



# LOCAL GOVERNANCE STATEMENT

November 2020



NPDC

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### **Waitara Library and Service Centre**

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### **On line information**

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## LOCAL GOVERNANCE STATEMENT

**This Local Governance Statement is a collection of key policies and information about how New Plymouth District Council conducts its affairs in carrying out its role in the community.**

**It will be updated from time to time as policies and information are updated or new policies and information become available.**

# FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES



New Plymouth District Council's primary role is to enable democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

Generally the Council's roles are to:

- Set major policy including the long-term plan, annual and district plan, long-term strategies and funding policies.
- Appoint and monitor the performance of the chief executive.
- Make decisions on matters that it has not delegated to committees or staff.

When carrying out these roles the Council must follow these principles:

- Conduct its business in an open, transparent, accountable and efficient manner.
- Take into account the views and diversity of the community for now and in the future.
- Provide opportunities for Māori to contribute to the decision-making process.
- Collaborate and co-operate with other local authorities and other bodies.
- Use sound business practices in its commercial activities.
- Prudent stewardship and the efficient and effective use of its resources.
- Take a sustainable development approach, taking into account:
  - the social, economic and cultural interests of people and communities; and
  - the need to maintain and enhance the quality of the environment; and
  - the reasonably foreseeable needs of future generations.

The Council works with a variety of legislation, the main acts being:

- Building Act 2004
- Burial and Cremation Act 1964
- Dog Control Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Public Bodies Leases Act 1969
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012

## LOCAL LEGISLATION (including bylaws)

Some legislation affects a particular local authority or a small number of local authorities, rather than the entire nation. The following is a list of local legislation the Council is bound by:

- Inglewood Town Board Leases Validation Act 1904
- Inglewood County Act 1919



- New Plymouth Borough Council Empowering Act 1924
- New Plymouth Borough Council Empowering Act 1929
- New Plymouth Borough Council Empowering Act 1937
- New Plymouth Borough Land Exchange and Empowering Act 1939
- New Plymouth Borough Reserves and Street Exchanges Act 1898
- New Plymouth City Empowering Act 1952
- New Plymouth Airport Act 1961
- Taranaki County Reserves Act 1966
- Paritutu Centennial Park Act 1968
- New Plymouth Recreation and Racecourse Reserve Act 1999
- Taranaki Regional Council Empowering Act 2001
- New Plymouth District Council (Waitara Lands) Act 2018

Bylaws are rules or regulations that are created to control specific activities within New Plymouth District. Bylaws help ensure that our community is safe, healthy and vibrant. Their purposes include:

- Requiring activities to be licensed; to ensure that activities are carried out in a safe and responsible manner.
- Informing the community about acceptable standards of behaviour in public places.
- Promoting a nuisance free environment, i.e. through rules on the keeping of animals.
- Ensuring that the public can safely use public land.

Bylaws are a useful way of dealing with particular local nuisance problems. They focus on issues that the Council determines are significant enough to pass enforcement options.

The New Plymouth District Council Bylaws are made in accordance with the requirements set out in the Local Government Act 2002.

### **Freedom Camping Bylaw**

*Adopted: December 2017*

*Amended: October 2020*

To regulate freedom camping in the district in order to protect local authority areas, the health and safety of people who may visit local authority areas and access to local authority areas.

### **Solid Waste Management and Minimisation Bylaw**

*Adopted: September 2019*

To promote effective and efficient waste management and minimisation in the New Plymouth District and ensure that waste collection and disposal does not have significant environmental or health impacts, by regulating recycling, ownership of the waste stream, waste storage, waste management and minimisation.

## **NEW PLYMOUTH DISTRICT COUNCIL CONSOLIDATED BYLAWS 2010**

### **Part 1 Introductory (Supplementary to Part 1 Introductory New Plymouth District Council Bylaw 2008)**

*Adopted: September 2010*

*Amended and readopted: September 2014*

To provide consistency in interpretation of terms used in the bylaw and deals with some matters which are general to all parts of the bylaw.



## **Part 2 Dog Control**

*Adopted: September 2010*

To regulate the keeping of dogs for the protection of health and safety of the public.

## **Part 4 Brothels (location and signage) and Commercial Sex Premises (signage)**

*Adopted: September 2010*

To regulate the location of brothels and to control signage, advertising brothels and other commercial sex premises.

## **Part 5 Speed Limits**

*Adopted: September 2010*

*Amended November 2018*

To allow the Council to set speed limits by resolution on all roads under its ownership or control and in certain designated locations specified in the bylaw.

## **Part 6 Beauty Therapy, Tattooing and Skin Piercing**

*Adopted: September 2010*

*Amended and readopted: November 2017*

To protect, promote and maintain public health and safety and to prescribe certain rules that apply to those persons and premises undertaking skin piercing; beauty therapy procedures and tattooing that carry a risk of transferring communicable diseases.

## **NEW PLYMOUTH DISTRICT COUNCIL CONSOLIDATED BYLAWS 2008**

### **Part 1 Introductory**

*Adopted: 2008*

*Reviewed: September 2014*

To provide consistency in interpretation of terms used in the bylaw and deals with some matters which are general to all parts of the bylaw.

### **Part 2 Animals**

*Adopted: 2008*

*Reviewed: July 2013*

To control the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health; and regulate the slaughtering of animals within view of people nearby as many people can find this offensive.

### **Part 3 Cemeteries and Crematorium**

*Adopted: 2008*

To facilitate the orderly, safe, and efficient management of cemeteries and crematoria under the control of the council; and minimise the potential for offensive behaviour in cemeteries and crematoria under the control of the Council.

