

Central Hawke's Bay District Council – Report

TO: Council
FROM: Chief Executive
DATE: 7 August 2008
FILE REF: LGA1-200
SUBJECT: LOCAL GOVERNANCE STATEMENT

1.0 SUMMARY

Section 40 of the Local Government Act 2002 (LGA) requires each local authority to have a Local Governance Statement. At its meeting held on 26 June 2008 Council amended its committee structure for the remainder of the 2007-2010 term, therefore the Local Governance Statement needs to be amended to correspond with this change.

2.0 RECOMMENDATION

THAT

The proposed Local Governance Statement, as amended, be adopted and become effective immediately.

REASON:

Council's Local Government Statement is a requirement of Section 40 of the Local Government Act 2002.

3.0 BACKGROUND

Local Governance Statement

Section 40 of the Local Government Act 2002 requires a local authority to have a Local Governance Statement. Each new Council within six months of the triennial general election must adopt a new Local Governance Statement. Council's current statement was adopted on 6 December 2007 but is required to be updated to include the new committee structure adopted by Council on 26 June 2008.

2.5 Governance Structures and Processes

The statement proposed for adoption is generally the same as the current one with the exception of a change to the committee structure for the remainder of the 2007-2010 Council term. At its meeting held on 26 June 2008 Council amended its committee structure as follows:

Standing Committees:

- Audit Committee
- Services Committee

Ad Hoc Committees

- Hearings Committee
- Waste Advisory Committee
- Finance Advisory Committee.

Once the amended statement is adopted, it will be made available to the public on request, as well as being available on the Council's website.

4.0 OPTIONS**Option 1**

Adopt the Local Governance Statement, as amended.

5.0 STATUTORY IMPLICATIONS

Local Government Act 2002

6.0 CONSULTATION

Her Worship the Mayor and Councillors

7.0 FINANCIAL

N/A

8.0 STRATEGIC LINKS

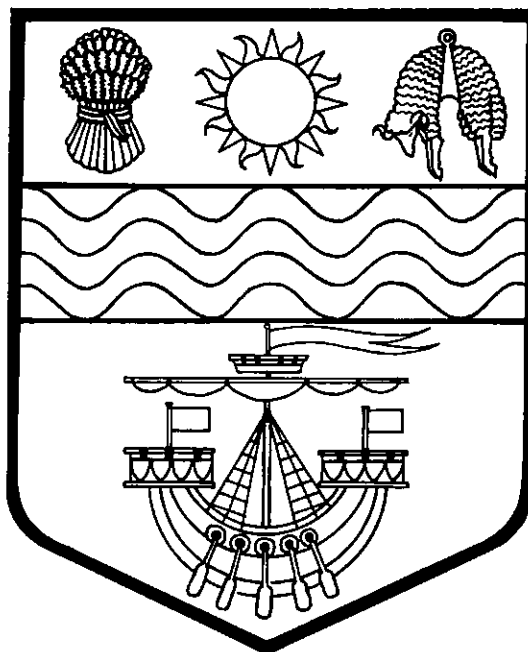
- LTCCP

9.0 POLICY/DELEGATION REFERENCE

Local Governance Statement is required under Section 40 of the Local Government Act 2002.

John Freeman
Chief Executive

CENTRAL HAWKE'S BAY DISTRICT COUNCIL



LOCAL GOVERNANCE STATEMENT

Adopted by Council on:

Review date:

Not later than 13 April 2011 (6 months following triennial general election)

DRAFT

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1 INTRODUCTION

Section 40 of the Local Government Act 2002 (LGA) requires each local authority to prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on:

Sub-section (1)

- a) the functions, responsibilities, and activities of the local authority; and
- b) any local legislation that confers powers on the local authority; and
- c) the electoral system and the opportunity to change it; and
- d) representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them; and
- e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- f) governance structures and processes, membership, and delegations; and
- g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- h) consultation policies; and
- i) policies for liaising with, and memoranda or agreements with, Maori; and
- j) the management structure and the relationship between management and elected members; and
- k) equal employment opportunities policy; and
- l) key approved planning and policy documents and the process for their development and review; and
- m) systems for public access to it and its elected members; and
- n) processes for requests for official information.

