



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL

Governance Statement

Guide for community on Council processes

Adopted XX June 2023



Version Control: 2022 – 2025 Triennium

Version	Changes	Date
1.0	Document creation for the new Triennium.	21 June 2023

This Governance Statement is a requirement of Section 40 of the Local Government Act 2002 and includes the following broad categories of information:

The Governance Statement will be updated from time to time to ensure that its content is accurate and up to date, with this version being adopted by Council on xx June 2023

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CENTRAL HAWKE'S BAY DISTRICT COUNCIL

Our Strategic Direction

Together we Thrive!

Our vision for Central Hawke's Bay is a proud and prosperous district made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

What we know - Our DNA -

- WORKING TOGETHER** - Central Hawke's Bay will be stronger when we work together. Partnerships and collaboration are at the core of everything we do.
- CUSTOMER EXCELLENCE** - The communities we serve are our customers. They are at the heart of our decisions, decisions and communication. We engage with our customers to deliver value and exceed expectations.
- PLANNING FOR TOMORROW** - We will act with purpose, and think with a long-term lens to make sure our actions future proof Central Hawke's Bay.
- THINKING SMARTER** - We need to think smarter and better to everything we do. With a culture of innovation and continuous improvement we will add value to our communities.

What we stand for - Our Values -

Our values capture who we are and what matters most to us. They are the attitudes we embrace as individuals, teams and as a whole organisation. We are all personally responsible for acting with these in mind.

- TRUST** - We create trust by acting with integrity.
- HONESTY** - We do what is right even when no one is looking.
- RESPECT** - We have respect for each other, our community and our stakeholders.
- INNOVATION** - We find smarter ways to produce improved and sustainable results.
- VALUING PEOPLE** - We are our teams, supporting each other to succeed.
- EXCELLENCE** - We deliver exceptional results.

What we're most proud of - Our Greatest Asset -

People are our greatest asset. At Central Hawke's Bay District Council we are committed to providing a safe and great place to work that values diversity and inclusion, and develops skilled people who can lead our community to thrive.

Why we do what we do - Our Purpose -

It's our goal to create an environment that supports a thriving Central Hawke's Bay district, by providing efficient and appropriate infrastructure, services and regulatory functions.

The outcomes we want to achieve - Our Objectives -

- A proud district.
- A prosperous district.
- Strong communities.
- Connected citizens.
- Smart growth.
- Environmentally responsible.
- Durable infrastructure.

How we'll reach our outcomes - Our Focus -

- Promoting smart growth.
- Attracting and enabling business success.
- Strengthening our district and community identity.
- Protecting and promoting our unique landscape.
- Planning for tomorrow to future proof Central Hawke's Bay.

Introduction

The purpose of the Central Hawke's Bay District Council's Governance Statement is to help inform communities on how Council works. It is a collection of information on Council's role, governance and decision-making arrangements, how we engage with our communities and our management structure and key policies.

While the statement provides the public with information on the ways to influence local democratic processes, much of the information that Council is required to provide in the Governance Statement is already available to residents through information in other documents and on Council's website www.chbdc.govt.nz.

If you want to find out more about Council, how to get involved or what we're up – we really encourage you to reach out!

You can do this by contacting us 24/7 on 06 857 8060, head to our website www.chbdc.govt.nz or emailing us customerservice@chbdc.govt.nz

Our vision for Central Hawke's Bay

Our community's vision developed in Project Thrive, describes our community with wellbeing at its core.

Our vision for Central Hawke's Bay is for a proud and prosperous District made up of strong communities and connected people who respect and protect our environment and celebrate our beautiful part of New Zealand.

Central Hawke's Bay:

Together We Thrive! E Ora Ngā Tahi Ana!

Our people are our greatest asset. At the core of everything we do is a vision that our people are healthy, prosperous and resilient, with a strong sense of pride and identity

In 2016 with the arrival of a new Mayor and six new Councillors, joining two incumbent Councillors, the clear message from the people of Central Hawke's Bay was that there was a need for change and a new approach to deliver on the aspirations of Central Hawke's Bay.

Project Thrive was born from this change, reflecting six simple words that have translated into a values based strategic approach for the District, based on Trust, Honesty, Respect, Innovation, Valuing People and Excellence - THRIVE.

With these values at the core, in early 2017 we asked our community, what their vision for Central Hawke's Bay was.

Through early 2017, we received over 4,500 pieces of feedback and in May the outcomes of the feedback were presented back to the community. Across seven key themes/goals were 67 initiatives and projects to deliver on a Central Hawke's Bay of the future. This work together directly led to the creation of our community vision – Together we Thrive and our seven community goals to achieve a thriving Central Hawke's Bay.

This vision continues to be the cornerstone of our aspirations for Central Hawke's Bay and is reflected in everything we do. Project Thrive created a foundational blueprint for success in our

District that we have continued to build upon.

As part of the 2021 – 2031 Long Term Plan, we continued to build on Project Thrive, establishing more detail on what each of our seven goals meant to our community, our approach to achieve these and the creation of measurable targets over the long term to understand our successes.

Supported by our DNA and seven strategic goals, we aim to bring our vision to life through activities and actions that support and deliver on our collective vision.

Achieving our vision requires a team effort from all of us. With highly connected elected members, staff, strategic suppliers and community – we are thriving!

You can read more about project thrive on our website, including the original outcomes of our consultation as well as our vision and values [here](#).

Our DNA

We have identified four fundamental ways that will guide the way Council and Councillors interact with our communities and lead our district.

