

Council Handbook 2020

Your guide to Council process

DRAFT

Incorporating the Local Governance Statement

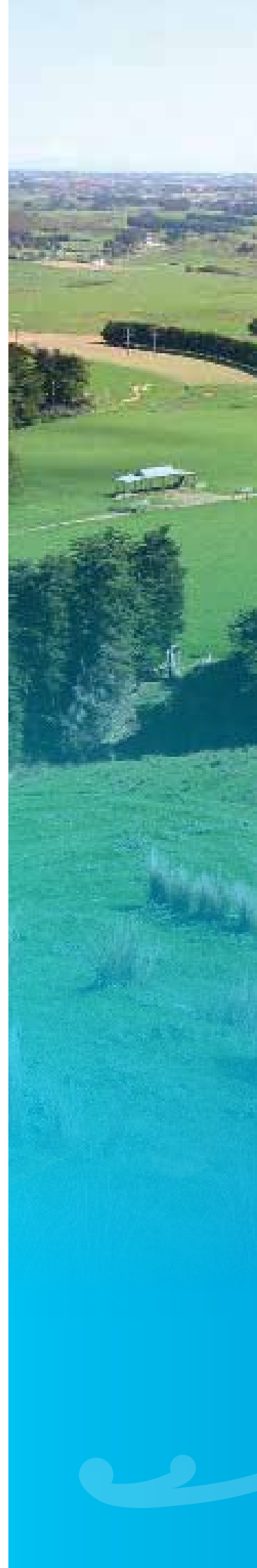


Horowhenua
2040 Vision



Contents

Mayor's Welcome	4
Our District	6
About our District	6
Foreword	8
Functions, Activities and Responsibilities of Council	8
What Guides Us	11
Key Planning Documents	12
Local legislation and Bylaws	13
Requests for Official Information	14
Representation Arrangements	15
The Electoral System and Opportunity for Change	17
Changing the District's Boundaries or Functions	18
Council and Management Responsibilities	19
Elected Members' Code of Conduct	20
Public Access to Council and Elected Members	21
Elected Members	22
How Council is Managed	24
Council Organisations	25
Appointments to Community Groups and Organisations	26
Governance Structures and Processes	28
Establishment of Committees	28
Committee Appointments	29
Meeting Processes	29
Meeting Frequency	29
Council and Committee Terms of Reference	30
How Council Meetings Work	38
Speaking at Public Meetings	38
Partnering with Iwi	39
Consultation	39
Special Consultation Procedure	39
Equal Employment Opportunities Policy	40





Mayor's Welcome

Horowhenua is home to a vibrant, thriving, and growing community that we can all be proud to be a part of.

We have beautiful natural landscapes, prosperous businesses and industries, a positive and supportive community and a strong sense of identity. It is no wonder that more and more families are moving here.

We are currently growing faster than expected, and if that growth continues then by 2040 more than 50,000 people will call Horowhenua home. Soon 760,000 people will live within an hour's drive of our district, opening up a whole range of opportunities – especially for our children.

Ensuring the voice of our community is reflected in Council decision-making is vital as we plan ahead for growth – we need to protect the lifestyle we cherish and make sure that we improve our environment.

Local government in Horowhenua is a partnership between Horowhenua District Council and our community. As part of our commitment to support participation in local democracy, Council continually engages with the community as we create the plans and strategies that set the direction for our district. We encourage our residents and ratepayers to participate in our decision-making processes to ensure local democracy thrives. As a Council, we strive to remain in touch with our community and to be responsive to its needs and wishes.

Horowhenua District Council is responsible for meeting our community's need for good quality infrastructure, services and facilities, and regulation. Under the Local Government (Community Well-being) Amendment Act, we are also charged with promoting the well-being of our community. These roles mean the decisions Council makes and the work we do have a huge impact on the quality of

people's lives, the success of our economy, and the health of our environment. It's important that everyone has a chance to influence decisions affecting the things that shape our lives.

I encourage you to use this handbook as a guide to navigating and participating in Council decision-making as we work towards our vision for the future of our district:

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.


He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana.

Ngā mihi nui,




A handwritten signature in black ink that reads "Bernie Wanden". The signature is written in a cursive, flowing style.

Bernie Wanden, J.P.
District Mayor



*With many hands the threads
which weave our neighbourhoods
and communities together will be
strengthened from the Tararua
Ranges to the sea.*

**He rau ringa e pakari ai ngā taura
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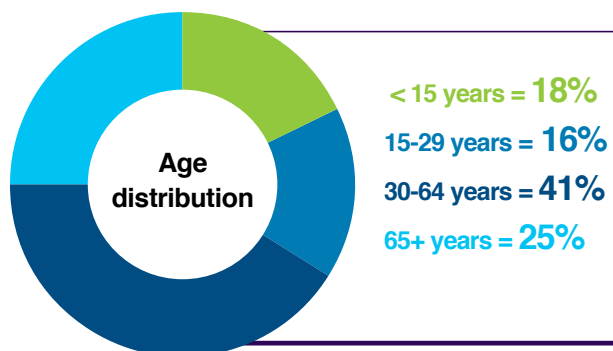
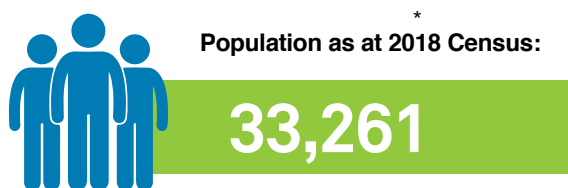


Our District

The Horowhenua District is located near the southern end of the North Island of New Zealand, approximately 100km north of the capital city Wellington along State Highway 1 and the main trunk railway. The District has a population of 33,261 and an area of 1,064 square km. The climate provides 1,880 sunshine hours per year (22 degrees in summer and 17 degrees in winter) and an average annual rainfall of 1,120mm.

