



GOVERNANCE STATEMENT

2022-2025

Prepared in accordance with Section 40 of the Local Government Act 2002

1. Contents

1.	What is a governance statement?	3
2.	Council’s functions, responsibilities, and activities	3
3.	Statutes pertaining to local government	3
4.	Legislation and by-laws for Carterton District	4
5.	The electoral system	4
6.	Representation arrangements	4
7.	Key roles	6
8.	Code of conduct	7
9.	Statutory requirements	7
10.	Governance	13
11.	Engagement	16
12.	Policies for liaising with, and memoranda or agreements with, Māori	17
13.	Management structures and relationships	18
14.	Key approved planning and policy documents	19
15.	Systems for public access and participation	20
16.	Requests for official information	21
	Appendix 1—Carterton District Council By-laws and Wairarapa Consolidated By-laws	22

1. What is a governance statement?

A local governance statement is a collection of information about the functions, powers, and key processes of a Council. It includes how the Council makes decisions, and how the community can influence those processes. The statement is required under section 40 of the Local Government Act 2002.

2. Council's functions, responsibilities, and activities

The purpose, focus, and powers of councils are set out in the following key sections of the Local Government Act 2002:

Section 10

- (1) *The purpose of local government is—*
- (a) *to enable democratic local decision-making and action by, and on behalf of, communities; and*
 - (b) *to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.*

Section 12

- (2) *For the purposes of performing its role, a local authority has—*
- (a) *full capacity to carry on or undertake any activity or business, do any act, or enter into any transaction; and*
 - (b) *for the purposes of paragraph (a), full rights, powers, and privileges.*
- (4) *A territorial authority must exercise its powers under this section wholly or principally for the benefit of its district.*

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

- formulating the District's strategic direction in conjunction with the community, i.e. the Long-Term Plan (LTP)
- determining the services and activities to be undertaken by Council
- administering the various legislation and regulations conferred on local authorities by statute
- monitoring the delivery of the Long-Term Plan and Annual Plan
- advocacy on behalf of the community with central government, other local authorities, and other agencies.

3. Statutes pertaining to local government

In fulfilling its purpose, the Carterton District Council exercises power and fulfils responsibilities conferred on it by various statutes and regulations. Chief among these are the following Acts:

- Local Government Act 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987

- Resource Management Act 1991.

There are also numerous general Acts of Parliament that confer powers and obligations on the Carterton District Council.

4. Legislation and by-laws for Carterton District

There is legislation that applies specifically to Carterton District Council:

- Carterton and District Memorial Square Act 1932 No 3.

There are by-laws adopted by Carterton District Council. These are listed in Appendix 1, with the dates each was made, last reviewed, and due for review.

5. The electoral system

Carterton District 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.

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.
- It can conduct a binding poll.
- Electors can demand a binding poll, through a petition by five percent or more of the registered electors.

Once changed, the electoral system must be used for at least the next two triennial Council elections.

In August 2017 the Council resolved to retain the First Past the Post electoral system for the 2019 and 2022 triennial elections.

A decision on the system of voting will be made prior to the next elections in 2025.

6. Representation arrangements

6.1 Review process

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 (within the legal requirement to have a minimum of 6 and a maximum of 30 members, including the Mayor)
- whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation

- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- whether or not to have separate wards for electors on the Māori roll
- 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 members of the public the right to make a written submission to the Council, and the right to be heard if desired.

Submitters 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 representation review arrangements were last reviewed in 2018 when it was resolved to continue with its existing representation and boundary arrangements. That is, the district is represented by a mayor and 8 at-large elected members, and there were no ward boundaries.

A representation review will take place in 2023/24.

6.1 Māori wards and constituencies

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by five percent of the electors of the district.

CDC is now in a position to progress a decision on establishing a Māori ward(s). This will be progressed in 2023/4 as part of the representation review.

In terms of current arrangements, a Hurunui-o-Rangi Marae representative has voting rights on the Audit and Risk and Policy and Projects Committees, and has speaking rights at the Council table. A Hurunui-o-Rangi marae representative also attends the People and Places Advisory Group. In addition, Ngāti Kahungunu ki Wairarapa, Ngāti Kahukuraawhitia and Rangitāne o Wairarapa have voting rights on the Waste Water Treatment Plant Advisory Group.