The guiding principles will be evident in the way we engage, plan, make decisions and allocate resources on behalf of the District and residents.



Working Together: Central Hawke's Bay will be stronger when we work together. Partnerships and collaboration are at the core of everything we do.



Customer Excellence: The communities we serve are our customers. They are at the heart of our decisions, interactions and communication. We'll engage with our customers to deliver value and exceed expectations.



Thinking Smarter: We need to think smarter and better in everything we do. With a culture of innovation and continuous improvement we will add value to our communities.



Planning for Tomorrow: We will incorporate long-term thinking into everything we do, so we can futureproof Central Hawke's Bay.

We have identified seven strategic goals for achieving this vision:



Goal 1

Central Hawke's Bay is proud of its identity and place in our region and nation. We hold our head high on the national and international stage, celebrating our unique landscape from the mountains to the sea.



Goal 2

Ours is a thriving and prosperous district that is attractive to businesses. Central Hawke's Bay is enriched by the households and whānau that are actively engaged in, and contribute, to our thriving district.



Goal 3

We have a strong community spirit and work together to support each other. Central Hawke's Bay is made up of proud communities with unique identities that come together to form a strong and thriving district.



Goal 4

Our citizens can connect easily with each other and with those outside of our district. We all have access to everything Central Hawke's Bay has to offer and enjoy these great things together.



Goal 5

We grow Central Hawke's Bay in a smart and sustainable way that cherishes our identity. We use our resources intelligently and with care, to ensure they are protected for the citizens of the future.



Goal 6

Central Hawke's Bay is home to a unique and beautiful landscape. We celebrate our environment and work together to enhance our local natural wonders and resources.



Goal 7

We aim to provide sound and innovative facilities and services that meet the needs of our communities today. Our infrastructure is fit for purpose and future proofs our thriving district for tomorrow.

Our Partnership Approach with Māori

Supporting and Encouraging Māori to contribute to Council Decision Making
Tautoko me te akiaki i Ngāi Māori hei āwhina i ngā whakataunga

Tangata Whenua play a hugely significant role in the District in terms of leading economic, environmental, social and cultural opportunities for the community. This considered, the scope for Māori involvement in decision making is wide and varied. Council recognises the mana, rights, and interests of Māori, taking into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

Tuhono Mai Tuhono Atu

In 2020 Council adopted its Māori Engagement Strategy as a channel to ensure council continues to consider and promote the current and future opportunities for Māori wellbeing.

Developed in conjunction with Te Taiwhenua o Tamatea, the Strategy seeks to ensure that as a Council and community we are acting as a key enabler in supporting Tangata Whenua to achieve their aspirations. Based on four pou that Strategy's vision is:

"Together, Central Hawke's Bay values the place and role of tangata whenua in our history and our future – E ora Ngātahi ana – Together we Thrive"

The strategy provides a framework for priorities that contribute toward our collective aspirations for cultural development – both internally as an organisation and outward facing to our community.

Culture connects and strengthens communities, instils a sense of pride and identity and improves individual and community health and wellbeing. Māori culture, is central to our sense of New Zealand's uniqueness as a place, a society and a nation.

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Our roles for Cultural Development include being a funder, partner, collaborator, leader and facilitator. We recognise that our role needs to grow, as we continue to strengthen our relationship with the people of Tamatea.

Partnership in development

The Tamatea Partnerships Committee was established following the establishment of the 2022 – 2025 Triennium. The purpose of this committee is to provide guidance to Central Hawke's Bay District Council from Mana whenua partners – the Heretaunga Tamatea Settlement Trust and Ngā Hapū o Tamatea (via mārae and Te Taiwhenua o Tamatea) – on effective partnership in Tamatea Central Hawke's Bay that reflects Te Tiriti o Waitangi and associated Acts and responsibilities of Local Government to that effect.

The committee has been formed as the basis for co-designing the process, principles and outcomes required to work towards mutually agreed wellbeing outcomes.

We welcome and look forward to continuing to grow our partnership.

Our Policy Approach

Our approach to partnering with Māori will continue to grow and enhance as the fires of our partnership is fanned. Councils **Governance Policy Framework** sets the Maori Contribution to Decision Making Policy, as an integral policy in Councils overall Governance Policy Framework.

The **Māori Contribution to Decision Making Policy** recognises the special and unique position of tangata whenua of Tamatea / Central Hawke's Bay District and the important role Maori have to play in enhancing and contributing to Council's decision making processes. Its sets out that we recognise Te Tiriti o Waitangi / the Treaty of Waitangi as New Zealand's founding document. Our relationship with and responsibilities to Māori are grounded by this and guided by relevant law.

Council's **Significance and Engagement Policy** also sets out the engagement principles and practices that guide when and how council will engage with the community as part of any decision-making process. The Policy acknowledges the unique status of Māori and the wider Māori community and is committed to ensuring that it provides opportunities for Maori to contribute to in the decision making process.

Te Tiriti o Waitangi – Treaty of Waitangi Obligations

We recognise Te Tiriti o Waitangi as the founding document between Māori and the Crown. For Council, the legislative recognition of Te Tiriti o Waitangi is provided for in the Local Government Act 2002. There are specific provisions in Parts 2 and 6 of the Act, which provide principles and requirements for Council to facilitate participation by Māori in local authority decision-making processes.

The Act states that Council must:

- Establish and maintain processes to provide opportunities for Māori to contribute to the decision making processes of the local authority
- Consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority
- Provide relevant information to Māori for these purposes.

