

LOCAL GOVERNANCE

STATEMENT

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

adopted by the Gore District Council on 1 April 2014

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1.0 WHAT IS A LOCAL GOVERNANCE STATEMENT?

The Gore District Council's (the Council) Local Governance Statement provides information about the processes through which it engages with its residents, outlines how the Council makes decisions, and provides guidance about how citizens can influence those processes.

This Statement helps support the purpose of local government by promoting local democracy. The Statement does this by providing the public with information on the ways to influence local democratic processes.

The Council's Governance Statement is required under Section 40 of the Local Government Act 2002. The Council is required to produce a new Governance Statement within six months after each triennial election. In addition, the Council may update its Governance Statement during the triennium if it is deemed appropriate.

1.1 Content of Local Governance Statements

The Council's Local Governance Statement contains information about:

- the functions, responsibilities and activities of the Council,
- any local legislation that confers powers on the Council,
- the electoral system and the opportunity to change that system,
- representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them,
- members' roles and conduct (with reference to the Code of Conduct and any statutory requirements as to members' roles and conduct),
- governance structures and processes (including the membership and delegations to any subordinate decision-making structures such as Council Committees),
- meeting processes (including the relevant provisions of the LGOIMA and any Standing Orders),
- consultation policies,
- policies for liaising with Maori and any memoranda or agreements with Maori (and specifics on how the Council intends to discharge its obligations to Maori under Sections 14, 81 and 82),
- the management structure and the relationship between management and elected members,
- the Council's Equal Employment Opportunities Policy,
- key approved planning and policy documents and the process for their development and review,
- systems for public access to the local authority and its elected members; and
- processes for requests for official information.

1.2 Access to Local Governance Statement

The Council shall make its Local Government Statement available to any member of the public who requests a copy of it, without fee. In addition, it will be available on the Council's website (www.goredc.govt.nz), at its Civic Administration office, public libraries in Gore and Mataura and the Mataura Service Centre.

2.0 CONTENTS OF THE LOCAL GOVERNANCE STATEMENT

2.1 Functions, Responsibilities and Activities

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

In meeting its purpose, the Gore District Council has a variety of roles:

- facilitating solutions to local needs;
- advocacy on behalf the local community with central government, other local authorities and other agencies;
- development of local resources;
- management of local infrastructure including network infrastructure (eg roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities);
- environmental management; and
- planning for the future needs of the local district.

The Council has adopted the following as its Mission Statement:

OUR VISION

To provide an environment that allows people to enjoy the lifestyle and culture of their choice.

OUR MISSION

To achieve our vision by

- ◆ *Ensuring a sustainable environment for future generations*
- ◆ *Encouraging participation by the people*
- ◆ *Providing an efficient quality service and facilities*

That meets the affordable needs and aspirations of the people

3.0 LOCAL LEGISLATION

The Council has no local legislation applying to it.

4.0 BYLAWS

The Council has approved the following bylaws:

i. Cemeteries Bylaw 2008

General Description: Control and set standards for the operation of cemeteries.

Commencement Date: 1 July 2008

ii. Dog Control Bylaw 2008

General Description: Effective control and regulation of dogs in the District.

Commencement Date: 1 July 2008

iii. Fire Prevention (vegetation) Bylaw 2008

General Description: Preventing the spread of vegetation fires and controlling when fires may be lit.

Commencement Date: 1 July 2005

iv. Keeping of Animals, Poultry and Bees Bylaw 2009

General Description: Control of animals in localities where they could be a nuisance or threat to public health or safety.

Commencement Date: 1 September 2009

v. Liquor Ban Bylaw 2005

General Description: Control of liquor consumption in the Central business districts of Gore and Mataura.

Commencement Date: 1 July 2008

vi. Long Grass and Overhanging Foliage Bylaw 2008

General Description: Controlling long grass and noxious plants and overhanging foliage on footpaths in specified urban areas.

Commencement Date: 1 July 2008

vii. Mobile Trading Bylaw 2011

General Description: Licensing of hawkers, mobile shops and street stalls.

Commencement Date: 1 December 2011

viii. Roading bylaw 2008

General Description: Regulation of Council roads and footpaths by setting speed limits for vehicles, parking controls, management of stock movements on roads and providing requirements for the construction, maintenance and use of crossings.

