

Agenda for a meeting of the Pokeno Community Committee to be held in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 10 MAY 2016** commencing at **7.30pm**.

Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.

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CHIEF EXECUTIVE
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Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507602
Report Title	Appointment of a Chairperson and Deputy Chairperson

1. EXECUTIVE SUMMARY

At the inaugural meeting of the Pokeno Community Committee (“the Committee”), the members are required to appoint a Chairperson and Deputy Chairperson.

The members of the Committee must agree on a Chairperson and Deputy Chairperson at this meeting to ensure the appropriate governance structure is in place.

This agenda item was deferred from the April 2016 meeting.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Appointment of a Chairperson and Deputy Chairperson – be received;

AND THAT is appointed Chairperson of the Pokeno Community Committee;

AND FURTHER THAT is appointed Deputy Chairperson of the Pokeno Community Committee.

3. BACKGROUND

At its meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

At the inaugural meeting of the Committee, the members are required to appoint a Chairperson and Deputy Chairperson.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This is a matter for the Committee members to discuss and agree at the meeting.

4.2 OPTIONS

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Committee.

5. CONSIDERATION

5.1 FINANCIAL

NIL

5.2 LEGAL

The members are required to appoint a Chairperson and Deputy Chairperson. The members need to decide on nominations for these positions. In the event there is more than one nomination then the General Manager Strategy & Support (in the Chief Executive's absence) will conduct an election.

All members of the Committee are eligible for election as Chairperson and Deputy Chairperson.

6. CONCLUSION

The members of the Committee are to agree on and appoint a Chairperson and Deputy Chairperson.

7. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	1507595
Report Title	Appointment of a Secretary

I. EXECUTIVE SUMMARY

At the inaugural meeting of the Pokeno Community Committee (“the Committee”), the members are required to appoint a Secretary.

The members of the Committee must agree on a Secretary at this meeting to ensure the appropriate governance structure is in place.

This agenda item was deferred from the April 2016 meeting.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Appointment of a Secretary – be received;

AND THAT is appointed Secretary of the Pokeno Community Committee.

3. BACKGROUND

At its meeting on 08 March 2016 the Pokeno Community Group unanimously supporting upgrading their status from a community group to a community committee.

At the inaugural meeting of the committee, the members are required to appoint a Secretary.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This is a matter for the Committee members to discuss and agree at the meeting.

4.2 OPTIONS

Members must decide on whom to elect to the position. This must be conducted by way of election and resolution of the Community Committee.

5. CONSIDERATION

5.1 FINANCIAL

NIL

5.2 LEGAL

The members are required to appoint a Secretary. The members need to decide on nominations for this position. In the event there is more than one nomination then the General Manager Strategy & Support (in the Chief Executive's absence) will conduct an election.

All members of the Committee are eligible for election as Secretary.

6. CONCLUSION

The members of the Committee are to agree on and appoint a Secretary.

7. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I508642
Report Title	Confirmation of Minutes – April 2016

1. EXECUTIVE SUMMARY

To confirm the minutes of the meeting of the Pokeno Community Committee on Tuesday, 12 April 2016.

2. RECOMMENDATION

THAT the minutes of the meeting of the Pokeno Community Committee held on Tuesday, 12 April 2016 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

Minutes – 12 April 2016

WAIKATO DISTRICT COUNCIL

POKENO COMMUNITY COMMITTEE

MINUTES of the inaugural meeting of the Pokeno Community Committee in the Pokeno Community Hall, Cnr Great South Road and Market Street, Pokeno on **TUESDAY 12 APRIL 2016** commencing at **7.30pm**.

Present: His Worship the Mayor
Cr J Church
Cr L Petersen

Attending: Mr T Whittaker (Acting Chief Executive)
Members of the public

PCCI604/01 PURPOSE OF MEETING

The Acting Chief Executive introduced himself, welcomed everyone present and advised that he would conduct the meeting until the election of a Chairperson.

PCCI604/02 NOMINATION AND ELECTION OF MEMBERS

The Acting Chief Executive explained the proposed process for securing nominations, he suggested the process would be:

- nominations would be called for
- the nominee will be asked whether they are happy to have their name put forward
- a seconder for that nomination will be sought
- in the event more than 12 nominations are received, an election will be held.

The Acting Chief Executive asked for support for himself, His Worship the Mayor and Councillors Church and Petersen being scrutineers. The meeting supported this.

The Acting Chief Executive advised that once the Committee members were known, those members would be asked whether they would like to proceed with the election of Chair, Deputy Chair and Secretary or whether they would prefer to wait until the next meeting to make these appointments. The latter option was to provide the opportunity for members to meet and get to know each other.

The Acting Chief Executive called for nominations for membership of the Pokeno Community Committee.

22 nominations were received:

Doug Rowe	nominated by	Helen Clotworthy	seconded by	Paul Wood
Kris Hines	nominated by	Steve O'Brien	seconded by	Howard Gould
Julie Nimmo	nominated by	Helen Clotworthy	seconded by	Lisa Walden
Maurice Roberts	nominated by	Joseph Montgomery	seconded by	Paul Lesley
John Laurence	nominated by	Helen Clotworthy	seconded by	Julie Nimmo
John Noble	nominated by	Helen Clotworthy	seconded by	John Clotworthy
Lance Striker	nominated by	Craig Seddon	seconded by	Cath Trion
Paul Heta	nominated by	Hauptai Montgomery	seconded by	Joseph Montgomery
Helen Clotworthy	nominated by	Paul Wood	seconded by	Tricia Graham
Trevor Armstrong	nominated by	Neil Aitken	seconded by	Sandy Edwards
Wayne Rodgers	nominated by	Jane Wood	seconded by	Helen Clotworthy
Hauptai Montgomery	nominated by	Paul Heta	seconded by	Matnei Zashea
Todd Miller	nominated by	Rochelle Baker	seconded by	Nigel Clap
Howard Gould	nominated by	Val Gould	seconded by	Chris Hines
Janet McRobbie	nominated by	Wayne Rodgers	seconded by	Anne Manukau
Marie Blowers	nominated by	Dave Rowe	seconded by	Coral Timmons
Charles Hackett	nominated by	Helen Clotworthy	seconded by	John Clotworthy
Tricia Graham	nominated by	Helen Clotworthy	seconded by	Debbie Hall
Rick Odom	nominated by	PB Jacobs	seconded by	Gerard Petersen
Alpesh Patel	nominated by	Nema Patel	seconded by	Mary Henry
Sharath Chitturi	nominated by	Lisa Walker	seconded by	Brian Baker

PCC1604/02/1 **Resolved: (Crs Church/Petersen)**

THAT nominations for membership to the Committee be closed.

