

 <small>Kaipara te Ora ngāwhai</small> KAIPARA DISTRICT <small>The Ocean The Harbour</small>	Title of Policy	Local Governance Statement May 2013		
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Overview

The Kaipara District Council is required to adopt a Local Governance Statement under the Local Government Act 2002. It details how Council makes decisions, how citizens can influence those decisions and more generally how Council functions as an organisation.

The Local Governance Statement provides information about how the Council is organised and what its responsibilities are; how the Council engages with the residents of Kaipara; and how it makes decisions. The Local Governance Statement supports local democracy by providing the community with information on the ways to influence and participate in local democratic processes and decision-making.

A copy of this document can be found on Council's website www.kaipara.govt.nz

1 Functions, Responsibilities and Activities

The purpose of the Kaipara District Council is to enable local decision making in the Kaipara District in the present and for the future. In meeting its purpose the Kaipara District Council has a variety of roles:

- Facilitating solutions to local needs
- Advocacy on behalf of the local community with central government, other local authorities and other agencies
- Development of local resources
- Management of local infrastructure including network infrastructure (eg roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities)
- Environmental management
- Planning for the future needs of the District

In fulfilling its purpose Kaipara District Council exercises powers and fulfils responsibilities conferred on it by the following legislation.

- Building Act 2004
- Civil Defence and Emergency Management Act 2002
- Dangerous Goods Act 1974
- Dog Control Act 1996
- Fencing of Swimming Pools Act 1987
- Forest and Rural Fires Act 1977
- Gambling Act 2003
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Reserves Act 1977
- Privacy Act 1993
- Resource Management Act 1991
- Local Government (Rating) Act 2002
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transport Act 1993
- Local Electoral Act 2001
- Local Government Act 2002
- Local Government and Official Information and Meetings Act 1987
- Public Works Act 1981
- Sale of Liquor Act 1989
- Transit New Zealand Act 1989
- Electronic Transactions Act 2002

Bylaws

Bylaws are generally made by a Council under the Local Government Act 2002. However there is some legislation which directs a Council to compile a Bylaw, for example the Dog Control Act 1996.

Bylaws are able to be accessed either online via the Council's website or at either of the Council offices.

General Bylaws 2008 (due for review 2018)

The General Bylaws are a consolidation of a number of Bylaws. These include Bylaws for:

- Activities that can be carried out in public places
- Trading in public places
- Management of solid waste
- Control of advertising signs
- Operation of amusement galleries
- Fires in the open air
- Keeping of animals, poultry and bees
- Management of cemeteries and crematoria
- Management of public libraries
- Management of Council owned cultural and recreational facilities
- Management of nuisances
- Control of skateboards
- Prohibition of gin traps
- Traffic management
- Management of Council's water supplies
- Management of Rural Land Drainage

Dog Management Bylaw 2009 (due for review 2019)

Enables Council to give effect to The Dog Control Act 1996 and to Council's Policy on Dogs.

Public Places Liquor Control Bylaw 2009 (due for review 2019)

Outlines the days, times and the public places where the consumption of alcohol is prohibited.

Wastewater Drainage Bylaw 2009 (due for review 2014)

Outlines what can go into the public wastewater systems, who can connect and the ability to continuation of discharge, disconnection and other provisions on the public drainage system.

2 Local Legislation

In addition to the legislation that applies to all local authorities, the Kaipara District Council is also bound by the following local legislation (Acts that apply specifically to it):

- Mangawhai Lands Empowering Act 1966
- Te Uri O Hau Settlement Act 2002

Council is subject to planning and management disciplines under the law which include:

- Separating the setting of policy from operational functions
- Preparing Annual Plans and budgets in consultation with their communities
- Reporting annually on performance in relation to Plans
- Preparing long term financial strategies including funding, borrowing management and investment policies
- Adopting accrual accounting practices
- Valuing their assets
- Competitive pricing procedures
- Preparing policies and Plans concerning other functions, especially resource management and biosecurity
- Management and biosecurity.

3 Electoral System and how it may be changed

With the appointment of Commissioners the Minister of Local Government gave notice that a local body election for Council will be next held on 17 October 2015.

Pursuant to clause 15(5) of Schedule 15 of the Local Government Act 2002, the Minister of Local Government gave notice that the next triennial local body elections for Kaipara scheduled for October 2013 were cancelled.

Kaipara District Council resolved in August 2011 to hold its triennial elections under the Single Transferable Vote (STV) electoral system.

STV in general terms is as follows:

Voters express a first preference for one candidate and may express second and further preferences for other candidates:

- A quota for election is calculated from the number of votes and positions to be filled;
- The first preferences are counted and any candidate whose first preference votes equal or exceed the quota is elected;
- If insufficient candidates are elected under subparagraph (iii), the proportion of an elected candidate's votes above the quota is redistributed according to voters' further preferences; and
- Candidates who then reach the quota are elected; and
- The candidate with the fewest votes are excluded;
- The excluded candidate's votes are redistributed according to voters' further preferences.

How can this system be changed?