The Resource Management Act 1991 (RMA) is another key piece of legislation applicable to local government. Section 8 of the RMA requires all persons exercising functions and powers under it, in relation to managing the use, development, and protection of natural and physical resources, shall take into account the principles of Te Tiriti o Waitangi.

Functions, Responsibilities and Activities

The Local Government Act 2002 sets out the purpose of local government as:

- 1) The purpose of local government is—
 - a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
- 2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
 - a) efficient; and
 - b) effective; and
 - c) appropriate to present and anticipated circumstances.

The Local Government Act 2002 and subsequent amendments introduced changes to the way councils plan ahead, and as part of this, placed a responsibility on councils to work with their communities to identify the community's expectations and priorities – known as community outcomes.

Council has an obligation to ensure that its work programmes and services contribute to community outcomes and promote the “four well-beings” - social, economic, environmental, and cultural – of its district in the present and for the future.

Central Hawke's Bay District Council's community outcomes are set out in our Community Wellbeing Strategy and 2021-2031 Long-Term Plan (LTP). It also outlines the Council's priorities for the next 10 years and provides information on budgets, rating levels, major projects, and general Council services. A LTP highlights the Council's plans for the next 10 years, including the means of funding the Council's ongoing programmes and capital works projects. Central Hawke's Bay District Council is currently delivering on the Long-Term Plan 2021-2031.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and services (i.e. roadways, footpaths, water, sewerage and stormwater)
- Community services and facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory functions and services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)
- Local economy (promoting a resilient and diverse economy)
- Local democracy (i.e. access to Council information and public engagement opportunities)
- Financial management of the Council (ensuring Council expenditure is affordable and sustainable).

Legislation

In conducting its activities, Central Hawke's Bay District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation. The following outlines applicable statutory requirements:¹

Section 46(1) Local Government Act 2002 - Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

Schedule 7 clause 1 of The Local Government Act 2002 - Any elected member (the Mayor or a Councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993 or are convicted of an offence punishable by a term of imprisonment of two years or more.

Local Authority (Members' Interests) Act 1968 - This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

The Local Government Official Information and Meetings Act 1987 ("LGOIMA") - The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

Statutes Pertaining to Local Government - In fulfilling its purpose, the Central Hawke's Bay District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991

In addition, there are numerous other general Acts of Parliament that confer powers on the council and regulate its functions.

¹ Please note this list is not exhaustive, but outlines those statutes which are most commonly used.

Bylaws

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Central Hawke's Bay District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

In addition to the Bylaws listed below, the new Freedom Camping Bylaw is currently being drafted and is due to be adopted by December 2023.

TITLE	DESCRIPTION	NEXT REVIEW
Part 01 Introductory Bylaw 2018	The purpose of this bylaw is to identify and clearly interpret those terms and expressions that are used throughout all the Bylaws. It also outlines serving of orders and notices, powers of delegation and entry, suspension and revocation of licenses, removal of works executed contrary to the Bylaws, fees and charges, offences and breaches and penalties for breach of Bylaws.	1 November 2027
Part 02 Public Places Bylaw 2018	This Bylaw controls a diverse range of activities to ensure that acceptable standards of convenience, safety, visual amenity and civic values are maintained for the wellbeing and enjoyment of citizens, visitors and businesses within the district.	1 November 2027
Part 03 Hostels Bylaw 2018	This Bylaw enables Council to monitor the operation of hostels and similar accommodations so that the health and safety of tenants or the community at large are not threatened. It also addresses issues which are not covered in the Building Act.	1 November 2027
Part 04 Trading in Public Places Bylaw 2018	The purpose of this bylaw is to regulate the conduct of persons selling goods on streets, roads, footpaths and other public places. It also serves to regulate the conduct of persons using vehicles to sell goods and services to the general public.	1 November 2027
Part 05 Livestock Movement & Animals in Public Places Bylaw 2018	With the purpose of this bylaw is to control the movement and grazing of livestock.	1 November 2027
Part 06 Solid Waste Bylaw 2018	The purpose of this bylaw is to regulate Waste Management including the collection, transportation and disposal of waste. The aim is to support waste minimisation and reduction.	1 November 2027
Part 07 Water Supply Bylaw 2021	The purpose of this bylaw is to regulate the district's water supply.	2024

Part 08 Control of Advertising Signs Bylaw 2018	The purpose of this Part of the bylaw is to ensure that advertising signs are erected, maintained, and displayed in such a manner that they do not present a hazard or a danger to public safety.	1 November 2027
Part 12 Dog Control Bylaw 2018	The main purpose of this Bylaw is to manage the regulation and control of dogs in public places. It also serves to limit the number of dogs on a property and to assert the standards required for keeping dogs, including a dog's health.	1 November 2027
Part 13 The Keeping of Animals Poultry and Bees Bylaw 2018	The purpose of this bylaw is to outline requirements for the keeping of animals, poultry and bees. The requirements are deemed necessary for the protection of neighbours and property owners.	1 November 2027
Part 14 Cemeteries Bylaw 2018	The purpose of this bylaw is to enable Council to control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership.	1 November 2027
Part 21 Stormwater Bylaw 2021	This purpose of this bylaw is for the management of stormwater and provision of stormwater networks.	2024
Part 22 Wastewater Bylaw 2021	This purpose of this bylaw is for the management of wastewater and provision of wastewater networks	2024
Part 23 Trade Waste Bylaw 2021 (and Appendices)	This bylaw regulates the discharge of Trade Waste to a Sewerage System operated by Central Hawke's Bay District Council (CHBDC).	2024
Part 25 Traffic Bylaw 2018	The purpose of this bylaw is to set out the requirements for parking and control of vehicular or other traffic on any road within Council jurisdiction.	1 November 2027
Part 26 Speed Limits Bylaw 2018	The purpose of this bylaw is to set speed limits throughout the District.	1 November 2027
Part 29 Liquor Control in Public Places Bylaw 2018	The purpose of this bylaw is to cover such matters as specification of public places, days and times where the Liquor Control Bylaw applies and to outline the powers of the Police and detail exemptions to the Bylaw.	1 November 2027

Policies

Council holds a separate register of Policies. At the time of preparation this is the current list of policies and their status.

