

Tauākī Mana  
Whakahaere-ā-Kāinga

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# Local Governance Statement

**2022 - 2025**







# Haere Mai Welcome


## Whakature Introduction

The South Taranaki District Council's purpose is to enable democratic local decision-making and action by, and on behalf of our communities and to promote the social, economic, environmental, and cultural well-being of our communities in the present and for the future.

Generally the Council's roles are to:

- Set major policy including the long-term plan, annual and district plan, long term strategies and funding policies.
- Appoint and monitor the performance of the chief executive.
- Make decisions on matters that it has not delegated to committees or staff.





When carrying out these roles the Council must follow these principles:

- Conduct its business in an open, transparent, accountable and efficient manner.
- Take into account the views and diversity of the community for now and in the future.
- Provide opportunities for Māori to contribute to the decision-making process.
- Collaborate and co-operate with other local authorities and other bodies.
- Use sound business practices in its commercial activities.
- Prudent stewardship and the efficient and effective use of its resources.
- Take a sustainable development approach, taking into account: the social, economic and cultural interests of people and communities; and the need to maintain and enhance the quality of the environment; and the reasonably foreseeable needs of future generations.

The Council works with a variety of legislation, the main acts being:

- Building Act 2004
- Burial and Cremation Act 1964
- Climate Change Response Act 2022
- Dog Control Act 1996
- Food Act 2014
- Health Act 1956
- Health & Safety at Work Act 2015
- Land Transport Act 1998
- Local Authorities (Members' Interest) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Public Audit Act 2001
- Public Bodies Leases Act 1969
- Public Records Act 2005
- Public Works Act 1981
- Rating Valuations Act 1998
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Waste Minimisation Act 2008
- Infrastructure Funding and Financing Act 2020
- Taumata Arowai – The Water Services Regulator Act 2020
- Water Services Act 2021
- Water Services Entities Act 2022



Ā mātou mahi

# What we do

We do all of this in a District with a population of approximately **28,000** (around 14,800 rateable properties) in **7 small towns** spread over a large geographic area (**362,000 hectares**).




**Community Facilities**



**7 Campgrounds**



**7 Swimming Pools**  
and support Ōpunakē  
Community Baths financially



**9 Urban Halls**  
As well as financially support 34 rural halls



**TSB Hub**  
and financially support  
Ōpunakē's Sinclair Electrical  
and Refrigeration Events Centre



Financially support  
**Hāwera Cinemas**



**15 Sportsgrounds**



**6 Premier Parks**  
54 other parks  
700 hectares of parks and reserves District-wide




**6 Pathways**



**38 Playgrounds**



**36 Public Toilets**



**10 Cemeteries**



**Arts and Culture**



**7 LibraryPlus**



Have a partnership with  
**Aotea Utanganui Museum of South Taranaki**



**Economic Development**



**Tourism**



**Events**



**South Taranaki i-SITE Visitor Centre**

**Civil Defence**





Ā mātou mahi

# What we do




Rubbish,  
Recycling and  
Greenwaste



**7**  
Transfer  
Stations

**1,634km** of roads that we construct and maintain (84% sealed - 257km unsealed)



**163km** of footpaths




**8** Wastewater  
Treatment  
Plants  
**35** Pump Stations

**1,009**  
Manholes



**68**




Housing for the  
Elderly Units



**10** Water  
Treatment  
Plants  
**37** Reservoirs



**2,252**  
Streetlights  
875 Streetlight Poles



**299** Bridges



Building  
Control



Planning Services



Noise  
Control



Environmental  
Health



Alcohol and  
Gambling  
Licensing



Parking  
Control



Animal  
Services

**641km**  
of water  
mains



**188km**  
of wastewater  
mains



**96km**  
of Stormwater  
Pipes





# Ture-a-Takiwā (me ngā ture-a-tāone)

## Local Legislation

### (including Bylaws)

In addition to the legislation that applies to all local authorities, the South Taranaki District Council is also bound by eight pieces of local legislation and (acts that apply specifically to it). These are:

- **Eltham Drainage Board Act 1914** – this Act allows the Council to levy rates, make special orders and control and manage private drains that discharge to Council drains in the Eltham Drainage Area. The Eltham Drainage Board is now the Eltham Drainage Committee.
- **Eltham Borough Drainage and Water Supply Empowering Act 1905** – this Act allows the Council to do drainage, sanitation and water supply works for landowners, recover the costs, borrow money and make bylaws, in the former Eltham Borough area.
- **Hāwera Borough Drainage Empowering Act 1900** – this Act gives the Council powers in relation to drainage works in the former Hāwera Borough area.
- **Pātea Borough Council Empowering Act 1930** – this Act gave the Council additional powers to lease and sell certain lands, and to validate leases already granted.
- **Pātea Foreshore Vesting Act 1895** – this Act vested land at Pātea in the Pātea Harbour Board (now the Council) and allows the Council to arrange for reclamations, sell or lease land and grant rights for railway purposes.
- **Pātea Harbour Endowment Act 1892** – this Act vested land in the Pātea Harbour Board (now the Council).
- **Pātea Harbour Land Act 1882** – this Act declared that land set apart as endowments was vested in the Pātea Harbour Board (now the Council).

Below briefly outlines the key Council bylaws as at February 2023, their purpose and the dates each was established or reviewed. Full copies of these bylaws are available on the Council's website [www.southtaranaki.com](http://www.southtaranaki.com)

The bylaws relating to the delivery of three waters (water, wastewater and stormwater) will be removed from the Council's responsibility and transferred to Entity B from 1 July 2024.

### Alcohol Control - 2018

The purpose of this Bylaw is to protect the public from nuisance and offensive behaviour, and to improve public safety by reducing crime, disorder and other anti-social behaviour caused or made worse by alcohol consumption in public places.

### Cemeteries - 2013

This Bylaw sets and maintains standards for the operation of Council cemeteries. It stipulates the provisions for interments and provides regulations for industry personnel and members of the public for interments, fees, grave digging, headstones and monuments.

### Dog Control - 2019

This Bylaw protects the health and safety of the community by regulating the keeping of dogs, while also promoting responsible dog ownership and recognising the rights and needs of dog owners.

### Drainage - 2018

This Bylaw is for wastewater drainage from primarily domestic premises to the Council's public drainage systems and includes reticulated sewerage systems, urban storm water drains and the conditions for physical connection of premises. The Trade Waste Bylaw (2017) normally applies to trade premises.

### Freedom Camping - 2016 (amended 2017)

The purpose of the Freedom Camping Bylaw is to protect:

- areas within our District,
- the health and safety of people who may visit the District, and
- access to the District.

The Bylaw does this by controlling and managing where freedom camping may occur (permitted) and



# Ture-a-Takiwā (me ngā ture-a-tāone)

## Local Legislation

### (including Bylaws)

where it cannot (prohibited). The Bylaw classifies three types of freedom camping within the District – self-contained, non-self-contained and tenting.

#### **Keeping of Animals – 2018**

The purpose of this Bylaw is to protect the public from nuisance and to maintain public health and safety by controlling the keeping of animals and providing standards for keeping animals for the protection of neighbouring property owners. This includes the keeping of pigs, poultry, bees, and grazing animals in both the urban and rural areas.

