



WAITAKERE CITY

FIRST GOVERNANCE STATEMENT

Prepared in terms of Sections 40 and 274 of the Local Government Act 2002

Adopted by Council: 24 September 2003

(Minute Number: ____/2003)

1	FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES	3
2	STATUTES PERTAINING TO LOCAL GOVERNMENT	3
3	LOCAL LEGISLATION.....	3
3.1.	Cities of Takapuna and Waitemata (Upper Harbour Bridge) Empowering Act 1976	3
3.2.	Waitemata City Council (Lincoln Road) Revesting Act 1987.....	3
3.3.	Waitemata City Council (West Harbour) Empowering Act 1979	3
3.4.	Waitemata City Council (Vehicle Testing Station) Act 1987	3
4	THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT.....	3
5	REPRESENTATION ARRANGEMENTS	3
5.1.	Wards 3	
5.2.	Community Boards	3
5.3.	Maori Wards.....	3
5.4.	Review Of Representation Arrangements	3
6	THE REORGANISATION PROCESS	3
7	MEMBERS' ROLES AND CONDUCT	3
7.1.	Division of Responsibility Between the Council and Management.....	3
7.2.	Role of the Council.....	3
7.3.	Role of Community Boards.....	3
7.2.1	Responsibilities Delegated to Community Boards.....	3
7.4.	Codes of Conduct	3
7.5.	Applicable Statutory Requirements	3
8	GOVERNANCE, MEMBERSHIP AND DELEGATIONS.....	3
8.1.	Independent election.....	3
8.7.	Legislative compliance.....	3
9	COUNCIL ORGANISATIONS.....	3
10	MEETING PROCESSES.....	3
11	CONSULTATION POLICY.....	3
11.1.	The Special Consultative Procedure	3
11.2.	Community Interaction Policy	3
12	POLICIES FOR LIASING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI.....	3
12.1.	Iwi within Waitakere City.....	3
12.2.	Maori Community Wide (Iwi and Urban Maori).....	3

13	MANAGEMENT STRUCTURES AND RELATIONSHIPS.....	3
13.1.	Chief Executive	3
13.2.	Responsibilities: City Services Directorate	3
13.4	Responsibilities: Finance Directorate	3
13.5	Responsibilities: Public Affairs	3
13.6	Responsibilities: Quality Assurance Directorate	3
13.7	Responsibilities: Strategy & Development Directorate	3
14	EQUAL EMPLOYMENT OPPORTUNITIES POLICY.....	3
15	KEY APPROVED PLANNING AND POLICY DOCUMENTS	3
15.1	Waitakere City District Plan	3
15.2	Long Term Council Community Plan (LTCCP):	3
15.2.1	Planning Processes	3
15.2.2	Community outcomes from consultation	3
15.2.3	Community Outcomes	3
15.3	Key Policies and Major Projects	3
15.3.1	Protecting the Waitakere Ranges.....	3
15.3.2	Hobsonville	3
15.3.3	Whenuapai.....	3
15.3.4	Climate Change Initiatives	3
15.3.5	Waste Management Plan for Waitakere City (Zero Waste by 2020)	3
15.3.6	Northern Sector Growth Area (NORSGA).....	3
15.3.7	New Civic Centre in Henderson	3
15.3.8	Waitakere Central Library	3
15.3.9	Rates Policies	3
15.3.10	Revenue and Financing Policy	3
15.3.11	Water Funding	3
15.3.12	Significance Policy.....	3
15.3.13	Liability Management and Investment Policy	3
15.3.14	Development/Financial Contributions Policy	3
15.3.15	Partnership with the Private Sector Policy	3
16	PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS	3
17	REQUESTS FOR OFFICIAL INFORMATION	3
18	LOCATION OF WARDS AND COMMUNITY BOARDS: WAITAKERE CITY COUNCIL	3
19	COMMITTEE STRUCTURE.....	3
20	WAITAKERE CITY COUNCIL ORGANISATION CHART	3

1 FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of the Waitakere City Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well being of the Waitakere City in the present and for the future.

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

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

2 STATUTES PERTAINING TO LOCAL GOVERNMENT

In fulfilling its purpose, the Waitakere City 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 Waitakere City Council and regulate its functions include:

- Airport Authorities Act 1966
- Animals Act 1967
- Animals Law Reform Act 1989
- Arts Council of New Zealand Toi Aotearoa Act 1994
- Auctioneers Act 1928
- Biosecurity Act 1993
- Building Act 1991
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Children's Health Camp Act 1972
- Citizenship Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Civil List Act 1979
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees and Fair Trading Act
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Dangerous Goods Act 1974
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Dog Control and Hydatids Act 1982
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Machinery Act 1950
- Meat Act 1981
- 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 Act 1946
- New Zealand Library Association Act 1939
- New Zealand Walkways Act 1990
- Noxious Plants Act 1978
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Pawnbrokers Act 1908
- Petroleum Act 1937
- Plumbers and Gasfitters and Drainlayers Act 1976
- Privacy Act 1993
- Property Law Act 1952
- Prostitution Reform Act 2003
- Public Bodies Leases Act 1969

- Earthquake Commissions Act 1993
- Electricity Act 1992
- Employment Relations Act 2000
- Energy Companies Act 1992
- Engineers Registration Act 1924
- Fencing Act 1978
- Fencing and Swimming Pools Act 1987
- Financial Reporting Act 1993
- Fire Services Act 1975
- Food Act 1981
- Foreshore and Seabed Endowment Revesting Act 1991
- Forest and Rural Fires Act 1977
- Gas Act 1992
- Goods and Services Tax Act 1985
- Harbours Act 1950
- Health Act 1956
- Health and Safety in Employment Act 1992
- Higher Salaries Commission Act 1977
- Historic Places Act 1993
- Housing Act 1955
- Housing Corporation Act 1974
- Human Rights Act 1993
- Income Tax Act 1994
- Impounding Act 1955
- Insolvency Act 1967
- Interpretation Act 1999
- Land Act 1948
- Land Drainage Act 1908
- Land Settlement Promotion and Land Acquisition Act 1952
- Land Transfer Act 1952
- Land Transport Act 1993
- Libraries and Mechanics' Institute Act 1908
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railway Safety and Corridor Management Act 1992
- Rating Valuations Act 1998
- Rates Rebate Act 1973
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale of Liquor Act 1989
- Secret Commissions Act 1910
- Securities Act 1978
- Securities Transfer Act 1991
- Smoke-free Environments Act 1990
- Soil Conservation and Rivers Control Act 1941
- Sovereign's Birthday Observance Act 1952
- Standards Act 1988
- Statutes Amendment Acts 1936-1951
- Statutory Land Charges Registration Act 1928
- Summary Offences Act 1981
- Survey Act 1986
- Swimming Pools Act 1987
- Te Ture Whenua Maori Act 1993
- Telecommunications Act 1987
- Transit New Zealand Act 1989
- Transport Act 1962
- Treaty of Waitangi Act 1975
- Trespass Act 1980
- Trustee Act 1956
- Unit Titles Act 1972
- Wild Animal Control Act 1977
- Wildlife Act 1953

3 LOCAL LEGISLATION

In addition to the legislation that applies to all local authorities, the Waitakere City Council is also bound by four pieces of local legislation that apply specifically to it. Although the original Local Authorities no longer exist, the following Local Acts apply to the Waitakere City Council:

3.1. Cities of Takapuna and Waitemata (Upper Harbour Bridge) Empowering Act 1976

Provides for the vesting, maintenance, and control of the Upper Harbour Bridge.

3.2. Waitemata City Council (Lincoln Road) Revesting Act 1987

Re-vests land acquired for widening Lincoln Road, Henderson.

3.3. Waitemata City Council (West Harbour) Empowering Act 1979

Authorised the former Waitemata City Council to develop and operate the West Harbour Marina.

3.4. Waitemata City Council (Vehicle Testing Station) Act 1987

Authorised the former Waitemata City Council vehicle-testing station to carry out certain activities in addition to those already authorised by the Local Government Act 1974.

