

# Governance Statement 2016 – 2019



Image: Elected members for the 2016-2019 Triennium read their oaths of office and sign their declarations



# Contents

- 1 What is a Governance Statement? .....4
- 2 Functions, Responsibilities and Activities of Council .....4
- 3 Statutes Pertaining to Local Government .....6
- 4 Local legislation .....7
- 5 Bylaws .....7
- 6 The Electoral System .....8
- 7 Representation Arrangements .....8
- 8 Roles and Conduct of Elected Members and Chief Executive .....9
  - Elected Members .....9
  - Mayor .....10
  - Deputy Mayor .....10
  - Committee Chairpersons .....11
  - Chief Executive .....11
  - Conduct of Elected Members .....11
  - Code of Conduct .....11
- 9 Governance Structures and Processes .....12
  - Council Meetings .....12
  - Council .....12
  - Coast Community Board .....12
  - Council Committees .....12
  - Joint Committees .....12
- 10 Conduct of meetings .....13
- 11 Consultation Policy .....13
  - Special Consultative Procedure .....13
  - Partnership with Maori .....14
- 12 The Management Structure and Relationships .....15
  - Chief Executive .....15
- 13 Equal Employment Opportunities .....16
- 14 Remuneration Policy .....17
- 15 Key Approved Planning and Policy Documents .....17
- 16 Systems for Public Access .....18
  - Contact details for Opotiki District Council: .....18
  - System for requesting Council service .....18
  - Elected members contact details .....19
  - Coast Community Board Members 2016 – 2019 .....20
  - Public forum .....20
- 17 Request for Official Information .....20

# 1 What is a Governance Statement?

Opotiki District Council's Governance Statement is a collection of information about the processes that Council uses to engage with the district's residents.

It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

Council's governance statement is a requirement of Section 40 of the Local Government Act 2002. Council is obliged to produce a new governance statement six months after each triennial election.

# 2 Functions, Responsibilities and Activities of Council

The Local Government Act 2002 defines the purpose of local government as:

- (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.

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

- Facilitating solutions to local needs
- Advocacy on behalf the local community with central government, other local authorities and other agencies
- Development of local resources
- Management of local infrastructure including network infrastructure (e.g. roads, sewage disposal, water and stormwater, and community infrastructure (libraries, parks and recreational facilities and harbour development)
- Environmental management
- Planning for the future needs of Opotiki District.

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, and other recreational facilities and community amenities.

The Local Government Act further defines that the role of any local authority is specifically to give effect to the purpose of local government and to carry out the duties within the rights and powers conferred on it by the Act.

The Opotiki District Council is a Territorial Local Authority (TA) with perpetual succession in terms of its legal definition.

For the purposes of performing its role, a TA has, subject to the Act, any other enactment, and the general law:

- (a) The full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and
- (b) The full rights, powers, and privileges for the purposes of paragraph (a).

A TA must exercise its powers under this section wholly or principally for the benefit of its district.

That said, nothing in the Act prevents two or more local authorities engaging in a joint undertaking, a joint activity, or a co-operative activity; or prevents a transfer of responsibility from one local authority to another in accordance with the Local Government Act 2002, or restricts the activities of a council-controlled organisation.

The Local Government Act 2002 also contains a number of other provisions that dictates what a TA may, or may not, do.

The Opotiki District Council must act in accordance with the following principles:

- Conduct its business openly, transparently and in a democratically accountable manner
- Pursue and achieve identified priorities and goals efficiently and effectively
- Be aware and take notice of the view of all its constituent communities
- Make decisions that take account of the diversity of the community, and the community's interests, within its district or region
- Take account of the interests of future as well as current communities
- Measure and have regard to, the impact of any decision on its communities
- Provide opportunity for Maori to contribute to the decision-making processes of Council
- Collaborate and co-operate with other local authorities and relevant organisations
- Employ sound and acceptable good business practices in its operation
- Ensure that the resources and assets of the District are managed prudently for the good of the community, present and future. The Council is given the responsibility of looking after key services and assets such as roads, water supplies and sewerage to ensure such services are there for future communities in a well-kept state
- Pursue development of the community in a way that is sustainable in the future.