The Local Electoral Act 2002 states that:

- Council can resolve to change electoral systems two years prior to the year in which the next triennial election is to be held. However if the resolution to change to STV is made without holding a poll, as is the case in Kaipara, the system cannot be changed by resolution until two elections have been conducted.
- Five per cent of the electors can, at any time, demand that a poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its community boards (if any)
- Council may resolve to hold a poll on the electoral system.

4 Representation Arrangements

As stated above, with the appointment of Commissioners the Minister of Local Government gave notice that a local body election for Council will be next held on 17 October 2015.

Pursuant to clause 15(5) of Schedule 15 of the Local Government Act 2002, the Minister of Local Government gave notice that the next triennial local body elections for Kaipara scheduled for October 2013 were cancelled.

Council has been required to review its representation arrangements at least once every six years.

This review must include the following:

- The number of Elected Members
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District, or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- Whether or not to have separate wards for electors on the Maori roll
- Whether to have community boards and, if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes

The 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 Act gives people the right to make a written submission to the Council and the right to be heard.

In determining all matters relating to representation Council must ensure that the election of members will provide fair and effective representation of communities of interest within the District.

People also have the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council last conducted a review in 2012 and remained with the status quo with only minor adjustment to the Electoral ward boundaries. The Minister of Local Government appointed Commissioners under section 255 of the Local Government Act 2002.

Maori Wards and Constituencies

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

A review by the previous Council in 2011 decided against establishing separate Maori wards or to conduct a poll on the matter.

Community Boards

The Kaipara District Council has no community boards. Boards can be constituted under section 49 of the Local Government Act 2002.

The Reorganisation Process

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

- Make changes to the boundaries of the District
- Create a new District
- Create a unitary authority i.e. combined functions of a regional council with a district council
- 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, the Minister of Local Government or by a petition signed by ten per cent of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by; one of the affected local authorities, or a joint committee or by the Local Government Commission, if the local authorities refer the proposal to the Commission or if they cannot agree on which of them should deal with the matter.

Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission.

Further information on these requirements can be found in the Local Government Act, clause 15 of Schedule 7. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

In December 2012 the Far North District Council lodged a reorganisation application seeking Unitary Authority status with the Local Government Commission. In January 2013 the Commission released its application decision.

The Local Government Commission has decided to assess an application received from the Far North District Council proposing that it becomes a unitary authority. A unitary authority performs the functions of both a Territorial Authority (City or District Council) and a Regional Council.

At present Far North District forms part of Northland Region along with Whangarei and Kaipara Districts. The application only relates to Far North District.

The Commission has decided that the balance of Northland Region i.e. Whangarei and Kaipara Districts, is also affected. As a result, the applicant was required to show there is a degree of community support for the application from the other two districts as well as from Far North District.

The process of applying to change local government structures, boundaries and functions is set out in Schedule 3 of the Local Government Act 2002 and has a number of distinct stages as set out in amended legislation enacted in December 2012. A number of these stages require community consultation and demonstrations of community support either for an application or for change to local government arrangements generally. The final decision on local government reorganisation in an area will be in the hands of electors of the area if they demand a poll be conducted on any final proposal.

On receiving a reorganisation application, the Commission first assesses an application to determine whether it is a valid application and it meets content requirements for applications.

This was the decision made by the Local Government Commission at a special meeting on 23 January 2013.

The next stages of the process are as follows:

- The Commission considers whether there is evidence of community support across Northland Region for change to existing local government arrangements;
- If the Commission is satisfied there is evidence of community support (it does not have to be a majority at this stage), the Commission will then notify the application and seek alternative applications;
- The Commission will then consider any alternatives alongside the status quo (the existing arrangements) as well as the Far North application;
- If the Commission selects an option other than the existing arrangements as its preferred option, the Commission is then required to prepare a draft proposal based on one or more of the applications and publicly notify the draft proposal and call for submissions;
- After considering submissions, consulting and carrying out any necessary investigations, the Commission decides whether or not to prepare a final proposal;
- The Commission then notifies the final proposal including notice that ten per cent or more of the electors in any one of the affected districts may petition for a poll on the proposal to be held; and
- In the case of the present process, triggered by the Far North application, if more than 50 per cent of those voting in any poll that was demanded were to support the proposal, or if no poll is called for, the final proposal would be implemented.

The Commission has published guidelines on the reorganisation process, and these may be found at www.lgc.govt.nz

5 Roles and Conduct

The Commissioners of the Kaipara District Council have the following roles:

Setting the policy direction of Council

- Monitoring the performance of the Council
- Financial Control
- Oversight of the Council
- Accountability to the Public
- Representing the interests of the District
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

In addition the Chairman of the Commissioners has the following roles:

- Presiding Member at Council meetings. The Chairman is responsible for ensuring the orderly conduct of business during meetings (as determined in 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 Council
- Providing leadership and feedback to other Commissioners on teamwork and chairing committees.

