

Agenda for an extraordinary meeting of the Waikato District Council's Emergency Committee to be held by Video-Audio Conference on **WEDNESDAY, 8 APRIL 2020** commencing at **9.00am.**

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

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFIRMATION OF STATUS OF AGENDA**
3. **DISCLOSURES OF INTEREST**
4. **CONFIRMATION OF EMERGENCY MINUTES**  
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Gj Ion  
**CHIEF EXECUTIVE**

## EMERGENCY COMMITTEE

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	His Worship the Mayor
<b>Deputy Chairperson:</b>	Cr Aksel Bech
<b>Membership:</b>	Chairperson – Infrastructure Committee Chairperson – Policy & Regulatory Committee Chairperson – Strategy & Finance Committee Chairperson – Regulatory Subcommittee
<b>Meeting frequency:</b>	As required
<b>Quorum:</b>	Two members.

### **Purpose:**

The Emergency Committee is to determine matters within the authority of Council, Council committees or subcommittees, or community boards where an urgent decision is required and a full meeting of Council is precluded due to any pandemic or state of emergency.

### **Terms of Reference and Delegations**

1. To exercise all powers, responsibilities and duties of the Council, Council committees or subcommittees, or community boards except for those that:
  - Have been delegated to staff; and
  - Cannot be delegated pursuant to clause 32, Schedule 7 of the Local Government Act 2020, or under any other legislation.
2. The Emergency Committee is activated by resolution of Council for specific events, or where resolution by Council is not possible, on the joint authority of the Mayor and Deputy Mayor.

### **Explanatory Note**

3. Agendas and minutes for the Committee will be circulated to all Councillors.
4. For clarity, Councillors who are not members of the Emergency Committee may still attend an Emergency Committee meeting, though cannot participate in voting.

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### **Open Meeting**

<b>To</b>	Emergency Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	1 April 2020
<b>Prepared by</b>	Brendan Stringer Democracy Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Emergency Meeting Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of an emergency meeting of the Emergency Committee held on Monday, 30 March 2020.

### **2. RECOMMENDATION**

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**THAT the minutes of an emergency meeting of the Waikato District Council's Emergency Committee, held on Monday 30 March 2020, be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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Emergency Committee Minutes – 30 March 2020

Minutes of an emergency meeting of the Waikato District Council's Emergency Committee held by Telephone-Audio Conference on **MONDAY, 30 MARCH 2020** commencing at **12.32pm**.

**Present:**

His Worship the Mayor, Mr AM Sanson (Chairperson)  
 Cr AD Bech  
 Cr JM Gibb [from 12.36pm]  
 Cr EM Patterson  
 Cr JD Sedgwick [from 12.35pm]  
 Cr NMD Smith

**Attending:**

Cr JA Church  
 Cr SL Henderson  
 Cr SD Lynch

Mr GJ Ion (Chief Executive)  
 Ms A Diaz (Chief Financial Officer)  
 Mr K Abbot (Projects & Innovation Manager)  
 Mr B Stringer (Democracy Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Bech/Patterson)**

**THAT** an apology for lateness be received from Councillors Gibb and Sedgwick.

**CARRIED**

**EMGY2003/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (His Worship the Mayor/Cr Smith)**

**THAT** the agenda for an emergency meeting of the Emergency Committee held on Monday, 30 March 2020 be confirmed and all items therein be considered in open meeting.

**CARRIED**

**EMGY2003/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **REPORTS**

Update to Delegations – Civil Defence and Emergency Management  
Agenda Item 4

Circulated under separate cover: Attachment 2 – Proposed Changes to Delegations

The Projects and Innovation Manager introduced the report and highlighted two key changes in the proposed delegations:

- To widen the delegations, particularly in relation to the local controller role, to align with the partnership arrangement with Hamilton City Council (HCC) for the current national state of emergency. The delegations needed to reflect that the local controller may be from another local authority.
- To increase the current level of financial delegations; principally an increase for the local controller from \$50,000 to \$1 million to enable effective and expedient decision-making.

