



# **GOVERNANCE STATEMENT 2007**

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## Governance Statement

## 1. What is a Governance Statement

Opotiki District Council's Governance Statement is a collection of information about the processes that Council uses to engage with the district's residents.

It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

Council's governance statement is a requirement of Section 40 of the Local Government Act 2002. Council is obliged to produce a new governance statement six months after each triennial election.

## 2. Functions Responsibilities and Activities

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

In meeting its purpose the Opotiki 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 (e.g. roads, sewage disposal, water and stormwater, and community infrastructure (libraries, parks and recreational facilities and harbour development.
- environmental management
- planning for the future needs of Opotiki District.

## 3. Statutes Pertaining to Local Government

In fulfilling its purpose, the Opotiki District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. Chief among these are: the Local Government Acts of 1974 and 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002; The Local Government Official Information and Meetings Act 1987 and; The Resource Management Act 1991. Other general Acts of Parliament that confer powers on the Opotiki District Council and regulate its functions include:

- Airport Authorities Act 1966
- Animals Act 1967
- Animals Law Reform Act 1989
- Arts Council of New Zealand Toi Aotearoa Act 1994
- Auctioneers Act 1928
- Biosecurity Act 1993
- Building Act 1991
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Children's Health Camp Act 1972
- Citizenship Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Civil List Act 1979
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees and Fair Trading Act
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Crimes Act 1961
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Machinery Act 1950
- Meat Act 1981
- Minimum Wage Act 1983
- Municipal Insurance Act 1960
- National Provident Fund Restructuring Act 1990
- New Zealand Bill of Rights Act 1990
- New Zealand Geographic Board Act 1946
- New Zealand Library Association Act 1939
- New Zealand Walkways Act 1990
- Noxious Plants Act 1978
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Pawnbrokers Act 1908
- Petroleum Act 1937
- Plumbers and Gasfitters and Drainlayers Act 1976
- Privacy Act 1993

- Dangerous Goods Act 1974
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Dog Control and Hydatids Act 1982
- Earthquake Commissions Act 1993
- Electricity Act 1992
- Employment Relations Act 2000
- Energy Companies Act 1992
- Engineers Registration Act 1924
- Fencing Act 1978
- Fencing and Swimming Pools Act 1987
- Financial Reporting Act 1993
- Fire Services Act 1975
- Food Act 1981
- Foreshore and Seabed Endowment Revesting Act 1991
- Forest and Rural Fires Act 1977
- Gas Act 1992
- Goods and Services Tax Act 1985
- Harbours Act 1950
- Health Act 1956
- Health and Safety in Employment Act 1992
- Higher Salaries Commission Act 1977
- Historic Places Act 1993
- Housing Act 1955
- Housing Corporation Act 1974
- Human Rights Act 1993
- Income Tax Act 1994
- Impounding Act 1955
- Insolvency Act 1967
- Interpretation Act 1999
- Land Act 1948
- Land Drainage Act 1908
- Land Settlement Promotion and Land Acquisition Act 1952
- Land Transfer Act 1952
- Land Transport Act 1993
- Libraries and Mechanics' Institute Act 1908
- Property Law Act 1952
- Prostitution Reform Act 2003
- Public Bodies Leases Act 1969
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railway Safety and Corridor Management Act 1992
- Rating Valuations Act 1998
- Rates Rebate Act 1973
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale of Liquor Act 1989
- Secret Commissions Act 1910
- Securities Act 1978
- Securities Transfer Act 1991
- Smoke-free Environments Act 1990
- Soil Conservation and Rivers Control Act 1941
- Sovereign's Birthday Observance Act 1952
- Standards Act 1988
- Statutes Amendment Acts 1936-1951
- Statutory Land Charges Registration Act 1928
- Summary Offences Act 1981
- Survey Act 1986
- Swimming Pools Act 1987
- Te Ture Whenua Maori Act 1993
- Telecommunications Act 1987
- Transit New Zealand Act 1989
- Transport Act 1962
- Treaty of Waitangi Act 1975
- Trespass Act 1980
- Trustee Act 1956
- Unit Titles Act 1972
- Wild Animal Control Act 1977
- Wildlife Act 1953

## 4. Local legislation

Apart from local bylaws there is no local legislation applying specifically to the Opotiki District Council.

