

SOUTH WAIRARAPA DISTRICT COUNCIL

18 MARCH 2020

AGENDA ITEM C5

ADOPTION OF LOCAL GOVERNANCE STATEMENT

Purpose of Report

To seek agreement to adopt an updated Local Governance Statement (LGS) and to publish the LGS to the SWDC website.

Recommendations

Officers recommend that the Council:

1. *Receive the Adoption of Local Governance Statement Report.*
2. *Adopts the Local Governance Statement 2019-2022 for publication to the South Wairarapa District Council website.*
3. *Delegate to the Chief Executive the authority to maintain the Local Governance Statement by making administrative updates as and when required.*

1. Executive Summary

Within six months after each triennial general election, the Local Government Act (section 40) requires that each Council prepares and makes publicly available a “Local Governance Statement” that includes (but is not limited to) information on the functions, responsibilities, and activities of the local authority, any legislation that confers powers on the local authority, representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them, members’ roles and conduct (with specific reference to the applicable statutory requirements and code of conduct) and key approved planning and policy documents and the process for their development and review.

2. Background

The previous LGS was adopted 20 February 2019 and was produced as a document.

The proposed LGS for the 2019-2022 triennium (refer Appendix 1) uses the 2016-2019 Statement as the base document but builds on the information so that it better meets the requirements of the Act. It is proposed that the document for this triennium references material already on the website, and acts more like a contents page of information rather than being a standalone document. A standalone document would unnecessarily repeat information already available and would require more time to

keep it current. A web-based format will minimise the administration required to keep the document current as changes could be made to individual strategies and policies and not affect the LGS.

It should be noted that additional information will need to be made to Council's website in order to provide all the information needed for the LGS. Locations where additional work is required are noted in the attached document.

3. Discussion

3.1 Options

Council can adopt the document as presented or make recommendations for changes.

3.2 Consultation and communication

The Local Governance Statement will be referenced on Council's website for members of the public at the following location: <http://www.swdc.govt.nz/your-council>.

3.3 Legal Implications

Adoption of the Local Governance Statement meets the requirements of section 40 of the Local Government Act 2002.

3.4 Financial Considerations

There are no financial considerations.

4. Conclusion

It is recommended that Council adopt the Local Governance Statement as presented, with the option of providing recommended amendments.

5. Appendices

Appendix 1 – Local Governance Statement 2019-2022

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Property and Planning Officer

Appendix 1 – Local Governance Statement 2019-2022

Local Governance Statement

The Local Governance Statement is a requirement of section 40 of the [Local Government Act 2002](#) ([Link](#))

Use the following links to access information about how South Wairarapa District Council makes decisions and how members of the public can influence those processes.

[Functions and responsibilities](#)

[Local legislation and bylaws](#)

[The electoral system and processes](#)

[Representation arrangements](#)

[Members' roles and conduct](#)

[Governance structure, membership and delegations](#)

[Meeting processes](#)

[Consultation policies](#)

[Liaising with Māori](#)

[Management structure](#)

[Remuneration and employment policy](#)

[Equal employment opportunities policy](#)

[Policy and planning documents](#)

[Official information requests](#)

[Contact us](#) or [contact a Councillor](#)

Functions, responsibilities and activities

The Council's Long Term Plan (LTP) ([Link](#)), adopted on 27 June 2018 provides information about the Council's work programme for the next 10 years to 2028 with a focus on the first three years. The work programme has been organised into the following significant activities:

- Governance/Leadership/Advocacy
- Public Protection
- Economic, Cultural and Community Development
- Resource Management
- Amenities
- Land Transport
- Water Supply
- Solid Waste Management
- Wastewater
- Storm water Drainage

For each significant activity, there is information on what we do, why we do it and the challenges we face, key pieces of work, how we will pay for them, and how we will measure the effectiveness of what we do. For example, amenities includes parks and reserves, libraries, halls, swimming pools, and public toilets.