The Opotiki District Council is required to ensure:

- The public and elected members are aware and understand what local governance means to its community
- The public and elected members fully appreciate how an elected member is expected to conduct themselves
- That governance organisations (i.e. Council, Community Boards, etc.) and the way in which they work, are effective, efficient, open and transparent
- That wherever possible, the management of Council's regulatory responsibilities is kept separate from service activities
- That Council acts as a "good employer"
- That the relationship between the elected members and management of the ODC organisation is understood, respected and appreciated by everyone in the community.

### 3 Statutes Pertaining to Local Government

In fulfilling its purpose, the Opotiki District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. Chief among these are: the Local Government Acts of 1974 and 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002; The Local Government Official Information and Meetings Act 1987 and; The Resource Management Act 1991. Other general Acts of Parliament that confer powers on the Opotiki District Council and regulate its functions include:

- Airport Authorities Act 1966
- Animal Welfare Act 1999
- Animals Law Reform Act 1989
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Auctioneers Act 2013
- Biosecurity Act 1993
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Cadastral Survey Act 2002
- Citizenship Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees Act 1993
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Crimes Act 1961
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Earthquake Commission Act 1993
- Electricity Act 1992
- Employment Relations Act 2000
- Energy Companies Act 1992
- Chartered Professional Engineers of New Zealand Act 2002
- Fencing Act 1978
- Fencing of Swimming Pools Act 1987
- Financial Markets Authority Act 2011
- Financial Reporting Act 2013
- Fire Services Act 1975
- Food Act 2014
- Forest and Rural Fires Act 1977
- Gas Act 1992
- Goods and Services Tax Act 1985
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Minimum Wage Act 1983
- Municipal Insurance Act 1960
- National Provident Fund Restructuring Act 1990
- New Zealand Bill of Rights Act 1990
- New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008
- New Zealand Library Association Act 1939
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Secondhand Dealers and Pawnbrokers Act 2004
- Plumbers, Gasfitters, and Drainlayers Act 2006
- Privacy Act 1993
- Property Law Act 2007
- Land Transfer Act 1952
- Land Transport Act 1998
- Libraries and Mechanics' Institute Act 1908
- Marine and Coastal Area (Takutai Moana) Act 2011
- Prostitution Reform Act 2003
- Public Bodies Leases Act 1969
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railways Act 2005
- Rating Valuations Act 1998
- Rates Rebate Act 1973
- Remuneration Authority Act 1977
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Smoke-free Environments Act 1990
- Soil Conservation and Rivers Control Act 1941
- Sovereign's Birthday Observance Act 1952

- Heritage New Zealand Pouhere Taonga Act 2014
- Holidays Act 2003
- Housing Act 1955
- Housing Corporation Act 1974
- Human Rights Act 1993
- Income Tax Act 2007
- Impounding Act 1955
- Insolvency Act 2006
- Interpretation Act 1999
- Land Act 1948
- Land Drainage Act 1908
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Meat Board Act 2004
- Standards and Accreditation Act 2015
- Statutory Land Charges Registration Act 1928
- Summary Offences Act 1981
- Te Ture Whenua Maori Act 1993
- Telecommunications Act 2001
- Transport Act 1998
- Treaty of Waitangi Act 1975
- Trespass Act 1980
- Trustee Act 1956
- Unit Titles Act 2010
- Walking Access Act 2008
- Wild Animal Control Act 1977
- Wildlife Act 1953

## 4 Local legislation

Apart from local bylaws there is no local legislation applying specifically to the Opotiki District.

## 5 Bylaws

Current Bylaws of the Opotiki District Council include:

Bylaw:	Date Adopted:	To be Reviewed:
Animals Bylaw 2008	17 June 2008	2018
Public Places Liquor Control Bylaw 2007	26 June 2007	2017
Beach Bylaw 2008	17 June 2008	2018
Solid Waste Bylaw 2008	17 June 2008	2018
Cemeteries Bylaw 2008	17 June 2008	2018
Speed Limits Bylaw 2008	17 June 2008	2018
Control of Signs Bylaw 2008	17 June 2008	2018
Trading in Public Places Bylaw 2008	17 June 2008	2018
Dog Control Bylaw 2008	17 June 2008	2018
Trade Waste Bylaw 2008	17 June 2008	2018
Fire Prevention Bylaw 2008	17 June 2008	2018
Traffic Bylaw 2008	17 June 2008	2018
Hostels Bylaw 2008	17 June 2008	2018
Water Supply Bylaw 2008	17 June 2008	2018
Public Places Bylaw 2008	17 June 2008	2018

## 6 The Electoral System

The Local Electoral Act 2001 (LEA) and the Local Electoral Amendment Act 2002 govern local authority elections.