Horowhenua is now in a period of sustained growth at levels higher than official estimates. Our district is home to over 33,000 people, an increase of more than 10% since the 2013 census. If growth continues at this pace, we will reach 40,000 people well ahead of predictions.

About our District



Ethnic groups:

European **26,928**

Māori **8,142**

Pasifika **1,902**

Asian: **1,350**

Middle Eastern/Latin American/African: **132**

Other **414**

Iwi in the District:

- Muaūpoko Tribal Authority
- Ngāti Raukawa ki te Tonga
- Rangitāne O Manawatū
- Ngāti Apa

Largest Industries: (as at 2018)

- Dairy Cattle Farming
- Aged Care Residential Services

Horowhenua
DISTRICT COUNCIL



Bulls

Palmerston North

Foxton

Tokomaru

Shannon

Levin

Manakau

Otaki

Waikanae

Paraparaumu

Porirua

Wellington

Foreword

A Local Governance Statement is a collection of information about the processes through which Horowhenua District Council engages with residents, how Council makes decisions, and how residents and ratepayers can influence these processes.

The Local Governance Statement supports the purpose of local government by promoting local democracy, is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of 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 Council.

This handbook and the Local Governance Statement 2020-22 may be updated from time-to-time to ensure that its content is accurate and up-to-date.

For the most recent copy please refer to our website www.horowhenua.govt.nz.

Functions, Activities and Responsibilities of Council

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

... to enable democratic local decision-making and action by, and on behalf of, communities; and 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 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 circumstances.

The Local Government Act 2002 placed a responsibility on Councils to work with their communities to identify the community's expectations and priorities – known as 'Community Outcomes'.

Our LongTerm Plan (LTP) sets out the Community Outcomes and the Council’s priorities for the next 10 years. They are:



Thrive Communities:

- Our communities have a ‘sense of place’ that makes people feel proud to live here.
- Our communities have access to health, social and recreation facilities which enable people to enjoy positive healthy lifestyles.
- Our communities live in a safe and supportive environment and are empowered to make positive and healthy lifestyle choices.
- Our communities are inclusive, connected and have the opportunity to influence local outcomes and decisions.
- Our communities are resilient and provide for intergenerational well-being through networks which care for all ages.
- Our communities individually and collectively participate in community development.



An Exuberant Economy:

- We are a welcoming, enabling and business friendly district that encourages local economic development.
- We provide opportunities for people of all ages and at all phases of life to enjoy a quality of living within our district that is economically sustainable and affordable.
- We recognise and manage the effects of population growth and actively promote the district as a destination of choice.
- We value the role our district’s natural, cultural and social assets play in supporting economic development.



Stunning Environment:

- We are proud of our natural and built environments.
- We sustainably manage our environment and natural resources to ensure they can be enjoyed now and by future generations.
- We recognise that our natural environment plays a vital role in sustaining the district.
- We actively support improving the health of our district’s rivers, lakes and waterways.



Enabling Infrastructure:

- Our facilities and infrastructure services are planned and developed for each town or village in our district to meet current and future needs.
- Waste reduction, recycling, energy conservation and efficiency, and water conservation are promoted as part of how we all live.
- We have reliable, efficient and well planned community facilities and infrastructure services.
- Our community facilities and infrastructure are built resiliently, preparing us to combat climate change and natural hazards



Partnership with Tangata Whenua:

- We acknowledge our partnership with the Tangata Whenua of our district through a proactive approach to the Treaty of Waitangi and its principles.
- We support Mana Whenua to maintain and enhance their traditions with their ancestral lands and waterways, wāhi tapu and other taonga.
- We work with local marae, hapū and Iwi to support their development and capacity building.
- We value working together to achieve common goals

Council has an obligation to ensure that its work programmes and services contribute to community outcomes.

The LTP also provides information on budgets, rating levels, major projects and general Council services. A LTP highlights the Council's plans for the next 10 years, including the means of funding the ongoing programmes and capital works projects. Horowhenua District Council is currently delivering on the Long Term Plan 2018–2038.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and Services (i.e. roadways, footpaths, water, sewerage and storm water)
- Community Services and Facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory Functions and Services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)



Vibrant Cultures:

- We are proud of the heritage and diversity of our district and our people.
- We respect each other and what we each contribute to the district through our traditions and culture.
- Our community's cultural diversity is celebrated

- Local Economy (promoting a resilient and diverse economy)
- Local Democracy (i.e. access to Council information and public engagement opportunities)
- Financial Management of the Council (ensuring Council expenditure is affordable and sustainable).

What Guides Us

In conducting its activities, Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation.

The following outlines applicable statutory requirements. Please note this list is not exhaustive, but outlines those statutes which are most commonly used:

Section 46(1) Local Government Act 2002

Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

Schedule 7 clause 1 of The Local Government Act 2002

Any elected member (the Mayor or a Councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

Local Authority (Members' Interests) Act 1968

This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

The Local Government Official Information and Meetings Act 1987 (LGOIMA)

The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

Statutes Pertaining to Local Government

In fulfilling its purpose, the Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991.

In addition, there are numerous other general Acts of Parliament that confer powers on the Council and regulate its functions.

Key Planning Documents

The following are key Council strategy, planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

The Long Term Plan

A Long Term Plan (LTP) sets out Council's priorities for the next 10 years (minimum period). It must provide information on budgets, rating levels, major projects and general Council services. It must also outline Horowhenua District's community outcomes – the aspirations of the community for the next 10 years or so – and Council's role in meeting them.

The current LTP was adopted in June 2018 for the financial year beginning 1 July 2018. The Plan is reviewed and updated every three years, with the next review due in 2021 for the ensuing period.