The governance statement must be updated as the Council considers appropriate. The Chief Executive has been authorized by Council to amend the statement as necessary to keep it current.

2 INFORMATION

2.1 Functions, Responsibilities and Activities

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

In meeting its purpose, the Council has a variety of roles:

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

In fulfilling its purpose, Central Hawke's Bay District Council exercises powers and fulfils responsibilities conferred on it by a number of Statutes. These include (but are not limited to):

Animal Welfare Act 1999
 Biosecurity Act 1993
 Building Act 2004
 Burial and Cremation Act 1964
 Bylaws Act 1910
 Citizenship Act 1977
 Civil Defence Emergency Management Act 2002
 Commerce Act 1986
 Companies Act 1993
 Conservation Act 1987
 Consumer Guarantees Act 1993
 Copyright Act 1994
 Disabled Persons Community Welfare Act 1975
 Dog Control Act 1996
 Earthquake Commissions Act 1993
 Employment Relations Act 2000
 Fair Trading Act 1986
 Fencing Act 1978
 Fencing of Swimming Pools Act 1987
 Financial Reporting Act 1993
 Fire Services Act 1975
 Food Act 1981
 Forest and Rural Fires Act 1977
 Goods and Services Tax Act 1985
 Hazardous Substances and New Organisms Act 1996
 Health Act 1956
 Health and Safety in Employment Act 1992
 Historic Places Act 1993
 Holidays Act 2003
 Housing Act 1955
 Human Rights Act 1993
 Income Tax Act 2004
 Income Tax Act 2007
 Impounding Act 1955
 Insolvency Act 2006
 Land Act 1948
 Land Drainage Act 1908
 Land Transfer Act 1952
 Land Transport Act 1998
 Litter Act 1979
 Local Authorities (Members' Interests) Act 1968
 Local Electoral Act 2001
 Local Government (Rating) Act 2002
 Local Government Act 1974
 Local Government Act 2002
 Local Government Official Information and Meetings Act 1987
 Minimum Wage Act 1983
 New Zealand Library Association Act 1939
 Oaths and Declarations Act 1957
 Ombudsmen Act 1975
 Plumbers and Gasfitters and Drainlayers Act 1976
 Plumbers and Gasfitters and Drainlayers Act 2006
 Privacy Act 1993

Property Law Act 2007
 Public Work Act 1981
 Rating Valuations Act 1998
 Rates Rebate Act 1973
 Resources Management Act 1991
 Sale of Liquor Act 1989
 Secret Commissions Act 1910
 Securities Act 1978
 Smoke-free Environments Act 1990
 Transport Act 1962
 Treaty of Waitangi Act 1975
 Trustee Act 1956

2.2 Electoral Systems

Central Hawke's Bay District Council currently operates its elections under the first past the post (FPP) electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system must be used in district health board elections. Electors 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 necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of those votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, ie we cannot change our electoral system for one election and then change back for the next election.

Council could resolve not later than 12 September 2008 to change the electoral system for the 2010 and 2013 triennial general elections. Council could also resolve to conduct a poll on the system to be used. (not later than 28 February 2009), or electors could at any time demand a poll(as described earlier).

2.3 Representation Arrangements

Central Hawke's Bay District is made up of two wards. In total there are nine elected members representing the district. Representatives are elected by electors of that ward, with the exception of the mayoralty office which is elected by the 'district at large' – ie electors of the entire district. The wards are:

Aramoana/Ruahine Ward (Rural)	4 representatives
Ruataniwha Ward (Urban)	4 representatives

There were 9,238 registered electors for the 2007 triennial general election of this district.

Maori Wards and Constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. The formula to establish the number of Maori seats is governed by population. Based on the population of this district it may be possible that one Maori seat could be established. Council could either decide to create this during the representation review process, or to conduct a poll on the matter. The community may demand a poll by producing a petition signed by 5% of electors within the district. The next review process will be held in 2012.