#### **Livestock Control – 2019**

The purpose of this Bylaw is to provide for the orderly driving and control of livestock on Council-owned roads, whilst minimising inconvenience, nuisance and potential danger to all road users from the fouling of the road network. This Bylaw also seeks to reduce the risk of injury to all road users by preventing unmonitored livestock from wandering onto Council-owned roads.

#### **Mobile Traders – 2014**

This Bylaw aims to ensure that trading activities in public places are safe, lively and attractive without inhibiting the safety of pedestrians, and to protect the general public from nuisances.

#### **Parking Control and Traffic – 2014 (amended 2018)**

This Bylaw provides for fair use of parking spaces in the CBD areas of South Taranaki townships, and to work in conjunction with the New Zealand Police to ensure that vehicles used on South Taranaki roads are safe and roadworthy.

#### **Public Places – 2014**

This Bylaw protects the public from nuisance, and protects, promotes and maintains public health and safety in public places. It also controls the display of signs in public places.

#### **Public Swimming Pools - 2013**

The purpose of this Bylaw is to ensure a safe and hygienic swimming pool operating environment consistent with New Zealand best practice and customer etiquette within a family recreation environment.

#### **Roading – 2014 (amended 2018)**

The purpose of the Bylaw is to protect roads from nuisances and damage, enhance the safety of road users, and to manage the road asset for the wellbeing of the public. It sets standards for the construction of vehicle access ways, conditions required for any works undertaken within the maintained roadway or surface that may interfere with the safe and efficient flow of traffic, restricting heavy traffic and the setting of speed limits.

#### **Skate Devices Control – 2014**

This Bylaw aims to maintain the safety of pedestrians on footpaths and ensure that damage to footpaths is reduced by restricting the use of skate devices within defined areas of the District.

#### **Solid Waste – 2013**

The purpose of this Bylaw is to contribute to promotion and effective and efficient waste management and minimisation in the South Taranaki District, the implementation of the Council's Waste Management and Minimisation Plan, the regulation of refuse collection and disposal (including recycling, ownership of the waste stream, refuse storage, and waste management). It also outlines the responsibilities of customers who use the solid waste services and contributes to the protection of the health and safety of waste collectors, waste operators and the public.



Ture-a-Takiwā (me ngā ture-a-tāone)

# Local Legislation

(including Bylaws)

## **Tattooist, Beauticians and Body Piercers - 2013**

This Bylaw regulates those persons and premises undertaking beauty therapy, skin piercing and tattooing that carry a risk of transferring communicable diseases. It aims to prevent the transference of communicable diseases and other bacterial skin or wound infections by applying standards to those persons who practice such operations.

## **Trade Waste – 2017**

The purpose of this Bylaw is to protect the health and safety of all persons in the District, including Council staff, contractors and the public by protecting our natural environment.

The Bylaw sets a framework for industries discharging into the Council's wastewater network, which enables the Council to treat and dispose of wastewater whilst meeting its own obligations under its discharge resource consent.

## **Water Supply - 2013**

The purpose of this Bylaw is to protect public health by maintaining the security of the Council's water supplies. The Bylaw details the responsibilities of the Council and its customers in relation to the public water supply. The Council also categorises the types of water supply and manages its water supplies by way of cost recovery, reducing wastage, demand management and penalties.







# Tikanga Pōti me ngā Āheinga Whakahuringa

## Electoral Systems and how to change it



### How are councillors elected?

Council's electoral system is governed by the Local Electoral Act 2001. This Act provides a choice of two electoral systems for the election of mayor, councillors and community board members. The choices are "First Past the Post" (FPP) or "Single Transferable Vote" (STV) system.

FPP allows electors to tick as many candidates' names as they want, up to the number of vacancies to be filled. The candidate(s) that receive the most votes is declared the winner.

STV, instead of putting a tick beside a candidate's name, requires the elector to put a number. Electors are in effect ranking candidates in order of preference. The number of votes required for each candidate to be elected is called the quota and the quota is calculated on the number of positions to be filled and the number of valid votes.

The South Taranaki District Council currently uses the First Past the Post electoral system.

Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used at the next two elections to the Single Transferable Vote (STV) system or stay with First Past the Post (FPP) for the next election.

Council can 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.

If the electoral system is changed, the new electoral system must be used for at least the next two triennial general elections; that is, we cannot change our electoral system for one election and then change back for the next triennial election.



# Tikanga Pōti me ngā Āheinga Whakahuringa

## Electoral Systems and how to change it



### Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. The Council last reviewed the electoral system in 2021, when it decided to continue the first past the post system for the 2022 and 2025 elections. This is due to be reconsidered in advance of the 2028 elections. Should there be any change to the electoral system following a review, this must be followed for the next two triennial general elections.

The outcomes of the last review resulted in changes to the representation in 2022; the membership of councillors increased from 12 to 13 partly as a result of the establishment of a with Māori wards.

Our District is led by a mayor (elected by constituents across the whole District) and councillors, who were elected by constituents within their ward. The four community boards (Eltham-Kaponga, Pātea, Taranaki Coastal and Te Hāwera) each comprise four elected members and one appointed member.

### Māori Wards and Constituencies

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors.

The Council considered Māori wards in 2020. The Council resolved to introduce Māori representation via Māori wards for the 2022 and 2025 triennial elections; Te Tai Tonga and Te Kūrae. The Council has Iwi appointments to the Environment and Hearings Committee, Risk and Assurance Committee, Community Services and Infrastructure Services Portfolio Groups.

# Whakataunga Memama me ngā Whanonga

## Members' Role and Conduct

The Council consists of the mayor, elected by the District at large and 13 councillors, elected from four general wards and two Māori wards. The mayor and councillors are elected to govern, make decisions and manage the interests of our District on behalf of all residents and ratepayers.

### Mayor

The Mayor Phil Nixon 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:

- To lead the development of Council's plans, policies and budgets;
- To appoint the deputy mayor, chairpersons of all committees and establish the committees of Council;
- Presides over all Council meetings, ensuring that the elected members act within the guidelines of the code of conduct;
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests;
- Ceremonial head of Council;
- Assist in providing leadership and feedback to other elected members on teamwork and charring committee;
- Justice of the Peace, while the Mayor holds office.

Under the Local Government Act 2002, Amendment Act 2012, Clause 3 of the section 41A Role and powers of mayors:

### Deputy Mayor

The Deputy Mayor must be appointed or elected at the first meeting of the local authority under Clause 21 (5) (d) of Schedule 7 of the Local Government Act 2002. Deputy Mayor Robert Northcott was appointed and 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 of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

### Committee Chairperson

A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by the Council and as set out in the Council's Delegations Register.

### Community Boards

Supporting our Council, there are four Community Boards covering the whole District, having been established within the provisions of Section 49 of the Local Government Act 2002. The Community Boards are elected by ward, as follows:

Taranaki Coastal Councillor	4 members plus 1 appointed
Eltham-Kaponga Councillor	4 members plus 1 appointed
Pātea	4 members plus 1 appointed Councillor
Te Hāwera	4 members plus 1 appointed Councillor

A community board's role is to:

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

The Chairperson is appointed by the members of the Community Board.