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

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

- Implementing the decisions of the Council
- Providing advice to the Council
- 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 the Council effectively and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

Commissioners have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good

employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders

- The Secret Commissions Act 1910, which prohibits governance 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

All Commissioners are required to adhere to a Code of Conduct. Adopting such a Code is a requirement of the Local Government Act 2002. Once adopted such a Code may only be amended by a 75 per cent or more vote of the Council. The Code sets out the Council's understanding and expectations of how the Chair and Commissioners will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members and contains details of the sanctions that the council may impose if an individual breaches the Code. Copies of the full Code of Conduct may be obtained from the Council Customer Service Centre.

6 Governance Structures

Ordinary Council meetings are generally held on the fourth Monday of each month.

Each Commissioner cannot be expected to have an in-depth knowledge of all components of Council's business. The appointment to both internal and external committees means that each Commissioner gains an in-depth knowledge of his/her committee(s) which they in turn impart to their fellow Commissioners. A Committee holder is the champion of the subject(s) of his/her committee. There should be a close relationship with the relevant Manager(s) which the Commissioner providing the governance and political input and the Manager providing the technical and operations input. Together they should work to advance solutions and successes.

The following is a list of the current Committee and Committee holders:

Internal Committee Appointments	Commissioner/s
Raupo Drainage Committee	Richard Booth
Mangawhai Endowment Fund Allocation Committee	John Robertson and Colin Dale
Sport NZ Local Funding Allocation Committee	Colin Dale
Creative Communities Local Funding Allocation Committee	Colin Dale
Taharoa Domain Governance Committee	John Robertson and Colin Dale
Local Government New Zealand Zone One	John Robertson (alternative: Peter Winder)
Local Government New Zealand Rural Sector	John Robertson (alternative: Richard Booth)

External Committee Appointments

Civil Defence Emergency Management Group (NRC)

Regional Policy Committee (NRC)

Regional Transport Committee (NRC)

Environmental Management Committee (NRC)

Kaihu River Liaison Committee (NRC)

Mangawhai Community Trust

Matakohe Church and Reserve Committee

Paparoa Depot Trust

Kaipara Harbour Joint Political Committee

Sport Northland

Commissioner/s

Peter Winder (alternative: Richard Booth)

Richard Booth

Peter Winder

Richard Booth

Richard Booth

Colin Dale

Chief Executive or nominee

Chief Executive or nominee

Colin Dale

Colin Dale

Council's Decision-making Function for Resource Consents Requiring Hearings

At its meeting dated 23 March 2011 the past Council resolved to appoint a panel of Independent Commissioners, any one of whom will act on Council's behalf in determining resource consent applications which require a Hearing in terms of Council's delegations. Unless specifically requested otherwise by a party to an application, the Independent Commissioner will be assisted by a Commissioner. The Independent Commissioner will Chair the Hearing Panel when not sitting alone.

Having independent professionals involved will produce consistent, high quality decisions, will ensure transparency in separating the Regulatory decision-making function from Council's other roles. The involvement of Commissioners in the process will provide local knowledge and ensure community representation in resource consent decisions.

Audit and Risk Committee

The Audit and Risk Committee meet as and when required, but generally once a quarter.

The purpose of this Committee is to ensure that Council has appropriate financial, risk management and internal control systems in place the provide:

- an overview of the financial performance of the organisation
- effective management of potential opportunities and adverse effects; and
- reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting.

Members: Commissioners Richard Booth (Chair of the Committee), John Robertson, Colin Dale and Peter Winder.

Meetings: The Committee will meet as and when required.

Please see Appendix One for the full Terms of Reference for this Committee.

Raupo Drainage Committee

This Committee makes recommendations to Council on the maintenance of drains, floodgates and stopbanks in the Raupo Drainage District.

Members: Brian Madsen (Chair), Ian Beattie, David Hart, Ross McKinley, Ken Whitehead and Peter Wilson. Commissioner Richard Booth has been appointed as Council's representative.

Meetings: The Committee meets every third Thursday in the month during February, May, August, November.

Please see Appendix Two for the full Terms of Reference for this Committee.

Mangawhai Endowment Fund Committee

The Mangawhai Endowment Fund Committee was created from the disestablishment of the Mangawhai Harbour Board, which held extensive residential lands at Mangawhai. Council calls for applications for grants from the Fund each year and these are assessed by the Mangawhai Endowment Fund Committee, which then recommends to Council how the available funds should be disbursed.

Members: Commissioners Colin Dale (Chair) and John Robertson
Joanna Roberts and Alan Russek (community representatives).

Meetings: The Committee will meet as and when required.

Please see Appendix Three for the full Terms of Reference for this Committee.

Taharoa Domain Governance Committee

This Committee governs the Taharoa Domain on behalf of Council and in accordance with the Taharoa Domain Reserve Management Plan.

Members: Ric Parore (Chair), Alan Nesbit, Commissioners John Robertson and Colin Dale.

Meetings: Normally every last Monday of the following months February, April, June, August, October, and second Monday in December.

Please see Appendix Four for the full Terms of Reference for this Committee.

7 Conduct of 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 (LGOIMA) as well as the Council's Standing Orders.

All Council and Committee meetings must be open to the public unless there is reason to consider items 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. The LGOIMA contains a list of the

circumstances where councils may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Chairman or Committee Chair 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 a Commissioner who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

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.