CARRIED

PCC1604/02/2 **Resolved: (Crs Church/Petersen)**

THAT Lance Straker, Paul Heta, Helen Clotworthy, Wayne Rodgers, Todd Miller, Janet McRobbie, Charles Hackett, Doug Rowe, Kris Hines, Morris Roberts, Tricia Graham and Ric Odom be appointed elected members of the Pokeno Community Committee.

CARRIED

The following items were deferred to the next meeting of the committee:

- Appointment of Chairperson and deputy Chairperson
- Appointment of Secretary
- Draft Pokeno Community Committee Charter
- Roles and Responsibilities of Members of the Pokeno Community Committee
- Date and Time of Meetings.

Following the items being deferred to the next meeting, the meeting was declared closed at 9.45pm.

Confirmed at a meeting of the Pokeno Community Committee held on 2016.

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CHAIRPERSON

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Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507555
Report Title	Draft Pokeno Community Committee Charter

1. EXECUTIVE SUMMARY

The purpose of this report is for the Pokeno Community Committee (“the Committee”) to confirm it’s Charter.

The purpose of the Charter is for the Waikato District Council (“Council”) and the Pokeno community to agree on the terms on which it will operate as the Pokeno Community Committee so that it can work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural areas.

The draft Charter the committee will adopt is the same Charter Council has for all its Community Committees.

This agenda item was deferred from the April 2016 meeting.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Draft Pokeno Community Committee Charter – be received;

AND THAT the Committee adopt the draft Pokeno Community Committee Charter.

3. BACKGROUND

At it’s meeting on 08 March 2016 the Pokeno Community Group unanimously supported upgrading their status from a community group to a community committee.

The draft Pokeno Community Committee Charter was circulated at that meeting. The draft Charter is the same Charter Council has for all its Community Committees.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

NIL

4.2 OPTIONS

NIL

5. CONSIDERATION

5.1 FINANCIAL

NIL

5.2 LEGAL

To function as a Community Committee, the Committee needs a Charter to guide how it will operate.

Adoption of the draft Charter which Council has for all its Community Committees is recommended.

6. CONCLUSION

This report supports Pokeno Community Committee adopting the draft Pokeno Community Committee Charter.

7. ATTACHMENTS

Draft Pokeno Community Committee Charter.

DRAFT POKENO COMMUNITY COMMITTEE CHARTER

1. Purpose

The Pokeno Community Committee (hereafter referred to as the 'Committee') is set up jointly by the Waikato District Council ('the Council') and the Pokeno community to work collaboratively in dealing with local issues in the township of Pokeno and its surrounding rural area.

2. Roles and Delegations

The role of the Committee shall be as follows:

(a) The Council's roles are:

- i) To give effect to local identity and preferences.
- ii) To make the local authority more responsive to the community's preferences and more accountable for their actions.
- iii) To increase efficiency.

(b) The Committee's role is to express the community's views on local issues to the Council. In order to achieve this the Committee is required to:

- i) Represent and act as an advocate for the interests of the Pokeno community.
- ii) The consideration of and reporting on of all matters referred to it by the Council or any matter of interest or concern to the Committee.
- iii) Maintain an overview of services provided by the Council within Pokeno
- iv) The preparation of submissions to the budgetary process of the Waikato District Council for expenditure within Pokeno through the Long Term Plan or Annual Plan (whichever is applicable).
- v) Communication with community organisations and special interest groups within the Pokeno.
- vi) Any other function and duties as may be delegated from time to time to the Committee by the Council.

3. Exemptions

- (a) Any delegation of authority given to the Committee by the Council can be withdrawn by resolution of the Council at any time, without reference to the Committee.
- (b) Any sub-delegation of these responsibilities, duties and powers by the Committee is hereby expressly prohibited pursuant to Clause 32(3) of Schedule 7 of the Local Government Act 2002.

4. Membership

- (a) The Committee shall consist of not fewer than five elected members nor more than twelve elected members plus the relevant appointed member/s from the Waikato District Council.
- (b) The appointed member should be, in the first instance, the councillor/s elected to the Awaroa ki Tuakau Ward or such other person that the Council may from time to time appoint.

(Current appointment: Pursuant to Clause 31 of Schedule 7 of the Local Government Act 2002, the Waikato District Council appoints the Awaroa ki Tuakau Ward councillors to the Pokeno Community Committee.)

Continued...

5. Election and Election Process

- (a) The elected members shall be elected on a three-yearly cycle. However, as a transitional provision, the initial term for the Committee would be through to the 2019 local body elections.
- (b) The elections shall be held by public meeting conducted by the Chief Executive of the Waikato District Council or a nominee. The three-yearly election meeting shall be conducted in a manner deemed appropriate by the Chief Executive.
- (c) Council will advertise the public meeting and call for nominations to the Committee.
- (d) Any vacancies occurring during the term shall be filled as deemed appropriate by both the Council and the Committee. The Committee may co-opt members to assist it as required as long as the number of members does not exceed the maximum specified in paragraph 3(a).
- (e) The Council may assist in filling vacancies as appropriate.

6. Chairperson

The Committee shall appoint a Chairperson and a Deputy Chairperson from within its membership.

7. Funding

- (a) The Committee can make an application to Council's Discretionary & Funding Committee for accessing the Rural Ward Discretionary Fund and the Events Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board.
- (b) Council currently has an annual allocation of \$10,000 which any community committee can apply to for supporting its operation.

8. Meeting Procedures

- (a) The Committee shall follow the general principles of the New Zealand Standards (NZS 9202: 2003) Model Standing Orders for Meetings of Local Authorities and other public bodies including Amendment No 1.
- (b) Any variance to the Standing Orders can be decided by simple majority vote of those present at a meeting.
- (c) A quorum of members of the Committee shall consist of no fewer than five (5) members.

9. Abolition of the Committee

The Committee may be abolished by resolution of Council in consultation with or as a result of a request from the Committee.

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507606
Report Title	Roles and Responsibilities of Members of the Pokeno Community Committee

I. EXECUTIVE SUMMARY

The purpose of this report is to articulate the role of the Chairperson and that of members.

At a previous meeting of the Pokeno Community Group, members of that meeting had requested this information.

It is now provided for the information of the Pokeno Community Committee.

This agenda item was deferred from the April 2016 meeting.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Roles and Responsibilities of Members of the Pokeno Community Committee – be received.

3. ATTACHMENTS

Pokeno Community Committee Roles and Responsibilities of Chairperson and Elected Members

Pokeno Community Committee

Roles and Responsibilities of Chairperson and Elected Members

General

Mutual respect is an important element in the success of any democratically-elected body as no structure will be effective without this. With this in mind it is expected that elected members of the Pokeno Community Committee (the 'Committee') will conduct their dealings with each other in ways that:

- Maintain public confidence in the Committee
- Are open and honest
- Focus on issues rather than on personalities
- Avoid aggressive, offensive and abusive conduct
- Treat people with courtesy and respect

Effective decision-making also depends on productive relationships between members of the Committee and the community at large. Members should ensure that individual citizens are accorded respect, have their concerns listened to, and appropriately deliberated.