Community Boards

This Council currently has no community boards. During the representation review process, Council is required to consider whether to establish community boards or not. The next review process will be held in 2012. Electors can demand the formation of a community board, this is described under 'Changing Representation Arrangements'.

The purpose of Community Boards is to:

- Represent and act as an advocate for the interests of their community board
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the community board
- Make an annual submission to Council on expenditure in the community
- Maintain an overview of services provided by the Council within the community
- Communicate with community organisations and special interest groups in the community
- Undertake any other responsibilities delegated by the Council

Members are elected in the triennial general elections by electors in the community. This Council last reviewed the need for establishing community boards during the review of representation for the 2007 triennial general election. Elected members at that time decided not to create community boards as a District as small as ours, to establish an extra tier of governance was considered unnecessarily clumsy, and would increase the cost of local government without obviously increasing its effectiveness. This decision went through the statutory process and was not overturned. This will be reconsidered during the next review process to be undertaken in 2012.

Changing Representation Arrangements

Council is required to review its representation arrangements at least once every six years. The next review must take place in 2012. 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.

The 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 you the right to make a written submission to the Council and the right to be heard if you wish.

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

The Re-organisation Process

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

- Make changes to the boundaries of the district
- Create a new district
- Create a unitary authority
- Transfer a particular function or functions to another Council

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal either from the local authority, the Minister of Local Government, or by a petition signed by 10% of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission or they cannot agree on which of them should deal with the matter. Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

2.4 Member's Roles and Conduct

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

- The development and adoption of Council policy
- Monitoring the performance of the Council against its stated objectives and policies
- Prudent stewardship of Council resources
- Employment of the Chief Executive
- Representing the interests of the residents and ratepayers of the Central Hawke's Bay District (on election, the member's first responsibility is to the district as a whole)

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. The Mayor also 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 standing orders)
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.

- Providing leadership and feedback to other elected members on teamwork and chairmanship of committees.
- Justice of the Peace (while the Mayor holds office).

The Deputy Mayor must be elected by the members of Council, at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarized above). The Deputy Mayor may be removed from office by resolution of Council.

The Council may create one or more committees of Council. A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council. Committee chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

The Chief Executive is appointed by the Council in accordance with Section 43 of the LGA. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of Section 42 of the Act, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council
- Providing advice to the Council
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the local authority effectively and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- Employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority)

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

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders
- The Local Authorities (Members' Interest) 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 (either direct or indirect)
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted, such a code may only be amended by a 75% or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and elected members will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code. Copies of the full code of conduct are supplied to all elected members and may be obtained from the Corporate Services Manager.

2.5 Governance Structures and Processes

The Council reviews its committee structures after each triennial election. Council at its meeting held on 26 June 2008 amended its committee structure.

Standing Committees:

- **Services Committee**

Chairman: Deputy Mayor Waite

Members: Councillors Butler, Kingston, Manning, Mullins, Pedersen, Story, Tennent (Deputy Chair) and Her Worship the Mayor Giddens ex officio

Areas of responsibility: rates, land information, preparation of revenue and financing policies and developer contributions policies, treasury, inspectorate and licensing functions of the Council.

- **Audit Committee**

Chairman: Her Worship the Mayor Giddens

Members: Deputy Mayor Waite, and Councillors Butler and Tennent

Areas of responsibility: Governance of Council's Annual Report.

Ad Hoc Committees:

- **Hearings Committee**

Chairman: Deputy Mayor Waite

Members: Councillors Butler, Manning, Mullins (Deputy Chair) and Her Worship the Mayor Giddens ex officio

Areas of responsibility: Resource Consent Hearings and District Licensing Agency Hearings.

- **Solid Waste Advisory Committee**

Chairman: Councillor Kingston

Members: Councillors Manning, Mullins and Story.

- **Finance Advisory Committee**

Chairman: Councillor Tennent

Members: Councillors Butler, Waite, Kingston and Manning.

