

**COUNCIL  
ACTIVITIES:**

- Contents
- Framework of the LTCCP
- **Activity Plans**
  - **Democratic and Corporate Services**
  - Parks and Community Services
  - Transport
  - Regulatory
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  - Support and Planning
  - Summary Water and Sanitary Services Assessment
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Democracy and Governance

What we do

The Democracy and Governance functions are designed to assist the Council to fulfil its governance role in respect of the organisation and the community. This is a legal requirement under the Local Government Act 2002, as is the requirement to have both an Annual Plan and a Long Term Council Community Plan (LTCCP).

All residents and ratepayers are able to have their democratic say through voting in the three-yearly election for elected members and a mayor, through attendance at Community Board meetings and through participation in formal submission and consultative processes.

Waitakere City, through its Community Interaction Policy has determined that a high level of engagement with the community is needed with regard to its Annual Plan and Long Term Council Community Plan processes, and also seeks to ensure that local voices are clearly heard through the political process. For this reason the Annual Plan and Long Term Council Community Plan process allows for significant community input and submissions, and hearings of these submissions. In addition the Community Boards provide a “public forum” at the beginning of each meeting which enables a mechanism for the local community to raise issues not captured through other council processes.

The Democracy function is made up of two service areas:

**Democratic functions**

This area provides services to support democratic functions including Council Committees, Community Boards, elections and mayoral and civic functions, including the Sister Cities relationship, as well as responding to requests for official information related to the democracy functions of Council. In addition the team provides co-ordination for the services provided to the Council by its two Iwi - Ngati Whatua and Te Kawerau a Maki. The area also provides for education on the role of the Council, through support to the Civic Education in Schools programme and through the management of citizenship ceremonies.

**Annual Plan and LTCCP co-ordination and production**

This area undertakes the production and co-ordination of the Annual Plan document and the three-yearly production and co-ordination of the Long Term Council Community Plan document. The specific work undertaken is the management and co-ordination of the public submissions and hearings processes and co-ordinating the delivery of reports and other information to the Annual Plan and Long Term Council Community Plan Committee draft and final deliberations. This work is required by the Local Government Act 2002 which also sets out minimum requirements regarding consultation and production of material for the Long Term Council Community Plan and Annual Plan.

Why we do it

The Council provides this service as part of its primary contribution to the community outcomes:

Mauri Ora – Access to Maori Resources	Te Taumata Runanga
Nga Manukura – Maori Leadership	Te Taumata Runanga
Te Mana Whakahaere – Autonomy	Te Taumata Runanga
Whaiora – Participation in Society	Te Taumata Runanga
Working Together – Te Mahi Tahī	Te Taumata Runanga
	Long Term Council Community Plan and Annual Plan

The Council has a legal requirement under the Local Government Act 2002 to provide services for the administration of the Council’s decision-making processes through publicly notified and open public meetings and to ensure that they are conducted under a set of rules known as Standing Orders. Local Governance Statements are prepared under this legislation. Elections are conducted as required by the Local Electoral Act 2001. Information flows are regulated by the Local Government Official Information and Meetings Act 1987 and hearings are conducted under the provisions of the Resource Management Act 1991.



*Citizenship ceremonies are an important council activity.*

Managing the impacts of council activities

In terms of the Local Government Act 2002, there are no significant negative effects on the social, cultural economic, environmental or cultural wellbeing of the local community as a result of these activities. In fact the exercise of the democratic function is an important contributor in particular to positive social and cultural outcomes.

Levels of service

The Levels of Service are expected to remain similar to those currently provided. Many of the democratic functions are a cyclical process – for example Community Boards, Council and Committee meetings, the Annual Plan, the Long Term Council Community Plan and the three-yearly elections.

Our levels of service to Waitakere Residents

Function	Level of Service Statement	How we will measure this	Future Targets	
			To be achieved by 2009	To be achieved by 2016
Democratic functions - Council and committee meeting processes	To arrange and support Council, Standing Committees, Special Committees, Sub-Committees, and Community Board Meetings within statutory processes set out in the Local Government Official Information and Meetings Act 1987(LGOIMA)	Number of breaches as documented from complaints of non-compliance as logged in the customer services database	100% compliance with LGOIMA provisions per annum	100% compliance with LGOIMA provisions per annum

Function	Level of Service Statement	How we will measure this	Future Targets	
			To be achieved by 2009	To be achieved by 2016
	Residents believe that the public can influence the Council's decision making	Survey of residents	75% per annum	75% per annum



*Elizabeth Francke, New Lynn Community Board member, (right), checks out the new facilities at the opening of the Glen Eden Library.*

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Democracy and Governance *(continued)*