Council employs a 'First Past the Post' (FPP) electoral system for triennial general elections. Under FPP, electors vote by indicating their preferred candidate, and the candidate with the most votes is declared the winner, regardless of the proportion of votes that candidate obtained.

### Changing the Electoral System

Section 27 of the LEA allows for the electoral system to be changed, provided that any change is made not later than 12 September in the year that is two (2) years before the year in which the next triennial general election is to be held. However such change must remain in effect for the following two triennial elections.

Pursuant to the LEA the public also has a right to demand a poll that the electoral system be changed, but in doing so must meet criteria as set out in the LEA.

## 7 Representation Arrangements

The Opotiki District is currently separated into three constituencies known as wards; Coast Ward, Opotiki Ward and Waioeka/Waiotaha Ward. One Councilor is elected for the Coast Ward, three for the Opotiki Ward and two for the Waioeka/Waiotaha Ward (total six Councilors) and a Mayor is elected by the whole District (i.e. "at large").

Council also operates a Coast Community Board comprising of 4 members. The coast ward Council Member was elected as Chairperson of the Coast Community Board.

Council is required to review its representation arrangements at least once every six years through a public engagement process. This review must include:

- The number of Elected Members
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District (at large), or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of at large and ward representation
- If the election by wards is preferred then the boundaries and names of those wards and the number of members that will represent each ward
- Whether or not to have separate wards for electors on the Maori roll
- Whether to have community boards and if so how many, their boundaries and membership and whether to further subdivide a community for electoral purposes.

Council must follow the procedure set out in the LEA when conducting this review and should also follow the guidelines published by the Local Government Commission.

The next review of Council's Electoral System and Maori Representation will be carried out in 2017 for the 2019 Triennial Election.



## 8 Roles and Conduct of Elected Members and Chief Executive

### Elected Members

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

- The development and adoption of council policy
- Determining the expenditure and funding requirements of Council through the processes for developing the Annual Plan, the Long Term Plan and the Revenue and Financing Policy
- Employment and appraisal of the Chief Executive Officer's performance and monitoring the implementation of policy by him/her
- Ensuring overall compliance by the Council with its obligations and responsibilities under the Local Government Act 2002 and all other legislation which prescribe statutory duties for territorial authorities
- Promoting good relationships with neighbouring local authorities
- Monitoring the performance of the council against its stated objectives and policies
- Prudent stewardship of council resources
- Representing the interests of the residents and ratepayers of the Opotiki District Council. (On election, the members' first responsibility is to the district as a whole.)

Council's role is to provide cohesion for the district, and this covers a wide range of activities and services, from providing children's playground equipment to treatment of the towns water and wastewater. Meeting the community's priorities is fundamental to Council's overall operations and service delivery. Partnership and consultation with the community are integral parts of Council's operations.

Members, as individuals, must:

- Comply with the requirements of this Code of Conduct
- Ensure they are informed about the roles, functions and processes of the Opotiki District Council
- Ensure that they become aware of the statutory obligations imposed on elected members and on councils
- Comply with those enactments and other rules of law applicable to the conduct of members
- Be adequately prepared for meetings, including reading agendas and other relevant material prior to attendance, and if appropriate and where possible putting forward questions to the relevant officer in advance
- Undertake appropriate professional development
- On entering into a term of office, declare whether the member is an undischarged bankrupt
- Recognise that they have no personal power to commit Council to any particular policy or course of action unless they have delegated authority from council or the appropriate committee to do so
- Ensure the privacy of individual staff members is preserved and not comment publicly on the management or staff of the Council by identification or by general reference
- Ensure that any public statement giving a point of view contrary to a Council decision is identified as a personal, minority view.