## 5. Representation Arrangements

**a) Opotiki District Council's 2007 triennial elections**

The Opotiki District Council's 2007 triennial elections were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and all tasks were completed satisfactorily and on time.

**b) Electoral system**

This was determined by a binding poll held on May 2003, determined that Opotiki District Council for the 2004 and 2007 elections would use the First Past the Post voting system

The result of the poll was:

<b>For FPP</b>	<b>1338</b>
<b>For STV</b>	<b>650</b>

**c) Maori Representation**

Opotiki District Council will not give consideration to the creation of Maori Wards for the 2004 or 2007 elections. This was determined by a binding poll held on May 2003. The result of the poll was

<b>For Maori Representation</b>	<b>678</b>
<b>Against Maori Representation</b>	<b>1294</b>

**c) Representation Arrangements**

On October 2003 Council resolved, following public consultation, to adopt the following representation arrangements for the 2004 elections. Subsequently this decision of Council was appealed to the Local Government Commission. The result of this appeal was on March 2004 resulting in the following representation.

The Opotiki District Council comprises 7 members elected from wards and the Mayor.

The three wards reflect the following identified communities of interest

Coast ward	SO 58138 SA
Waioeka/Waiotahi ward	SO 334314
Opotiki Ward	SO 334313

The Population that each member will represent is as follows:

Ward	Population	Members	Population per Member
Coast	1737	1	1737
Waioeka/Waiotahi	3243	2	1621
Opotiki	4550	3	1517
Total	9530	7	1361average

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents must be within the range of 866 +/- 10% (779 to 953) unless particular community of interest considerations justify otherwise. The resolved representation fit this requirement.

**d) Community board representation**

As part of the Local Government Commission decision a Coast Community Board was formed comprising of 4 members. The coast ward member was elected as Chairperson of the Coast Community Board.

**e) Review of Representation**

Opotiki District Council conducted a electoral systems poll also in May 2003, with the results being binding on council for the 2004 and 2007 triennial elections. The result was for 'first past the post'.

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 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, 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 wards for electors on the Maori roll
- Whether to have community boards and if so how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

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 people the right to make a written submission to Council, and the right to be heard in support of their written submission if they wish. People 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.

The electoral system for the 2010 triennial election was reviewed by Council in August 2008 and it was decided That:

- Council would retain First Past the Post as the means for the election of the local authority, its community boards and associated elections for the 2010 triennial election.
- Council would retain the status quo and not establish Maori Wards for electoral purposes for the 2010 triennial election.
- Council would complete a representation arrangement review by 31 August 2009, in particular to consider:
  - (a) The election of Councillor's at large, by wards, or a mixture of at large / by wards;
  - (b) Whether Maori wards are introduced (if adopted, applicable 2010 triennial elections);
  - (c) Whether there should be community boards (and if so, whether these should be subdivided);
  - (d) The number of elected members (Councillors and Community Board members).

A public notice was placed in the Opotiki News on Thursday 18 August 2008 highlighting the right of the public to demand a poll on the electoral system for the 2010 triennial election. The text of the add follows:

#### **PUBLIC NOTICE OF COUNCIL RESOLUTION ON ELECTORAL SYSTEM AND OF RIGHT TO DEMAND A POLL**

Notice is given under section 28(1) of the Local Electoral Act 2001, that the Opotiki District Council has resolved to retain First Past the Post as the means for the election of the local authority, its community boards and to retain the status quo and not establish Maori Wards for electoral purposes for the 2010 triennial election. This electoral system will be used for the 2010 triennial general election of the Opotiki District Council.

Electors of the Opotiki District Council have the right to demand a poll to countermand the resolution to use the First Past the Post electoral system. Should a valid demand for a poll be received by February 28, 2009 (effectively March 2, 2009), a poll will be held by May 21, 2009 on whether the First Past the Post or the Single Transferable Voting electoral system will be used for the next triennial general elections (2010) of the Opotiki District Council.