7. Key roles

7.2 Councillors

The Mayor and councillors of the Carterton District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Chief Executive in executing that policy
- representing the interests of the Carterton District (on election all members make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement, in the best interests of the District.
- employing the Chief Executive (who in turn employs all other staff).

7.3 Mayor

The Mayor is elected by the District as a whole ('at large') and as one of the elected members' shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Being the presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings as determined by Standing Orders
- Advocating on behalf of the community. This role may involve promoting the community and representing its interests and will be most effective where it is carried out with the knowledge and support of Council.

7.4 Deputy Mayor

The Deputy Mayor is elected by the members of Council at the Inaugural Meeting of Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all the Mayor's responsibilities and duties and may exercise the powers of the Mayor as summarised above. The Deputy Mayor may be removed from office by resolution of Council.

7.5 Chief Executive

The Chief Executive is appointed by the Council under section 42, and in accordance with clauses 33 and 34 of Schedule 7, of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42, the Chief Executive is responsible to the Council for:

- implementing the decisions of the Council
- providing advice to elected members
- ensuring that all delegated responsibilities, duties, and powers are properly performed or exercised
- ensuring the activities of the Council are managed effectively and efficiently

- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- providing leadership for the staff of the Council.
- employing staff (including negotiation of the terms of employment)
- ensuring that an appropriate management structure is in place.

8. Code of conduct

Schedule 7 Clause 15 of the Local Government Act 2002 requires every Council to have a Code of Conduct for the Elected Members. The Carterton District Council most recently revised its Code on 26 October 2022. This Code also applies to all people appointed to Committees or Sub-Committees of Council.

An amendment of the Code of Conduct requires a vote in support of the amendment of not less than 75 percent of the members present.

Carterton District Council’s Code of Conduct provides guidance on the standards of behaviour expected from elected members in their dealings with:

- each other
- the Chief Executive and staff
- the media
- the general public.

The objectives of the Code are to:

- enhance the effectiveness of the local authority and the provision of good local government of the community, city, district or region
- promote effective decision-making and community engagement
- enhance the credibility and accountability of the local authority to its communities
- develop a culture of mutual trust, respect and tolerance between the members of the local authority and between the members and management.

9. Statutory requirements

There are certain legal provisions that councillors must be aware of because breaching the rules can have the consequence of loss of office, fines, or imprisonment. These provisions are contained in the:

- Local Government Act 2002
- Secret Commissions Act 1910
- Securities Act 1978
- Crimes Act 1961
- Local Authorities (Members’ Interests) Act 1968
- Health and Safety at Work Act 2015
- Public Records Act 2005.

A summary of these Acts follow.

9.2 Local Government Act 2002

Under section 46, Councillors will be jointly and severally liable for losses reported by the Auditor-General under section 44, resulting from negligence or unlawful action by the elected Council.

Under clause 1 of Schedule 7, any elected 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.

9.3 Secret Commissions Act 1910

The Secret Commissions Act 1910 deems every councillor to be an agent of the Council (section 16(1)(b)). It creates offences in relation to accepting inducements or rewards for doing or forbearing to do something in relation to the Council's affairs, or showing or having shown favour or disfavour to any person in relation to the Council's affairs or business (section 4(1)).

It is an offence, similarly, to divert, obstruct, or interfere with the proper course of the affairs or business of the Council, or to fail to use due diligence in the prosecution of its affairs or business, with intent to obtain any gift or other consideration from any person interested in the affairs or business of the Council (section 4(2)).

Section 5 of the Act makes it an offence for a member not to disclose to the Council his or her pecuniary interest (which includes the pecuniary interest of a parent, spouse/partner, or child) in a contract when making a contract on behalf of the Council (see also the discussion of the Local Authorities (Members' Interests) Act 1968 below). Section 9 of the Act makes it an offence to aid or abet, or to be in any way directly or indirectly concerned in, or privy to, the commission of any offence against the Act.

Conviction of an offence under the Act carries with it the possibility of imprisonment for up to two years, or a fine not exceeding \$1,000. Such conviction may also have the consequence of loss of office, in terms of clause 1 of Schedule 7 of the Local Government Act 2002.

