



Waitakere City Council
Te Tatao o Waitakere



WAITAKERE CITY COUNCIL

LOCAL GOVERNANCE STATEMENT

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

Adopted by Council: 31 October 2007

(Minute Number: _____)

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1 INTRODUCTION: WHAT IS A LOCAL GOVERNANCE STATEMENT?

This document is the Local Governance Statement, which the Council is required to produce in terms of Section 40 of the Local Government Act 2002. Council is obliged to produce a new Governance Statement six months after each triennial election of Councillors and Community Boards.

Waitakere City Council's Governance Statement is a collection of information about the processes that Council uses to engage with the citizens of Waitakere. It outlines how Council makes decisions and shows how citizens can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

The Local Governance Statement includes the following broad categories of information:

- Functions, responsibilities and activities of the local authority
- Electoral arrangements
- Governance structures and processes
- The way elected members make decisions and relate to each other, and to the management of the City Council
- Key policies of the City Council

2 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 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 Waitakere's strategic direction in conjunction with the community - 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 Long Term Council Community Plan and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Ensuring effective succession of Elected Members;
- Reporting to ratepayers.

3 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 Acts of Parliament that confer powers on the Waitakere City Council and regulate its functions include:

- Airport Authorities Act 1966
- Animal Welfare Act 1999
- Animals Law Reform Act 1989
- Archives Act 1957
- Arts Council of New Zealand Toi Aotearoa Act 1994
- Auctioneers Act 1928
- Biosecurity Act 1993
- Building Act 1991 and 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizenship Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Civil List Act 1979
- Climate Change Response Act 2002
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees and Fair Trading Act
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Crimes Act 1961
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Electricity Act 1992
- Electoral Act 1993
- Employment Relations Act 2000
- Energy Companies Act 1992
- Engineering Associates Act 1961
- Environment Act 1986
- Estate and Gift Duties Act 1986
- Fees and Travelling Allowances Act 1951
- Fencing Act 1978
- Fencing of Swimming Pools Act 1987
- Financial Reporting Act 1993
- Fire Services Act 1975
- Food Act 1981
- Foreshore and Seabed Endowment Revesting Act 1991
- Foreshore and Seabed Act 2004
- Forest and Rural Fires Act 1977
- Gambling Act 2003
- Gas Act 1992
- Goods and Services Tax Act 1985
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Minimum Wage Act 1983
- Municipal Insurance Act 1960
- Museum of NZ Te Papa Tonga rewa Act 1992
- National Parks Act 1980
- 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
- NZ Maori Arts and Crafts Institute Act 1963
- NZ Public Health and Disability Act 2000
- NZ Railways Corporation Act 1981
- New Zealand Walkways Act 1990
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Parental Leave and Employment Protection Act 1987
- Pawnbrokers Act 1908
- Plumbers and Gasfitters and Drainlayers Act 1976
- Port Companies Act 1988
- Privacy Act 1993
- Property Law Act 1952
- Prostitution Reform Act 2003
- Protected Disclosures Act 2000
- Public Audit Act 2001
- Public Bodies Leases Act 1969
- Public Finance Act 1989
- Public Trust Act 2001
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railway Safety and Corridor Management Act 1992
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Receivership Act 1983
- Remuneration Authority Act 1977
- 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

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- Health and Safety in Employment Act 1992
- Historic Places Act 1993
- Holidays Act 2003
- Housing Act 1955
- Housing Assets Transfer Act 1993
- Housing Corporation Act 1974
- Human Rights Act 1993
- Impounding Act 1955
- Income Tax Act 1994
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Insolvency Act 1967
- Interpretation Act 1999
- Joint Family Homes Act 1964
- Judicature Act 1908
- Land Act 1948
- Land Drainage Act 1908
- Land Transfer Act 1952
- Land Transport Act 1998
- Land Transport Management Act 2003
- Libraries and Mechanics' Institute Act 1908
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Local Government (Auckland Amendment Act 2004
- Machinery Act 1950
- Marine Farming Act 1971
- Marine Mammals Protection Act 1978
- Marine Reserves Act 1971
- Maritime Transport Act 1994
- Meat Act 1981
- 1941
- Sovereign's Birthday Observance Act 1952
- Stamp and Cheque Duties Act 1971
- Standards Act 1988
- State Owned Enterprises Act 1986
- Statistics Act 1975
- Statutes Amendment Acts 1936-1951
- Statutory Land Charges Registration Act 1928
- Summary Offences Act 1981
- Survey Act 1986
- Telecommunications Act 1987
- Te Ture Whenua Maori Act 1993
- Transit New Zealand Act 1989
- Transport Act 1962
- Transport Services Licensing Act 1989
- Treaty of Waitangi Act 1975
- Trespass Act 1980
- Trustee Act 1956
- Unit Titles Act 1972
- Wages protection Act 1983
- Weathertight Homes Resolution Services Act 2002
- Wild Animal Control Act 1977
- Wildlife Act 1953
- Winston Churchill Memorial Trust Act 1965

4 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:

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

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

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

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

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

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

4.4. 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.

