



LOCAL GOVERNANCE STATEMENT 2025



Kaipara te Oranganui • Two Oceans Two Harbours



What is a local governance statement?

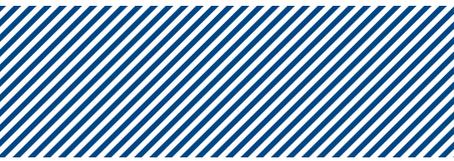
Kaipara District Council (Council) is required by the Local Government Act 2002 to provide a Local Governance Statement following each triennial election. This statement provides information about the processes through which Council makes decisions, engages with the residents of Kaipara, and how the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



Pouto Lighthouse

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1.

Functions, responsibilities and activities

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, cost effective and local infrastructure and services. Council has a variety of roles in meeting this purpose. These include managing local infrastructure, advocating for the district with other agencies, developing community and recreational facilities, minimising waste, civil defence emergency management, performing regulatory functions and planning for the future needs of the district.

2.

Local legislation

There are a number of Acts of Parliament that apply to Council or are administered by Council. In addition, Council is also bound by several Acts of local legislation:

- 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

2.1

Bylaws

Council has made a range of bylaws. These include the Dog Management Bylaw, which Council is required to make under the Dog Control Act 1996. All other bylaws have been at Council’s discretion. These 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. This policy is being reviewed in sections and separated into individual bylaws over time.	1999	2020
Alcohol Control Bylaw	This bylaw controls the possession and consumption of alcohol in designated areas throughout the Kaipara district.	2004	2023





Title	General Description	Made	Last Reviewed
Cemeteries and Crematoria Bylaw	This bylaw minimises public safety risks, distress, nuisance, damage to property and interference with ground maintenance and operational activities in Council owned or operated cemeteries.	2024	N/A
Dog Management Bylaw	This bylaw regulates the management of dogs in the district consistent with the Dog Control Act 1996.	1997	2019
Signs Bylaw	The purpose of this bylaw is to protect the public from nuisance, protect public safety and protect Council owned or controlled land and property from misuse, and to manage impacts on the effectiveness, efficiency and safety of Kaipara's roads.	2024	N/A
Stormwater and Land Drainage Bylaw	The purpose of this bylaw is to protect people and property by managing stormwater within the Kaipara District.	2021	N/A
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 the Northland Regional Council's Navigation Safety Bylaw 2017.	2019	2019
Wastewater Drainage Bylaw	This bylaw has two purposes: <ol style="list-style-type: none"> 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. 	2009	2021

All bylaws can be found on Council's website

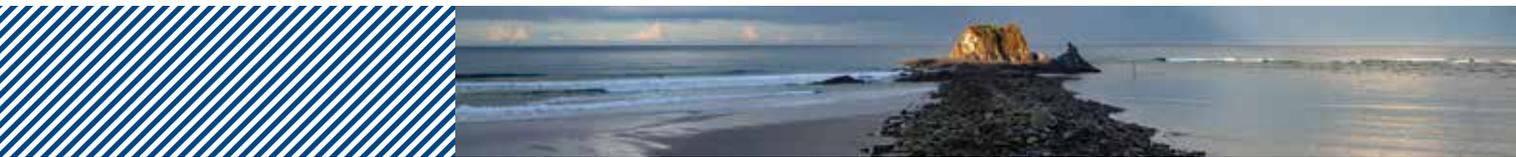
3. The electoral system

Council currently uses the First Past the Post (FPP) voting system. FPP is the simplest voting system, where people vote for their preferred candidates and the person with the most votes is declared the winner. The other electoral system permitted under the Local Electoral Act 2001 is the Single Transferable Vote (STV) in which the number of votes required for a candidate to be elected is calculated by a quota.

Under section 27 of the Local Electoral Act 2001 (LEA), Council can resolve, before 12 September 2026, to change the electoral system used at the last election (FPP). Should Council wish to consider changing its electoral system to STV, it can do so by resolution no later than 12 September 2026.