Local legislation and bylaws

The Council's rights, obligations and responsibilities are described in statutes, regulations and bylaws. In fulfilling its purpose South Wairarapa District Council exercises powers and fulfils responsibilities conferred on it by the [Local Government Act 2002](#) (which applies to all of local government) and local bylaws made by South Wairarapa District Council. Council has adopted the

Council works with Wellington region councils and the Wairarapa councils to create in common bylaws. Council also has bylaws which apply only locally within the South Wairarapa boundaries. You can view our bylaws [here](#).

Council has developed a number of management, development and concept plans for the reserves and other amenities in the district. You can view the plans [here](#).

(Note: Bylaws page to be updated as follows:

- *To include a general description of the bylaw (to do)*
- *its title (complete)*
- *when it was made (partially complete)*
- *the date of its last review (partially complete.)*

The electoral system and processes

The Electoral System

South Wairarapa District Council resolved on the 27 August 2014 to retain the First Past the Post (FPP) system for the 2016 local authority elections.

Using this system, electors vote by indicating their preferred candidate (s) with a tick. Voters must not tick more than the number of places to be filled. The candidate that receives the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

As the resolution is used for the next two elections (minimum), the above process was retained for the 2019 local government elections.

The Opportunity to Change the Council's Voting System

Under the Local Electoral Act 2001, there are three ways in which the Council's voting system can be changed. The Council can resolve to change the system to be used for the next two elections (at a minimum), the Council can conduct a binding poll or electors can demand a binding poll (in which case, five per cent or more of the registered electors need to sign a petition demanding that a poll be held). Once changed, an electoral system must be used for at least the next two triennial (three yearly) Council elections.

An opportunity for change exists for the next local government elections, but the change must be completed by 12 September 2020 (resolution or poll).

(Local Electoral Act 2001; Local Electoral Regulations 2001; LGA 2002

Representation Arrangements

South Wairarapa District Council consists of a mayor, who is chairperson of the Council and nine councillors elected via a constituency system. The three constituencies represented by councillors are mapped below, the mayor is elected at large:



Community Boards

The South Wairarapa district has three community boards. The composition of each is as follows:

- **Featherston Community Board** – four members elected by the community plus two ward councillors appointed by Council;
- **Greytown Community Board** – four members elected by the community plus two ward councillors appointed by Council;
- **Martinborough Community Board** – four members elected by the community plus two ward councillors appointed by Council.

Representation Review

Councils are required to review their representation arrangements at least once every six years. This review must consider:

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 14 members);
- the boundaries and names of each constituency;
- the number of members that will represent each constituency.

Councils must follow the procedures set out in the [Local Electoral Act 2001](#) when conducting their representation review. They should also follow the [guidelines published by the Local Government Commission](#).

The Local Electoral Act 2001 gives you the right to make a written submission to the Council on its proposed representation arrangements, as well as the right to be heard if you wish. You also have the right to appeal or object to any decisions on our representation arrangements. The [Local Government Commission](#) will then make a binding decision on the appeal.

Further details on the matters that councils must consider in reviewing their membership and basis of election can be found in the Local Electoral Act 2001. The Council last conducted a review in 2018 for the 2019 local elections. [Click here](#) for more information on Council's last review.

Commented [SC-CA1]: Link to agenda paper 24 Oct 18

The Council will undertake its next review by 2024, for the 2025 elections.

Māori constituencies

The Local Electoral Act 2001 gives councils the ability to establish separate Māori constituencies for Māori electors. Councils may pass a resolution on the matter or resolve to conduct a poll on the matter.

Alternatively, the community may demand a poll. The demand for a poll can be initiated by five per cent of electors within the region. The result of such a poll is binding. [Click here](#) for more information on initiating a poll.

South Wairarapa District Council does not currently have a separate Māori constituency, but will be considering representation in the 2020/21 financial year. .

Council administers a Māori Standing Committee with representatives from Papawai Marae, Kohunui Marae and Hau Ariki Marae, Pae tu Mokai o Taurira (a Featherston incorporated society representing local Māori interests in the district) as well as members from iwi Rangitāne o Wairarapa and Kahungunu ki Wairarapa. The committee was established in accordance with Schedule 7 of the Local Government Act 2002.