5 THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Waitakere City Council conducts its elections for the Mayor, all 14 Councillors and all 4 Community Boards, together with all other local authorities in New Zealand, on the second Saturday in October every three years. These elections are commonly known as triennial general elections. Under certain circumstances a by-election may be held should a council seat fall vacant before the next triennial election is due. 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; Tipere Stevens, 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 elected. The quota (share of votes) that is needed for a candidate to be elected is determined by the number of seats, the numbers 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 the latter 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.

The Waitakere City Council reaffirmed, in August 2005, 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 2007.

6 REPRESENTATION ARRANGEMENTS

6.1. Wards

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

Henderson Ward	(population 59,600):	Four Councillors.
Massey Ward	(population 51,100):	Four Councillors.
New Lynn Ward	(population 59,100):	Four Councillors.
Waitakere Ward	(population 24,900):	Two Councillors.

(Population figures as per 2006 census)

These new Wards formed as a result of the review of representation and determined by the Local Government Commission following community consultation.

6.2. 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 Five Members elected by the community, plus two Councillors, appointed by Council.

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

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

Each Community Board elects its own Chairman 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 and that review is included in the Representation Review process. The Council has the option of subdividing the Community Board areas, enabling candidates to stand in one part of the Ward and to be elected by the residents of those areas. During the review the Council may introduce electoral subdivisions for the next elections, or to conduct a poll, or electors could demand a poll.

Although currently the boundaries of the four Community Boards in Waitakere follow the Ward boundaries, this is not a legal requirement. Where a Community Board comprises of two or more complete Wards of Council, the Council has the option of the Community Board Members being elected by Ward. During the Review, Council may realign Community and Ward boundaries. If this results in two or more complete Wards constituting a Community Board, Council could introduce Election by Ward for the Community Boards concerned.

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 7.

6.3. 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 Council has determined that Maori Wards will not be introduced for the 2007 Elections.

6.4. 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, or whether a Community Board should be elected by Ward where a Community Board includes two or more complete Wards of Council.

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 the community the right to make a written submission to the Council, and the right to be heard.

Where Council's Final Proposal is identical to its Initial Proposal only submitters to the Initial Proposal may appeal against Council's decision to the Local Government Commission. Where the Final Proposal differs from the Initial Proposal any person may object against Council's decision to the Local Government Commission, which will make a binding decision.

The Council has concluded its 2006 review and the Local Government Commission has made its determination for the 2007 elections. The next review must be conducted by 2012. 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.

7 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 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

8 MEMBERS' ROLES AND CONDUCT

8.1. Division of Responsibility Between the Council and Management

A key to the efficient running of the 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 must adopt a Local Governance Statement. This statement clarifies 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.

8.2. 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 Long Term Council Community Plan and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Ensuring effective succession of Elected Members;
- Reporting to ratepayers.

8.3. 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.

8.3.1 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 on 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 (except the power of determining that written suggestions would not materially assist the preparation of a Management Plan) 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 where the exercise of powers:
 - Has been delegated to Council officers; or
 - Would have significance beyond the community board's area or otherwise involves a matter of national importance); or
 - Would commit the Council to unbudgeted expenditure; or
 - 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) The 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 car parks for purposes additional to usual parking requirements
- *Stop or Give Way* controls, *No Stopping or No Overtaking* controls, and centre lines
- Parking controls
- Liaising with the Police on local traffic control
- Street trading activities of local significance other than those matters delegated to staff.

8.4. 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 a revised Code on 20 June 2007. 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. The Waitakere Community Board adopted its own Code of Conduct, on 30 September 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 Officer;
- staff;
- the media; and
- 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.

8.5. 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 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. Sections 6 and 7 of this Act give 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.

9 GOVERNANCE, MEMBERSHIP AND DELEGATIONS

See attached Committee Structure

9.1. Independent election

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

9.2 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 Long Term Council Community Plan 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).

9.3 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).

9.4 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 Creative Communities Scheme Allocation Subcommittee is responsible for allocating Creative New Zealand funding Arts programmes and projects across the City and reports to the Arts and Events Special Committee which in turn reports to the City Development Committee.

9.5 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 Section 8.3).

9.6 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 are a range of partnership relationships with various community organisations such as the Tag Out Trust. Four partnerships, in particular, have been established to facilitate input by targeted groups into Council's decision-making process:

- Pacific Islands Advisory Board;
- Waitakere Ethnic Board;
- Waitakere Secondary Schools Youth Council;
- Te Roopu Puawai O Waitakere.

9.7 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.

10 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, which all operate on a commercial basis at arm's length from the Council are:

- Waitakere City Holdings Limited;
- Waitakere Enterprise Trust;
- Waitakere Properties Limited; and
- Prime West Limited

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 organisations 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);
- 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;

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- 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.);
- West Auckland Neighbourhood Support;
- Western Districts Community Foundation.

11 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 with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights. On occasions the Council may grant speaking rights to individuals or organisations when the Council considers they may be able to assist the decision-making process. 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 Council 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 3 working days notice, however, if 5 days notice is given the resolutions passed at that meeting need not be advertised (S51A LGOIMA 2004).

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

12 CONSULTATION POLICY

12.1. **Community Interaction Policy**

The Council has adopted a Community Interaction Policy which provides guidelines to staff for consultation 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 ways 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.