4 THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Waitakere City Council currently operates its elections under the First Past the Post electoral system. Electors vote for their preferred candidate(s), and those with the most votes, win.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This is used in District Health Board (DHB) elections. Electors rank candidates in order of preference: Jim Bloggs, 1; Mary Smith, 2; Wiremu Ngatai, 3, etc. Successful candidates must receive a quota of the votes cast and when there are enough candidates with a quota to fill all the seats, they are the winners. The quota (share of votes) that is needed for a candidate to be elected is determined by the number of seats and the number of votes cast are achieved by redistributing votes. In the first round of counting the candidates with the highest and lowest number of votes are identified. The lowest-polling candidates are then excluded. When the top polling candidates have received their quota, the second votes are redistributed. Thus, if Jim Bloggs, has a quota, the number 2 votes that his supporters have made, are allocated to their second choice. If this gives Mary Smith a quota, she is elected. This process is repeated until there are enough candidates with a quota

Under the Local Electoral Act 2001, there are three ways in which the Council's voting system can be changed. The Council can resolve to change the system to be used at the next two elections or; it can conduct a binding poll or electors can demand a binding poll. In which case, five per cent or more of the registered electors need to sign a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial (three yearly) Council elections.

Taking into account the cost of changing electoral systems, the Waitakere City Council resolved, in August 2002, to retain the First Past the Post system. That decision was in respect of the Triennial General Elections for Councillors and Community Board Members to be held in 2001 and 2004. If the system is to change for the 2007 elections, the Council must make the decision by 12 September 2005, or to conduct a poll. Electors could demand a poll after this date.

5 REPRESENTATION ARRANGEMENTS

5.1. Wards

Waitakere City is divided into 4 wards and their layout is shown on the attached map.

Henderson Ward (population 40,047): Three Councillors.

Massey Ward (population 51,372): Four Councillors.

New Lynn Ward (population 49,842): Four Councillors.

Waitakere Ward (population 27,456): Three Councillors.

(Population figures as per 2001 census)

5.2. Community Boards

The Waitakere City Council has four Community Boards, one for each Ward. The composition of each is as follows:

Henderson Community Board Five Members elected by the community, plus two Councillors, appointed by Council.

Massey Community Board Six Members elected by the community, plus three Councillors, appointed by Council.

New Lynn Community Board Six Members elected by the community, plus two Councillors, appointed by Council.

Waitakere Community Board Six Members elected by the community, plus three Councillors, appointed by Council.

Each Community Board elects its own chairperson at its first meeting after election. There are at present no electoral subdivisions within Wards for the purpose of electing Community Board Members. Accordingly the electors of the Ward elect all the members for their respective Board. The Local Electoral Act 2001 requires the Council to review the Community Board structures in 2006. At that time, Council will have the option of sub-dividing the Community Board areas enabling candidates to stand in one part of the Ward and to be elected by the residents of those areas. Therefore during the 2006 review Council could introduce electoral sub-divisions for the 2007 elections, or to conduct a poll, or electors could demand a poll.

Alternatively, electors can demand the formation of a new Community Board. This is done by a process, similar to the reorganisation process, described in Section 6.

5.3. Maori Wards

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

The earliest that Maori wards could be in place, would be the 2007 elections. Accordingly, the Council can resolve in 2005 to introduce separate Maori wards for the 2007 elections or to conduct a poll, or electors can demand a poll.

5.4. Review Of Representation Arrangements

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

- The number of Elected Members (between six and 30 including the Mayor);
- Whether the Elected Members (other than the Mayor) shall be elected by the entire city, 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 Maori 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 and should also follow guidelines published by the Local Government Commission. The Act gives you the right to make a written submission to the Council, and the right to be heard if you wish.

You also 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 that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council last conducted a review in August 2000. It is not legally required to review representation again until August 2006.

6 THE REORGANISATION PROCESS

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

- Make changes to the boundaries of the City;
- Create one or more new Territorial Local Authorities (City or District Councils);
- Create a Unitary Authority, i.e. transfer the functions of the Auckland Regional Council to Waitakere City Council;
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from the local authority, the Minister of Local Government, or by a petition signed by 10 percent of electors.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new City/District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

7 MEMBERS' ROLES AND CONDUCT

7.1. Division of Responsibility Between the Council and Management

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management. The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. The Council will adopt a Local Governance Statement, of which this is the first edition. These statements clarify the governance and the management responsibilities, the governance role and expected conduct of Elected Members, describe the effective, open and transparent processes used by Council, ensure separation of regulatory and non-regulatory responsibilities and explain the good employer requirements.

Local Governance Statements ensure the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

While many of the Council's functions have been delegated, the overall responsibility for maintaining effective systems of internal control ultimately rests with the Council. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

7.2. Role of the Council

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

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

7.3. Role of Community Boards

Community Boards are constituted under section 49 of the Local Government Act 2002 to:

- Represent and act as advocates for the interests of their community;
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board;
- Make an annual submission to the Council on expenditure in the community;
- Maintain an overview of services provided by the Council within the community;
- Act as a channel of communication between the community and Council;
- Undertake any other responsibilities delegated by the Council.

7.2.1 Responsibilities Delegated to Community Boards

At present, the Waitakere City Council has made the following delegations to its Community Boards:

Overview

Included within the community boards' scope are those matters, (not specifically delegated to Council officers) relating to the overview (general scrutiny) of the following services:

- Local libraries, community centres, halls, community houses, recreation centres and related buildings, within the board's area;
- Local services, welfare services, community advisory services, housing for older adults;
- Local parks, reserves, beach and foreshore areas, public swimming pools, camping grounds;
- Local traffic and roading;
- Essential local services and local works.

Long Term Council Community Plan/Annual Plan / Significant Policies

- To provide comments to the Council or appropriate Committee on the likely views and implications of any particular communities of interest in respect of the Long Term Council Community Plan / Annual Plan, or significant policy matter.
- To prepare an annual submission to the Annual Plan on activities and service levels and expenditure within the board's area.
- To make recommendations priorities for local capital works.
- Assessing applications from within the Board's area for assistance from the Community Well-being Fund and determining the allocations.
- Determining annual expenditure of the Community Board Park Development Fund.

Drainage Works

- To overview flood control measures and all matters relating to Land Drainage and Rivers Clearance.

Parks And Reserves

- To classify or reclassify local parks and reserves, approve management plans and to make all local decisions and to exercise the powers of the Council under the Reserves Act 1977 or any other statute, or regulation or bylaw relating to the maintenance and operation of local parks and reserves, **except** the power of determining that written suggestions would not materially assist the preparation of a Management Plan and **except** where the exercise of powers:
 - (a) Has been delegated to Council officers; or
 - (b) Would have significance beyond the community board's area or otherwise involves a matter of national importance); or
 - (c) Would commit the Council to unbudgeted expenditure; or
 - (d) Involves the alienation of any part of a proposed or existing esplanade reserve by way of width reduction, easement, lease or otherwise.

This delegation includes authority to approve the terms and conditions of new lease agreements and licenses for local parks and reserves in order to:

- (a) Provide voluntary organisations with buildings on the reserve for:
 - (i) Outdoor recreation
 - (ii) The purposes of operating a community centre, play centre, Kindergarten, Plunket rooms or similar activities
- (b) Carrying out any trade, business, or occupation on any reserve land under the jurisdiction of the Board provided that the trade, business, or occupation that assists or enables the public to better enjoy the reserve, or for the convenience of persons using the reserve.
 - To approve temporary encroachments onto local reserves and access over, and to set conditions including time, rent, fencing and reinstatement following the statutory process which includes approval by the appropriate Minister of the Crown.
 - To grant rights of way and other easements over any portion of any Council reserve or park.
 - To approve the erection on any Council reserve or park, buildings necessary for the use of the reserve or park for any authorised purpose that complies with the provisions of the Reserves Management Act 1991 and the Council's District Plan.

- NOTE:** (i) Community Board cannot name or rename local reserves and parks.
(ii) Parks with citywide significance are not local parks and are excluded from the above delegations.

Roading And Traffic

Responsibilities and powers of the Council for the following:

- Gates and cattle stops across roads;
- Hearing and making determination on objections to the provision of a vehicle crossing
- Private ways and private roads
- Removing overhanging trees
- Granting use of Council carparks for purposes additional to usual parking requirements
- *Stop or Give Way* controls, *No Stopping* or *No Overtaking* controls, and centre lines
- Parking controls
- Liasing with the Police on local traffic control

- Street trading activities of local significance other than those matters delegated to staff.