Members' roles and conduct

Click on the links below for information on the roles and responsibilities of regional councillors, including the Chair and Deputy Chair, and the Chief Executive.

Role of Elected Members

The Mayor and the councillors of the South Wairarapa District Council have the following roles:

- setting the policy direction of Council;
- monitoring the performance of Council;
- 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 judgment in the best interests of the district); and
- employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

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

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

The Local Government Act 2002 was amended in 2012 to provide the Mayor with additional powers: to appoint the deputy mayor, to establish committees and appoint chairs to them; to appoint him/herself as the chair of a committee, and to provide leadership in the development of the long term plan, the annual plan, policies and budgets. Nothing in the amendment prevents the Council from exercising its powers under clauses 18, 30 and 31 of Schedule 7 of the Act.

Role of the Deputy Mayor

The Deputy Mayor may be appointed by the Mayor. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the mayor (as summarised above). The Deputy

Mayor may be appointed by the Mayor and may be removed from office by resolution of the Council.

Role of the Committee Chairperson

The Council or the Mayor may create one or more committees of the Council. The Mayor may appoint committee chairpersons or they may be appointed by the Council using the processes prescribed in clause 25 of Schedule 7 of the Act. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by the Council, and as set out in the Council's governance structure. A committee chairperson may be removed from office by resolution of the Council.

Elected Members legislation regarding conduct

Elected members have specific obligations under the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive (clause 36) and to abide by the current code of conduct (clause 15) and standing orders (clause 27);
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a pecuniary interest (either direct or indirect);
- the Secret Commissions Act 1910 which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way;
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit;
- the Financial Markets Conduct Act 2013 promotes informed participation in the financial markets. It places elected members in the same position as company directors; they may be personally liable if investment documents such as a prospectus contained untrue statements;
- the Public Records Act 2005 provides a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible.
- the Health and Safety at Work Act 2015 imposes duties on the Council and councillors in respect of health and safety.

Code of Conduct

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once it is adopted such a code may only be amended by a 75 per cent or more vote of the council. Council adopted its [Code of Conduct](#) on the 19 October 2016 and the Code is available on the Council website.

Governance structure membership and delegations

Click on the links below for information on the roles and responsibilities of regional councillors, including the Chair and Deputy Chair, and the Chief Executive.

The Council comprises a Mayor and nine elected councillors from the three wards of the South Wairarapa district.

- [Mayor, councillors and their memberships](#)
- [Community board membership](#)

Committee structure

South Wairarapa District Council's committee structure is reviewed after each triennial election. The [structure for the 2019-22 triennium](#) includes committees and subcommittees of the governing body, and joint groups (these may include members from other Wairarapa councils or the wider Wellington region).

To assist in the efficient running of business, the Council has established six committees and two subcommittees. Council also has two joint committees with other councils.

Find details of each committee by looking at our [meetings page](#) and viewing the profile. The terms of reference for the committees and subcommittees set out the responsibilities that have been delegated by th

Wellington Water Committee

Council is a joint owner of Wellington Water along with Greater Wellington Regional Council, and Lower Hutt, Porirua, Upper Hutt and Wellington city councils.

Wellington Water was formed in 2014 to provide dedicated management of council water infrastructure and operations. SWDC retains ownership of all its infrastructure assets and contracts Wellington Water to provide infrastructure management services. SWDC sets all the policies and performance objectives that are expected to be met by Wellington Water.

Delegated powers

Some committees and subcommittees are delegated statutory powers necessary for them to fulfil their terms of reference. Refer to the terms of reference for committees for details of delegated powers.

Commented [SC-CA2]: Link to the org chart structure diagram

Meeting Processes

Meeting agendas

The Council meeting agenda is a public document, although parts of it may be withheld if any of the circumstances set out [here](#) apply. Meeting agendas are available online [here](#), or can be viewed at the district libraries or our Council office in Martinborough. You can also request an agenda or specific report from one of our [Committee Advisors](#).

