



Local Governance Statement 2023



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Introductory Statement

Local Governance Statement

A local governance statement is a collection of information about the processes through which Council engages with its community, how the Council makes decisions, and how citizens can influence those processes.

A local governance statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic process and decision making.

For this reason, a local governance statement must include the following broad categories of information:

- functions, responsibilities, and activities of the local authority;
- local legislation conferring power to local authorities;
- key bylaws and policies of the Council;
- electoral arrangements;
- representation arrangements;
- members' roles and conduct;
- governance structures and meeting processes;
- the way elected members make decisions and relate to each other and to the management of the local authority including the way consultation is undertaken;
- management structures and employment policies (where applicable);
- systems for public access and processes for requests of official information.

This Local Governance Statement is to be reviewed within six months of each triennial election. The statement may also be reviewed and revised by the Council at any time to ensure its currency.

This Local Governance Statement 2023 was formally adopted by the current Council on 29 March 2023.

Hauraki District Council – A District Overview

Location and Geography

The Hauraki District is located in the upper half of New Zealand’s North Island and has Auckland and the Coromandel Peninsula at its doorstep. The District covers an area of 1,269 square kilometres, incorporating the eight different rural areas and towns of Kaiaua, Hauraki Plains, Ngātea, Kerepēhi, Turua, Paeroa, Ohinemuri and Waihi (or the three different wards: The Plains Ward, Paeroa Ward, and Waihi Ward).

The estimated resident population of Hauraki is 22,200 (Statistics New Zealand 2022). At the 2018 Census Hauraki District had a population of 20,022.

The Hauraki District enjoys a “clean-green” image, and has versatility so that it will suit many lifestyles. With dramatic scenery and rolling plains, bushwalks, heritage trails, arts and crafts, sports facilities, wineries and much more, there is a wide range of activities in the area. Approximately 75% of the District is used for pastoral farming with dairying being the most significant type. Dairy cattle farming is also our largest employing industry in the district with 11% of our district employed (2021).

The District thrives on mining, boasting Waihi’s Martha Mine, and also on tourism, being home to a number of other well-known tourist attractions such as the L & P bottle, the Karangahake Gorge walkways, the Hauraki Rail Trail, the Hauraki Gulf and Shorebird Coast.



Community Outcomes

Community Outcomes are our expression of our goals and aspirations for now, and the future. We aim to achieve these goals in all aspects of our leadership, policy development and service delivery.

Healthy environment | Te Mauri o te Taiao

- Ecosystems are protected, restored and respected.
- We minimise waste.
- Our rivers, streams and wetlands are healthy and we use water carefully.
- We reduce our carbon footprint to minimise climate change.

Connected people | Tūhono

- We look after each other.
- We are partners with iwi.
- We collaborate with other local authorities, and central government.
- Youth are engaged and supported.
- We're proud to live here.

Vibrant and safe communities | Te Oranga pai o te Hapori

- Public spaces are fun and inviting.
- Everyone has access to safe, healthy and affordable homes.
- Roads and bridges are safe and well-maintained.
- We have a reliable drinking water supply.
- We plan for and adapt to the effects of climate change.

Strong economy | Oranga Ōhanga

- Local business is supported – we can get what we need locally.
- There is opportunity for paid work and employment, and training.
- We are skilled and educated.

Functions, responsibilities and activities of the Hauraki District Council

Our vision

'Our home, our future' means that we're proud to live here and we want our future generations to be proud to live here too. We want to work with you to help shape our future rather than waiting for things to happen. That means creating opportunities for the now and also for future generations. We are ready to push boundaries to make things happen.

Our mission

Our mission sets out what we do. It is our mission to:

- actively provide leadership to, and advocate for, our communities
- provide good quality infrastructure, services and regulatory functions
- foster open-minded and two-way communication with our communities
- ensure the sustainable use and management of resources

... for the benefit of all who live in, work in and visit our district.

Function

The Hauraki District Council enables democratic local decision-making and action by, and on behalf of, the community and meets the current and future needs of the community for good quality infrastructure, local public services, and the performance of regulatory functions in a cost-effective way.

In performing its role, Council must act in accordance with the following principles:

- conduct its business in an open, transparent, and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of all of its communities;
- provide opportunities for Māori to contribute to its decision-making processes;
- collaborate and co-operate with other local authorities and bodies, as it considers appropriate, to promote or achieve its priorities and desired outcomes, and make efficient use of resources;
- undertake any commercial transactions in accordance with sound business practices;
- assess expected returns of commercial activities and satisfy itself that risks returns outweigh the risks;
- ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region;
- take into account the social, economic and cultural wellbeing of people and communities, the need to maintain and enhance the quality of the environment and the reasonably foreseeable needs of future generations.

Responsibilities

In fulfilling its functions, 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 to enhance community well-being;
- development of local resources;
- management of local infrastructure including network infrastructure (e.g. roads, sewage disposal, land drainage, water, stormwater, flood and river control works) and community infrastructure (libraries, parks, public toilets, swimming pools and recreational facilities);
- environmental management;
- planning for the future needs of the Hauraki District.

In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by many pieces of legislation.

The key Acts in alphabetical order are:

- Building Act 2004
 - Burial and Cremations Act 1964
 - Civil Defence and Emergency Management Act 2002
 - Climate Change Response Act 2002
 - Dog Control Act 1996
 - Freedom Camping Act 2011
 - Food Act 2014
 - Gambling Act 2003
 - Hazardous Substances and New Organisms Act 1996
 - Health Act 1956
 - Health and Safety at Work Act 2015
 - Heritage New Zealand Pouhere Taonga Act 2014
 - Land Transport Act 1998
 - Land Transport Management Act 2003
 - 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
 - Litter Act 1979
 - Public Records Act 2005
 - Prostitution Reform Act 2003
 - Privacy Act 2020
 - Psychoactive Substances Act 2013
 - Reserves Act 1977
 - Resource Management Act 1991
 - Sale and Supply of Alcohol Act 2012
 - Shop Trading Hours Act 1990
 - Treaty of Waitangi Act 1975
 - Waste Minimisation Act 2008
 - Water Services Act 2021
 - Water Services Entities Act 2022
- * It is of note, there are a number of Bills that will affect local government that are currently proposed legislation, however as at publication Royal Assent had not been given.

Activities

Council has eleven Groups of Activities which are made up of legislatively prescribed activities and any other group that the Council believe should be included. In accordance with Schedule 10, Part 1, section 2 (2) of the Local Government Act 2002, a Long-term plan must include the following Groups of Activities:

- water supply;
- sewerage and the treatment and disposal of sewage;
- stormwater drainage;
- flood protection and control works;
- the provision of roads and footpaths.

The Hauraki District Council has identified six additional Groups, and has also altered the names of the legislatively required Groups for simplicity and to reflect the public's understanding of these Groups (while still meeting the legislative requirements in accordance with Schedule 10 of the Act).

Legislative Group of Activities	How Council refers to this Activity:	Rationale for amendment
Water supply	Water Supply	The Council has not changed the legislative name, however, throughout the text water supply is referred to as a single activity. The component parts of the activity are detailed in its accounting lines.
Sewerage and the treatment and disposal of sewage	Wastewater	The Council has used the term Wastewater to describe all references to the treatment and disposal of sewage since the year 2000, and the Council felt it was unnecessarily confusing to change the term again when the description Wastewater activity is all encompassing and simpler.
Stormwater drainage	Stormwater	Removal of the word 'drainage' to avoid confusion for the Hauraki residents between the Stormwater and Land Drainage activities. The Land Drainage activity, which is so important and unique to just a small number of authorities including the Hauraki District Council, is a separate activity to Stormwater. From the reader's perspective there is only one primary activity in this Group of Activities and this is the provision of Stormwater.
Flood protection and control works	Land Drainage	The addition of Land Drainage to the title for this activity reflects the Council's view that these two elements of rural drainage are integrated. Land drainage and flood protection and control both work towards achieving the same goals in terms of retaining the productive capability of the land, therefore these activities have been incorporated into one Group of Activities.
The provision of roads and footpaths	Land Transport	The name has been simplified for improved readability and understanding. The Council has decided to refer to this activity as the Land Transport activity, as the term encompasses all roading and roading related activities such as local roads and footpaths, bridges, amenities, road safety, contribution to public transport and cycle ways etc.