12.2. **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 it believes are of concern to the community.

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.

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

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.

13 POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI

13.1. Iwi within Waitakere

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.

13.2. 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,
- This committee has the ability to provide an Iwi/Urban Maori perspective into local government processes. It was established in 1992 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, Kaumatua Roopu (Maori elders representative), 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.

14 MANAGEMENT STRUCTURES AND RELATIONSHIPS

14.1. Chief Executive Officer

The Local Government Act 2002 requires the Council to employ a Chief Executive Officer 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 Officer 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 Officer, rather than the Mayor or Councillors.

14.2. Responsibilities: City Services Directorate

- | | |
|--|--|
| <ul style="list-style-type: none"> • 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 • Land and Project Information Memoranda • Noise and Litter Control | <ul style="list-style-type: none"> • 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 • Passenger Transport Implementation |
|--|--|

14.3 Responsibilities: Corporate & Civic Services Directorate

- Administration Support
- Democratic Support
- Electoral Support
- Emergency Services
- Human Resources
- Information Management
- Legal and Insurance Service
- Libraries
- Strategic Projects – City Infrastructure development detailed planning

14.4 Responsibilities: Finance Directorate

- Long Term Council Community Plan (including monitoring)
- Annual Report
- Budgeting
- Financial Accounting
- Management Accounting
- Payments
- Purchasing
- Rating
- Revenue Collection

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14.5 Responsibilities: Public Affairs

- Public Relations
- Interaction with Media
- Development of Arts
- Internal Communication
- Events and Festivals

14.6 Responsibilities: Quality Assurance Directorate

- Risk Management
- Dispute Mediation
- Issues Resolution
- Governance and Council Controlled Organisations

14.7 Responsibilities: Strategy Directorate

Strategic Performance

- Long Term Council Community Plan and Strategic and Annual Plans
- Community Development and Partnerships
- Social Strategy and Policy
- Cultural Strategy and Policy
- Environmental Strategy and Policy

Strategic Planning

- District Plan
- Transport Strategy and Policy
- Urban Design and Development
- Growth Management Strategy and City Infrastructure Planning (from inception through to concept planning)
- Economic Development Strategy and Policy

15 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 recognised 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.

16 KEY APPROVED PLANNING AND POLICY DOCUMENTS

16.1 Waitakere District Plan

The District Plan was made operative on 27 March 2003, as to part. 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 June 2004. The reprint significantly updates the plan and incorporates all Environment Court decisions on appeals made to that 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. 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) 8390400.

16.2 Long Term Council Community Plan (LTCCP)

16.2.1 Overview

The Local Government Act 2002 (LGA) requires the Council to prepare a Long Term Council Community Plan which sets out the Council's work programme for three years (namely 2006/2007, 2007/2008 and 2008/2009) and an indicative work programme for the next seven years thereafter.

The main purpose of the Local Government Act 2002 is to provide for democratic and effective local government that recognises the diversity of the community. The Local Government Act 2002 states the purpose of local government and provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will be undertaken.

Additionally, the Act promotes accountability of local authorities to their communities and provides for local authorities to play a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

The Council has previously identified its strategic direction and work programme through the 2003-2013 Long Term Council Community Plan, and Annual Plans.

16.2.2 Community outcomes from consultation

Two community panels each distilled eight and six outcome areas and between them, some 32 priority statements. Some of these outcomes and priorities are similar to the Council's strategic platforms identified in 2003, but a few new areas were identified, such as arts and culture and toiora or healthy lifestyles, and others were expanded.

The detailed, final community outcomes and priority statements from the two panels are more fully detailed on pages 3-10 of the Community Outcomes for Waitakere 2006-2009 booklet available from the Waitakere City Council.

It is important to recognise that they are not the Council's outcomes. The Council's strategic direction and the outcomes it wants for the city are detailed in the strategic platforms and priorities.

These community outcomes rely on the help of many other organisations and groups to be achievable and it is up to the Council to secure, if practicable, those entities' agreement to the process and how they will progress the outcomes will be identified.

The community outcomes for Waitakere:

1. Green Network - He tuituitanga kakariki;
2. Mauri Ora - Access to Maori Resources;

3. Nga Manukura - Maori Leadership;
4. Strong Communities - He iwi kaha;
5. Strong Economy - He tupuranga kaha ihi wana;
6. Sustainable and Integrated Transport - Kauneke Tauwhiro me te Whakaurunga Waka
7. Sustainable Environment - Kauneke Tauwhiro Taiao;
8. Te Mana Whakahaere - Autonomy;
9. Toiora - Healthy Lifestyles;
10. Urban and Rural Villages - Nga kainga taone, tuawhenua;
11. Vital Arts and Culture - Toi me nga Tikanga Taketake;
12. Waiora - Environmental Protection;
13. Whaiora - Participation in Society;
14. Working Together - Te Mahi Tahu.

16.2.3 How the Community Outcomes affect planning

Once the community outcomes for a city have been determined and agreed to by the community, the Council is required to consider these aspirations when planning for the future.

In some instances the aspirations of the community fall outside of the responsibilities of the local authority and in this case the Council would take a leadership and advocacy role with the appropriate organisation or organisations.