A valid demand for a poll must be:

- made in writing;
- signed by a least five per cent of the number of electors enrolled as eligible to vote at the previous triennial general election of the Opotiki District Council. This equates to 275 elector signatures.
- delivered to the office of the Opotiki District Council, 108 St John Street, Opotiki by 5pm, Monday, March 2, 2009 (for the outcome of the poll to apply to the 2010 triennial general election of the Opotiki District Council).

Every elector who signs a demand must also set out in it his or her full name and the address for which he or she is qualified as an elector of the Opotiki District Council.

**f) Changing the District's Boundaries**

The Local Government Act 2002 sets out procedures that must be followed during proposals to:

- make changes to the boundaries of the district
- create a unitary authority, e.g., transfer all of the functions of Environment Bay of Plenty to Opotiki District Council, or vice versa
- transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal either from the local authority, the Minister of Local Government, or by a petition signed by 10 per cent of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by a joint committee of the affected local authorities, or by an agreed appointed local authority, or by the Local Government Commission if the local authorities refer the proposal to the Commission.

Proposals for the establishment of a new district or for the creation of a unitary authority will also be dealt with by the Local Government Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002 (in particular Schedule 3). The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

## 6. Roles and conduct of Elected Members and Chief Executive

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

- setting the policy direction of Council
- monitoring the performance of Council
- representing the interests of Opotiki District (upon 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 2002 the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

**a) 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:

- Is a presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- Advocates 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 Council.
- The ceremonial head of Council.
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

**b) Deputy Mayor**

The Deputy Mayor is elected by the members of 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 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.

**c) Chief Executive**

The Chief Executive is appointed by 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 Council's policies and objectives within the budgetary constraints established by Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- implementing the decisions of Council
- providing advice to Council
- 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 Council effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council

- providing leadership for the staff of Council
- employing staff (including negotiation of the terms of employment for the staff).

#### d) Conduct of Elected Members

Elected members have specific obligations as to their conduct as outlined in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council 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.

#### e) 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 Council. The Code of Conduct sets out 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 Council may impose if an individual member breaches the code.

## 7. Governance Structures and Processes

#### a) Council Meetings

Council meetings take place each on Tuesday on a six weekly cycle. Committees meet as required.

#### b) Council

Opotiki District Council currently has 7 Councillors elected from three wards and a Mayor elected from the whole district.

#### Council's elected members are responsible for:

- law-making (bylaws) and have a regulatory role (Acts of Parliament)
- developing and approving Council policy
- determining the expenditure and funding requirements of Council through the annual plan process
- monitoring the performance of Council against its stated objectives and policies
- employing, overseeing and monitoring the Chief Executive's performance.

Council's role is to provide cohesion for the district, and this covers a wide range of activities and services, from providing children's playground equipment to treatment of the city's water and wastewater. Meeting the community's priorities is fundamental to Council's overall operations and service delivery. Partnership and consultation with the community are integral parts of Council's operations.

The Mayor and Councillors are represented on Council committees. These committees consider and recommend policy to Council, and monitor the effective and efficient implementation of policy and the operation of services relating to the committee functions.

#### c) Coast Community Board

In 2004 the Local Government Commission established a Coast Community Board, comprising of four elected members plus the Coast ward Councillor.

The role of a Community Board is specified in Section 52 of the Local Government Act 2002, as follows:

- To represent, and act as an advocate for, the interests of its community.
- To consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- To maintain an overview of services provided by the territorial authority within the community.
- To prepare an annual submission to the territorial authority for expenditure within the community.

e. To undertake any other responsibilities that is delegated to it by the territorial authority.

**d) Committees**

Council has set up committees to advise in the setting of policy and guide Council in the fulfilment of its responsibilities. Some committees have members of the public appointed to them. This is seen by Council as an effective way to involve other organisations in Council business.

A committee chairperson is responsible for presiding over meetings and may be removed from office by resolution of Council.