A copy of the Code of Conduct and Standing Orders can be obtained from Council's Customer Service Centre or from the Council website www.kaipara.govt.nz

8 Consultation Policy

The Local Government Act sets out certain consultation principles. Council seeks the views of the community on many matters and will ensure that all Council policies, Plans and activities are developed in consultation with the community.

The Council does have a Policy on Significance. This is seen as a part of new decision-making requirements that work towards democratic local decision-making. The Policy on Significance guides staff and Council when using discretion to assess the level of significance of a decision. The level of significance will then guide the level of robustness to be applied to the decision-making process (ie assessment of options, quantification of benefits and costs, the extent and detail of information to be provided etcetera).

A copy of the Policy on Significance can be obtained from Council's Customer Service Centre or from the Council website www.kaipara.govt.nz

Consultation is as defined in Wellington International Airport Ltd -v- Air New Zealand [1991] 1 NZLR671.

The key elements of consultation as defined in that case include:

- The statement of a proposal not yet finally decided upon
- Listening to what others have to say and considering the responses
- Allowing sufficient time for consultation
- Making a genuine effort to consult
- Conducting the process in mutual good faith
- Providing enough information to enable the party being consulted to make intelligent and useful responses
- Keeping an open mind and being ready to change the proposal or even start afresh, although it is allowable to have a working plan

- Holding meetings, providing relevant and further information on request
- Waiting until those being consulted have had a say before making a decision
- Re-opening the consultation process if necessary.

This consultation is carried out in accordance with Council's Governance Policy for consultation.

Copies of the full governance policies may be obtained from the Council Customer Service Centre or from the website www.kaipara.govt.nz

Special Consultative Procedure

The Local Government Act sets out a procedure that local authorities must follow when making certain decisions. This procedure is termed the '**special consultative procedure**'.

The special consultative procedure consists of the following steps:

- **Step One:** Preparation of a Statement of Proposal and a Summary. The Council must prepare a description of the proposed decision or course of action. The Statement must be available for distribution throughout the community and must be available for inspection at the Council office and may be made available elsewhere. The Council also has to prepare a full and fair Summary of the Proposal which must be distributed as widely as the Council considers to be reasonably practicable. That Statement must be included on an agenda for a Council meeting.
- **Step Two:** Public notice. The 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 Three:** Receive submissions. The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.
- **Step Four:** Deliberate in public. All meetings where the 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 LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
- **Step Five:** Follow-up. A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

By law, the Council must follow the special consultative procedure before it:

- Adopts a Long Term Plan (LTP) or Annual Plan
- Amends an LTP
- Adopts, revokes, reviews or amends a Bylaw
- Changes the mode of delivery for a significant activity (for example from the Council to a Council-controlled organisation or from a Council-controlled organisation to a private sector organisation) if that is not provided for in an LTP.

The Council may be required to use the special consultative procedure under other legislation and it may use this procedure in other circumstances if it wishes to do so.

9 Relationships with Maori

Council recognises that, because of the Treaty of Waitangi, it has a special relationship with Maori.

Council has a Memorandum of Understanding (MOU) with Te Uri O Hau which formalises the way it works with Te Uri o Hau. This is a leading document for the future of Kaipara District Council and Te Uri o Hau, Ngati Whatua which is based on the Treaty of Waitangi and principles as being the founding document of Aotearoa - New Zealand and thereby pronouncing a commitment to work together in genuine partnership for the common good of the people and within the true spirit of the Treaty. A copy of the MOU between Te Uri o Hau and Kaipara District Council may be obtained from the Council Customer Service Centre or from the website www.kaipara.govt.nz

The Kaipara District Council is continuing to develop relationships with other iwi and hapu within the District. An example of this relates to the governance of the Taharoa Domain. One of the key aims of the Taharoa Domain Reserve Management Plan is 'to establish an equal organisational partnership between tangata whenua and Council to govern the Domain'. This is achieved through a committee which comprises representatives from Te Roroa, Te Kuihi and Council that manages the Taharoa Domain on behalf of Council.

10 Management Structures

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

The Chief Executive has allowed Commissioners unfettered access to the Executive Management Team. The Executive Managers for their part are continually updating Commissioners in those areas in which they have a mutual interest or responsibility.

The Chief Executive is Steve Ruru.

Council management is organised into three divisions. These are:

Glennis Christie

General Manager Finance - responsible for:

- Finance
- Revenue
- Information Service

John Burt

General Manager Operations - responsible for:

- Roding
- Community Facilities
- Utilities
- Regulatory

- Library

Jill McPherson

Acting General Manager Planning and Community - responsible for:

- Corporate Planning
- Community Planning
- Community Engagement
- Governance Support
- Economic Development

Council structure includes a Customer Service Centre and the Customer Service staff are able to access any information Council holds. All queries should be directed in the first instance to a Customer Service person.