9.4 Crimes Act 1961

The Crimes Act 1961 is relevant to Councillors as it deals with bribery and corruption. Councillors are within the definition of an "official" in section 99 of the Crimes Act. Section 105 of that Act provides that every official is liable to imprisonment for a term not exceeding seven years who, whether within New Zealand or elsewhere, corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, any bribe for him or herself or any other

person in respect of any act done or omitted, or to be done or omitted, by him or her in an official capacity.

Putting this simply, it is an offence against this section to seek or obtain a reward for performing one's official duties as a councillor.

Section 105A then goes on to make it an offence, once again carrying a term of imprisonment of up to seven years, for an official to use any information acquired by him or her in an official capacity to obtain, directly or indirectly, an advantage or a pecuniary gain for himself or herself, or any other person.

9.5 Local Authorities (Members' Interests) Act 1968

Pecuniary interests

- The **contracting rule** *prohibits* members from being interested in any contacts with the council that have a combined value of more than \$25,000 in a financial year – unless the Auditor-General approves the arrangement.
- The **participation rule** prohibits members from *participating* (discussing or voting) in any council decision-making in which the member has a pecuniary interest (other than an interest in common with the public) – unless the Auditor-General has pre-approved such participation.
- The legislation covers contracts made by the Council directly with the person concerned, and also contracts made by the Council in which the councillor is concerned or interested. Special provisions deal with companies in which a member or his or her spouse/partner is interested either as a shareholder, or as a member of the company, or by virtue of certain management positions.
- There are a number of exceptions to this rule but, in case of any doubt, a councillor should refer to the legislation, and/or refer the matter to the Office of the Auditor-General or seek independent legal advice. The penalty for breach of these provisions (which are contained in section 3 of the Act) is immediate loss of office (section 4) and there is also the possibility of a fine being imposed (section 5).

Non-pecuniary interests

- Any instance where an EM has a bias, or a perceived bias, relating to an issue under consideration. The principle is that justice should not only be done but be seen to be done.
- The most common risks of non-pecuniary bias are where an EM's statements or conduct indicate they have predetermined a decision before hearing all relevant information, and where a member has a close relationship or involvement with an individual or organisation affected by the decision.
- It is the member's responsibility to ensure that they are meeting the requirements under LAMIA and it is up to the individual member to exercise their own judgment as to whether a conflict exists.

9.6 Local Government (Pecuniary Interests Register) Amendment Act 2022

This new legislation came into force on 20 November 2022.

- Sections 54A to 54I requires EMs to provide annual returns of certain pecuniary interests.
- Every council is required to keep a register of its members' interests, and to make a summary of it publicly available (NB this disclosure relates to elected, not appointed members – and (compared to the Local Authorities Members' Interests Act 1968) only covers EMs, not their spouse/partner or close family member).
- Each council is to appoint a Registrar to maintain the Register and provide advice to members.
- Members must take personal responsibility for making sure they satisfy their own obligations. They are required to ensure that the information in their returns is accurate, and must advise the Registrar of an error or omission in their returns as soon as practicable.

Activities to manage conflicts of interest

- EMs are asked to complete an annual disclosure of pecuniary and other interests.
- At the start of every Council meeting, EMs have the opportunity to declare any conflict of interest that could arise on an item for discussion at the meeting. A councillor is not required to inform the meeting about the nature of the interest or why it exists.
- Once a conflict is declared, the councillor is required to abstain from discussion and voting.
- If EMs are unsure about a conflict of interest, this is to be discussed with the Chief Executive/ Mayor/relevant Committee Chair.

9.7 Securities Act 1978

The Council has wide borrowing powers under Part 6 of the Local Government Act 2002. One of the ways the Council can borrow is by issuing stock or other forms of debt instruments. If such debt instruments are offered to the public, the Council must comply with the Securities Act.

What constitutes "offering to the public" is given a very wide meaning (section 3 of the Securities Act). The Securities Act regulates the offering of securities to the public. Local authority debt instruments are securities for the purposes of the Act. If the Council intends offering its debt instruments to the public it will have to produce a prospectus and an investment statement complying with the requirements of the Securities Act and the Securities Regulations 1983.

In addition, any advertisements relating to the offer will have to comply with certain requirements imposed by the Securities Act governing the advertising of public offers of

securities. Certificates would also have to be issued to investors, and certain information relating to the Council and the securities would have to be sent periodically to the holders of the Council's securities.