TITLE	DESCRIPTION	NEXT REVIEW
Acquisitions of Esplanade Reserves Policy	The purpose of this policy is to contribute to the protection of conservation values, to enable public access to or along any sea, river or lake and to enable public recreational use of the esplanade reserve or esplanade strip and adjacent sea river or lake.	Due for review
Asset Management Policy	The purpose of this policy is to support Council's vision, goals and objectives through the management of physical assets.	Due for review
Camping Policy	The purpose of this policy is to ensure Camping Ground facilities are available within the district and where possible, camping ground facilities are transferred to a private operator.	Due for review
Cemeteries Policy	The purpose of this policy is to ensure our cemeteries are a safe way to care for our deceased, are managed efficiently and with standards that protect public health and the environment.	26 August 2024
Chief Executive Pay and Performance Policy 2019	The purpose of this policy is to deliver fair, equitable, affordable pay outcomes that recognize performance and contribution to the delivery of our Vision of 'Together we Thrive'. This policy is the key mechanism for Council to provide a clear framework for the performance and pay incentives for their Chief Executive,	Due for review
Civic and Community Awards Policy	The purpose of this policy is to provide the process and guidelines for the annual Civic and Community Awards.	Due for review
Class 4 Gambling and Board Venue Policy	The purpose of this policy is to ensure Council consent is sought before new gaming machine venues are established, or the number of machines at an existing venue are increased.	November 2024
Community Funding Policy	The purpose of this policy is to provide guidelines as to how funding should be allocated to best meet Council's vision and outcomes.	6 May 2024
Dangerous and Insanitary Buildings Policy	The purpose of this policy is to ensure that Council appropriately discharges its statutory obligations under the Building Act 2004. The policy also assists ensuring public safety, assisting Council to achieve the two Community Outcomes of Safe and Secure Communities and A Lifetime of Good Health and Wellbeing by ensuring homes and other structures are safe to live in or visit.	Due for review
Development Contributions Policy 2021	The purpose of this policy is to identify the charges and processes that will be applied to developments within the district	13 May 2024

District Hall Policy	The purpose of this policy is to outline the approach for District Halls including the establishment of Hall Committees and the coordination of annual funding.	Due for review
Dog Control Policy	The purpose of this policy is to provide a practical framework for the care and control of dogs throughout the district, to support owners with targeted education and control measures to minimize nuisance situations and to encourage owners to make better provision for the control and care of their dogs. It clarifies why Council undertakes Dog Control functions and how these are implemented with a focus on continuous service improvement.	Due for review
Elected Member Remuneration and Expenses Policy	The purpose of this policy is to set clear expectations of the provision of remuneration and allowances for elected members and other representatives of the Central Hawke's Bay District Council.	8 April 2024
Geotechnical Site Investigation for Building and Resource Consent Policy	The purpose of this policy is to provide guidance to applicant's regarding the minimum geotechnical site investigation requirements at the time of Building or Subdivision/ Land Use consent.	Due for review
Local Alcohol Policy	The purpose of this policy is to provide direction for the District Licensing Committee so that licensing decisions contribute to CHB being a safe and healthy district. It also provides the criteria of the Local Alcohol Policy for proposed license applications and guidance for decision making.	20 September 2024
Local Approved Products Policy	The purpose of this policy is to set a clear framework to be applied to all applications that the 'Psychoactive Substances Regulatory Authority' considers when granting licenses for premises that sell approved products in the Central Hawke's Bay District.	1 June 2024
Māori Contribution to Decision Making Policy	The purpose of this policy is to outline Council's commitment to enhancing Māori contribution and representation to the decisions that Central Hawke's Bay District Council makes.	3 June 2023
Partnerships with the Private Sector Policy	The purpose of this policy is to enable Council to enter into partnerships with the private sector where there is a potential benefit for the wellbeing of the community.	Due for review
Procurement Policy	The purpose of this policy is to provide guidance to suppliers and staff of Central Hawke's Bay District Council to achieve the outcomes of the Central Hawke's Bay long term plan and vision for the future. This policy provides clear intentions to suppliers, contractors and the community on the key areas the Council will consider throughout the procurement process.	18 September 2023
Rates, Remission, Postponement, Discounts and Collections Policy	The purpose of this policy is to assist clubs who provide their own facilities and enable them to facilitate the ongoing provision of non-commercial community services and recreational opportunities to the District.	13 June 2023
Retirement Housing Policy	The purpose of this policy is to outline the outcomes to be achieved, the application criteria and financial management requirements.	2024
Revenue and Financing Policy	The purpose of this policy summarises the funding sources to be used by the Council and their intended use.	13 May 2024
Significance and Engagement Policy	The purpose of this policy is to enable Council to identify when it would be appropriate to engage with the community, provide clarity to the community on how it might be engaged in various types of decisions and inform Council from the start of a project the extent of any engagement that might be required before any decisions are made.	31 July 2023
Smokefree and Vape-free Policy	The purpose of this policy is to educate the public and send a positive message to our community that our children's health and the environment should be protected from the effects of smoking and vaping. It encourages residents and visitors to Central Hawke's Bay to be smokefree and vape-free in public spaces. Because the role of local government on smoking is limited the policy focuses on positive actions to promote the policy outcomes.	1 June 2024
Special Fund Account Policy	The purpose of this policy is to identify the special funds that Council operates and how these are to be managed.	22 April 2024