The Services Committee is scheduled to meet on a 6 weekly basis. The Audit Committee meets annually. The Hearings Committee, Solid Waste Advisory Committee and Finance Advisory Committee meet as required.

Councillor Tennent is appointed as Council representative to the 2009/2019 LTCCP steering group.

Council may, from time to time, establish ad hoc committees to consider a particular issue or issues.

2.6 Council Organisations

In pursuing their purpose many local authorities may from time to time create an arms-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:

Tamatea Limited

The Central Hawke's Bay District Council owns 100% of the issued equity in Tamatea Limited which holds 34% of the issued equity of Infracon Limited. Infracon provides commercial infrastructure construction and maintenance services to its customers throughout the region. The balance of the shareholding is held by Tararua Holdings Ltd (TDC Holdings is a CCO of Tararua District Council). The Central Hawke's Bay District Councils shareholding held through Tamatea Limited, allow Tamatea Limited to appoint two directors, the remaining four directors are appointed by TDC Holdings Ltd.

The performance of Tamatea Limited is monitored by Council through a Statement of Intent in accordance with the Local Government Act 2002. Council policy states that the Directors of Tamatea Limited shall be the Mayor, Deputy Mayor, Corporate Services Manager and the Chief Executive.

This Council has a number of CO's:

CHB Promotions Inc

This organisation has been established by the business community in conjunction with Central Hawke's Bay District Council, to promote Central Hawke's Bay as a tourism destination, assist in the development of tourism product, promote the commercial centres / central business district, and assist in the promotion of economic development within Central Hawke's Bay. The Council is represented on the board and has one Council representative out of a total of eight appointed board members. The performance of this organisation is monitored by Council directly.

CHB Early Settlers Museum Society

This society has been established to undertake the heritage from the Central Hawke's Bay and promote its awareness. The Council is represented on the society's committee and has one Council representative out of a total of ten committee members. The Council provides ongoing financial support to the society on an annual basis and its performance is monitored by the Council directly.

Howard Estate Advisory Board

Smedley Station and Cadet Training Farm.

The original block of land was owned by the Howard Family. At the time of death the will specified that a Trust be formed to establish a farm cadet training centre which would use the original block of land and prevent it from reverting back to scrub, to farm the land and train

farm cadets. The trust formation structure and representation was specified in the original will and has been administered by the Public Trust since its inception. The Public Trust was appointed to run the Smedley Station and Cadet Training Farm by an Act of Parliament.

The Trust comprises of six board members of which this Council collectively along with Tararua District Council, Waiora District Council, Dannevirke Chamber of Commerce, Waipawa Chamber of Commerce and CHB Promotions all have the ability to nominate one representative on this advisory board. The six representatives represent A&P Society, School Trustee Association, Federated Farmers, Smedley Cadet Training Farm Old Boy's Association, and Napier / Hastings Chamber of Commerce. No financial support is provided by this Council. The performance of the organisations monitored by the Public Trust.

2.7 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 an item or items 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. The LGOIMA contains a list of the circumstances where the Council may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chairperson 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 member of Council 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 or if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.. Extraordinary meetings generally can be called on three working days notice.

During meetings the Mayor and councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75% of the members present.

2.8 Consultation Policies

The Local Government Act 2002 sets 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.

The special consultative procedure consists of the following steps:

- **STEP ONE:** Preparation of a statement of proposal and a summary. The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for

inspection at the Council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers being reasonably practicable. That statement must be included on an agenda for a Council meeting.

- **STEP TWO:** Public notice. The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of them consultation being undertaken.
- **STEP THREE:** Receive submissions. The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.
- **STEP FOUR:** Deliberate in public. All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
- **STEP FIVE:** Follow up. A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

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

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

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

2.9 Description of Management Structures and Relationships

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act 2002 the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or councillors.