Commented [SC-CA3]: <http://www.swdc.govt.nz/meetings>

Commented [SC-CA4]: email link

Notice of meetings

Each year council adopts a schedule of [ordinary meetings](#). Despite this, in accordance with [section 46 of the Local Government Official Information and Meetings Act 1987](#), Council generally must, not more than 14 days and not less than 5 days before the end of every month, publicly notify a list of all meetings of the Council scheduled to be held in the following month (together with the dates on which, and the times and places at which, the meetings will be held). Extraordinary meetings must be publicly notified as soon as practicable before the meeting is to be held. See section 46 of the Local Government Official Information and Meetings Act for more requirements relating to notice of meetings.

Commented [SC-CA5]: <http://www.swdc.govt.nz/meetings>

Standing orders and maintaining order at meetings

Standing Orders are a set of procedures for conducting meetings. They include rules on who can speak and when, and contain procedures for voting and making decisions. The Council Chair and councillors must follow the standing orders. The Council may suspend standing orders temporarily during a meeting by a vote of 75 per cent of the members present. The reason for the suspension shall be noted in the minutes of that meeting.

[Click here](#) for a copy of the South Wairarapa District Council Standing Orders.

The Council Chair and committee chairpersons are responsible for maintaining order at the meetings they chair and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Minutes of meetings

Minutes of meetings must be kept as evidence of the proceedings of each meeting. These must be made publicly available, subject to the provisions of the [Local Government Official Information and Meetings Act 1987](#). Unconfirmed minutes are posted on our [website](#) after the meeting. Minutes are confirmed at the meeting following and if there are changes the minutes will be updated. Minutes record the decisions made at a particular meeting.

Public input

[Click here for information about public input at meetings.](#)

Commented [SC-CA6]: <http://www.swdc.govt.nz/public-participation-at-a-meeting>.

Reasons for excluding the public from a meeting

Commented [SC-CA7]: New page – link from Meeting Agenda page

South Wairarapa District Council must allow members of the public to attend meetings and listen to the material discussed at the meeting, unless there is good reason to do otherwise.

The [Local Government Official Information and Meetings Act 1987](#) contains a list of the circumstances where councils may exclude members of the public from their meetings or parts of them. These circumstances relate to the:

- protection of personal privacy
- protection of legally privileged or commercially sensitive information
- protection of waahi tapu locations or avoidance of serious offence to tikanga Māori, in the case of an application for resource consent, water conservation order or heritage order
- maintenance of public health, safety and order
- effective conduct of public affairs
- prevention of information being used for improper gain or improper advantage.

Consultation policies

Click here for information on:

- [how we consult with you](#)
- [how to make a written submission](#)
- [initiating a poll](#)

How we consult with you

The Local Government Act 2002 sets out [consultation principles](#) that local authorities must follow in certain situations (it is up to the Council to determine when it is appropriate to consult in accordance with these principles, taking into account the requirements set out in [section 82 of the Act](#)).

In brief, these principles require the Council to:

1. Provide anyone who will or may be affected by, or have an interest in, the decision or matter with reasonable access to relevant information, in a manner and format appropriate to their needs and preferences.
2. Encourage anyone who will or may be affected by, or have an interest in, the decision or matter to present their views to the Council.
3. Provide those who are invited or encouraged to present their views to the Council with clear information about the purpose of the consultation and the scope of the decisions to be taken when each person's views have been considered.
4. Provide anyone who wants their view on the decision or matter to be considered with a reasonable opportunity to present it in a way that suits their needs or preferences.
5. Ensure that all views presented are received with an open mind and given due consideration when making a decision.
6. Provide anyone who presents their views to the Council with access to a clear record or description of relevant decisions made by the Council and explanatory material relating to the decisions (including relevant reports that were considered before the decisions were made).

The Council must also ensure it consults with Māori in a way that gives effect to these principles.