**Additional Groups of
Activities specific to Hauraki
District Council**

Rationale for addition

Governance and Leadership	The need to highlight the significance of the Council's Democracy, Iwi Liaison and Policy Development activities.
Waste Management	An important service that does not align with the legislatively defined Groups of Activities.
Manaaki Toiora	The Group of Activities incorporating Community Initiatives and Community Growth and their sub-activities is a necessary part of the Council's elective operations that particularly focus on social and economic wellbeing.
Community Services	The Group of Activities incorporating Community Facilities and Community Recreation and their sub-activities. In most cases there are either legislative or community expectations that Council will provide these activities.
Regulatory Services	The Group of Activities incorporating Building Control Services, Resource Management Implementation, Community Protection and Animal Control are included as they demonstrate Council's legislatively required regulatory roles.
Support Services	This Group includes the sub-activities of property, forestry, subdivision, fleet management, overheads and project operations and is a key component to the organisation.

Further information can be found in the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#) available on the Council's website. The Long-term plan 2024-34 will be consulted on during 2023/24 and come into effect 1 July 2024.

Local legislation that confers powers on the local authority

In addition to legislation applicable to all territorial local authorities, the Hauraki District Council is also bound by separate pieces of local legislation (Acts that apply specifically to it). A list of local legislation can be found below, with a high-level summary of what they consist of.

- **Local Legislation Act 1927**
Section 60 - Authorising Hauraki United Drainage Board to exercise an unexercised loan authority of Hauraki Drainage Board;
Section 61 - Authorising the Hauraki United Drainage Board to exercise an un-exhausted loan authority of the Horahia Drainage Board.
- **Local Legislation Act 1938**
Section 7 - Authorising Hauraki Plains County Council to acquire a water-main for water-supply district and making special provision in connection therewith.
- **Paeroa Borough Water-supply Empowering Act 1947**
An Act to enable the Paeroa Borough Council to take, divert and impound water in a certain stream in the Hauraki Mining District for supplying water to the Borough of Paeroa.
- **Local Legislation Act 1966**
Section 12 - Authorising Hauraki Plains County Council to adopt classification of land fixed by Hauraki Catchment Board.
- **Hauraki Plains County Council Empowering (Kerepēhi Sewerage Works) Act 1975**
An Act to empower the Hauraki Plains County Council to make and levy a capital charge on certain property within the Hauraki Plains County.
- **Hauraki Gulf Marine Park Act 2000**
An Act that integrates the management of the natural, historic and physical resources of the Hauraki Gulf, its islands and catchments while recognising the historic, traditional, cultural, and spiritual relationship of the tangata whenua with the Hauraki Gulf and its islands.
- **Local Government (Auckland Council) Act 2009**
Schedule 1 - This schedule deals with the apportionment of the transfer of assets or liabilities or both and detail of the boundaries set by the transition of Auckland Council.

Hauraki District Council Bylaws

Bylaws are rules made by Council under the Local Government Act 2002 (section 145), for the purposes of protecting the public from nuisance, protecting, promoting and maintaining public health and safety, and minimising the potential for offensive behaviour in public places.

All bylaws are required to be reviewed no later than every ten years. Hauraki District Council currently has the following bylaws in place:

Alcohol in Public Places Bylaw

The purpose of the [Alcohol in Public Places Bylaw](#) is to regulate the consumption or possession of alcohol in specified public places, for specified days, times and events.

This bylaw was adopted on 25 October 2017, and became effective on the 9 November 2017 and is scheduled for review in October 2027.

Cemeteries Bylaw

The [Cemeteries Bylaw](#) includes rules for using cemeteries that the Council owns and is responsible for, and includes Services Cemeteries.

This bylaw was adopted on 26 June 2019, became effective on the 1 July 2019 and is scheduled for review in June 2029.¹

Drainage

The purpose of the [Drainage Bylaw](#) is to put controls in place to assist with stormwater and drainage activities, under the management and jurisdiction of the Council, in rural and urban areas. It helps to protect Council's stopbanks, flood gates, pumps and drains and includes rules around private drains. It does not apply to any Waikato Regional Council drains or assets.

This bylaw was adopted on 28 August 2019, became effective on the 1 September 2019 and is scheduled for review in August 2029.²

Dog Control

The purpose of the [Dog Control Bylaw](#) is to promote the control of dogs in public places and on private property to minimise danger, distress, or nuisance caused by the keeping of dogs to the public. This bylaw should be read in conjunction with the [Dog Control Policy](#).

This bylaw was adopted on 28 April 2021, became effective on the 1 July 2021, except where stated some dog exercise areas come into effect 1 October 2021. It is scheduled for review by April 2026 (or earlier should the Dog Control Policy 2021 require changes).³

¹ This bylaw revokes and replaces Part 6 (Cemeteries) of the Hauraki District Council Consolidated Bylaw 2007.

² This bylaw revokes Part 7 (Land Drainage) of the Hauraki District Council Consolidated Bylaw 2007.

³ In 2019 Part 3 (Public Safety) of the Hauraki District Council Consolidated Bylaw 2007 was separated into individual bylaws. This bylaw was separated from the Consolidated Bylaw 2007 and renamed accordingly.

The purpose of the Dog Control Policy 2021 is for the use and information of all dog owners within the Hauraki District and also members of the wider community. It applies to those people visiting the District with dogs and those people looking after dogs for other people in the Hauraki District.

Food Grading

The [Food Grading Bylaw](#) is to protect and promote public health by requiring food businesses registered with the Council, that operate subject to a Food Control Plan, to display a food grading certificate for public information. The bylaw contains the Council's criteria for grading food businesses.

This bylaw was adopted on 22 May 2019, became effective on the 1 July 2019 and is scheduled for review in May 2029.⁴

Freedom Camping

The purpose of the [Freedom Camping Bylaw](#) is to encourage responsible freedom camping within the district by stating rules for camping in public places. This is to protect areas and the health and safety of people who visit the area while recognising that the activity is an element of traditional Kiwi culture and a valued tourist experience.

This bylaw was adopted on 16 September 2020, became effective on the 1 November 2020 and is scheduled for review by November 2030.

Nuisance

The [Nuisance Bylaw](#) contains rules for minimising nuisance within the district's public spaces and on private property. It facilitates the enjoyment of living in and visiting the Hauraki District by managing and regulating the use of public places and certain activities on private land, including the keeping of animals and bees.

This bylaw was adopted on 26 June 2019, became effective on the 1 July 2019 and is scheduled for review by July 2029.⁵

Stock Crossing

The purpose of the [Stock Crossing Bylaw](#) is to set rules for moving stock within the district on roads controlled by the Council. Stock includes cattle, deer, llamas, alpacas, sheep, goats, and any other animal farmed and dependant on humans for their care. Roads controlled by the Council may include state highways where Waka Kotahi NZ Transport Agency has delegated control to the Council.

This bylaw was adopted on 27 July 2022, became effective on 1 September 2022 and is scheduled for review at the direction of the Council, however it will be reviewed at least every five years.⁶

⁴ This bylaw revokes and replaces the food safety provisions in Part 3 (Public Safety) of the Hauraki District Council Consolidated Bylaw 2007.