Commencement Date: 1 March 2012

ix. Skateboard Ban Bylaw 2008

General Description: Prohibition of riding skateboards in the commercial/retailing area of Gore.

Commencement Date: 1 July 2008

x. Solid Waste Bylaw 2008

General Description: Collection and disposal of refuse in an efficient manner, including the regulation of recycling, refuse storage and ownership of the waste stream.

Commencement Date: 1 July 2008

xi. Subdivision and Development Bylaw 2011

General Description: Sets out the Council's standards which are required to be adopted when undertaking subdivision or development.

Commencement Date: 1 January 2012

xii. Trade Waste Bylaw 2008

General Description: The regulation of trade waste to the Council's sewerage systems, in order that the Council can meet its commitments for resource consents held for the discharge of treated sewerage.

Commencement Date: 1 August 2008

xiii. Water Supply Bylaw 2010

General Description: The protection of the water supply and imposition of conditions on usage.

Commencement Date: 1 October 2010

5.0 ELECTORAL SYSTEMS

The Gore District Council currently operates its elections under the first past the post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). A small number of Councils use STV. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- by counting elector's first preferences and the election of those who reach the quota;
- then by a transfer of 'spare' votes (over the quota from those candidates proportionally to all their voters' second preferences;
- then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.
- These steps continue until enough candidates have reached the quota and have been elected.

5.1 Deciding on which Electoral System to Use

Under the Local Electoral Act 2001:

The Council can resolve to change the electoral system to be used at the next two elections without a poll; or

- The Council can resolve to conduct a binding poll of eligible electors on which electoral system to use; or
- electors can demand that a binding poll be undertaken.

A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections.

5.2 The Voting System for the Council's Triennial Elections

The Council's last review of electoral systems was completed in September 2011.

6.0 REPRESENTATION ARRANGEMENTS

6.1 Wards

The Gore District is divided into five Wards as follows:

Gore Ward	5 Councillors
Kaiwera/Waimumu Ward	1 Councillor
Mataura Ward	1 Councillor
Waikaka Ward	1 Councillor

Three Councillors are elected at large across the District.

The Mayor is elected at large across the District.

6.2 Community Board

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

- represent and act as an advocate 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
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the council (currently the Council has not delegated any such responsibilities).

The Gore District has one Community Board – the Mataura Community Board, which was elected in August 2003. The Board has five members elected from the Mataura Ward.

The Community Board elects its own chairperson at its first meeting after election. There are at present no electoral subdivisions within Wards for the purpose of electing Community Board members. Accordingly the electors of the Ward elect all the members for their Board.

The Local Electoral Amendment Act 2002 requires the Council to review the Community Board structure in 2018.

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

6.3 Review of Representation Arrangements

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

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- whether the elected members (other than the Mayor) shall be elected by the entire District (i.e. at large) 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, to determine the boundaries and names of those Wards and the number of members that will represent each Ward.
- Whether or not to have separate Maori Wards;
- Whether to have community boards and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives residents the right to make a written submission to the Council, and the right to be heard.

Residents 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 member and basis of election can be found in the Local Electoral Act 2001.

The Council last reviewed its representation arrangements in 2013. The next review must be completed before March 2019.

6.4 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 District;
- Create one or more new territorial local authorities (City or District Councils);
- Create a unitary authority, ie transfer the functions of the Southland Regional Council to the Gore District 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 an application being made to the Local Government Commission by

any person or group which may include one or more effected local authorities or the Minister of Local Government.

Any application must include information that demonstrates that the application has community support in the district of each affected territorial authority. Evidence of community support may include (but not limited to) a petition of affected electors, questionnaires or surveys of residents, submissions or other correspondence about existing or proposed local government arrangements and meetings with community members or their representatives in which views on the existing or proposed local government arrangements are expressed.

The Local Government Commission (the Commission) must be satisfied that any preferred option will best promote in the affected area, the purpose of local government and facilitate improved economic performance.

Once a draft proposal is developed the Commission must give public notice and invite submissions. Submitters have the right to appear before the Commission at a hearing.