The above are general behaviours which are contained in the Code of Conduct for Council and Community Committees.

The specific roles and responsibilities of the Committee chairperson and members are outlined below.

Committee Chairperson

The chairperson:

- Will chair all meetings of the Committee.
- Will preside over all meetings of the Committee, ensuring that it acts within the powers delegated by Council and as set out in the Community Committee Charter.
- Plan Committee meetings and develop the agenda in conjunction with the secretary.
- Provide leadership and ensure the effective operation of the governing body.
- May be called to act as an official spokesperson of the Committee at Council meetings and workshops.
- Is required to prepare a chairpersons report for each meeting of the Committee.
- Is invited to participate in Council workshops and committee and Council meetings that are open to the public. (The chairperson of the Community Committee has speaking rights at such meetings but not voting rights. (Note: the Chairperson can send an alternate to such meetings/workshops if s/he is not able to attend).

Members (including the chairperson)

Member of the Committee have the role to:

- Represent and act as an advocate for the interests of the Pokeno community
- Consider and report on all matters referred to the Committee by Council or any matter of interest or concern to the Committee itself.
- Be active participants in meetings of the Committee.
- Undertake any task that may be assigned to him/her by the Committee
- Represent the Committee with a degree of decorum.

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	1507629
Report Title	Code of Conduct

I. EXECUTIVE SUMMARY

The purpose of this report is to inform the Committee of the existence of a Code of Conduct that the Council and all Community Boards and Committees have adopted.

Although the Pokeno Community Committee legally isn't required to adopt the Code of Conduct, it is considered a good practice document to support appropriate behaviours of members.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Code of Conduct – be received.

3. ATTACHMENTS

Code of Conduct – Council and Community Committees

Code of Conduct – Council and Community Committees

Policy Owner	Chief Executive
Approved By:	Waikato District Council
Resolution Number	WDC1310/25
Effective Date	April 2016
Next Review Date:	April 2019

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PART ONE: INTRODUCTION

Schedule 7 of the Local Government Act 2002 (the Act) requires Council to adopt a code of conduct. Once adopted, all elected members are required to comply with the code.

In the context of this report, the term “elected members” refers to Councillors and Community Committee representatives.

This code of conduct provides guidance on the standards of behaviour that are expected from all the elected members of the Waikato District Council. The code applies to elected members in their dealings with:

- each other
- the Chief Executive
- all staff employed by the Chief Executive on behalf of the Council
- the media
- the general public.

This code also applies to all Council committees, sub-committees and Community Committees.

In accordance with section 54 (2) of the Local Government Act 2002, the Code of Conduct does not apply to Community Boards. Community Boards are, however, not excluded from adopting their own Code of Conduct.

The objective of the code is to enhance:

- the effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good local government of the Waikato District
- the credibility and accountability of the Council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities (recorded in Part Two of this Code)
- agreed general principles of conduct (recorded in Part Three of this Code)
- specific codes of conduct applying to particular circumstances or matters (also recorded in Part Three of this Code).

Elected members are primarily accountable to the electors of the district through the democratic process. However elected members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members’ Interests) Act 1968.

The code of conduct that follows is based on the following general principles of good governance:

- **Public interest.** Elected members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity.** Elected members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity.** Elected members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.
- **Accountability.** Elected members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness.** Elected members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions.
- **Personal judgment.** Elected members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others.** Elected members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.
- **Duty to uphold the law.** Elected members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship.** Elected members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.
- **Leadership.** Elected members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

PART TWO: ROLES AND RESPONSIBILITIES

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor and Deputy Mayor, and the role of the Chief Executive.

Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles as a:

- presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of Council;

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

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of authority from the Council.

Recent changes to the Local Government Act have provided additional powers to the Mayor. These powers relate to:

- The appointment of the Deputy Mayor and Committee Chairpersons
- The determination of the Committee structure
- Leadership of budget, plans and key policy discussions.

Deputy Mayor

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

Committee Chairpersons

As noted above, the Mayor has the power to appoint Chairpersons and to form Committees. If the Mayor declines to do this then the Council may create one or more committees of Council. A committee Chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. Committee Chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

Councillors

Councillors acting as the Council are responsible for:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive
- representing the interests of the residents and ratepayers of the Waikato District Council. (On election, the members' first responsibility is to the district as a whole.)

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

Community Boards

Within the Waikato District there are five community boards:

- Huntly Community Board
- Ngaruawahia Community Board

- Onewhero-Tuakau Community Board
- Raglan Community Board
- Taupiri Community Board

The community board elected members, acting as the community board, have the role to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the Waikato District Council, or any matter of interest or concern to the community board
- maintain an overview of services provided by the Waikato District Council within the community
- prepare an annual submission to the Waikato District Council for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the Waikato District Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 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. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council 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 the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority (including negotiation of the terms of employment for the staff of the local authority).

The Chief Executive is accountable to Council directly and not to Community Boards or Community Committees.

Under section 42 of the Local Government Act 2002 the Chief Executive employs all other staff on behalf of the local authority.

Meeting Attendance

Elected members are expected to attend and participate in all Council meetings, Standing Committee meetings and sub-committee meetings to which they have been appointed, unless they have submitted an apology or obtained a leave of absence in advance for non-attendance.

Councillors are expected to attend all workshops and those hearings that are held as part of the consultation process on Council documents, such as the Annual Plan and Long Term Plan.

From time to time, working parties will be established by the Council or a Standing Committee to achieve specific outcomes. Elected members are expected to make themselves available to be appointed to an equitable share of these working parties, and to attend all meetings of those to which they are appointed.

Appointments to Other Bodies

At the first meeting following the triennial elections and on other occasions (as appropriate) Council will appoint elected members to a variety of other bodies.

These appointments will be made on the basis of the best person for the specific role bearing in mind the skills required, the views of the Council and location of the elected member.

PART THREE: RELATIONSHIPS AND BEHAVIOURS

This part of the code sets out the agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the Council has decided to include of its own initiative.

Relationships with Other Elected Members

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct
- treat people with courtesy and respect
- remain attentive and engaged in meetings.

Elected members shall maintain the respect and dignity of their office in their dealings with each other, Council officers and the public.

Elected members should also note that discussions are not subject to privilege.

Elected members will act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Council and the community.

Elected members should remember that they have no personal power to commit the Council to any particular policy, course of action or expenditure and must not represent they have such authority if that is not the case.

Elected members will not make comments regarding other elected members or Council officers which are improper or derogatory.

In the performance of their official duties, elected members should refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment.

