

TARANAKI REGIONAL COUNCIL

Local Governance Statement 2019-2022

Table of contents

1	Purpose	3
2	Functions, Responsibilities and Activities	3
	2.1 Legislation	4
	2.2 Local Legislation	4
	2.3 Bylaws	5
3	Electoral System	5
4	Representation Arrangements	6
5	Elected Members' Roles and Conduct	7
6	Governance Structures, Processes, Membership and Delegations	8
	6.1 Executive, Audit and Risk Committee	9
	6.2 Consents and Regulatory Committee	9
	6.3 Policy and Planning Committee	10
	6.4 Regional Transport Committee	11
	6.5 Taranaki Civil Defence Emergency Management Group (Joint Committee)	11
	6.6 Taranaki Solid Waste Management Committee (Joint Committee)	12
	6.7 Yarrow Stadium Joint Committee	12
7	Meeting Processes	12
8	Consultation Policies	13
9	Policies for Liaising with, and Memoranda or Agreements with Māori	14
10	Management Structure	16
11	Equal Employment Opportunities Policy	17
12	Key Approved Planning and Policy Documents	17
13	Systems for Public Access to it and its Elected Members	22
14	Official Information Requests	23
15	Adoption	24
16	Appendix 1 – Section 40 of the Local Government Act 2002	25

1 Purpose

The *Taranaki Regional Council Local Governance Statement* helps support the purpose of local government by providing information about:

- The processes through which the Council engages with its community
- How it makes decisions
- How citizens can influence those processes.

The *Local Government Statement* is prepared pursuant to section 40 of the *Local Government Act 2002* – refer Appendix 1.

2 Functions, Responsibilities and Activities

The purpose of the Taranaki Regional Council (the Council) 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. The Council has the following functions, responsibilities and activities:

Group of Activity

Activities within each group of activities

Resource management

Resource management planning
Consent processing and administration
Compliance monitoring programmes
Pollution incidents and response
State of the environment monitoring
Resource investigations and projects
Sustainable land management plans and plant supply programme
Waitara River Catchment (New Plymouth District Council (Waitara Lands) Act 2008
Enhancement grants

Biosecurity and biodiversity

Biosecurity and biodiversity planning
Biosecurity/pest management
Biodiversity

Transport

Regional land transport planning
Passenger transport
Harbour management

Hazard management

Civil defence emergency management
Flood management and general river control
River control schemes

Group of Activity	Activities within each group of activities
Recreation, culture and heritage	Regional gardens Puke Ariki Yarrow Stadium
Regional representation, advocacy and investment management	Investment management Community engagement Advocacy and response Governance

2.1 Legislation

These functions, responsibilities and activities derive from the following pieces of legislation:

- Local Government Act 2002
- Local Government Act 1974
- Local Electoral Act 2001
- Local Government Official Information and Meetings Act 1987
- Local Government (Rating) Act 2002
- Local Government Borrowing Act 2011
- Resource Management Act 1991
- Biosecurity Act 1993
- Civil Defence Emergency Management Act 2002
- Soil Conservation and Rivers Control Act 1941
- Land Drainage Act 1908
- Land Transport Management Act 2003
- Maritime Transport Act 1994
- Port Companies Act 1988

2.2 Local Legislation

In addition to the legislation that applies to all local authorities, the Council is also bound by two pieces of local legislation. First is the *Taranaki Regional Council Empowering Act 2001*, which provides the Council the power to undertake, implement, encourage or maintain, any services, works, projects or facilities that are for the recreation or cultural wellbeing of the residents and ratepayers of the Taranaki Region or for preserving, or encouraging the reasonable enjoyment of the physical and cultural heritage of the Taranaki region.

Second is the *New Plymouth District Council (Waitara Lands) Act 2008*, which provides for the freeholding of Waitara Endowment Land and the use of the Council's share of the proceeds from the freeholding for the health and well-being of the Waitara River catchment and the lower Waitara River catchment.

2.3 Bylaws

The Council has established one set of bylaws. These bylaws are the *Taranaki Regional Council Navigation Bylaws for Port Taranaki and its approaches 2009*. These bylaws came into effect on 1 December 2009 and are currently under review. The bylaws are made up for the purpose of regulating navigation and safety in Port Taranaki and its approaches and are to be read in conjunction with *Maritime Rules, Part 91 Navigation Safety Rules* prepared by Maritime New Zealand and *Maritime Rules, Part 22 Collision Prevention*.