The Chief Executive and Chief Financial Officer also noted:

- The safeguards that were in place to track the Emergency Operations Centre's (EOC) finances and reimbursement process to recover expenditure from other bodies.
- The separate budget codes to identify expenditure for HCC and WDC.
- Daily reports reviewed by the Executive Leadership Team on EOC expenditure.
- The urgency of the proposed delegations to ensure HCC's appointed local controller had financial delegated authority to make timely decisions.
- The current level of financial delegations were insufficient both for the current state of emergency and for future declared emergencies. Reference was made to the current total expenditure by the EOC and the cost to establish community-based assessment centres.

The following matters were discussed in response to questions:

- The background to the partnership arrangement with the HCC.
- Processes and checks in place on a local controller's expenditure:
  - The rigorous process for the appointment of local controllers meant reckless spending was unlikely.
  - The wide power of local controllers under legislation during a state of emergency in relation to procurement and expenditure, and the risk if local authorities wanted to restrict such power.
  - There was a one-week period for alternative finances to be sought, if required, as a result of expenditure by the EOC/local controller.



### **Open Meeting**

<b>To</b>	Waikato District Council – Emergency Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	8 April 2020
<b>Prepared by</b>	Brendan Stringer Democracy Manager
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Local Governance Statement

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to seek approval of the Council’s Local Governance Statement.

The Local Governance Statement provides the public with information about how Council makes decisions and engages with our communities through key local democratic processes, and how citizens can influence these processes.

The content of the Statement is required, and prescribed, by [section 40 of the Local Government Act 2002](#). The Act requires that the statement be approved within six months of the local authority election.

The following are the principal changes to the 2016-19 Local Governance Statement:

- Update content to reflect current circumstances, structures and processes.
- Streamline content by linking to existing information which is already available on the Council’s website.
- Including information that was previously not covered.

The Local Governance Statement is available to the public via the Council website. The 2016-19 statement can be found [here](#) and the link will be updated should the attached draft Local Governance Statement for 2019-22 be adopted.

## 2. RECOMMENDATION

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**THAT** the report from the Chief Executive be received;

**AND THAT** the Emergency Committee approves the 2019-22 Local Governance Statement (as attached to the staff report).

## 3. CONSIDERATIONS

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### 3.1 LEGAL

As noted, the Local Governance Statement is required under the Local Government Act 2002.

### 3.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The Local Governance Statement is aligned with, and refers to, key Council strategies, plans and policies.

### 3.3 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

Having considered the Significance & Engagement Policy, the matters in this report are considered to be of low significance.

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>					

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
		✓	Internal
			Community Boards/Community Committees
			Waikato-Tainui/Local iwi (provide evidence / description of engagement and response)
			Households
			Business
			Other Please Specify



#### **4. CONCLUSION**

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The draft 2019-22 Local Governance Statement is attached for the Committee's review and approval.

#### **5. ATTACHMENTS**

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2019-22 Local Governance Statement (Draft)



**YOUR GUIDE TO  
WAIKATO DISTRICT  
COUNCIL**

**Local Governance Statement** April 2020  
*Te Panui o te Kawanatanga aa-kaainga*

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### Front Cover

Taupiri Mountain (Taupiri Maunga) – known as ‘*Taupiri-Kuao – The embracing mountain*’ is sacred to Waikato Tainui and their tribal identity. The mountain is the final resting place for the Maaori Royal Family and many prominent Maaori have been laid to rest there. Taupiri Mountain has been a sacred (tapu) burial ground for the Waikato Tainui iwi since the death of Chief Te Putu, who built Taupiri paa on the summit of a spur of Mt Taupiri in the 1600s. The Waikato River is the longest river in New Zealand and runs through our district.