Address:	Main Office 42 Hokianga Road Dargaville	Mangawhai Service Centre The Hub Mangawhai
Postal Address:	Private Bag 1001 Dargaville 0340	
Telephone:	(09) 439 3123 or 0800 727 059	
Fax:	(09) 439 6756	
Email:	council@kaipara.govt.nz	
Website:	www.kaipara.govt.nz	

11 Equal Employment Opportunity Policy

The Kaipara District Council has a policy of Equal Employment Opportunity for all workers and regards the identification and elimination of any discrimination and the provision of equal opportunities as essential principles in the management of its staff resources.

The Council affirms this commitment through a policy of positive action by adopting constructive policies and practices for equal opportunities in all aspects of employment, including recruitment and selection, training and development, education, career path planning and promotions. The objective of this policy is to ensure that for any given position the best available person gets the job. Copies of the Equal Employment Opportunity policy may be obtained from the Customer Service Centre.

12 Key approved planning and policy documents

12.1 Long Term Plan: This represents the directions being set for the District's future. It is put together by Council with the assistance of the community and other organisations. It outlines the communities' expectations and describes how Council in partnership with Government agencies and other organisations will work to achieve these. Council's corporate and financial policies as follows are contained in the Long Term Plan: Policy on Significance, Policy on Development, Accounting Policies, Treasury Policies, Liability Management Policy, Investment Policy, Revenue and Financing Policy, Rating Policies and Funding Impact Statement.

- 12.2 District Plan:** The District Plan was prepared under the Resource Management Act 1991 and sets out Council's objectives, policies and rules in relation to land use and subdivision activities in the Kaipara District.
- 12.3 Annual Plan:** The Annual Plan is Council's committed level of activity, expenditure, and service to the community. It specifies the activities that will be carried out during the year, toward achieving the goals and objectives of the Long Term Plan, how much this work will cost, the targets for the year and the measures that will be used to determine whether the targets have been met.
- 12.4 Annual Report:** The Annual Report sets out Council's achievements and reports on whether the targets forecast in the Annual Plan were reached. An Annual Report is required to be prepared every year.
- 12.5 Asset Management Plans:** Council has prepared draft Plans which provide the framework for maintaining Council's physical assets (ie roading, stormwater, wastewater, water supply, community amenities, recreation facilities etcetera). They define the level of service that will be provided and identify the sources and amount of funding required.
- 12.6 Governance Policy:** This Policy defines the direction and culture of the Council and how it interacts with the community. It is reviewed annually by Chairman and Chief Executive.
- 12.7 Civil Defence Plan:** All territorial authorities are required to have an Operative Plan dealing with District civil defence matters.
- 12.8 Fire Plan:** As part of its responsibilities as the rural fire authority Council is required to prepare a Fire Plan. Part One of the Plan covers operational matters (updated annually) such as resources and staff while Part Two deals with administrative issues.
- 12.9 Taharoa Domain Reserve Management Plan:** Council is responsible for administering the Taharoa Domain on behalf of the Crown. The Plan sets out how the governance, operational management and future development of the Domain will be undertaken on an ongoing basis.
- 12.10 Mangawhai Structure Plan:** The Mangawhai Structure Plan was adopted by Council at its meeting on 26 January 2005. The Plan provides a means for the Kaipara District Council and Mangawhai communities to manage the effects of growth. There was considerable community input and consensus in respect of this Plan. This has given the Plan meaning and mana with both the community and developers.
- 12.11 Reserves and Open Spaces Strategy:** The Reserves and Open Spaces Strategy identifies opportunities and recommends actions to achieve the desired reserves and open spaces within the District along with a policy framework for the different types of reserves and opens spaces.

Copies of the key approved planning and policy documents (and the process for their development and review) may be obtained from the Council Customer Service Centre or from the website www.kaipara.govt.nz.

13 Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA 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 the local authority while carrying out negotiations or commercial activities.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). The 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:

Chief Executive
Kaipara District Council
Private Bag 1001
Dargaville 0340

Appendix One: Audit and Risk Committee: Terms of Reference

Authorising Body	<i>Council</i>
Status	Standing Committee
Title	Audit and Risk Committee
Approval Date	
Administrative Support	General Manager Policy and Governance

Purpose

To ensure that Council has appropriate financial, risk management and internal control systems in place that provide:

- 1 An overview of the financial performance of the organisation;
- 2 Effective management of potential opportunities and adverse effects; and
- 3 Reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting.

Responsibilities

The Audit and Risk Committee shall have responsibility for:

Function	Responsibility
Risk Management	<ol style="list-style-type: none"> 1 Satisfying itself about the existence and quality of cost-effective internal control and risk management systems and the proper application of processes. 2 Ensuring the operation of an effective internal audit function by: <ol style="list-style-type: none"> a. identifying areas of risk for internal audit focus; b. approving and reviewing internal audit work programmes; c. ensuring that the internal auditor has adequate resources and skills to undertake the work and is not subject to undue management influence; d. approving the appointment of the internal auditor and internal audit engagement letter and letter of undertaking. 3 Approving and reviewing risk management programmes. 4 Reviewing risk treatment plans for significant risks, including Council's annual insurance programme. 5 Liaising with Council's risk advisors and internal auditors.