3 Electoral System

The Council 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 elected regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the *Local Electoral Act 2001* is the single transferrable vote system (STV). This system is used in district health board elections and by some local authorities. 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 necessary number of candidates to fill all vacancies is achieved first by the counting of the first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the *Local Electoral Act 2001* the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% 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, i.e the Council cannot change the electoral system for one election then change it back for the next election.

The Council's last review of electoral systems was in 2019. No change was made to Council's electoral system for either 2019 or 2022 elections. Accordingly, for the 2025 elections:

- The Council could resolve in 2024 to change the system for the 2025 elections
- The Council could resolve to conduct a poll
- Electors could demand a poll.

4 Representation Arrangements

The *Local Electoral Act 2001* determines the following:

- Every governing body of a regional council is to consist of not fewer than six members and not more than 14 members, who are members of the regional council
- A region must be divided into constituencies for electoral purposes
- The members of a regional council must be elected by the electors of each constituency of the region
- The members of a regional council may not be elected partly by the electors of the region partly by the electors of each constituency of the region
- Each constituency must elect at least one member of the regional council
- The members of the regional council representing the respective constituencies of the region must be elected by the electors of those constituencies respectively

The Taranaki Regional Council consists of four constituencies, namely:

- New Plymouth – five members elected from the urban part of the New Plymouth district
- North Taranaki – two members elected from the rural area of New Plymouth district
- Stratford – one member elected from the Stratford district
- South Taranaki – three members elected from the South Taranaki district.

The *Local Electoral Act 2001* also gives the Council the ability to establish separate constituencies for Māori electors. The Council may resolve to create separate Māori constituencies, 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% of electors within the region.

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

- The proposed number of constituencies
- The proposed name and the proposed boundaries of each constituency
- The number of members proposed to be elected by the electors of each constituency.

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 you the right to make a written submission to the Council and the right to be heard if you wish. You have the right to appeal any decision on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the *Local Electoral Act 2001*.

The last review of the representation arrangements was completed in 2019.

5 Elected Members' Roles and Conduct

The Chairperson and Members of the Council have the following roles:

- Setting the policy direction of the Council
- Monitoring the performance of the Council
- Representing the interests of the region (on election all members must make a declaration that they will perform their duties faithfully and impartially and according to their best skill and judgement in the best interests of the region)
- 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).

The Chairperson is elected by the members of the Council at the first meeting following each triennial election. In addition to this the Chairperson has the following roles as:

- The presiding member at Council meetings. The Chairperson is responsible for ensuring the orderly conduct of business during meetings (as determined by the 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
- The ceremonial head of the Council
- The provider of leadership and feedback to other Elected Members on teamwork and Chairmanship of Committees.

The Deputy Chairperson is elected by members of the Council at the first meeting of the Council following the election. The Deputy Chairperson exercises the same roles as other Elected Members. In addition, if the Chairperson is absent or incapacitated, or if the office of the Chairperson is vacant, then the Deputy Chairperson must perform all of the responsibilities and duties and may exercise the powers of the Chairperson (as summarised above).

The Chairperson or Deputy Chairperson may be removed from office by resolution of the Council at a meeting of the Council held in accordance with clause 18 of Schedule 7 of the *Local Government Act 2002*.

The Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee and ensuring that the committee acts within the powers delegated by the Council. A Committee Chairperson may be removed from office by resolution of Council.

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 effectively and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

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.

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 75%, or more, vote of the Council. The code sets out the Council's understanding and expectations of how the Chairperson and Members 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.

6 Governance Structures, Processes, Membership and Delegations

The Council reviews its Committee Structures after each triennial election. At the last review the Council established the following standing structure:

Membership of committees is made up of a number of elected members plus the Chairperson and Deputy Chairperson as ex-officio members. A number of external representatives are appointed to many of the



Figure 1: Committee Structure

Taranaki Regional Council

February 2020

Document: 2394296

communities. Under Treaty of Waitangi settlements legislation, the Iwi of Taranaki appoint three representatives to the Council's committees that attend to policy and planning matters and attend to regulatory functions.