\* Waikato District Council indicates a long vowel sound in written te reo Maaori by using double vowels. Double vowels are the preferred standard used by Waikato-Tainui, the Iwi authority in the Waikato district and the council has adopted double vowels to acknowledge the Iwi preference.

## Introduction

Kia ora koutou katoa and welcome to our local governance statement, your guide to Waikato District Council. A local governance statement is a collection of information about the Council, its functions and how you can interact with us and get involved in local decision-making.

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

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

Our vision is that we work together as a district to build liveable, thriving and connected communities as our townships grow.

*He noohanga aahuru, he lwi whai ora, he hapori tuuhono tahi*

Our goals and approach to achieve our vision are detailed in our [Annual Plan](#).

If you would like further information please contact us in any of the following ways:

- Website [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)
- Freephone 0800 492 452
- Visit your [nearest Council office](#)

## What we do

[Under section 10 of the Local Government Act 2002](#), Waikato District Council is here to enable democratic local decision-making and action by, and on behalf of, our communities. We are also here to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future. While carrying out these responsibilities, we conduct our business in an open, transparent, and democratically accountable manner, and give effect to our identified priorities and desired outcomes in an efficient and effective manner.

To make this happen the Council has a variety of roles, including:

- Customer Support
- Service Delivery
- Community Growth
- Operations
- Governance

Our [Long Term Plan 2018-28](#) sets out the activities and services we intend to provide to meet the District's needs and deliver our vision. [Our website](#) provides more information on the services and facilities provided by the Council.

## Legislation and Bylaws

There is various legislation that the Council is bound by in exercising powers and fulfilling its responsibilities and purpose. These are listed in [Appendix I](#).

A bylaw is a rule or regulation made by the Waikato District Council. The Local Government Act 2002 empowers a local authority to make bylaws on a diverse range of subjects. Some other Acts also empower local authorities to make bylaws on specific topics. The Council's current bylaws can be accessed [here](#). The Council is working through a programme to review and consolidate its bylaws.

## Electoral System

Elections of Waikato District Council are currently conducted using the [First Past the Post \(FPP\)](#) electoral system. Under this system voters tick the name of the candidates they prefer up to the number of vacancies. If there is one vacancy, for example for the Mayor, you can vote for one candidate. If there are three vacancies, you can vote for up to three candidates. Those receiving the most votes win.

The other option available under the Local Electoral Act 2001 is the [Single Transferable Vote system](#) (STV). This system is used in District Health Board (DHB) elections. Voters rank candidates in order of preference (1 to 5 etc), rather than picking their most preferred candidate for each vacancy. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Under STV voters have one vote but can indicate their preference for as many or as few of the candidates as they wish. The number of candidates required to fill all vacancies is achieved:

- first by the counting of first preferences
- then by 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 by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with the voters second preferences.

Under the Local Electoral Act 2001 there are three ways in which Council's electoral system can be changed. They are:

- Council can resolve to change the electoral system to be used at the next two elections;
- Council can conduct a binding poll of voters; or
- Voters can demand that a binding poll be undertaken. That demand requires 5% or more of the voters to sign a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial Council elections.

## Representative arrangements

Waikato District Council is made up of a mix of towns, villages and settlements with a geographic area of approximately 440,000 hectares and a population of 75,618 ([2018 census](#)). It is a diverse, predominantly rural district with urban centres in Huntly, Ngaruawahia, Pokeno, Raglan, Te Kauwhata and Tuakau.

The Council is required to review its representation arrangements at least once every six years. The review process is set out in sections [19H to 19Y of the Local Electoral Act 2001 \(LEA\)](#) and must consider the following:

- The number of elected members
- Whether the elected members should be elected by the whole district (at large), or be divided into wards or a combination of 'at large' and 'ward' representation
- If the preference is wards then boundaries and names of those wards and the number of members that will represent each ward need to be determined
- Whether or not to have Maaori wards
- 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 undertook its last representation review in 2018 to ensure that its communities of interest were fairly and effectively represented. The [Local Government Commission](#) endorsed the decision of the Waikato District Council that the arrangements of 13 Councillors elected from ten wards would apply for the 2019 election. It was also decided that the Awaroa ki Tuakau ward would be altered to include all the wider Mercer area (including the airport).