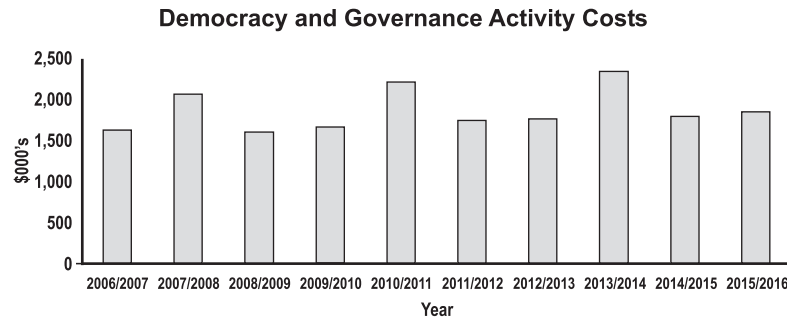
Electoral and representation issues are a core function of Democracy and Governance. The Council appoints a statutory independent Electoral Officer who is responsible for conducting all elections, by-elections and polls under the Local Electoral Act 2001.

Operations

Operations are expected to remain largely unchanged. Routine provision of the service is provided primarily in-house as it is the most cost-effective way of providing the service to the required quality and timeliness. Where there is a one-off requirement for specialist skills such as high quality printing then part or sometimes all of the task may be outsourced or contracted out.

The maintenance and operating costs budget for the Annual Plan and Long Term Council Community Plan document relates only to the actual production and process costs of the documents and the maintenance costs associated with the submissions database.

Costs of operations



Future demand

The demand for democracy and governance functions is largely determined by statute. The Representation Review currently underway may result in some changes, but it is not expected that this will have a significant effect in terms of increased demand for services.

The main areas where discretion is available is in the areas of civic functions, sister cities, citizenship ceremonies and the degree of management of iwi relationships. These are areas where there is likely to be a slight increase in demand over time with population increases. In the short to medium term, however, there is not expected to be an increase to the work programme in this area.

In terms of demand for committee management, the recent changes to the Resource Management Act (RMA) around the hearings process means that an additional staff member will be required to administer and support this process. Future changes to the RMA with regards to hearings could further impact on the demand for services in this area.

What we are planning for the future

This is a support function for the Council and Community Boards. Future work is dependant on the requirements of the elected members. Elections are also required in 2007/2008, 2010/2011 and 2013/2014.

Proposed future works programme

Democracy Projects	Plan 06/07 \$000's	Plan 07/08 \$000's	Plan 08/09 \$000's
Civic Education Project	25	26	27
Sister Cities	47	49	50
ANZAC Day	16	16	17
Civic Functions	68	10	11
Citizenship Ceremonies	19	19	20

Funding the Cost who pays?

Activity costs are funded from general rates as it is considered that the activity is a public good which benefits the entire community. Where it is possible to identify a specific benefit, then this is funded by external revenue. Elections services for other organisations are the main example of this.

Democracy and Governance Activity Costs

Details	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
	Budget \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's	Forecast \$000's
<b>Activity Costs</b>										
Meetings, Elections and Civic Functions	1,629	2,050	1,589	1,652	2,202	1,730	1,753	2,329	1,780	1,834
Councillors	1,192	1,222	1,253	1,282	1,307	1,331	1,356	1,377	1,395	1,414
Community Boards	334	342	348	354	366	371	377	381	385	391
Annual and Long Term Plans	586	599	660	623	631	691	647	654	711	665
Te Taumata Runanga	65	67	68	70	71	72	73	75	76	77
<b>Total</b>	<b>3,806</b>	<b>4,280</b>	<b>3,918</b>	<b>3,981</b>	<b>4,577</b>	<b>4,195</b>	<b>4,206</b>	<b>4,816</b>	<b>4,347</b>	<b>4,381</b>
<b>Activity Revenue</b>										
Meetings, Elections and Civic Functions	-	217	-	-	235	-	-	250	-	-
General Rates	3,748	4,063	3,918	3,981	4,342	4,195	4,206	4,566	4,347	4,381
Accumulated Funds	58	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>3,806</b>	<b>4,280</b>	<b>3,918</b>	<b>3,981</b>	<b>4,577</b>	<b>4,195</b>	<b>4,206</b>	<b>4,816</b>	<b>4,347</b>	<b>4,381</b>
<b>Net Activity Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**100% Allocated to Active Democracy**

Conclusion

Democracy is an activity which is reviewed on a regular cycle by both the management and elected representation of the Council. Given that it forms the governance of the Council and supports all elected members, this activity is key to the Chief Executive Officer and the Directors Group as a whole.



*A staff member speaks to elected members at a Council meeting.*

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