Annual Plan

In intervening years where an LTP is not prepared, an annual plan is prepared if Elected Members determine it is needed. Each annual plan will describe the work programme to deliver that year's 'period' of the LTP

Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ is responsible for auditing Council's financials.

Horowhenua District Plan

The District Plan is Council's key document for managing the district's natural and physical resources in terms of Council's functions and duties under the Resource Management Act 1991. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these issues.

The Council's second generation District Plan became operative on 1 July 2015 following the review of the Horowhenua District Plan (1999).

The following Strategies and Action Plans can be found on Council's website. These strategies and plans have been adopted by Council and inform the strategic vision and work plan for Council:

- Horowhenua 2040
- Horowhenua Growth Strategy
- Transforming Taitoko/Levin Town Centre Strategy
- Community Wellbeing Strategy and Action Plans
- Heritage Strategy
- Open Space Strategy
- Waste Management and Minimisation Plan
- Reserve Management Plans
- Horowhenua Shared Pathways Strategy
- Foxton Beach Reserve Investment Plan
- Property Strategy
- Housing Action Plan

Local Legislation

In addition to the legislation that applies to all local authorities (in particular the Local Government Act, the Rating Act, the Resource Management Act, the Building Act, and the Reserves Act), Council is also bound by various local legislation (acts that apply specifically to it). These are:

- Levin Borough Empowering (Playford Park) Act 1948 [1948, No. 10 (L)]
- Levin Borough Reserves Vesting and Empowering Act 1907 [1907, No. 12 (12)]
- Reserves and Other Land Disposal Act 1956 – Section 21 [Foxton Beach]
- Reserves and Other Land Disposal Act 1965 – Section 9 [Endowment]
- Reserves and Other Land Disposal Act 1968 – Section 13 [Land].

Bylaw

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Horowhenua District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

For a list of current and operative Bylaws enforced by Horowhenua District Council visit:

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies>

Requests for Official Information

Under the Local Government Official Information & Meetings Act 1987 (LGOIMA) any person may request information from Council. Any request for official information is a request made under LGOIMA.

Two pieces of legislation prescribe how and what information is disclosed and protected for Local Government.

They are:

- Local Government Official Information and Meetings Act 1987
- Privacy Act 1993.

Local Government Official Information and Meetings Act 1987

The purposes of this Act are :

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in order:
 - To enable more effective participation by the public in the actions and decisions of local authorities; and
 - To promote the accountability of local authority members and officials, and thereby enhance respect for the law and to promote good local government in New Zealand
 - To provide for proper access by each person to official information relating to that person
 - To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

Official information includes any information held by a local authority. Most information held by a local authority is classified as official information.

Once a request is made, the Council must reach a decision to grant or refuse a request, wherever practicable, up to but no later than 20 working days. The information may be provided at the same time as the decision is communicated or at a separate

date. The Council may charge for processing official information requests under guidelines set down by the Ministry of Justice. This will apply particularly where considerable staff time is required to research information.

- The LGOIMA says that information may be withheld if release of the information would:
 - prejudice maintenance of the law;
 - endanger the safety of any person;
 - 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 the local authority while carrying out negotiations or commercial activities;
 - allow information to be used for improper gain or advantage.

Information can be requested by:

- Downloading and completing our Official Information Request form available online at www.horowhenua.govt.nz and emailing it, along with any attachments to LGOIMAOfficer@horowhenua.govt.nz;
- Phoning our Customer Service Centre on (06) 366 0999;
- Asking in person at one of our Customer Service Centres; or
- Downloading and completing our Official Information Request form available online at www.horowhenua.govt.nz and posting it, along with any supporting documents, to: LGOIMA Officer, Horowhenua District Council, Private Bag 4002, Levin 5540.

Representation Arrangements

Wards

Horowhenua District is divided into four wards as shown on the map below. The Mayor is elected at large over the whole district, and Councillors by ward.

Kere Kere Ward	5,780 (2 members)
Miranui Ward	3,080 (1 member)
Levin Ward	16,950 (5 members)
Waiopehu Ward	6,650 (2 members)
Total	32,460 *

*Representation Review Determination 2019

Map of Wards with these as infographics

Community Board

Council has one Community Board – the Foxton Community Board. This Board is constituted under Section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of its community
- consider and report on any matter referred to it by Council and any issues of interest or concern to the Community Board
- make an annual submission to Council on expenditure in the community
- maintain an overview of services provided by Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by Council (currently the Council has not delegated any such responsibilities).

The Foxton Community Board has a Chairperson and four other members. The five members are elected triennially by electors in the Board's community, and the Council appoints both of the Kere Kere Ward Councillors. The Board elects its own Chairperson and Deputy Chairperson at its first meeting after the triennial election.

Electors can demand the formation of a new community board. This is done by a process similar to the reorganisation process described in the Local Government Act.

Māori Wards

The Local Electoral Act 2001 also gives Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent (or more) of electors requires Council to conduct a poll.

No action has been initiated to establish a Māori ward to date.

Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Horowhenua District Council last reviewed its arrangements in 2018-19.

- A review must include the following:
- The number of elected members
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- Whether or not to have separate Māori 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 must follow the procedure set out in the Local Electoral Act 2001 when conducting this review. It should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to Council, and the right to speak to the submission at a hearing.

Electors have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters Council must consider in reviewing its membership and basis of election are found in the Local Electoral Act 2001.

The Electoral System and opportunity for change

The Horowhenua District Council currently operates its elections under the First Past the Post (FPP) electoral system.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV).

Council can resolve to change the electoral system it uses at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll under the Local Electoral Act 2001.

Further information on this process can be found at <http://www.lgc.govt.nz/representations-reviews/>.

At least 5% of electors can initiate a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot change for one election and then change back for the next election.