The below information outlines the membership, terms of reference and delegations of each committee.

6.1 Executive, Audit and Risk Committee

This committee handles all of the administrative and financial matters relating to the Council's operations and works programme. Because these matters relate to all aspects of the Council, the membership is aimed to reflect the different aspects of the Council's committee structure.

Regional Council Members

Neil Walker (Chairperson)	Tom Cloke (Deputy Chairperson)
David Lean	Charlotte Littlewood
Matthew McDonald	David MacLeod (Ex-officio)
Michael Joyce (Ex-officio)	

Responsibilities

- Risk Management and internal control
- Audit functions (internal and external)
- Financial and other external corporate reporting
- Governance frameworks and processes
- Compliance with legislation, policies and procedures
- Financial and expenditure
- Capital expenditure
- Corporate services and personnel matters
- Port Taranaki Ltd matters
- General contractual matters

Powers

- Recommendations to Council
- Power to act in emergencies

Membership

- Seven Regional Councillors including two ex-officio.

6.2 Consents and Regulatory Committee

This committee attends to all matters in relation to resource consents, compliance monitoring and pollution incidents and biosecurity monitoring and enforcement.

Regional Council Members

David Lean (Chairperson)	Craig Williamson (Deputy Chairperson)
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Taranaki Regional Council

February 2020

Document: 2394296

Tom Cloke
Charlotte Littlewood
Elvisa Van Der Leden
Michael Joyce (Ex-officio)

Mike Davey
Donald McIntyre
David MacLeod (Ex-officio)

Responsibilities

- Consider and make decisions on resource consent applications pursuant to the *Resource Management Act 1991*
- Ensure adequate compliance monitoring of resource consents pursuant to the *Resource Management Act 1991*
- *Implement the Council's Resource Management Act Enforcement Policy 2017*
- Consider and make decisions on monitoring and enforcement matters associated with plant and animal pest management
- Other matters related to the above responsibilities.

Powers

- Delegated authority to make decisions on consent applications
- Recommendations to Council.

Membership

- Seven regional Councillors plus two ex-officio
- Three representatives of the Iwi of Taranaki.

6.3 Policy and Planning Committee

This committee attends to all matters of resource management, biosecurity and related environment policy.

Regional Council Members

Charlotte Littlewood (Chairperson)	Neil Walker (Deputy Chairperson)
Mike Davey	Matthew McDonald
Donald McIntyre	Craig Williamson
Elvisa Van Der Leden	David MacLeod (Ex-officio)
Michael Joyce (Ex-officio)	

Responsibilities

- Prepare and review policy statements, plans and strategies and convene as a Hearing Committee as and when required for the hearing of submissions
- Monitor plan and policy implementation
- Develop biosecurity policy
- Advocate, as appropriate, for the Taranaki region
- Other policy initiatives
- Develop and endorse submissions prepared in response to the policy initiatives of other organisations

Taranaki Regional Council

February 2020

Document: 2394296

Powers

- Recommendations to Council.

Membership

- Seven regional Councillors plus two ex-officio
- One appointment from each Taranaki District Council (3)
- One person appointed to represent Taranaki Federated Farmers
- Three representatives of the Iwi of Taranaki.

6.4 Regional Transport Committee

As defined by the *Land Transport Management Act 2003*, to prepare a regional land transport plan for the region and to provide the Council with any advice and assistance they may request in relation to its transport responsibilities. All other matters related to the above responsibilities and other transport related issues.

Regional Council Members

Matthew McDonald (Chairperson)

To be confirmed (Deputy Chairperson)

Powers

- Recommendations to Council.

Membership

- Two appointed Regional Councillors
- One appointment from each Taranaki District Council (3)
- One appointment from the New Zealand Transport Agency.

6.5 Taranaki Civil Defence Emergency Management Group (Joint Committee)

Established as a joint committee of the Taranaki Regional Council, New Plymouth District Council, Stratford District Council and South Taranaki District Council. Responsible for managing civil defence emergency management at the local level across the areas of reduction, readiness, response and recovery. The Council is the administering authority for the Taranaki Civil Defence Emergency Management Group.

The functions of the Taranaki Civil Defence Emergency Management Group include the coordination of civil defence emergency management planning, programmes and activities across the region, carrying out risk management, planning for emergency management by developing, implementing, monitoring and reviewing a civil defence emergency management group plan, and delivering emergency management.