# Whakataunga Mema me ngā Whanonga

## Members' Role and Conduct

### Elected Members

Elected members, acting as the Council, are responsible for:

- ensuring the Council fulfils its responsibilities and follows the principle of local government as set out in the Local Government Act 2002;
- the development and adoption of Council plans, policies and budgets for the District;
- monitoring the performance of the Council against its stated objectives and policies set out in its Long Term Plan;
- employment and monitoring the performance of the Chief Executive (under the Local Government Act 2002 the local authority employs the Chief Executive, who in turn employs all other staff on its behalf);
- representing the interests of the residents and ratepayers of the South Taranaki District Council. On election, the members' responsibility is to the District as a whole; and
- Promoting good relationships with neighbouring local authorities.

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each member has one vote. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

### Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clause 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council.

The responsibilities of the Chief Executive under Section 42 of the Act are:

- implementing the decisions of the Council;
- providing advice to all elected members;
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- managing the activities of the Council effectively and efficiently;
- maintaining systems to enable effective planning and accurate reporting of the Council's financial and service level performance;
- Providing leadership for the Council staff; and
- Employing staff on behalf of the Council, including negotiation of the terms of employment for those staff.

The Chief Executive is supported by a Senior Leadership Team (SLT).

# Whakatakotoranga Whakahaere

## Management Structure

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.

Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member.

### Chief Executive's Delegations

All delegations are from the Council to the Chief Executive Officer with the exception of certain provisions within the Resource Management Act 1991 where there is clear direction to delegate to the relevant staff member.

The Chief Executive has approval to expend or commit the Council to any approved expenditure contained in the Long Term Plan or Annual Plan or over-expenditure within the following thresholds:

- Up to 15% above a budgeted expenditure item greater than \$1 million;
- Up to 20% above a budgeted expenditure item greater than \$250,000 but less than \$1 million,
- Up to 20% (maximum \$50,000) for items less than \$250,000;
- Up to \$100,000 for net unbudgeted expenditure (gross unbudgeted amount not to exceed \$1million);
- To all works necessary in the case of an emergency (with no financial limit).

### Whakaōrite Whiwhinga Mahi Equal Employment Opportunities

The South Taranaki District Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees. The Council will provide a welcoming positive environment and will implement a purposeful programme of action to ensure its activities and services are carried out with an awareness of, and an intent to eliminate discrimination in the areas of sex, marital status, religious beliefs, ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation.

Employment policies and practices will also ensure that employees have equal opportunity in the areas of recruitment, selection and appointment, training, development, promotion, conditions of service and remuneration.

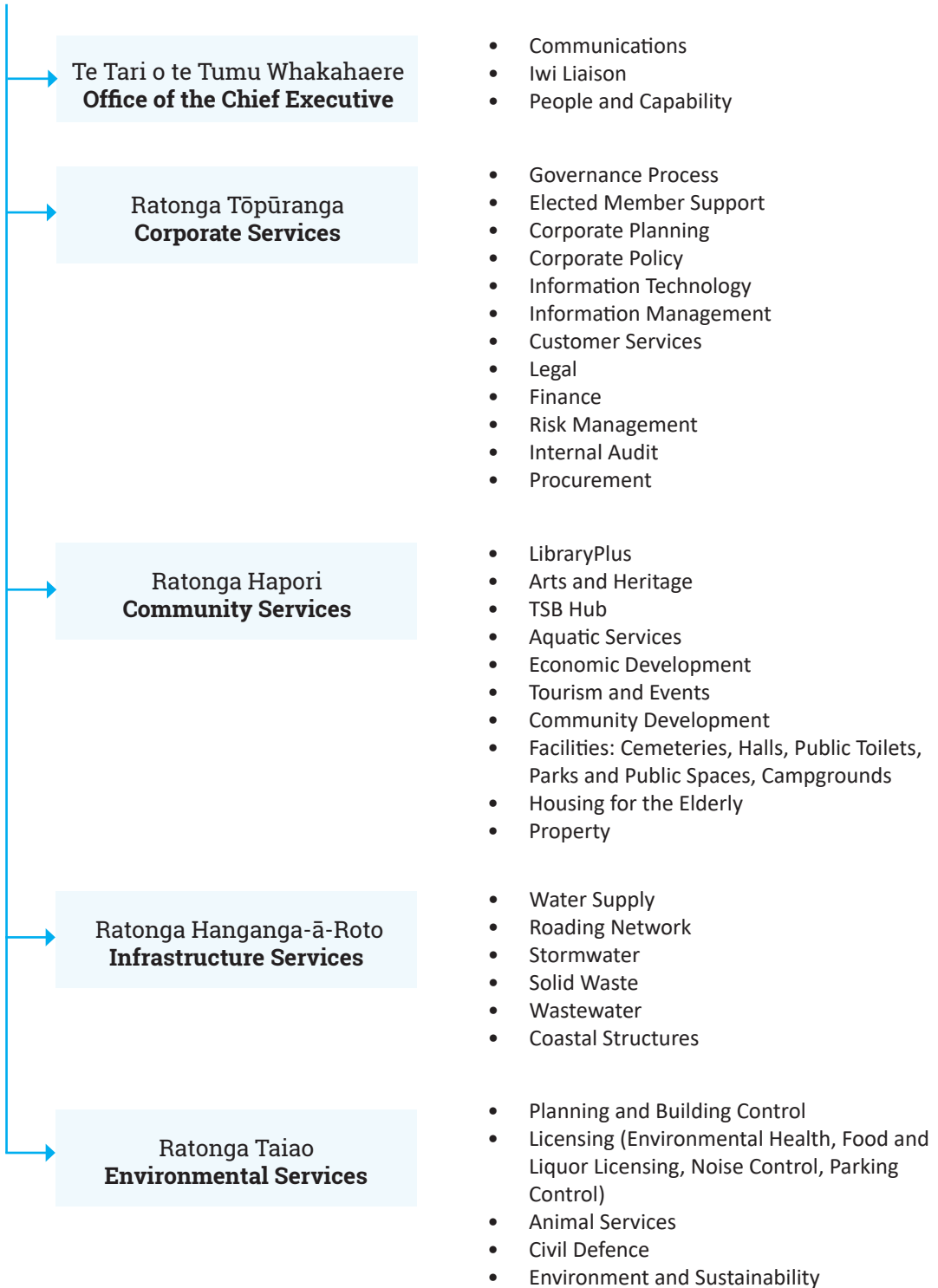


# Whakatakotoranga Whakahaere

## Management Structure



**Tumu Whakahaere**  
**Chief Executive**  
 Fiona Aitken



# Taunaki Tikanga-a-Mema

## Members' Code of Conduct

The Council adopted a Members' Code of Conduct in 2022 and all elected members are required to adhere to it. Adopting a code is a requirement of the Local Government Act 2002. The Members' Code of Conduct set out the expectations of the Council regarding the manner in which elected members conduct themselves while acting in their capacity as members.