### **Part 3a Cemeteries and Crematorium**

Adopted: 2010

This amendment relates to Natural Burials. Part 3a of the Bylaws is to be read with Part 3.



#### **Part 4 Prevention of Nuisance from Fires and Smoke and Maintenance of Public Health and Safety**

*Adopted: 2008*

*Amended May 2018*

To protect, promote, and maintain public health and safety by preventing danger from fires in the open air and reducing nuisance.

#### **Part 5 Public Places**

*Adopted: 2008*

*Amended and readopted: September 2014*

To ensure acceptable standards of convenience, safety, visual amenity and civic values are maintained in public places for the well-being and enjoyment of citizens, businesses and visitors within the district now and in the future.

#### **Part 6 Recreational and Cultural Facilities**

*Adopted: 2008*

To facilitate the full and proper use and enjoyment by the public of the recreation and cultural facilities provided by the Council.

#### **Part 7 Signs**

*Adopted: 2008*

*Amended and readopted: September 2014*

To ensure that any signs on any public place are erected and maintained in such a manner that they do not present a hazard or danger to the public and regulate the type and location of advertising signs on parks and reserves or other public places.

#### **Part 8 Skateboards**

*Adopted: 2008*

To control the riding of skateboards and other similar devices in public places where a nuisance or injury may be caused to pedestrians or damage caused to Council property.

#### **Part 10 Stock Control**

*Adopted: 2008*

*Amended and readopted: 2013*

To provide for the orderly driving and control of stock on roads through and within the district, with particular regard to traffic safety, and to minimise damage to roads and nuisance on roads.

#### **Part 11 Trade Waste**

*Adopted: 2008*

*Amended and readopted: 2013*

Covers the discharge of trade waste to the Council's sewerage system and/or wastewater treatment plants.

- To protect public health and the security of the public sewerage system.
- To protect the health and safety of Council personnel and the Council's agents.
- To detail the responsibilities of both the Council and consumers with respect to the public sewerage system.
- To detail mechanisms for the recovery of the costs of arranging and treating trade wastes and provide an equitable share of costs between domestic and trade discharges.



- To assist the Council to meet its obligations under the Resource Management Act 1991 and the Health and Safety in Employment Act 1992.
- To protect the Council's investment in existing and future infrastructure, treatment plants and disposal facilities.
- To detail breaches and offences and provide a disputes procedure.

### **Part 12 Trading in Public Places (Licensing of Street Traders)**

*Adopted: 2008*

*Amended and readopted: September 2014*

To regulate trading in public places to ensure appropriate standards of convenience, safety, visual amenity, and civic values are maintained.

### **Part 13 Traffic**

*Adopted: 2008*

*Amended and readopted: 2013*

To set the requirements for parking and control of vehicular or other traffic on any road in the district including state highways located within urban boundaries that are otherwise controlled by New Zealand Transport Agency.

### **Part 14 Water, Wastewater and Stormwater Services**

*Adopted: 2008*

*Amended and readopted: September 2014*

To manage and regulate the Council's water supply, wastewater and stormwater drainage services and associated assets.

## **NEW PLYMOUTH CITY CONSOLIDATED BYLAW 1958**

### **Part XXXVI**

#### **Airport (Amendment 3 1962)**

*Adopted: 1958*

*Reviewed: 1962*

To enable the Council to restrict access to parts of the airport, charge fees, prevent obstructions, prohibit smoking, fires and damage to property, implement parking restrictions, erect signs and notices and manage sale and hireage of goods.

## **ELECTORAL SYSTEM AND OPPORTUNITY TO CHANGE IT**

New Plymouth District Council held the 2016 elections under the first past the post (FPP) electoral system. Electors may cast as many votes as there are positions to be filled. Where a single position is to be filled, the candidate who receives the highest number of votes is elected. Where more than one position is to be filled, the candidates equal to the number of positions who receive the highest number of votes are elected.

In 2017 New Plymouth District Council resolved to change the electoral system to single transferable vote (STV) for the 2019 and 2022 elections.

Under the Act the Council can resolve to change the electoral system to be used, conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least five per cent (or more) of electors signing a petition demanding that a poll be held.