Special Consultative Procedure

[Section 83 of the Local Government Act 2002](#) sets out the procedure that local authorities must follow when adopting or amending a Long Term Plan or adopting, amending, or revoking a bylaw under the Local Government Act 2002 if the bylaw concerns a matter identified in a significance and engagement policy as being of significant interest to the public or the local authority considers there is, or is likely to be, a significant impact on the public due to the proposed bylaw (or proposed changes to a bylaw).

The special consultative procedure consists of the following steps:

Step 1: Preparing a statement of proposal and summary

The Council must prepare and adopt a description of the proposed decision or course of action. If it considers it necessary to enable public understanding, the Council must also prepare and adopt a summary of the information contained in the statement of proposal.

Step 2: Make the statement of proposal publicly available

The statement of proposal (and summary) must be made as widely available to the public as is reasonably practicable. The Council must also make available a description of how and

when interested persons can present their views on the proposal. The submission period must be at least one month from the date the statement of proposal is issued.

Step 3: Receiving submissions

Submitters must be given a reasonable opportunity to present their views, in a way that enables spoken interaction between themselves and the Council.

In addition, the Council must follow the special consultative procedure in certain circumstances.

Other methods of consultation

The above consultation procedures are regarded as a minimum process for the above decisions. The Council will consult outside of these, and has a range of more and less formal processes all geared to understanding the priorities and concerns of the community.

Our [Significance and Engagement Policy](#) can be viewed here.

Commented [SC-CA8]: <http://www.swdc.govt.nz/policies-plans-and-bylaws>

How to make a written submission

Please note that the procedure for submissions concerning resource management consent applications varies slightly from that set out below. Advice for submissions made under the Resource Management Act (1991) will be notified at the time of the consultation.

From time to time, the Council will ask for public submissions on particular issues. While there is no set format that a submission should take, you should aim to present your submission in a way that is both ordered and easy to understand. Ideally submission should be made using the electronic form or paper version of the form provided with the consultation.

You can lodge your submission with South Wairarapa District Council in person, or by post, email or fax. Make sure you include your name, address and phone number in your submission and clearly state whether or not you would like to make an oral presentation in support of your submission. Anonymous submissions are not accepted for formal consultations (such as those required by law) but from time-to-time Council will obtain your views using informal consultation; anonymous submissions will be accepted for informal consultation.

Please also note that any submission you make may become publicly available. If you are making a submission as an individual, South Wairarapa District Council will remove your personal contact details, however your name will usually still be associated with your submission unless there are particular circumstances where that is not appropriate.

[Section 82 of the Local Government Act 2002](#) details how consultation undertaken by Greater Wellington Regional Council in relation to any decision or other matter must be conducted.

Initiating a poll

Commented [SC-CA9]: Link to Initiating a Poll

How to and on what

When the Council passes certain decisions, it will put out a notice which outlines the public's right to demand a poll on the matter. In these cases, a petition from at least 5% of electors within the region is needed in order to initiate the poll.

Council is legally obliged to advertise the right to demand a poll in relation to the electoral system, and when the Council has resolved to establish or disestablish Māori constituencies.

Electoral systems

If any changes are made to the electoral system by the Council, it is required under the [Local Electoral Act 2001](#) to publicly notify the right to demand a poll on the issue. Similarly, at any time, the public may initiate a poll concerning the election system. Both of these demands require 5% of the electorate to sign the demand. The results of these polls are binding.

Māori constituencies

The Local Electoral Act 2001 gives councils the ability to establish separate Māori constituencies for Māori electors. Councils may pass a resolution on the matter or resolve to conduct a poll on the matter. Alternatively, the community may demand a poll. The demand for a poll requires 5% of the electorate to sign the demand. The result of such a poll is binding.

Liaising with Māori

Local government legislation requires councils to take account of the perspective(s) of Māori on many matters. Initially, councils' key requirements came from the [Resource Management Act 1991](#). This Act contains obligations for councils to consult with iwi on resource management matters. The [Local Government Act 2002](#) contains provisions that are broader in definition and scope. This Act requires councils to take appropriate account of the principles of the Treaty of Waitangi (Te Tiriti o Waitangi) and maintain and improve opportunities for Māori to contribute to local decision-making processes.