7.4. Codes of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every council to adopt as soon as practicable after 1 July 2003, a Code of Conduct for the Elected Members of the Council (the Mayor and Councillors). Waitakere City Council adopted its Code on 14 July 2003. This code also applies to all people appointed to Committees or Sub-Committees of Council.

The Council Code of Conduct does not cover Community Board members, but they may adopt their own codes. Waitakere's four Community Boards are scheduled to adopt codes in October 2003.

Waitakere City 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
- the general public.

The objectives of the code are to enhance:

- the effectiveness of the Council as a good local government for the City
- the credibility of the 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 is based on the following principles:

- **Public interest.** Members must serve the interests of the City as a whole. Their primary duty is to the interests of the entire City, not just the Ward that elected them.
- **Honesty and integrity.** Avoiding situations where their honesty and integrity may be questioned.
- **Objectivity.** Making decisions on merit, (including when making appointments, awarding contracts, or recommending individuals for rewards or benefits).
- **Accountability.** being accountable to the public for their actions and the manner in which they carry out their responsibilities.
- **Openness.** Being open about their actions and those of the Council, and prepared to justify their actions.
- **Personal judgment.** Taking account of the views of others., but reaching their own conclusions on the issues before them.
- **Respect for others.** Promoting equality by treating people with respect, regardless of ethnicity, nationality, age, religion, gender, sexual orientation or ability or disability.
- **Duty to uphold the law.** Upholding the law and always acting in accordance with the trust the public places in them.
- **Stewardship.** Ensuring that the Council uses its resources prudently and legally and maintains sufficient resources to meet its statutory obligations to present and future generations.
- **Leadership.** Always providing leadership by example.

7.5. Applicable Statutory Requirements

Under **Section 46(1) Local Government Act 2002**, Councillors can be held liable for losses reported by the Auditor-General under section 44 of the same Act, resulting from negligence or unlawful action by the elected Council.

Under **Schedule 7 clause 1 Local Government Act 2002**, any an Elected Member (the Mayor, a Councillor, or a Community Board Member) 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.

The **Local Authority (Members' Interests) Act 1968** 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 be 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 and 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. d. 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.

The **Secret Commissions Act 1910** makes it unlawful for a Member (or officer) to advise anyone in respect of entering or not entering into a contract with a third person in relation to the business of the Council and/or receive a gift or reward from anyone outside the Council in return for advice or services in relation to the business of the Council, or to present false receipts to the Council.

The **Crimes Act 1961** makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

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

8 GOVERNANCE, MEMBERSHIP AND DELEGATIONS

Please see attached Committee Structure

8.1. Independent election

The Council believes that its democratic election by citizens of Waitakere City ensures that it is able to operate in the best interests of the city.

8.2. Council Meetings

Council and Committee meetings take place each month. In addition, given the importance of the Long Term Council Community Plan and Annual Plan and Council's strategic planning for the future, the full Council meets as the LTCCP Annual Plan Special Committee for these purposes.

The Council holds monthly meetings to monitor management activities and to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors the performance of Council Organisations and Council Controlled Organisations (including Council Controlled Trading Organisations).

8.3. Council Committees

The Council has set up several Standing Committees made up of Elected Members to monitor and assist in the effective discharging of specific responsibilities. Each Committee meets monthly, with additional meetings held as required. Te Taumata Runanga also has appointed members.

These Standing Committees are:

- City Development
- Environmental Management
- Finance and Operational Performance
- Te Taumata Runanga (see also Partnerships section, next page)

8.4. Subcommittees

The Council has also set up subcommittees to deal with various other functions and activities. These subcommittees report directly to a relevant Standing Committee. For example, the Community Sport Fund Allocation Subcommittee is responsible for allocating funding for sport and fitness programmes and projects across the City and reports to the Finance and Operational Performance Committee.

8.5. Community Boards

Community Boards focus on local matters within a particular community or ward and are responsible for assessing their requirements. They exercise decision-making power on issues specifically delegated by Council within the strategic and annual plan frameworks set by Council (see also Clause 7.2).

8.6. Partnerships

An essential element of Waitakere City Council's operations is input from the community. By establishing close working relationships with various sectors within the community, the Council is in a better position to accommodate community needs in its decisions.

Partnerships are built into Council as follows:

- **Te Taumata Runanga**

This partnership is effected through a Standing Committee of Council to ensure that Maori issues, views, perspectives and Treaty issues are considered. Members are appointed on the recommendation of Iwi and other Maori community groups in the city.

- **Community Partnerships**

There is a range of partnership relationships with various community organisations such as the Tag Out Trust, The Eco Matters trust, etc. Two partnerships, in particular, have been established to facilitate input by targeted groups into Council's decision-making process:

- Pacific Islands Advisory Board
- Waitakere Secondary Schools Youth Council

8.7. Legislative compliance

The Council is a regulatory body administering various regulations and laws. It must also comply with all relevant legislation. To help it comply with applicable legislation the Council takes advice from both in-house and external legal advice.

9 COUNCIL ORGANISATIONS

The Council has direct and indirect shareholdings in a variety of Council Controlled Organisations (CCOs) and (CCTOs), and control, either through ownership greater than 50%, or the ability to appoint more than half of the board. These Organisations all operate on a commercial basis at arm's length from the Council.

Specifically, these are:

- Waitakere City Holdings Limited
- Waitakere Enterprise Trust
- Waitakere Properties Limited, and
- Techscope Limited (owned equally by Waitakere City Council and North Shore City Council)

There is 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.

Specifically these entities include:

- Auckland Regional Transport Network Limited (ARTNL)
- Watercare Services Limited (Exempt from classification as a Council Controlled Organisation, in terms of section 6 (4)(g) of the Local Government Act 2002)
- Infrastructure Auckland (Exempt from classification as a Council Controlled Organisation, in terms of section 6 (4)(d) of the Local Government Act 2002)
- A small number of other statutory bodies, such as the Aotea Centre

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

EcoMatters Environmental Trust
Glen Eden Railway Station Restoration Trust Inc
Henderson Heritage Trust Inc.
Keep Waitakere Beautiful Committee.
Lopdell House Society Inc.
New Zealand Historic Places Trust (Auckland Branch) Committee
Ranui Action Plan Project
Safe Waitakere Injury Prevention (SWIP) Board
Tag-Out Trust
The Tree Council
Waikumete Chapel Restoration Trust
Waitakere Anti Violence Essential Services (WAVES)
Waitakere Arts and Cultural Development Trust
Waitakere Central Community Arts Council
Waitakere Education Sector Trust (WEST)
Waitakere Health Link
Waitakere Playhouse Theatre Trust
Waitakere Safer Community Council Trust
Waitakere Sports Trust (Sport Waitakere)
West Auckland Community Care Trust (Inc.)
Western Districts Community Foundation

10 MEETING PROCESSES

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'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council. 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).

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair 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 the Council who does not comply with Standing Orders (a set of procedures for conducting meetings)

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the 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.

During meetings of the Council, Committees or Community Boards, all council participants (the Mayor or chair Councillors or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75 per cent (or more) of the members present. Copies of the Code of Conduct and of Standing Orders can be obtained from the Group Manager: Democracy and Support Services or from the Council's website www.waitakere.govt.nz

11 CONSULTATION POLICY

11.1. **The Special Consultative Procedure**

The Local Government Act sets out the Special Consultative Procedure - consultation principles and a procedure that local authorities must follow when making certain decisions.

This procedure is regarded as a minimum and Waitakere City Council conducts consultation well in excess of what is required by the procedure. When it is adopting its Long Term Council Community Plan, Annual Plan or District plan the Council will hold formal meetings with community groups and other interested parties. At these meetings, the Council will seek views on the matters it considers important and identify issues of it believes are of concern to the community. The Council holds a monthly focus group where a randomly selected panel of 12 electors gives their views on the performance of the Council and other issues the panellists see as significant.

The Special Consultative Procedure consists of the following steps:

- **Step One:** *Preparation of a statement of proposal and a summary.*
The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and inspection at Council offices and may be made available elsewhere. The Council must also prepare a full and fair summary of the proposal, which must be distributed as widely as Council considers to be reasonably practicable. That statement must be included on an agenda for a Council meeting.
- **Step Two:** *Public notice.*
The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.
- **Step Three:** *Receive submissions.*
The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. At least one month (from the date of the notice) must be allowed for submissions.