There are also occasions when the aspirations of a community are contrary to the strategic direction of the local authority. They could be contrary for a number of reasons, for example, they may work against the sustainability objectives for the city. In this instance the local authority has an obligation to explain in a transparent fashion the reason why these aspirations are not being responded to.

The current community outcomes for Waitakere are aligned in the most part with the strategic direction of the Council. This demonstrates that both the Council and the wider community of Waitakere share many of the same goals for the future of the city.

How the eco city has developed

In 1993, the Waitakere City Council declared itself an eco city - a place where growing the economy, caring for the environment, and building strong communities goes hand in hand.

The eco city vision guides our decisions and activities and, together with the Council's acknowledgement of the Treaty of Waitangi, is at the heart of our aspirations for the city. We are working with the community and other key partners to build a future that is sustainable, dynamic and just - thus fulfilling the Council's goals.

The Waitakere City Council was the first council in New Zealand to adopt Agenda 21 - the programme of action that was produced at the United Nations Rio Earth Summit. At the time the Council produced the Greenprint as its local Agenda 21 action plan.

The Greenprint sets out the Council's principles:

Waitakere Eco City
Open honest communication
Responsiveness
Accountability
Partnership
Innovation
Excellence
Integrity

Waitakere also has an international reputation 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.

The Greenprint sets out key focus areas, or platforms, which need priority action for Waitakere to achieve its eco city vision. These platforms were adopted throughout the Council's operations, and formed the basis of the first Long Term Council Community Plan.

Planning for the next 10 years

For all that the Council has achieved in the past 13 years, there is still more to do. Half of Waitakere's resident workforce is employed within the city, but the push for better communications technology and investment attraction is expected to improve this statistic. The city's public transport hasn't improved much - yet - though the groundwork is in place for improvements to come. Education is still a huge priority for many residents. Waitakere continues to grow at one of the fastest rates in New Zealand.

So, if we want to keep going forward, the city needs a plan which will take us there.

Section 14 of the Local Government Act 2002 requires the Council to take account of the interests of future as well as current communities. This means that all councils have to plan, because the roads that are built, the pipes that are laid, and the parks that are set aside today will shape the way we, our children and our grandchildren live in this place. However, the way those pipes, roads and parks are built influence the way the city functions economically, socially, environmentally and culturally.

The way the Council's plan should be transparent and responsive. A good plan sets a clear direction and some brave - but achievable - goals for each of these aspects of our lives. This plan builds on what has been done already and sets out the next phases of work for the coming ten years, while reaffirming the long term visions set out in the draft Greenprint in 1994. This plan contains some goals which will stretch our strengths and skills.

It's also important to make clear what the Council *doesn't* plan to change. The Council's commitment to Agenda 21 and to sustainability continues. The Council will continue to involve people and planning in partnership with communities will be strengthened. The core work of restoring the city's streams, parks and bush; of bringing working and leisure closer together will continue and is set out in this Long Term Council Community Plan (LTCCP).

How the Council Plans

The Long Term Council Community Plan sets out what Council plans to do over the next ten years, how these actions contribute to community outcomes 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 Long Term Council Community Plan.

This document sets out nine strategic platforms and five priorities upon which the Council will build the Waitakere of the future.

Strategic platforms

The Council's core and discretionary services and activities have been grouped into nine strategic platforms. The vision beneath each of these headings describes what we would ideally like to achieve for the city. The platform coupled with the vision enables activities to be grouped in a way that is measurable for both the Council and the community.

The Council links its work programme to the strategic platforms and these are in turn linked to the community outcomes. Although the headings in the community outcomes

and the Council's strategic platforms in some cases share the same name, the vision informing them is not the same. The Community usually has its own vision described and this is distinct from the Council's stated ideal.

Each of the Council's visions for where we want to be in twenty years are 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 priorities that the Council has adopted.

The Council's strategic platforms 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.

16.3 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.

16.3.1 Protecting the Waitakere Ranges

The Waitakere Ranges and foothills are icons of Waitakere for their nationally significant natural and rural landscapes, and for their distinctive villages. They adjoin the western edge of the rapidly intensifying metropolitan Auckland, and are under persistent urban and urbanisation pressures. They are important for their biodiversity, wilderness, recreational and community values, and for their importance as catchments for the supply of water to urban Auckland. The area has strong ancestral associations for Te Kawerau A Maki and Ngati Whatua, and a rich history of timber extraction, horticultural and farm development. The Council, along with Rodney District Council and the Auckland Regional Council, is jointly promoting the Waitakere Ranges Heritage Area Bill to establish a defined heritage area, identify in statute its nationally significant heritage features, and to introduce mechanisms for more certain and effective planning, resource management and decision making in relation to this special area. Council also has a broader programme of social, cultural, economic and environmental projects intended to protect and enhance the area.

16.3.2 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 Northern Strategic Growth Area. The Long Term Council Community Plan 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.

16.3.3 Whenuapai

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

16.3.4 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.

16.3.5 Waste Management Plan for Waitakere (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 Long Term Council Community Plan under Zero Waste, Three Waters and Active Democracy.

16.3.6 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 Northern Strategic Growth Area, 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;
- Roading 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.