Regional Council Members

Tom Cloke

David MacLeod (alternate member)

Membership

- One member of each of the Taranaki local authorities.

Taranaki Regional Council

February 2020

Document: 2394296

6.6 Taranaki Solid Waste Management Committee (Joint Committee)

Established as a joint committee of the Taranaki Regional Council, New Plymouth District Council, Stratford District Council and South Taranaki District Council. Its purpose is to provide a forum to consider and implement waste management issues of significance to the Taranaki region, and, in particular, to collaborate in delivery functions arising from the *Waste Minimisation Act 2008*. The Council is administering authority for the Taranaki Solid Waste Management Committee.

Regional Council Members

- Neil Walker Donald McIntyre (alternate)

Membership

- one member of each of the Taranaki local authorities

6.7 Yarrow Stadium Joint Committee

Established as a joint committee of the Taranaki Regional Council and the New Plymouth District Council. Its purpose is to prepare draft asset management plans and budgets for Yarrow Stadium. The New Plymouth District Council is the administering authority for the Yarrow Stadium Joint Committee.

Regional Council Members

Membership of this committee is to be considered once the committee recommences its work.

Membership

Two members of each of Taranaki Regional Council and New Plymouth District Council.

7 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'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with meeting Chairperson. 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 Chairperson 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 and standing orders.

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

During meetings the Chairperson and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75% of members present. A copy of the code of conduct and standing orders can be found on the Council's website.

8 Consultation Policies

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 Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Plan, Annual Plan, Regional Plans or other statutory documents, it will hold engagement meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers important and identify issues of concern to the community.

The Council's *Significance and Engagement Policy* (refer to the *2018/2028 Long Term Plan*):

- Enables the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities
- Provides clarity about how and when communities can expect to be engaged in decisions made by the Council
- Informs the Council from the beginning of a decision making process about the extent, from and type of engagement required.

The special consultative procedure consists of the following steps:

- Step one: **preparation of a statement of proposal and a consultation document.** 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 offices 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 reasonably practicable. That statement must be included on an agenda for a Council meeting.
- Step two: **Public notice.** The Council must publish 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 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 Plan (LTP) or an Annual Plan
- Amends an LTP
- Adopts, revokes, reviews or amends a bylaw.

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 is appropriate to do so.

9 Policies for Liaising with, and Memoranda or Agreements with Māori

As part of the *Regional Policy Statement for Taranaki*, the Council and Māori have developed a *Declaration of Understanding* regarding the Treaty of Waitangi, and a *Code of Conduct*. The *Declaration of Understanding* establishes and records a basis of mutual understanding about the relationship between the devolved_kawanatanga responsibilities of the Council and the rangatiratanga rights of iwi in Taranaki.

The *Code of Conduct* is an expression of the Council's commitment to take in to account the principles of the Treaty of Waitangi in the exercise of its resource management functions. Under the *Code of Conduct*, the Council, within limits of the legislation, endeavours to:

- Actively protect the mana taiao and taonga of Māori by identifying and protecting in a manner appropriate to the values of Māori, those natural and physical resources of significance to Māori
- Recognise and respect the cultural and spiritual values of Māori by ensuring that the use, development and protection of the region's natural and physical resources are undertaken in a manner that protects and enhances the relationship of Māori with the environment
- Actively promote and develop greater partnership between the Council and Māori in the management of natural and physical resources
- Promote active participation in the management process by enhancing the role of Māori in the preparation. Implementation and review of resource management policies and plans
- Protect the role and importance of Māori as Kaitiaki and the ability of iwi to develop their resources in accordance with their own customs and values.

Both the *Declaration of Understanding* and *Code of Conduct* have guided the Council in its relationship with Māori.

Iwi representation/engagement was agreed as part of the Treaty of Waitangi settlements with Ngāruahine, Te Atiawa and Taranaki iwi. It was agreed with all of the iwi of Taranaki to include three iwi representatives on the Policy and Planning, and Consents and Regulatory committees. The iwi of Taranaki will nominate three members for appointment to the Policy and Planning Committee (or equivalent) and the Consents and Regulatory Committee (or equivalent). The Council is committed to appoint the nominated members to the appropriate committee.