It also covers disclosure of information that is received by or is in the possession of elected members and contains details of the sanctions the Council may impose if an individual breaches the code.

Copies of the full Code of Conduct are available by contacting the Governance and Support Services Team Leader on 0800 111 323 or [sara.dymond@stdc.govt.nz](mailto:sara.dymond@stdc.govt.nz).

### Members' Commitment

These commitments apply when conducting the business of the local authority as its representative or the representative of an electorate, and communicating with other members, the media, the public, or staff. By adopting the Code of Conduct members agree that they will:

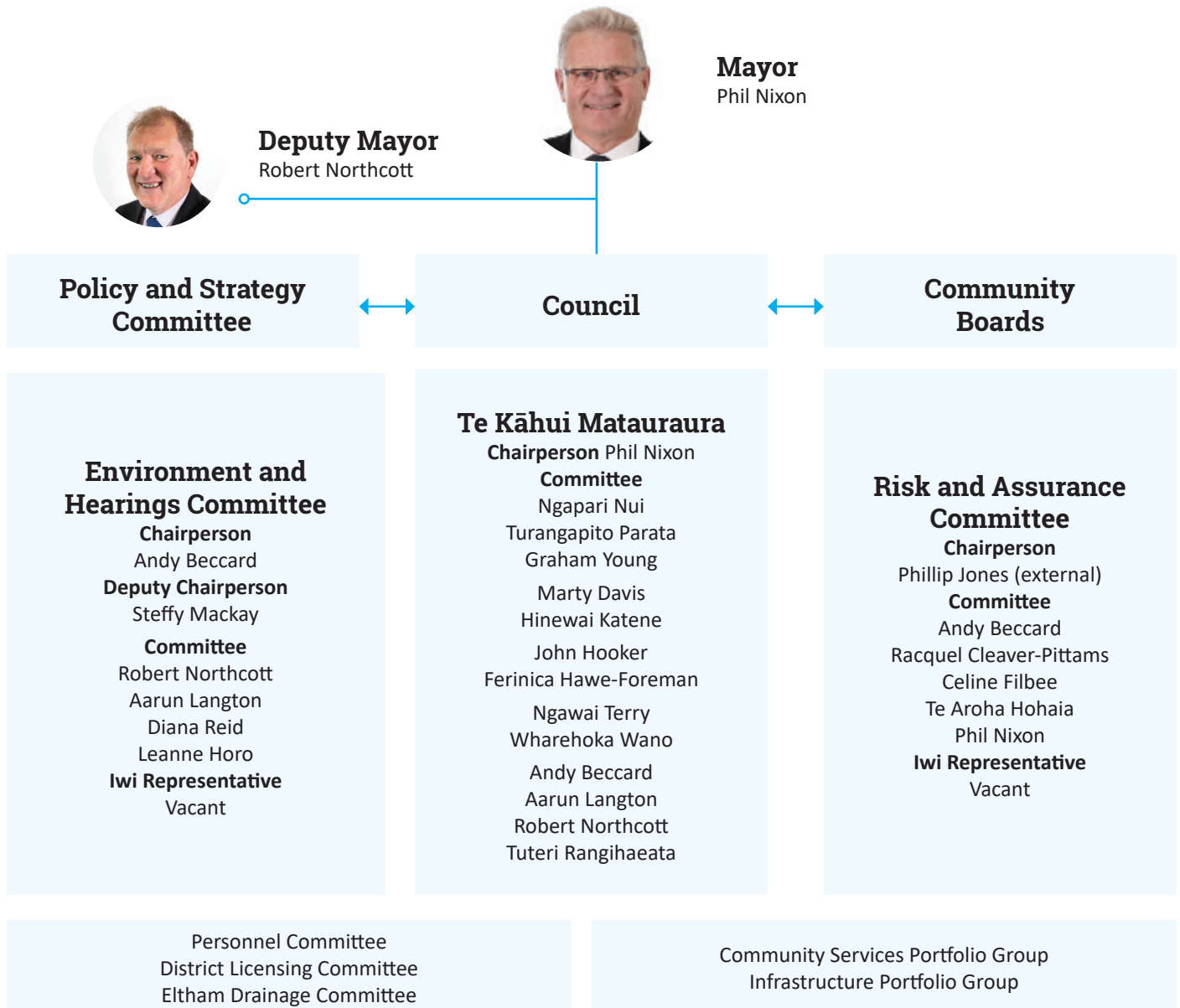
1. treat all people fairly,
2. treat all other members, staff, and members of the public, with respect,
3. share with the local authority any information received that is pertinent to the ability of the local authority to properly perform its statutory duties,
4. operate in a manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi,
5. make it clear, when speaking publicly, that statements reflect their personal view, unless otherwise authorised to speak on behalf of the local authority,
6. take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member,
7. not bully, harass, or discriminate unlawfully against any person,
8. not bring the local authority into disrepute,
9. not use their position to improperly advantage themselves or anyone else or disadvantage another person,
10. not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority, and
11. not disclose information acquired, or given, in confidence, which they believe is of a confidential nature.



# Whakatakotoranga Kāwana

## Governance Structure

The political structure, membership and delegations are determined by the Mayor and/or Council at the beginning of each new triennium. Below is the political structure:



## Committee Purpose

### Council

*The purpose of the Council is to make decisions on all matters that cannot be delegated, that it has not delegated or that it has had referred to it by staff or a committee.*

<b>Type of Committee</b>	Council
<b>Quorum</b>	Eight
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	Chairperson - Mayor Phil Nixon Deputy Chairperson - Deputy Mayor Robert Northcott Councillors Andy Beccard, Mark Bellringer, Racquel Cleaver-Pittams, Celine Filbee, Te Aroha Hohaia, Leanne Horo, Aarun Langton, Steffy Mackay, Tuteri Rangihaeata, Bryan Roach, Brian Rook and Diana Reid.
<b>Delegations</b>	<p>The Full Council's role is to carry out responsibilities under the Local Government Act 2002. It is the final decision-making authority within the Council and generally ratifies recommendations made by other committees. It is made up of all Councillors and the Mayor.</p> <p>The powers that cannot be delegated by the Council are:</p> <ol style="list-style-type: none"><li>the power to make a rate</li><li>the power to make a bylaw</li><li>the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan</li><li>the power to adopt a long-term plan, annual plan or annual report</li><li>the power to appoint a chief executive</li><li>the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the Local Governance Statement.</li><li>the power to adopt a remuneration and employment policy</li></ol>



## Committee Purpose

### Policy and Strategy Committee

*The primary role of the Policy and Strategy Committee is to allow free and open debate whilst policies are being developed.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Eight
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	Chairperson - Mayor Phil Nixon Deputy Chairperson - Deputy Mayor Robert Northcott Councillors Andy Beccard, Mark Bellringer, Racquel Cleaver-Pittams, Celine Filbee, Te Aroha Hohaia, Leanne Horo, Aaron Langton, Steffy Mackay, Tuteri Rangihaeata, Bryan Roach, Brian Rook and Diana Reid.
<b>Delegations</b>	<p>The primary role of the Policy and Strategy Committee is to allow free and open debate whilst policies are being developed. The Committee consists of all Councillors. One representative from each Community Board is invited to attend Council meetings, where they have speaking rights only.</p> <p>A policy is usually initiated within the portfolio groups. It is passed to the Policy and Strategy Committee, which discusses the proposed policy and makes recommendations for additions or amendments. Once the Committee is happy with the policy it goes to the Council for adoption.</p>