Under section 28 of the LEA, public notice must then be given by 19 September 2026 providing the right of at least 5% of electors to demand a poll on the resolution. Such a demand must be received by 11 December 2026 for a poll to be held by 28 March 2027.

In 2023 Council resolved to move to the FPP system for the 2025 and 2028 elections.



4.

Representation arrangements

Council is required to review its representation arrangements at least once every six (6) 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
- 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.

Councils may resolve to establish one or more Māori wards for 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. Only those people who are on the Parliamentary Māori roll can vote in a Māori ward. Once changed, the system must be used for at least the next two triennial elections and remains in place until a resolution is made, or a poll is carried out to change it.

The next representation review was due for Kaipara District Council in 2027, however a change in Government legislation in 2024 allowed councils who had previously established Māori wards to disestablish them, or to carry out a binding poll as part of the next local body election. Kaipara District Council resolved to disestablish its Māori ward, Te Moananui o Kaipara, on 7 August 2024 and was required to carry out a shortened representation review to ensure communities would have fair and effective representation. This resulted in some changes to ward boundaries and a decrease in the total number of Elected Members. The decision to disestablish the Māori ward is binding for the next two elections, meaning Kaipara District Council cannot establish a Māori ward for the 2028 local election.

As Council undertook a representation review in 2024, it is not required to conduct a review until 2030. However, Council can undertake a further review after three years (2027) if desired (for example if Council wishes to review its wards, boundaries, number of elected members or establish community boards).

Further information on the representation review can be found at kaipara.govt.nz/repreview



5. Current arrangements

Kaipara District Council has eight councillors and one mayor. Wairoa constituents are represented by three councillors, Otamatea constituents by two councillors, and Kaiwaka-Mangawhai constituents by three councillors. The Mayor is elected at large across the district.

There are no community boards in Kaipara District.

Ward	Population*	No. of Councillors per ward	Last Reviewed
Wairoa Ward	11,000*	3	2024
Otamatea Ward	6,180*	2	2024
Kaiwaka-Mangawhai Ward	10,050*	3	2024

(based on a population estimate for 2023* of 27,230)

*The population estimate used for representation reviews must be the latest available.





5.1 The reorganisation process

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

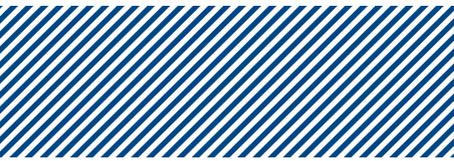
- make changes to the boundaries of the district
- create a new district or dissolve a current district
- create a unitary authority, i.e. combine all the functions of the Northland Regional Council and Kaipara District Council
- transfer a particular function or functions to another council.

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 of the 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

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

- representing the interests of communities
- formulating the 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 administration, legal, financial and strategic plans, 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)
- 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).



6. Elected Member roles and conduct (continued)

At inauguration Elected Members must make a declaration that they will perform their duties faithfully and impartially, and according to their best of their skill and judgment in the best interests of the district.

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 Mayor:

- leads the development of the district's plans, policies and budgets
- is the ceremonial head of Council
- is the presiding officer at meetings of Council and ensures their orderly conduct
- is a Justice of the Peace (while in office)
- has the authority to appoint a Deputy Mayor, to establish Committees of Council and to appoint the members of those Committees.

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

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

The Chief Executive is responsible for:

- 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 Council staff
- employing Council staff (including negotiating staff terms of employment).

6.2 Code of Conduct

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. Elected Members commit to following the code of conduct as part of their inauguration oath.

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.

Central Government is currently drafting a standard Code of Conduct that will apply to all councils and, when passed, will replace the current Code of Conduct adopted by Kaipara District Council.