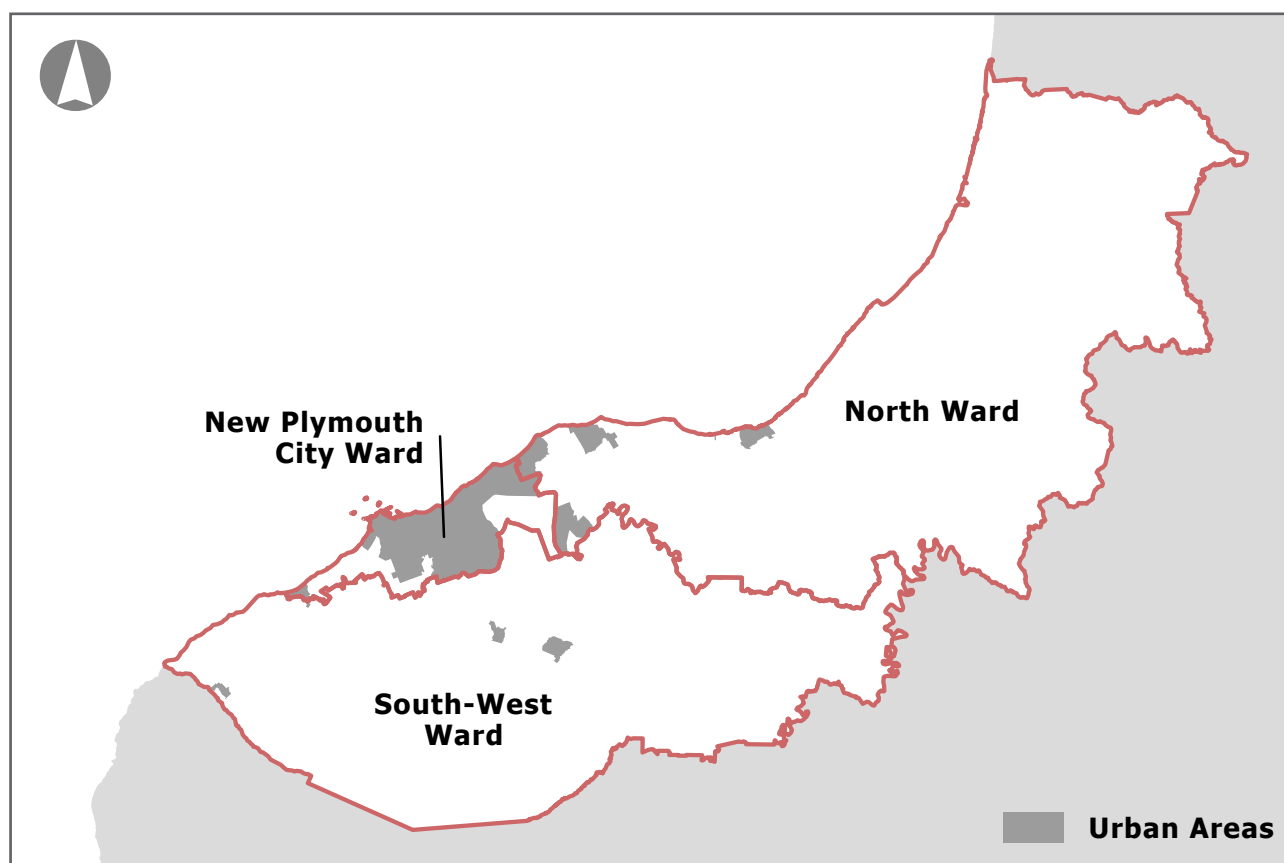


## REPRESENTATION ARRANGEMENTS

A representation review was held in 2015. As a result of the review the Council retained the status quo of the Mayor and 14 councillors with the district divided into three wards for the elections.

Ward	Ward population (Census 2013, usually resident population)	No. of councillors
City	52,869	10
North	10,557	2
South-West	10,758	2

There are also four community boards, one for each of the Clifton, Inglewood, Kaitake and Waitara communities of interest. Each board comprises four members elected by the community plus one councillor, appointed by the Council. Each board elects its chair at their first meeting after the election.



The Council will review its representation arrangements in the 2019 to 2022 triennium.

### MĀORI WARDS

The Local Electoral Act 2001 gives the Council the ability to establish separate wards for Māori electors. In July 2020 the Council resolved to establish a Māori Ward from the 2022 election.



# MEMBERS ROLE AND CONDUCT

## Elected members

Elected members, acting as the Council, are responsible for:

- The development and adoption of Council policy.
- Monitoring the performance of the Council against its stated objectives and policies.
- Prudent stewardship of Council resources.
- Employment of the Chief Executive.
- Representing the interests of the residents and ratepayers of the New Plymouth District Council. (On election, the members' first responsibility is to the district as a whole.)

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the Council can only act by majority decisions at meetings. Each member has one vote. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless the Council has expressly delegated such authority.

## Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council.

The Mayor is able to appoint their own deputy mayor, determine the structure of committees and appoint committee chairs. The Mayor is responsible for driving the setting of major plans and budgets, including the long-term and annual plans.

The Mayor also has the following roles:

- A presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- An advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- A ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairmanship of committees.
- A Justice of the Peace (while the Mayor holds office).

The Mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the Council under a delegation of a authority from the Council.



## Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above).

## APPLICABLE STATUTORY REQUIREMENTS

There are specific obligations on elected members in the following legislation:

- **Schedule 7 of the Local Government Act 2002**, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders.
- **Local Authorities (Members' Interests) Act 1968** which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- **Secret Commissions Act 1910**, which prohibits elected members from accepting gifts or rewards which, could be seen to sway them to perform their duties in a particular way.
- **Crimes Act 1961** regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

## CODE OF CONDUCT

The Council has adopted a code of conduct that sets out the Council's expectations of how the Mayor and councillors will relate to one another, to staff, to the media and to the general public in the course of their duties.

The objective of the code of conduct is to enhance:

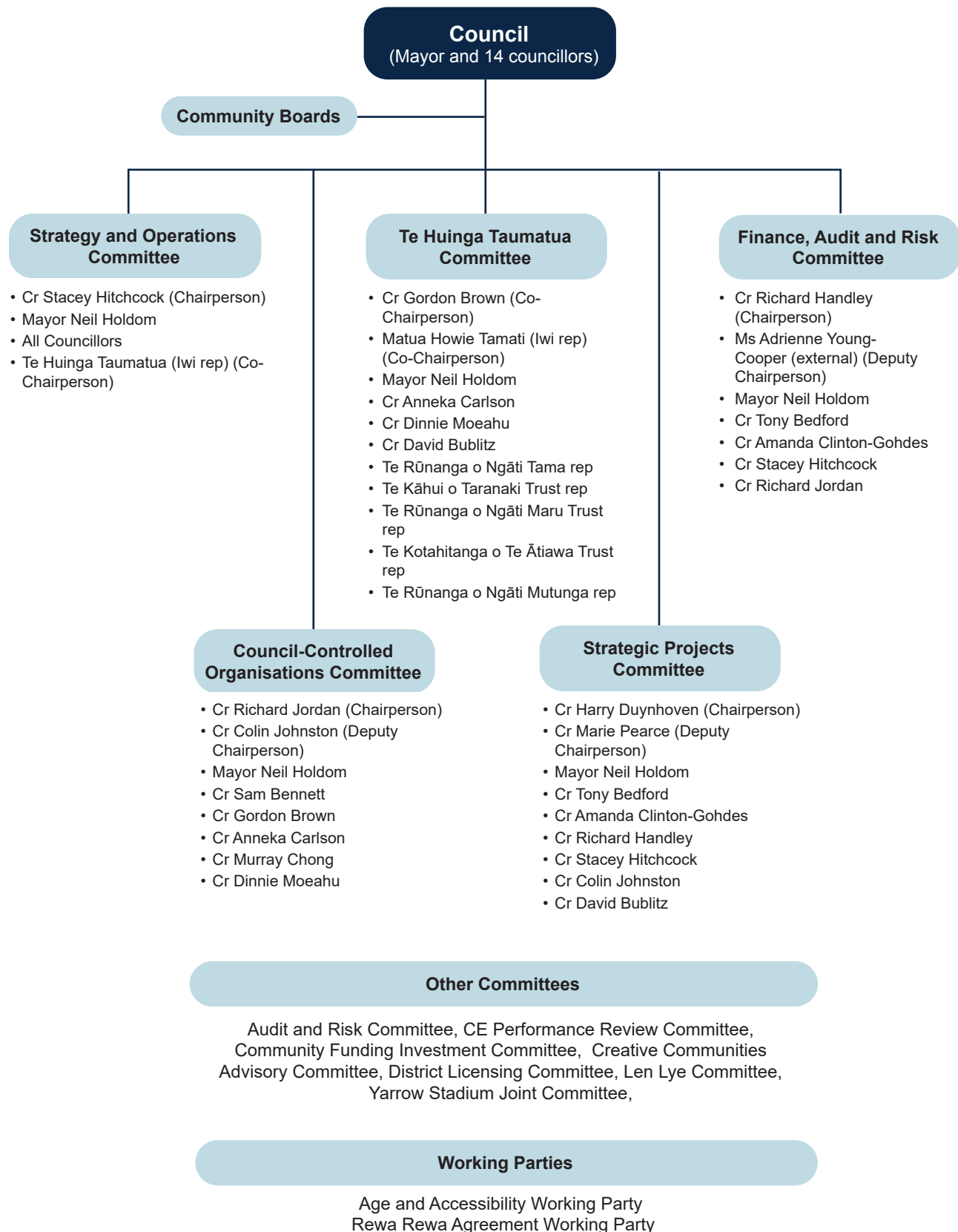
- The effectiveness of the Council as the autonomous local authority with statutory responsibilities for the good governance of the New Plymouth District.
- The credibility and accountability of the Council within its community.
- Mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

It also covers disclosure of information by elected members.

# GOVERNANCE STRUCTURE AND PROCESSES



The Council has adopted the following governance structure.





# COMMITTEE PURPOSES

## STRATEGY AND OPERATIONS COMMITTEE

### Purpose

1. The Committee
  - Enable the efficient and effective conduct of the Council's business.
  - Ensure decisions are made with the appropriate level of input from Te Huinga Taumatua, community boards, and any other decision-making body by referring relevant matters to those bodies.
  - Ensure that decisions are made with the appropriate level of participation by Maori and the wider community in the decision-making process.
2. To monitor the Council's performance, progress and financial position against, and to ensure actions are compliant with legislation, strategies, policies and plans.
3. To enable delivery of operational activities in accordance with approved plans and policies where those actions are beyond the delegations to Council staff.
4. To consider strategies, policies, bylaws and plans to promote the district's community outcomes and priorities.
5. To consider matters not provided for in the Long-Term Plan, Annual Plan or other strategies and plans.
6. To consider cross-committee matters or matters not the function of any other committee.

### Delegated authority

7. The Council has wide ranging general and specific delegations.

## TE HUINGA TAUMATUA

### Purpose

To identify, report and decide (where delegated authority) on the issues and priorities of cultural, economic, environmental and social importance to Māori of the New Plymouth District.

To provide strategic guidance and advice to the Council on matters of importance to Māori.

To foster the development of Māori capacity to contribute to Council's decision-making processes.

To jointly determine Māori cultural issues and priorities of importance for integration into the Council's Blueprint and long-term planning.

To receive submissions on matters of importance to Māori and other relevant reports as appropriate.

To attend briefings and/or presentations at the invitation of the Mayor.

### Delegations

Road naming and re-naming.

Naming and re-naming of Council administered reserves.

Determination of Marae Development Grant applications over \$10,000.

Determination of applications over \$10,000 under the Manaaki Urupā Grant Policy.

Approval of the final Concept Plan for Te Kohia Pā.

Any individual matter referred by the Council or another committee for final decision.



## **FINANCE, AUDIT AND RISK COMMITTEE**

### **Purpose**

1. The purpose of the Committee is to assist the Council to fulfil its governance, risk management and control objectives by:
  - Providing objective advice and recommendations to the Council on the effectiveness of the Council's governance, risk management, financial management and control frameworks and processes.
  - Setting and monitoring the implementation of the Council's external and internal audit programmes and processes.
  - Monitoring legislative compliance and the appropriateness of systems, processes, and controls in place to prevent, detect and investigate the risk of fraud.
  - Obtaining assurance about the processes used to ensure the completeness and quality of financial and operational information provided to the Council, and the appropriateness of NPDC's existing accounting policies and principles.