Elected members should dress in business attire for the meeting, function or gathering, they are attending on behalf of Council.

Relationships with Staff

The effective performance of Council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer (on behalf of Council) of all Council employees, and as such only the Chief Executive may hire, dismiss, instructor censure an employee
- make themselves aware of the obligations that the Council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor or the Chief Executive's Performance Review Sub-Committee.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the Council's obligations to act as a good employer and may expose the Council to civil litigation and audit sanctions.

Elected members should raise operational issues with the Chief Executive in the first instance. If it is a routine matter such as repairing a pothole, cutting of vegetation or footpath repairs, the issue should be logged with Customer Delivery who will enter the issue into our service request system. This enables progress on these issues to be monitored.

Relationships with the Community

Effective Council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the Council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

Contact with the Media

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of Council. Media spans the full range of traditional, current and emerging social mediums including, but not limited to printed material, verbal discussions and all forms of electronic and digital material.

From time to time, individual elected members will be approached to comment on a particular issue either on behalf of Council, or as an elected member in their own

right. This part of the code deals with the rights and duties of elected members when speaking to the media on behalf of Council, or in their own right.

The following rules apply for media contact on behalf of Council:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee Chairperson
- the Mayor may refer any matter to the relevant committee Chairperson or to the Chief Executive for their comment
- no other elected member may comment on behalf of Council without having first obtained the approval of the Mayor. The only exception is providing information on Council activities through columns in community newspapers or newsletters or websites.

Elected members are free to express a personal view in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of Council
- where an elected member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view
- media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.
- the elected member should ensure that any comments made do not compromise Council's statutory responsibilities. For example, it would not be appropriate to comment on matters subject to legal proceedings or consent hearings before the Policy & Regulatory Sub-Committee.

Meeting Decisions

Every elected member who has the right to speak can lawfully express his or her opinion at any Council or Committee meeting within the limits imposed by Standing Orders. These meetings are open to the media and their comments may be reported.

Once a matter has been determined at a Council meeting, it becomes the Council's position until it is lawfully changed by a subsequent Council decision. All elected members and staff will respect this position.

The Mayor can make statements that accurately report Council decisions.

Committee Chairs can make statements that accurately report their Committee's decisions, or factual statements about Council or Committee decisions.

Elected members have the right to voice their own opinion to the news media, on Council/committee decisions, but they must state clearly when they are expressing a majority, collective Council view and when they are expressing a personal, minority opinion.

Confidential Information

In the course of their duties elected members will occasionally receive information that may need to be treated as confidential. This will generally be information that

is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use, circulate or disclose (verbal or written) confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the Council. Failure to observe these provisions may also expose Council to prosecution under the Privacy Act 1993 and/or civil litigation.

Information Received in Capacity as an Elected Member

Any information received by an elected member in his/her capacity as an elected member that relates to the ability of Council to give effect to any provision of the Local Government Act 2002 or any other statute under which Council has responsibilities shall be disclosed by that elected member to the Mayor, all other applicable elected members and, if appropriate, the Chief Executive.

This duty of disclosure will require elected members to whom information may be offered on the basis that confidence be preserved to inform the intended provider of the information of the duty of disclosure and to decline to receive the information if that duty is likely to be compromised.

Responding to Queries Involving Liability Issues

Elected members need to ensure they respond to queries in an appropriate manner and with due regard to the legal position of Council. At times, elected members are asked to become involved in legal disputes or insurance claims. Such matters should be referred to the Chief Executive. It is important that Council act in an appropriate manner with regard to legal and insurance issues. Often our insurance cover depends on the way we address or manage an issue.

Training, Conferences and Induction

Following the triennial election, the Chief Executive will organise induction training for all elected members who require it. This will address the role of elected members and provide valuable information about what an elected member needs to know.

Council has a budget for training and development of elected members. From time to time consideration will be given to attendance at the Local Government Conference, Zone meetings and Planning Conference. Other conferences or meetings may also be considered.

If an elected member wishes to attend a conference or meeting, then he or she should discuss this with the Mayor.

Decisions on training, attendance at meetings, and attendance at conferences will be made by Council.

In the case of a Community Board or Community Committee elected member, an approach should be made to the Chairperson.

Conflicts of Interest

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias (whether real or perceived). Elected members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which concerns financial interests, and with other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's immediate family or business interests contract with the authority or have a pecuniary interest. Elected members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise.

Elected members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by Council. The declaration must notify the Council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the elected member or the elected member's immediate family for profit or gain
- any company, trust, partnership etc for which the elected member or their immediate family is a director, partner, trustee or beneficiary
- the address of any land in which the elected member has a beneficial interest and which is in the Waikato District Council
- the address of any land where the landlord is the Waikato District Council and:
 - the elected member or their immediate family is a tenant, or
 - the land is tenanted by a firm in which the elected member or immediate family is a partner, or a company of which the elected member or immediate family is a director, or a trust of which the elected member or immediate family is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the elected member's actions during the course of their duties as an elected member.

If the elected member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the elected member should seek guidance from the Chief Executive immediately.

Elected members should be guided by best practice, transparency and prudence in assessing interest situations. Bearing these principles in mind, elected members must disclose the interest so it can be considered.

Elected members may also contact the Office of the Auditor General for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the elected member may seek an exemption to allow that elected member to

participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by Council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Standing Orders

Elected members must adhere to any standing orders adopted by 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.

Ethics

Waikato District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of Council developed in accordance with that determination
- not influence, or attempt to influence, any Council employee to take actions that may benefit the elected member, or the elected member's family or business interests
- Only use Council resources (including facilities, staff, equipment and supplies) effectively and economically in the course of their duties, and within other guidelines, and not in connection with any election campaign or other personal business.
- not solicit, demand, or request any gift, reward or benefit by virtue of their position
- where a gift or hosted event in excess of \$100 excluding GST or more in value is offered to an elected member, this must be declared on Council's interest register.

Acceptance of substantial gifts, favours or hospitality may be construed as a bribe or perceived as undue influence. Working meals and social occasions should be undertaken in an appropriate manner.

Disqualification of Members from Office

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years' imprisonment, or if they cease to be or lose their status as an elector or are convicted of certain breaches of the Local Authorities (Members' Interests) Act 1968.

Under the Local Government Act 2002, local authorities, when adopting a code of conduct, must consider whether or not they will require elected members to declare whether they are an undischarged bankrupt. This Council believes that bankruptcy does raise questions about the soundness of a person's financial management skills and their judgment in general. The Council therefore requires

elected members who are declared bankrupt to notify the Chief Executive as soon as practicable after being declared bankrupt.

PART FOUR: COMPLIANCE AND REVIEW

This part deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

Compliance

Elected members must note that they are bound to comply with the provisions of this code of conduct (Local Government Act 2002, Schedule 7, section 15(4)).