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16.3.7 New Civic Centre in Henderson

Council has relocated and centralised activities and services into a new "one-stop-shop" Administration, Civic Building and Transport Interchange collectively referred to as Waitakere Central. The location is at 6 Henderson Valley Road. The Transport Interchange is on the opposite side of the rail tracks in Rainside Avenue with the two linked via an air bridge.

The move has demonstrated the Council's commitment to the Central Business District of Waitakere. It will also be a catalyst in further development of the Central Business District 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 Waitakere Hospital on Lincoln Road and Unitec expansion of its Waitakere Campus (and joint venture with the Council in the new Central Library).

16.3.8 Waitakere Central Library

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

It is 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 is an excellent reference section, archive and storage facility.

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

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.

16.3.9 Rates Policies

- Rates Remission and Postponement on Maori Land - this is a new requirement introduced with the Local Government (Rating) 2002. At present, Council has no land categorised as "Maori Freehold Land".
- Rates Remission - assisting community groups and sporting organisations through rates remissions - during the 2004/2005 Annual Plan the validity period of previous approvals for rates remission to community groups was extended until 30 June 2005. Assistance granted in the 2004/2005 was to be by way of a grant rather than a remission of rates. During the Annual Plan for 2005/2006 a new Community Grants Scheme was developed to replace rates remission to community groups.
- Remission Policies are also in place to deal with the remission of water charges where there has been a leak, remission of penalties on rates and the remission of Uniform Annual General Charges and Targeted Rates levied as Uniform Annual Charges.
- Rates Postponement - this remains unchanged, whereby rates can be postponed on farmland or postponed due to hardship. A policy required under the Local Government Act 2002 was developed during the 2004/2005 Annual Plan in consultation with the community. A new policy in this area includes the ability to postpone rates where rateable values are influenced by rezoning of the land. This policy for properties influenced by rezoning was further modified during the Long Term Council Community Plan 2006-2016 whereby the size of land available for the postponement was limited to 1100 sq meters of the land involved.

16.3.10 Revenue and Financing Policy

The policy sets the funding mechanisms (or mix thereof) by which Council will fund its activities. A copy of this policy is available on the Council's web site www.waitakere.govt.nz

16.3.11 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.

16.3.12 Significance Policy

The Council is required to define what a 'significant' decision is. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information. A copy of this policy is available on the Council's web site www.waitakere.govt.nz

16.3.13 Liability Management and Investment Policy

This is the Council's policy regarding the management of borrowing and other liabilities. These include debt repayment, specific borrowing limits and the giving of securities. A copy of this policy is available on the Council's web site www.waitakere.govt.nz

16.3.14 Development Contributions and Financial Contributions Policy

The Local Government Act 2002 allows councils to consider the use of Development Contributions to fund the cost of community facilities arising from growth. The Council adopted a Development Contributions and Financial Contributions Policy and it became operative on 1 July 2004. A copy of this policy is available on the Council's web site www.waitakere.govt.nz

16.3.15 Partnership with the Private Sector Policy

This policy allows the Council to consider entering into a public/private partnership with those engaged in business in specified circumstances. The idea is that Council can use its resources to support community outcomes without the whole cost being borne by Council's ratepayers. A copy of this policy is available on the Council's web site www.waitakere.govt.nz

17 **PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS**

CHIEF EXECUTIVE OFFICER

Chief Executive Officer: Harry O'Rourke, MNZM, JP 836 8002

CITY SERVICES

Director: City Services

John Dragicevich 836 8709

CORPORATE & CIVIC SERVICES

Director: Corporate & Civic Services

Ross McLeod 836 8000

ext 8675

FINANCE

Director: Finance

Andrew Pollock 836 8000

ext 8083

PUBLIC AFFAIRS

Director: Public Affairs

Wally Thomas 836 8000

ext 8872

QUALITY ASSURANCE

Director: Quality Assurance

Robert Rudd 836 8000

ext 8800

STRATEGY

Director: Strategic Performance

Sue Bidrose 836 8000

ext 8030

Director: Strategic Planning

Graeme Campbell 836 8000

ext 8510

<p>Mayor</p> <p>Bob Harvey, QSO, JP 35A Ambler Avenue Glen Eden WAITAKERE Telephone: 818 5629 Facsimile: 813 0372</p>	<p>Deputy Mayor</p>
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COUNCILLORS

HENDERSON WARD		
<p>Ross Dallow, QPM, JP 90 Picasso Drive West Harbour WAITAKERE Telephone: 416 7610 Mobile: 021 770267</p> <p>ross.dallow@waitakere.govt.nz</p>	<p>Brenda Brady P O Box 121-456 Henderson WAITAKERE Telephone: 836 0798 Fax: 836 0734 Mobile: 027 5640566</p> <p>brenda.brady@waitakere.govt.nz</p>	<p>Assid Corban, OBE, JP 314 Great North Road Henderson WAITAKERE Telephone: 838 8947 Fax: 837 3103</p> <p>assid.corban@waitakere.govt.nz</p>
<p>Mike Jolley 7 Pittville Place Henderson Heights WAITAKERE Telephone: 836 5464 Business: 827 2357 Business Fax: 827 1767 Mobile: 027 4159486</p> <p>mike.jolley@waitakere.govt.nz</p>		