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Awaroa ki Tuakau	12,769	2	6,385	+720	+12.71
Onewhero-Te Akau	5,400	1	5,400	-265	-4.68
Whangamarino	6,058	1	6,058	+393	+6.94
Hukanui-Waerenga	5,953	1	5,953	+288	+5.08
Huntly	10,300	2	5,150	-515	-9.09
Ngaruawahia	10,400	2	5,200	-465	-8.21
Newcastle	5,720	1	5,720	+55	+0.97
Raglan	5,790	1	5,790	+125	+2.21
Eureka	5,600	1	5,600	-65	-1.15
Tamahere	5,650	1	5,650	-15	-0.26
<b>Total</b>	<b>73,640</b>	<b>13</b>	<b>5,665</b>		

\*Based on Statistics NZ 2017 population estimates however proposed boundary alterations are shown using 2013 meshblock populations

Ward and community board maps can be accessed [here](#).



As recommended by the Commission, a further representation review is scheduled to be undertaken in 2020-2021. Information will be available on the Council's website once the review commences.

The Local Electoral Act gives the public the right to make a written submission to Council, and the right to be heard if you wish.

The public also has the right to appeal any decisions to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001 or [the Commission's Guide](#).

## Your elected members

The Waikato District Council is an elected body of 14 representatives - the Mayor and 13 Councillors. The Council is accountable to the ratepayers and residents of the Waikato district for the planning, direction and management of resources to meet the present and future needs of the community.

[Visit our website to learn more about your Mayor and Councillors and how to contact them.](#)

The elected members are responsible for:

- Setting policy direction
- Monitoring performance
- Representing the interests of the district. This is formalised at the first meeting following the elections. Members must make a declaration that they will perform their duties faithfully, impartially, and according to their best skill and judgement, and in the best interest of the district.
- Employing the Chief Executive. Under the Local Government Act 2002 the Council employs the Chief Executive, who in turn employs all other staff on its behalf.

The roles and responsibilities of our elected members are further detailed in the [Council's Code of Conduct](#).

## Committee structure

The Council reviews its Committee structures every three years after an election. Committees are set up to deal with specialised local issues. All Councillors are members of the Infrastructure, Policy & Regulatory, and Strategy & Finance committees.

A Council General Manager is assigned to each 'whole of Council' Committee to provide advice and information on legislative requirements, delegated powers, and Council policy. Each Committee has a Chair and Deputy Chair.

The [Council's Governance Structure](#) sets out the membership, terms of reference and delegations of the various committees and other decision-making bodies, as well as the Council's appointments to external bodies and organisations.

## Community Boards

Community Board members are elected to look after local interests and to be a link between the community and the Council. Community boards were established to enable communities to have a voice in decisions affecting them and to ensure people have their say on local issues. The local ward Councillor(s) for the Community Board areas is/are appointed to the Community Board as the Council representative. The Waikato District Council has five Community Boards.

The boards are constituted under section 52 of the Local Government Act 2002 to:

- Represent and act as an advocate for the interests of their community
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board
- Make an annual submission to the Council on expenditure in the community
- Communicate with community organisations and special interest groups in the community
- Undertake any other responsibilities that are delegated to it by the Council.

Further information on each of the Community Boards can be found on [our website](#), including each Board's Code of Conduct.

## Community Committees

Community Committees are set up by communities to develop community plans, to deal with local issues, and engage with the Council on those issues, specifically in the townships of Pokeno, Meremere, Te Kauwhata, and Tamahere.

The local ward councillor(s) for these areas is/are appointed to the community committee as the Council representative.

There are also a number of other voluntary community committees and groups that advocate on behalf of residents and ratepayers in their area.