- **Step Four: *Deliberate in public.***

All meetings where the Council deliberates on the proposal or hears submissions, must be open to the public (unless there is a reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

- **Step Five: *Follow up.***

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

The Council must, legally, follow the Special Consultative Procedure before it:

- adopts a Long-Term Council Community Plan (LTCCP) or annual plan
- amends an LTCCP
- adopts, revokes, reviews or amends a bylaw
- changes the mode of delivery for a significant activity that is not provided for in an LTCCP. (for example, changes from Council delivery to delivery by a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation) if

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.

11.2. Community Interaction Policy

In addition to complying with statutory requirements, the Council has adopted a Community Interaction Policy, based on the principles in Agenda 21. This is available on Council's website. Highlights include:

- **Being innovative in its approach to community interaction**

The Council will look to use new ways of communicating with its community as appropriate, to complement traditional methods and to try to break through to audiences not usually reached. It will be flexible in accepting feedback from people in forms that suit them rather than those that suit the Council.

- **Taking a practical approach**

The Council will interact with the community when the community asks for it, where community input is valuable to provide direction or advice or where it is necessary to progress a project or activity that is legally required. The City and the Council are bound by resource constraints and will try to resource community interaction in the most effective and efficient manner. Costs and benefits will be analysed and presented to the Council in deciding whether to undertake community interaction processes and the scope and extent of those processes.

- **Learning and improving processes via experience**

This means that the Council will endeavour to learn from past interaction processes to improve future processes. Council will look to use benchmarking to record how successful particular processes are and build a profile of what methods and tools are more likely to be successful with particular audiences.

The Council's aim is to develop and provide an empirical guide to selecting the best tools and methods for the best results and the most efficient and effective use of resources.

12 POLICIES FOR LIASING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI

12.1. Iwi within Waitakere City

Waitakere City Council acknowledges Te Kawerau A Maki and Ngati Whatua as the two Manawhenua (Iwi), (people claiming customary and ancestral ties to the Waitakere area).

The Council has developed working relationships with both in the form of Memoranda of Understanding. Combined with an annual, mutually agreed, work programme, this sets out key objectives for both the Iwi and the Council:

- Fortnightly “**Iwi Consultation**” assists both Council and the Iwi.
- **Key Iwi liaison personnel and Council staff** who have specific project briefs on city-wide projects, have a close working interaction that allows a joint - or bi-lateral - approach to issues and allow both - and particularly Iwi - to input their particular perspective and contribution.

12.2. Maori Community Wide (Iwi and Urban Maori)

- **Te Taumata Runanga Komiti** is the **Maori Perspectives Committee** of Waitakere City Council. Its status is as a full Standing Committee of the Council, which is confirmed by a vote by the Council at the beginning of each new Council term of office.
- This committee has the ability to provide an Iwi/Urban Maori perspective into local government processes. It was established 11 years ago as a key tool to assist in local government and guide Waitakere into the future.
- **Te Taumata Runanga** is comprised of 12 members including two Councillors. The Mayor and the Deputy Mayor are also ex-officio members. Both Iwi are represented, three of the city’s urban marae, (with a fourth still to be decided upon), Kaumatua Roopu (Maori elders group), Wahine Toko I Te Ora (Maori Women’s Welfare League representative), Te Roopu Puawai (Maori Youth representative), and Te Whanau O Waipareira Trust (Local Urban Maori Authority).
- This Committee meets monthly to discuss matters on Council agendas requiring advice and input that may be important to the Maori community. The Committee is not a forum to discuss Resource Management matters.

13 MANAGEMENT STRUCTURES AND RELATIONSHIPS

13.1. Chief Executive

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the 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, therefore, be directed to the Chief Executive, rather than the Mayor or Councillors.

Please see attached Organisational Structure Chart.

13.2. Responsibilities: City Services Directorate

- Animal Welfare
- Arts Projects
- Aquatic and Recreation Centre
- Building Consents
- Building and Land Development Advice
- Call Centre
- Car Parks
- Cemeteries and Crematorium
- Citizens Advice Bureaux
- Cleaner Production
- Community and Voluntary Sector Liaison
- Community Facilities
- District Plan Implementation
- Dangerous Goods and Hazardous Substances
- Environmental Health
- Footpaths
- Injury Prevention/Road Safety
- Keep Waitakere Beautiful
- Land and Project Information Memoranda
- Noise and Litter Control
- Noxious Plants and Pests
- Older Adult Housing
- Parking Enforcement
- Parks and Reserves
- Property Services
- Project Management
- Quarry
- Recreation
- Roading Infrastructure
- Safer Community Council
- Sale of Liquor Control
- Solid Waste
- Street Lighting
- Town Centre Revitalisation
- Transportation and Traffic
- Vehicle Testing Station
- Water Services: "EcoWater"
- Youth Liaison

13.3 Responsibilities: Corporate & Civic Services Directorate

- Administration Support
- Democratic Support
- Electoral Support
- Emergency Services
- Human Resources
- Information Management
- Legal and Insurance Service
- Libraries

13.4 Responsibilities: Finance Directorate

- Annual Report
- Budgeting
- Financial Accounting
- Management Accounting
- Payments
- Purchasing
- Rating
- Revenue Collection

13.5 Responsibilities: Public Affairs

- Public Relations
- Interaction with Media
- Development of Arts
- Dispute Mediation
- Internal Communication

13.6 Responsibilities: Quality Assurance Directorate

- Risk Management

The Council has a Director: Quality Assurance to ensure that processes within the organisation minimise risk to the Council and the community.

13.7 Responsibilities: Strategy & Development Directorate

- District Plan
- Long Term Council Community Plan
- Monitoring
- Partnership & Advocacy
- Community & Government Agencies
- City Development Projects (Concept Planning and Revitalisation)
- Passenger Transport Projects (Planning and Implementation)
- Urban Design
- Policy Development & Advice
- Strategic & Annual Plans

14 EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Equal Employment Opportunities (EEO) is an integral component of the human resource management strategies of Waitakere City Council

These strategies will provide the linchpins for ensuring the elimination of any practices and attitudes that inhibit the recruitment and advancement of staff, particularly: women, Maori, ethnic and minority peoples and people with disabilities.

The use of job sharing, flexible work hours and the ability to respond to personal and family crises will be paramount in ensuring Waitakere City Council is seen as an employer of choice. Recruitment and selection processes are transparent in application for identifying and employing the best person for the position, regardless of age, gender, ethnicity, religion, sexual preference, disability and/or political beliefs. The diversity and skills of the staff of Waitakere City Council will continue to grow.

15 KEY APPROVED PLANNING AND POLICY DOCUMENTS

15.1 Waitakere City District Plan

The District Plan was made operative on 27 March 2003. The resolution of the remaining Environment Court references (appeals) against parts of the District Plan continues.

A reprinted version of the proposed district plan was made available, in hard copy format, in May 2002. The reprint significantly updates the plan and incorporates all Environment Court decisions on appeals made to date. It will be further updated, as Environment Court references are resolved. Work is in progress to make the reprinted plan available on the intranet (and, later, the internet). In the interim, a hard copy version is available for viewing at all Council service centres and libraries. The District Plan Maps are in being updated and will be available shortly. District Plan Information Sheets are available on the Council's website (www.waitakere.govt.nz)

If you have any queries please contact the Call Centre (09) 839 0400

15.2 Long Term Council Community Plan (LTCCP):

15.2.1 Planning Processes

Under the Local Government Act 2002, the Council is required develop a Long Term Council Community Plan (LTCCP) in consultation with the community. This covers the 10 years from the date of its publication and it will be reviewed and updated every three years. Each LTCCP contains the Annual Plan for the next year. In the following two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver that year's "slice" of the LTCCP.

LTCCPs are now required by law and are required to consider the social, environmental, economic and cultural wellbeing of current and future communities.

The LTCCP build on what has been done already and sets out the next phases of work for the coming ten years, while reaffirming the long term vision set out in the draft Greenprint of 1994.

The net effect is of the Council and the community working together to build a great - and indefinitely sustainable - city.

15.2.2 Community outcomes from consultation

In 2002, Waitakere City Council developed a 2-stage consultation process designed to support the development of its 10-year strategic plan. The first stage of the consultation was discussing the key issues and priorities of the City's communities. A Community Process Advisory Group was established to provide advice on who and how best to consult with the various communities. As far as possible, consultation was taken to the people at shopping malls, libraries, festivals and markets, etc.