The Council has a policy of notifying and consulting with tangata whenua, through iwi authorities, on all policies and plans prepared under the *Resource Management Act 1991* together with any site specific resource consent applications or resource consent compliance monitoring programmes. A Wai Maori

collaborative working group, comprising iwi/ hapu members from the region and council staff, has been formed as part of the review of the Regional Fresh Water and Land Plans.

In relation to Council policies, plans or strategies and other issues of mutual interest, the Council may

- Consult directly with Māori
- Provide reports, discussion documents and other information
- Provide technical and administrative support
- Invite written or verbal submissions
- Contract with iwi or hapū to supply information
- Hold meetings, hui, wananga or workshops

In relation to resource consents processes the Council:

- For major applications, encourages applicants to consult with Māori
- Ensures that sufficient information is provided by applicants on the effects of activities on Māori subject to regional plan provisions
- Requires applicants to obtain the written approval of Māori to non-notification of an application where Māori are deemed an affected party
- Arranges and facilitates meetings between applicants and Māori
- Arranges interpretation services for the presentation of evidence in Māori when requested
- Has regard to the effects of activities on Māori and any statutory acknowledgement areas in making decisions

The Council, in conjunction with Māori, considers Māori involvement in resource consent monitoring including input into the design of monitoring programmes and involvement in monitoring activities.

The Council has a policy of providing technical assistance and advice in preparing iwi planning documents and considering financial support for preparing such documents.

The Council also has a policy to support and assist Māori in the development of sites of significance and wāhi tapu databases.

As part of its ongoing engagement with Māori the Council will:

- Meet with Māori to discuss any matter of mutual interest or importance at times and venues to be agreed
- Provide opportunities for Māori within the framework of the Council's standing orders, to appear before and address any meeting of a Council standing committee or meeting of full Council
- Seek opportunities when appropriate for the Council to be represented before meetings of Māori governance entities
- Establish as necessary, working parties or other informal groups with representatives of Māori and the Council to progress issues of mutual interest
- Contract with Māori to provide specific advice, expertise, information, research, projects, training and other services

- Look to develop with the appropriate Māori governance entities, an effective working relationship between the Council and the governance entities, through memoranda of understanding, protocols, Mana Whakahono a Rohe agreements or other means.

To enable the Council to facilitate ongoing contact, liaison and consultation with Māori, the Council maintains a database of iwi contacts. The database contains contact details for all iwi including authorised voice, member hāpu and marae. The database is available on the Council’s website and is regularly updated.

10 Management Structure

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 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 Chairperson or Members.

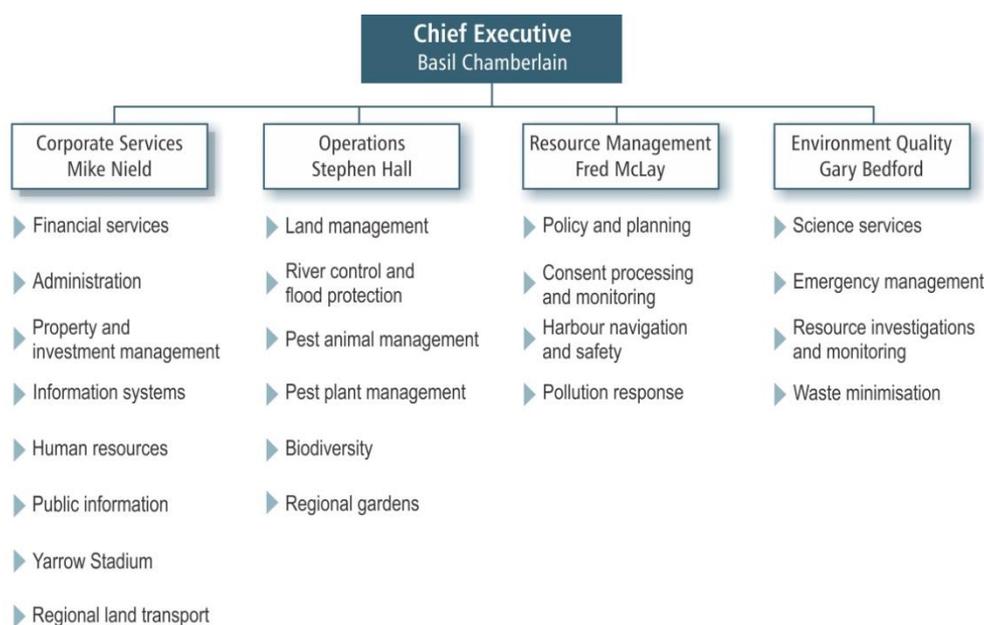


Figure 2: Management Structure

The Chief Executive, Basil Chamberlain, can be contacted on (06) 765 7127 or basil.chamberlain@trc.govt.nz

