



# LOCAL GOVERNANCE STATEMENT 2022

## Ā-rohe Kāwana Tūtohu 2022



Kaipara te Oranganui • Two Oceans Two Harbours



# What is a local governance statement? He aha he kāwana ā-rohe tūtohu?

Kaipara District Council (Council) is required by the Local Government Act 2002 to provide a Local Governance Statement following each triennial election. This statement provides information about the processes through which Council makes decisions, engages with the residents of Kaipara, and how the community can engage and influence those decisions. It also supports the purpose of local government by promoting local democracy.



*Maungaraho Reserve - Image supplied by Northland Inc*

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1.

## Functions, responsibilities and activities Āheinga, haepapa, me ngā mahinga

The role of local authorities is to lead and represent their communities. They must engage with their communities and encourage community participation in decision-making, while considering the needs of people currently living in communities and those who will live there in the future.

The purpose of Council is to meet the current and future needs of our communities for good quality local services and infrastructure. Council has a variety of roles in meeting this purpose. These include facilitating solutions to local needs, advocating for the district with other agencies, developing local resources, managing and maintaining local infrastructure, environmental management, and planning for the future needs of the district.

2.

## Local legislation | Whakatureture Ā-rohe

There are many Acts of Parliament that apply to Council or are administered by Council. In addition, Council is also bound by several Acts that relate specifically to the whole of, or areas within, the Kaipara District:

- Mangawai Lands Empowering Act 1966 (*sic*)
- Te Uri O Hau Settlement Act 2002
- Kaipara District Council (Validation of Rates and Other Matters) Act 2013.

All of these are accessible via [www.legislation.govt.nz](http://www.legislation.govt.nz)

2.1

## Bylaws | Tureture

Bylaws are also a type of local legislation. Council has made a range of bylaws, including the Dog Management Bylaw, which Council is required to make under the Dog Control Act 1996. All other bylaws have been made at Council's discretion, but are made and operate within a statutory framework.

Title	General Description	Made	Last Reviewed
Consolidated General Bylaw	This bylaw covers a range of topics and is designed to protect the public from nuisance, support public health and safety and minimise the potential for offensive behaviour in public places. It also provides for the regulation of parking and traffic and the regulation and use of Council-owned infrastructure and assets.	1999	2020
Dog Management Bylaw	This bylaw regulates the management of dogs in the district consistent with the Dog Control Act 1996.	1997	2019
Alcohol Control Bylaw	This bylaw controls the possession and consumption of alcohol in designated areas throughout the Kaipara district.	2004	2018
Wastewater Drainage Bylaw	This bylaw has two purposes: 1. It protects Council's wastewater assets from damage or discharges that undermine the system's performance. 2. It prevents unacceptable discharges of wastewater from onsite wastewater treatment systems.	2016	2021



Title	General Description	Made	Last Reviewed
Taharoa Domain Bylaws 2019	This bylaw supports the policies of the Kai Iwi Lakes (Taharoa Domain) Reserve Management Plan in controlling the aquatic activities on lakes in the Reserve. It should be read in conjunction with Northland Regional Council's Navigation Safety Bylaw 2017.	2019	2019
Stormwater & Land Drainage Bylaw	The purpose of this Bylaw is to protect people and property by managing stormwater within the Kaipara District by: a. protecting Council's public drainage network b. ensuring drainage over private property is managed and maintained appropriately.	2021	2021

All bylaws can be found on Councils website here [www.kaipara.govt.nz/council/policies-bylaws-and-legislation/bylaws](http://www.kaipara.govt.nz/council/policies-bylaws-and-legislation/bylaws)

3.

### The electoral system | Te pūnaha pōti

Council currently uses the Single Transferable Vote (STV) system. This form of voting is used by several local authorities. STV is a preferential voting system and electors rank candidates in order of preference. The number of votes required for a candidate to be elected is calculated by a quota. The other electoral system permitted under the Local Electoral Act 2001 is the First Past the Post (FPP) system in which electors indicate the preferred candidate(s) and the candidate(s) with the most votes is declared the winner.

Under the Local Electoral Act 2001 Council can resolve to change the electoral system to be used at the next two elections; or conduct a binding poll on the question or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding a poll. Once changed, the system must be used for at least the next two triennial elections.