The Council's existing partnerships, collaborative working processes and community consultation processes have been key in achieving an understanding of community views. These include events such as the Wellbeing Summit and a series of 'Creative Conversations' that brought together organisations and individuals around topics such as zero waste, strong and innovative economy, and the Waitakere Ranges.

The communities' issues were also analysed to see if and how they were allowed for within the working draft of the Strategic Plan. Community members presented the results to the Council's September 17, 2002 meeting.

The outcomes were collated and developed into the 2020 vision statements, which guide each of the nine strategic platforms in the LTCCP. For more information and a summary of the results visit Council's website on www.waitakere.govt.nz.

The second stage of the consultation took the draft LTCCP back to the communities for feedback via the formal LTCCP submissions process, the citywide household survey and specific focus groups and meetings. Over 1900 submissions were received and the Council considered all these before it adopted the plan in June 2003.

In summary, three key priorities were identified right across the City. These were education, local jobs and transport. In addition some communities identified priorities specific to themselves. In particular, Maori issues centred on representation and participation and youth concerns were around safety, events and a youth centre. The major concerns of older adults major centred on access to transport. Pacific Island communities identified the importance of economic and skills development as well as education and youth issues.

Some strategic areas generated little or no discussion e.g. Zero Waste, Clean Water, Energy Cycle and Clean Air. The underlying reasons for these results were not explored.

15.2.3 Community Outcomes

In the process of developing the LTCCP, a vision was drafted, and actions were identified, while the Council's mission, goals and principles were re-affirmed as:

Waitakere Eco City
sustainable, dynamic, just

Open honest communication

Responsiveness

Accountability

Partnership

Innovation

Excellence

Integrity

The vision”

In the near future, Waitakere will be known internationally as a sustainable city that:

- Celebrates and sustains its people
- Has a strong sustainable economic base
- Honours its environment; and
- Builds on its cultures and heritage.

“Waitakere Eco City, the next ten years”

This is the LTCCP and sets out what Council plans to do over the next ten years, how these actions contribute to community priorities and how we will know whether we are achieving the Set objectives and following the chosen direction.

The financial management of the city and how Council's action plan will be financed are key sections of the LTCCP.

This document sets out nine strategic platforms upon which the Council will build the Waitakere of the future. These platforms cluster the different types of work needed to work together to achieve a common objective. This includes

They are:

- Urban and Rural Villages
- Integrated Transport and Communication
- Strong Innovative Economy
- Strong Communities
- Active Democracy
- Green Network
- Three Waters
- Sustainable Energy and Clean Air
- Zero Waste.

Each of these has a vision for where we want to be in twenty years, supported by objectives and actions that work together across many disciplines. Like weaving a basket, each strand weaves with every other strand to make something that's strong and useful. Every platform, and indeed every discipline and every project undertaken by the Council must make a contribution to the five irreducible priorities that the Council has adopted. They are:

- A commitment to the **Treaty of Waitangi**
- Progressing towards **Sustainable Development**
- Ensuring our children are cared for in the **First Call for Children** programme
- Building a **Safe City** where people can live in freedom from fear or violence
- Becoming a **Lifelong Learning City** where access to and opportunity for education is available to all.

15.3 Key Policies and Major Projects

The following policies, issues and key decisions, were taken out to the community as part of the extensive consultation on the draft Long Term Council Community Plan.

15.3.1 Protecting the Waitakere Ranges

The Waitakere Ranges are an icon of Waitakere City whose wealth of plant and animal life is considered internationally important. The area is identified as a heritage area for Te Kawerau A Maki and has significance for Ngati Whatua, with many Waahi tapu and heritage items, both European and Maori. The Council is focussed on ensuring permanent protection for the Ranges, in the face of increasing pressures from the rapidly growing urban area and from weeds and pests.

15.3.2 Hobsonville

The whole peninsula is being evaluated for its capacity to support a range of uses for living, working and leisure. It also provides Waitakere's only deep-water access. The New Zealand Defence Forces are already disposing of the Hobsonville Airbase to Housing New Zealand and have stated their intention to leave the Whenuapai air base. Council is investigating replacement uses for the both bases within the context of planning for the whole area referred to as NORSGA (Northern Strategic Growth Area) The LTCCP has funding to plan for roads on the peninsula, develop the concept plan for Hobsonville village, to meet legal costs for issues associated with the disposal of the airbases and to enable the establishment of a marine industry cluster (cluster of super-yacht builders and associated businesses) at Hobsonville.

15.3.3 Whenuapai

Waitakere City Council is advocating that Whenuapai should become a commercial civilian airport owned and operated by the private sector, bringing This would bring major economic benefits to the City and the Auckland region. Local benefits include employment.

15.3.4 Climate Change Initiatives

The New Zealand Government has signed the Kyoto Protocol and is committed to keeping New Zealand's greenhouse gas emissions at 1990 levels. In practical terms this means we need to become more energy efficient and also to generate more energy from renewable sources. The Council is planning to collaborate with other cities through the Cities for Climate Protection programme, to find ways to reduce greenhouse gas emissions. A greenhouse gas emissions inventory will allow the Council to set a reduction target and decide on appropriate actions. Community involvement will be crucial to its success. Much of this funding is in the Sustainable Energy and Clean Air platform.

15.3.5 Waste Management Plan for Waitakere City (Zero Waste by 2020)

The Council's Waste Management Plan enables The Council to work towards achieving zero waste (nil) to landfill by 2020. The plan addresses the collection, re-use, recycling and residual disposal of litter, domestic collection, and illegal dumping as well as the management of closed landfills. It also contains targets for the Council's in-house waste management and education programmes. The costs for achieving the targets are given in the LTCCP under Zero Waste, Three Waters and Active Democracy.

15.3.6 Northern Sector Growth Area (NORSGA)

The areas of growth and development for the City will occur in two main areas: concentrated in town centres and along main transport corridors (road and rail); and in the northern area of the City, from Westgate Shopping Centre to the Greenhithe Bridge.

Westgate Shopping Centre is identified as a future major town centre (like Henderson and New Lynn). Future development in the rest of NORSGA, however, cannot be ascertained without significant investigation into how and where development should occur. It will also require the current boundary of the urban area to be moved outwards and major consultation on:

- Water infrastructure - especially wastewater management
- Roding networks and public transport
- Location of urban boundary (the Metropolitan Urban Limit)
- Land development plans and guidelines
- Water quality management in the Upper Waitemata Harbour
- Changes of use of Hobsonville and Whenuapai airbases.

The Council proposes to complete planning and consultation exercises over 2003/04 and the Annual Plan for that financial year includes ongoing funding for the development of this area.

15.3.7 New Civic Centre in Henderson

Council is to relocate its centralised activities and services into a new "one-stop-shop" Civic Centre and transport interchange collectively referred to as the Henderson Hub. The Civic Centre will be built at 2-6 Henderson Valley Road and to be opened in early 2006, the transport interchange on the opposite side of the rail tracks in Rainside Avenue with the two linked via an air bridge

At present, Council operates from seven different sites. Operational savings from the move are estimated at \$1.6 million per annum. The net capital cost will be between about \$23.7m to \$29.5m (depending on design choices).

The move will demonstrate the Council's commitment to the central business district of Waitakere City. It will also be a catalyst in further development of the CBD with flow-on effects to the wider City. This development forms part of a 'package' of other investments such as those at the Corban Estate, Waitakere Central Library development and West Wave. Other complementary major developments are the new Waitakere Hospital on Lincoln Road and UNITEC expansion of its Waitakere Campus (and joint venture with the Council in the new Central Library).

15.3.8 Waitakere Central Library

The new Waitakere Central Library will be built on a site at Ratanui Street/Trading Place, Henderson, as a shared facility between Council and UNITEC.

It will be a state-of-the-art facility utilising all modern forms of information access (on-line, DVD, etc) as well as traditional library products (books, magazines, etc). There will also be an excellent reference section, archive and storage facility.

It will also be the base or hub library that supports all the suburban libraries.

The proposed 3,800 square metre library will cost \$11.8 million to build which includes the cost of a new town square and managing traffic flows and parking issues.

The library and the presence of UNITEC will play a central role in making the Henderson Town Centre more vibrant and provide stimulation to the wider Waitakere economy. The possibility of a drive-through service has been incorporated into the design process.