The Securities Act contains wide provisions establishing civil liability and criminal offences where a member of the public purchasing securities relies on untrue statements made in an advertisement (including an investment statement) or in a registered prospectus. In addition, there are general offences which apply to persons who do not otherwise comply with the provisions of the Act.

Elected members are deemed "directors" of the local authority for the purposes of the Securities Act and the Regulations made under it. As such, they are potentially personally liable to investors if a registered prospectus or an investment (including an investment statement) contains an untrue statement. Members may also be criminally liable if the requirements of the Act or Regulations are not met. Some offences carry penalties that would also give rise to disqualification from office.

9.8 Health and Safety at Work Act 2015

The Health and Safety at Work Act 2015 sets up a regime for protecting the health and safety of people in work places that is quite different to the previous legislation. Under the Act elected members are "officers" and as such have obligations and responsibilities which are the same as the Chief Executive (also an "officer" under the act). While Councillors do not have the same liabilities (i.e. penalties if they do not meet those obligations) it is important that Councillors make themselves aware of the measures the organisation has in place for managing health and safety and satisfies themselves that the council organisation is doing what is appropriate to meet the requirements of the Act.

9.9 Public Records Act 2005

The Public Records Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The Public Records Act 2005 provides for the continuity of the National Archives and the role of the Chief Archivist. The Act enables accountability by ensuring that full and accurate records of the affairs of local government are created and maintained. It also provides a framework within which local authorities create and maintain their records and has a role in enhancing public confidence in the integrity of local authority records.

The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. The definition also includes (but is not limited to) a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic device or process.

In the conduct of their affairs elected members may receive information directly, for example from constituents. Members will need to consider whether that information meets the definition of a local authority record and if so will need to ensure it is included in the Council's records.

9.1 1 Councillor's Personal Liability

Generally speaking, councillors are indemnified in respect of their actions as a councillor. Section 43 of the Local Government Act 2002 provides for this indemnity (by the Council) in relation to:

- civil liability (both for costs and damages) if the councillor is acting in good faith and in pursuance (or intended pursuance) of the responsibilities or powers of the Council; and
- costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as a councillor.

However, there is a potential personal exposure on the part of councillors in certain circumstances - where the Auditor-General has reported on a "loss" incurred by the Council, for which the Council has not been compensated (sections 44 to 46). The loss must arise out of one of the following actions or omissions:

- money belonging to, or administrable by, the Council being unlawfully expended; or
- an asset being unlawfully sold or otherwise disposed of by the Council; or
- a liability being unlawfully incurred by the Council; or
- the Council intentionally or negligently failing to enforce the collection of money it is lawfully entitled to receive.

If the Auditor-General has made such a report, then that loss is recoverable as a debt due to the Crown (which in turn must be paid back to the Council) from each councillor jointly and severally. Therefore, elected members should always be alert to ensure that their decision making is within the bounds of the law. However, a councillor has a defence to such a claim if he or she can prove that the act or failure giving rise to the loss occurred:

- without the councillor's knowledge; or
- with the councillor's knowledge but against his or her protest made at or before the time when the loss occurred; or
- contrary to the manner in which the councillor voted on the issue at a meeting of the Council; or
- in circumstances where, although being a party to the act or failure to act, the councillor acted in good faith and in reliance on reports, statements, financial data, or other information prepared or supplied, or on professional or expert advice given, by any Council officer or professional advisor in relation to matters which the councillor believed on reasonable grounds to be within that person's competency

10. Governance

10.2 Council's responsibility

Carterton District Council comprises a Mayor and eight elected members, all of whom are elected from the District as a whole.

The Council's elected members are responsible for:

- law-making (by-laws) and regulatory roles under Acts of Parliament
- developing and approving Council policy
- determining the expenditure and funding requirements through the Annual Plan process
- monitoring the performance of the Council against its stated objectives and policies
- employing, overseeing, and monitoring the Chief Executive's performance.

The Council's role is to provide cohesion for the district over a wide range of activities and services, from providing children's play equipment to the treatment of the District's water and sewage. Meeting the community's priorities is fundamental to Council's overall operations and service delivery. Partnerships and consultation with the community are integral parts of the Council's operations.

10.3 Council committees

Committees are used for specific topics where detailed consideration is required. Any recommendations from committees will come back to the monthly Council meeting for adoption, unless the authority to decide has been delegated to the committee.