## Committee Purpose

### Risk and Assurance Committee

*The purpose of the Risk and Assurance Committee is to assist and advise the Council in discharging its responsibility and ownership of governance, risk management, and internal control.*

*The Committee will review the effectiveness of the following aspects of governance, risk management and internal control:*

- *risk management*
- *internal and external audit and assurance*
- *integrity and investigations*
- *monitoring of compliance with laws and regulations*
- *significant projects and programmes of work focussing on the appropriate management of risk*
- *oversight of preparation of the LTP, Annual Report, and other external financial reports required by statute.*
- *monitoring and oversight of the Long Term Investment Fund*

*To perform his or her role effectively, each committee member must develop and maintain his or her skills and knowledge, including an understanding of the Committee's responsibilities, and of the Council's business, operations and risks.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Four
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	Chairperson / External Member - Philip Jones Committee Members - Mayor Phil Nixon, Councillors Andy Beccard, Racquel Cleaver-Pittams, Celine Filbee and Te Aroha Hohaia Iwi Representative - Vacant
<b>Delegations</b>	The Risk and Assurance Committee will have responsibility and authority to: a. Review the quarterly financial and non-financial reports of the Council; b. Oversee the relationship between the Council and its external auditor; c. Consider the Audit Management Report undertaken for the Annual Report and Long Term Plan and monitor progress against that; d. Receive and consider reports on the Council's internal and external borrowing; e. Provide oversight and monitoring of the Council's risk management framework; f. Provide oversight and monitoring of Council's Long Term Investment Fund; and g. Oversee the relationship with the Council's Investment Advisors and Fund Managers.



## Committee Purpose

### Environment and Hearings Committee

*The primary role of the Environment and Hearings Committee is to oversee the Council's obligations under the Resource Management Act 1991. It also oversees a number of the Council's environment and regulatory activities.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Four
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	Chairperson - Mayor Phil Nixon Deputy Chairperson - Steffy Mackay Committee Members - Deputy Mayor Robert Northcott, Councillors Andy Beccard, Leanne Horo, Aarun Langton and Diana Reid Iwi Representative - Vacant

<b>Delegations</b>	<p>The Committee is delegated the following decision making powers:</p> <ul style="list-style-type: none"><li>• To hear all resource consent applications with the power to make a final decision</li><li>• To hear all Building Act dispensations on applications with the power to make a final decision</li><li>• To consider all matters of an environmental and regulatory nature relating to the Resource Management Act, Building Act, Health Act, Fencing of Swimming Pools Act, Dog Control Act and to make recommendations to the Council</li><li>• To receive reports on all matters approved under delegated authority by the Chairperson or Deputy Chairperson together with the Group Manager Environmental and those functions delegated to staff</li><li>• Hear objections to menacing dog classifications and either uphold or rescind the classification (as per the Dog Control Act)</li><li>• To consider and make recommendations to the Council on environmental policy matters relating to the Resource Management Act and the District Plan</li><li>• To hear all plan changes and make recommendations to the Council</li></ul>
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Non-notified applications will be referred to the Environment and Hearings Committee for consideration on in the following circumstances:

- Where the Group Manager Environmental believes that there are potential community effects and/or policy implications in respect of the District Plan, and no other applications of this nature have been dealt with before by the Council to determine precedent
- Appeals relating to consent conditions approved under delegated authority; and
- Applications for retrospective activities.
- That aside, the Committee is only able to make recommendations to the full Council for it to consider and make a decision on.

# Committee Purpose

## Te Kāhui Mataura

*The primary role of Te Kāhui Mataura is to enhance the relationship between Iwi and Council. The current terms of reference are being reviewed alongside the development of an Iwi-Council Partnership Strategy.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Seven
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	Chairperson - Mayor Phil Nixon Deputy Chairperson - Deputy Mayor Robert Northcott Committee Members - Councillors Andy Beccard, Aaron Langton and Tuteri Rangihaeata Te Kāhui o Rauru Representatives - Marty Davis and Hinewai Katene Te Kāhui o Taranaki Representatives - Ngawai Terry and Wharehoka Wano Te Korowai o Ngāruahine Representatives - John Hooker and Ferinica Hawe-Foreman Te Rūnanga o Ngāti Ruanui Representatives - Ngapari Nui, Turangapito Parata and Graham Young
<b>Delegations</b>	<p>The Committee is delegated the power to grant funds from the Tangata Whenua Liaison Fund within the purpose of the Local Government Act 2002. A sum of \$50,000 is allocated by the Council to the Committee each financial year.</p> <p>Other than the Tangata Whenua Liaison Fund the Committee makes recommendations to the Council for it to consider and make decisions on.</p>

# Committee Purpose

## Community Boards

### Eltham-Kaponga, Te Hāwera, Taranaki Coastal, Pātea

Community Boards are set up under Section 49 of the Local Government Act 2002 (LGA 2002) and their role is detailed under section 52 of the LGA 2002 to:

- Represent and act as advocates for the interests of their community;
- Consider and report on all matters referred to it by the Council or any matter of interest or concern to the Community Board;
- Make an annual submission to the Council on expenditure within the community;
- Maintain an overview of services provided by the Council within the community;
- Act as a channel of communication on between the community and Council;
- Undertake any other responsibilities delegated by the Council.

<b>Type of Committee</b>	Community Board
<b>Quorum</b>	Three
<b>Meeting Frequency</b>	6-weekly
<b>Membership</b>	<p><b>Eltham-Kaponga Community Board</b> – Chairperson Karen Cave, Deputy Chairperson Sonya Douds, Alan Hawkes, Lindsay Maindonald and Councillor Steffy Mackay.</p> <p><b>Te Hāwera Community Board</b> – Chairperson Nikki Watson, Deputy Chairperson Heather Brokenshire, Andrew Blanche, Raymond Buckland and Councillor Diana Reid.</p> <p><b>Taranaki Coastal Community Board</b> – Chairperson Andy Whitehead, Deputy Chairperson Sharlee Mareikura, Monica Willson, Liz Sinclair and Councillor Aaron Langton.</p> <p><b>Pātea Community Board</b> – Chairperson Jacq Dwyer, Deputy Chairperson Cheryl Rook, Owen Savage, Bronwyn Wattrus and Deputy Mayor Robert Northcott.</p>
<b>Delegations</b>	<p>The community boards are delegated the power to grant funds from a Discretionary Fund within the purpose of the Local Government Act 2002. The Discretionary Fund is allocated by the Council based on the population of the community board area.</p> <p>Other than the Discretionary Fund, the community boards make recommendations to the Council for it to consider and make decisions on.</p> <p>The Pātea Community Board plus one representative from each of the three iwi Ngāti Ruanui, Nga Rauru Kiitahi and Ngā Hapū o Ngaruahine, have the delegation to make recommendations to the Council regarding the Pātea Harbour Endowment Fund.</p>