MASSEY WARD		
<p>Warren Flaunty, QSM, JP 86 Redhills Road RD1 Henderson Massey WAITAKERE Telephone: 832 5685 Mobile: 021 999246</p> <p>warren.flaunty@waitakere.govt.nz</p>	<p>Linda Cooper, JP 41 Renoir Street West Harbour WAITAKERE Telephone: 416 7137 Mobile: 021 440281</p> <p>linda.cooper@waitakere.govt.nz</p>	<p>Vanessa Neeson, JP 26 Wiseley Road Hobsonville WAITAKERE Telephone: 416 6452 (p&f) Mobile: 021 0610445</p> <p>vanessa.neeson@waitakere.govt.nz</p>
<p>Peter Chan, JP 20 Piriti Drive Waimanu Bay Te Atatu Peninsula WAITAKERE Telephone: 834 5638 Facsimile: 834 5648 Mobile: 027 4921203</p> <p>peter.chan@waitakere.govt.nz</p>		

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NEW LYNN WARD

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Janet Clews, QSO, JP
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Judy Lawley, JP
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Henderson
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Ross Clow
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WAITAKERE WARD

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Paul Mitchell
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Oratia
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paul.mitchell@waitakere.govt.nz

COMMUNITY BOARDS

HENDERSON COMMUNITY BOARD		: Chairman
Shirley Savage 2 Kokiri Street Te Atatu South WAITAKERE Telephone: 835 2561 Mobile: 027 4526227 shirley.savage@waitakere.govt.nz	Leo Noblio 8 Covil Avenue Te Atatu South WAITAKERE Telephone: 834 3426 Mobile: 021 754145 leo.noblio@waitakere.govt.nz	Elizabeth Grimmer, MNZM 2/212 Te Atatu Road Te Atatu South WAITAKERE Telephone: 838 9327 Mobile: 027 2046429 elizabeth.grimmer@waitakere.govt.nz
Wayne Bainbridge 4 Sunrise Lane Te Atatu South WAITAKERE Telephone: 834 8908 Facsimile: 834 6909 Business: 834 6909 Mobile: 021 406371 wayne.bainbridge@waitakere.govt.nz	Steve McDonald 14 Kaikoura Street Henderson WAITAKERE Telephone: 836 5190 Facsimile: 837 7893 Mobile: 027 6477484 steve.mcdonald@waitakere.govt.nz	

MASSEY COMMUNITY BOARD		: Chairman
John Carrodus 14 Bannings Way Hobsonville WAITAKERE Mobile: 021 897497 john.carrodus@waitakere.govt.nz	Allen Davies, JP 31 Moire Road Massey WAITAKERE Telephone: 833 7734 allen.davies@waitakere.govt.nz	Michael Neeson 5B Westergrove Place West Harbour WAITAKERE Telephone: 416 1527 (p&f) michael.neeson@waitakere.govt.nz
Judith Fletcher 2 Ti Nana Crescent Henderson WAITAKERE Telephone: 838 8734 Facsimile: 836 3710 Mobile: 027 4954 964 judith.fletcher@waitakere.govt.nz	John Riddell 1/82 Luanda Drive Ranui WAITAKERE Telephone: 833 6972 Facsimile: 833 6973 Mobile: 027 4779750 john.riddell@waitakere.govt.nz	

NEW LYNN COMMUNITY BOARD		: Chairman
<p>Sandy Taylor, JP 2 Davern Lane New Lynn WAITAKERE Telephone: 827 1112 Fax: 416 2121 Mobile: 027 5739437</p> <p>sandy.taylor@waitakere.govt.nz</p>	<p>Gayle Marshall 57 Woodglen Road Glen Eden WAITAKERE Telephone: 818 5707 (p&b) Facsimile: 818 5782 Mobile: 021 2641956</p> <p>gayle.marshall@waitakere.govt.nz</p>	<p>Pim van der Voort, JP 54 Huia Road Titirangi WAITAKERE Telephone: 817 8935 (p&f) Mobile: 021 1844418</p> <p>pim.vandervoort@waitakere.govt.nz</p>
<p>Tony Hartnett 177 Scenic Drive Titirangi WAITAKERE Telephone: 817 3082 (p&f) Mobile: 027 6837112</p> <p>tony.hartnett@waitakere.govt.nz</p>	<p>Kelly Schwalger 7 Rerewai Place Kelston WAITAKERE Mobile: 021 116 2357</p> <p>kelly.schwalger@waitakere.govt.nz</p>	

WAITAKERE COMMUNITY BOARD		: Chairman
<p>Christine Shepherd, JP 31 Tirohunga Drive Henderson WAITAKERE Telephone: 836 3239 (p&f) Mobile: 021 2538116</p> <p>christine.shepherd@waitakere.govt.nz</p>	<p>Linda Davies 1073B Huia Road Huia WAITAKERE Telephone: 811 8789 Mobile: 021 1161783</p> <p>linda.davies@waitakere.govt.nz</p>	<p>Evan Taylor 2 Davern Lane New Lynn WAITAKERE Telephone: 827 1112 Mobile: 027 4739437</p> <p>evan.taylor@waitakere.govt.nz</p>
<p>Elizabeth Francke 80 Otitori Bay Road Titirangi WAITAKERE Telephone: 817 8130</p> <p>elizabeth.francke@waitakere.govt.nz</p>	<p>Kubi Witten-Hannah, JP 8 La Trobe Road Karekare WAITAKERE Telephone: 812 8851 Mobile: 027 2480282</p> <p>kubi.wittenhannah@waitakere.govt.nz</p>	