Once a final proposal by the commission is publically notified, it becomes final unless ten percent or more of affected electors enrolled in one of the affected Districts demand a poll within 60 working days of the first public notification of the proposal. A crucial change from previous legislation is that any poll is determined by the total votes cast in the total affected area subject to the proposed reorganisation. If more that 50% of valid votes cast in the poll are in favour of a final proposal then it proceeds.

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.

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. The demand for a poll can be initiated by a petition signed by 5 per cent of electors within the District.

7.0 MEMBERS' ROLES AND CONDUCT

The Mayor and the Councillors of the Gore District Council have the following roles:

- setting the policy direction of the Council
- monitoring the performance of the Council
- representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)

- employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

7.1 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. In addition the Mayor has the following roles:

- Provide leadership to other elected members and to the people of the District
- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- 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.
- Ceremonial head of the Council.

In addition the mayor has the following specific powers:

- Appointment of the deputy mayor
- Establishment of committees
- Appointment of Chairperson of each Committee

7.2 Deputy Mayor

The Deputy Mayor is elected by the members of the Council at the first meeting of the 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 of the 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 the Council. The Council may create one or more Committees of the Council. A committee Chairperson is responsible for presiding over meetings of the Committee, ensuring that the Committee acts within the powers delegated by the Council, and as set out in the Council's Delegations Manual. A Committee chairperson may be removed from office by resolution of the Council.

7.3 Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and 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 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council;
- providing advice to the Council and Community Boards;
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- managing the activities of the Council effective 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; and
- employing staff (including negotiation of the terms of employment for the staff).

7.4 Conduct of Elected Members

Elected members have specific obligations as to their conduct 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;
- the 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);
- the 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;
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

7.5 Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting such a Code is a requirement of the Local Government Act 2002. Once adopted, such a Code may only be amended by a 75 per cent or more vote of the Council. The Code sets out the Council's understanding and 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. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code. Copies of the full Code of Conduct may be obtained from the Council office or from the website www.goredc.govt.nz.

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

- each other
- the Chief Executive
- staff
- the media
- members of the public

The objective of the Code is to enhance:

- the effectiveness of the council as the autonomous local authority with statutory responsibilities;
- local government of the Gore District;
- the credibility and accountability of the council within its community; and
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

8.0 GOVERNANCE STRUCTURES AND PROCESSES

The following is a list of members of the Gore District Council:

Mayor

Mr Tracy Hicks JP
Phone 208-5240

Councillors

Cr Ralph Beale (Gore Ward)
Phone 208-5788

Cr Dianne Byars (Waikaka Ward)
Phone 207 2864

Cr Cliff Bolger (District Wide Ward)
Phone 203-8327

Cr Nicky Davis (District Wide Ward)
Phone - 208-6863

Cr Steve Dixon (Mataura Ward)
Phone - 203-3292

Cr Anne Gover (Gore Ward)
Phone – 208-5235

Cr Doug Grant (Gore Ward)
Phone 208 7528

Cr Peter Grant (District Wide Ward)
Phone - 208-7267

Cr Bret Highsted (Gore Ward)
Phone - 208-1513

Cr Graham Page (Gore Ward)
Phone 208 5349

Cr Graham Sharp (Kaiwera/Waimumu Ward)
Phone - 208-1937

The Council reviews its Committee structures after each triennial election. At the last review, the Council established the following standing Committees:

- **Finance and Policy** (Chair: Cr Cliff Bolger) – rates, land information, preparation of revenue and financing policies and developer contributions policies, oversight of the treasury function.
- **Operations** (Chair: Cr Nicky Davis) – roads, water, stormwater, sewage, refuse disposal.
- **Community Services** (Chair: Cr Peter Grant) - arts, culture and heritage, tourism and events, libraries, swimming pools, recreation and leisure (including sports grounds), Youth Council, community housing, community liaison and advocacy
- **Regulatory and Planning** (Chair: Cr Bret Highsted) – oversight of the inspectorate, licensing, resource consent, planning and building control functions of the Council.

Committees meet three weeks prior to the full Council meetings. A schedule of meeting dates can be found on the Council's website. Meeting dates and times are advertised towards the end the month prior to the month during which the meetings will be held. In some circumstances, this requirement will vary (e.g. for extraordinary meetings).