The Resource Management Act 1991 places an obligation on the Council to consult with Māori during the planning process. This obligation is in turn derived from the underlying principles of the Treaty of Waitangi, which in this context, refers to:-

- **Partnership** - the development of an active and on-going relationship between Council and local iwi.
- **Participation** -a principle which emphasises positive Māori involvement in the business of the Council, and in particular its planning and delivery functions.
- **Protection** - the requirement to ensure that Māori well-being is enhanced whenever possible, and that principles of equity towards Māori are observed in the Council's decision making process.

The Council is committed to engage in active consultation with Māori and to foster positive relationships in pursuance of the partnership envisaged under the Treaty of Waitangi, on matters that affect and concern Māori.

The tangata whenua of this district are independent tribes which each maintain their own mana and tikanga. The Māori Standing Committee advocates for and represents the interests of their marae and iwi. The MSC is made up of representatives from Papawai Marae, Kohunui Marae and Hau Ariki Marae, Pae tu Mokai o Tauira (a Featherston incorporated society representing local Māori interests in the district), members from iwi Rangitāne o Wairarapa and Kahungunu ki Wairarapa plus the Mayor and three Councillors. The Council works in partnership with the MSC on all relevant matters.

On issues requiring consultation Council will:

- provide sufficient information to the MSC so that they can make informed recommendations;
- provide reasonable time for both the participation of the MSC and the consideration of the advice given; and
- give genuine consideration of that advice, including a willingness to change if that is the result of the consultation.

To encourage sharing at a formal level, both the MSC and the Council are committed to meeting on a regular basis, to discuss issues of mutual importance, indicate areas of concern and revise procedures as necessary.

Management structure and elected member relationship

The [Local Government Act 2002](#) requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, to implement Council decisions and provide advice to the Council.

Under the Local Government Act 2002, the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than to councillors.

The Chief Executive, Mr Harry Wilson, can be reached on 06 306 9611 xtn 831 or by email harry.wilson@swdc.govt.nz.

Council management is organised into four groups: Partnerships and Operations, Planning and Environment, Policy and Governance, and Corporate Services/Finance. An organisational chart can be found [here](#), and contact details for staff are [here](#).

Division of Responsibility between the Council and Management

A key to the efficient running of any council is that there is a clear division between the role of elected members and that of management. The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. This Local Governance Statement clarifies the governance and the management responsibilities, the governance role and expected conduct of elected members, describes the effective, open and transparent processes used by the Council, ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

The following roles have been identified for both elected members and staff:

Governance Role

- Defining the purpose and mission of SWDC
- Setting strategy for SWDC
- Decision making based on advice from Management Team and Officers
- Advocacy on behalf of the district
- Listening and reading
- Leading by examples with agreed values and behaviours
- Empathy with others
- Collective responsibility
- Ensuring management do their job
- Voicing opinion and advice

Management Role

- Advisory role in agenda, reports and communication
- Implementation of policies, strategies and delivery of work
- Providing professional and technical skills
- Legal and regulatory role – enforcing
- Provision of services
- Financial stewardship and reporting
- Customer friendly interface
- Provide information
- Planning and asset management

It is important to get the boundaries right between the governance role of elected members and the management role of officers. Elected members should be cautious about getting involved in operational matters and should leave the day to day management to staff while they focus on the strategic, governance and advocacy parts of their role.

Governance-focused elected members will:

- Be actively focused and involved on district vision outcomes and strategic direction.
- Work with staff as one using the problem solving approach and mutual respect.
- Convey its lead role as direction setters with the community.

- Ensure community initiatives be kept tightly framed up for focus and outcomes are agreed.
- Know that operational matters are the responsibility of officers and management team.

Officers will:

- Ensure action items are researched, reported on in a timely manner and resolved, with little re-invention/re-exploring.
- Determine whether community board and councillor requests and comments are relevant and appropriate so scarce time is not overspent on wrong/low priority areas.
- Work towards more seamless service advice and delivery for developers, policy, and community outcomes.