Further information on your Community Committees can be found on [our website](#).

## Meeting process and conduct

The legal requirements for conducting Council, Community Board and Committee meetings are provided for in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Scheduled meetings are publicly notified not more than 14 days and not less than five days before the end of each month for the following month. Where this requirement cannot be satisfied (e.g. in the case of extraordinary or emergency meetings) then the Council shall cause such public notice as is reasonable in the circumstances to be given. The place, dates and times of meetings are advertised in the Waikato Times newspaper, and, where appropriate, other community newspapers circulating within the District. Meetings are also notified on the Council's website.



All Council, Community Boards and Committee meetings must be open to the public unless there is reason to consider any items with the public excluded (i.e. these items are considered to be confidential and members of the public will be asked to leave the room until discussion on the item(s) has been completed). The LGOIMA specifies those circumstances where a Council, Community Board or Committee may consider items with the public excluded. These circumstances include protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, Community Board or Committee (as appropriate). Minutes of all meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available subject to the provisions of the LGOIMA. Both agendas and minutes can be accessed [on the Council website](#).

During meetings the Mayor, Councillors and Community Board members must follow Standing Orders which are a set of procedures for conducting meetings agreed upon by the Council. The application of Standing Orders can be suspended at any meeting by a vote of 75% of the members present. A copy of the Standing Orders can be obtained [on the Council's website](#).

Please contact the [Democracy team](#)<sup>1</sup> if you have any queries in relation to meeting process.

## Our consultation policies

The Local Government Act 2002 establishes certain principles and requirements for consultation as part of the planning, decision-making and accountability role of the Council.

The [Council's Significance and Engagement Policy](#) is a central reference document for our community and staff.

The policy:

- sets out what will be considered by staff and decision makers in determining the significance of an issue; and
- how the degree of significance will influence the types of engagement methods and communications channels used and level of engagement the community can expect from Council.

In the course of making any decision the Council is required to:

- Consider all reasonable options available to achieve the objective of a decision by assessing the costs, benefits and impact of those options.
- Consider the views of the community at the various stages of the decision-making process and the views of Maaori (especially where land or water is involved).
- Have regard to the present and future social, economic, environmental and cultural wellbeing of communities.
- Identify the reasons for a decision where the decision is inconsistent with any other Council policies or plans.

The Council's current and previous consultations [are available online](#).

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<sup>1</sup> [Democracy@waidc.govt.nz](mailto:Democracy@waidc.govt.nz)

## Special Consultative Procedure

The special consultative procedure is regarded as a minimum process that the Council must use when making certain decisions under the Local Government Act 2002. The special consultative procedure comprises the following steps:

- **STEP ONE: Preparation of a statement of proposal.** The Council must prepare and adopt a statement of proposal which includes information on each of the reasonable options available to achieve the objective, a copy of the proposed policy or bylaw and information about how a submission can be made. The statement of proposal must be publically available.
- **STEP TWO: Receive submissions.** The Council must allow submissions to be received for no less than a period of one month and, in addition to written submissions, the Council must provide an opportunity for a person to present their views in a way that enables spoken or sign language.
- **STEP THREE: Deliberate in public.** All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
- **STEP FOUR: Follow up.** A copy of the decision and a summary of the reasons must be made available to submitters. There is no prescribed format for such a summary.

The Significance and Engagement Policy provides more information on when the special consultative procedure is used by the Council.

## Other Consultation and Engagement Processes

In addition to the statutory requirements the Council has long been committed to public involvement and consultation and engagement in the administration of the District, and to deliver liveable, thriving and connected communities.

Consultation and engagement are often required on issues for which there are no statutory processes or timeframes in legislation. Consultation and engagement should be tailored to the complexity of an issue and its potential for controversy. In exercising its discretion, the Council should have regard to the nature and significance of the decision and the extent to which the Council is already aware of the views of the affected public.