Changing the District's Boundaries or Functions

image

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the district
- Create one or more new territorial local authorities (city or District Councils)
- Create a unitary authority, i.e. transfer the functions of Horizons Regional Council to district Councils in the Manawatū-Whanganui region
- Transfer a particular function or functions to another Council.

The process begins when an application is lodged with the Local Government Commission. This can be done by any person, body or group, including a local authority or the Minister of Local Government.

Further information on these requirements is in the Local Government Act 2002, Schedule 3. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation, which are available on its website www.lgc.govt.nz

Council and Management Responsibilities

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Local Governance Statement clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes Council follows when making decisions, taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

The Role of Council

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

- Formulating the district's strategic direction in conjunction with the community - Long Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

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

- setting the policy direction of Council
- monitoring the performance of Council
- representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district)
- employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf).

The Role of the 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. In addition, the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's 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 Council
- Ceremonial head of Council
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

The Role of the Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then 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.

Elected Members' Code of Conduct

Horowhenua District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

- The objectives of the Code of Conduct are to enhance:
- the effectiveness of Council as good local government for the district
- the credibility of Council
- Mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The Code of Conduct is based on the following general principles of good governance:

- Public interest – members must serve the interests of the district as a whole, their primary duty is to the interests of the entire district, not just the ward that elected them
- Honesty and integrity – members must not place themselves in situations where their honesty and integrity may be questioned
- Objectivity – members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits
- Accountability – members must be accountable to the public for their actions and the manner in which they carry out their responsibilities
- Openness – members must be open about their actions and those of Council
- Personal judgement – members can and will take account of the views of others, but must reach their own conclusions on the issues before them
- Respect for others – members must promote equality by treating people with respect
- Duty to uphold the law – members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship – members must ensure that Council uses its resources prudently and for lawful purposes, and that Council maintains sufficient resources to meet its statutory obligations to both present and future generations.

Public Access to Council and Elected Members

Contact details for Horowhenua District Council are as follows:

Send us a message

www.horowhenua.govt.nz/Contact-Us

Email us: enquiries@horowhenua.govt.nz

Phone us: 06 36 60999

Freephone 0508 949 4949 (Tokomaru residents only):

Post to us: Private Bag 4002, Levin 5540

Message us on Facebook:

www.facebook.com/HorowhenuaDC/

Visit us at Levin Office: 126 Oxford Street, Levin

Visit us at Foxton Office: 92 Main Street, Foxton

Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged by visiting, phoning or writing (including emails to enquiries@horowhenua.govt.nz and private messages on Facebook) to the relevant Council department, the Chief Executive; or through Council's website www.horowhenua.govt.nz.

To contact the Mayor or a Councillor refer to pages 22 - 25.

To contact the Chief Executive refer to page 26.

Community Connection

The 'Community Connection' is published in the Horowhenua Chronicle on the first Wednesday of every month, excluding January. In addition to this it is available online at www.horowhenua.govt.nz.

Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Horowhenua residents (through the likes of social media, newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

Online self-service

We offer a range of online services through our website, from Rates Payments, to Dog Registration Renewals, through to viewing Council services using our online maps. You can order property files or purchase a full LIM if required. Camping in our reserves can be applied for, or you can arrange a food permit for that community fundraiser bake-off.

Some of the key online requests:

- Rates Payments
- Camping Permits
- Property Files
- LIM Reports
- Building Consent Applications (through Simpli)
- Corridor Access Requests (through beforeUdig)
- Rubbish & Recycling Days
- Dog Registration Renewals
- Online Submissions
- Food Licencing
- Jobs at Council

Some of the key references provided on the website:

- Operative District Plan 2015
- Cemetery Search
- Council Online Maps
- Fees and Charges
- Change of Address
- Water and Wastewater Connections
- Event Notifications
- Local Grants and Funding
- Bylaws and Policies

Elected Members

The Mayor and Councillors are:



Mayor Bernie Wanden

☎ 027 291 5546
@ mayor@horowhenua.govt.nz



Deputy Mayor Jo Mason

Levin Ward
☎ 027 248 6643
@ cr.jo.mason@horowhenua.govt.nz



Cr David Allan

Kere Kere Ward
☎ 021 031 1812
@ cr.david.allan@horowhenua.govt.nz



Cr Wayne Bishop

Waiopahu Ward
☎ 027 447 4611
@ cr.wayne.bishop@horowhenua.govt.nz



Cr Ross Brannigan

Kere Kere Ward
☎ 021 247 7338
@ cr.ross.brannigan@horowhenua.govt.nz



Cr Todd Isaacs

Levin Ward
☎ 021 203 3205
@ cr.todd.isaacs@horowhenua.govt.nz



Cr Sam Jennings

Levin Ward
☎ 021 471 1130
@ cr.sam.jennings@horowhenua.govt.nz



Cr Victoria Kaye-Simmons

Levin Ward
☎ 027 601 1014
@ cr.victoria.kaye@horowhenua.govt.nz



Cr Robert Ketu

Miranui Ward
☎ 022 061 8242
@ cr.robert.ketu@horohenua.govt.nz



Cr Christine Mitchell

Waiopahu Ward
☎ 027 318 7703
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Cr Piri-Hira Tukapua

Levin Ward
☎ 027 529 4883
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Foxton Community Board



David Roache

Chairperson

☎ 027 442 5961

@ davidroache@horowhenua.govt.nz



Tricia Metcalf

Deputy Chairperson

☎ 021 447 711

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Trevor Chambers

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John Girling

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Ngaire Newland

☎ 027 231 7214

@ ngaire.newland@horowhenua.govt.nz



How Council is Managed

The Chief Executive and Council officers are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under five groups, each of which is headed by a Group Manager and the Deputy Chief Executive.