⁵ This bylaw revokes and replaces the food safety provisions in Part 3 (Public Safety) of the Hauraki District Council Consolidated Bylaw 2007.

⁶ This bylaw was separated from part 2 (Land Transport) of the Consolidated Bylaw 2007 by resolution of the Hauraki District Council on 31 July 2019.

Trade Waste & Waste Water

The purpose of the [Trade Waste and Wastewater Bylaw](#) is to help regulate discharge of industrial/commercial waste, and the drainage of wastewater (sewage) from households.

This bylaw was adopted on 29 July 2015, became effective on the 7th August 2015 and is scheduled for review in July 2025.⁷

Traffic and Parking

The purpose of the [Traffic and Parking Bylaw](#) is to set the rules for parking within the district and the control of traffic. It applies to any road in the district, but exclude state highways.

This bylaw was adopted on 27 July 2022, became effective on the 1 September 2022 and is scheduled for review at the direction of the Council.⁸

Waste Management

The purpose of the [Waste Management Bylaw](#) is about keeping the public and the Council appointed waste contractor safe, and minimising nuisance from kerbside rubbish and recycling.

This bylaw was adopted on 27 July 2022, became effective on the 1 September 2022 and is scheduled for review by August 2032.

Water Supply

The purpose of the [Water Supply Bylaw](#) is to protect the water supply network and resources from contamination. It also contains rules for when you connect or disconnect to the Council's water supply, and allows for water restrictions to be in place during times of drought or emergency.

This bylaw was adopted on 14 August 2019, became effective on 1 September 2019 and is scheduled for review in August 2029.⁹

Wharves and Boat Ramps

The [Wharves and Boat Ramps Bylaw](#) contains rules to assist with the management of wharf facilities that are provided by, owned and controlled by the Council. As the wharves and boat ramps are public places, the Nuisance Bylaw also applies to these areas.

This bylaw was adopted on 22 May 2019, became effective on 1 July 2019 and is scheduled for review in May 2029.¹⁰

⁷ This bylaw was separated from the Consolidated Bylaw 2007 by resolution of the Hauraki District Council on 14 August 2019.

⁸ This bylaw was separated from part 2 (Land Transport) of the Consolidated Bylaw 2007 by resolution of the Hauraki District Council on 31 July 2019.

⁹ This bylaw revokes and replaces Part 5 (Water Supply) of the Hauraki District Council Consolidated Bylaw 2007.

¹⁰ This bylaw revokes and replaces Part 9 (Wharves) of the Hauraki District Council Consolidated Bylaw 2007.

The electoral system and the opportunity to change it

Electoral Systems

'First Past the Post' and 'Single Transferable Vote' System

The [Local Electoral Act 2001](#), defines an electoral system as any of the following electoral systems that are prescribed for use at an election:

- the system commonly known as First Past the Post (FPP);
- the system commonly known as Single Transferable Voting (STV) using the New Zealand method of counting single transferable votes.

The Hauraki District Council currently operates its elections under the First Past the Post electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes are 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. This system is currently used in some local authority elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on all the number of positions to be filled and the number of valid votes.

The number of candidates required to fill all vacancies is achieved by:

- counting of electors' first preferences;
- then a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota;
- then the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Provisions for changes to the Electoral System

The Local Electoral Act 2001 makes provision for changes to the electoral system. The Council can resolve to change the electoral system to be used at the next two elections and once changed, an electoral system must be used for at least the next two triennial general elections i.e. we cannot change our electoral system for one election and then change back for the next election.

Representation arrangements

Representation review

The Council is required to review its representation arrangements at least once every six years. This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six 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 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 this review, and should also follow guidelines published by the Local Government Commission. The Act gives citizens the right to make a written submission to the Council, and the right to be heard if they wish. There is also the right to appeal any decisions on the above.

Council reviewed its representation and boundaries, which applied to the election in 2022. A representation review of wards (including Māori wards), boundaries and number of councillors in the Hauraki district will need to be undertaken in 2023/24.

Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Existing arrangement

The Hauraki District Council comprises of the Mayor and 13 councillors elected as follows:

- 4 councillors elected by the electors of Plains Ward;
- 4 councillors elected by the electors of Paeroa Ward;
- 5 councillors elected by the electors of Waihi Ward.

Separate Wards for Māori Electors

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. Council's current representation arrangements do not include Māori wards.

Boundary changes

The Reorganisation 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;
- eliminate a district;
- create a unitary authority, i.e. transfer all of the functions of the Waikato Regional Council to Hauraki District Council;
- 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 per cent of electors.

Proposals for the establishment of a new district or for the creation of a unitary authority will also be dealt with by the Local Government Commission. These proposals cannot be implemented without a poll of electors.

Information on these requirements can be found in the Local Government Act 2002 (in particular Schedule 3). For further information, contact the [Council](#) or the [Local Government Commission](#). The Local Government Commission has also prepared [guidelines](#) on procedures for local government re-organisation.

On 1 November 2010 the Kaiaua area, previously part of the former Franklin District, was incorporated into the Hauraki District. As part of this boundary change the Hauraki District, at the time, gained approximately 680 residents and an additional 125 square kilometres of land.

Members' roles and conduct

Mayor and Councillors

The Mayor and Councillors of the Council have the following roles:

- setting the policy direction of Council;
- developing and adopting plans and budgets;
- monitoring the performance of Council;
- representing the interests of the people of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District);
- employing the chief executive (under the Local Government Act the local authority employs the chief executive, who in turn employs all other staff on its behalf);
- Ensuring that the Council is a "good employer" and that it meets health and safety requirements in terms of the Health and Safety at Work Act 2015.

The Mayor

The Mayor is elected by the district as a whole. The role of the Mayor was amended and extended in 2013 by section 41A of the Local Government Act 2002 Amendment Act 2012. The role of the Mayor is now defined as providing leadership to:

- the other members of the Council; and
- the people of the district of the territorial authority, and
- the development of the territorial authority's plans (including the long-term plan and annual plan), policies, and budgets for consideration by the members of the territorial authority.

The Mayor has the same voting rights as other Councillors except, where required, he or she may be called on to make a casting vote.

The Mayor may appoint the Deputy Mayor, the Chairperson and the members of each committee of the Council. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. Nothing, however, limits or prevents the Council from discharging any of these appointees. Procedures for any discharges as set out in Standing Orders and the LGA 2002 should be followed.

The current Mayor following the 2022 triennial election is Mayor **Toby Adams**.

The Deputy Mayor

The Deputy Mayor is appointed by the Mayor.

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of the Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties of the Mayor. The Deputy Mayor may be removed from office by a resolution of the Council, in accordance with the Standing Orders.

The current Deputy Mayor following the 2022 triennial election is Cr. **Paul Milner**.

Committee Chairpersons and Committees

A committee chairperson is responsible for presiding over meetings of the committee, and ensuring that the committee acts within any powers delegated by the Council.

A committee chairperson may be removed from office by resolution of the Council.

Unless already appointed by the Council a committee can appoint a deputy chairperson who fills the role of Chairperson when that person is absent.

Elected Members

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

- schedule 7 of the Local Government Act 2002 includes obligations to act as a good employer and to abide by the current Code of Conduct and Standing Orders;
- the Local Authorities (Members' Interests) Act 1968 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 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 prohibits the acceptance of gifts or rewards for acting in a certain way and also prohibits the use of official information for private profit.

Code of Conduct

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, the code may only be amended by a 75 per cent or more vote of the Council.

The code sets out the Council's understanding and expectations of how the Mayor and Councillors 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.