### **Delegated authority**

2. The Committee has no decision-making powers. The Committee may make recommendations to the Council and/or the Chief Executive as appropriate.

## **COUNCIL-CONTROLLED ORGANISATIONS (CCO) COMMITTEE**

### **Purpose**

- Communicate the Council's priorities and strategic outcomes to the Council's CCOs.
- Ensure delivery by CCOs through the development of Statement of Intent and integration of CCO outcomes with the Council's Long-Term Plan and Annual Plan funding processes and decisions.
- Monitoring the financial and non-financial performance and delivery on strategic outcomes of the Council's CCOS through quarterly, half-yearly and annual reports.

### **Delegated authority**

The Committee has delegated authority to:

1. Approve the content of a Statement of Expectations for a CCO (where one has been prepared in line with Schedule 8 of the Local Government Act 2002).
2. Provide shareholder comments on draft Statement of Intents and proposed modifications of Statement of Intents.
3. Note the final Statement of Intents and ensure that they align with the Statement of Expectations and other Councils policies, plans and strategies.
4. Approve modification of any CCO's Statement of Intent by the Council (clause 5, Schedule 8 of the Local Government Act 2002)
5. Engage with CCOs during the development of governance documents.
6. Require a CCO to prepare and deliver additional plans, such as an Asset Management Plan, under section 64A of the Local Government Act 2002.
7. Monitor Quarterly, Half-Yearly and Annual Reports from the Council's CCOs.
8. Approve proposed major transactions of CCOs where items or funding have not been approved in the Long Term Plan or Annual Plan.
9. Extend deadlines in accordance with clause 3A of Part 1 of Schedule 8 of the Local Government Act 2002.



## **STRATEGIC PROJECTS COMMITTEE**

### **Purpose**

1. Identify:
  - Strategic projects in the existing work programme.
  - Strategic projects within the LTP requiring further planning and development work.
2. Monitor:
  - Delivery of Council's strategic projects.
  - Development of planning for strategic projects.
3. Refer matters to the Finance, Audit and Risk Committee for comment where considered appropriate.
4. Consider and make recommendation to Council regarding new strategic projects not included in the Annual Plan or the Long-Term Plan for that current year.

### **Delegated authority**

1. The Committee has no delegated authority.

## **COMMUNITY FUNDING INVESTMENT COMMITTEE**

### **Purpose**

To implement and administer the following funding schemes operated by the Council or administered by the Council on behalf of other organisations:

1. Creative Communities New Zealand Scheme.
2. Community Funding Investment Policy (including Strategic Council Community Partnerships, Social Enterprise Grants, Community Services and Programmes Grant, Community Action Neighbourhood Development Matching Grant Fund, Marae Development Grant, Rural Halls Development Grant, Built, Cultural and Natural Heritage Protection Grant).

### **Delegations**

Authority to approve granting of funds and community concessional leases for the above schemes in accordance with the Council's policies and rules.

Authority to approve granting of funds within the requirements of Creative Communities New Zealand Scheme.

Authority to appoint a Creative Communities Advisory Committee comprising at least two members of Community Funding Investment Subcommittee together with community representatives as required, such advisory committee to have the authority to approve the granting of funds under the Creative Communities New Zealand Scheme.

## **CE PERFORMANCE REVIEW COMMITTEE**

### **Purpose**

To regularly discuss, review and measure the performance of the Chief Executive against approved objectives and report to the Council.

In consultation with the Chief Executive, recommend to the Council the performance objectives for the Chief Executive on an annual basis.

Lead the annual review of the Chief Executive's performance in accordance with the process set out in the Chief Executive's employment contract, ensuring involvement of the full Council.



In association with the annual performance review undertake a review of the Chief Executive's remuneration package and make recommendations to the Council on an annual basis

### **Delegations**

Nil.

## **DISTRICT LICENSING COMMITTEE**

### **Purpose**

To hear and determine submissions on applications under the Sale and Supply of Alcohol Act 2012.

### **Delegations**

The final approval under the Sale and Supply of Alcohol Act 2012.

## **YARROW STADIUM JOINT COMMITTEE**

This is a joint committee with representatives from New Plymouth District Council and Taranaki Regional Council.

### **Purpose**

The Committee is responsible for:

1. Preparing long-term asset management plans, and associated budgets, for Yarrow Stadium, for the consideration and approval of the Councils.
2. Providing advice to the Councils on the preparation of Yarrow Stadium Strategic Plans.
3. Monitoring the implementation of adopted asset management plans.
4. Providing advice to the Councils on the implementation of the adopted Yarrow Stadium Strategic Plans.
5. Receiving advice and feedback from the Yarrow Stadium Advisory Group on hosting of events at Yarrow Stadium, the development and implementation of Yarrow Stadium Strategic Plans and asset management plans, and the operations of Yarrow Stadium.

### **Delegations**

1. The committee has all the powers necessary to enable it to carry out its functions.
2. The Committee has the power to make recommendations to the Councils, but does not have the power that would commit either of the Councils or the Trust without their specific approval.
3. The Committee may hold as many meetings as considers necessary to carry out its functions. The Councils anticipate that the Committee will need to meet at least twice a year.
4. The Committee cannot appoint subcommittees or delegate its power.

## **LEN LYE COMMITTEE**

### **Purpose**

To give formal structure to the relationship between the Council and the Len Lye Foundation as set out in the Deed of Relationship dated 24 June 2004.