Stormwater Drainage Policy	The purpose of this policy is to clarify Council's responsibilities for stormwater and drainage systems within residential areas.	Due for review
Stormwater Laterals and Sewer Repairs Policy	The purpose of this policy is to clarify Council's responsibilities for stormwater laterals and sewer repairs.	Due for review
Treasury Management Policy	The purpose of this policy is to outline approved policies and procedures in respect to all treasury activity to be undertaken by Central Hawke's Bay District Council. This policy will enable treasury risks within Council to be prudently managed.	11 November 2024
Voluntary Organisations and Incorporated Societies Policy	The purpose of this policy is to outline the valuable role voluntary organisations play in the community and how the Central Hawke's Bay District Council can support these organisations when setting the schedule of fees and charges for Public Halls and Buildings.	Due for review
Land Transport Policy	The purpose of this policy is to provide clarity and consistency to those making decisions and those affected by decisions on Council's Land Transport network. The policy contains positions and direction that are designed to deliver on the objectives/principles of Council's Land Transport Strategic Framework.	1 August 2024

DRAFT

Requests for Official Information

There are two pieces of legislation that prescribe how and what information is disclosed and protected for Local Government. They are:

- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Privacy Act 2020

Local Government Official Information and Meetings Act 1987 (LGOIMA)

The LGOIMA allows people to request official information held by a local authority. It contains rules on how official information is governed, and how that information can be requested.

Most information held by a local authority is classified as official information. This can be held in any form including tape, electronic, maps, plans, etc. It does not include information contained in library or museum material used for reference or exhibition purposes. Personal information includes information about a “natural” person (living identifiable person).

Local authorities must ensure they pay heed to the purposes in the Act when administering it. These include –

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in
- Order to enable more effective participation by the public in the actions and decisions of local authorities; and
- To promote the accountability of local authority

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members and officials, and there by enhance respect for the law and to promote good local government in New Zealand

- To provide for proper access by each person to official information relating to that person
- To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

The underlying principle of the Act is the ‘principle of availability’. That is, information should be made available unless there is good reason to withhold it.

Given the size of our organisation, a policy dealing with information requests needs to be simple and easy to use. Information to guide staff on when and how to apply either piece of legislation is required so Council can make appropriate and consistent decisions.

The Act also promotes the open and public transaction of business at meetings of local authorities.

Generally, members of the public are entitled to attend any meeting of Council or a committee of Council. There are times however when, for specific reasons, public may need to be excluded for the whole or part of a meeting. Any exclusion must be justified under the Act.

When a request is made, the Council must supply the information within 20 working days unless there is a reason for withholding it. The Council may charge for official information under guidelines set down by the Ministry of Justice. This will apply particularly where considerable staff time is required to research information. If this is the case,

the Council will communicate with the requestor prior to undertaking the work.

Some information can be withheld. The LGOIMA says that information may be withheld if release of the information would:

- prejudice maintenance of the law;
- endanger the safety of any person;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of wāhi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

Privacy Act 2020

The Privacy Act deals with requests for personal information about a 'natural' person (living identifiable person). The objective of the Privacy Act is to provide protection for individual privacy. The Act's focus is on how information about a person is collected, used, disclosed, stored and accessed. There are 13 'principles' that should be adhered to:

- Principle 1: Purpose for collection of personal information
- Principle 2: Source of personal information – collect it from the individual
- Principle 3: Collection of information from subject – what to tell the individual
- Principle 4: Manner of collection
- Principle 5: Storage and security of information
- Principle 6: Access to personal information
- Principle 7: Correction of personal information

- Principle 8: Accuracy of personal information
- Principle 9: Retention of personal information
- Principle 10: Limits on use of personal information
- Principle 11: Disclosure of personal information
- Principle 12: Disclosure outside New Zealand
- Principle 13: Unique identifiers

The Privacy Act 2020 was amended with notable changes around;

- Notifiable privacy breaches- If Council have a privacy breach that has caused serious harm to someone (or is likely to do so), we will need to notify the Office of the Privacy Commissioner as soon as possible. If a notifiable breach occurs, we will also notify the affected people.
- Compliance notices- The Privacy Commissioner will be able to require Council to do something, or stop doing something, if it is not meeting its obligations under the Privacy Act.
- Binding decisions on access requests- The Privacy Commissioner will now be able to make decisions on complaints relating to access to information. This will mean a faster resolution to information access complaints.
- Disclosing information overseas- We may only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or the individual is fully informed and authorizes the disclosure.
- Extraterritorial effect- An overseas business or organisation may be treated as carrying on business in New Zealand for the purposes of its privacy obligations- even if it does not have a physical presence in New Zealand. This will cover businesses such as Google or Facebook.
- New criminal offences- It will now be a criminal offence

to:

- Mislead a business or organization by impersonating someone, or pretending to act with that person's authority, to gain access to their personal information or to have it altered or destroyed.
- Destroy a document containing personal information, knowing that a request has been made for that information.
- The penalty in all cases is a fine of up to \$10,000.