The current Code of Conduct was reviewed and adopted by the Council on 9 November 2022.

Governance structures and processes, membership, and delegations

The Council reviews its Committee structures after each triennial election. The Mayor may appoint the Deputy Mayor, the committee structure of the Council and the chairpersons of those committees. The names of any appointments made by the Mayor must be tabled at the first meeting of the Council after the appointments are made. Nothing, however, limits or prevents the Council from discharging any of these appointees. Procedures for any discharges as set out in Standing Orders and the LGA 2002 should be followed.

After the 2022 Triennial election the Council established that full Council meetings would be held on the last Wednesday of every month. The following Standing Committees were also established:

Council Committees

Community Partnerships Committee

The purpose of the Community Partnerships Committee is to increase Council's focus on community wellbeing opportunities and issues; to support the Council to facilitate effective community engagement and further Council relationships with Hauraki communities; and to create stronger linkages between citizens, local organisations and Council.

The Community Partnerships Committee is made up of the Mayor (Deputy Chairperson) and all other elected members, one of which is appointed as Chairperson.

Audit and Risk Committee

The purpose of the Audit and Risk Committee is to enhance the effectiveness of the Hauraki District Council's audit and risk processes by seeking reasonable assurance that that Council has appropriate financial, health and safety, risk management and internal control systems in place. It is responsible for seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting processes. The Committee's role is to provide a communications link between management, the Council and the external and internal auditors and is to promote a culture of openness and continuous improvement.

The Committee is made up of the Mayor (Deputy Chairperson), Deputy Mayor, three Councillors and an Independent Member (Chairperson), to be appointed by the Council.

Finance Committee

The purpose of the Finance Committee is to support the Council carry out its duties regarding financial management, monitoring and reporting by ensuring the appropriate financial policies are in place and by seeking reasonable assurance as to the integrity and reliability of the Councils financial reporting.

The Committee is made up of the Mayor, Deputy Mayor (Deputy Chairperson), three Councillors one of which is appointed as Chairperson.

CEO Performance Committee

The CEO Performance Committee has responsibility for the effective monitoring of the chief executive officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of conducting and completing a review of employment, including any recruitment and selection process for recommendation to Council.

The Committee is made up of the Mayor (Chairperson), Deputy Mayor (Deputy Chairperson) and two Councillors.

Council Management Committee

The Council Management Committee has responsibilities that support the Councils' own performance and remuneration through making recommendations on the Council's Code of Conduct Policy, Remuneration Authority Determinations, and Directors for Council Organisations Policy. The Committee also has the role of agreeing on sale price and conditions for sale and purchase agreements for Council, under specific conditions.

The Committee is made up of the Mayor (Chairperson), Deputy Mayor (Deputy Chairperson) and three Councillors.

Zero Carbon Promise and Waste Minimisation Committee

The Zero Carbon Promise and Waste Minimisation Committee provides increased focus to the climate action and waste minimisation functions of the Council. This includes the governance oversight to the implementation of the Zero Carbon Promise and Waste Management and Minimisation Plan; making recommendations to the Council on Government's policy on climate change mitigation and waste management and minimisation; and championing carbon reduction and waste minimisation initiatives with the community.

The Committee is made up of the Mayor, Deputy Mayor, and four Councillors one of which is appointed as Chairperson.

Planning Committee

The Planning Committee has the role to enable effective policy making with regard to the Resource Management Act 1991, District Plan Changes and private plan changes. The Committee is also to oversee district and regional spatial planning/land -use planning and the development of regulatory policy and bylaws. This includes housing policy and projects as it related to land use planning and the oversight of urban planning.

The Committee is made up of the Mayor (Chairperson), Deputy Mayor, and five Councillors one of which is appointed as Deputy Chairperson.

District Licensing Committee

The District Licensing Committee considers and determines all licence applications made under the Sale and Supply of Alcohol Act 2012 and associated procedures, in accordance with the Council's Local Alcohol Policy. The Committee can recommend to Council any recommendations for review of/or changes to the Local Alcohol Policy and any associated procedures for its implementation.

The Committee is made up of the Mayor, Deputy Mayor (Chairperson), two Councillors both of which are appointed as Deputy Co-Chairpersons and five list members to be appointed from Council's list maintained under section 192 of the Sale and Supply of Alcohol Act 2012.

Regulatory Hearings Committee

The Regulatory Hearings Committee is responsible for resource management and regulatory hearings with all delegations being within the frameworks of the Council's adopted regulatory policies, plans, strategies, policy guidelines and bylaws. These relate to Gambling, Development Contributions, Compliance, Monitoring and Enforcement, Building Act 2004, Building (Pools) Amendment Act 201, Dog Control Act 1996, Crown Minerals Act 1991.

The committee is made up of the Mayor, Deputy Mayor (Chairperson), two Councillors, one of which is appointed as Deputy Chairperson, and approved Independent Commissioners if required as appointed by the Council.

Adaptive Planning and Emergency Management Committee

The Adaptive Planning and Emergency Management Committee is to provide governance and oversight of planning, community readiness, co-ordination and delivery of the Civil Defence Emergency Management Activities. It is delegated to adopt and monitor progress against the Waikato Group Plan, oversee relevant recommendations, recommend and review appropriate Community Response and Recovery Plans, provide oversight regarding community readiness and seek assurances of alignment between adaptation planning, land use planning and community readiness and recovery planning.

It is made up of the Mayor, Deputy Mayor, seven Councillors, one of which is appointed Deputy Chairperson, and an external advisor from the NZ Police, Fire and Emergency NZ, St. John Ambulance Service, Waikato Group Emergency Management Office and Waikato District Health Board.

Land Drainage Committees

The four Drainage Committees for the Western Plains, Eastern Plains, Paeroa Rural Drainage and Taramaire Drainage Districts are advisory committees only, with no decision-making powers.

Each District Drainage Committee has the power, duty and responsibility to make recommendations to the Council on all matters relating to land drainage management within their respective Districts, including recommendations on operational and capital estimates, asset planning, rating reviews and the annual work programme.

The Drainage Committees are made up of two councillors and community representation from the relevant Drainage Districts.

Council's Joint Committees

In addition to the above Standing Committees the following Joint Committees have either been appointed by the Council, or are required by Statute:

- Waikato Civil Defence Emergency Management Group Joint Committee;
- Hauraki Gulf Forum.

A joint committee is deemed to be both a committee of Council and a committee of each of the other councils or public bodies that has appointed members.

Council Controlled Organisations

A Council Controlled Organisation is an organisation where 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.

Co-Lab (previously Waikato LASS)

In December 2005 the local authorities in the Waikato Region established Waikato Local Authority Shared Services Limited (WLASS) as a company and a Council-Controlled Organisation (CCO), for the purpose of working closely together on mutually beneficial joint projects to achieve better outcomes and cost savings for shareholders. Since December 2021 it is now trading as Co-Lab. Co-Lab is jointly owned by the 12 local authorities of the Waikato Region. Each local authority owns an equal number of shares in Co-LAB.

New Zealand Local Government Funding Agency Limited (LGFA)

New Zealand Local Government Funding Agency Limited (LGFA) was enabled under the Local Government Borrowing Act 2011 and was incorporated on 1 December 2011. LGFA is a Council-Controlled Organisation (CCO) operating under the Local Government Act 2002.

LGFA's primary purpose is to provide more efficient funding costs and diversified funding sources (including foreign currency) for New Zealand local authorities. LGFA was established to raise debt on behalf of local authorities on terms that are more favourable to them than if they raised the debt directly.

Council Controlled Organisation (Exempted)

Exempted Council Controlled Organisations are an exemption for a smaller organisation from full reporting requirements. This exemption is made on the basis that it is not practical or efficient for full accountability requirements and performance monitoring to take place.