Members, in fulfilling their role, will focus on:

- Acting in a proper manner in accordance with the legislative framework and statutory requirements for Local Government
- Providing community leadership
- Consulting with, facilitating discussions with and representing the community
- Contributing to the collective decision making of Council
- Ensuring accountability and sound financial management
- Reporting Council to the community.

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

## 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:

- Providing leadership to the other members of the territorial authority; and the people in the district of the territorial authority
- Leading the development of the territorial authority's plans (including the long term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority
- Appointing the deputy mayor
- Establishing committees of the territorial authority
- Appointing the chairperson of each committee and may appoint himself or herself as chairperson of a committee
- Presiding at Council meetings and ensuring the conduct of meetings is in accordance with standing orders
- Keeping Council informed of matters brought to his/her attention and formally presenting to Council those matters that need to be considered
- Advocacy 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
- Providing leadership and feedback to other elected members on teamwork, information sharing and chairmanship
- Assuming the role of 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.

## Deputy Mayor

The Deputy Mayor is appointed by the Mayor 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

A Committee Chairperson exercises the same role as any other member, but has responsibility to preside over all meetings of the relevant Committee and to ensure that the Committee acts within the powers delegated to it by the Council.

## Chief Executive

The Chief Executive is appointed by the council in accordance with sections 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
- 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).

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

## Conduct of Elected Members

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

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council to act as a good employer in respect of the Chief Executive, and to abide by the current Code of Conduct and Standing Orders
- The Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect)
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way, and the use of official information for private profit.

## Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75 per cent or more vote of Council. The Code of Conduct sets out Council's understanding and expectations of how the Mayor and Councilors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received

by, or is in the possession of, elected members, and contains details of the sanctions that Council may impose if an individual member breaches the code.

## 9 Governance Structures and Processes

### Council Meetings

Council meetings take place on a Tuesday on a six weekly cycle. The Audit and Risk Committee meets a minimum of four times per year and the Hearings Committee – Dog Control meets as required.

### Council

Opotiki District Council currently has seven Councillors elected from three wards and a Mayor elected from the whole district.

The Mayor and Councillors are represented on Council committees. These committees consider and recommend policy to Council, and monitor the effective and efficient implementation of policy and the operation of services relating to the committee functions.

### Coast Community Board

In 2004 the Local Government Commission established a Coast Community Board, comprising of four elected members plus the Coast ward Councillor.

The role of a Community Board is specified in Section 52 of the Local Government Act 2002, as follows:

- a. To represent, and act as an advocate for, the interests of its community
- b. To consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- c. To maintain an overview of services provided by the territorial authority within the community
- d. To prepare an annual submission to the territorial authority for expenditure within the community
- e. To undertake any other responsibilities that is delegated to it by the territorial authority.

### Council Committees

Council has set up an Audit and Risk Committee to carry out a range of detail financial, risk and monitoring functions and to make recommendations on these matters to full Council. Members of this Committee are Cr Tuoro (Chair), Mayor Forbes and Cr Young. This committee also includes one external member appointed by the Audit and Risk Committee.

The Hearings Committee – Dog Control is made up of Cr's Young, McRoberts, Browne and Howe.

### Joint Committees

Council is a member of the following Joint Committees with other Councils:

Eastern Bay of Plenty Joint Committee – Mayor Forbes and Deputy Mayor Riesterer

Regional Transport Committee – Mayor Forbes, Reserve: Cr Young

Civil Defence Emergency Management Group Joint Committee – Mayor Forbes, Reserve: Cr Browne

Eastern Bay Road Safety Committee – Cr McRoberts

Council is also represented on a number of external committees and technical advisory groups.

## 10 Conduct of meetings

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). All Council and committee meetings must be open to the public unless there is reason to consider some item 'in committee' (i.e., these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. The LGOIMA contains a list of the circumstances where Council may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order.)

The Council agenda is a public document, although parts of it may be withheld if the above circumstances apply. The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on 3 working days notice. During meetings the Mayor and Councilors must follow Standing Orders (a set of procedures adopted by for conducting its meetings). Council may suspend Standing Orders by a vote of 75 per cent of the members present and voting.