External Audit	<ol style="list-style-type: none"> 1 Approving and reviewing: <ol style="list-style-type: none"> a. arrangements for external audits, including discussion on the use of work done by the internal auditor; b. the external audit engagement letter and letter of undertaking; c. additional services to be provided by the external auditor. 2 Discussing, with the external auditor, matters affecting the annual financial and non-financial statements and the annual audit. 3 Liaising with Council's external auditor.
Financial Accounting and Policy	<ol style="list-style-type: none"> 1 Reviewing: <ol style="list-style-type: none"> a. the timetable for preparing the annual financial and non-financial statements. 2 Reviewing and recommending to Council: <ol style="list-style-type: none"> a. the completed financial and non-financial statements and their adoption, or non-adoption; b. governance policies associated with Council's financial, accounting, risk management and internal control functions; c. accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements.
Compliance and Ethics	<ol style="list-style-type: none"> 1 Promoting, monitoring and reviewing: <ol style="list-style-type: none"> a. compliance with legal and regulatory requirements; b. compliance with Council's policies, plans and processes; c. adherence to Council's ethics policies and programmes; d. Council's Code of Conduct. 2 Reviewing and recommending to Council: <ol style="list-style-type: none"> a. governance policies associated with Council's compliance and ethics programmes. 3 Conducting and monitoring special investigations, in accordance with Council policy, and reporting the findings and recommendations to Council. 4 Monitoring performance of council organisations, in accordance with the Local Government Act S65.
Work Programmes	<ol style="list-style-type: none"> 1 Preparing and implementing programmes of work, relevant to the purposes of the Committee, which are consistent with the Annual and Long Term Planning processes of Council. Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Delegations

The Audit and Risk Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers.¹

In exercising the delegated powers, the Audit and Risk Committee will operate within:

- policies, plans, standards or guidelines that have been established and approved by Council;
- the overall priorities of Council;
- the needs of the local communities; and
- the approved budgets for the activity.

The Audit and Risk Committee shall have delegated authority to:

- 1 Approve:
 - a. the appointment of the internal auditor;
 - b. risk management and internal audit programmes;
 - c. audit engagement letters and letters of undertaking for audit functions;
 - d. additional services provided by the external auditor.
- 2 Recommend to Council:
 - a. adoption, or non-adoption of completed financial and non-financial performance statements; and
 - b. governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes and internal control functions;
 - c. accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements.
- 3 Conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.

The Chair of the Audit and Risk Committee shall have delegated authority to:

- 1 Approve the letter of engagement for the other external member appointed to the Audit and Risk Committee.

Power to Delegate

The Audit and Risk Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Chair and Members of the Audit and Risk Committee shall be determined by Council and will comprise:

- Chair of Audit and Risk Committee, Commissioner Richard Booth
- Commissioner Peter Winder

¹ Local Government Act 2002, Schedule 7, Clause 32

- Commissioner Colin Dale
- Chair of the Commissioners, ex officio John Robertson

The Committee shall be chaired by a member other than the Chair of the Commissioners to ensure an appropriate separation of duties.

Between them, the members of the Committee should bring a mix of the following attributes:

- broad governance experience;
- familiarity with risk management disciplines;
- understanding of internal control and assurance frameworks;
- an understanding of financial and non-financial performance reporting;
- a good understanding of the roles of internal and external audit; and
- a sound understanding of the local government sector.

The Committee shall have the power to co-opt a Commissioner and/or other suitably qualified persons, with interests in special topics, for the duration of the Committee's consideration of those topics.

Induction Programme

To ensure members have the requisite skills an induction programme will be provided by Council after each triennial election. The following minimum training programmes are recommended for Audit and Risk Committee members:

- Local Government New Zealand Know How Training: Financial Governance 101
- Local Government New Zealand Know How Training: Financial Governance 201

Chair

The Chair is responsible for:

- 1 The efficient functioning of the Committee;
- 2 Setting the agenda for Committee meetings in conjunction with the General Manager; and
- 3 Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chair will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Committee shall be not less than three members of the Committee.

Frequency of Meetings

The Committee shall meet at least quarterly.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive generally appoints a General Manager to provide these functions on his/her behalf.

Professional advisors to the Committee shall be invited to attend all meetings of the Committee:

- external auditor;
- internal auditor/risk advisor (if appointed); and
- General Manager Policy and Governance.

At each meeting, the Chair will provide the external auditor and the internal auditor/risk advisor (if appointed) with an opportunity to discuss any matters with the Committee without management being present. The Chair shall request the Chief Executive and staff in attendance to leave the meeting for the duration of the discussion. The Chair will provide minutes for that part of the meeting.

Contacts with Media and Outside Agencies

The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chair, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The General Manager Policy and Governance will manage the formal communications between the Committee and its constituents and for the Committee in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Extraordinary meetings of the Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987 s.48.

The Committee shall record minutes of all its proceedings and present the minutes to the next available Council meeting following the Committee meeting.

Remuneration

Elected Council Members will be reimbursed in accordance with the current Local Government Elected Members' Determination.