### **Delegations**

The responsibility to:

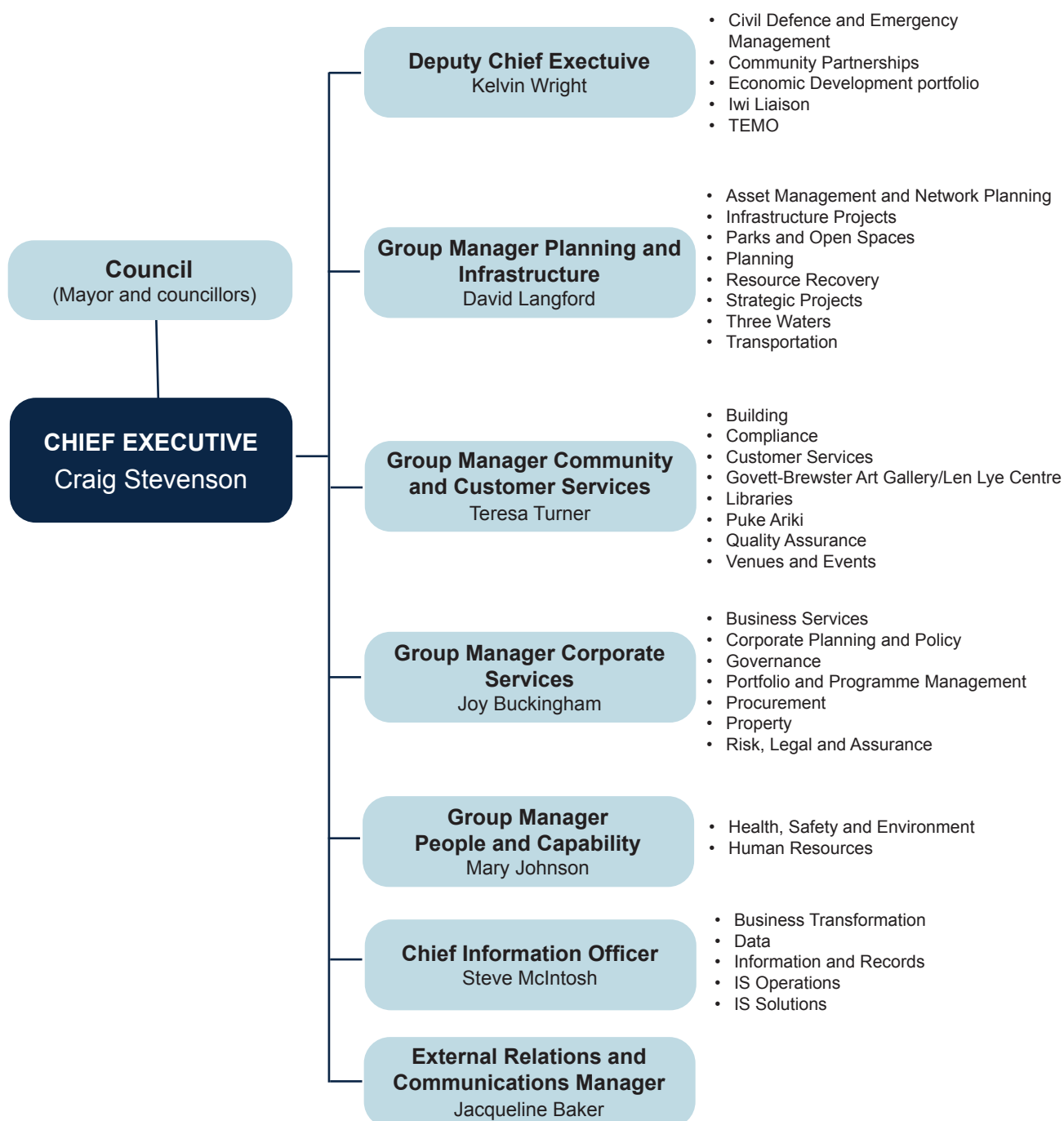
1. a) Provide a structure for decision-making by and consultation between the parties; and





- b) Determine the arrangements under which the works are stored and displayed in compliance with clause 4.1 and facilitate the availability of funding; and
  - c) Ensure that these arrangements are recorded in one or more legally binding agreements.
2. Determine a programme to address high priority needs for the care of the works subject to any budgetary limit specified by the Council.
  3. Determine a long-term plan for the management of the works.
  4. Determine a plan to provide permanent access to the works through display and research facilities.
  5. Determine a plan to identify and secure potential project partners and funds to achieve the vision.

## MANAGEMENT STRUCTURE





## MEETING PROCESSES

There are legal requirements determining how the Council, community board and committee meetings run. The meeting rules are set out in the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Council's Standing Orders.

New Plymouth District Council meetings are held on a six week cycle. Upcoming meetings are published monthly. Meeting dates are also available on the Council's website.

The public are welcome to attend all Council, community board and committee meetings. Occasionally confidential matters will be discussed. The public are not able to attend those parts of the meetings. There are limited reasons for excluding the public from a meeting. The reasons are set out in the Local Government Official Information and Meetings Act 1987, and generally relate to protection of personal privacy, professional or legal privilege, commercial negotiation or commercial sensitivity.

Meeting agendas and minutes are available online. Reports and minutes containing confidential information will not be available online.

At the start of each meeting a deputation and public forum session is held. This is the only opportunity for the public to speak to elected members during a meeting. Please contact the Governance Team if you wish to speak to elected members at a meeting.

## CONSULTATION POLICIES

### Significance and Engagement Policy

The purpose of the Significance and Engagement Policy is to set out how the Council will identify the significance of an issue, proposal, decision or other matter, in order to inform how, when and to what extent the Council will engage with the community in its decision-making processes. The Council provides various opportunities for the community to participate in key strategic decision-making processes, including:

- a. Long-Term Plan (three-yearly);
- b. Annual Plan;
- c. Representation review; and
- d. District Plan review.