## 11 Consultation Policy

### Special Consultative Procedure

Under Council's Significance and Engagement Policy, on every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required. The level of Significance is determined by the criteria set out in section 12 of the Significance and Engagement Policy.

In considering the degree of significance of every issue requiring a decision, Council will be guided by the following:

- The potential effect on delivering Council's strategic aspirations
- How the decision aligns with historical Council decisions
- The likely impact of the decision on present and future interests of the community,
- recognising Māori culture values and their relationship to land and water
- The level of community interest in the decision and whether community views on the issue are already known
- The possible implications of reversing the decision with regard to the Council's capacity to perform its role

If a decision or matter is significant, the Council must apply greater diligence. This includes, but is not limited to, the degree to which different options are identified and assessed and the extent to which community views are considered, including whether consultation is required.

Specifically, Council will comply with all consultation requirements set down in relevant legislation and particularly those conditions set out in the LGA and the Resource Management Act.

The following criteria will be used to determine whether the proposal or decision being considered by the Council is significant. If an issue exceeds one or more of the following criteria, the matter is more likely to have a high degree of significance.

- Any transfer of ownership or control, or the construction, replacement or abandonment, of a strategic asset as outlined in the policy
- A decision that will have a major and long-term impact on the capacity of the Council to carry out any activity identified in the Long Term Plan.
- A decision that will have a major and long-term impact on Council's Strategic Direction.
- A decision that will have a major and long-term impact on a wide range of people and/or groups who reflect the makeup of the District's community.
- The issue, proposal, or other matter that will have a major and long-term impact on Council's current level of service.

The Local Government Act 2002 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

Council will use the Special Consultative Procedure for the following issues requiring decisions:

- The development and review of a Local Alcohol Policy
- The development and review of a Local Approved Product (Psychoactive Substances) Policy
- The review of a Rating Policy
- Decisions on transferring the ownership or control of strategic assets, as listed in Schedule 1, which are not outlined in the Long Term Plan.

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

For the following specific issues requiring decisions Council will develop consultation documents fulfilling the requirements of Section 82A of the LGA 2002, will make these documents available to the public, allow written submissions for a period of up to 4 weeks and will consider all submissions prior to making decisions :

- Establishing a council-controlled organisation
- Adopting a revenue and financing policy

For the following specific issue Council will develop the process fulfilling the requirements of Schedule 1 of the Resource Management Act 1991.

- Review of the Ōpōtiki District Plan

## Partnership with Maori

Council embraces the principles of the Treaty of Waitangi and values its relationship with local hapu and iwi.

To help promote communication, understanding and working together effectively and efficiently Council has formed working relationships with iwi and hapu of the district throughout the organisation, within both elected members and staff levels of the Council. The iwi of the district are

generally invited to be represented on Council's committees and is promoting tangata whenua as a strategic partner in regional social and economic initiatives.

## 12 The Management Structure and Relationships

Council is supported by a professional corporate organisation, led by the Chief Executive. Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council wants.

The Chief Executive and staff are responsible for managing day-to-day issues and implementing Council's decisions and policies. The organisation is structured under four groups, each of which is headed by a manager. They are:

- Finance and Corporate Services
- Regulatory and Planning
- Engineering and Services
- Community Facilities

The Management team comprises the managers of the four groups and is headed by the Chief Executive. The Management Team considers organisation-wide issues and provides a key linkage between Councillors and staff. They ensure that what is undertaken within the four groups is consistent with Council's mission and goals and the decisions of Council.

The elected members and Council staff work together at different levels to decide what activities should be done to achieve the community's vision and goals, and to plan how they can best be undertaken. This takes place within a framework of competing priorities, timeframes, resources, decisions of Council, and within the overall goal of growing and developing the district in a sustainable social, cultural, economic and environmental context.

### Chief Executive

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

Aileen Lawrie

Chief Executive

Opotiki District Council

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Phone: 07 315 3030

Fax: 07 315 7050



**Aileen Lawrie - CEO**

The chief executive appoints a range of skilled staff to carry out the activities the council undertakes on behalf of the community. This is the organisational arm of local government. Through the chief executive they implement the decisions of Council, provide advice to Council on managing the activities of the organisation effectively and efficiently, plan and provide accurate reports of the financial and service performance of Council and employ and provide leadership.