Elected members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members.

Short explanations of the obligations that each of these has with respect to conduct of elected members is attached in the Appendix to this code.

Dealing with Complaints

There are two stages to a complaint:

- (a) Receiving and/or informally mediating the complaint.
- (b) Formalisation and investigation of the complaint, should it remain unresolved.

- (a) Receiving and/or informally mediating the complaint

When an issue arises the complainant should attempt to resolve the issue themselves with the party or elected member involved.

Should this be unsuccessful, the complainant should approach the Mayor (or Deputy Mayor in the absence of the Mayor) for an informal mediation between the parties.

If the informal mediation is unsuccessful, the complaint should be submitted in writing to the Mayor, (or Deputy Mayor in the absence of the Mayor). The complaint is confidential and will be acted on immediately.

Any allegation of a breach of a code of conduct must make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

- (b) Formalisation and Investigation of the Complaint

The Mayor (or Deputy Mayor in the absence of the Mayor) or nominee will convene an internal investigative group of four persons comprising a representative of both parties and two independent internal parties, (determined by the convener). Please note that a person can be either a witness or a representative (on the internal investigative group) but not both.

In extenuating circumstances, external parties may become involved as determined by the convener.

The internal investigative group will be chaired by the convener and will investigate, determine and make a decision on the breach and related consequences. The internal investigative group will provide a confidential report to Council.

The report once considered by Council will remain confidential.

Responses to Breaches of the Code

The exact nature of the action the internal investigative group may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render elected members liable for prosecution by the Auditor-General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the Council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the elected member having to make good the loss or damage
- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the internal investigative group (via Council) may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the internal investigative group may decide on any of the following actions:

- censure
- removal of the elected member from Council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

The internal investigative group will work with Council to implement its decision.

Review

Once adopted, a code of conduct continues in force until amended by the Council. The code can be amended at any time but cannot be revoked unless the Council replaces it with another code. Once adopted, amendments to the code of conduct require a resolution supported by 75 per cent or more of the elected members of the Council present.

Council will formally review the code as soon as practicable after the beginning of each triennium. The results of that review will be presented to Council for their consideration and vote.

APPENDIX TO THE CODE OF CONDUCT

Legislation Bearing on the Role and Conduct of Elected Members

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the Council library or in the office of the Chief Executive.

Local Authority (Members' Interests) Act 1968

This Act regulates situations where an elected member's personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that elected member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any Council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse or partner contracts with the authority or has a pecuniary interest.

Members may also contact the Office of the Auditor General for guidance as to whether that elected member has a pecuniary interest, and if so, may seek an exemption to allow that elected member to participate or vote on a particularly issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. The Chief Executive must also seek approval from the Office of the Auditor General for contractual payments to elected members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act 1987 sets out a list of meeting procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the Chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another elected member is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the Council, other elected members, any employee of the Council or any member of the public.

The Local Government Official Information and Meetings Act 1987, sets out the rules around provision of information. These are summarised as follows:

Official Information

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The Local Government Official Information and Meetings Act 1987 requires all official information to be available to the public unless there are good reasons for withholding it.

Requesting Information

In brief, the Act states:

- requests should be made with “due particularity” (rather than asking for all files about a general topic, which creates a large amount of work) (section 10)
- it is the duty of Council to assist people making requests (section 11)
- the Council must convey its decision on whether to grant the request within 20 working days and must also indicate any charges (section 13)
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so (section 15).

Refusing Requests for Information

A request may be refused (section 17) if:

- there is good reason to withhold it under section 6 or 7 of the Act
- the information will soon be publicly available
- the local authority does not actually hold the information
- the information cannot be made available without substantial collation or research
- the request is frivolous or vexatious.

Where a request is refused the Council must give its reasons and advise the requestor that there is a right to have the decision review by the Ombudsmen.

Sections 6 and 7 give the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety
- withholding the information is necessary to:
 - protect privacy
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of the information
 - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations
 - protect any obligations of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest
 - maintain free and frank discussion or protect officers and elected members from harassment
 - maintain legal professional privilege
 - enable the Council to carry out without prejudice or disadvantage commercial activities or negotiations
 - prevent the use of information for improper gain.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council

- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically ousted from office.

Securities Act 1978

The Securities Act 1978 essentially places elected members in the same position as company directors whenever Council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

Please note that Council is not required to produce a prospectus following the enactment of the Securities (Local Authority Exemption) Amendment Act 2008. In its place a shorter investment statement is required.

Local Government Acts 1974 and 2002

The various provisions of the Local Government Act 1974 and 2002 form the basis of local government. Local government is a creature created by statute and in place to meet the requirements of the Local Government Act.

Elected members should be aware of the purpose of local government (section 10 Local Government Act 2002)

1. The purpose of local government is:
 - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
 - (b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
2. In this Act, good quality, in relation to local infrastructure, local public services and performance of regulatory functions, means infrastructure, services and performance that are:
 - (a) efficient; and
 - (b) effective; and
 - (c) appropriate to present and anticipated future circumstances.

In performing its role a local authority must have particular regard to the contribution that the following core services make to its communities

- (a) network infrastructure;
- (b) public transport services;
- (c) solid waste collection and disposal;
- (d) the avoidance or mitigation of natural hazards;
- (e) libraries, museums, reserves, recreational facilities and other community infrastructure

“(1) In performing its role, as outlined in section 14 of the Local Government Act 2002, a local authority must act in accordance with the following principles:

- (a) a local authority should -

- (i) conduct its business in an open, transparent and democratically accountable manner; and
- (ii) give effect to its identified priorities and desired outcomes in an efficient and effective manner.
- (b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and
- (c) when making a decision, a local authority should take account of:
 - (i) the diversity of the community, and the community's interests, within its district or region; and
 - (ii) the interests of future as well as current communities; and
 - (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii)
- (d) a local authority should provide opportunities for Maaori to contribute to its decision-making processes:
- (e) a local authority should 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; and
- (f) a local authority should undertake any commercial transactions in accordance with sound business practices; and
- (fa) a local authority should periodically -
 - (i) assess the expected returns to the authority from investing in, or undertaking a commercial activity; and
 - (ii) satisfy itself that the expected returns are likely to outweigh the risks inherent in the investment or activity; and
- (g) a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region; and
- (h) in taking a sustainable development approach, a local authority should take into account:
 - (i) the social, economic, and cultural interests of people and communities; and
 - (ii) the need to maintain and enhance the quality of the environment; and
 - (iii) the reasonably foreseeable needs of future generations.”