TE TAUMATA RUNANGA

Te Kawerau a Maki Representative	Te Roopu Wahine Maori Toko I Te Ora Representative
Te Warena Taua, MNZM (Chairman) 517 Oruarangi Road Mangere Telephone: 275 8982 Mobile: 0274 851991	June Mariu 29 Tawa Street Te Atatu Peninsula Telephone: 834 7473 Mobile: 021 636 115
Hoani Waititi Marae Representative	Kakariki Marae Representative
Warahi Paki 6 Blacklock Avenue Henderson Telephone: 835 4738 Mobile: 027 577 5247	Sonny Livingston 6-19 Mcburney Place Mangere Mobile: 021 239 0323
Te Atatu Representative	Te Roopu Kaumatua O Waipareira Representative
Mihi Te Huia (Deputy Chairman) 123 Taikata Road Te Atatu Peninsula Telephone: 834 6720	Poata Northcroft 2/7b Rewarewa Road Te Atatu Peninsula Telephone: 834 7869
Te Roopu Puawai o Waitakere Representative	Representative Te Whanau O Waipareira Trust
Kristina Parata 14a Humphrey Kemp Avenue Henderson Telephone: 836 6294 Mobile: 027 545940	Rawiri Waititi 29 Tawa Road Te Atatu Peninsula Telephone: 834 7473
Te Piringtahi O Te Maungarongo Marae Representative	Ngati Whatua Representative
Wiremu Hetaraka PO Box 180032 Luckens Point West Harbour Telephone: 021 733578	Awa Hudson 66 Royal Road Massey Telephone: 833 8434

18 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:

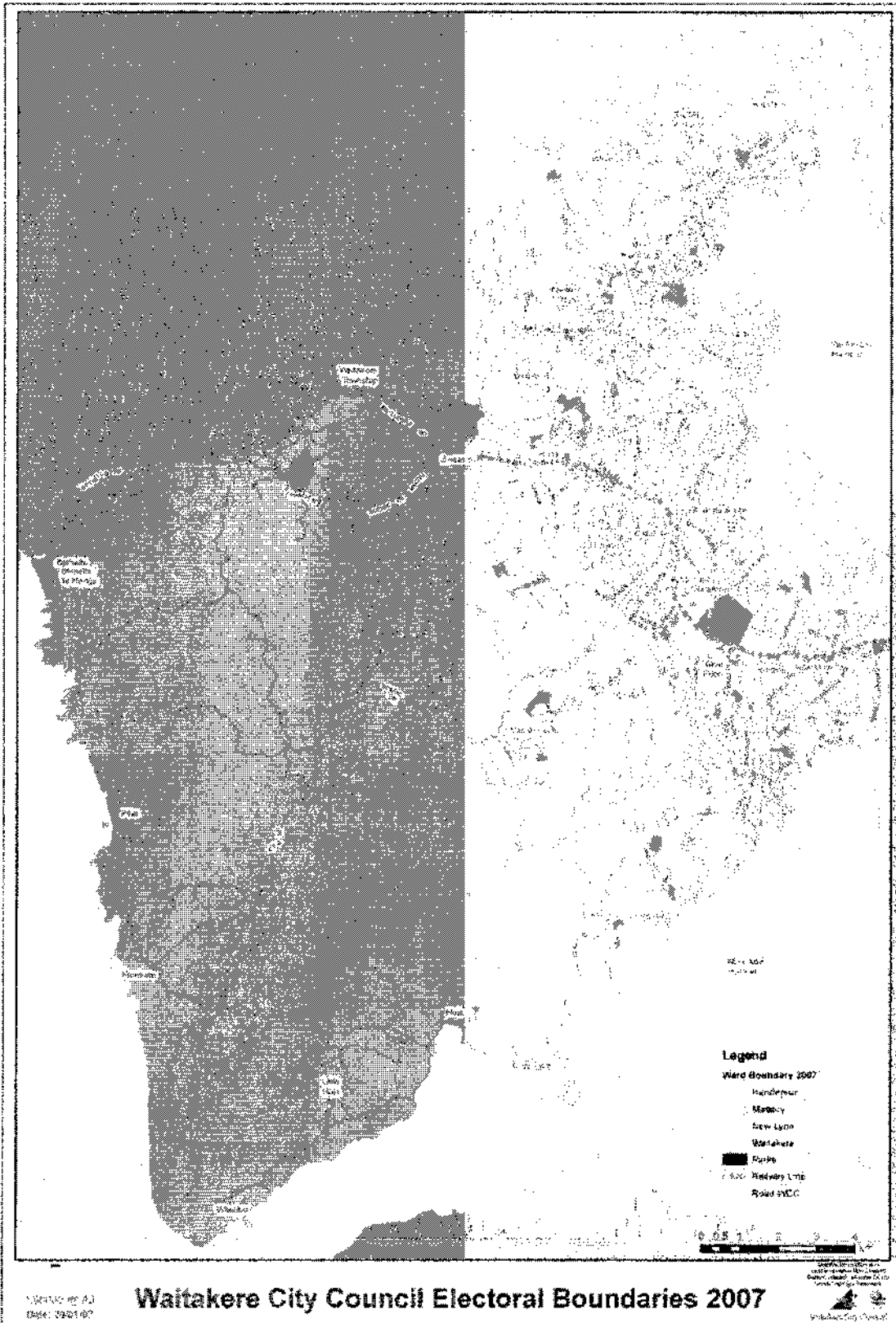
- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Maori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise 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 Officer 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.