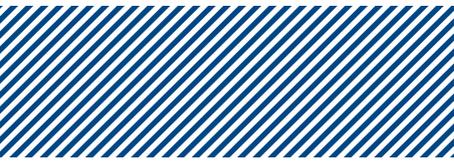
7. Governance Structure

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	Councillor Canton Councillor Jepson Councillor Nathan Councillor Tane Councillor Williams	Bruce Robertson (Chair, external appointee)
Awards and Grants Committee	Councillor Williams (Chair) Councillor Canton Councillor Lambeth Councillor Nathan Councillor Rogers Councillor Schimanski	

7. Governance Structure (continued)

Committee	Elected Members	Note
District Licensing Committee	Deputy Mayor Lambeth	External members are: <ul style="list-style-type: none"> Mark Farnsworth (Chair) Grace Le Gros Amy Munn Murray Clearwater
Harding Park Committee	Deputy Mayor Lambeth (Chair) Councillor Nathan Councillor Rogers Councillor Tane	Rob Harding (external member)
Mangawhai Community Park Governance Committee	Councillor Jepson (Chair) Councillor Canton Councillor Rogers Councillor Williams	Committee with community representatives. External members are: <ul style="list-style-type: none"> Mary-Anne Boyd (Chair of Friends of Mangawhai Community Park) Phillip Johnson (Community representative)
Raupō Drainage Committee	Councillor Rogers Councillor Schimanski	Committee with elected ratepayer representatives. External members are: <ul style="list-style-type: none"> Ian Beattie David Hart Greg Gent Grace Le Gros Ross McKinley Joesph Dragicevich Chair to be appointed
Remuneration and Development Committee	Mayor Larsen (Chair) Deputy Mayor Lambeth Councillor Canton Councillor Jepson Councillor Rogers Councillor Schimanski	
Taharoa Domain Governance Committee	Deputy Mayor Lambeth (Chair) Councillor Schimanski	Committee with Te Roroa and Te Kuihi. External members are <ul style="list-style-type: none"> Sonny Nesbit representing Te Roroa Ric Parore representing Te Kuihi



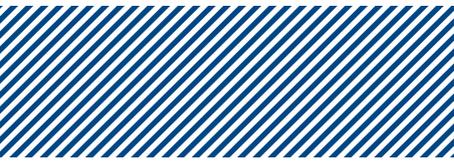
7. Governance Structure (continued)

Working groups	Elected Members	Note
Mangawhai Wastewater Treatment Scheme Working Group	Councillor Jepson/Councillor Williams	External appointees are: <ul style="list-style-type: none"> • Peter Neven (Chair) • Fraser Campbell • Mike Howard
Planning and Development Working Group	Mayor Larsen/ Councillor Williams (Chair) Deputy Mayor Lambeth Councillor Jepson	
Mangawhai Harbour Working Group	Councillor Jepson	External appointees <ul style="list-style-type: none"> • Mark Farnsworth (Chair) • Councillor John Hunt (NRC) • Peter Wethey (Mangawhai Harbour Restoration Society) • Wendy Leach (Mangawhai Matters) Nominees to come from DOC and Te Uri o Hau

The Terms of Reference describe the responsibilities and delegations for each Committee and Working Group and are available on our website at www.kaipara.govt.nz

Kaipara District Council also participates in several joint committees that facilitate collaboration with the Northland Regional Council and other local authorities.

Regional Committee appointments	Elected Members	Note
Civil Defence Emergency Management Committee	Deputy Mayor Lambeth (Alternate – Councillor Tane)	
Joint Regional Economic Development Committee	Councillor Jepson Deputy Mayor Lambeth (Alternate - Mayor Larsen)	
Regional Transport Committee (NRC)	Councillor Williams (Alternate – Deputy Mayor Lambeth)	
Northland Water Done Well – Elected Member Steering Group (EMSF)	Mayor Larsen Councillor Jepson Councillor Williams	Along with the Mayors and other appointed Elected Members from WDC and FNDC: <ul style="list-style-type: none"> • Mayor Couper (WDC, Chair) • Mayor Tepania (FNDC) • Councillor Court (FNDC) • Councillor Vujcich (FNDC) • Councillor Harding (WDC) • Councillor Yovich (WDC)



7. Governance Structure (continued)

Some appointments are requested by organisations whose trust deeds or constitutions empower Council to appoint members or are informally requested when elected members are sought for input.