15.3.9 Rates Policies

- Rates Remission and Postponement on Maori Land - this is a new requirement. At present, Council has no land categorised as "Maori Freehold Land".
- Rates Remission - assisting community groups and sporting organisations through rates remissions - remains unchanged from current provisions. This could be extended and a policy will be developed over 2003/04.
- Rates Postponement - this remains unchanged, whereby rates can be postponed on farmland or postponed due to hardship. A policy will be developed over 2003/04 in consultation with the community.

15.3.10 Revenue and Financing Policy

The policy sets out how the Council will fund its activities and replaces the current funding policy with minor amendments mainly to car-parking charges and potentially, the funding of water.

15.3.11 Water Funding

Over 2002, a focus group, including community members, was brought together by Council to discuss water funding. This focus group looked at a large number of options available for water funding for households and identified three potential methods. These were:

1. **Direct user pays (pay according to the amount of water used).**
This method will provide the strongest water conservation and environmental protection effect. This option does not address the ability of a household to pay, particularly high water using households with relatively low incomes.
2. **Full rates funding (pay according to your land value - not linked to water use).** This method has the weakest water conservation effect. In addressing ability to pay, it produces mixed effects depending on the land value and the volume of water used by each household.
3. **Land value based charging method with both a fixed and an adjustable part depending on the amount of water you use.**
This option is based on land value, which is then adjusted by the amount of water you use. It provides an overall balance by considering the ability of households to pay (based on land value) while encouraging water conservation to some extent.

The Council decided that no change will be made to the current water funding method, until the water services assessment project is completed in 2005. This full assessment of all water services, including households and business premises, is a requirement under the new Local Government Act 2002.

15.3.12 Significance Policy

The Council is required to define what is a 'significant' decision. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information.

15.3.13 Liability Management and Investment Policy

This new policy replaces the existing Borrowing and Investing Policy. It states the Council's policy on the management of borrowing and other liabilities. These include debt repayment, specific borrowing limits and the giving of securities.

15.3.14 Development/Financial Contributions Policy

The new Local Government Act 2002 allows councils to consider the use of Development Contributions for costs of community facilities expected as the City grows. The development of this policy - including consulting with key stakeholders - will be undertaken over 2003/04. The Council has adopted a Financial Contributions Policy through the District Plan but this is subject to appeal. These will both be developed and completed over 2003/04.

15.3.15 Partnership with the Private Sector Policy

This new policy will allow the Council to consider entering into a public/private partnership with those engaged in business in specified circumstances. The central idea is that Council can use its resources to support community outcomes without the whole cost being borne by Council's ratepayers.

16 PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

CHIEF EXECUTIVE

Chief Executive: Harry O'Rourke 836 8002

CITY SERVICES

Director: City Services

John Dragicevich 836 8709

CORPORATE & CIVIC SERVICES

Director: Corporate & Civic Services

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Quality Assurance

Director: Quality Assurance

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Director: Strategy & Development

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Mayor	Deputy Mayor
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COMMUNITY BOARDS

HENDERSON COMMUNITY BOARD		Ms HM Jones (Chairperson)
<p>Barry Shaw, JP (Deputy Chairperson) 172 Waitemata Drive Ranui WAITAKERE CITY Telephone: 832 4805 Facsimile: 832 5768</p>	<p>Helen Jones 51A Chorley Avenue Massey WAITAKERE CITY Telephone: 832 3009 Business: 838 4834 Bus. Facsimile: 838 4835 Mobile: 025543895 Email: helenjones1951@hotmail.com</p>	<p>Camille Nakhid 53 Millstream Drive Henderson WAITAKERE CITY Telephone: 836 4776 Facsimile: 836 4776</p>
<p>Bill Postlewaight 74 Vodanovich Road Te Atatu South WAITAKERE CITY Telephone: 838 6623 Business: 838 6047 Email: bill_postlewaight@hotmail.com APPOINTED:</p>	<p>Wayne Davis 14 Kona Crescent Henderson WAITAKERE CITY Telephone: 834 5525 (b&p) Mobile: 021 1020079 Email: waynedav@xtra.co.nz</p>	
<p>Cr Brenda Brady, JP 10A Millbrook Road Henderson WAITAKERE CITY Telephone: 836 0798 Facsimile: 836 0734 Business: 306 1590 Email: brenda.brady@waitakere.govt.nz</p>	<p>Cr Annette Fenton 44 Lagoon Way West Harbour WAITAKERE CITY Telephone: 416 4493 Facsimile: 416 4490 Bus. Facsimile: 837 4290 Business: 837 4220 Mobile: 027 290 4020 Email: annette.fenton@waitakere.govt.nz</p>	

MASSEY COMMUNITY BOARD		Mr RF Jessopp (Chairperson)
Peter Chan, JP 20 Piriti Drive Waimanu Bay Te Atatu Peninsula WAITAKERE CITY Telephone: 834 5638 Facsimile: 834 5648 Mobile: 0274 921203 Email: mfpc@mailcity.com	Warren Flaunty, JP 86 Redhills Road Massey WAITAKERE CITY Telephone: 832 5685 Facsimile: 833 7239 Business: 833 7239 Email: chemist@xtra.co.nz	Andrew Good 5 Sailfish Drive West Harbour WAITAKERE CITY Telephone: 416 4540 Facsimile: 416 6587 Business: 367 4408 Mobile: 025 2386340 Email: jagood@xtra.co.nz
Bob Jessopp 143 Don Buck Road Massey WAITAKERE CITY Telephone: 833 7162 Business: 833 7162 Email: jessopp@ihug.co.nz	Karen Perri 437 Swanson Road Ranui WAITAKERE CITY Telephone: 833 9064 Bus. Facsimile: 833 3126	Jean Webster (Deputy Chairperson) 90 Don Buck Road Massey WAITAKERE CITY Telephone: 833 9198 Facsimile: 833 9210 Business: 833 8479 Mobile: 025 315409 Email: jean.webster@xtra.co.nz
APPOINTED:		
Cr Owen Hoskin, MNZM, JP 174 Luckens Road West Harbour WAITAKERE CITY Telephone: 837 5580 Business: 837 5580 Email: owen.hoskin@waitakere.govt.nz	Cr Gwen Nash, JP 20 Cyclarama Crescent Massey WAITAKERE CITY Telephone: 833 8890 Facsimile: 833 8890 Email: gwen.nash@waitakere.govt.nz	Cr Gary Russell, JP 89 Ferry Parade Herald Island WAITAKERE CITY Email: gary.russell@waitakere.govt.nz

NEW LYNN COMMUNITY BOARD	Mrs EG Francke (Chairperson)	
<p>Elizabeth Francke 80 Otitori Bay Road Titirangi WAITAKERE CITY Telephone: 817 8130 Email: francke@ihug.co.nz</p>	<p>Ray Kernaghan 6 Terra Nova Street Glen Eden WAITAKERE CITY Telephone: 818 8767 Facsimile: 818 8067 Email: raykernaghan@clear.net.nz</p>	<p>Gayle Marshall 57 Woodglen Road Glen Eden WAITAKERE CITY Telephone: 818 5707 Facsimile: 818 5782 Mobile: 021 2507379</p>
<p>Brent Peters 204 Golf Road Titirangi WAITAKERE CITY Telephone: 817 8029 Business: 524 7729 Facsimile: 524 7729 Mobile: 025 743 956</p>	<p>Pim van der Voort, JP (Deputy Chairperson) 54 Huia Road Titirangi WAITAKERE CITY Telephone: 817 8935 Facsimile: 817 8935</p>	
<p>APPOINTED: Cr Janet Clews, QSO, JP 11A Oates Road Glen Eden WAITAKERE CITY Telephone: 818 7262 Facsimile: 818 7262 Email: janet.clews@waitakere.govt.nz</p>	<p>Cr Greg Presland 1st Floor 208 West Coast Road Glen Eden WAITAKERE CITY Telephone: 817 3368 Bus. Facsimile: 818 4966 Business: 818 1071 Mobile: 021 998411 Email: greg.presland@waitakere.govt.nz</p>	