Committees of Council include:

- Tourism and Promotion Committee – Chair Councillor D Leeder
- Sport and Recreation Committee – Chair Councillor R Petersen
- Audit Committee – Cr D Leeder
- Eastern Bay Waste Management Committee – (Joint Committee with Kawerau District Council and Whakatane District Council)

## 8. 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 reason to consider some item 'in committee' (i.e., 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 Council. The LGOIMA contains a list of the circumstances where Council 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 of it 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 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 3 working days notice. During meetings the Mayor and Councillors must follow Standing Orders (a set of procedures adopted by for conducting its meetings). Council may suspend Standing Orders by a vote of 75 per cent of the members present and voting.

## 9. Consultation Policy

### Special Consultative Procedure

The Local Government Act 2002 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 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: Public notice**

The council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

**Step Three: Receive submissions**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. 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). All submissions must be made available unless there is reason to withhold them under LGOIMA.

**Step Five: Follow up**

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

By law, the Council must follow the special consultative procedure before it:

- adopts a long-term council community plan (LTCCP) or annual plan
- amends an LTCCP
- 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 an LTCCP.

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.

### Consultation Policy

In November 2003 Council adopted a consultation policy which set out Council's methodology of engagement with the public which is dependent on the level of significance before the Council.

### Partnership with Maori

Council embraces the principles of the Treaty of Waitangi and values its relationship with local hapu and iwi.

To help promote communication, understanding and working together effectively and efficiently Council has formed working relationships with iwi and hapu of the district through out the organisation, within both elected members and staff levels of the Council. The iwi of the district are generally invited to be represented on Council's committees and is promoting tangata whenua as a strategic partner in regional social and economic initiatives.

## 10. The Management Structure and Relationships

Council is supported by a professional corporate organisation, led by the Chief Executive. Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council wants.

The Chief Executive and staff are responsible for managing day-to-day issues and implementing Council's decisions and policies. The organisation is structured under four groups, each of which is headed by a manager. They are:

- Corporate Services
- Environment and Planning
- Finance
- Engineering and Services

The Management team comprises the managers of the four groups and is headed by the Chief Executive. The Management Team considers organisation-wide issues and provides a key linkage between Councillors and staff. They ensure that what is undertaken within the four groups is consistent with Council's mission and goals and the decisions of Council.

The elected members and Council staff work together at different levels to decide what activities should be done to achieve the community's vision and goals, and to plan how they can best be undertaken. This takes place within a framework of competing priorities, timeframes, resources, decisions of Council, and within the overall goal of growing and developing the district in a sustainable social, cultural, economic and environmental context.

### Chief Executive

The Local Government Act 2002 requires 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 Council. Under the Local Government Act 2002 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.

Vaughan Payne  
Chief Executive

Opotiki District Council  
PO Box 44  
**OPOTIKI**  
Email: vaughanp@odc.govt.nz  
Phone: 07 315 3030  
Fax: 07 315 7050

- Strategic Direction and Policy Development
- Policy Advice
- Implementation
- Management of Council Resources
- Staff Management
- Organisational Development
- Community Engagement
- Economic Development
- Personal Development

## REPORTING TO CHIEF EXECUTIVE

### Visitor Information Centre Office Manager

Tina Cornwell

- Visitor reception
- Advertising and promotion
- Database
- VIN / Tourism
- Budgets and financial monitoring

### District Librarian

Nethia Morgan

- Management of Services and Staff
- Financial Management and Control of Budget
- Cash & Resources
- Statistics
- Library Resources
- Classifying and Cataloguing

### Library Assistants

Jan Fisher/Phillippa Wheeler

- Status of Books
- Accurate Membership Records
- Books Prepared to Standard
- Local History Knowledge
- Library Appearance

### Event Centre Coordinator

Sandie Dixon/Susan Woods

- Council Event Management
- Events Strategy
- Events and District promotion
- Events management
- New Businesses

## CORPORATE SERVICES

### Corporate Services Manager

Donna Adlam

- Governance support
- Document management
- Office administration
- Community grants
- Staff management & training
- Communications
- Community and Economic Development