Destination Hauraki Coromandel

Destination Hauraki Coromandel is a sub-regional tourism organisation for 'The Coromandel' which includes the geographic area of both the Hauraki and Thames-Coromandel Districts. Established in 2011 to promote tourism and travel in the 'The Coromandel'. Destination Hauraki Coromandel also supports, promotes and assists in activities and projects which will increase the opportunities for employment in tourism and visitor industries. Thames-Coromandel District Council and Hauraki District Council may appoint 50% or more of the directors of the Trust. This exemption has been revisited and subsequently reconfirmed by the Council, most recently in November 2020, three years since the last exemption was granted.

Hauraki Rail Trail Charitable Trust

The Hauraki Rail Trail Charitable Trust is a charitable trust formed to manage the cycleway known as the Hauraki Rail Trail (HRT). The Hauraki, Thames-Coromandel and Matamata-Piako District Councils are settlors to the Trust Deed. The Councils have the right to appoint 50% or more of the directors of the company. This exemption has been revisited and subsequently reconfirmed by the Council, most recently in September 2020, three years since the last exemption was granted.

Martha Trust

The Martha Trust (the Trust) was established in 2001 by a joint venture known as the Waihi Gold Company, settling the sum of \$10 to create the trust fund. The main purpose of the Trust is to monitor and maintain in perpetuity the tailings storage areas and mine pit lake so that it can be used

for recreational or leisure purposes by the general public following completion of mining and closure of the site. This exemption has been revisited and subsequently reconfirmed by the Council, most recently in May 2021, three years since the last exemption was granted.

Council Organisations

A Council Organisation (CO) is a company or entity in respect of which one or more local authorities have control either directly or indirectly of one or more of the votes at any meetings or the right directly or indirectly to appoint one or more of the trustees, directors or managers of the entity. Council has either a member or voting rights on the following organisations/committees:

Plains Ward

Mangatarata Reserve Committee	Councillor Stephen Crooymans
Kerepēhi Hall and Domain Committee	Councillors Raymond Broad and Phillip Buckthought
Waitakaruru Domain Committee	Councillor Stephen Crooymans
Hugh Hayward Domain Committee	Councillor Raymond Broad
Turua Reserve	Councillor Neil Gray
Patetonga Hall Committee	Councillor Phillip Buckthought
Kaihere Hall Committee	Councillor Phillip Buckthought
Haurakian Charitable Trust	Councillor Neil Gray
Kōpūārahi Hall	Councillor Neil Gray

Paeroa Ward

Paeroa Domain Users Group	Deputy Mayor Paul Milner and Councillor Rino Wilkinson
Rotokohu Sports Ground Management Committee	Deputy Mayor Paul Milner and Councillor Carole Daley
Karangahake Mackaytown Reserve Committee	Councillor Jo Tilsley
Netherton Reserve Committee	Councillor Jo Tilsley
Centennial Park Trust Board	Councillors Carole Daley and Rino Wilkinson
Golden Cross Mine Community Consultative Group	Deputy Mayor Paul Milner
Paeroa Swimming Pool Users Group	Councillors Carole Daley and Jo Tilsley
Paeroa Historical Maritime Park	Councillor Carole Daley

Waihi Ward

Waihi Arts Centre and Museum	Councillors Anne Marie Spicer and Sarah Holmes
Whiritoa Community Hall Management Committee	Councillor Austin Rattray
Whiritoa Community Liaison Committee	Councillor Austin Rattray
Waikino Area Residents and Ratepayers Association	Councillor Sarah Holmes
Golden Cross Mine Community Consultative Group	Councillor Anne Marie Spicer
Waitawheta Camp	Councillor Bhavesh Ranchhod
Waihi Community Forum	Councillors Anne Marie Spicer and Bhavesh Ranchhod
Sport 'n' Action Waihi Charitable Trust	Councillors Josh Martyn and Neil Gray

Other Liaison and Co-operation

The Council is involved with many groups working within the community. Such organisations fall outside the “Council Organisation” definition where there is no voting right attached to membership and include groups.

Meeting processes

General Provisions Relating to Meetings

Schedule 7 of the Local Government Act 2002, sets out the general provisions relating to meetings. Generally, the Council must hold the meetings that are necessary for the good government of the District.

Standing Orders

All members of the Council must abide by Standing Orders. Standing Orders were adopted by the Council on 09 November 2022.

A copy of the Standing Orders can be viewed at the Hauraki District Council office, William St, Paeroa or on the Council [website](#)

PART 7—of the Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act applies to Council meetings at which resolutions and decisions are made. All such meetings must be publicly notified and agendas and associated reports must be available for public inspection.

There is a presumption that every Council meeting will be open to the public (s 47), unless the public is expressly excluded. The public may be excluded from meetings only on the grounds set out in the Act.

Any member of the public has a right to inspect or receive copies of the minutes of all meetings open to the public.

There are certain protections for statements made in documents or at meetings.

Planning and decision-making

Decision-making requirements

The Local Government Act 2002 (LGA 2002) sets out obligations of local authorities in relation to the making of decisions and the consultation required with interested parties (sections 75-87). For any decision the Council should:

- seek to identify all reasonably practicable options for the achievement of the objective of a decision;
- assess the options in terms of their advantages and disadvantages;
- take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga if any of the options identified involves a significant decision on them.

Consultation requirements

When making decisions Council will give consideration to the views and preferences for persons likely to be affected by or have an interest in the matter (section 82). Consultation principles include:

- that persons affected or having an interest should be provided with reasonable access to relevant information in a format that is appropriate to the preferences and needs to those persons;
- that persons who will or may be affected or have an interest in the matter should be encouraged to present their views.

Significance and Engagement Policy 2020

Section 76AA of the Local Government Act 2002 states that every local authority must adopt a Significance and Engagement Policy. The purpose of this policy is:

- to enable Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities;
- to provide clarity about how and when communities can expect to be engaged in decisions made by Council;
- to inform Council from the beginning of a decision-making process about the extent, form and type of engagement required;
- to set out those assets considered by Council to be strategic assets.

This policy became effective on 9 September 2020. The Local Government Act 2002 does not require that the Council review this policy within a defined timeframe. The Council is in the process of reviewing this policy and the review is expected to be complete by September 2023.

Council adopted its [policy](#) in 2020. The policy is being reviewed in 2023.

Special Consultative Procedure

The LGA 2002 has specific procedures that the Council must follow when making certain types of decisions. The special consultative procedure (predominantly set out in sections 83-87 of the LGA, 2002) is a minimum process that the Council must use when making decisions where the LGA 2002 or other Act requires the local authority to use it.

Through its Significance and Engagement Policy, in general, the more significant an issue the greater the need for community engagement.

Policies for liaising, and memoranda or agreements with Māori

Introduction

The Local Government Act 2002 (LGA) includes a number of provisions relating specifically to Māori that apply to all local authorities.

The key features are:

- clarification of the role of the Treaty of Waitangi;
- provision of opportunities for Māori to be involved in decision-making processes;
- electoral provisions for Māori representation;
- development of consultation policies and processes for consultation with Māori;
- fostering of capacity building of Māori to take part in local government processes;
- acknowledgement of the relationship of Tangata Whenua with the physical environment.

Tangata Whenua

Within the Hauraki District Council boundaries, the following Iwi groups have Mana Whenua status in its District:

- Ngāti Hako
- Ngāti Tamaterā
- Ngaati Whanaunga
- Ngāti Paoa
- Ngāti Tara Tokanui
- Ngāti Maru
- Ngāti Porou Ki Hauraki.