Privacy Officer

At least one person in the organisation is assigned the duties of a 'Privacy Officer'. That person's responsibilities include encouraging compliance with the Act and assisting the Privacy Commissioner to investigate any complaints made.

Key points for implementing the Act:

- Only an individual who is in New Zealand or who is a citizen or permanent resident of New Zealand can make an information privacy request.
- Requests need not be in writing, can be verbal in person or over the phone
- To take all reasonable steps to grant the request within 20 working days after the request has been received
- Council may impose a charge in some circumstances. The individual making the request will be informed of the cost, should there be one, prior to officers proceeding with the request
- Council needs to communicate the reasons for refusing to provide information. It must also provide information on the right to seek a review from the Privacy Commissioner

- Legislation outlines the complaints process and powers of the Privacy Commissioner.

Central Hawke's Bay District Council processes requests for information in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 2020. These aim to balance issues of transparency and public interest with limits on the disclosure of personal information. Releases of information are sent via email, where an email address has been supplied.

Information can be requested by:

- Phoning our Customer Experience Representatives on (06) 857 8060;
- Asking in person at one of our locations – Council Offices in Waipawa, or the Waipukurau or Waipawa Libraries; or
- Emailing governance@chbdc.govt.nz with your request in the body of the email.

Please be as specific as you can be in making your request; it helps us to find the information quickly for you. Make sure you include your contact phone number and either a postal or email address so we can provide you with a response. Further information about LGOIMA requests can be found at <https://www.chbdc.govt.nz/our-council/information-requests/>

Representation Arrangements

Wards

Central Hawke’s Bay District Council is divided into two wards as shown on the map below. In total there are nine elected members representing the district. Representatives are elected by electors of the ward. The Mayor is elected at large over the whole district.

CHB District Wards	Registered Electors (2022)
Ruataniwha Ward – 4 Members	5,398
Aramoana/Ruahine Ward – 4 Members	5,297
Total	10,695

Māori Wards

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors. Any separate Māori representation under the Local Government Act 2002 is required to be based on the enrolment on the Māori electoral roll.

The number of Māori wards into which a council can be divided is derived by dividing the Māori electoral population within the council area by the sum of the general electoral population and the Māori electoral population (the total residential population) and then multiplying this by the number of councillors (excluding the mayor). Fractions in this calculation are rounded down if less than half and rounded up if over a half. If the result of the calculation totals less than a half, then Māori wards cannot be introduced.



- The Māori electoral population is the number of residents enrolled on the Māori roll, plus a proportion of those residents of Māori decent who are not enrolled or who are under 18.
- The general electoral population refers to the total residential population (at the time of the last census) except for the Māori electoral population.

Council will again be considering the role of Māori Wards in its representation review planned in the 2023/24 year. This will include considerable engagement with Mana whenua on the matter.

In the last opportunity for the introduction of Māori Wards in 2021, based on guidance from Mana whenua, Māori wards were not progressed. Despite this, Council remains focused and embracing of its current and future partnership aspirations with Māori – particularly for decision making.

The electoral system and the opportunity to change it

Representation arrangements

The Central Hawke's Bay District Council currently operates its elections under the First Past the Post (FPP) electoral system.

Currently, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV). STV means that you have one vote, but you can indicate your preferences for all the candidates, and it can be transferred if your most preferred candidate is so popular s/he doesn't need all of their votes or is not popular at all with other voters. The number of vacancies and votes determines the quota a candidate must reach to be elected.

Leading up to elections, the Chief Executive of a Council must prepare a pre-election report. This provides information on the Council's financial position, performance and plans, to promote public discussion at election time.

Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Central Hawke's Bay District Council last reviewed its

GOVERNANCE STATEMENT 2022-2025

arrangements in 2018 and retained the FPP system at a meeting on 4 October 2018. This decision was publicly notified. The next review of representation arrangements will commence in 2023 and must be complete by October 2024.

This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 30 members, including the Mayor)
- 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.

Council must follow the procedure set out in the Local Electoral Act 2001 when conducting the review and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to Council and the right to be heard at a hearing.

The public also have the right to appeal any decisions on representation arrangements with 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 members and basis of election can be found in the Local Electoral Act 2001.

Reorganisation process

The purpose of local government reorganisation is to promote good local government by enabling and facilitating improvements to local governance.

The Local Government Act 2002 sets out procedures that must be followed during proposals to make changes to the organisation and district. A local government reorganisation can involve changes such as boundary alterations, the transfer of responsibilities from one local authority to another or the establishment/abolition of a council.

A reorganisation initiative may be proposed by one or more affected local authorities, a group of at least 10% of electors in the affected area, or the Minister of Local Government.

Further information on these requirements can be found in the Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation. See www.lgc.govt.nz.

Members Roles and Conduct

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

Division of Responsibility between the Council and Management

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Council is required to publish a Local Governance Statement. This clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non- regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes the Council follows when making decisions, taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community – Long-Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

The Mayor and Councillors of the Central Hawke's Bay District Council have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of the Council
- Representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- Employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf).

Mayor

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

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

Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Council

The purpose of the Central Hawke's Bay District Council is to enable democratic local decision making to promote the social, economic, environmental and cultural wellbeing of the Central Hawke's Bay District in the present and for the future.

Why we do what we do - Our Purpose -

It's our goal to create an environment that supports a thriving Central Hawke's Bay district, by providing efficient and appropriate infrastructure, services and regulatory functions.