Further details on these Committees, including their terms of reference, membership and meeting arrangements can be obtained from the Chief Executive's office.

Youth Council

In November 2007, the Council approved a constitution of a Youth Council for the Gore District. The constitution was further refined in December 2013 to allow for an age range of 12 to 24 years for Youth Councillor.

The objective of the Youth Council is to give youth in the Gore District a real voice so that young people can be heard and taken seriously on issues affecting youth and the general community.

In addition, the Council has the following Sub-Committees which meet from time to time:

Rural Special Fund Sub-Committee

Members No current appointments

Chief Executive's Appraisal Committee

Members His Worship the Mayor
Cr Cliff Bolger (Chairman)
Cr Nicky Davis
Cr Peter Grant
Cr Bret Highsted

Creative Communities Sub-Committee

Members Mayor ex officio
Cr Nicky Davis – Council Representative
Community representatives
Eastern Southland Community Arts Council
Local Iwi Representation

Sport New Zealand Rural Travel Fund

Members Ian Soper
Cr Graham Sharp
Harley Ware – Sport Southland Representative

Rural Halls and Domains Sub-Committee

Members His Worship the Mayor
Cr Cliff Bolger
Cr Peter Grant
Cr Graham Sharp
Cr Dianne Byars

9.0 COUNCIL ORGANISATIONS

The Council 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:

- Eastern Southland Gallery
- Gore A&P Association
- Hokonui Heritage Centre Trust
- NZ Historic Places Trust (Southland)
- Regional Land Transport Committee
- St James Theatre Trust
- Community Counselling Centre
- Dolamore Trust Board
- Gore & Districts Health Inc
- Hokonui Moonshine Museum Trust
- Total Mobility Management Committee
- Pioneer Women’s Memorial Trust
- Southland Regional Heritage Committee
- Southland Heritage Building Preservation Trust
- Southland Museum and Art Gallery
- Community Connections Centre
- Venture Southland

9.1 Meeting Processes

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA). All Council and Committee meetings must be open to the public unless there is reason to consider some item ‘in committee’ (ie these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Chairperson of the meeting concerned. 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 Chairperson 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.

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.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present. A copy of the Code of Conduct and standing orders can be obtained from the Council office.

10.0 CONSULTATION POLICIES

The Council adopted a Consultation Policy at its meeting on 23 September 2003.

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 Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term 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 the Council considers to be important and identify issues 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 must be available for inspection at the council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a council meeting.

- **STEP TWO:**

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. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR: Deliberate in public**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). 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. By law, the Council must follow the special consultative procedure before it:

- adopts a Long Term Plan (LTP) or Annual Plan;
- amends an LTP;
- adopts, revokes, reviews or amends a bylaw;
- changes the mode of delivery for a significant activity (for example from the Council to a Council-controlled organisation or from a council controlled organisation to a private sector organisation) if that is not provided for in the LTP.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so

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

The Council embraces the principles of the Treaty of Waitangi, and acknowledges and values its partnership with Te Ao Marama which represents Te Runaka Ao Awarua, Hokonui Rununga, Oraka/Aparima Runaka and Waihopai Runaka.

To help promote communication, understanding and working together efficiently and effectively, the Council has a partnership agreement with Te Ao Marama through a Charter of Understanding. The Charter signed in November 2003.

The Council and the tangata whenua have a common goal. That is, the sustainable management of the District's environment and for the social, cultural, economic and environmental well-being of the community, for now and into the future.

Te Ao Marama provides advice to the Council on natural and physical resource management issues under the Resource Management Act 1991 and sites of historical importance (e.g. waahi tapu) on behalf of Southland iwi.

For more information on these partnerships contact Michael Skerrett, Iwi Liaison Officer, phone (03) 214-1573, Fax (03) 214-1505, e-mail teaomarama.southland@clear.net.nz or the Council's Senior Planner, Howard Alchin, phone (03) 209-0330, fax (03) 209-0357, e-mail halchin@goredc.govt.nz

12.0 MANAGEMENT STRUCTURES AND RELATIONSHIPS

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

The Chief Executive is Mr Stephen Parry. His contact details are:

Stephen Parry
Chief Executive
Gore District Council
PO Box 8
GORE
E-mail sparry@goredc.govt.nz
Phone (03) 209-0330
Fax (03) 209-0357

Council management is organised into three divisions. These are:

Community and Strategy

General Manager – vacant.