In 2017 Council resolved to retain the STV system for the 2019 and 2022 elections.

4.

### Representation arrangements | Whakaahuahanga whakaritenga

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

The representation review must consider:

- the number of Elected Members
- whether members are elected at large across the district or by wards within the district, or a mixture of both
- if wards are used, then the boundaries and electorate populations of those wards
- the potential for Māori wards (elected by voters on the Parliamentary Māori roll)
- whether to have community boards and, if so, the boundaries and membership of those.

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. Written submissions can be sent to Council and you have the right to be heard if you wish. If you make a submission you also have the right to appeal any decisions on the representation review to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Council conducted a review in 2021 which resulted in some changes to wards and an increase in the total number of Elected Members, including the addition of a Māori Ward – Te Moananui o Kaipara Māori Ward.

Further information on the representation review can be found at [www.kaipara.govt.nz/repreview](http://www.kaipara.govt.nz/repreview)

## Current arrangements | Whakaritenga ināianei

Council has nine Councillors and one Mayor. Councillors represent Wairoa (merging previous Dargaville and West Coast/Central) with three councillors, Otamatea with two councillors, Kaiwaka-Mangawhai with three councillors, and one councillor elected to represent Te Moananui o Kaipara ward (Māori ward). The Mayor is elected at large across the district.

There are no community boards in the Council.

Ward	Population*	No. of Councillors per ward	Last Reviewed
Wairoa Ward	8,580	3	2021
Otamatea Ward	4,960	2	2021
Kaiwaka-Mangawhai Ward	7,960	3	2021
Te Moananui o Kaipara Māori Ward	3,680	1	2021

\*Based on a population estimate of 25,1801. This number must be used as the latest population estimate available for the representation review 2021.





## 5.1

### The reorganisation process | Te whakarerekē kaupapa

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

- make changes to the boundaries of the district
- create a new district or dissolve a current district
- create a unitary authority, i.e. combine all of the functions of the Northland Regional Council and Kaipara District Council
- transfer a particular function or functions to another council.

The procedures for each type of proposal are slightly different. In general, an application to reorganise is made to the Local Government Commission. It can be made by any person, body or group including, but not limited to, one or more affected local authorities or the Minister of Local Government. The LGA 2002, details at Schedule 3 the requirements and process for proposing a reorganisation. The Local Government Commission will also have information on procedures for reorganising local government.

## 6.

### Elected Member roles and conduct Mahi me ngā tikanga Kaikaunihera

Roles of Mayor, Deputy Mayor and Councillors.

Collectively, Kaipara's Mayor and Councillors are responsible for:

- representing the interests of Council
- formulating Council's strategic direction and relative priorities through the Long Term Plan (LTP), which determines the services and activities to be carried out by Council over a 10 year period
- determining the expenditure and funding requirements of Council activities through the LTP and annual planning processes
- overseeing, developing and/or approving all Council policies, administration, legal, financial and strategic including formal regional, city and/or district planning matters within Council's geographical area of responsibility
- monitoring the ongoing performance of Council against its stated objectives and policies (including formal sign off of the Annual Report)
- ensuring prudent use of Council resources
- making bylaws
- overseeing Council compliance with any relevant Acts of Parliament
- employing, setting performance requirements for, and monitoring the ongoing performance of Council's Chief Executive (under LGA 2002, the local authority employs the Chief Executive who, in turn, employs all other staff on its behalf; Elected Members of Council cannot direct any staff employed by Council other than the Chief Executive).



## 6.

## Elected Member roles and conduct (continued) Mahi me ngā tikanga Kaikaunihera

The Mayor's role, simply put, is to provide leadership to the other Elected Members and the people of the district.

The Mayor's relationship to Council has a number of statutory functions under the LGA 2002. Specifically:

- the presiding officer at meetings of Council
- ensuring the orderly conduct of meetings of Council
- the ceremonial head of Council
- a Justice of the Peace (while in office)
- the authority to appoint a Deputy Mayor, to establish Committees of Council and to appoint the Chairs of those Committees
- the responsibility to lead the development of the district's plans, policies and budgets.