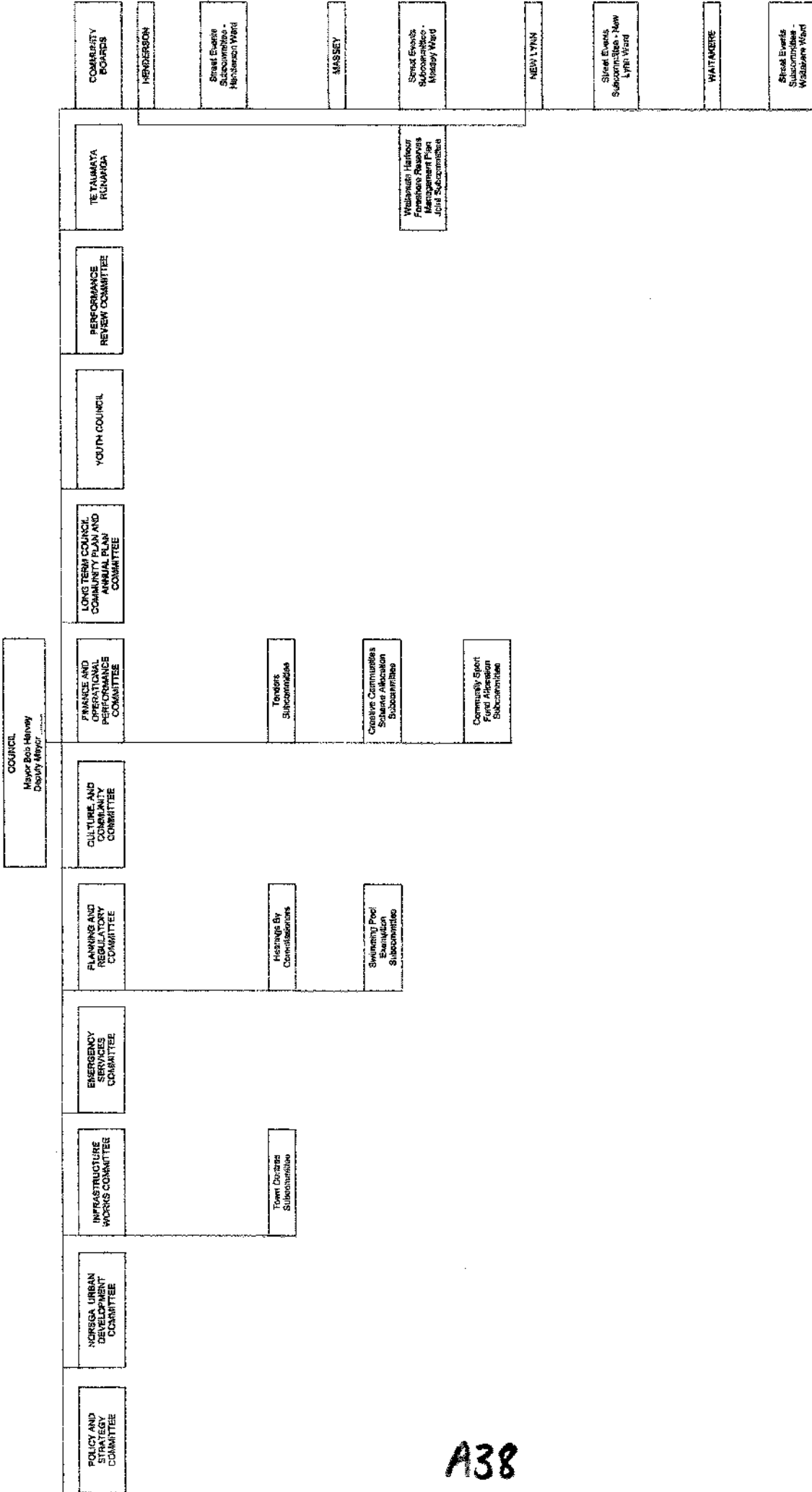
Please ensure any formal requests for official information received by your Unit are forwarded within 24 hours of receipt to the Group Manager: Democracy and Support Services, **Darryl Griffin**, ext: 8712 or the Acting Democracy and Governance Team Manager, **Owena Schuster**, ext: 8864.

19 LOCATION OF WARDS AND COMMUNITY BOARDS: WAITAKERE CITY COUNCIL



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20 COMMITTEE STRUCTURE (2004-2007 COUNCIL)



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