WAITAKERE COMMUNITY BOARD		Mrs CA Shepherd, JP (Chairperson)
<p>Diane Goodley 5 Claridge Street Glen Eden WAITAKERE CITY Telephone: 818 9201 Business: 817 7448 Bus. Facsimile: 817 7448 Mobile: 021 354 525</p>	<p>David Hallett 5 Braestar Court Henderson WAITAKERE CITY Telephone: 838 5657 Business: 838 5657 Bus. Facsimile: 838 5657 Mobile: 025 2913675 Email: hamtech@ihug.co.nz</p>	<p>Betty Hanson, MBE, JP 18 Garden Road Piha WAITAKERE CITY Telephone: 812 8681 Facsimile: 812 8766</p>
<p>Kevin Healy 10 Cascade Avenue Waiaatarua WAITAKERE CITY Telephone: 814 9505 Facsimile: 814 9507 Business: 814 9505 Mobile: 021955742 Email: kevin@healy.co.nz APPOINTED:</p>	<p>Christine Shepherd, JP 31 Tirohunga Drive Henderson WAITAKERE CITY Telephone: 836 3239 Facsimile: 836 3239 Mobile: 021 2538116 Email: c.shepherd@xtra.co.nz</p>	<p>Rob Taylor 3 Karekare Beach Road Piha WAITAKERE CITY Telephone: 812 8506 Facsimile: 812 8503 Mobile: 025 954848 Email: rob@taylored.co.nz</p>
<p>Cr Penny Hulse 2A Parklands Avenue Swanson WAITAKERE CITY Telephone: 832 5358 Facsimile: 832 5358 Business: 836 8000 Mobile: 027 273 4663 Email: penny.hulse@waitakere.govt.nz</p>	<p>Cr Carolynne Stone 96 Parker Road Oratia WAITAKERE CITY Telephone: 818 8057 Business: 836 8000 Mobile: 021 871 057 Email: carolynne.stone@waitakere.govt.nz</p>	<p>Cr Denise Yates, JP 17 Upland Road Huia WAITAKERE CITY Telephone: 811 8770 Facsimile: 811 8772 Mobile: 025 240 7135 Email: denise.yates@waitakere.govt.nz</p>

TE TAUMATA RUNANGA

<p>Te Warena Taua (Chairperson) Te Kawerau a Maki Representative C/o EcoWater 133 Central Park Drive Henderson Waitakere City Mobile 027 4851 991 Work: 09 275 7799 Fax: 09 275 7799 Home: 09 275 8982</p>	<p>Evelyn Taumaunu (Deputy Chairperson) Te Roopu Wahine Maori Toko I Te Ora Representative 12 Hamurana Place Te Atatu Peninsula Waitakere City Fax: 09 834 3372 Home: 09 834 3377</p>
<p>Fraser Delamere Hoani Waititi Marae Representative c/o Kaumatua Flats PO Box 20 117 Glen Eden Waitakere City Mobile: 0274816280</p>	<p>Rev Judy Cooper Kakariki Marae Representative 20 Roick Parade Glen Eden Waitakere City Home: 818 1166</p>
<p>Mihi Te Huia Te Atatu Representative 123 Taikata Road Te Atatu Peninsula Waitakere City Home: 834 6730</p>	<p>Poata Northcroft Te Roopu Kaumatua O Waipareira Representative 7b Rewarewa Road Te Atatu Peninsula Waitakere City Home: 834 7869</p>
<p>Grace Te Huia Te Roopu Puawai o Waitakere Representative 9 Monavale Place West Harbour Waitakere City Home: 09 416 9194</p>	<p>Denis Hansen Representative Te Whanau O Waipareira Trust 3 Illana Place Ranui Waitakere City Home: 8324762</p>
<p>Wiremu hetaraka Te Piringtahi O Te Maungarongo Marae Representative 399 Don Buck Road Massey Fax: 8323611 Home: 8323612</p>	<p>Karen Wikiriwhi Ngati Whatua Representative 9 Castaing Crescent Te Atatu South</p>
<p>Cr JP Lawley Representative Council</p>	<p>Cr DA Yates, JP Representative Council</p>

17 REQUESTS FOR OFFICIAL INFORMATION

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

Once a request is made the Council must supply the information unless reason exists for withholding it. 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 Maori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

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

The Chief Executive has requested that all requests be forwarded through one contact so that each can be monitored to ensure compliance with the time frames contained within the legislation.

Please ensure any formal requests for official information received by your Unit are forwarded to [Manager: Democracy and Support Services Darryl Griffin](#), Ext. 8712 within 24 hours of receipt.