While many of the Council's functions have been delegated, the overall responsibility for ensuring effective systems of internal control are set up and followed ultimately rests with the Council. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

Remuneration and Employment Policy

Council do not currently have a Remuneration and Employment Policy, but will be developing one in order to set the high level principles for staff remuneration and employment conditions.

Equal Employment Opportunities (EEO) Policy

The Equal Opportunities Policy was first adopted on 29 June 2009 and is periodically reviewed. The policy states that the South Wairarapa District Council is committed to the principles of equal employment opportunities (EEO) and being a good employer. It will work with and support management in implementing EEO principles so that they receive acceptance at all levels and throughout the Council.

Council will:

- Ensure that recruitment and promotion processes are in keeping with EEO principles and are on merit.
- Ensure that all job descriptions, advertisements, specifications, reports and other Council documentation are non-sexist, non-racist and do not discriminate against people with disabilities or against age.
- Monitor all qualification requirements to ensure that these do not exclude some groups from consideration.
- Review all work and physical arrangements to ensure these do not impede the employment of people with disabilities or on the basis of gender or age.
- Foster a positive climate in the workplace, which appreciates a diversity of background and individual contribution, and encourages employees to develop their potential.
- Develop and encourage training opportunities to promote EEO.
- Identify and provide appropriate training programmes to enable employees to best meet the requirements of their current jobs and to develop additional skills with a view to future promotion opportunities.
- Ensure compliance with the Health and Safety in Employment Act in all areas of Council's operations.

Policy and Planning Documents

At South Wairarapa District Council, we have a number of planning documents that provide details on our functions and goals and how we plan to achieve them:

- [Statutory planning and report documents](#) (required under the Local Government Act 2002)
- Strategies and asset management plans

Statutory Planning and Reporting Documents

The planning and policy documents are located on our website [here](#), strategies are located [here](#).

Commented [SC-CA10]: <http://www.swdc.govt.nz/policies-plans-and-bylaws>

Commented [SC-CA11]: <http://www.swdc.govt.nz/guides-fees-and-publications>

Long Term Plan (LTP)

The Local Government Act 2002 requires the Council to develop a Long Term Plan (LTP) in consultation with the community. The LTP is required to cover a minimum of ten years from the date of its publication. The LTP will be reviewed and updated every three years following a further consultation process. In the first year of an LTP, the financial and service level information in the LTP, is by law, the Annual Plan. In the following two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver that year's part of the LTP. No significant changes can be made through just the Annual Plan process, unless there is an amendment to the LTP. Any amendment and the Annual Plan can be consulted on and adopted concurrently.

Amendments to the Local Government Act 2002 require the Council to consult with the community on the proposed content of the LTP by way of a Consultation Document (CD), with the draft components of the new LTP available to the community.

Annual Plan

The Council has to produce an LTP every three years. In the in-between years (i.e. years two and three) the Council will produce an Annual Plan. This will focus on budget implications of the LTP for that year.

The Wairarapa Combined District Plan (WCDP)

The purpose of the District Plan is to assist the Council to carry out its functions in order to achieve the purposes of the Resource Management Act. The WCDP was adopted by South Wairarapa, Carterton and Masterton District Councils in May 2011. The WCDP is the principle means by which the Council seeks to ensure the sustainable management of the natural and physical resources of the district. The District Plan is reviewed every ten years and the next review will begin in 2020.

Funding and Financial Strategies and Policies

Revenue and Financing Policy

The policy sets out how the Council will fund its activities. This policy is reviewed as part of the LTP processes in accordance with the Local Government Act 2002. This policy sets out the principles for determining how the Council's operating and capital spending will be funded – in other words, where the money to progress the agreed work programme will come from. In particular, it considers who benefits most from an activity and therefore who should contribute to funding it.