Sections 44-46 of the Local Government Act 2002 outline action that can be taken by the Auditor General to recover a loss incurred by a local authority:

- “(1) For the purposes of this section and sections 45 and 46, a local authority is to be regarded as having incurred a loss to the extent that any of the following actions and omissions has occurred and the local authority has not been fully compensated for the action or omission concerned:
- (a) money belonging to, or administrable by, a local authority has been unlawfully expended; or
 - (b) an asset has been unlawfully sold or otherwise disposed of by the local authority; or
 - (c) a liability has been unlawfully incurred by the local authority; or
 - (d) a local authority has intentionally or negligently failed to enforce the collection of money it is lawfully entitled to receive.”

The Auditor General has the right to recover any such loss from each member of the local authority jointly and severally.

The Local Government Act deals with issues of governance, structure of local government, planning, decision-making and accountability, regulatory and enforcement, offences, penalties and other proceedings.

Resource Management Act 1991

This Act governs how Council should deal with land use and other planning processes. The Resource Management Act sets out to provide a range of rules that support a sustainable environment but also permits local autonomy based around the development of a District Plan that applies to each individual local authority.

Privacy Act 1993

The Privacy Act 1993 explains how Council should manage issues to do with information it holds to conduct its business. This could involve individual records relating to ratepayers or staff records for employees of Council.

Council must comply with the requirements of this Act and as part of this process a staff member has been appointed as the designated Privacy Officer. Any queries in relation to the Privacy Act should be directed to the Chief Executive in the first instance.

Public Audit Act 2001

Council is publicly accountable under the provisions of the Public Audit Act 2001. As a result of this, an annual audit is undertaken under the direction of the Auditor General. This audit reviews the financial and non-financial performance of Council through the development and reporting of the Annual Report.

[WDC0710/24, WDC1011/25/1/3 refer]

Health and Safety at Work Act 2015 (replaces the Health & Safety in Employment Act 1992)

The Health & Safety at Work Act took effect on 4 April 2016. Elected members are deemed officers under the legislation. Whilst elected members can't be prosecuted under this legislation, they are not exempt from prosecution under other legislation. As officers, elected members are required to take a responsible attitude to health and safety and undertake due diligence to ensure compliance with the legislation.

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507492
Report Title	Pokeno Land Consortium

I. EXECUTIVE SUMMARY

The purpose of this paper is to have a representative from the Pokeno Land Consortium available to provide an update on their development in Pokeno and share their vision for the work they are doing in Pokeno.

2. RECOMMENDATION

THAT the report from the **General Manager – Pokeno Land Consortium –** be received.

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	26 April 2016
Prepared by	S Monrad Corporate Planner
Chief Executive Approved	Y
DWS Document Set #	1503561
Report Title	Annual Plan 2016/17

I. EXECUTIVE SUMMARY

Every three years Waikato District Council produces a Long Term Plan (LTP). An annual plan is then produced in the two years between each LTP and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Although nothing has significantly changed from what was planned in Year 2 of the LTP 2015-2025 and there is no legislative requirement for Council to be undertaking community consultation or holding hearings on the Annual Plan 2016/2017, we will still talk to you about what we have planned for 2016/2017. Of particular note for Pokeno residents is the increased level of service in regard to solid waste, including a recycling service and annual inorganic collection.

Key changes with regards to rates are as follows:

	2015/16	2016/17
	Year 1	Year 2
General Rate Increase	2.90%	2.84%
Water – targeted rate	\$200.00	\$207.60
Water – consumption charge (per cubic metre)	\$1.70	\$1.76
Wastewater	\$715.14	\$733.91
Stormwater	\$164.00	\$164.00
Community Facilities	\$23.00	\$23.00
Refuse / Recycling	\$46.31	\$127.83

Council has recently sent a flyer to all ratepayers in the district outlining the annual plan process. Council also attended the Pokeno Market day on 3 April to engage with the community around the content of that flyer (attachment 1) and the ward map which identifies what projects are planned (attachment 2).

If community groups intend to seek funding for community projects or events from Council, the information about the various funding sources available can be found on the community funding page of Council's website: www.waikatodistrict.govt.nz/funding.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support - Annual Plan 2016/17** - be received.

3. ATTACHMENTS

Attachment 1: Flyer which accompanied the rates notice

Attachment 2: Awaroa ki Tuakau Ward map showing projects to be delivered in 2016/17.

ANNUAL PLAN 2016-2017: NO SURPRISES



THIS YEAR WE'RE DOING THINGS A BIT DIFFERENT

Every three years Waikato District Council produces a Long Term Plan. An Annual Plan is then produced in the two years between each Long Term Plan and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Since we've recently talked to you about what you want in your district as part of the Long Term Plan consultation process in 2015 (and because **nothing has changed**) we won't be undertaking community consultation or holding hearings on the Annual Plan – but we will still be out talking to you about what's happening.

- The projects that the community agreed on as part of our Long Term Plan haven't changed.
- We'll still prepare an Annual Plan but we won't be preparing a consultation document. This allows us to focus on those Long Term Plan projects.
- We'll still be engaging with you on relevant projects. This allows us to have better, localised engagement with communities that are affected.
- If you're intending to seek funding for community projects or events from council, you'll find information about the various sources available on the community funding page of our website: www.waikatodistrict.govt.nz/funding

Whats the impact on your rates?

You can check out our rates calculator on our website www.waikatodistrict.govt.nz/annualplan