The Deputy Mayor must perform all the responsibilities of the Mayor:

- with the consent of the Mayor to cover a period of absence
- without that consent if the Mayor is prevented by illness or other cause from performing their duties
- if a vacancy for Mayor occurs during the term of Council.

### 6.1

## Role of Chief Executive | Mahi a te Tumu Whakarae

The Chief Executive is appointed by Council in accordance with the requirements of the LGA 2002. The Chief Executive implements and manages Council's policies and objectives within the budgetary constraints established by Council.

The responsibilities of the Chief Executive are:

- implementing the decisions of Council
- providing advice to 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 Council effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council
- providing leadership for the staff of Council
- employing staff (including negotiation of the terms of employment for the staff).

## 6.2

### Code of Conduct | Ngā Tikanga Whakahaere

Elected Members have specific obligations to their conduct in the following legislation:

- Schedule 7 of the LGA 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the Code of Conduct and Standing Orders (a set of procedures for conducting meetings).
- The Local Authorities (Members Interests) Act 1968 which regulates the conduct of Elected Members in situations where there is, or could be, a conflict of interest between their duties as an Elected Member and their financial interests
- The Secret Commissions Act 1910, which prohibits Elected Members from accepting gifts or rewards in the performance of their duties
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way or using official information for private profit.

The LGA 2002 requires Council to adopt a Code of Conduct that provides guidelines and principles for the standard of behaviour expected of Elected Members. It applies to Elected Members conduct between themselves and also with the Chief Executive, Council Staff, the media and the public.

Once adopted the code is in force until amended by Council. Council can amend the code whenever it chooses to, however it cannot revoke the code without adopting another in its place. Once adopted, amendments to the code, or the adoption of a new code, require a resolution supported by 75% or more of the members of Council present at the meeting.

## 7.

### Governance Structure | Kāwana whakatakotoranga

Council reviews its committee structures after each triennial election. At the last review, Council established nine standing committees. These committees are:

Committee	Elected Members	Note
Audit, Risk and Finance Committee	Deputy Mayor Larsen, Councillor Howard, Councillor Manderson, Councillor Nayyar, Councillor Wilson-Collins, Councillor Paniora	Philip Jones (Chair, external appointee)
Awards and Grants Committee	Councillor Wilson-Collins (Chair), Deputy Mayor Larsen, Councillor Williams, Councillor Howard, Councillor Vincent, Councillor Paniora	
District Licensing Committee	Councillor Lambeth	External members are Mark Farnsworth (Chair), Grace Le Gros, Amy Munn and Murray Clearwater
Economic Development Committee	Deputy Mayor Larsen (Chair), Councillor Howard, Councillor Vincent, Councillor Lambeth, Councillor Manderson, Councillor Nayyar	

## 7.

## Governance Structure (continued) | Kāwana whakatakotoranga

Council reviews its committee structures after each triennial election. At the last review, Council established nine standing committees. These committees are:

Committee	Elected Members	Note
Harding Park Committee	Councillor Lambeth (Chair), Councillor Manderson, Councillor Nayyar, Mr Rob Harding and Mr Henry Holyoake	Separately, Kaipara District Council representatives nominated for the Pou Tu o Te Rangi Joint Management Committee are Councillor Wilson-Collins, Councillor Paniora and Mr Rob Harding. The Pou Tu O Te Rangi Joint Management Committee is not a committee of Kaipara District Council but a committee under the jurisdiction of Te Uri o Hau
Joint Climate Change Adaptation Committee	Mayor Jepson or alternate Councillor Manderson	Standing committee made up of elected members from the Far North, Kaipara and Whangarei district councils, the Northland Regional Council and representatives from Northland hapū and iwi. Iwi representative - Fiona Kemp (alternate Snow Tane)
Mangawhai Community Park Governance Committee	Councillor Howard (Chair), Councillor Williams, Councillor Manderson	Committee with community representatives. External members are Daniel Hawes, Philip Johnson, Mary-Anne Boyd
Raupō Drainage Committee	Councillor Vincent	Committee with ratepayer representatives. External members are Ian Beattie (Chair), David Hart, Greg Gent, Grace Le Gros, Brian Madsen, Ross McKinley
Remuneration and Development Committee	Mayor Jepson (Chair), Deputy Mayor Larsen, Councillor Williams, Councillor Howard, Councillor Vincent, Councillor Manderson, Councillor Lambeth	
Taharoa Domain Governance Committee	Councillor Vincent (Chair), Councillor Nayyar, Councillor Williams, Concillor Paniora,	Committee with Te Roroa and Te Kuihi. External members are one representative from Te Roroa and one from Te Kuihi. External members - Sonny Nesbit, Ric Parore