The Council will continue to work with Hauraki Iwi to ensure Māori have the opportunity and capacity to contribute to decision-making.

Memorandum of Partnership

Council has actively sought the development of Memoranda of Partnership with individual Mana Whenua governance entities in the District.

To date it has developed and signed such Memoranda with:

- Te Rūnanga A Iwi o Ngāti Tamaterā
- Te Kūpenga o Ngāti Hako
- Te Rūnanganui o Ngāti Paoa
- Te Rūnanga o Ngāti Maru.

Some of these entities are no longer in existence and newer structures are now being formalised via a Treaty Process.

Treaty of Waitangi Settlements

Treaty settlements with individual Hauraki Iwi are likely to result in new or updated governance structures for those Iwi that will result in amendments to the existing Memoranda of Partnerships and/or the development of new agreements.

The Council will commit time and resources to participate in the proposed co-governance bodies for the Hauraki rohe catchments and to implement any other requirements that may result from the Treaty Settlement processes.

There will also be partnership agreements developed with Hauraki Māori.

Taura here

While Māori make up 23% of the population of the Hauraki District, the number of Māori living in the Hauraki District who do not have tangata whenua status within the District (Taura here) is not known. It is reasonably believed to be a relatively small number.

Council is not aware of any separate Māori organisation that specifically represents Taura here. Council however does recognise in its Memoranda that tangata whenua have a legitimate advocacy role in issues affecting Taura here. Should any organisation be identified or formed that legitimately represents Taura here, Council acknowledges that it will be included in the definition of Māori as outlined in the Local Government Act 2002.

Management structure and the relationship between management and elected members

Division of Responsibility between the Council and Management

A key requirement for the efficient running of any council is that there is a clear division between the role of elected members and that of management.

The following roles show the difference in responsibility between that of the elected Council and the management team of the Hauraki District Council.

Role of the Council

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

- formulating the District's strategic direction in conjunction with the community and conveying it in the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#)
- determining the services and activities to be undertaken;
- managing principal risks;
- administering various regulations and up-holding the law;
- monitoring the delivery of the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#) and annual plan;
- ensuring the integrity of management control systems;
- safeguarding the public interest;
- ensuring effective succession of elected members;
- reporting to ratepayers and residents.

Role of the Chief Executive

The Local Government Act 2002 requires the Council to employ a chief executive whose responsibility is to employ a workforce 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. Any complaint about individual staff members should therefore be directed to the chief executive, rather than the Mayor or Councillors.

The chief executive is appointed by Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002.

The chief executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council.

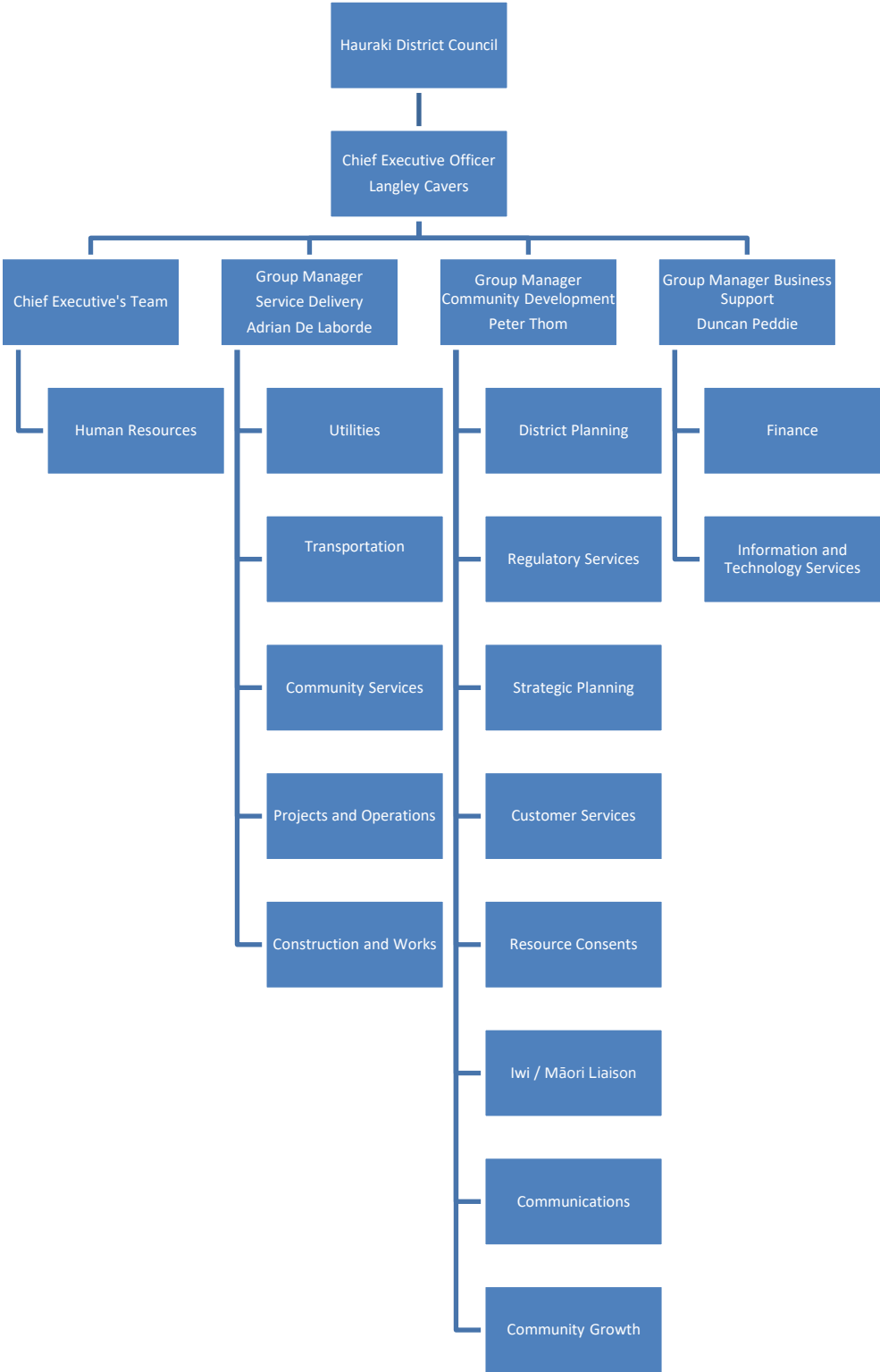
Under section 42 of the Local Government Act 2002, the responsibilities of the chief executive are:

- implementing the decisions of Council;
- providing advice to Council and community boards;
- ensuring that all responsibilities, duties and powers delegated to the chief executive or to any person employed by the chief executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- managing the activities of Council effectively and efficiently;
- facilitating and fostering representative and substantial elector participations in elections and polls held under the Local Electoral Act 2001;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council;
- providing leadership for the staff of Council;
- employing staff (including negotiation of the terms of employment for the staff).

The current chief executive is Langley Cavers.

Management Structure

Council management is led by the Executive Leadership Team, this being the chief executive and the three group managers. There are four departments in the organisational structure of the Hauraki District Council as depicted below.



Service Delivery

The Service Delivery team oversees Council assets to the value of approximately \$0.5 billion. This comprises Elderly Persons Housing, parks and reserves, playgrounds, cemeteries, community halls, sports facilities, swimming pools, roads, footpaths, cycleways, water supply, wastewater, stormwater and land drainage and flood protection. The group also has responsibility for all of the Council's property and buildings and land development.

Community Development

The key drivers of the requirements of the Community Development Team primarily stem from Central Government regulations and the public sector environment. To assist Council in meeting these requirements, nine divisions within the team have been established – Communications, Customer Services, Emergency Management, Iwi Liaison, Libraries, Manaaki Toiora, Regulatory Team, Resource Management Services and Strategic Planning.