TURN OVER TO SEE WHAT PROJECTS ARE PLANNED IN YOUR AREA



www.waikatodistrict.govt.nz

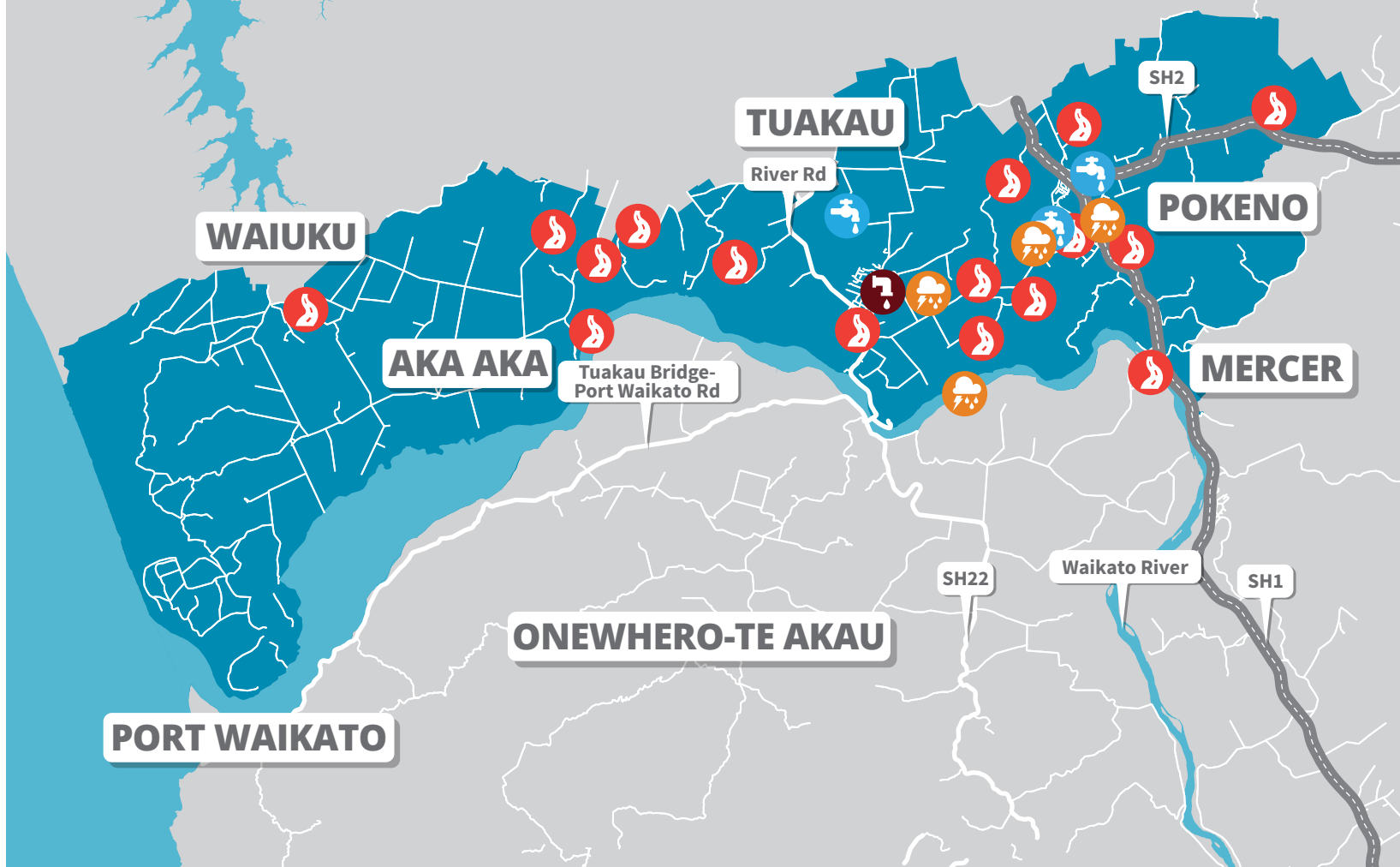


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consult@waidc.govt.nz

AWAROA KI TUAKAU WARD



KEY



Storm Water



Water Supply



Roading



Waste Water

KEY AWAROA KI TUAKAU PROJECTS FOR 2016/17

This map indicates some of the key projects that will be happening in your area in 2016/17.

These include:

- 19km of road resurfacing
- 8km of road rehabilitation
- \$100,000 of lighting improvements in Tuakau.

For specific information about what's happening in your area, please see our Long Term Plan. You'll find this on our website: www.waikatodistrict.govt.nz/annualplan

ANNUAL PLAN 2016/17

WE ARE DOING THINGS A BIT DIFFERENT THIS YEAR

Every three years Council produces a Long Term Plan. An Annual Plan is then produced in the two years between each Long Term Plan and outlines what we intend to achieve in each of those financial years, how much it will cost, and how it will be funded (including the setting of rates).

Since we've recently talked to you about what you want in your district as part of the Long Term Plan consultation process in 2015 – and because nothing has changed – we won't be undertaking community consultation or holding hearings on the Annual Plan but we will still be out talking to you about what's happening.

- The projects that the community agreed on as part of our Long Term Plan haven't changed.
- We'll still prepare an Annual Plan but not a consultation document for efficiency to allow us to focus on those LTP projects.
- We'll still be engaging with you on relevant projects. This allows us to have better, localised engagement with communities that are affected by any projects.
- If you are intending to seek funding for community projects or events from Council, we'd like to ensure you're aware of the various options available. Information about the various sources are available on the community funding page of our website: www.waikatodistrict.govt.nz/funding

Whats the impact on your rates?

You can check out our rates calculator on our website www.waikatodistrict.govt.nz/annualplan



How do I find out what projects are planned in my area in the next 12 months?

Visit our Annual Plan page
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Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507582
Report Title	Pokeno Community Committee Webpage

I. EXECUTIVE SUMMARY

The committee would like to develop an online webpage as a communication tool with their community. This will include key items of interest in Pokeno, meeting dates and upcoming events to keep the community and new residents informed about what is happening in Pokeno.

The thinking is this might be similar to the Tamahere forum www.tamahereforum.co.nz.

The intention is that the Committee will prepare a brief, obtain quotes and then secure funding to progress this initiative as soon as possible.

This report essentially provides an opportunity for the Committee to provide an update.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Pokeno Community Committee Webpage – be received.

Open Meeting

To	Pokeno Community Committee
From	T G Whittaker General Manager Strategy & Support
Date	19/04/16
Prepared by	B Cathro
Chief Executive Approved	Y
DWS Document Set #	1500042
Report Title	Service Request System (SR system)

I. PURPOSE OF REPORT

To provide the Community Committee members with an overview of the SR system. This system is almost always the most efficient way to resolve minor or routine maintenance issues as discussed below.

2. EXECUTIVE SUMMARY

The SR System system is Councils adopted method of managing adhoc complaints, requests and enquiries that cannot be resolved immediately. It is the most effective method of having minor issues addressed rather than delaying progress.

It provides an audit trail and enables the progress of complaints or enquiries to be monitored, and a basis for senior management to follow up on progress.

It is advised that Community Committee members raise issues via the SR system so that issues can be addressed in the most efficient manner, and to ensure that meetings do not get bogged down on minor matters.

3. DISCUSSION

At times Community Committee members may become frustrated at the lack of progress on issues that have been raised. Items raised informally (outside the SR system) are often delayed, are difficult to trace, and the ability to follow up is diminished.

The use of the SR system is the most effective way for these issues to be dealt with. It provides both Council and the community with a mechanism to deal with issues consistently and it has been implemented with the sole purpose of providing better customer outcomes.

The SR system is easy to access and provides a formal approach to resolution of issues. Staff believe that the Community Committee members, together with the communities they represent, will benefit from using this method.

In the financial year 1 July 2015 to date, over 15,000 service requests have been raised, with approx. 90% of these being resolved on time. Council has set a public target in its Long Term Plan to resolve 80% or better within targetted timeframes, and publicly reports these results quarterly.

The system has been in place since 2007 with the results showing steady improvement since then.

Resolution timeframes are based on 4 categories or types of request.