The Terms of Reference, which describe the responsibilities and delegations for each Committee are available on our website at [www.kaipara.govt.nz](http://www.kaipara.govt.nz)

Elected Members are also appointed to a number of external committees. These appointments are as follows:

External Committee Appointments	Members
Coates Memorial Church Reserve Board	Councillor Vincent
Funding Committee for Creative Communities Scheme (administered by KDC)	Councillor Wilson-Collins (Chair)



## 7.

## Governance Structure (continued) | Kāwana whakatakotoranga

External Committee Appointments	Members
Funding Committee for KiwiSport/Rural Travel Fund (administered by KDC)	Councillor Paniora
Joint Civil Defence Emergency Management Committee	Councillor Lambeth or alternate Councillor Wilson-Collins
Joint Regional Economic Development Committee	Mayor Jepson, Deputy Mayor Larsen
Kaipara Community Health Trust	To come
Kaihu River Working Group (NRC)	Councillor Nayyar
Kaipara Moana Negotiations Reference Group/Working Party	Mayor Jepson, Councillor Vincent
Northland Chamber of Commerce	Councillor Howard
Northland Road Safety Trust	Councillor Lambeth
Poutō Catchment Working Group (NRC)	Councillor Paniora
Pou Tu o Te Rangi Joint Management Committee	Councillor Paniora, Councillor Wilson-Collins
Regional Transport Committee (NRC)	Councillor Nayyar
Sport Northland Board	Mayor Jepson
Volunteering Northland	Councillor Williams

### 7.1

### Delegations | Apatono

The LGA 2002 (Schedule 7, Clause 32) allows Council to delegate, to a committee or other subordinate decision-making body, community board, or member or officer of Council, any of its responsibilities, duties or powers except:

- the power to make a rate
- the power to make a bylaw
- the power to borrow money, or purchase or dispose of assets, other than as outlined in the LTP
- the power to adopt an LTP, Annual Plan or Annual Report
- the power to appoint a Chief Executive
- the power to adopt policies required to be adopted and consulted on under the Act in association with the LTP or developed for the purpose of the local governance statement
- the power to adopt a remuneration and employment policy.

Council's Committee delegations are contained within each committee's Terms of Reference, available on our website at [www.kaipara.govt.nz](http://www.kaipara.govt.nz)



## 8.

### Conduct of Meetings | Whanonga hui

The legal requirements for Council meetings are set down in the LGA 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). All Council and Committee meetings must be open to the public unless there is reason to consider an item in the “public excluded” session of a meeting.

LGOIMA contains a list of the circumstances where councils may consider items with the public excluded from the meeting (these circumstances generally relate to protection of personal privacy, legal privilege or commercial negotiations). The Council agenda is a public document, although parts may be withheld if the meeting is not public. Although meetings are open to the public, members of the public do not have a right to speak unless prior arrangements are made.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his/her discretion, order the removal of any member of the public for disorderly conduct or remove any Councillor 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 with three working days' notice or less for an emergency meeting. During meetings, the Mayor and Councillors must follow Standing Orders. Council may suspend Standing Orders by a vote of 75% of the members present.

## 8.1

### Significance and Engagement Policy | Hiranga me te hono kaupapa

Kaipara District Council has not adopted any specific consultation policies, but is guided by the consultation approaches and considerations contained within our Significance and Engagement Policy.

Council engages with its communities in a number of ways. Sometimes this is set in legislation and the steps we follow need to be clear and transparent. Council's Significance and Engagement Policy is required under S76AA of the LGA 2002.

This policy details: how Council determines the significance of its proposals in relation to issues, assets and other matters; any criteria or procedures used to assess the effects and extent of significance; and how community views on engagement are responded to and how we engage with communities.