The Chief Executive is Mr John Freeman. Mr Freeman can be contacted on 06 857 8060 or by email: john.freeman@chbdc.govt.nz

Council management is organised into six divisions. These are:

- Chief Executive – Communications, Democracy.
Contact: John Freeman, Chief Executive 06 857 8060 or email: john.freeman@chbdc.govt.nz
- Corporate Services – accounts payable, accounts receivable, payroll, rates, financial reporting, corporate policy, health and safety, human resources, information systems, libraries, long term council community plan, annual plan, annual report, economic development, electoral officer.
Contact: Kevin Brown, Corporate Services Manager 06 857 8060 or email: kevin.brown@chbdc.govt.nz

- Regulatory Services – district planning, building control, environmental health, dangerous goods, liquor licensing, animal control, civil defence, rural fire, state of the environment, bylaws.
Contact: John Glengarry, Regulatory Services Manager 06 857 8060 or email: john.glengarry@chdbc.govt.nz
- Technical Services – asset management, GIS, inhouse consultancy services, long term planning, project management and investigation, technical assistance.
Contact: Steve Thrush, Technical Services Manager 06 857 8060 or email: steve.thrush@chdbc.govt.nz
- Roading – road maintenance, road construction, footpaths, road signage, street lights, bridges, roadside trees.
Contact: Shawn McKinley, Roading Manager 06 857 8060 or email: shawn.mckinley@chdbc.govt.nz
- Utilities – camping grounds, cemeteries, civic theatre, district halls, holding paddocks, parks and reserves, pensioner housing, property, buildings, leases, public conveniences, refuse collection, sewerage treatment, stormwater, swimming pools, ward halls, waste management, water supply.
Contact: Brett Way, Utilities Manager 06 857 8060 or email: brett.way@chdbc.govt.nz

2.10 Equal Employment Opportunities Policy

Objective:

To ensure that the recruitment and selection of staff, opportunities for training, promotion, transfer and conditions of employment are undertaken or offered without preference being given on the basis of race, colour, age, ethnic or national origin, gender, religion, marital status, family responsibilities, and regardless of any disability which is irrelevant to an individual's ability to carry out the job.

Policy:

The Central Hawke's Bay District Council will ensure that equal employment opportunities are promoted and provided within the organisation by:

- Developing and implementing an annual review of an appropriate Equal Employment Opportunity Program.
- Fostering a positive climate in the workplace, which appreciates a diversity of background and individual contribution, and encourages employees to develop their potential.
- Selection decisions will be made on merit, taking into account the applicants qualifications, work history, and other experience relating to the position to be filled.
- Ensuring that all personnel policies, procedures and activities reflect the fundamental principles of the Equal Employment Opportunity Policy in the recruitment, employment, training and promotion of its employees.
- Where appropriate, the Council will identify and provide appropriate training programs to enable employees to best meet the requirements of the current jobs and to develop additional skills with a view to future promotion opportunities.
- Maintain a workplace free of discrimination and harassment on the basis of age, race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities and regardless of any disability which is irrelevant to an individual's ability to carry out the job.

Equal Employment Opportunities Programme

Council will ensure Equal Employment Opportunities (EEO) are provided and maintained, by the consistent and transparent delivery of this programme.

Recruitment and Selection

Ensure that applicants are treated equally and free from discrimination throughout the recruitment and selection process and that the best person for the job is selected.

- Advertising of vacancies that encourages persons with the appropriate skills to apply regardless of age, gender, race, etc.
- Provision of recruitment pack to each applicant which includes job description, application form, and "Information to Applicants' handbook.
- Each applicant informed in writing whether they have been successful gaining an interview or not.
- Interviews conducted fairly with use of predetermined interview questions to be used for each candidate.
- Referees followed up using prescribed form.
- The 'best person for the job' is selected.

Policies and Procedures

Ensure that policies and procedures are in place that provide and encourage active Equal Employment Opportunities by managers and staff.

- Provision of 'Employee Reference Resource' to each employee prior to day one.
- Participation in the Induction Programme by new employees.
- Participation in Health and Safety Orientation by new employees.
- Training opportunities provided for all staff that encourages best practice.
- Participation by each permanent employee in the Performance Progress Review (PPR).
- Policies relating to Equal Employment Opportunities in place and reviewed annually.