Business Support

The Business Support team provides internal support systems for the whole Council. Such support systems include website provision, geographical information systems, revenue control, information management of information and records, administrative services, financial processing, and financial management.

Equal employment opportunities policy

The Hauraki District Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees.

The Council regards the elimination of any discrimination and the provision of equal opportunities as essential principles in management of its staff resources. The Council will ensure there is a positive programme to identify and to eliminate discrimination in the areas of race, colour, ethnic or national origin, age, gender, religion, marital status, family responsibilities, sexual orientation, and people with disabilities, where it exists.

Legislation requires that local authorities act as a good employer, with particular emphasis on Equal Employment Opportunities for all staff. Equal Employment Opportunity is all about providing a fair workplace and fair procedures for employees. In practical terms for Council it means:

- the best person is employed for the job – job opportunities are fair and equal;
- there is no discrimination or harassment in the workplace;
- barriers are eliminated so there are no advantages for some and disadvantages for others;
- employees are judged on merit;
- effective training and education opportunities exist;
- job barriers - particularly for women and ethnic minorities - are removed.

Key approved planning and policy documents and their review processes

District Plan

The [District Plan](#) provides the means for the Council and communities to manage the environmental effects of activities in the District. It contains rules for how landowners and occupiers can build on or develop their land. The Plan is written in accordance with the provisions of the Resource Management Act 1991. The Council's functions are set out throughout the Act and duties are set out in Section 31 of that Act. The District Plan is a statutory policy document and has the force of regulation. The Plan uses objectives, policies and rules to achieve high standard environmental outcomes.

The District Plan Process

The First Schedule to the Act outlines the procedures to be followed for the process of preparing, reviewing or changing a District Plan and the consultation required. This section sets out the key steps and dates involved in preparing this Plan. Under the Resource Management Act 1991 a District Plan is to be reviewed every 10 years. Outside of the review, changes to district plans can be made by Council or applied for by any person (which includes a person, the crown, a corporation or a body of persons). If an application for a change comes from any person; Council can adopt the request in whole or in part, accept the request in whole or in part, deal with the request as though it is an application for resource consent or reject the request in whole or in part. The schedule sets out circumstances under which Council can decline to process the request.

On 27 August, 2014, the Council resolved to make the District Plan operative on 26 September, 2014.

[Plan Change 1](#) became operational on 16 September 2019. The purpose of the plan change was to include minor rule changes to the Operative District Plan as required under the Resource Management Act 1991. The plan change is predominantly around subdivision and development standards to assist families within the District with acceptable and affordable accommodation.

[Plan Change 4](#) became operative in part on 16 November 2020 and in part on 15 September 2021, except for some items which were withdrawn. Plan Change 4 proposed a number of administrative changes to the Operative Hauraki District Plan.

[Plan Change 5](#) became operative on 16 December 2022. Plan Change 5 proposed the re-zoning of the land at the former Paeroa Racecourse from Reserve (Active) to a mix of residential, commercial and open space activities in accordance with a new Structure Plan for the site.

Long-Term Plan | Tō Mātou Mahere Roa

Our [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#) sets out the Council's priorities over the medium to longer term. The Long-term plan must be produced once every three years and must cover a period of at least ten years and is currently in place for the 2021-31 period. The current Long-term plan became effective from 1 July 2021 and:

- set out the Council's community outcomes and the Hauraki District Council's intended contribution to those outcomes;

- set out the things the Hauraki District Council will be doing over the life of the plan, what it will cost and how it will be funded;
- co-ordinate the activities of the Hauraki District Council;
- provide a long-term focus for the Hauraki District Council.

The next Long-term plan is due for review in 2023 and due for consultation in early 2024 for the 2024-34 period.

Annual Plan

Things change from year to year so an annual plan is prepared in the years that Council does not review its Long-term plan. The annual plan updates Council's work programme, expected variations of financial costs and funding impacts. Our latest annual plan can be found on our [website](#).

Annual Report

Within four months of the end of the financial year to which it relates, Council adopts an annual report which contains audited accounts for the previous financial year. The purposes of the annual report are to:

- compare the actual activities and performance of the local authority with the intended activities and performance as set out in the Long-term plan and the annual plan;
- comment on the performance of all organisations included in the annual plan; and
- promote Council's accountability to the community for the decisions it made throughout the year.

Annual reports and Summary annual reports adopted in recent years, can be found on our [website](#).

Activity Management Policy

The Council is required under section 101B of the Local Government Act 2002 to prepare an Infrastructure Strategy, which includes Asset or Activity Management Plans (AMPs). These AMPs set out how we are going to manage our various activities. The Activity Management Policy provides the boundaries and principles under which these must be developed.

Activity Management Plans

These documents are plans that focus on asset and activity management in terms of service levels, replacement and renewal strategies. They are internal tools developed to ensure levels of service, budgets and work programmes are strategically prepared and programmed based on the Council's policies.

The activity management plans for the Council are updated on an ongoing basis, however the last extensive review was carried out in the lead up to the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#). These are formally being reviewed at presented for the Long-term plan 2024-34 preparations.

Accounting Policies

Accounting policies are the basis, rules and procedures adopted in preparing and presenting financial statements and financial reports.

It is fundamental to the understanding and interpretation of general purpose reports that those who use them are aware of the accounting policies on which they are based. The disclosure of accounting policies is governed by the International Public Sector Accounting Standards (IPSAS) and generally accepted accounting practice (GAAP).

Financial Strategy

Section 101A of the Local Government Act 2002 requires the Council to prepare and adopt a Financial Strategy in order to facilitate prudent financial management by a local authority and to ensure that a local authority's funding and expenditure on services, rates, debt and investments are transparent.

The Hauraki District Council's Financial Strategy was adopted as part of the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#) and is currently being reviewed for the Long-term plan 2024-34.

Infrastructure Strategy

Section 101B of the Local Government Act 2002 requires Council to develop and adopt an infrastructure strategy for the period of at least thirty consecutive financial years. The purpose of the strategy is to:

- identify significant infrastructure issues for Council over the period the strategy covers;
- identify the principal options for managing those issues and the implication of them.

Council adopted its strategy as part of the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#). This strategy provides a thirty-year view of potential strategic issues and options in relation to these services and outlines a thirty-year view of expenditure requirements. This strategy will be reviewed as part of the 2024 Long-term plan development.

Growth Strategy

This policy's goal is to ensure that with increased growth, the District has enough land, in the right places, with the required services. The strategy addresses the challenges of managing current growth in a sustainable way, whilst also guiding Council on how to deal with future growth decisions by identifying future areas for development within the District.

The [Growth Strategy Te Rautaki Whakatipu 2050](#) was adopted in 2019 and is available on the Hauraki District Website.

Revenue and Financing Policy

Section 102 of the Local Government Act 2002 requires the Council to adopt a Revenue and Financing Policy "in order to provide predictability and certainty about sources and levels of funding."

Section 103 also deals with the specific requirements for the Revenue and Financing Policy which include a list of sources of revenue that must be covered by the policy, and how these sources are to be applied to funding operating expenses and capital expenditure.

Section 101(3) sets out the matters the Council must take into consideration when determining the various funding sources and also the requirement to consider "the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental and cultural well-being of the community."

This policy sets out how the Council intends to pay for each activity it is involved in, and why and can be found in the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#).

Liability Management and Investment Policy

Section 102 of the Local Government Act 2002 requires the Council to adopt a [Liability Management and Investment Policy](#) in order to provide predictability and certainty about sources and levels of funding. This policy does not require a special consultative procedure for its adoption or review. Section 104 and section 105 also deals with the specific requirements for these policies.