Deputy CEO

Nicki Brady

Group Manager Customer & Strategy

David McCorkindale

Group Manager Infrastructure Development

Brent Maguire

Group Manager Infrastructure Operations

Kevin Peel

Group Manager People & Culture

Lisa Slade

Further information on Council's Senior Leadership Team can be found by going to:

<http://www.horowhenua.govt.nz/Council/Your-Council/Leadership-Team>

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


Council is supported by a professional corporate organisation, led by the Chief Executive. Group Managers and Senior Officers provide Council with policy advice and are responsible for implementing Council's policies and decisions, to achieve the results Council seeks to accomplish during the triennium.


Contact details for the Chief Executive and Deputy Chief Executive are:



David Clapperton

Chief Executive


 06 366 0999


 davidc@horowhenua.govt.nz



Nicki Brady

Deputy Chief Executive

 06 366 0999

 nickib@horowhenua.govt.nz



Council Organisations

Part 1 of the Local Government Act 2002 identifies two types of organisations for which a local authority has governance responsibilities. Briefly, these organisations are described as:

1. Council Organisations (CO) – where one or more local authorities control one or more voting rights, or have the right to appoint one or more directors.
2. Council-Controlled Organisations (CCO) – where one or more local authorities control 50% or more of the voting rights, or have the right to appoint 50% or more of the directors.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council's Long Term Plan.

The Local Government Act 2002 requires that Council may appoint a person as a director of a CO or CCO only if the Council considers the person has the skills, knowledge and experience to:

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

There are a number of regionally owned or controlled organisations in which the Council has an interest through ownership or representation, but does not have the ability to appoint more than half of the directors, or does not own 50% or more of the shareholding.

These include Civic Assurance, Manawatū Whanganui Local Authority Shared Services (MWLASS) and Local Government Financial Agency, in which Council has a minor shareholder interest.

The Council also has non-controlling interests in numerous organisations, by virtue of appointing one or more board members or trustees. These are generally 'not for profit' bodies.



Appointments to Community Groups and Organisations

At the beginning of each triennium, Council appoints representation to community groups and other organisations. These appointments enable Council to support special interest groups and community orientated bodies within the community and act as a conduit

Community Organisation / Group	Appointment(s)
Access and Inclusion	Deputy Mayor Jo Mason
Crime Prevention Camera Trust	Cr Todd Isaacs
Education Horowhenua	Cr Sam Jennings Cr Piri-Hira Tukapua
Foxton Beach Progressive Association	Cr David Allan Cr Ross Brannigan
Foxton Beach Wardens	Cr Ross Brannigan
Hōkio Progressive Association Inc	Cr Christine Mitchell Cr Wayne Bishop
Horizons Regional Council – Passenger Transport Committee	Cr Sam Jennings
Horizons Regional Council – Regional Transport Committee	Mayor Bernie Wanden Cr Sam Jennings (alternate)
Horowhenua District Health Transportation Trust	Cr Todd Isaacs
Horowhenua Family Violence Intervention Programme Inc.	Cr Victoria Kaye-Simmons
Horowhenua Lake Domain Board	Mayor Bernie Wanden Cr Victoria Kaye-Simmons Cr Robert Ketu
Horowhenua Learning Centre Trust	Cr Piri-Hira Tukapua
Horowhenua Road Safety Group	Cr Piri-Hira Tukapua
Keep Horowhenua Beautiful Committee	Cr Victoria Kaye-Simmons
Lake Accord (He Hokioi Rerenga Tahī)	Mayor Bernie Wanden Cr Victoria Kaye-Simmons Cr Robert Ketu
Levin Budget Service	Cr Victoria Kaye-Simmons

Community Organisation / Group	Appointment(s)
Manakau District Community Association	Cr Christine Mitchell Cr Wayne Bishop
Manawatū River Users Advisory Group	Mayor Bernie Wanden
Manawatū/Whanganui Regional Disaster Relief Fund Trust	Mayor Bernie Wanden
Manawatū-Whanganui Region Civil Defence Emergency Management Group Governance Body	Mayor Bernie Wanden
Mangaore Village Residents' Association	Cr Robert Ketu
Mayor's Task Force for Jobs	Mayor Bernie Wanden
National Museum of Audio Visual Arts & Sciences Trust Board	Cr Ross Brannigan
Neighbourhood Support	Deputy Mayor Jo Mason
Older Person's Network	Cr Victoria Kaye-Simmons
Save Our River Trust	Cr David Allan Cr Ross Brannigan
Shannon Community Development Trust	Cr Robert Ketu
Shannon Progressive Association Inc	Cr Robert Ketu
Skills4Living	Deputy Mayor Jo Mason
Te Wairoa Community Health Centre	Cr David Allan
Te Whare Mahana Community Hub	Cr Victoria Kaye-Simmons
Thompson House Committee	Cr Victoria Kaye-Simmons
Waikawa Beach Ratepayers Association	Cr Christine Mitchell Cr Wayne Bishop
Waitāreere Beach Progressive and Ratepayers Association Inc	Cr Christine Mitchell Cr Wayne Bishop
yEP (Youth Empowerment Project)	Cr Sam Jennings Cr Piri-Hira Tukapua (alternate)
Youth Network	Cr Piri-Hira Tukapua Cr Sam Jennings

Governance Structures and Processes

The Council reviews its committee structure after each triennial election to ensure that it aligns with how Council wishes to go about the business of setting strategic direction and the decision making process.

Council's governance structure recognises the Finance, Audit & Risk Committee, Community Funding & Recognition Committee, Hearings Committee, Chief Executive Performance Review Committee and Community Wellbeing Committee as official committees of Council.