External Members and advisors to the Committee will be reimbursed in accordance with their standard business rates, including disbursements.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan and Annual Plan.

Remuneration and expenses will be funded from the Leadership Activity budget.

Resource Pack

- 1 Audit and Risk Committee Terms of Reference
- 2 Local Government Act 2002
- 3 Kaipara District Council:
 - a. Long Term Plan, Annual Plan and Annual Report
 - b. Fraud Policy
 - c. Code of Conduct
 - d. Protected Disclosures Act 2000 Policy
- 4 Controller and Auditor General, *Audit Committees in the Public Sector (August 2008)*

Appendix Two: Raupo Drainage Committee: Terms of Reference

Authorising Body	<i>Council</i>
Status	Standing Committee
Title	Raupo Drainage Committee
Approval Date	08 October 2012
Administrative Support	Corporate Services Manager

Purpose

Responsible for the drainage and river flood protection activities in the Raupo Drainage District.

Responsibilities

The Raupo Drainage Committee shall have responsibility to:

- 1 Provide input into the work programmes for land drainage maintenance.
- 2 Be a local focus and contact for land drainage issues.
- 3 Facilitate the flow of information between ratepayers and staff.
- 4 Provide input into asset management plan and rating system reviews.
- 5 Consider and recommend on matters relevant to the drainage in the Raupo Drainage District.

Delegations

- 1 To conduct meeting for the purposes outlined, including receipt of reports.
- 2 To generally oversee and monitor the Council's annual work programmes within the Raupo Drainage District.
- 3 To review and recommend a proposed annual work programme and budget.
- 4 To recommend in respect of new policy or policy amendments in order to carry out functions.

Power to Delegate

The Raupo Drainage Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Chair and members of the Raupo Drainage Committee shall be determined by Council and will comprise a member of Council and five elected ratepayer representatives from the Raupo Drainage District.

The Chair shall be one of the five elected ratepayer representatives as decided by the first meeting of that Committee following the appointment of its members.

Chair

The Chair is responsible for:

- 1 The efficient functioning of the Committee;
- 2 Setting the agenda for Committee meetings in conjunction with the General Manager; and
- 3 Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.
- 4 The Chair will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Committee shall be not less than the Council representative and three members of the Committee.

Frequency of Meetings

The Committee shall meet at least quarterly.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive generally appoints a General Manager to provide these functions on his/her behalf.

Contacts with Media and Outside Agencies

The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chair, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Corporate Services Manager will manage the formal communications between the Committee and Council and for the Committee in the exercise of its business. Correspondence will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Special meetings of the Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987 s.48.

The Committee shall record minutes of all its proceedings and present the minutes to the next available Council meeting following the Committee meeting.

Remuneration

Elected Council members will be reimbursed in accordance with the determination set by the Minister for Local Government under section 255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and the current Elected Members' Expenses Policy.

External members of the Committee will be reimbursed for their travel to and from duly called meetings of the Committee.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan and Annual Plan.

Remuneration and expenses will be funded from the Democracy Activity budget.

Resource Pack

- 1 Terms of Reference
- 2 Raupo Drainage Asset Management Plan
- 3 Kaipara District Council Governance Policies

Appendix Three: Mangawhai Endowment Fund Committee: Terms of Reference

Authorising Body	<i>Council</i>
Status	Standing Committee
Title	Mangawhai Endowment Fund Committee
Approval Date	08 October 2012
Administrative Support	Corporate Services Manager

Purpose

To consider applications for grants from the Mangawhai Endowment Fund.

Responsibilities

The Mangawhai Endowment Fund Committee shall have responsibility for:

- 1 Ensuring that expenditure the allocation for grants from the Mangawhai Endowment Fund are in keeping with the Mangawhai Lands Empowering Act 1966 in that those projects for which grants are approved benefit or tend to benefit the Mangawhai area
- 2 Assessing applications and allocating funding in accordance with the Mangawhai Endowment Fund Policy for Financial Assistance.
- 3 Endeavouring to expend all the allocation received from the Mangawhai Endowment Fund within the financial year (July to June).

Delegations

- 1 To administer the allocation available for grants from the Mangawhai Endowment Fund according to the guidelines provided in the Mangawhai Endowment Fund Policy for Financial Assistance.
- 2 To make decisions on the allocation of the Mangawhai Endowment Fund grants on behalf of the Kaipara District Council and to report those decisions to Council.

Power to Delegate

The Mangawhai Endowment Fund Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Chair and members of the Mangawhai Endowment Fund Committee shall be determined by Council and will comprise two members of Council.

Chair

The Chair is responsible for:

- 1 The efficient functioning of the Committee;
- 2 Setting the agenda for Committee meetings in conjunction with the General Manager; and
- 3 Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chair will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Committee shall be the full Committee.

Frequency of Meetings

The Committee shall meet at least once a year.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive generally appoints a General Manager to provide these functions on his/her behalf.

Contacts with Media and Outside Agencies

The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chair, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Corporate Services Manager will manage the formal communications between the Committee and Council and for the Committee in the exercise of its business. Correspondence will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Special meetings of the Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the Local Government Official Information and Meetings Act 1987 s.48.
- The Committee shall record minutes of all its proceedings and present the minutes to the next available Council meeting following the Committee meeting.