Where Council considers there to be doubt over the significance of a proposal or decisions, then it should err on the side of caution and offer to engage with the community of interest.



## 9.

## Council and Māori partnership Kaunihera me Māori Whanaungatanga

In recognition of Te Tiriti o Waitangi (The Treaty of Waitangi), Council acknowledges its ongoing obligations in conjunction with the provisions afforded to Māori in both the Resource Management Act 1991 (RMA) and Local Government Act 2002 (LGA).

Council is dedicated to fostering strong, ongoing and increasingly effective relationships with Māori, to further raise Māori capacity to participate in local government decision-making in order to bring benefits to everyone in the Kaipara District. Maintaining and strengthening these relationships is a commitment upheld in all parts of Council and the activities it undertakes.

Kaipara District Council also operates under two formal partnership agreements with mana whenua. Council has a Mana Enhancing Agreement (MEA) with Te Roroa and a Memorandum of Understanding (MoU) with Te Uri o Hau, to support their status as Treaty partners.

At its October 2020 Council meeting, Council voted to establish a Māori Ward in the Kaipara District. Representation for elections 2022 and 2025 include one councillor elected to represent Te Moananui o Kaipara Ward (Māori Ward).

Council currently has an arrangement in place for the Taharoa Domain Governance Committee, which is a committee of Council, Te Roroa and Te Kuihi.



## Management structure and the relationship between management and elected members

### Whakahaere whakatakotoranga me te whanaungatanga ki waenga ki ngā Kaiwhakahaere me ngā Kaikaunihera

Under the LGA 2002, the Council is required to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to Council. 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 Mayor or Councillors. The Chief Executive is Jason Marris.



**Jason Marris**

*Chief Executive*

**Phone:** 09 439 1226

**Email:** jmarris@kaipara.govt.nz

Council Management is divided into five groups.

#### Transformation and Engagement

- Focusing on iwi relations, governance, strategy and policy, council property and land, communications and community relationships
- The General Manager is Michael Day (acting).



**Michael Day**

*GM Transformation  
and Engagement (acting)*

**Phone:** 09 439 9266

**Email:** mday@kaipara.govt.nz

#### Sustainable Growth and Investment

- Focusing on planning (resource and building consenting), financial services and revenue.
- The General Manager is Sue Davidson.



**Sue Davidson**

*GM Sustainable Growth  
and Investment*

**Phone:** 09 439 1233

**Email:** sdavidson@kaipara.govt.nz



## Customer Experience

- Focusing on customer services, Kaipara libraries, IT, regulatory (food, alcohol, animals, health and noise), project management.
- The General Manager is Hayley Worthington (acting).



**Hayley Worthington**

*GM Customer Experience (acting)*

**Phone:** 09 439 9260

**Email:** hworthington@kaipara.govt.nz

## Infrastructure Services

- Focusing on roading and four waters (wastewater, water supply, stormwater, land drainage), Northland Transportation Alliance team.
- The General Manager is Anin Nama.



**Anin Nama**

*GM Infrastructure Services*

**Phone:** 09 439 1113

**Email:** anama@kaipara.govt.nz

## People and Capability

- Focusing on health and safety, human resources, recruitment.
- The General Manager is Sarah Morris.



**Sarah Morris**

*GM People and Capability*

**Phone:** 09 439 1142

**Email:** smorris@kaipara.govt.nz

11.