Each committee and advisory group has a terms of reference. The purpose of each group is listed below.

Committee/Advisory Group	Purpose
<i>Risk and Assurance Committee</i>	To monitor, evaluate and report to the Council on its financial, assurance and risk management policies, systems and processes and overview the performance of the Chief Executive.
<i>Policy and Projects Committee</i>	To oversee the strategic development and review of policies, strategies, and bylaws, and oversee the delivery of major projects.
<i>Water Race Committee</i>	To oversee the management of the Carrington and Taratahi water races and make recommendations to Council as required.
<i>Investment Committee</i>	To monitor, evaluate and report to the Council on its Long-Term Investment Fund.
<i>Hearings Committee</i> <u>Refer to 10.4 below</u>	To hear and decide all applications, submissions or objections for any matter other than those matters the Council either retains for itself or sets up a specific Committee to manage.

<i>Community Grants Committee</i>	To allocate grants funding, under the Council's Financial Grants Funds Policy.
<i>Sport NZ Rural Travel Fund Committee</i>	To make allocations from the Sport NZ Rural Travel Fund to financially assist sports clubs and school teams with transport expenses to local sporting competitions.
<i>People and Places Advisory Group</i>	To assist the Council to promote placemaking in the Carterton district and also assist the promote arts, culture and heritage activities.
<i>Walking and Cycling Advisory Group</i>	To assist the Council to increase walking and cycling in the District, through developing projects to enhance walking and cycling facilities and promoting walking and cycling in the district.
<i>Rural Advisory Group</i>	To provide quality and timely advice to Carterton District Council on matters pertaining to the Carterton rural community.
<i>Waste Water Treatment Plant Advisory Group</i>	To assist Carterton District Council achieve its vision for wastewater storage and disposal, and help to shape and recommend future development opportunities by working collaboratively within the advisory group.

10.4 Hearing Panels

The Hearings Committee will not hear matters in relation to the Resource Management Act.

Where officers do not have delegated authority to consider and make decisions on resource consents, these will be heard by a Hearing Panel made up of Commissioners who have been accredited under the RMA Making Good Decisions programme, or independent commissioners.

External commissioners will generally be used in the following circumstances:

- i. There are no suitably qualified elected representatives.
- ii. The Council or an individual elected representative may be perceived to have an actual or perceived conflict of interest.
- iii. Determination of objections made under Section 357B relating to local authority charges.
- iv. When matters are outside the technical knowledge or experience of accredited elected representatives.
- v. When one or more accredited elected representative may have, or may be perceived to have, a closed mind on the proposal.

10.5 Joint Standing Committees

Wairarapa Joint Planning Committee

The Carterton District Council in conjunction with the Masterton and South Wairarapa District Councils will establish a Wairarapa Joint Planning Committee. The purpose of the

Committee will be to promulgate a District Plan to cover the three regions. The Committee will comprise two members from each authority plus supporting Council officers.

Joint District Licensing Committee

A Joint District Licensing Committee consisting of two members from each of the three Wairarapa district councils has been set up to implement the necessary processes under the Sale and Supply of Alcohol Act 2012, in particular the appointment of list members and the oversight of the Wairarapa Local Alcohol Policy.

10.6 Responsibilities assigned to individual members

In addition to appointment to committees, joint committees, and hearing panels, members may be appointed to other organisations in which the Council has an interest, they may be assigned responsibility for activity portfolios, or liaison roles, or chairing or membership of working groups that may be from time to time established.

10.7 Council Controlled Organisations

Council Controlled Organisations are defined in the Local Government Act 2002 as any organisation in which one or more local authorities control 50 percent or more of the voting rights or appoints 50 percent or more of the directors.

Note - Carterton District Council does not have any Council Controlled Organisations.

10.8 Meeting times and agenda availability

The Council decides its meeting schedule, which it does each year. Meeting dates are then published, which is a requirement of the Local Government Official Information and Meetings Act. Meeting dates are also displayed on the Council's website.

The Council's ordinary meeting and the Policy and Projects Committee meet on eight-weekly cycles. Some variation is needed to align with statutory decisions that Council needs to make, such as the adoption of the Annual Plan and Annual Report. The Investment Committee, and the Water Race and Audit and Risk Committees meet quarterly. The Hearings Committee meets as and when required, and the Sport NZ Rural Travel Fund and the Community Grants Committees meet annually.