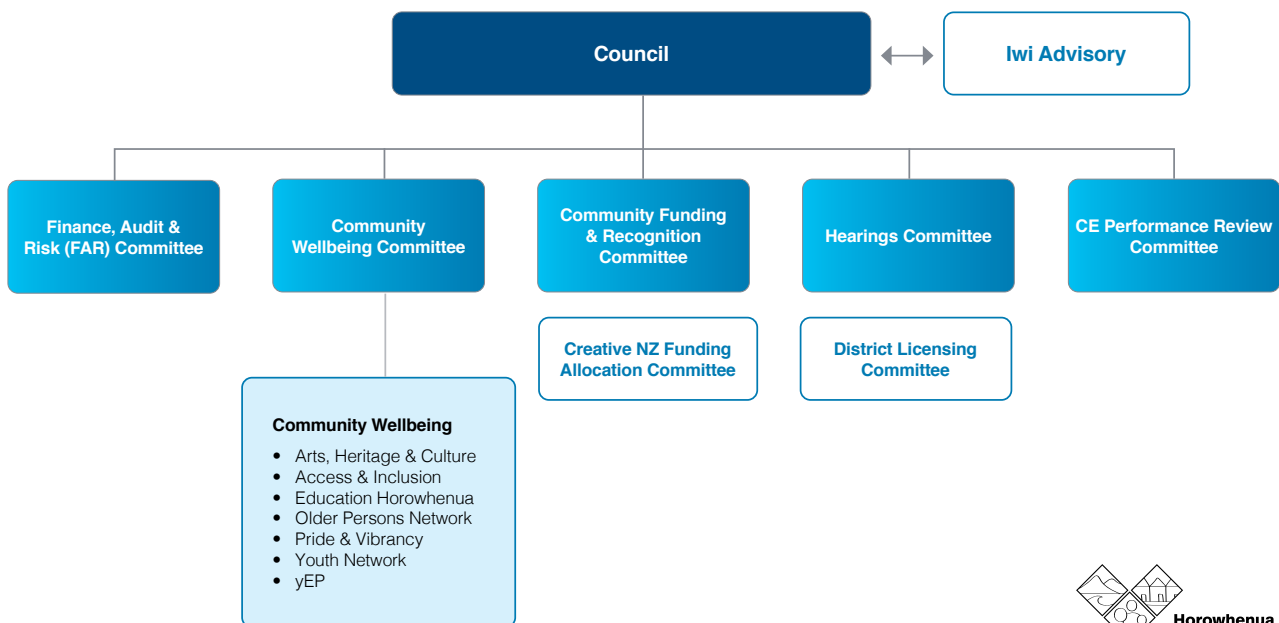
The role of the Community Wellbeing Forums is to give advice and feedback to Council and provide a conduit to wider community views.

Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each before the other members of the committees are determined.

The make-up of a committee can vary, i.e.

1. A committee comprising all the members of the Council;
2. A standing committee or special committee appointed by the Council;
3. A standing committee or special committee appointed by the Mayor;
4. A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
5. Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; and
6. A subordinate decision-making body, including Subcommittees and Forums.



Committee Appointments

Committee	Members	Chair	Deputy Chair
Finance, Audit and Risk (FAR) Committee	Full Council	Philip Jones, Independent Chair	Cr Christine Mitchell
Community Wellbeing Committee		Cr Victoria Kaye-Simmons	Deputy Mayor Jo Mason
Community Funding & Recognition Committee	Cr Sam Jennings Cr Todd Isaacs Cr David Allan Cr R overt Ketu	Cr Piri-Hira Tukapua	Alternative Committee Member as required
Hearings Committee	His Worship the Mayor Bernie Wanden Cr Sam Jennings Cr David Allan Cr Piri-Hira Tukapua	Deputy Mayor Jo Mason	Alternative Committee Member as required
Chief Executive's Performance Review Committee	Deputy Mayor Jo Mason Cr Ross Brannigan	Cr Wayne Bishop	His Worship the Mayor Bernie Wanden
Creative New Zealand Funding Allocation Committee	Cr Piri-Hira Tukapua Cr Todd Isaacs	To be appointed by Committee	To be appointed by Committee
District Licensing Committee		Cr Ross Brannigan	Cr Sam Jennings

Meeting Frequency

Council and the Finance and Audit & Risk Committee meet monthly and the Foxton Community Board meets on a bi-monthly basis. The Hearings Committee meets on an as required basis.

The Community Wellbeing Committee and community network meetings schedule can be found on Council's website:

<http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

Council and Committee Terms of Reference

Council

Membership	11
External Membership	None
Quorum	6
Meeting Frequency	Monthly or as required

Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

- The power to:
- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- adopt a Long Term Plan or Annual Plan and Annual Report
- appoint a Chief Executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- adopt a remuneration and employment policy
- approve or amend Council's Standing Orders
- approve or amend the Code of Conduct for elected members
- appoint and discharge members of committees
- establish a joint committee with another local authority or other public body
- make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation

In addition, Council can:

- approve a proposed plan under the Resource Management Act 1991
- approve Council policy and strategy
- remove chairpersons of committees and subcommittees
- approve Council's recommendation to the Remuneration Authority for the remuneration of elected members
- approve the Triennial Agreement
- approve the Local Governance Statement
- determine whether or how to fill any extraordinary Council vacancies
- make decisions on representation reviews
- appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- approve a proposed plan or a change to a District Plan of the First Schedule

Finance, Audit & Risk Committee

Membership	Mayor and all Councillors
External Membership	Chairperson to be appointed by Council
Quorum	6
Meeting Frequency	Monthly or as required
Reports to	Council

Area of Focus

The Finance, Audit and Risk Committee provides objective advice and recommendations regarding the results of Council's financial processes, risk management, control and governance frameworks and processes. It is responsible for exercising active oversight of all areas of the Council's control and accountability in an integrated and systematic way.