## Service Requests and Feedback

Anyone can lodge a request for a Council service by:

- Phoning the Council - 0800 492 452
- Completing an [online service request form](#)
- Contacting one of [our local offices](#).

Feedback or complaints in relation to Council services can also be [submitted online](#).

## Our relationship with Maaori

The Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi has been reflected in the Local Government Act 2002, which provides principles and requirements for local authorities to facilitate participation, by Maaori, in local authority decision-making. Council recognises the principles and terms of the Treaty of Waitangi that are fostered and supported in partnership with tangata whenua.

We work proactively to ensure that Iwi and the wider Maori community has input into planning and decision making. We do this via regular kanohi ki te kanohi hui (face-to-face meetings) with marae and Iwi representatives, by establishing Iwi reference groups - for example for the review of the District Plan - and through the establishment of Memoranda of Understanding.

### **Waikato and Waipa river settlements**

In line with our Joint Management Agreement (JMA) with Waikato-Tainui and our Waipa River JMA with the Maniapoto Maaori Trust Board we hold co-governance forum hui to discuss matters of joint interest with these Iwi. More information on the river settlements and the co-governance partnership between the Council and Iwi can be found [on our website](#).

### **Appointment to Committees**

In 2019, Council approved the appointment of [Maangai Maaori](#) (the voice of Maori) representatives to the Council's three 'whole of Council' committees with full voting and speaking rights. Council believes this will strengthen and diversify our decision-making and engagement processes. Nominees for the Maangai Maaori positions will be recommended to the Council for approval in the first half of 2020.

### **Future Proof**

The Future Proof initiative is the development and implementation of a sub-regional growth strategy led by Waipa and Waikato District Councils, Hamilton City Council and Waikato Regional Council. It included the establishment of a tangata whenua reference group – Nga Karu Atua o te Waka – with members drawn from Iwi and hapu-based groups representing tangata whenua in the Waikato District and the wider region.

## **Our management structure**

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

### **Chief Executive**

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 budget established by the Council.

The Chief Executive is responsible for:

- Implementing the decisions of the Council.
- Providing advice to the Council, Community Boards and Committees.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation, or bylaw, are properly performed or exercised.

- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service level performance of the Council.
- Providing leadership for the staff.
- Facilitating and fostering representative and substantial voter participation in elections and polls held under the Local Electoral Act 2001.
- Employing staff (including negotiation of the terms of employment for the staff) in line with the requirements of the Remuneration and Employment Policy.

The Chief Executive is supported by an [Executive Leadership Team \(ELT\)](#).

### **Employment Policies**

The Council's [Remuneration and Employment Policy](#) sets out the high level principles for the employment and remuneration of staff. This Policy is currently under review.

Waikato District Council is committed to a policy of equal opportunity in employment. Its workplace will be free from personal discrimination in day-to-day activities and offers equality of opportunity in all aspects of employment.

## **Our key planning and policy documents**

The following documents have been identified as key Council plans and policies. They are developed through consultation with relevant stakeholders and then approved by the Council. Policies and plans are periodically reviewed as and when appropriate; for example when required by legislation, or in accordance with a timeframe within the document itself, or in response to a specific request from the Council.

### **[Long Term Plan \(LTP\)](#)**

The LTP outlines the overall direction and expected cost of Council activities over a ten-year period and is prepared every three years. The plan sets out details of how we will deliver our vision and community outcomes, as well as detailed information on:

- Financial Strategy
- 30-year Infrastructure Strategy
- Policies and Plans
- Council-Controlled Organisations

### **[Annual Plan](#)**

The Council is required to prepare and adopt a document that reconfirms the projects and budgets for each of the two years between three year Long Term Plan reviews. These documents are called Annual Plans.

## **District Plan**

This plan contains guidance and rules about how you can use and develop your land within the district. Our District Plan became fully operative in April 2013. Council staff are currently undertaking a review of the District Plan - more information on the Proposed District Plan is available on [our website](#).