The Liability Management Policy must include policies with respect to the management of both borrowing and other liabilities including interest rate exposure, liquidity, credit exposure and debt repayment.

The Investment Policy must state the policies with respect to investments including the mix of investments, the acquisition of new investments, and an outline of the procedures by which investments are managed and reported and an outline of how risks are assessed and managed.

Rating Policies

The rating policies can be found in the [Long-term plan 2021-31 | Tō Mātou Mahere Roa 2021-31](#) and should be read in conjunction with the Revenue and Financing Policy.

The Rating Policy details the various policies around collection of rates as required under the Local Government (Rating) Act 2002. There are also a number of rates remissions policies. These include a policy on remission and postponement of rates on Māori freehold land (section 108 of the Local Government Act 2002), a rates remission policy (section 109) and a rates postponement policy (section 110).

Development Contributions Policy

Development contributions help to pay for growth-related infrastructure like a larger Council water reservoir to supply water to a development. When someone applies for consents or connections for development (such as subdividing land or undertaking building work) they will need to pay money to fund growth related infrastructure. The Hauraki District Development Contributions policy outlines what capital projects the Council will charge development contributions for and how much developers need to pay. A copy of the Development Contributions Policy can be found [here](#).

Financial contributions under the Resource Management Act 1991 may still be applied where applicable. For information on financial contributions collected under the Resource Management Act 1991 please refer to section 7.10 of the [Hauraki District Plan](#) or section 10.0 of the [Franklin District Plan](#).

Directors of Council Organisations Policy

The Hauraki District Council either owns or has an interest in a number of council organisations (COs). These organisations deliver services, provide advice, or in some way support the achievement of the Council's long term goals and objectives.

The [Directors of Council Organisations Policy](#) sets out an objective and transparent process for identifying and considering the skills, knowledge and experience required, for the appointment of directors and the remuneration of directors of Council Organisations.

The Council may appoint a person to a directorship of a council organisation only if Council considers the person has the skills, knowledge and experience to:

- guide the organisation given the nature and scope of its activities;
- contribute to the achievement of the objectives of the organisation.

When identifying the skills, knowledge, and experience required of a Council Controlled Organisation (CCO), the Council must consider whether knowledge of tikanga Māori may be relevant to the governance of that CCO.

The Council considers that any person that it appoints to be a director of a CO should, as a minimum, have the following skills:

- An understanding of governance issues;
- Either business experience or other experiences that are relevant to the activities of the organisation (or both);
- Sound judgement;
- A high standard of personal integrity; and
- The ability to work as a team member.

This policy is expected to be reviewed in 2025.

Health, Safety & Wellbeing Charter: 'Everyone Safe and Well at the End of the Day'

The Council Health, Safety and Wellbeing Commitment has Our Vision of 'Everyone Safe and Well at the End of the Day' and an organisational value of a focus on safety and wellbeing puts people first. To help achieve our vision, a number of objectives are being worked towards. These are:

- maintain an effective health and safety framework;
- to manage hazards and risk with appropriate controls to mitigate culpability;
- to ensure that workers have the skills and supervision needed to do their jobs safely;
- to improve accessibility to health and safety information by engaging with workers;
- to encourage the health and wellbeing of workers through initiatives that support positive and healthy lifestyles.

The Health & Safety at Work Act 2015 aligns to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from hazards and risks arising from work.

Systems for public access to Council and its Elected Members

There are many ways to contact Council:

- We are located at: William Street, Paeroa.
- Our postal address is PO Box 17, Paeroa 3640.
- Our telephone number is (07) 862 8609 or (0800) 734 834 (within the District)
- Emails can be addressed to: info@hauraki-dc.govt.nz
- Our web site is: www.hauraki-dc.govt.nz
- Our Facebook page is: www.facebook.com/haurakidistrictcouncil
- Our Instagram is: www.instagram.com/haurakidc/

Service Centres

Principal Office, Paeroa
1 William Street
Paeroa

Plains Service Centre
84 Orchard West Road
Ngātea

Waihi Service Centre
40 Rosemont Road
Waihi

Elected Members



District Mayor

Mr Toby Adams
(027) 808 4217
toby.adams@hauraki-dc.govt.nz

Plains Ward



Councillor
 Ray Broad
 07 867 8121
Raymond.Broad@hauraki-dc.govt.nz



Councillor
 Mr Phillip Buckthought
 027 459 9143
phillip.buckthought@hauraki-dc.govt.nz



Councillor
 Mr Neil Gray
 027 446 0067
Neil.Gray@hauraki-dc.govt.nz



Councillor
 Mr Stephen Croymans
 027 467 3209
Stephen.Croymans@hauraki-dc.govt.nz



Paeroa Ward



Deputy Mayor
Paul Milner
021 051 5799
paul.milner@hauraki-dc.govt.nz



Councillor
Carole Daley
(07) 862 7253
carole.daley@hauraki-dc.govt.nz



Councillor
Jo Tilsley
027 330 3170
Jo.Tilsley@hauraki-dc.govt.nz



Councillor
Rino Wilkinson
021 937 138
Rino.Wilkinson@hauraki-dc.govt.nz



Waihi Ward



Councillor
 Sarah Holmes
 021 0479 976
Sarah.A.Holmes@hauraki-dc.govt.nz



Councillor
 Josh Martyn
 022 190 0850
Josh.Martyn@hauraki-dc.govt.nz



Councillor
 Bhavesh Ranchhod
 027 418 7712
Bhavesh.Ranchhod@hauraki-dc.govt.nz



Councillor
 Austin Rattray
 021 060 1742
Austin.Rattray@hauraki-dc.govt.nz



Councillor
 Anne Marie Spicer
 021 0253 6559
annemarie.spicer@hauraki-dc.govt.nz



Process for requests for official information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from Council. All requests for information are deemed to be 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 there is a reason for withholding it.

Requests for official information can be made and communicated in any way, including verbal requests and need not refer to LGOIMA. A verbal request can be requested to be put into writing if that is reasonably necessary. If the person requesting the information declines or is unable to put the oral request in writing, the Council staff member must record their understanding of the request, and provide a copy of that record to the person.

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; including the prevention, investigation, and detection of offences, and the right to a fair trial;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of wāhi tapu;
- prejudice the supply of similar information where public interest is that such information should continue to be supplied;
- be likely to otherwise damage the public interest;
- prejudice public health or safety;
- prejudice measures that prevent or mitigate material loss to members of the public;
- cause improper pressure or harassment of members or officers acting in the course of their duty;
- compromise legal professional privilege;
- disadvantage Council while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

The Council must answer such requests within 20 working days or transfer the request to another agency within 10 working days. The applicant must be advised in writing if the answer is to take longer than 20 days. The notice shall specify the period of extension, the reasons therefore, state that the requester of information has the right to complain to the ombudsman about the delay and any other information deemed necessary.

The Council may charge for the supply of official information under LGOIMA.

Written requests should be addressed to:

Chief Executive
Hauraki District Council
PO Box 17
PAEROA 3640

Email: info@hauraki-dc.govt.nz



Hauraki District Council Offices

For all customer service enquiries 24 hours a day please telephone 07 862 8609 or 0800 734 834 (from within the District).

Council offices are open from 8:00am to 4:30pm Monday to Friday, excluding public holidays.

Principal Office, Paeroa

William Street, Paeroa 3600

PO Box 17, Paeroa 3640

Phone: 07 862 8609 or 0800 734 834 (from within the District)

Email: info@hauraki-dc.govt.nz

Website: www.hauraki-dc.govt.nz

Plains Service Centre

Orchard West Road

Ngatea

Waihi Service Centre

40 Rosemont Road

Waihi