## Committee Purpose

### Personnel Committee

*The primary role of the Personnel Committee is to oversee the relationship between the Council and the Chief Executive (CE) and monitor their performance. The Committee consists of the Mayor, the Deputy Mayor, the Chairman of the Environment and Hearings Committee and two councillors.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Four
<b>Meeting Frequency</b>	As required
<b>Membership</b>	Chairperson - Mayor Phil Nixon Committee Members - Deputy Mayor Robert Northcott, Councillors Andy Beccard, Mark Bellringer, Celine Filbee and Leanne Horo.
<b>Delegations</b>	The Personnel Committee is delegated the following responsibilities: <ul style="list-style-type: none"><li>• To oversee the process for recruitment of the CE;</li><li>• To conduct the agreed process for annual review including agreeing the key performance indicators with the CE.</li></ul>

The Committee shall report its decisions and/or recommendations confidentially in writing to the Council as soon as possible.

# Committee Purpose

## Eltham Drainage Committee

*The Eltham Drainage Committee has responsibility for land drainage matters in the Eltham Drainage Area and expresses the views of ratepayers of the Eltham Drainage Area to the Council.*

<b>Type of Committee</b>	Committee
<b>Quorum</b>	Three
<b>Meeting Frequency</b>	Twice yearly
<b>Membership</b>	Chairperson - Jonathon Perry Committee Members - Bruce Campbell, Erwin Kiser, Councillor Mark Bellringer (South Taranaki District Council) and Councillor Steve Beck (Stratford District Council).
<b>Delegations</b>	The Eltham Drainage Committee functions are to: a. Express the views of the ratepayers of the Eltham Drainage Area to the South Taranaki District Council; and b. To perform such functions and exercise such powers, in respect of the Eltham Drainage Area, as may from time to time be delegated to it by the South Taranaki District Council.

## Committee Purpose

### Portfolio Groups

#### Community Services and Infrastructure Services

*The Council has an Infrastructure Services Portfolio Group and a Community Services Portfolio Group. The groups give councillors a forum in which to discuss policy items and develop specialist areas of knowledge prior to the development of policy, and it is a sounding board for others. Environmental policy discussions are held with the Environment and Hearings Committee and the Risk and Assurance Committee.*

<b>Type of Committee</b>	Portfolio Group
<b>Quorum</b>	N/A
<b>Meeting Frequency</b>	Quarterly
<b>Membership</b>	<b>Community Services Portfolio Group</b> - Councillors Steffy Mackay, Leanne Horo, Brian Rook, Celine Filbee and vacant.  <b>Infrastructure Services Portfolio Group</b> – Councillors Mark Bellringer, Robert Northcott, Bryan Roach, Te Aroha Hohaia and Tuteri Rangihaeata.



## Committee Purpose

### Mayor and Chairs

*The purpose of the forum is to develop and enhance the relationships between the Council and the Community Boards. It provides an opportunity for meaningful dialogue and exchanges to occur on a regular basis. The forum enables the exchange of information and matters of interest between Boards as well as with the Council. It is designed to establish and maintain communication channels.*

<b>Type of Committee</b>	Informal
<b>Quorum</b>	N/A
<b>Meeting Frequency</b>	Quarterly
<b>Membership</b>	Chairperson - Mayor Phil Nixon Members - Deputy Mayor Robert Northcott, Mrs Karen Cave, Mr Andy Whitehead, Ms Jacq Dwyer and Mrs Nikki Watson.

## Joint Committees and Forums

### Taranaki Civil Defence Emergency Management Group

The Taranaki Civil Defence Emergency Management Group was established by the Taranaki Regional Council pursuant to Section 114S of the Local Government Act 1974 and Section 12 of the Civil Defence Emergency Management Act 2002.

The membership of this Committee is one representative from each of the following:

- New Plymouth District Council
- Taranaki Regional Council
- South Taranaki District Council
- Stratford District Council

The appointed representative on the Taranaki Civil Defence and Emergency Management Group has full delegated authority from the South Taranaki District Council to exercise the functions, powers and duties of members under the Civil Defence Emergency Management Act 2002.

The South Taranaki District Council representative is Mayor Phil Nixon and in his absence Deputy Mayor Robert Northcott. The Committee meets quarterly. The Terms of Reference are available from the Taranaki Regional Council who administers this Committee.

### Mayoral Forum

The Mayoral Forum consists of mayors of the New Plymouth, Stratford and South Taranaki district councils and the Taranaki Regional Council chairperson. The forum meet quarterly to consider shared services and collaboration between all the Taranaki councils.

The administration of the Mayoral Forum rotates between each of the councils and in the 2022-25 Triennium, it is the responsibility of the Stratford District Council. As part of the Taranaki Triennial Agreement the parties agree the next local authority responsible for servicing the Mayoral Forum, after which it passes to the remaining local authorities alphabetically, unless otherwise agreed.

### Regional Transport Committee

The Regional Transport Committee (RTC) was established by the Taranaki Regional Council from 1 October 2008 under the Land Transport Management Act 2003 Section 105(1) to prepare a regional land transport plan for the Region and to provide the Council with any advice and assistance it may request in relation to its transport responsibilities.

The membership of this Committee is as follows:

- New Plymouth District Council (1 person)
- Taranaki Regional Council (2 persons)
- South Taranaki District Council (1 person)
- Stratford District Council (1 person)
- Waka Kotahi (1 person)

The Committee meets quarterly. The Council appointment to the Committee is Mayor Phil Nixon with Deputy Mayor Robert Northcott as the alternate representative.

The Terms of Reference are available from the Taranaki Regional Council who administers the Committee.

## Joint Committees and Forums

### Taranaki Solid Waste Management Committee

The Taranaki Solid Waste Management Committee was established by the Taranaki Regional Council to provide a forum to consider and implement waste management issues of significance to the Taranaki region, and in particular, to collaborate in delivery of functions arising from the Waste Minimisation Act 2008.

The membership of this Committee is as follows:

- New Plymouth District Council (2 persons)
- Taranaki Regional Council (1 persons)
- South Taranaki District Council (2 persons)
- Stratford District Council (2 persons)

The Committee meets quarterly. The Council appointment to the Committee is Councillor Bryan Roach with Mark Bellringer as the alternate.

The Terms of Reference are available from the Taranaki Regional Council who administers the Committee.





# Tukanga Hui

## Meeting Processes

There are legal requirements determining how the Council, community board and committee meetings run. The meeting rules are set out in the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Council's Standing Orders.

### Triennial (Inaugural) Meeting of the Governing Body

The Chief Executive calls the first meeting following the triennial elections as soon as practicable after election results are known.