All meetings of the Council and its committees are scheduled for Wednesdays.

Agendas for all Council and Committee meetings are available for public inspection two days prior to the meeting, with the exception of any emergency meetings of Council where agendas are available at the meeting. Public excluded items are not included. Copies of agendas and minutes with the exception of public excluded items are available to members of the public at the Council Office, Library, and on Council's website www.cdc.govt.nz

Members of the public are welcome and encouraged to attend meetings of Council and Committees. However, the Chair will ask the public to leave if the Council or Committee move into a Public Excluded section of the meeting.

10.9 Conduct of meetings

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and Committee meetings must be open to the public unless there is a valid reason to consider an item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

The LGOIMA contains a list of the circumstances where Councils may consider items in the public excluded part of the meeting. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, negotiating without disadvantage, 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 the Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of a member of the public for disorderly conduct or any member of Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of the current month. In the case of meetings held on or after the 21st day of the month, public notification may be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held. Extraordinary meetings generally can be called with three working days' notice.

11. Engagement

11.2 Significance and engagement policy

Carterton District Council updated and adopted the Significance and Engagement policy in June 2021. This is publicly available in the Long Term Plan on the Council website www.cdc.govt.nz.

Some Council decisions have greater significance than others. The Significance and Engagement Policy explains how the Council will determine the degree of significance of

particular issues, proposals, assets, decisions, and activities. It lets both the Council and the community understand when the community can expect to be engaged in the Council's decision-making processes, and to know how this engagement is likely to take place.

11.3 Special Consultative Procedure

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

The Special Consultative Procedure (section 83 of the Act) must be used for:

- adoption or amendment of a Long-Term Plan
- making, amending or revoking a by-law
- reviewing a strategic asset.
- changes to the mode of delivery of a significant activity if that is not provided for in an LTP.

There are also statutes that require the special consultative procedure to be followed in specific situations, including:

- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Reserves Act 1977
- Dog Control Act 1996
- Building Act 1991.

The special consultative procedure consists of the following steps:

1. Prepare a statement of proposal and a summary.
2. Give public notice.
3. Review submissions
4. Deliberate in public.
5. Provide a copy of the decision and a summary of the reasons to submitters.

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.

12. Policies for liaising with, and memoranda or agreements with, Māori

Carterton District Council recognises the importance of the Treaty of Waitangi as the founding document of Aotearoa New Zealand, which created a partnership between iwi and the Crown. The Council also recognises that through legislation, such as the Resource Management Act and the Local Government Act, the Council is devolved powers from the Crown for the whole community.

The Council acknowledges Hurunui-o-Rangi Marae as mana whenua in our District and recognises the value of Hurunui o Rangi in the social and cultural fabric of our community.

A formal memorandum of understanding exists with Hurunui o Rangi Marae and a review is planned.

13. Management structures and relationships

13.2 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 to the Mayor or councillors.

13.3 Council departments

Community services

- Community development
- Youth development
- Community events
- Grants allocation
- Arts, culture, and heritage
- Events Centre operations
- Library services
- Information Centre.

Corporate services

- Governance support
- Customer services
- Rates administration
- Financial management
- Corporate planning and reporting
- Information management
- Health and safety
- Electoral support.

Operations

- Roads and bridges
- Footpaths
- Street lighting

- Urban water supply
- Sewerage and the treatment and disposal of sewage
- Stormwater
- Waste management and recycling
- Water races

Parks and reserves

- Cemetery
- Parks and reserves
- Council property
- Outdoor swimming pool
- Civic gardens
- Holiday Park

Planning and regulatory

- Animal and dog control
- Noise control
- Building consents
- Environmental health
- Sale and supply of alcohol
- District Plan
- Resource Management Act monitoring

13.4 Equal Employment Opportunity Policy

The Local Government Act 2002 (section 36 of Schedule 7) requires the Council to act as a good employer. The Council is committed to the principle of equal opportunity in the recruitment, employment, training, and promotion of its employees. The organisation provides a welcoming, positive environment, and regards the provision of equal opportunities as essential principles in the management of its staff.