The Finance, Audit and Risk Committee ensures Council takes responsibility for:

- the robustness of the internal control framework and financial management practices
- the integrity and appropriateness of internal and external reporting and accountability arrangements
- the robustness of risk management systems, processes and practices
- the independence and adequacy of internal and external audit functions
- compliance and applicable laws, regulations, standards and best practice guidelines
- the establishment, maintenance and effectiveness of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Finance, Audit and Risk Management Committee, members shall be impartial and independent at all times.

Terms of Reference (delegations)

The Finance, Audit and Risk Committee assists Council to fulfil its responsibilities by:

1. Undertaking the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or subcommittee, or retained by Council.
2. Internal Control Framework
 - a. review whether management's approach to maintaining an effective internal control framework is sound and effective
 - b. review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour
 - c. review whether management has in place relevant policies and procedures and how these are reviewed and monitored
 - d. review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud.
3. Internal Reporting
 - a. regularly review Council's performance against budget, Financial Strategy parameters and service level performance targets set out in the relevant Long Term Plan and/or Annual Plan
 - b. regularly review Council's performance against the benchmarks set under the Local Government (Financial Reporting and Prudence) Regulations 2014 and any subsequent amendments
 - c. consider the processes for ensuring the completeness and quality of financial and operational information being provided to Council
 - d. seek advice from internal and external auditors regarding the completeness and quality of financial operational information that is provided to Council.

4. External Reporting and Accountability
 - a. review and recommend to Council for adoption, the Council's Annual Report, and the financial and service performance reporting aspects of the Long Term Plan (including the Financial Strategy and Infrastructure Strategy) and Annual Plans
 - b. agree the appropriateness of Council's existing accounting policies and principles and any proposed change
 - c. satisfy itself that financial statements and statements of service performance are supported by appropriate management signoff in relation to significant estimates and judgements and the adequacy of the systems of internal control.
5. Risk Management
 - a. review whether management has in place a current, comprehensive and effective risk management framework and associated procedures for effective identification and management of Council's significant risks
 - b. consider whether appropriate action is being taken by management to mitigate Council's significant risks.
6. Internal Audit
 - a. review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile
 - b. review the adequacy of management's implementation of internal audit recommendations
 - c. review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.
7. External Audit
 - a. prior to the commencement of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor
 - b. at the completion of each audit receive the external audit management report and review and monitor the resolution of the action(s) to be undertaken by management on significant issues and recommendations
 - c. if so desired, host a members-only session with the external auditor to raise / discuss any matters that either side wishes to bring to the other's attention.
8. 8. Compliance with Legislation, Standards and Best Practice Guidelines
 - a. review the effectiveness of the system for monitoring Council's compliance with laws including governance legislation, regulations and associated government policies, with Council's own standards, and best practice guidelines as applicable.

Community Funding and Recognition Committee

Membership	5
External Membership	None
Quorum	3
Meeting Frequency	Meets as required (anticipated to be up to six (6) times per annum)
Reports to	Council

Area of Focus

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for considering applications and making recommendations for Civic Honours and Youth Excellence Scholarships. .

Terms of Reference (delegations)

The Community Funding and Recognition Committee is responsible for the following areas:

1. Approve the priorities for allocating grants within each grant fund annually
2. Review the criteria and focus areas for grants funds and make recommendations to Council prior to the finalisation of the Long Term Plan.

In fulfilling their role, all members shall be impartial and independent at all times.

Community Grants and Funding

- a. To consider the allocation of community grants in line with the relevant grants criteria and priorities for:
 - Community Development Grant
 - Community Consultation Grant
 - Heritage Fund
 - Horowhenua Events Grant
 - Rural Halls Grant
 - Vibrant Communities Grant.

To consider the Community Wellbeing Strategy and the associated action plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:

- b. to make recommendations to Council for endorsement of funding allocations to specified applicants

- c. the criteria and focus areas for community grants funds will be reviewed by the Community Funding & Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

Civic Honours and Special Awards

The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- a. to assess and consider applications for the following awards:
 - Certificate of Recognition
 - Civic Honours
 - 50 Years' Service Award.

Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a. assess and consider applications for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b. make recommendations to Council (In-committee) for endorsement of funding to specified applicants.

Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a. assess and consider applications for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- a. review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation. Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application. Committee Members will:

- a. assess and consider applications and award in line with criteria and budget allocation
- b. make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant
- c. All decisions will be reported to Council.

Chief Executive Performance Review Committee

Membership	4
External Membership	None
Quorum	3
Meeting Frequency	Twice yearly or as required
Reports to	Council

Area of Focus

The Chief Executive Performance Review Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

Terms of Reference (delegations)

The Chief Executive Performance Review Committee will have responsibility and authority to:

1. Manage the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
2. Undertake contract renewal/extension in accordance with the Local Government Act 2002
3. Negotiate and amend the terms and conditions of employment of the Chief Executive
4. Manage any employment dispute(s) that may arise
5. Agree with the Chief Executive the annual performance objectives
6. Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
7. Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
8. Undertake the annual remuneration review and make decisions regarding remuneration.

Community Wellbeing Committee

Membership	2 – Chairperson and Deputy Chairperson
External Membership	Representatives from Iwi, Government (MSD, NZ Police, Oranga Tamariki, Ministry of Education, Housing NZ and MidCentral DHB), community sector (PHO, HLC, NGO Forums), Community Wellbeing Networks.
Quorum	Over 50% of membership
Meeting Frequency	Bi-monthly
Reports to	Council

Area of Focus

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans..

11. Actively seek individual agency performance improvement, as well as “community-wide” improvement
12. Encourage community based local solutions to local issues
13. Keep the wider community updated on progress towards the results sought across the Horowhenua District.