Significance and Engagement Policy

The Significance and Engagement Policy enables Council and the community to identify the degree of significance attached to particular issues, proposals, assets and decisions. Under this policy, items are given a rating from a low to high degree of significance. In applying the policy Council will make it clear to communities how and when they can expect to be

engaged in decisions about different issues. The policy also means that Council will be informed from the beginning of a decision-making process about the extent and form of any public engagement that is expected before a particular decision is made.

Investment Policy

The purpose of this policy is to outline approved policies and procedures in respect of all investment activities to be undertaken by the Council.

Financial and Development Contributions Policy

The Local Government Act 2002 allows Council to consider the use of financial and development contributions for the costs of community facilities expected as the district grows.

Rating Policies (various)

Outline Council's rating objectives and the key elements of the rating system together with policies on the remission or postponement of rates in certain circumstances.

Liability Management and Investment Policies

These policies outline the framework within which the Council will prudently plan and manage its borrowings and investments.

Infrastructure Strategy

Identifies the keys issues, options and implications of them over a period of at least 30 years for the Council's core activities of Roading and Footpaths, Stormwater Drainage, Wastewater Collection and Treatment and Water Supply.

Financial Strategy

Provides a framework which guides the Council to make decisions in a financially responsible and transparent way, and is used in the formulation of the budgets for the 10 Year Plan.

Strategies and asset management plans

Council has adopted a series of strategies to help achieve its vision and goals.

Asset Management Plans provide a framework for the efficient stewardship of Council's infrastructural assets. They show how the Council will meet current and future levels of service required by the community through the creation, operation, maintenance, renewal, and disposal of infrastructural assets in the most cost effective way.

Strategies and asset management plans are located [here](#).

Commented [SC-CA12]: New page, link to above

Commented [SC-CA13]: <http://www.swdc.govt.nz/guides-fees-and-publications>

Official Information Requests

Your rights to obtaining information

Under the [Local Government Official Information and Meetings Act 1987](#) (LGOIMA) and the [Privacy Act 1993](#) you are entitled to request information from South Wairarapa District Council. We are required to treat any request you make for information as a request made under LGOIMA or the Privacy Act (whether you refer to the Acts or not).

Making a request for information

You can request information from any officer of South Wairarapa District Council. However, so that we can ensure any request is dealt with as quickly as possible, we ask that you contact us using our enquiries email address: enquiries@swdc.govt.nz.

[Section 10 of LGOIMA](#) provides that requests should be made with "due particularity" (rather than asking for all information held about a general topic, which creates a large amount of work).

Responding to a request for information

Once you have made a request for information, we are required to supply the information to you as soon as practicable and in any case no later than 20 working days (although there are certain circumstances where this timeframe may be extended).

South Wairarapa District Council is entitled to charge for information which it supplies to you. Our charging policy is based on [Ministry of Justice guidelines](#). More information on how and when we would charge can be sought by making an enquiry (enquiries@swdc.govt.nz). Similarly, if you are unsure of exactly what information you are after you can make an enquiry and staff can help clarify your request.

LGOIMA makes provisions for how South Wairarapa District Council must respond to requests for information, for example:

- [section 11](#) provides that it is the duty of the council to assist people making requests
- [section 13](#) provides that the council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges, and
- [section 15](#) provides that information in documents may be made available by providing an opportunity for reading it or by providing a summary or excerpt. However, it should be made available in the way preferred by the person requesting it unless there are reasons for not doing so.

South Wairarapa District Council will supply the information to you unless we do not hold such information or reason exists for withholding the information under LGOIMA. [Click here](#) for the reasons South Wairarapa District Council may withhold information.

Ombudsman's investigation and review

If you have any concerns with South Wairarapa District Council's decisions on any request for information you have made you have the right to request an investigation and review by the Ombudsman. The Ombudsman can be emailed on info@ombudsman.parliament.nz.

Conduct us or contact a councillor or community board member

Commented [SC-CA14]: Links to either:
<http://www.swdc.govt.nz/contact-a-councillor>
<http://www.swdc.govt.nz/contact-a-community-board-member>
<http://www.swdc.govt.nz/contact>