Category	Onsite Promise	Completion Promise
Urgent	1 hr	4 hrs
Urgent same day	4hrs	8 hrs
5 day standard work	n/a	5 days
Investigation required	5 days	Confirmed following investigation

Time frames explained

The Onsite Promise refers to the time Council staff aim to be onsite (or to investigate an issue), and the Completion Promise relates to the target timeframe to resolve (or contain) the issue.

Both are calculated from the time the request was raised.

Categories explained

Urgent refers to any job that poses an immediate threat to public safety or a community asset and includes things like a waste water overflow, major water leak or dog attack in the community.

Urgent Same Day refers to any job that is also deemed urgent, but does not pose an immediate threat to safety or assets. Examples of this are a report of a dog straying or significant issue with a footpath.

5 day standard work is a routine piece of work (no substantial investigation is required) and where there is no threat to public safety or assets. 5 day work includes things like filling a minor pothole, trimming trees, responding to a rates query, etc.

Investigation required is used where the solution cannot be known until a staff member investigates the issue either by going onsite or investigating the background in house. Examples are things like culvert maintenance, storm water issues, complaints regarding food or alcohol outlets, etc.

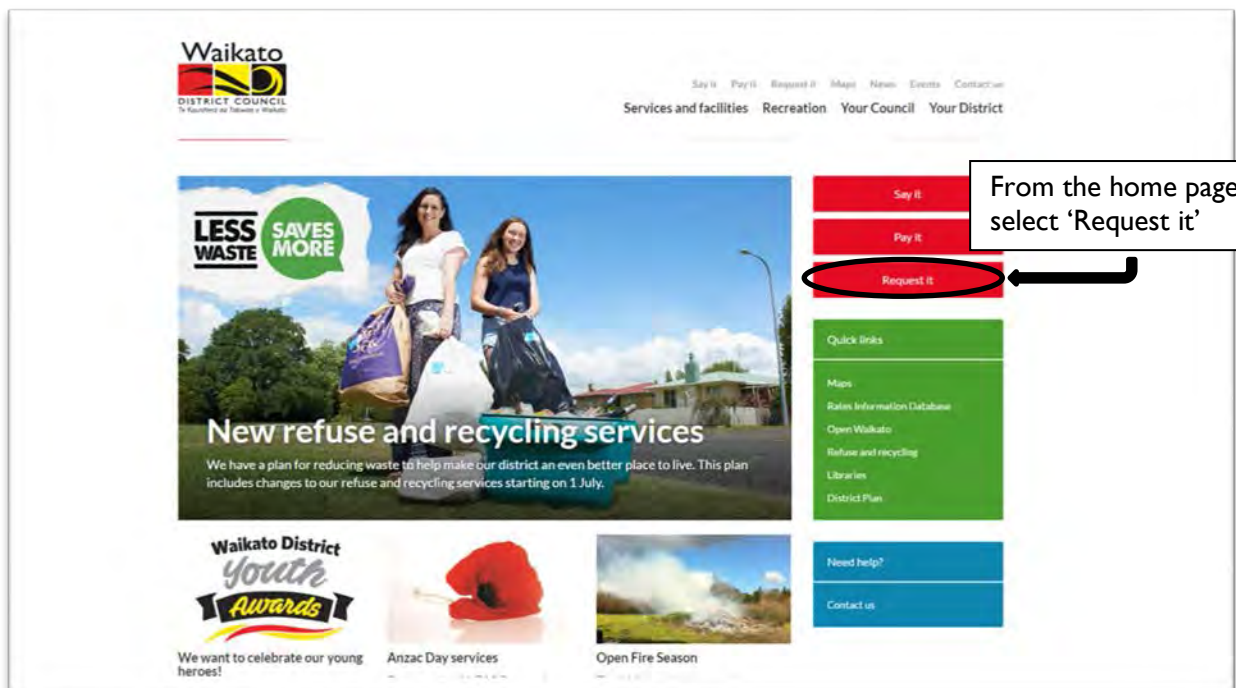
If the service is raised in person or over the phone, the staff member assisting you should be able to give an indication of the timeframe for your request to be resolved.

How to raise a service request

There are three options for raising a service request. These are:

- Over the phone (by calling a council office)
- In person (at the front desk of a council office)
- Using a form on the council website

The SR form on Councils website is simple to use, and anything raised is subject to the exact same time frames as if raised over phone or in person.



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Litter

Other
Other

New Zealand Government
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Accessibility

The SR form is compatible with a pc, mobile phone, or tablet.

Use of the web form has grown significantly following recent efforts to simplify it to its current state, and allows customers to raise requests in their own time.

4. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support – Service Request System (SR System)** – be received.

5. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507554
Report Title	Date and Time of Meetings

I. EXECUTIVE SUMMARY

The members of the Pokeno Community Committee (“the Committee”), are required to agree on the dates and times of meetings of the Committee and its inaugural meeting.

A schedule of meetings will ensure that as many members as possible are accommodated.

This agenda item was deferred from the April 2016 meeting.

2. RECOMMENDATION

THAT the report from the **General Manager Strategy & Support – Date and Time of Meetings** – be received;

AND THAT the Pokeno Community Committee hold its meetings on the of the month commencing at

AND FURTHER THAT in accordance with current practice no meetings are held in,, and

3. BACKGROUND

The Committee is required to adopt a schedule of dates for its ordinary meetings.

The Waikato District Council’s meeting schedule incorporates four months in which ordinary meetings are not generally held (January, April, July and October). This enables staff to make progress on issues raised without having to attend to writing numerous reports every month. In the months when meetings are not scheduled, the Committee might choose to hold workshops to discuss topics in depth. These are less formal and can be a productive way to assess individual issues.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

This is a matter for the Committee members to discuss and agree at the meeting.

4.2 OPTIONS

Members must agree and adopt a schedule of meetings for the Committee.

5. CONSIDERATION

5.1 FINANCIAL

NIL

5.2 LEGAL

NIL

6. CONCLUSION

The members of the Committee are to agree and adopt a schedule of meetings.

7. ATTACHMENTS

NIL

Open Meeting

To	Pokeno Community Committee
From	TG Whittaker General Manager Strategy & Support
Date	02 May 2016
Chief Executive Approved	Y
DWS Document Set #	I507640
Report Title	Work Plan

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an updated work plan to discuss and populate.

It is intended that the Committee will develop a work plan as a guide for Council support and community information and engagement.

2. RECOMMENDATION

THAT the report from the General Manager Strategy & Support – Draft Work Plan – be received.

3. ATTACHMENTS

Draft Work Plan

WORK PLAN

		June 2016
		<ul style="list-style-type: none"> ▪ Placemaking ▪ Less Waste Saves More ▪
July 2016	August 2016	September 2016
<ul style="list-style-type: none"> ▪ New Years' Focus in Pokeno ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
October 2016	November 2016	December 2016
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
January 2017	February 2017	March 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪
April 2017	May 2017	June 2017
<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ ▪ ▪