- The first meeting of the South Taranaki District Council was 26 October 2022
- The first meeting of the Community Board was 8, 9 and 10 November 2022

The Chief Executive presides over the meeting of the governing body until the Mayor makes the declaration required by Schedule 7 of the LGA Act 2002. Business that must be conducted at the first meeting after general elections must include:

A general explanation of:

- a. Local Government Act 2002;
- b. Local Government Official Information and Meetings Act 1987;
- c. Local Authority (Members' Interests) Act 1968;
- d. Crimes Act 1961 – Sections 99, 105 and 105A;
- e. Secret Commissions Act 1910;
- f. Financial Markets Conducts Act 2013; and
- g. Protected Disclosures Act 2022.

# Meeting Processes

## Ordinary Meetings

South Taranaki District Council meetings are held on a six weekly cycle. Upcoming meetings are published in Southlink in the South Taranaki Star. Meeting dates are also available on the Council's website.

The public are welcome to attend all Council, community board and committee meetings. Occasionally confidential matters will be discussed and the public are not able to attend those parts of the meetings. There are limited reasons for excluding the public from a meeting. The reasons are set out in the Local Government Official Information and Meetings Act 1987, and generally relate to protection of personal privacy, professional or legal privilege, commercial negotiation or commercial sensitivity.

Meeting agendas and minutes are available online. Reports and minutes containing confidential information will not be available online.

## Extraordinary Meetings

An extraordinary meeting can be called by the mayor, chair or the chief executive (if the mayor/ chair is absent) if there are matters which must be dealt with and require shorter notice.

## Workshops/Forums

From time to time Council will hold workshops/ forums. These are informal meetings to brief elected members on emerging issues, or get an indication of councillor preference before initiating a policy project. This is an opportunity for the Council to develop ideas and to be informed of the options and issues. Decisions can not be made at these informal meetings. These sessions are not open to the public or the media. LGOIMA do not apply to forums.

## Admissions of public to meetings

Members of the public can participate in the democratic process by:

- attending meetings
- making deputations to meetings
- presenting petitions
- making written submissions to hearings
- presenting evidence or submissions at hearings
- public forums

## Attending meetings

All hearings and meetings of Council are open for public attendance unless a resolution has been passed to exclude the public under section 48(1) of the LGOIMA. If members of the public are in the room when a resolution to exclude is passed, the chair will ask the public to leave the room for the duration of the item. Once the item has been completed, the meeting will move out of the public-excluded session. The public can then be invited back into the meeting.

Members of the public can speak during the Open Forum held at the beginning of all meetings. Speakers can have up to five minutes although this may be extended at the discretion of the Chairperson.

## Standing Orders

Standing orders provide the basis for the orderly conduct of meetings and contain rules defining the rights of chairs and members to address meetings. Elected members must adhere to the standing orders adopted by the Council under the Local Government Act 2002. These standing orders are subject to the same legal requirements as a code of conduct with regard to their adoption and amendment. The Council also uses the standing orders to deal with the many matters they manage that are not covered by legislation.

# Kaupapa Here Whakawhiti Whakaaro

## Consultation Policies

Community engagement is important to enable participation in decision making and to understand the views and preferences of people who are likely to be affected by or interested in an issue, proposal, decision or other matter. The Council's Significance and Engagement Policy provides clarity to the South Taranaki District Council community on how they can expect to be engaged in South Taranaki district decision-making processes.

### **Building Māori capacity to contribute to Council Decision-making Policy**

The Council are committed to upholding the mana of Māori by building strong relationships with Iwi and providing opportunities for Māori to contribute effectively and actively in decision-making processes that will affect the wider community.

This Policy provides opportunities for Māori to contribute to the Council's decision-making. The Council and Iwi will work collaboratively together to meet the needs of Māori, by developing strong relationships and decision-making partnerships including co-governance opportunities where these are identified by Iwi and/or the Council. The Council will actively promote te reo Māori including the development of a Bilingual Policy and ensure Māori representation on Committees and decision-making groups.

This Policy shall be reviewed every three years as part of the Long Term Plan to ensure the Policy is effective and efficient in achieving the long-term goals in conjunction with Te Kāhui Matauraura.

### **Mana whenua and Māori in South Taranaki – different relationships**

Māori include two broad groups: South Taranaki residents – mana whenua – and those with family links to this area – tangata whenua. Mana whenua acknowledges Ngāti Ruanui, Ngaa Rauru Kiihahi, Ngāruahine, and Taranaki, as the first people of the land. This relationship is primarily expressed through Te Kāhui Matauraura.

Another significant and diverse group consists of other Māori living in South Taranaki with links to Iwi from other parts of the country, as distinct from local Iwi or mana whenua. It also acknowledges the role of all other Māori communities as kaitiaki in other parts of New Zealand.

Schedule 10 (5) of the Local Government Act 2002 further requires councils to address the development of Māori capacity to contribute to decision making processes in their Long Term Plans.



# Kaupapa Here Whakawhiti Whakaaro

## Consultation Policies

### **Partnership with local Iwi and involvement in decision making processes**

In recent years, the Council and the mana whenua of South Taranaki have worked to improve their relationship. The establishment of the Iwi Liaison Committee in 1991 provided a mechanism through which mana whenua and the Council could engage directly. This mechanism will continue to be developed and reviewed to ensure its effectiveness.

The Committee meets regularly to provide an individual and collective perspective for the Council on all matters that affect Māori. The Committee has representatives from the Council, along with representatives appointed by the four recognised Iwi of South Taranaki, who are elected by Iwi. The term of each Council appointee is three years, and the appointment of the Iwi representatives is governed by each individual Iwi.

The Council employs an Iwi Liaison Manager to facilitate consultation with Māori. This role provides direct liaison between Māori and the Council, actively encourages Māori participation in Council affairs and provides advice and guidance to the Council and staff on issues of significance to Māori.

### **Māori involvement in decision making processes**

The Council identifies non-mana whenua as a group amongst other target groups that include youth, older people, other ethnic groups and the business community. This is to ensure that a representative range of South Taranaki residents have the opportunity to contribute to the Council's decision-making processes. Networking with key individuals and community leaders will also ensure the involvement of non-mana whenua in other forums, including the business community.

At present no single organisation represents non-mana whenua in South Taranaki, which makes it difficult to find representatives for the Council to consult. Any consultation under this process is with individuals, or small groups, rather than representatives with a formal mandate. Where necessary and appropriate, the Council is committed

to continuing to develop networks within the wider community to ensure that these levels of consultation are maintained and developed further.

### **Building on the Relationship**

The Council proposes to progress the following initiatives that we consider would enhance the on-going Iwi and Māori capacity in the Council's decision-making:

Formal:

- Ensure Te Kāhui Matauraura is actively supported by means of advice, follow up and practice; and
- Support Iwi in providing direction and advice for the Council in regional and national events.
- Increase Iwi participation in the District Plan review process, the Hāwera Town Centre Strategy, the Town Centre Master Plans, the Open Spaces Strategy, the Economic Development Strategy as well as the Long Term Plan.