## **Annual Report**

At the end of each financial year (1 July - 30 June) the Council publishes an Annual Report, which contains audited accounts for the previous financial year. Each annual report must be completed and adopted by resolution within four months after the end of the financial year to which it relates. The purposes of the annual report are:

- To promote the Council's accountability to the community for the decisions made throughout the year by the Council; and
- To compare the annual activities and performance with the intended activities and performance set out in the Annual Plan/LTP.

In addition to the full Annual Report, the Council must also prepare a summary of the Report. The summary must be a fair and consistent representation of the major matters in the Annual Report.

## **Blueprints**

During 2018-19, we listened to our communities as to what was important as they looked to the future. Through this engagement, priorities were developed within Blueprints for the District. Work is being undertaken to plan for how we can work with our communities to deliver on the Blueprint initiatives.

## **Waikato 2070**

A Growth & Economic Development Strategy is currently under development to guide growth in the District over the next 50 years. The final strategy will be available online once adopted by the Council.

Other key strategies, plans and policies can be viewed on [our website](#) including:

- Development Contributions Policy
- Dog Control Policy
- Easter Trading Policy
- Gambling Venues Policy
- Local Alcohol Policy
- Significance and Engagement Policy

## Requests for official information

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

Once a request is made the Council must supply the information unless good reason exists for withholding it. The LGOIMA sets out the reasons why information may be withheld by the Council. This includes where the release of the information would:

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

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

If you are not satisfied with the Council's decision on your request, you can ask the Ombudsman to investigate and review this. More guidance on information requests is available on the [Ombudsman's website](#).

Information requests can be:

- Emailed to [info@waidc.govt.nz](mailto:info@waidc.govt.nz)
- Made at any of [our Council offices](#)
- Posted to:  
Waikato District Council  
Private Bag 544  
Ngaruawahia  
3742

An [online form](#) is also available to complete and send in to us.

## Appendix I: Key legislation applicable to the Waikato District Council

*Legislation can be accessed at [legislation.govt.nz](http://legislation.govt.nz).*

*The list below is not intended to be an exhaustive list of all legislation that applies to the Council.*

### **A**

Accident Compensation Act 2001  
 Animal Welfare Act 1999  
 Arms Act 1983  
 Anti-Money Laundering and Countering Financing of Terrorism Act 2009  
 Atomic Energy Act 1945

### **B**

Biosecurity Act 1993  
 Building Act 2004  
 Building (Pools) Regulations 2016  
 Building Research Levy Act 1969  
 Burial and Cremation Act 1964  
 Bylaws Act 1910

### **C**

Cadastral Survey Act 2002  
 Camping Grounds Regulations 1985  
 Charities Act 2005  
 Charitable Trusts Act 1957  
 Citizenship Act 1977  
 Civil Defence Emergency Management Act 2002  
 Climate Change Response Act 2002  
 Commerce Act 1986  
 Companies Act 1993  
 Consumer Guarantees Act 1993  
 Conservation Act 1987  
 Construction Contracts Act 2002  
 Copyright Act 1994  
 Corrections Act 2004  
 Credit Contracts and Consumer Finance Act 2003  
 Crimes Act 1961  
 Crown Minerals Act 1991

### **D**

Disabled Persons Community Welfare Act 1975  
 Disputes Tribunal Act 1988  
 District Courts Act 1947  
 Dog Control Act 1996  
 Dog Control (Prescribed Forms) Regulations 1996

### **E**

Earthquake Commission Act 1993  
 Electricity Act 1992  
 Electronic Transactions Act 2002  
 Employment Relations Act 2000  
 Environment Act 1986  
 Environmental Protection Authority Act 2011  
 Equal Pay Act 1972  
 Evidence Act 2006

**F**

Fair Trading Act 1986  
 Fencing Act 1978  
 Financial Reporting Act 2013  
 Fire and Emergency New Zealand Act 2017  
 Food Act 2014  
 Forests Act 1949  
 Freedom Camping Act 2011