E-Mail
Phone
Fax (03) 209-0357

Activities covered by the community and strategy group include regulatory and planning, District libraries, community development, visitor information services and strategic planning.

District Assets

General Manager – Mr Paul Withers. His contact details are:

Paul Withers
General Manager, District Assets
Gore District Council
PO Box 8
Gore

E-Mail pwithers@goredc.govt.nz
Phone (03) 209-0330
Fax (03) 209-0357

Activities covered by the district assets group include parks and reserves, roading, water, sewerage, refuse disposal, aquatic centres and civil defence.

Finance

Chief Financial Officer – Mr Luke Blackbeard. His contact details are:

Luke Blackbeard
Chief Financial Officer
Gore District Council
PO Box 8
Gore

Email lblackbeard@goredc.govt.nz
Phone (03) 209 0330
Fax (03) 209 0357

Activities covered by the Finance group include customer services, rates, financial management and debt management.

13.0 EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Local Government Act 2002 requires the Council to act as a 'good employer'. This includes a specific requirement to have an equal employment opportunities policy.

The Council's Equal Employment Opportunities Policy is as follows:

NATURE AND SCOPE

The Gore District Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees.

To ensure all personnel policies reflect the fundamental principals of EEO in:

- *Recruitment*
- *Education and corporate training*
- *Individual training opportunities*
- *Employment conditions*

The organisation will provide:

- *A welcoming, positive environment that does not discriminate against any group.*
- *Good, safe working conditions*
- *Opportunities for the enhancement of the abilities of individual employees.*

OBJECTIVES AND MEASURES

To continue to develop commitment to the principles and objectives of our EEO policy and promote and develop the skills throughout the organisation so that they may realise and pursue their full potential without bias.

Performance Measure	Achievement
<i>To provide a wide range of training opportunities to enable staff to develop career opportunities</i>	<i>Both specific individual and corporate training is provided.</i>

To obtain the best suited person for each vacancy and to provide a workplace free of discrimination, fully supportive and acknowledging the diverse needs of all staff.

Performance Measure	Achievement
<i>Maintain awareness amongst staff of EEO principles and their implementation in an importance to the Gore District Council.</i>	<i>EEO principles have been promoted and implemented throughout the organisation.</i>

14.0 KEY APPROVED PLANNING AND POLICY DOCUMENTS

The following have been identified as key Council planning and policy documents. To view these plans, please contact the Gore District Council (phone (03) 209-0330).

14.1 The Long Term Plan (LTP)

Section 93 of the Local Government Act 2002 requires Councils to prepare a Long Term Plan (LTP) every three years, with an annual plan to be prepared in the intervening years.

The purpose of the LTP is to communicate the Council's objectives and proposed activities, describe the community outcomes of the District, provide integrated decision-making and coordination of the council and provide a long term focus for the decisions and activities of the Council.

The LTP also details the Council's policies and prospective financial information for the ten year period beginning 1 July 2012 through to 30 June 2022.

14.2 Policy Manual

The Council's policy manual provides a full list of all policies approved by the Council. The policies provide guidance for staff and Councillors in the areas of discretionary decision-making. Adoption and adherence to the policies enables consistent application of discretion, consistent decision-making by staff and the Council and consistent treatment of the public, service groups and companies. The policies provide a transparent process and criteria. The policy manual is reviewed periodically. Policies can be reviewed, added or deleted at any time through normal Council processes.

14.3 Annual Plan

The annual plan is developed from the Long Term Plan, the Council's funding policy and community consultation. It includes information on the Council's policies, actions and funding that are to be undertaken over the coming financial year and provides information in general terms for the following two financial years. Any significant changes from the previous annual plan's policies objectives, significant services and performance measures are explained.

The annual plan is the Council's main means of communicating its projects and programmes to the public. The special consultative procedure stipulates that the public must be given a minimum of one month to make submissions. The Council then considers the submissions before adopting its approved Annual Plan and confirming the rates for the next financial year.