**Receptionist/Typist**

**Kelly Clarke**

- Visitor Customer Satisfaction/Office Visitor Enquiries
- Complaint System Coordination
- Word Processing
- Office Support
- Booking of Council Offices, Chambers & Committee Room

**Central Records Officer**

**Jim Richardson**

- Records
- Inward/Outward correspondence
- Governance
- Administrative Support

**Corporate Services Secretary**

**Gae Newell**

- Governance
- Secretarial support to Mayor/Chief Executive
- Word processing/Correspondence
- Operational Management of Council Offices, Chambers & Committee Room
- Stationery and Cafeteria

**FINANCE**

**Finance Manager**

**John Rollo**

- Contribution to Strategic Direction
- Policy Development and Advice
- Stewardship of Council Resources
- Investments
- Debt Management
- Insurance Risk/Management
- Budget Management
- Managing People
- Personal Development

**Financial Assistant/Office Manager**

**Sue Watson**

- Oversight of Financial Transactions
- Financial System – Origin and IT Network
- General Ledger
- Rates
- Fixed Assets
- Managing People
- Miscellaneous Finance Functions

**Rates Officer**

**Robyn McMillan**

- Rate Records
- Debt Recovery
- Rate/Property Enquiries
- Reporting

**Revenue Recovery Officer**

**Gavin Hustler**

- Outstanding Rates
- Maori Land Rating
- Customer Focus
- Debt Collection
- Other

**Payroll/Creditors Officer**

**Esther Wilson**

- Payroll
- Accounts Payable
- IRD & other returns
- Cashier

**Clerical Officer**

- Cashiering
- Monitoring Bank Account
- Sundry Debtors
- Administration

**Cathy Gamman**

**ENVIRONMENT AND PLANNING**

**Environment and Planning Manager**

- Contribution to Strategic Direction
- Policy and Plans
- Regulation and Processing
- Management/Leadership

**Robert Schlotjes**

**Licensing Support Officer**

- Health Licensing
- Liquor Licensing

**Dale Ashford-Hill**

**Building Administration Officer**

Administration  
Record Keeping

**Parehuia Wharepapa**

**Consents Officer**

- Planning Consents
- Building Consents
- General

**Gill Sands**

**District Inspector**

- Building Controls
- Environmental Health
- Dangerous Goods
- Liquor Licensing
- Council Property
- Opotiki Aerodrome

**Stu Chapman**

**Animal Control Officer**

- Dog Inventory
- Animal Control
- Personal Relationships/Communication
- Community Relationships/Communication
- Budget Management

**Opotiki Animal Control**

**ENGINEERING AND SERVICES**

**Engineering and Services Manager**

- Technical Advice
- Maintenance of Assets
- Programme and Implementation of Projects
- Leadership and Employment
- Public Relations

**Jim Finlay**

**Technical Engineer**

- Four Community Water Supply Schemes
- Water Meters
- Water Treatment Plants
- Refuse
- Roading
- Surveying
- Budget Management
- Managing People

**Steve Mathias**

**Engineering Secretary**

- Secretarial Support/PA
- General Administration
- Word Processing
- Contracts
- Rural Fire
- Cemetery

**Errin Wilmshurst**

**Works Manager**

- Roading
- Water
- Sanitation
- Stormwater
- Refuse
- Landfill
- Rural Fire
- Managing People

**Ian Castles**

**Parks and Reserves Supervisor**

- Planning and policy development
- Asset maintenance and development
- Community relationships/communication
- Inter-agency relationships
- Budget management
- Managing people
- Sport and Recreation

