: 11am-3pm

SUPPORT HOUSE

120 Maniapoto St
07 873 8156
Monday to Friday: 9am-3pm

CITIZENS ADVICE BUREAU (CAB)

120 Maniapoto St
07 873 7568
Monday-Friday: 9.30am-3pm

ACCESS TO ELECTED MEMBERS

MAYOR

Max Baxter

Work: 07 873 4364
027 229 1430
max@otodc.govt.nz

COUNCILLORS

Roy Johnson (deputy)—Waipa

027 271 9282
royjohnson@otodc.govt.nz

Kit Jeffries—Kāwhia Tihiroa

021 226 4904
kitjeffries@otodc.govt.nz

Annette Williams—Kāwhia Tihiroa

027 224 1502
annetewilliams@otodc.govt.nz

Robyn Klos—Wharepuhunga

021 408 254
robynklos@otodc.govt.nz

Bryan Ferguson—Kio Kio Korakonui

027 551 1621
bryanferguson@otodc.govt.nz

Rodney Dow—Ōtorohanga

027 471 3406
rodney.dow@otodc.govt.nz

Katrina Christison—Ōtorohanga

021 153 0774
katrinachristison@otodc.govt.nz