**Bevan Gray - Finance and Corporate Services Group Manager**

Cash Receipting, Debtors/Creditors, Financial Reporting, Investments, Insurance, Payroll, Public Debt, Water Billing, Rates, Communications, Creative New Zealand, Governance Support, Property, Library, Tourism, Promotions, Economic Development, Events, i-SITE Information Centre, Sports co-ordination.



**Gerard McCormack - Planning and Regulatory Group Manager**

Animal Control, Building Control, Bylaw Compliance, Civil Defence, Emergency Management, Environmental Health, Liquor Licensing, Noise Control, Resource Management, Planning.



**Ari Erickson - Engineering and Services Manager**

Consultancy BU, Solid Waste, Roding, Rural Fire, Sewerage, Stormwater, Water Supply, Parks, Reserves, Airport, Cemetery.

## 13 Equal Employment Opportunities

The Opotiki District Council acknowledges the benefit to employees, Council and its customers that result from equal opportunity in employment of new personnel.

Council is committed to the principles of equal opportunity in recruitment, employment, training and promotion of its employees.

### Objectives

- To promote people on the basis of merit and/or skill, ability and qualifications
- To ensure criteria for recruitment relate to the skills and experience necessary for the job.



## 14 Remuneration Policy

At the end of 2001, Parliament agreed to transfer the authority for setting elected members' remuneration from the Minister of Local Government to the Higher Salaries Commission. Since renamed the Remuneration Authority, the authority uses a formula to determine the total amount available for elected member remuneration in each council and must approve each council's proposal for its allocation.

The Mayor and Elected Members receive remuneration as determined by the Remuneration Authority and in accordance with the Council's Policy as approved by the Authority.

Council's current Policy on Elected Members' Allowances and Recovery of Expenses was adopted by Council on 30 June 2016 and approved by the Remuneration Authority on 17 November 2016.

The policy sets out rules on the claiming of allowances and expenses by elected members and the resources that will be available to them during their term of office.

The policy covers the Mayor and Elected Members of the Council and for the purpose of reimbursement of expenses and mileage, any Council appointed representative acting on behalf of the Council.

## 15 Key Approved Planning and Policy Documents

The following documents have been identified as Council's Key Planning and Policy documents. To obtain a copy of these please contact a Customer Services Officer.

- Long Term Plan
- Annual Plan
- Annual Report
- Opotiki District Plan
- Waste Management and Minimisation Plan
- Asset Management Plans
- Water and Sanitary Assessment
- Group and local Civil Defence Emergency Management Plans
- Waioeka / Otara Rivers Management Plan
- Coastal Access Report
- Economic Development Strategy
- Ōpōtiki District Visitor Strategy - The potential economic benefits of the Harbour Development Project to the local visitor industry
- Coastal and Sportsfields Reserves Management Plans
- Rating Policies
- Remissions
- Maori Freehold land
- Significance and Engagement Policy
- Eastern Bay Beyond Today Spatial Plan
- Regional Land Transport Plan

## 16 Systems for Public Access

### Contact details for Opotiki District Council:

Opotiki District Council  
108 St John Street  
PO Box 44  
OPOTIKI 3198  
Phone 07 315 3030  
Fax 07 315 7050  
Email: [info@odc.govt.nz](mailto:info@odc.govt.nz)  
Internet: [www.odc.govt.nz](http://www.odc.govt.nz)

Council are also on:

Facebook: [facebook.com/opotikidistrictcouncil](https://facebook.com/opotikidistrictcouncil)  
LinkedIn: [linkedin.com/company/opotiki-district-council](https://linkedin.com/company/opotiki-district-council)  
Issuu: [issuu.com/opotikidistrictcouncil](https://issuu.com/opotikidistrictcouncil)








The Mayor, Councilors, the Chief Executive and relevant Council officers may be contacted throughout the year if you have information to contribute or areas of concern you wish to discuss.