**Mike Houghton**

**Sport Coordinator**

- Pathway to Health
- Activities promotion

**Jacqueline Hayes-Kingi**

**BUSINESS UNIT STAFF**

**Roading, Water, Refuse and Sewerage Staff**

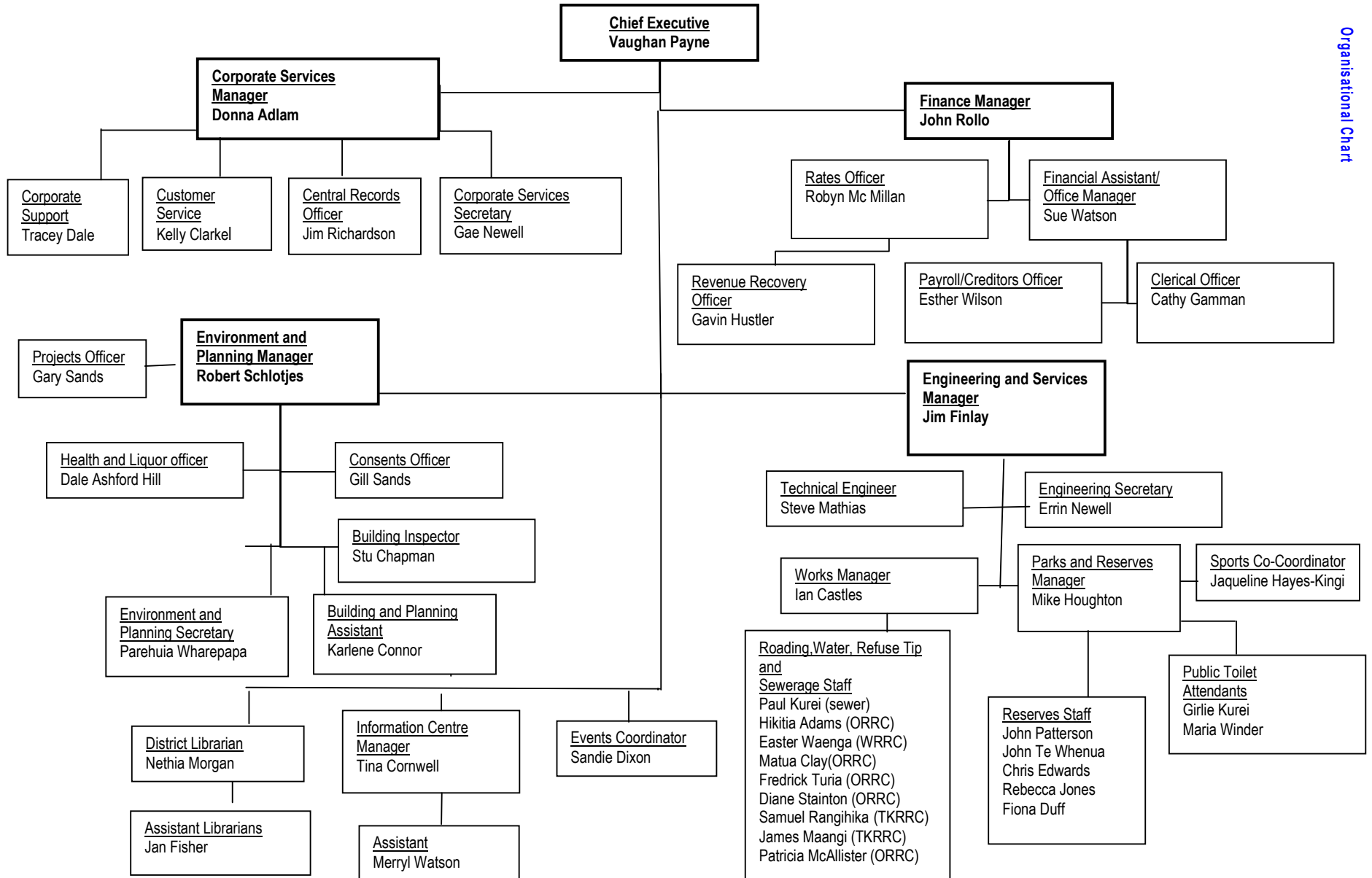
Paul Kurei  
Hikitia Adams  
Easter Waenga  
Matua Clay  
Fredrick Turia  
Diane Stainton  
Samuel Rangihika  
Dean August  
James Maangi  
Patricia McAllister

**Reserves Staff**

John Patterson  
John Te Whenua  
Christopher Edwards  
Rebecca Jones  
Fiona Duff

**Public Toilet Attendants**

Veronica Kurei  
Maria Winder



## 11. Equal Employment Opportunities Policy

The Opotiki District Council acknowledges the benefit to both employees, Council and its customers that result from equal opportunity in employment of new personnel.