14. Key approved planning and policy documents

The Council has a range of strategies, plans, and policies that direct, guide, and manage Council activity. Some are required by statute.

Long Term Plan 2021 - 2031	Adopted June 2021
Wairarapa Combined District Plan	Adopted May 2011
Delegations Manual	Last amended March 2022
Significance and Engagement Policy	Adopted June 2021 as part of the LTP
Infrastructure Strategy 2021-51	Adopted June 2021 as part of the LTP
Reserve management plans	Various

	Last amended 12 May 2021
Waste Minimisation & Management Plan 2017 -2023	Adopted June 2019
Wellington Region Civil Defence Emergency Management Group Plan 2019-2024	Adopted June 2019

15. Systems for public access and participation

15.2 Council meetings

Members of the public are able to address Council at the commencement of each Ordinary Meeting. Arrangements can be made through the Democratic Services Coordinator, phone 06 379 4030, or email demservices@cdc.govt.nz.

15.3 Elected members' contact details

Name	Contact Details
Mayor Ron Mark	mayor@cdc.govt.nz
Deputy Mayor Dale Williams	dale@cdc.govt.nz
Cr Grace Ayling	gracea@cdc.govt.nz
Cr Robyn Cherry-Campbell	robyn@cdc.govt.nz
Cr Steve Cretney	steve@cdc.govt.nz
Cr Brian Deller	briand@cdc.govt.nz
Cr Steve Gallon	steveg@cdc.govt.nz
Cr Steve Laurence	stevel@cdc.govt.nz
Cr Lou Newman	lou@cdc.govt.nz

15.4 Carterton District Council officers

Council Office:

28 Holloway Street

Phone 06 379 4030

PO Box 9

Carterton

Emails:

info@cdc.govt.nz

for general enquiries

rates@cdc.govt.nz

for rates enquiries

events@cartertonec.co.nz

for Events Centre enquiries

infocentre@cdc.govt.nz

for Information Centre enquiries

buildingadmin@cdc.govt.nz

for building and regulatory enquiries

Websites: www.cdc.govt.nz
 www.cartertonec.co.nz

Carterton District Council
Carterton Events Centre

Chief Executive
Community Services Manager
Corporate Services Manager
Planning and Regulatory Services Manager
Infrastructure Services Manager
People and Wellbeing Manager

Geoff Hamilton
Glenda Seville
Kelly Vatselias
Solitaire Robertson
Johannes Ferreira
Geri Brooking

16. 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 will be assumed to be a request under LGOIMA.

Once a request is made the Council must supply the information unless reasons exists for withholding it. LGOIMA says that information may be withheld if release of information would, for example:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- in the case of resource consents, cause offence to tikanga Māori or would disclose the location of a 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 disadvantage
- inhibit the effective conduct of public affairs through free and frank expression of opinions by or between members and officers
- not be in the public interest.

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

Appendix 1—Carterton District Council By-laws and Wairarapa Consolidated By-laws

	Last reviewed	Next review due
Model By-laws adopted by Carterton District Council		
2005 Liquor Control By-law	24/09/2014	02/12/2024
1997 Control of Dogs By-law	09/10/2017	09/10/2028
Wairarapa Consolidated By-laws		
Part 1 – Introductory By-law	08/07/2019	08/07/2024
Part 2 – Public Places (including parks and reserves) By-law	08/07/2019	08/07/2024
Part 3 – Sale of Goods or Services in Public Spaces By-law	08/07/2019	08/07/2024
Part 4 – Prevention of Nuisance from Fire and Smoke By-law	08/07/2019	08/07/2024
Part 5 – Water Supply By-law	08/07/2019	08/07/2024
Part 6 – Keeping of Animals, Poultry and Bees By-law	08/07/2019	08/07/2024
Part 7 – Cemeteries and Crematoria By-law	08/07/2019	08/07/2024
Part 8 – Wastewater By-law	08/07/2019	08/07/2024
Part 9 – Trade Waste By-law	08/07/2019	08/07/2024
Part 10 – Traffic By-law	08/07/2019	08/07/2024
Part 11 – Speed By-law	08/07/2019	08/07/2024
Part 12 – Beauty Therapy, Tattooing and Skin Piercing Bylaw	08/07/2019	08/07/2024
Wairarapa Solid Waste Management and Minimisation Bylaw	17/04/2021	N/A