Remuneration

Elected Council members will be reimbursed in accordance with the determination set by the Minister for Local Government under section 255(5) and clause 18 of Schedule 15 of the Local Government Act 2002 and the current Elected Members' Expenses Policy.

External members of the Committee will be reimbursed for their travel to and from duly called meetings of the Committee.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan and Annual Plan.

Remuneration and expenses will be funded from the Democracy Activity budget.

Resource Pack

- 1 Terms of Reference
- 2 Mangawhai Endowment Fund Policy for Financial Assistance.

Appendix Four: Taharoa Domain Governance Committee: Terms of Reference

Authorising Body	<i>Council</i>
Status	Standing Committee
Title	Taharoa Domain Governance Committee
Approval Date	08 October 2012
Administrative Support	Corporate Services Manager

Purpose

To manage the Taharoa Domain in accordance with legislation and the Taharoa Domain Reserve Management and Business Plans.

Responsibilities

The Taharoa Domain Governance Committee shall have responsibility for:

- 1 Preparing and submitting for Kaipara District Council approval, an annual Business Plan in February of each year.
- 2 Submitting an Annual Report stating performance against the Business Plan.
- 3 Monitoring the state of the environment of the Taharoa Domain and the lakes and reporting this information to the Kaipara District Council on an annual basis.
- 4 Implementing the Taharoa Domain Reserve Management Plan.
- 5 Initiating a review of the Management Plan for the Domain at least once every ten years.
- 6 Meeting all statutory requirements associated with the management and administration of the Domain.
- 7 Overseeing the management of the Taharoa Domain Camp Grounds.
- 8 Managing all revenue generated from the Taharoa Domain for the improvement of the Taharoa Domain.
- 9 Negotiating terms and conditions with external organisations for the use of the Taharoa Domain.

Delegations

- 1 Conduct meetings for the purposes of managing the Taharoa Domain.
- 2 Manage the financial affairs of the Taharoa Domain.
- 3 Hire staff or contractors in accordance with legislative requirements to carry out any work associated with the Taharoa Domain.
- 4 Apply for funding from external sources for the enhancement of the Taharoa Domain.
- 5 Administer any Kaipara District Council bylaw or regulation associated with the Domain.
- 6 Make recommendations to the Kaipara District Council for the development of policies, bylaws or other regulatory tools for the effective management of the Domain.

Power to Delegate

The Taharoa Domain Committee may not delegate any of its responsibilities, duties or powers.

Membership

The Chair and members of the Taharoa Domain Committee shall be determined by Council and will comprise no more than two members nominated by the Kaipara District Council and two members nominated by representatives of the Treaty of Waitangi claimants (Wai 38).

The Chair of the Taharoa Domain Governance Committee will rotate amongst members on an annual basis with a new Chair being selected at the first meeting following 01 July each year.

Chair

The Chair is responsible for:

- 1 The efficient functioning of the Committee;
- 2 Setting the agenda for Committee meetings in conjunction with the General Manager; and
- 3 Ensuring that all members of the Committee receive sufficient timely information to enable them to be effective Committee members.

The Chair will be the link between the Committee and Council staff.

Quorum

The quorum at any meeting of the Taharoa Domain Governance Committee shall be not less than three members of the Committee.

Frequency of Meetings

The Committee shall meet at least quarterly.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the Committee in the completion of its duties and responsibilities. The Chief Executive generally appoints a General Manager to provide these functions on his/her behalf.

Contacts with Media and Outside Agencies

The Committee Chair is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.

Committee members, including the Chair, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the Committee's delegations.

The Corporate Services Manager will manage the formal communications between the Committee and Council and for the Committee in the exercise of its business. Correspondence will only take place through Council staff and will be undertaken under the name of the District Council.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- At any meeting of the Committee at which no resolutions or decisions are made, the provisions of Standing Orders relating to public access do not apply.
- Workshop meetings solely for information and discussions and at which no resolutions or decisions are made may be held in accordance with Standing Orders.
- Special meetings of the Committee may be held in accordance with Standing Orders.
- The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in the *Local Government Official Information and Meetings Act 1987* s.48.

The Committee shall record minutes of all its proceedings and present the minutes to the next available Council meeting following the Committee meeting.

Remuneration

Elected Council members will be reimbursed in accordance with the determination set by the Minister for Local Government under section 255(5) and clause 18 of Schedule 15 of the *Local Government Act 2002* and the current Elected Members' Expenses Policy.

External Members of the Committee will be reimbursed for their travel to and from duly called meetings of the Committee and by koha.

Funding and Budgets

Funding for the Committee will align with Council's Revenue and Financing Policy.

The Committee shall only expend funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long Term Plan and Annual Plan.

Remuneration and expenses will be funded from the Democracy Activity budget.

Resource Pack

- 1 Terms of Reference
- 2 Taharoa Domain Reserve Management Plan
- 3 Kaipara District Council Governance Policies