Council is committed to the principles of equal opportunity in recruitment, employment, training and promotion of its employees.

### Objectives

- To promote people on the basis of merit and/or skill, ability and qualifications.
- To ensure criteria for recruitment relate to the skills and experience necessary for the job.

## 12. Key approved Planning and Policy Documents

The following documents have been identified as Council's Key Planning and Policy documents. To obtain a copy of these please contact Council's Customer Services Coordinator.

**Long Term Council Community Plan**  
**Annual Plan**  
**Annual Report**  
**Long Term Financial Strategy**  
**Opotiki District Plan**  
**Waste Management Plan**  
**Asset Management Plans**  
**Opotiki Civil Defence Emergency Management Plan**  
**Community Sport and Recreation Strategy**  
**Waioeka / Otara Rivers Management Plan**  
**Coastal Reserves Strategy**  
**Coastal Access Report**  
**Rating Policies**  
**Remissions**  
**Maori Freehold land**  
**Funding Policy**  
**Consultation Policy**  
**Significance Policy**

## 13. Systems for Public Access

### a) Contact details for Opotiki District Council:

Opotiki District Council  
108 St John Street  
PO Box 44  
OPOTIKI  
Phone 07 315 3030  
Fax 07 315 7050  
e-mail: [info@odc.govt.nz](mailto:info@odc.govt.nz)  
internet: [www.odc.govt.nz](http://www.odc.govt.nz)

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

**b) System for requesting Council service**

Requests for Council service can be lodged in various ways including: visiting, phoning or writing (including emails and faxes) to the Customer Services Coordinator or relevant Council officer, or to the Chief Executive.

The after hours contacts for Council, Animal and Noise Control are listed in the phone book and in local publications.

Contact details for elected members senior managers and after hours contacts are available on the Council internet site

**c) Staff Contacts**

Staff can be contacted by phoning the Opotiki District Council Office Number 07 315 3030 and the extension number when prompted or by phoning the direct dial number listed.

**Office No. 07 315-3030**

STAFF MEMBER	POSITION	PHONE EXT
Kelly Clarke	Receptionist/Typist	700
Stu Chapman	Building Inspector	709
Robert Schlotjes	Environment and Planning Manager	723
Gae Newell	Corporate Services Secretary	742
Jim Finlay	Engineering & Services Manager	701
Donna Adlam	Corporate Services Manager	710
Esther Wilson	Payroll/Creditors Officer	718
Errin Wilmshurst	Engineering Secretary	706
Gavin Hustler	Revenue Recovery Officer	720
Ian Castles	Works Manager	722
John Forbes	Mayor	702
John Rollo	Finance Manager	703
Maria Winder & Girlie Kurei	Public Toilet Attendants	315-8359
Mike Houghton	Parks & Reserves Manager	730
Nethia Morgan	District Librarian	315-6170
		<b>Fax 315-7261</b>
Robyn McMillan	Rates Officer	714
Cathy Gamman	Clerical Officer	708
Steve Mathias	Technical Engineer – Water Services	711
Dan Mitchell	Technical Engineer – Assets	731
Gill Sands	Consents Officer	707
Sue Watson	Financial Assistant/Office Manager	705
Tina Cornwell	Information Centre Manager	728
		<b>315-3031</b>
Jim Richardson	Records Officer	719
Vaughan Payne	Chief Executive	704