Terms of Reference (delegations)

The Community Wellbeing Committee will have responsibility to:

1. Determine the key population level results and indicators for the next 3 years
2. Monitor the population level results
3. Receive reports from the Community Engagement Team that summarise target population group activity by Council and Council working groups
4. Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
5. Actively encourage coordination of members and their activities
6. Foster strategic collaborations and partnerships
7. Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
8. Seek to collectively influence relevant public policy
9. Communicate Committee activity and information, to the public
10. Educate the public and community on wellbeing matters

District Licensing Committee

Membership	2 Council appointees (Chairperson and Deputy Chairperson)
External Membership	5
Quorum	Chairperson plus two members
Meeting Frequency	Meets as required

Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters.

The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act...

Terms of Reference

The functions of the District Licensing Committee are specified by the Act and include:

1. to consider and determine applications for licenses and manager's certificates
2. to consider and determine applications for renewal of licenses and manager's certificates
3. to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
4. to consider and determine applications for the variation, suspension, or cancellation of special licenses
5. to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)

6. with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
7. to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
8. any other functions conferred on licensing committees by or under the Act or any other enactment.

Reporting to Council

An annual report on the proceedings and operations of the District Licensing Committee will be prepared and submitted to Council.

Foxton Community Board

Membership	5 plus Kere Kere Ward Councillors (2)
External Membership	None
Meeting Frequency	Bi-monthly
Quorum	4
Reports to	Council

Purpose

The role of the Foxton Community Board (Board) is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

Terms of Reference (delegations)

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.

Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

1. Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.

2. Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter the Board considers to be of particular interest to residents within its area.
3. Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
 - a. monitoring and keeping the Council informed of community aspirations
 - b. keeping Council informed about the level of satisfaction with services provided
 - c. providing input to proposed District Plan changes that may impact on the Board's area
 - d. providing input into strategies, policies and plans
 - e. providing input to bylaw changes that impact on the Board's area.
4. Provide input and feedback to Council Officers on the following matters:
 - a. local road work priorities
 - b. traffic management issues such as traffic safety, pedestrian crossings and street lighting
 - c. application of the Resource Management Act (including notification of decisions) within the Board's area
 - e. the Emergency Management needs of the area.

This input and feedback can be provided from the full Board or from a subcommittee of the Board.

The final decision on matters in No. 4, will be made by Council Officers acting under their delegated authority.

How Council Meetings Work

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).

The LGOIMA contains a list of the circumstances where Councils 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.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Horowhenua District Council adopted its Standing Orders for Meetings on 11 December 2019. These can be found on Council's website. During meetings of the Council or committees, all Council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and 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 can generally be called on three working days' notice.

Speaking at Public Meetings

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with Council.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on Council's website or by calling Council.

<http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of agenda can be viewed either from the Horowhenua District Council Service Centres, Libraries and Council's website:

<http://www.horowhenua.govt.nz/Council/Your-Council/Council-Meetings>

Partnering with Iwi

There are four Iwi within the boundaries of the Horowhenua District Council – Muaūpoko, Ngāti Raukawa ki te Tonga, Ngāti Apa and Rangitāne. Horowhenua District Council recognises the importance and special position of tangata whenua within the district.

Council engages and consults with Iwi through regular hui and one-on-one with Iwi and hapū leaders when appropriate. Iwi Advisors provide an important, solid and consistent working relationship across the district.

Protecting the environment, economic growth and social wellbeing is important to Council and Iwi. As such it is vital that those with local knowledge and experience are consulted on a range of issues, activities and plan reviews such as Long Term Plan, Annual Plan and District Plan to name a few.

Through its decision-making processes, Council recognises the principles of the Treaty of Waitangi:

- rangatiratanga (chieftainship)
- reciprocity
- partnership
- active protection
- options
- mutual benefit
- the right of development
- redress.

Council acknowledges the relationship of Māori and their traditions with their ancestral lands, water sites, wāhi tapu and other taonga. And further, Council recognises its obligations under the Local Government Act 2002 to establish and provide opportunities to Māori to contribute to its decision-making processes and make information available to Māori for this purpose.

More information about these Iwi partnerships can be viewed at:

<http://www.horowhenua.govt.nz/Council/Iwi-Relationships>

Consultation

The Horowhenua District Council carries out consultation according to the Local Government Act 2002. The Act sets out consultation requirements and principles for Council (sections 75-87) to follow when making decisions. You can find out more by visiting:

http://www.localcouncils.govt.nz/lgip.nsf/wpg_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples

Following a review of Council's engagement activities, strategy and policy, Council updated its Significance and Engagement Policy and consulted on the changes through the draft 2017/18 Annual Plan engagement process.

Council has an online engagement page called 'Have Your Say' on its website. As consultation and engagement activities arise, residents and stakeholders can access relevant information and from there make submissions or comments on proposals.

Special Consultation Procedure

The Special Consultative Procedure has specific procedures that Council must follow when making certain types of decisions. The Special Consultative Procedure (mainly sections 83-87 of the Local Government Act 2002) is regarded as a minimum process that Council must use when making decisions that trigger particular criteria within the Local Government Act 2002 or Council's Significance and Engagement Policy.

To find out more about the Special Consultative Procedure, go to:

<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM172328.html>

Significance and Engagement Policy

Council's Significance and Engagement Policy (required under LGA 2002) outlines:

- general approach to determining the significance of proposals and decisions
- criteria or procedures for assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences
- how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable
- how the local authority will engage with communities on other matters.

The purpose of the policy is for Council and the community to identify significance and have clarity about how Council will engage with the community.

Find out more at:

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies/Significance-and-Engagement-Policy>

The Council can and does conduct consultation outside of these processes. A range of consultation techniques have been used including surveys, focus group meetings, meetings and displays.

Horowhenua District Council is a fair and equitable workplace

Horowhenua District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Council is a member of Equal Employment Opportunities Trust. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation.

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.

Horowhenua

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