Done well, meaningful community input into Council decision-making processes contributes to informed Council decisions.

## CONSULTING WITH MĀORI

The Significance and Engagement Policy above sets out how we engage with Māori on issues likely to affect them, or on issues where they have a clearly identified interest.

In addition to key strategic decision-making processes, we regularly engage with Māori in operational areas, including: resource consenting; infrastructure; reserves management; roading and road naming; regulatory and environmental management; and district and regionally significant projects.

While not formalised, the Council uses a range of mechanisms and processes, which acknowledges our relationships with Māori including, but not limited to:

- a. Memoranda of understanding (MoU), charters, relationship and partnership agreements;
- b. Co-management committees, working parties and Council/Iwi collaborations;
- c. Funding supporting tangata whenua engagement on resource management-related issues;



- d. Mana Whakahono ā Rohe arrangements; and
- e. Treaty of Waitangi settlement arrangements.

Additional support to enhance effective relationships with Māori is also provided through forums like the Council's Te Huinga Taumatua joint-committee, the Iwi Liaison Team and management and staff cultural competencies programme.

## **REMUNERATION OF COUNCIL EMPLOYEES POLICY**

The Council's policy on remuneration of council employees sets out high level principles for employee remuneration and confirms the role of the Chief Executive as employer to apply the policy through the Council's remuneration framework.

The following statements guide the remuneration of Council employees.

1. Remuneration will support the business of the Council and will be aligned with the Council's strategic intent and current Long-Term Plan.
2. Remuneration will be affordable and within annual budgets.
3. Remuneration will be fair and equitable.
4. Remuneration will be nationally competitive within a local government environment, particularly in relation to similarly sized local authorities, to position the Council appropriately within the market place.
5. The remuneration framework will have sufficient flexibility to respond to any changes in circumstances.
6. The remuneration framework will have integrity and legal standing.
7. The remuneration framework will be efficient, manageable and easily understood.
8. Remuneration will be driven and supported by a modern efficient and credible performance management system.
9. All NPDC employees be paid a minimum of the living wage from 1 July 2020.

A copy of the policy is available on the Council's website.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

New Plymouth District Council is committed to providing equality of opportunity in employment irrespective of age, ethnic or national origin, gender, sexual orientation, marital status, disability, religious belief or economic background.

## **KEY APPROVED PLANNING AND POLICY DOCUMENTS**

### **The New Plymouth District Blueprint**

The District Blueprint is a high level spatial plan for the district that supports the Council's strategic vision and community outcomes. The Blueprint guides the Council's decision-making to deliver more integrated social, economic and environmental outcomes for the community.

The Blueprint is supported by eight key directions that will be the Council's focus for planning during the next 30 years. The directions, listed below, provide a clear signal to other agencies, businesses, industries and the community on how the Council will focus its resources and deliver on the community outcomes.



Enhance the natural environment with biodiversity links and clean waterways



Become a world-class destination



Strengthen and connect local communities



Enable engaged and resilient citizens



Direct a cohesive growth strategy that strengthens the city and townships



Champion a thriving central city for all



Strengthen and manage rural economy, industry, the port and the airport



Grow and diversify new economies that attract and retain entrepreneurs, talented workers and visitors

## Long-Term Plan (LTP)

The Long-Term Plan is the Council's main strategic document, setting out the long-term direction for the Council. The plan provides a forecast of the Council activities expected to be delivered in the next three years. It also indicates Council activities in the following seven years.

The plan provides the basis for the Council's work detailing the:

- Council outcomes the activities contribute to
- Associated cost of providing the activities
- Indicators used to measure the Council's performance.

The plan is reviewed every three years following extensive public consultation. The current LTP was adopted in 2018 and will be reviewed in 2020/21.

## Annual Plan

The Annual Plan is the Council's work programme and budget for the current year. The plan details the Council activities for the year, why they are being undertaken and the cost of doing those activities.

An Annual Plan is produced every year except for the year an LTP is adopted. In the LTP years, the Annual Plan is incorporated into the LTP.

## Annual Report

The Annual Report contains the audited financial statements of the Council and information about the Council's performance in the previous year. The Council is required to produce an Annual Report at the end of each financial year.

## District Plan

The District Plan provides guidance and rules about how land can be used and developed. The Plan helps determine where activities can take place, what restrictions might be put in place and what natural and cultural features should be protected.

The District Plan is a statutory document required by the Resource Management Act 1991. The current Plan became operative on 15 August 2005. The Council is required to begin a review of the District Plan no later than 10 years after it became operative.

The Council has started a District Plan review. A Proposed District Plan was publicly notified on 23 September 2019.



## Asset Management Plans

Asset Management Plans bring together all of the data and information about the assets. This helps the Council to make effective decisions throughout the lifecycle of each asset.

The assets are important as they are required to deliver the Council's activities and meet the levels of service adopted in the LTP.

The Council holds property, plant and equipment assets of approximately \$3.3 billion.

## Revenue and Financing Policy Summary

This policy explains how the Council's activities are funded. The policy indicates which groups and/or individuals the Council sees as benefitting from each of the Council's activities. The Revenue and Financing Policy is reviewed once every three years as part of the development of the LTP.

## MAYOR AND COUNCILLORS

New Plymouth District Council comprises the Mayor and 14 councillors elected from the district's three wards.