The annual plan must include:

- the nature and scope of the significant services to be undertaken
- the performance measures and other measures used to monitor, measure, and review Council's performance
- an outline of the indicative costs (i.e., of proposed expenditure) and the sources of funds
- an outline of Council's funding and financial policies
- forecast financial statements for the year, including:
 - an estimated and forecast statement for the beginning and end of the financial year

- an operating statement (reflecting forecast revenues and expenses)
- a statement of cashflows
- an explanation of changes (variations) between the current annual plan and the Long Term Plan.
- a summary of Council’s Equal Employment Opportunities programme.

14.4 Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The annual report must:

- compare the actual performance with the proposed performance set out in the plan
- comment on the performance of all organisations included in the annual plan
- be produced within four months of the end of the financial year
- contain an audited financial statement, set of accounts, and annual financial report which assesses Council’s financial performance against its budget
- show the extent to which Council’s equal employment objectives were met.

14.5 Asset Management Plans

Asset Management Plans are blueprint documents for the broad based funding requirements for the District’s infrastructure, and have strong linkages to the production of the funding and financial policy, Long Term Plan and the Annual Plan. These plans focus on asset management, asset service levels, depreciation and replacement of the District’s major infrastructural assets. The Council’s asset management plans were last reviewed in November 2011 and will be reviewed again in 2014-15 in order that they can be linked into the 2015-25 Long Term Plan.

The Council’s Asset Management Plans are:

- Infrastructure Asset Management – Water Supply, Wastewater and Stormwater
- Infrastructure Asset Management – Landfills
- Parks Property and recreation Asset Management Plan
- Roading

Reserve Management Plans	Date of Adoption	Due for Review
Sports Ground Management Plan	February 2001	As Required
Dolamore Park Management Plan	February 2001	As Required
Reserves Policy	February 2001	As Required
Gore Town Belt Management Plan	March 1996	As Required

Other Existing Key Council Plans, Policies and Strategies Include:

Document Name	Date of Adoption	Due for Review
Physical Activity Strategy	June 2007	As required
Economic Development Incentive Policy	November 1999	As required
Southland Civil Defence Group Plan	February 2012	February 2017
Liability Management Policy	May 2003	Three yearly
Significance Policy	June 2003	As required
Asset Capitalisation Policy	June 2003	As required
Revenue and Financing Policy	July 2003	As required
Investment Policy	July 2003	Three yearly
Policy on Partnerships with the Private Sector	July 2003	As required
Gore District Plan	2006	July 2016

15.0 SYSTEMS FOR PUBLIC ACCESS

15.1 Contact Details for the Gore District Council

Gore District Council
Civic Administration Office
29 Civic Avenue
PO Box 8
GORE
Phone (03) 209-0330
Fax (03) 209-0357
E-mail – info@goredc.govt.nz
Internet – www.goredc.govt.nz

15.2 System for Requesting Council Service

Requests for Council service can be lodged in various ways, including:

- Lodging a customer service request by telephone to the Council office (03) 209-0330 or via email to info@goredc.govt.nz.
- visiting, phoning or writing (including e-mails and faxes) to the Chief Executive or relevant General Manager. Contact details are as shown on pages 17 and 18.
- The Council's main telephone line (03) 209-0330 is operated 24 hours a day.

15.3 District Libraries

Copies of key Council policies and plans are located at the District Libraries for public reference and information.

15.4 Opportunities for Participation in Council Activities

The Council offers numerous opportunities for the community to participate in the decision-making processes throughout the year, culminating in the draft Annual Plan submission process. The projects and programmes outlined in the draft Annual Plan are a result of ongoing public input and consultation with the community. Advertisements are placed in the local newspapers which include instructions on how to make a submission, and when and where public meetings on the draft Annual Plan and the public hearings are to take place.

In addition, many of Council's key plans and policies are developed using community input. The Council will inform Gore District residents (usually through the local media) when key plans and policies are being developed/reviewed that require community input or feedback.

The Mayor, Councillors, the Chief Executive and General Managers may be contacted throughout the year if you have information to contribute or areas of concern you wish to discuss.

16.0 PROCEDURES FOR DEALING WITH OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information are deemed to be a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

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.

In the first instance you should address requests for official information to the Chief Executive, Gore District Council, PO Box 8. Gore 9740.

Adopted by the Gore District Council at its meeting on 1 April 2014.