For assistance contact one of the Committee Secretaries

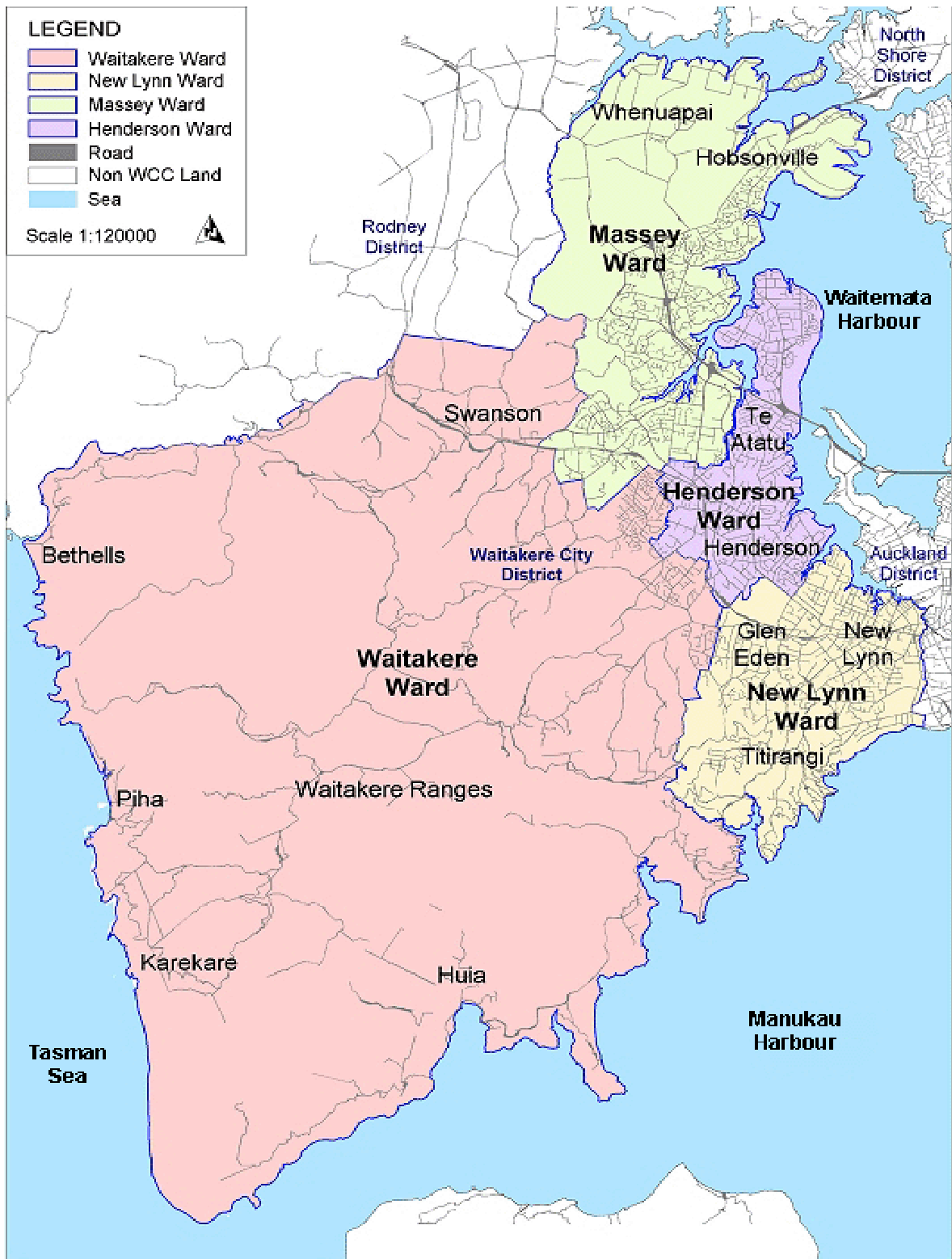
[Audrey Chan](#)
Extn 8603

[Ngareta Delamere](#)
Extn 8552

[Owena Schuster](#)
Extn 8864

[Sharon Simiona](#)
Extn 8820

18 LOCATION OF WARDS AND COMMUNITY BOARDS: WAITAKERE CITY COUNCIL



First Governance Statement



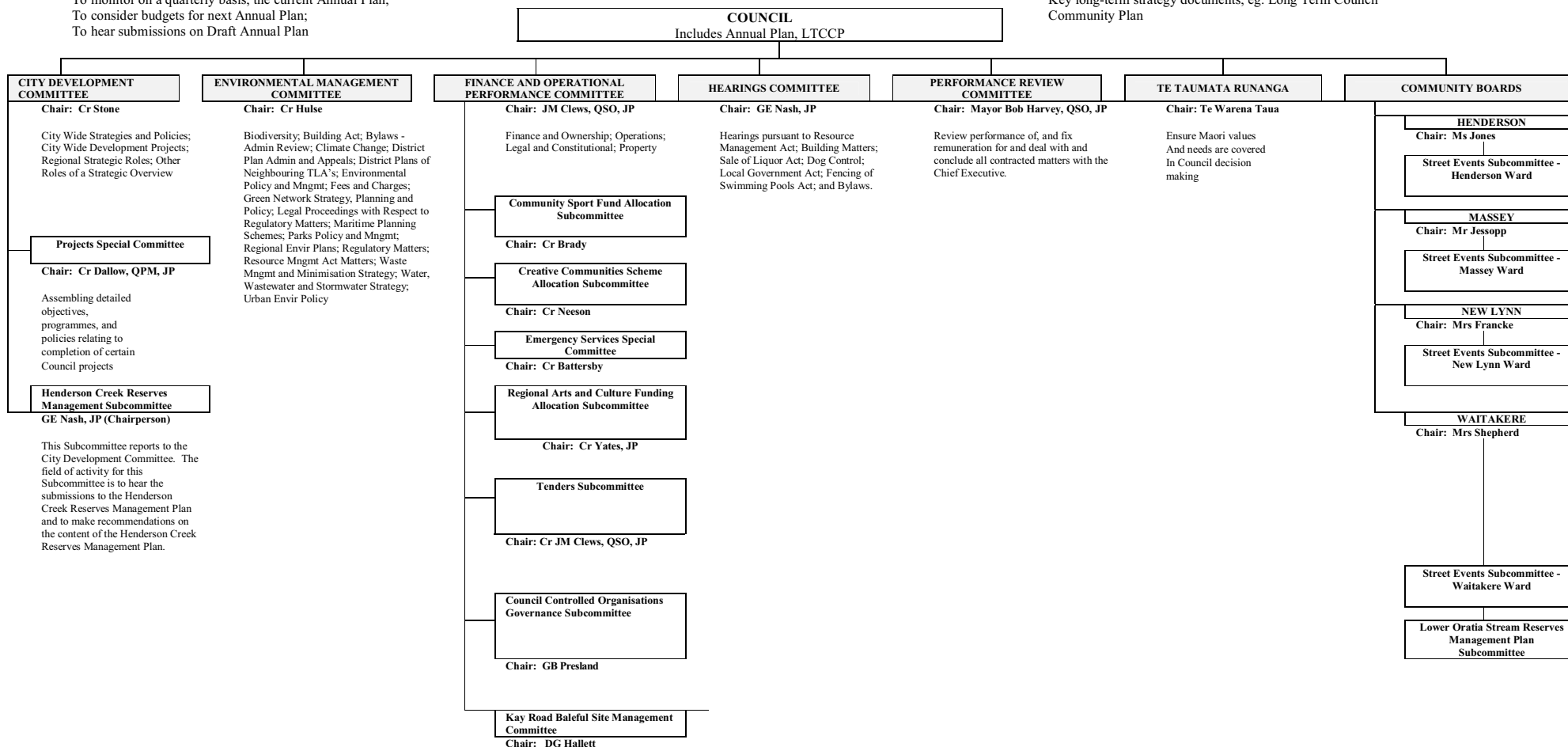
19 COMMITTEE STRUCTURE

COUNCIL AND COMMITTEES WAITAKERE CITY COUNCIL FROM 31 OCTOBER 2001

Mayor Bob Harvey

COUNCIL
Key long-term strategy documents, eg. Long Term Council
Community Plan

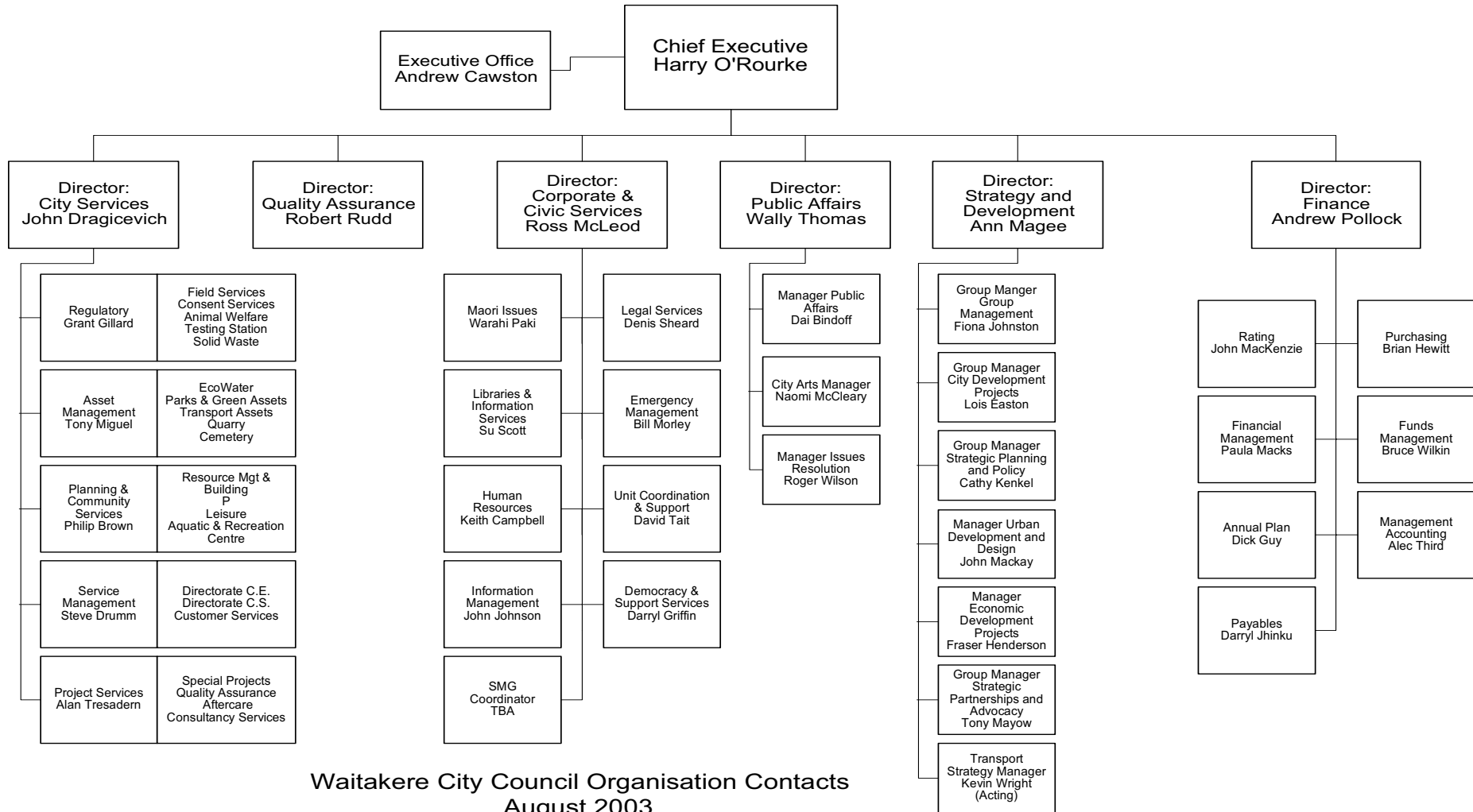
COUNCIL
To monitor on a quarterly basis, the current Annual Plan;
To consider budgets for next Annual Plan;
To hear submissions on Draft Annual Plan



First Governance Statement



20 WAITAKERE CITY COUNCIL ORGANISATION CHART



Waitakere City Council Organisation Contacts
August 2003