Informal:

- Iwi concerns can be addressed promptly by contacting appropriate Council staff members.
- Prioritising strategic areas of concern for Iwi.
- Facilitating opportunity for Iwi to participate in other community areas.
- Together with Te Kāhui Matauraura, review the role, structure and terms of reference of the Committee every three years.
- Continue the Mosaics programme that strengthens the Council staff's ability to effectively engage with Iwi and Māori through exposure to tikanga and te reo Māori:
- Regular and consistent provision to increase language vocabulary, pronunciation and understanding of its cultural context.
- Hold quality Huinga-a-iwi meetings with Iwi in relation to the development of policy and strategy and any other operational matters relevant to Iwi.

# Pukapuka Matua Mahere me te Kaupapa Here

## Key Planning and Policy Documents



### Long Term Plan 2021 - 2031

Every three years, the Council is required to develop a Long Term Plan with a ten year horizon.

The Long Term Plan sets out our strategic direction and work programme for the next ten years (with specific detail on the first three years) - outlining the services we will provide, projects we will undertake, cost, how it will be paid for and how we will measure our performance.

Planning for a period of ten years encourages the Council to take a more sustainable and long term view of our resources and the direction we are heading instead of only planning on an annual basis.



### Annual Plan 2022/23

Every three years the Council is required to develop a Long Term Plan which outlines the projects and services the Council intends to carry out in the district over the next ten years, with a focus on the first three. Each intervening year the Council also develops an Annual Plan which highlights the Council's programme for that year and identifies any differences in that programme with what the Council said it was going to do in its Long Term Plan. The most important thing about the Annual Plan is that it sets the rates for the coming year.



### Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. Annual reports must be audited and adopted by October each year. The Council is required to publish this no later than 4 months after the end of the financial year which is 30 June.

The Council is also required to produce an annual report summary. The summary of the annual report is important for accountability as simplified financial and performance information should be more understandable and accessible than the more detailed annual report.

# Pukapuka Matua Mahere me te Kaupapa Here

# Key Planning and Policy Documents

## The District Plan

The South Taranaki District Plan contains our objectives, policies, rules and maps for managing activities and development in the district.

The District Plan is the main document that sets the framework for managing land use and development within our District. It contains objectives, policies and rules to address resource management issues such as the effects of land use and subdivision, noise and traffic.

The rules of the District Plan set out what activities you can do as of right (permitted activities) and what activities you'll need resource consent for. These rules cover things like residential development, subdivision of land, the height and location of buildings, commercial and industrial developments, heritage and noise.

## Environment and Sustainability Strategy 2021 - 2051

This Strategy guides decision-making for Council across four priority areas:

- Sustainable Resource Management: Sustainably managing the natural and physical resources of the District for future generations.
- Environmental Protection: Recognising and protecting places of natural heritage and outstanding natural features and landscapes across the District.
- Climate Change: Planning for and responding to climate change.
- Waste Minimisation: Continuing to implement and improve on our waste minimisation initiatives.

None of us can address these challenges alone, so this Strategy describes how Council can work with our communities, Iwi and hapū, partners, local groups and businesses, and central and local government. We need to work together, as a Council, as a community, and as individuals, to take action right now, and join the cities and communities around the world who have recognised the need for urgent action on the environmental and climate

change crises.

## Asset Management Plans

Asset Management Plans bring together all of the data and information about the assets. This helps the Council to make effective decisions throughout the lifecycle of each asset.

The assets are important as they are required to deliver the Council's activities and meet the levels of service adopted in the LTP.

## Revenue and Financing Policy

This policy explains how the Council's activities are funded. It provides predictability and certainty about sources of funding or how we recover the costs for our activities. It explains the reasons for various funding methods for our operating and capital expenditure.

## Financial Strategy - 2021

The purpose of this Strategy is to help us prudently manage our finances as we work towards our vision of South Taranaki, the most liveable District. The Strategy guides us to consider proposals for funding and expenditure. It sets out our financial targets, explains how we will manage our resources and highlights areas where there will be a significant financial impact. The Strategy describes what we are aiming to achieve over the next ten years and states the effects of our proposals on our services, rates, debt and investments.

## Infrastructure Strategy - 2021

This Strategy states how the Council intends to manage its infrastructure assets over the next 30 years. It outlines:

- The key infrastructure challenges we face;
- The main options for dealing with these issues;
- The cost and service delivery implications of those options; and
- The preferred scenario for infrastructure provision.



# Pukapuka Matua Mahere me te Kaupapa Here

## **Key Planning and Policy Documents**

### **Community Funding - 2021**

This Policy encourages the development and delivery of the social, economic, environmental, and cultural well-being of the District's residents and visitors through the provision of community grants.

### **Waste Management and Minimisation Plan - 2018**

This Plan is the guiding document for achieving effective and efficient waste management and minimisation within the District. This Plan contains the Council's vision, objectives and targets for waste management and minimisation and details how the Council will deliver and fund these.

# Pūrongo Whakapānga

## Contact Information



### Mayor

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### Te Kūrae Maori Ward

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### Council Staff

Any member of the Council's staff, the Mayor, or any LibraryPlus facility can be contacted by phoning 06 278 0555 or 0800 111 323 or emailing either through the website ([www.southtaranaki.com](http://www.southtaranaki.com)) or directly to the staff member.

Staff member email addresses follow this format: *firstname.surname@stdc.govt.nz*

# Request for Official Information

The South Taranaki District Council holds a wide range of information. The majority of the information is publicly available on request or available on the Council's website. Information requests should be sent to the Council by emailing [privacyofficer@stdc.govt.nz](mailto:privacyofficer@stdc.govt.nz) or by calling the Council on 0800 111 323.

Members of the public can request information at any time. When responding to information requests, Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Information requests should be as specific as possible so information can be found quickly. Council staff will contact requesters if clarification of a request is necessary.

The Council has 20 working days to respond to requests. In some circumstances that timeframe can be extended.

If a request requires a lot of staff time to research and compile, or a lot of information, the requester may be asked to pay some or all of the cost in advance. The Council always contacts requesters before a charge is incurred.

Sometimes the information requested cannot be released. When the Council decides to withhold information, the requester is provided with the reasons why.

The reasons for withholding information are set out in the LGOIMA. The most common reasons for withholding information are to:

- Protect people's privacy.
- Enable the Council to carry out its commercial activities.
- Protect confidential or commercially sensitive information.
- Maintain legal privilege.

Individuals have the right to ask for any information about themselves, without charge. Special rules govern the right of access to personal information and Council can be asked to correct information which is inaccurate or incomplete or misleading. If Council believes that its information is accurate, it must nevertheless note on its file that an objection has been made as to the accuracy of the information and the reasons for it.

All requests to Council, whether verbal or in writing, are deemed to be requests under the Local Government Official Information and Meetings Act 1987. However, in the course of Council's day to day business operations, staff are constantly involved in giving out information to the public from records held. Some legislation directs that certain information must be released and conversely also may direct that information is not to be released. It is only in such cases where doubt exists as to whether any particular information that is held can or should be released, that a formal process is adopted and followed to deal with such requests. In all other cases the information is provided in the course of day to day business.

All such requests are directed internally to the Privacy and Purchasing Advisor who is Council's delegated Official Information and Privacy Officer and responsible for the decision on the release, after consultation with the appropriate Group Manager.



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