**G**

Gambling Act 2003  
 Gas Act 1992  
 Goods and Services Tax Act 1995  
 Government Rounding Powers Act 1989

**H**

Hauraki Gulf Marine Park Act 2000  
 Hazardous Substances and New Organisms Act 1996  
 Health Act 1956  
 Health and Safety at Work Act 2015  
 Health (Burial) Regulations 1946  
 Health (Hairdressers) Regulations 1980  
 Health (Infectious and Notifiable Diseases) Regulations 1966  
 Health (Registration of Premises) Regulations 1966  
 Heritage New Zealand Pouhere Taonga Act 2014  
 Holidays Act 2003  
 Housing Act 1955  
 Human Rights Act 1993

**I**

Income Tax Act 2007  
 Impounding Act 1955  
 Interpretation Act 1999

**J**

Judicial Review Procedure Act 2016

**K**

Kiwi Saver Act 2006

**L**

Land Act 1948  
 Land Drainage Act 1908  
 Land Transfer Act 2017  
 Land Transport Act 1998  
 Land Transport Management Act 2003  
 Land Transport (Speed Limits Validation and Other Matters) Act 2015  
 Land Valuation Proceedings Act 1948  
 Litter Act 1979  
 Local Authorities (Members' Interests) Act 1968  
 Local Electoral Act 2001  
 Local Government Act 1974  
 Local Government Act 2002  
 Local Government Borrowing Act 2011  
 Local Government Official Information and Meetings Act 1987



Local Government (Rating) Act 2002

## **M**

Major Events Management Act 2007

Marine and Coastal Area (Takutai Moana) Act 2011

Minimum Wage Act 1983

## **N**

New Zealand Bill of Rights Act 1990

New Zealand Public Health and Disability Act 2000

## **O**

Oaths and Declarations Act 1957

Ombudsmen Act 1975

Overseas Investment Act 2005

## **P**

Parental Leave and Employment Protection Act 1987

Plumbers, Gasfitters and Drainlayers Act 2006

Privacy Act 1993

Property Law Act 2007

Prostitution Reform Act 2003

Public Bodies Leases Act 1969

Public Records Act 2005

Public Works Act 1981

## **Q**

Queen Elizabeth the Second National Trust Act 1977

## **R**

Racing Act 1983

Radio Communications Act 1989

Rates Rebate Act 1973

Rating Valuations Act 1998

Reserves Act 1977

Residential Tenancies Act 1986

Resource Management Act 1991

Retirement Villages Act 2003

## **S**

Sale and Supply of Alcohol Act 2012

Sentencing Act 2002

Smoke-free Environments Act 1990

Soil Conservation and Rivers Control Act 1941

Standards Act 1988

Summary Offences Act 1981

Summary Proceedings Act 1957

## **T**

Te Ture Whenua Maori Act 1993

Telecommunications Act 2001

Treaty of Waitangi Act 1975

Trespass Act 1980

Trustee Act 1956

**U**

Unit Titles Act 2010  
Unsolicited Electronic Messages Act 2007  
Utilities Access Act 2010

**W**

Wages Protection Act 1983  
Waikato Raupatu Claims Settlement Act 1995  
Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010  
Walking Access Act 2008  
Waste Minimisation Act 2008  
Weathertight Homes Resolution Services Act 2006  
Wild Animal Control Act 1977  
Wildlife Act 1953

### Open Meeting

<b>To</b>	Emergency Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	8 April 2020
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Exclusion of the Public

## I. RECOMMENDATION

**THAT the public be excluded from the following parts of the proceedings of this meeting.**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
PEX 1.1 – Contract No. 14/314 Waikato District Council and Downer New Zealand Alliance Agreement	Good reason to withhold exists under Section 6 or Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item No.	Section	Interest
1.1	7(2)(b)(ii)	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
	7(2)(i)	To enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).