External Committee appointments	Elected Members	Note
Coates Memorial Church Reserve Board	Councillor Rogers	
Creative Communities Scheme Funding (administered by KDC)	Councillor Rogers	
Kaihu River Working Group (NRC)	Councillor Tane	
Kaiwaikawe Wind Farm Project (community consultative group)	Deputy Mayor Lambeth	
Northland Road Safety Trust	Deputy Mayor Lambeth	
Poutō Catchment Working Group (NRC)	Councillor Nathan	
Pou Tu o Te Rangi Joint Management Committee	Councillor Nathan Councillor Tane	A Māori representative is to be appointed as Chair External representatives: <ul style="list-style-type: none"> • Rob Harding • two further Māori representatives [TBA].
Rural Travel Fund Scheme (administered by KDC)	Councillor Nathan (Chair)	
Volunteering Northland	Deputy Mayor Lambeth	





7.1 Delegations

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

8. Conduct of meetings

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/or 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.

Central Government is currently developing standard Standing Orders that, when completed, will replace the Kaipara District Council Standing Orders.



8.1 Significance and Engagement Policy

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 and provides overarching guidance for the Council in determining when and how to consult with the community.

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

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 meeting its legal obligations to Māori.

At present, the Council does not hold formal partnership agreements with mana whenua. Council agreed in the previous term to actively develop such agreements in collaboration with relevant iwi and hapū.

Council currently participates in the Taharoa Domain Governance Committee, a formally constituted body comprising representatives of Kaipara District Council, Te Roroa, and Te Kuihi.



10.

Management structure and the relationship between management and elected members

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 Interim Chief Executive is Michael Day.

Council is currently recruiting for a new Chief Executive.



Michael Day

Interim Chief Executive

Phone: 09 439 9266

Email: mday@kaipara.govt.nz

Council Management is divided into five groups.

Service Delivery

- Focussing on roading, operations, community services (including parks and libraries), bylaws compliance, and animal compliance
- The General Manager Service Delivery is Nick Bennetts.



Nick Bennetts

General Manager Service Delivery

Phone: 027 382 3024

Email: nbennetts@kaipara.govt.nz

Planning and Development

- Focusing on building services, planning and policy, resource consents and quality assurance.
- The Acting General Manager Planning and Development is Lloyd Barton.



Lloyd Barton

Acting General Manager Planning and Development

Phone: 09 439 1158

Email: lbarton@kaipara.govt.nz



Strategic Improvement

- Focusing on project delivery, strategic programmes and engagement, asset management, information and systems, and cultural outcomes.
- The General Manager Strategic Improvement is Hayley Worthington.



Hayley Worthington

General Manager Strategic Improvement

Phone: 09 439 9260

Email: hworthington@kaipara.govt.nz

Corporate Services

- Focusing on customer support, finance, business support, and revenue.
- The General Manager Corporate Services is Sue Davidson.



Sue Davidson

General Manager Corporate Services

Phone: 09 439 1233

Email: sdavidson@kaipara.govt.nz

People and Capability

- Focusing on staff capability, recruitment, and change
- The Manager is Kim Jenyns.



Kim Jenyns

Manager People and Capability

Phone: 09 439 1217

Email: kjenyns@kaipara.govt.nz





11. Equal Employment Opportunities Policy

Council has a policy of equal employment opportunity for all workers and, when managing staff, seeks to identify and eliminate any barriers that may affect opportunities for employment and progression.

Council has taken positive action and adopted 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 provide access to employment opportunities based on merit, without fear of discrimination or harassment.

12. Key approved planning and policy documents





12.1

Long Term Plan

The Long Term Plan (LTP) sets out the intended direction for the district's future with the Vision and Community Outcomes. It also contains the work programmes set to achieve this. It is put together by Council with the assistance of the community through an inclusive process. The LTP includes council's activities and what each is planned to deliver across the life of the plan, showing budgets and funding impact statements. It also contains the Infrastructure and Finance Strategies, various council finance and rating policies, and the Significance and Engagement Policy.

The LTP is reviewed every three years.