## Equal Employment Opportunities Policy Whakaōrite Whiwhinga Mahi Kaupapa

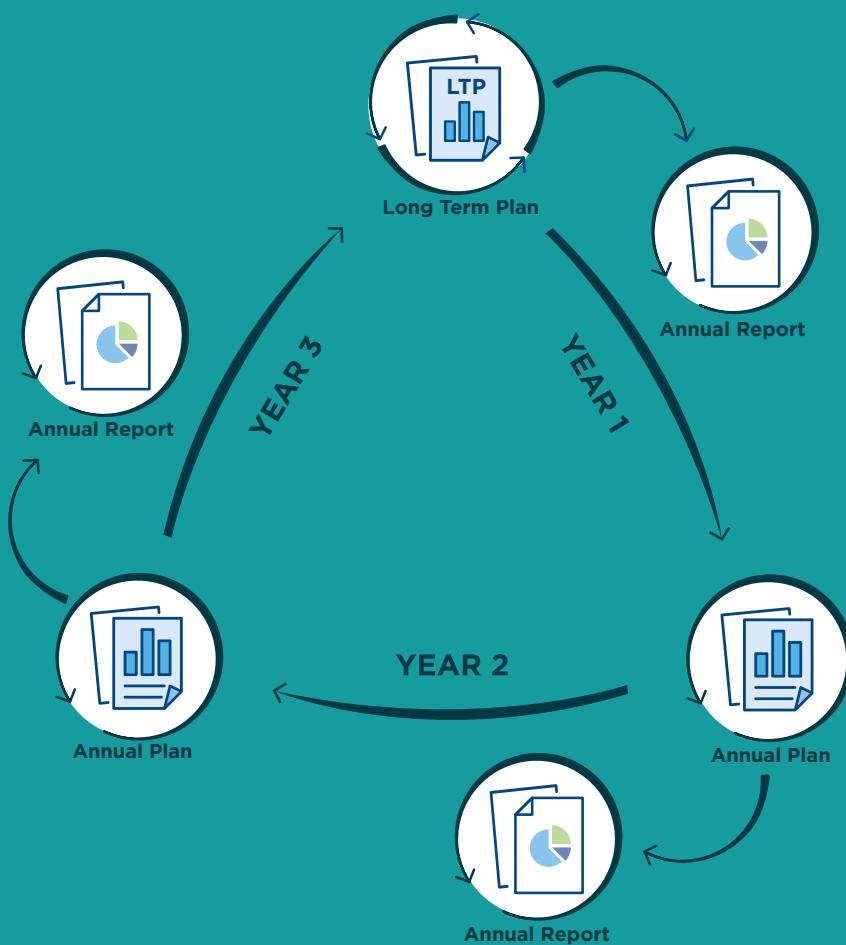
Council's Equal Employment Opportunities Policy is currently under development. Once it has been adopted by Council, it will be published on Council's website at [www.kaipara.govt.nz](http://www.kaipara.govt.nz)



## 12.

## Key approved planning and policy documents Ngā mahere matua i whakaae me ngā tuhinga kaupapa

### Council Reporting Cycle



## 12.1

### Long Term Plan | Mahere Wā Roa

The Long Term Plan (LTP) sets out the intended directions 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.

The LTP contains a summary of the Significance and Engagement Policy, the Revenue and Financing Policy, our Treasury Policies, the Liability Management Policy, the Investment Policy, our Rating Policies and the Funding Impact Statement.

The LTP is refreshed every three years.



## 12.2

### Annual Plan | Mahere Ā-Tau

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 LTP, how much this work will cost, the targets for the year and how the Council will measure whether the targets have been met.

## 12.3

### Annual Report | Rīpoata Ā-Tau

The Annual Report sets out Council's achievements and reports on whether the targets forecast in the previous years Annual Plan were reached. An Annual Report is required to be prepared and audited every year.

## 12.4

### District Plan | Mahere Takiwā

The Operative District Plan 2013 was prepared under the Resource Management Act 1991. Every Council is required to have a District Plan and update it every 10 years.

Council is currently reviewing and updating the District Plan – looking ahead to the next 10 to 15 years. The Kaipara District Plan is the 'rule book', which is applied to manage development, activities and the environment within the district. Its purpose is to protect our environment, historical heritage and cultural tāonga for future generations, through sustainable resource management, while supporting our communities to live and grow. Council commenced its District Plan review in 2018, with a Proposed District Plan to be ready for formal consultation in 2023.

## 12.5

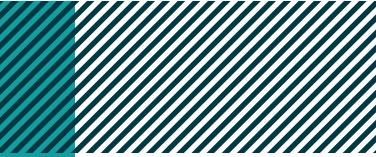
### Civil Defence Plan | Mahere Whakamarumaru

Northland Regional Council leads Civil Defence Management for the region. All territorial authorities are required to have an Operative Plan dealing with district civil defence matters.