Council is made up of the Mayor and 8 Councillors (elected members). They are responsible for determining local policy and legislation and defining the overall vision for the Central Hawke's Bay District. Council makes decisions on behalf of the ratepayers and residents.

In meeting its purpose, the Central Hawke's Bay 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
- Management of local infrastructure including network

- infrastructure (e.g. roading, water supply, waste disposal, libraries, parks and recreational facilities).
- Environmental management planning for the current and future needs of the local district.

Council Committees

Tamatea Partnerships Committee

The purpose of the Tamatea Partnerships Committee is to provide guidance to Central Hawke’s Bay District Council and mana whenua partners – Heretaunga Tamatea Settlement Trust and Ngā Hapū o Tamatea (via mārae and Te Taiwhenua o Tamatea) – on effective partnership in Tamatea Central Hawke’s Bay that reflects Te Tiriti o Waitangi and associated Acts and responsibilities of Local Government to that effect.

The committee has been formed as the basis for co-designing the process, principles and outcomes required to work towards mutually agreed wellbeing outcomes.

The Tamatea Partnership Committee is responsible for:

- Co-design of a process to ensure Māori contribution to decision making (Local Government Act 2002). This may include, but is not limited to, consideration of the role of Kaiārahi Matua, committee appointments, engagement models, and review of Tuhono Mai Tuhono Atu
- Co-design of a process to ensure Māori representation in governance at CHBDC. This may include, but is not limited to, consideration of Māori Wards

- Co-design of a process to formally reflect Te Tiriti o Waitangi responsibilities between mana whenua and Central Hawke’s Bay District Council. This includes, but is not limited to Heretaunga Tamatea Settlement Act, Resource Management Act, Reserves Management Act and Local Government Act
- Co-design of a process to enable Project Governance of “Better Off Funding” projects
- Co-design of a process to identify and advance mutually agreed vision and goals in relation to the wellbeing of the people and place of Tamatea Central Hawke’s Bay
- Making a formal recommendation on what enduring partnership structure should replace this one before the end of the 2022-25 Local Government Triennium.

Risk and Assurance Committee

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance and accountability of the Central Hawke’s Bay District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council’s financial and non-financial reporting.
- Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

Regulatory Hearings Panel

- To conduct hearings and/or determine under delegated authority applications for consent and all other matters required to be heard and determined by way of a Hearing under the Resource Management Act 1991.
- To conduct hearings and/or determine under delegated authority applications relating to the Dog Control Act 1996 and any other matters required for determination by Council under legislation as determined by Council.

Chief Executive Performance and Employment Committee

Oversees the performance of the Chief Executive in line with the performance agreement and his/ her ongoing relationship with the Council, and report regularly to the Council on his/her performance.

Other Council Special Committees (Excluding Working Groups)

- District Licensing Committee
- Civic Awards Panel Committee
- Community Voluntary Organisation Support Fund Committee

Further information on Central Hawke's Bay District Council's committee structures including Committee Terms of Reference can be found on our website <https://www.chbdc.govt.nz/our-council/council-committees/about-our-committees>.

Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. Central Hawke's Bay District Council adopted its Code on 10 November 2022. This code also applies to all persons appointed to Committees or Subcommittees of Council. A copy of the Code of Conduct can be made available upon request to Central Hawkes Bay District Council on (06) 857 8060 or found on our website [here](#).

Central Hawke's Bay District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

The objectives of the Code of Conduct are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The Code of Conduct is based on the following general principles of good governance:

- Public interest - members must serve the interests of the District as a whole, their primary duty is to the interests of the entire District, not just the ward that elected them.
- Honesty and integrity - members must not place

themselves in situations where their honesty and integrity may be questioned.

- Objectivity - members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits.
- Accountability - members must be accountable to the public for their actions and the manner in which they carry out their responsibilities.
- Openness - members must be open about their actions and those of the Council.
- Personal judgment - members can and will take account of the views of others but must reach their own conclusions on the issues before them.
- Respect for others - members must promote equality by treating people with respect.
- Duty to uphold the law - members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship - members must ensure that the Council uses its resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations to both present and future generations.

Agreed Values

Integral to Council's code of conduct are the Project Thrive Values:

- Trust – we create trust by acting with integrity
- Honesty – we do what is right even when no one is looking
- Respect – we have respect for each other, our community and our stakeholders
- Innovation – we find smarter ways to produce improved and sustainable results
- Valuing People – we are one team, supporting each other to succeed
- Excellence – we deliver exceptional results



Public Access to Council and Elected Members

Contact details for Central Hawke's Bay District Council are as follows:

Central Hawke's Bay District Council

28-32 Ruataniwha Street

PO Box 127 Waipawa

Ph: 06 857 8060

Council website: www.chbdc.govt.nz

Council email address: customerservice@chbdc.govt.nz

Facebook: <https://www.facebook.com/CHBDistrictCouncil/>

Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged by visiting, phoning or writing (including emails to customerservice@chbdc.govt.nz) to the relevant Council department; the Chief Executive; by messaging us on social media; or through Council's website www.chbdc.govt.nz.

Elected members can be contacted via the Council or directly. Contact details are as follows.



Alex Walker
Mayor

+64 6 857 8060
+64 27 860 7752
alex.walker@chbdc.govt.nz



Kelly Annand
Deputy Mayor

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+64 27 479 4000
Kelly.annand@chbdc.govt.nz



Brent Muggeridge
Councillor

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Tim Aitken
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Pip Burne
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Jerry Greer
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Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Central Hawke's Bay residents (through the likes of newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

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Management Structure

Council is supported by a professional corporate organisation, led by the Chief Executive.