12.2

Annual Plan

The world is not static so inevitably, the Long Term Plan (LTP) will require changes. The Annual Plan is required by legislation to be prepared for years two and three of a current LTP to reflect these changes. It updates financials, and if required, activities and performance measures.

Council reports annually on what it has achieved and delivered each year through the independently-audited Annual Report.

12.3

District Plan

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.

The Operative District Plan 2013 was prepared under the Resource Management Act 1991. Every Council is required to have a District Plan that looks ahead to the next 10 to 15 years and update it every 10 years.

Council is currently completing a review of their district plan. The proposed District Plan was notified in April 2025 and is in the process of public hearings, where individual and business representatives give feedback on specific details proposed in the plan. After hearings are completed Council will make decisions, which may be appealed through the Environment Court.

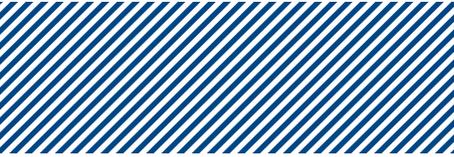
Depending on whether the plan can be made Operative, the new District Plan is likely to stay in place until the Government has replaced the Resource Management Act.

12.4

Civil Defence Plan

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. Council works with the Northland Regional Council to deliver the plan.

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



13. Public access to Council and its Elected members

Council has two offices:

Dargaville

32 Hokianga Road
Dargaville 0310

Phone: 09 439 7059

Mangawhai

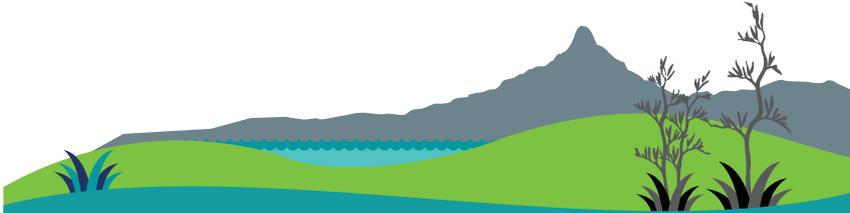
Unit 6
6 Molesworth Drive
Mangawhai 0505

Phone: 09 439 7059

Freephone: 0800 727 059

Website: www.kaipara.govt.nz

Email: council@kaipara.govt.nz



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Connect with us on **LinkedIn**



13. Public access to Council and its Elected members (continued)

You can contact Elected Members directly on:



Mayor
Jonathan Larsen
mayor@kaipara.govt.nz
Ph: 021 067 6525



Deputy Mayor
Wairoa Ward
Gordon Lambeth
glambeth@kaipara.govt.nz
Ph: 021 033 7607



Wairoa Ward
Josephine Nathan
jnathan@kaipara.govt.nz



Wairoa Ward
Snow Tane
stane@kaipara.govt.nz
Ph: 021 439 644



Otamatea Ward
Denise Rogers
drogers@kaipara.govt.nz
Ph: 021 423 376



Otamatea Ward
Mike Schimanski
mschimanski@kaipara.govt.nz
Ph: 027 430 2739



Kaiwaka-Mangawhai Ward
Luke Canton
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Ph: 021 432 436

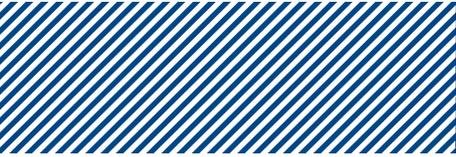


Kaiwaka-Mangawhai Ward
Craig Jepson
cjepson@kaipara.govt.nz
Ph: 027 304 0144



Kaiwaka-Mangawhai Ward
Rachael Williams
rwilliams@kaipara.govt.nz
Ph: 027 488 5668





14.

How to request official information

Once a request is made Council must supply the information unless a reason exists for withholding it. The Local Government Official Information Management Act 1987 (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 Māori 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. These fees are set out in the council's Fees and Charges, published on the Kaipara District Council website.

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

Email: administrationrequests@kaipara.govt.nz

Postal: Chief Executive Kaipara District Council Private Bag 1001 Dargaville 0340

Or complete the form on Council's website at

www.kaipara.govt.nz/contact-us/offical-information-request



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