*You can get a copy of the key approved planning and policy documents (and the process for their development and review) from Council Customer Service Centre or from the website [www.kaipara.govt.nz](http://www.kaipara.govt.nz)*



Ripiro Beach



13.

## Public access to Council and its Elected members **Hapori ki te Kaunihera me nga Kaikaunihera**

Council has two offices:

### **Dargaville**

32 Hokianga Road  
Dargaville 0310

**Phone:** 09 439 7059

### **Mangawhai**

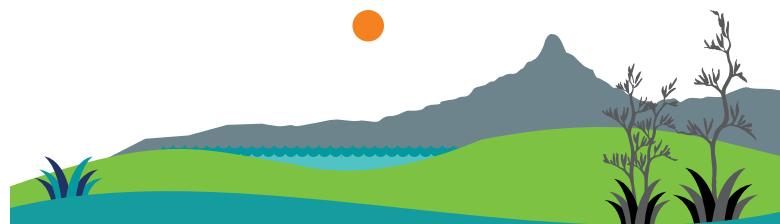
Unit 6  
6 Molesworth Drive  
Mangawhai 0505

**Phone:** 09 4397059

**Freephone:** 0800 727 059

**Website:** [www.kaipara.govt.nz](http://www.kaipara.govt.nz)

**Email:** [council@kaipara.govt.nz](mailto:council@kaipara.govt.nz)



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Check out our news website  
[www.kaipara.govt.nz/news](http://www.kaipara.govt.nz/news)

13.

## Public access to Council and its Elected members (continued) Hapori ki te Kaunihera me nga Kaikaunihera

You can contact Elected Members directly on:



**Mayor**  
Craig Jepson  
[mayor@kaipara.govt.nz](mailto:mayor@kaipara.govt.nz)  
**Ph:** 027 304 0144



**Deputy Mayor**  
**Kaiwaka-Mangawhai Ward**  
Jonathan Larsen  
[jlarsen@kaipara.govt.nz](mailto:jlarsen@kaipara.govt.nz)  
**Ph:** 021 185 8389



**Kaiwaka-Mangawhai Ward**  
Rachael Williams  
[rwilliams@kaipara.govt.nz](mailto:rwilliams@kaipara.govt.nz)  
**Ph:** 027 4885 668



**Kaiwaka-Mangawhai Ward**  
Mike Howard  
[mhoward@kaipara.govt.nz](mailto:mhoward@kaipara.govt.nz)  
**Ph:** 021 720 556



**Otamatea Ward**  
Ron Manderson  
[rmanderson@kaipara.govt.nz](mailto:rmanderson@kaipara.govt.nz)  
**Ph:** 021 722 184



**Otamatea Ward**  
Mark Vincent  
[mvincent@kaipara.govt.nz](mailto:mvincent@kaipara.govt.nz)  
**Ph:** 021 0829 8037



**Te Moananui o Kaipara Maori Ward**  
Pera Paniora  
[ppaniora@kaipara.govt.nz](mailto:ppaniora@kaipara.govt.nz)  
**Ph:** 021 046 6137



**Wairoa Ward**  
Gordon Lambeth  
[glambeth@kaipara.govt.nz](mailto:glambeth@kaipara.govt.nz)  
**Ph:** 021 033 7607



**Wairoa Ward**  
Eryn Wilson-Collins  
[ewilson-collins@kaipara.govt.nz](mailto:ewilson-collins@kaipara.govt.nz)  
**Ph:** 021 154 4828



**Wairoa Ward**  
Ash Nayyar  
[anayyar@kaipara.govt.nz](mailto:anayyar@kaipara.govt.nz)  
**Ph:** 021 0885 6851



14.

## How to request official information Me pēhea te patai mō te pārongo

Once a request is made Council must supply the information unless reason exists for withholding it. 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.

Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended). Council may charge for official information under guidelines set down by the Ministry of Justice.

- the first hour of this is free (in excess of one hour is charged at \$38.00 per 30 minutes)
- copying is charged at .20 cents per page and
- other actual costs can also be recovered.

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

**Email:** [administrationrequests@kaipara.govt.nz](mailto:administrationrequests@kaipara.govt.nz)

**Postal:** Chief Executive

Kaipara District Council  
Private Bag 1001  
Dargaville 0340