Monitoring of EEO Practices

Ensure effective and positive Equal Employment Opportunities practices are maintained within the Council, and to improve where identified.

- Permanent staff encouraged to participate in workplace survey (anonymously) annually.
- Departing permanent staff requested to participate in the Exit Interview process.
- Equal Employment Opportunities Report provided to council at the end of each financial year.
- Remuneration paid to all permanent staff in accordance with remuneration policy.
- Continue relationship with Equal Employment Opportunities Trust as a member to ensure currency of issues.
- Initiatives sought to provide workplace practices that support diversity in the workplace.

2.11 Key Approved Planning and Policy Documents

Long Term Council Community Plan (LTCCP)

The next LTCCP will be adopted by Council by 30 June 2009. This document contains the 10 year strategic plan for the district. Consultation of the draft document is undertaken with public. This plan must be reviewed every three years.

Contact: Kevin Brown, Corporate Services Manager 06 857 8060 or email: kevin.brown@chbdc.govt.nz

Annual Plan

The Annual Plan is prepared and adopted annually.

Contact: Kevin Brown, Corporate Services Manager 06 857 8060 or email: kevin.brown@chbdc.govt.nz

Annual Report

The Annual Report is prepared and adopted annually.

Contact: Kevin Brown, Corporate Services Manager 06 857 8060 or email: kevin.brown@chbdc.govt.nz

Council Policy Manual

The Council Policy Manual is prepared and adopted as required.

Contact: Louise Horrocks, Policy Advisor 06 857 8060 or email: louise.horrocks@chbdc.govt.nz

District Plan

The District Plan is prepared and adopted every ten years.

Contact: John Glengarry, Regulatory Services Manager 06 857 8060 or email: john.glengarry@chbdc.govt.nz

Triennial Agreement

The Triennial Agreement is prepared and adopted triennially.

Contact: John Freeman, Chief Executive 06 857 8060 or email: john.freeman@chbdc.govt.nz

Local Governance Statement

The Local Governance Statement is prepared and adopted triennially.

Contact: Kevin Brown, Corporate Services Manager 06 857 8060 or email: kevin.brown@chbdc.govt.nz

2.11 Systems for Public Access

Council website: www.chbdc.govt.nz

Council email address: info@chbdc.govt.nz

Waipawa Main Administration Office

28-32 Ruataniwha Street

P O Box 127

Waipawa

Ph: 06 857 8060

Fax: 06 857 7199

Waipukurau Library and Service Centre

Kitchener Street
 Waipukurau
 Ph: 06 858 8195
 Fax: 06 858 9159

Any feedback or complaint can be made to the Central Hawke's Bay District Council verbally, in writing or via the website. Complaints are processed as a Request for Service (RFS).

Elected members can be contacted via the Council, or directly.

Mayor	Address	Telephone	Fax
Trish Giddens	30B Gaisford Terrace, Waipukurau	06 858 6557	06 858 6557
Councillor	Address	Telephone	Fax
Sally Butler	492 Highway 50, RD3, Waipawa	06 856 5840	06 856 5551
Terry Kingston	1 Bibby Street, Waipawa	06 857 8392	06 857 8923
Maitland Manning	Homewood, RD2, Otane	06 856 8511	06 856 8581
Michael Mullins	1A Bedford Terrace, Waipukurau	06 858 7264	06 858 7263
Hilary Pedersen	23 Beach Road, RD3, Porangahau	06 855 5254	
Terry Story	27 Onga Onga Road, RD2, Waipawa	06 857 8391	06 857 8398
David Tennent	State Highway 2, RD1, Takapau	06 855 8154	06 855 8154
Michael Waite	43 Great North Road, Waipawa	06 857 8488	06 857 8121

2.13 Procedures for Dealing with Official Information

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

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person
- Prejudice maintenance of the law
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offence to tikanga Maori or would disclose the location of waahi tapu
- Prejudice public health or safety
- Compromise legal professional privilege
- Disadvantage the local authority while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage

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

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

The Chief Executive
 Central Hawke's Bay District Council
 P O Box 127
 WAIPAWA 4240