### Mayor Neil Holdom

Email: [neil.holdom@npdc.govt.nz](mailto:neil.holdom@npdc.govt.nz)

Phone: 759 6060 (Civic Centre)

## NEW PLYMOUTH CITY WARD COUNCILLORS

Sam Bennett Email: <a href="mailto:sam.bennett@npdc.govt.nz">sam.bennett@npdc.govt.nz</a> Phone: 027 868 463	Gordon Brown Email: <a href="mailto:gordon.brown@npdc.govt.nz">gordon.brown@npdc.govt.nz</a> Phone: 06 758 4721
David Bublitz Email: <a href="mailto:david.bublitz@npdc.govt.nz">david.bublitz@npdc.govt.nz</a> Phone: 06 927 4708	Anneka Carlson Email: <a href="mailto:anneka.carlson@npdc.govt.nz">anneka.carlson@npdc.govt.nz</a> Phone: 021 404 642
Murray Chong Email: <a href="mailto:murray.chong@npdc.govt.nz">murray.chong@npdc.govt.nz</a> Phone: 06 758 8760	Amanda Clinton-Gohdes Email: <a href="mailto:amanda.clintongohdes@npdc.govt.nz">amanda.clintongohdes@npdc.govt.nz</a> Phone: 027 305 1828
Hon Harry Duynhoven Email: <a href="mailto:harry.duynhoven@npdc.govt.nz">harry.duynhoven@npdc.govt.nz</a> Phone: 06 753 5514	Richard Handley Email: <a href="mailto:richard.handley@npdc.govt.nz">richard.handley@npdc.govt.nz</a> Phone: 027 466 0391 or 06 757 4070
Stacey Hitchcock Email: <a href="mailto:stacey.hitchcock@npdc.govt.nz">stacey.hitchcock@npdc.govt.nz</a> Phone: 027 415 4233	Dinnie Moeahu Email: <a href="mailto:dinnie.moeahu@npdc.govt.nz">dinnie.moeahu@npdc.govt.nz</a> Phone: 021 146 2813



## NORTH WARD COUNCILLORS

Tony Bedford Email: <a href="mailto:tony.bedford@npdc.govt.nz">tony.bedford@npdc.govt.nz</a> Phone: 021 452 870	Colin Johnston Email: <a href="mailto:colin.johnston@npdc.govt.nz">colin.johnston@npdc.govt.nz</a> Phone: 06 754 6216
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## SOUTH-WEST WARD COUNCILLORS

Richard Jordan (Deputy Mayor) Email: <a href="mailto:richard.jordan@npdc.govt.nz">richard.jordan@npdc.govt.nz</a> Phone: 027 443 4911	Marie Pearce Email: <a href="mailto:marie.pearce@npdc.govt.nz">marie.pearce@npdc.govt.nz</a> Phone: 06 756 7977
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## COMMUNITY BOARD MEMBERS

### CLIFTON COMMUNITY BOARD

Neville Hagenson Email: <a href="mailto:neville.hagenson@npdc.govt.nz">neville.hagenson@npdc.govt.nz</a> Phone: 06 752 3952	Tyla Nickson Email: <a href="mailto:tyla.nickson@npdc.govt.nz">tyla.nickson@npdc.govt.nz</a>
Warren Petersen Email: <a href="mailto:warren.petersen@npdc.govt.nz">warren.petersen@npdc.govt.nz</a>	Murray Seamark Email: <a href="mailto:murray.seamark@npdc.govt.nz">murray.seamark@npdc.govt.nz</a> Phone: 021 431 432

### INGLEWOOD COMMUNITY BOARD

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Phill Hird Email: <a href="mailto:phill.hird@npdc.govt.nz">phill.hird@npdc.govt.nz</a> Phone: 021 873 149	Graeme Sykes Email: <a href="mailto:graeme.sykes@npdc.govt.nz">graeme.sykes@npdc.govt.nz</a> Phone: 021 393 151

### KAITAKE COMMUNITY BOARD

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Doug Hislop Email: <a href="mailto:doug.hislop@npdc.govt.nz">doug.hislop@npdc.govt.nz</a> Phone: 06 752 7324	Paul Veric Email: <a href="mailto:paul.veric@npdc.govt.nz">paul.veric@npdc.govt.nz</a>



## WAITARA COMMUNITY BOARD

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Jonathan Marshall Email: <a href="mailto:jonathan.marshall@npdc.govt.nz">jonathan.marshall@npdc.govt.nz</a> Phone: 06 754 8254	Joe Rauner Email: <a href="mailto:joe.rauner@npdc.govt.nz">joe.rauner@npdc.govt.nz</a> Phone: 06 754 7065

## REQUESTS FOR OFFICIAL INFORMATION

New Plymouth District Council holds a wide range of information. The majority of the information is publicly available on request or available on the Council's website. Information requests should be sent to the Council by emailing [enquiries@npdc.govt.nz](mailto:enquiries@npdc.govt.nz) or by calling the Council on 06 759 6060.

Members of the public can request information at any time. When responding to information requests, Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Information requests should be as specific as possible so information can be found quickly. Council staff will contact requesters if clarification of a request is necessary.

The Council has 20 working days to respond to requests. In some circumstances that timeframe can be extended.

If a request will require a lot of staff time to research and compile, or a lot of information is required, the requester may be asked to pay some or all of the cost in advance. The Council always contacts requesters before a charge is incurred.

Sometimes the information requested cannot be released. When the Council decides to withhold information, the requester is provided with the reasons why. The reasons for withholding information are set out in the LGOIMA. The most common reasons for withholding information are:

to

- Protect people's privacy.
- Enable the Council to carry out its commercial activities.
- Protect confidential or commercially sensitive information.
- Maintain legal privilege.