d) Elected members contact details

Councillors	Address	Ward
<b>Mayor</b> John Forbes	9 Paerata Ridge Rd. Opotiki 07 315 7362 029 255 7702 <a href="mailto:johnf@odc.govt.nz">johnf@odc.govt.nz</a> <a href="mailto:JonRobForbes@xtra.co.nz">JonRobForbes@xtra.co.nz</a>	District
<b>Deputy Mayor</b> Selby Edwin Fisher	P O Box 125, Opotiki 07 315 7624 Phone & Fax 027 636 9077 <a href="mailto:sjfish@ihug.co.nz">sjfish@ihug.co.nz</a>	Waioeka/Waiotahi
Alex Dobie	166 Wellington St. Opotiki 07 315 8009 Phone & Fax <a href="mailto:adobie@xtra.co.nz">adobie@xtra.co.nz</a>	Opotiki
Robert William Petersen	15 Fromow Rd. Opotiki 07 315 6580 Work 07 315 7361 Home 07 315 6582 Fax	Opotiki
Douglas Leeder	Gabriel's Gully Rd, RD2 Opotiki 07 315 4839 027 292 8048 07 315 4849 Fax	Waioeka/Waiotahi
Barry Howe	20 Albert Street Opotiki 07 315 6003 Home 07 315 6335 Work	Opotiki
Haki McRoberts	7231 SH35, RD3, Opotiki 0272 636 9077 07 325 2833 Phone & Fax	Coast

e) Coast Community Board contact details

<b>Adelaide Mary Rangi WAITITI</b> RD3, Opotiki CAPE RUNAWAY	325-3803 <a href="mailto:waitangihia@xtra.co.nz">waitangihia@xtra.co.nz</a>	Coast Community Board
<b>Rikirangi GAGE</b> C/- Omaio Postal Agency, Te Kaha, OPOTIKI	325-2670 home 325-2726 business <a href="mailto:riki.gage@apanui.co.nz">riki.gage@apanui.co.nz</a>	Coast Community Board
<b>Tiaki (Jack) Rangikawanoa PARATA</b> State Highway 35, RD 3 OPOTIKI	325-2772 home 325-2726 business 325-2739 fax 0274 989-213 mobile <a href="mailto:jack.parata@apanui.co.nz">jack.parata@apanui.co.nz</a>	Coast Community Board
<b>Edward MATCHITT</b> RD 3 OPOTIKI	325-3663	Coast Community Board

**f) Public Forum**

Opotiki District Council offers a public forum at each of its Ordinary Council Meetings. This forum provides an opportunity for members of the public to raise issues and address the Council directly. The public forum is scheduled for 9.00 am on Tuesday with meetings on a six weekly meeting cycle unless otherwise notified and speakers are asked to notify the Corporate Services Manager, Phone (07) 315 3030 of their intention to speak.

**g) Newsletter**

Panui is a four page newsletter that is sent out with rates notice four times per year and is made available to residents over the counter at a number of locations in the district. The editors contact details are provided on the back page of the newsletter.

**h) Consultation / decision-making/ participation**

Council offers numerous opportunities for the community to participate in the decision-making process and consideration is given to the level of consultation appropriate to activities put before Council through out the year. The draft Annual Plan submission process encourages public discussion and input into Council activities for the coming year.

In addition many of Council's key plans and policies are developed using community input. Council informs the community through the news media when plans and policies are being developed/reviewed and community input or feedback is being sought.

Additionally there are a number of community groups and organisations in which Council is regularly involved or has representation on. Some groups have requested regular information meetings with senior management.

## 14. Request for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from 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, Council must supply the information within 20 working days unless there is a reason for withholding it. If the provision of a response will take longer than 20 working days the applicant is to be advised in writing stating the length of and reason for the delay.

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 Māori or would disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage Council while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

If a request for information is declined the applicant must be advised in writing of the reason for withholding that information under LAGOIMA. A response is to be provided within 20 working days.

Applicants who are advised in writing of a delay or decline of application must be advised of their right (Section 28(3) LGOIMA) to make official complaint to an ombudsman

Council may charge for official information under guidelines set down in [Section 15 LGOIMA](#) or by the Ministry of Justice.

Requests for official information should be addressed to:

**Vaughan Payne**

Chief Executive Officer  
Opotiki District Council  
PO Box 44  
OPOTIKI 3162

or

108 St John Street  
Opotiki District Council

Or

Fax: (07) 315 7050

or

Email: [vaughanp@odc.govt.nz](mailto:vaughanp@odc.govt.nz)



Opotiki District Council

**Opotiki District Council Governance Statement**

Reproduced : July 2008

Donna Young /R:\Corporate Services Manager\Governance Statement\Governance State 2.doc