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council seeks to accomplish during the triennium.

Under the Local Government Act 2002 and amendments 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 and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under four groups:

- Customer and Community Partnerships
- Finance
- Community Infrastructure and Development
- People and Business Enablement

Further information on Council's Leadership Team can be found on the Central Hawke's Bay District Council Website at <https://www.chbdc.govt.nz/our-council/about/management-structure/>.

Doug Tate is Council's Chief Executive. His contact details are:



Doug Tate

Chief Executive

+64 6 857 8060

doug.tate@chbdc.govt.nz

Governance Structure and Processes

In pursuing their purpose many local authorities may from time to time create an arm's length organisation to undertake a particular function, or take a voting interest in, or be invited to appoint a representative to some external organisation. Under the Act these are referred to as 'Council Organisation' (COs) and 'Council Controlled Organisation' (CCO's).

Council Organisations

These are organisations in which one or more local authorities controls any proportion of the voting rights to appoint directors.

Council controlled organisations

These can be best described as any organisation in which one or more local authorities control 50% or more of the voting rights or have the right to appoint 50% or more of the directors.

This Council has one CCO:

Hawke's Bay Local Authority Shared Services (HBLASS)

Hawke's Bay Local Authority Shared Services is a joint company set up by the five Hawke's Bay Councils to look at opportunities to create savings by doing things as a group. Its primary function is to work with the other Hawke's Bay Councils to try to find efficient ways to do things through shared services. The CCO is currently in recess.

Appointments to Statutory Bodies, Community Groups/Associations and other organisations

At the beginning of each term, Council appoints representation to statutory bodies, community associations and other organisations for the elected term. These appointments enable Council to support special interest groups and community orientated bodies within the community.

The latest copy of the schedule can be found [here](#).

Meeting processes

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).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with the Council.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on the CHBDC website (<https://www.chbdc.govt.nz/our-council/meetings/>) or by calling 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.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Central Hawke's Bay District Council adopted their Standing Orders for Meetings on 10 November 2022. These can be found on Council's website. During meetings of the Council or committees, all council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice.

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of order papers can be viewed either from the Central Hawke's Bay District Council Service Centres, Libraries or Council's website: <https://www.chbdc.govt.nz/our-council/meetings/>.

Key approved planning and policy documents

The following are key Council planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

The Long-Term Plan (LTP)

A Long-Term Plan (LTP) that sets out Council's priorities for the next 10 years must be prepared. It must provide information on budgets, rating levels, major projects and general Council services. It must also outline the Central Hawke's Bay District's community outcomes – the aspirations of the community for the next 10 years or so – and Council's role in meeting them. The current LTP was adopted in 2021 for the financial year beginning 1 July 2021. The Plan is reviewed and updated every three years, with the next review due in 2024 for the 2024-34 period. Following the significant effects from Cyclone Gabrielle, Central Hawke's Bay District Council is working with the Department of Internal Affairs to understand any changes to the requirements for the 2024-34 Long Term Plan. Any changes in approach will be communicated once confirmed.

Annual Plan

In intervening years where an LTP is not prepared, an annual plan must be prepared. Each annual plan will describe the work programme to deliver that year's 'slice' of the LTP.

Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ are responsible for auditing Council's financials.

District Plan

The District Plan is Council's key document for managing the district's natural and physical resources in terms of Council's functions and duties under the Resource Management Act 1991. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these issues.

Central Hawke's Bay District Council has publicly notified its decisions on provisions and matters raised in submissions on 25th May 2023. The decisions version of the Proposed District

Plan now has legal effect. This is following a process of pre-statutory engagement with the release of the draft District Plan in 2019, and the public notification of the Proposed District Plan in 2021. For further information please visit our website, <https://www.chbdc.govt.nz/services/district-plan/> or contact us directly by ringing 06 857 8060 or email districtplan@chbdc.govt.nz.

Triennial Agreement

The Local Government Act 2002 (‘the Act’) encourages collaboration between local authorities and other agencies and organisations, and particularly encourages councils to collaborate with one another. Not later than 1 March after each triennial general election, all local authorities within each region must enter into a triennial agreement.

An agreement consistent with Section 9 of the Act must include:

- protocols for communication and co-ordination among the local authorities; and
- a statement of the process by which the local authorities will comply with section 16 in respect of proposals for new regional council activities; and
- processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district.

Council adopted the Triennial Agreement on 23 March 2023. A copy of the 2022-25 Triennial Agreement can be viewed on our website .

Consultation

The Local Government Act 2002 and amendments set out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure ‘the special consultative procedure’ is regarded as a minimum process for the LTP.

The special consultative procedure consists of the following steps:

Section 83 of the Local Government Act 2002 – Special Consultative Procedure

- (1) Where the Local Government Act 2002 or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must –
 - a) Prepare and adopt –
 - (i) A statement of proposal; and
 - (ii) If the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and
 - b) Ensure that the following is publicly available:
 - (i) The statement of proposal; and
 - (ii) A description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
 - (iii) A statement of the period within which views on

the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and

- c) Make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
- Provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
- d) Ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d) of the Act –
- (i) Is given a reasonable opportunity to do so; and
 - (ii) Is informed about how and when he or she may take up that opportunity.
- (2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.
- (3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.

Equal Employment Opportunities Policy

Central Hawke's Bay District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.