### System for requesting Council service

Requests for Council service can be lodged in various ways including:

- Visiting, phoning or writing (including emails and faxes) to the Customer Services Coordinator or relevant Council officer, or to the Chief Executive
- By completing an online request form on Council's website
- The after-hours contacts for Council, Animal and Noise Control are listed in the phone book and in local publications
- Contact details for elected members, and after hours contacts are available on the Council website

## Elected members contact details

		Contact Details	Ward
	Mayor <b>John Forbes</b>	PH 07 315 7362 Mobile 029 255 7702 <a href="mailto:johnf@odc.govt.nz">johnf@odc.govt.nz</a>	District
	Deputy Mayor <b>Lyn Riesterer</b>	PH 07 315 6627 (home) Mobile 021 1602040 <a href="mailto:lyn@driftwooddreamers.com">lyn@driftwooddreamers.com</a>	Waioeka/Waiotaha
	Councillor and Cultural Ambassador <b>Haki McRoberts</b>	Mobile 027 668 6683 PH/Fax 07 325 2833 <a href="mailto:mcroberts833@gmail.com">mcroberts833@gmail.com</a>	Coast
	Councillor <b>Barry Howe</b>	PH 07 315 6003 (home) PH 07 315 6335 (work) Mobile 027 315 6345 <a href="mailto:bazzshazz@xtra.co.nz">bazzshazz@xtra.co.nz</a>	Opotiki
	Councillor <b>Shona Browne</b>	PH 07 315 7347 (home) Mobile 027 477 3761 <a href="mailto:shonab@xtra.co.nz">shonab@xtra.co.nz</a>	Opotiki
	Councillor <b>Arihia Tuoro</b>	Mobile 027 274 2268 <a href="mailto:arihiatuoro@gmail.com">arihiatuoro@gmail.com</a>	Opotiki
	Councillor <b>Ken Young</b>	PH 07 315 7919 Mobile 027 245 8690 <a href="mailto:kw.young@xtra.co.nz">kw.young@xtra.co.nz</a>	Waioeka/Waiotaha

## Coast Community Board Members 2016 – 2019

Chairperson Haki McRoberts	Mobile 027 668 6683 PH/Fax 07 325 2833 <a href="mailto:mcroberts833@gmail.com">mcroberts833@gmail.com</a>
Allen Waenga	PH 07 3155516 Mobile 0211232513 <a href="mailto:ajwaenga@yahoo.co.nz">ajwaenga@yahoo.co.nz</a>
Michael (Spike) Collier	Mobile 0274292432 <a href="mailto:spikeopotiki@gmail.com">spikeopotiki@gmail.com</a>
Tiaki (Jack) Parata	PH 07 325 2772 (home) PH 07 325 2726 (work) extn 713 Fax 07 325 2739 Mobile 027 498 9213 <a href="mailto:jack.parata@apanui.co.nz">jack.parata@apanui.co.nz</a>
Gail Keepa	PH 07 325 2003 <a href="mailto:gailkeepa@xtra.co.nz">gailkeepa@xtra.co.nz</a>

### Public forum

Members of the public are welcome to attend the public sections of Council meetings.

A full calendar of meetings can be found on council's website.

## 17 Request for Official Information

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

Once a request is made, Council must supply the information within 20 working days unless there is a reason for withholding it. If the provision of a response will take longer than 20 working days the applicant is to be advised in writing stating the length of and reason for the delay.

The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person
- Prejudice maintenance of the law
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offence to tikanga Māori or would disclose the location of waahi tapu
- Prejudice public health or safety
- Compromise legal professional privilege

- Disadvantage Council while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage.

If a request for information is declined the applicant must be advised in writing of the reason for withholding that information under LAGOIMA. A response is to be provided within 20 working days.

Applicants who are advised in writing of a delay or decline of application must be advised of their right (Section 28(3) LGOIMA) to make official complaint to an ombudsman.

Council may charge for official information under guidelines set down in Section 15 LGOIMA or by the Ministry of Justice.

Requests for official information should be addressed to:

Aileen Lawrie  
Chief Executive Officer  
Opotiki District Council  
PO Box 44  
OPOTIKI 3162

or  
108 St John Street  
Opotiki District Council

or  
Fax: (07) 315 7050

or  
Email: [info@odc.govt.nz](mailto:info@odc.govt.nz)

or requests can be made online: [online@odc.govt.nz](mailto:online@odc.govt.nz)