Council management is organised into four directorates:

Operations

Pest animal management, pest plant management, biodiversity, land management, river control and flood protection and regional gardens.

Director, Stephen Hall, stephen.hall@trc.govt.nz

Resource Management

Policy and planning, consent processing and administration, compliance monitoring, harbour navigation and safety, pollution response and enforcement.

Director, Fred McLay, fred.mclay@trc.govt.nz

Environment Quality

Science Services, compliance monitoring, emergency management, resource investigations, state of the Environment monitoring and waste minimisation

Director, Gary Bedford, gary.bedford@trc.govt.nz

Corporate Services

Financial services, administration, property, investments, information systems, human resources, public information, Yarrow Stadium, Puke Ariki, transport planning and passenger transport.

Director, Mike Nield, mike.nield@trc.govt.nz

11 Equal Employment Opportunities Policy

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

The organisation will provide a welcoming, positive environment.

The organisation will implement a purposeful programme of action to ensure its activities and services are carried out with an awareness of, and an intent to eliminate discrimination in the areas of race, colour, ethnic or national origin, gender, religious beliefs, marital status, family responsibilities, sexual orientation, special needs or age.

12 Key Approved Planning and Policy Documents

The Council has prepared and approved the following key planning and policy documents.

Policy Document	Process for development and review
<p><i>Regional Policy Statement for Taranaki 2010</i></p> <p>The purpose of the <i>Regional Policy Statement</i> is to achieve the purpose of the <i>Resource Management Act 1991</i> by providing an overview of the resource management issues of the region and the policies and methods that will be adopted to address those issues.</p>	<p>The <i>Regional Policy Statement (RPS)</i> has a ten year life with an interim review after five years. The <i>statement</i> was prepared pursuant to the statutory process outlined in the <i>Resource Management Act 1991</i>. This involved a full public consultative procedure. Discussion documents outlining significant issues were prepared prior to the commencement of the statutory process.</p> <p>A full review is about to commenced.</p>
<p><i>Regional Air Quality Plan for Taranaki 2011</i></p> <p>The purpose of the <i>Plan</i> is to promote the sustainable management of natural and physical resources insofar as these resources are affected by discharges to air. The <i>Plan</i> contains policies relating to discharges to air from industrial and trade premises, agrichemical spraying, the burning of vegetation and fumigation. The <i>Plan</i> sets out standards for these activities which are designed to promote sustainable management of the air resource.</p>	<p>The <i>Regional Air Quality Plan</i> has a ten year life with an interim review after five years. The <i>Plan</i> was prepared pursuant to the statutory process outlined in the <i>Resource Management Act 1991</i>. Staff have commenced a review of the <i>Plan</i> as part of the development of a new Natural Resources Plan.</p>
<p><i>Regional Coastal Plan for Taranaki 1997</i></p> <p>The purpose of the <i>Regional Coastal Plan</i> is to promote the sustainable management of natural and physical resources in relation to the coastal marine area.</p>	<p>The <i>Regional Coastal Plan</i> has a ten year life with an interim review after five years. The <i>Plan</i> was prepared pursuant to the statutory process outlined in the <i>Resource Management Act 1991</i>. The <i>Plan</i> has recently been reviewed, which involved a full public consultative procedure. Discussion documents outlining significant issues were prepared. Currently the <i>Proposed Plan</i> is under appeal.</p>
<p><i>Regional Fresh Water Plan for Taranaki 2001</i></p> <p>The purpose of the <i>Plan</i> is to assist the Council to carry out its functions under the Act to promote the sustainable management of the fresh water resources of the Taranaki region. The <i>Plan</i> identifies how the fresh water resources of the region (both surface and groundwater) are to be managed. It does this by identifying important issues from state of the environment monitoring relating to the use, development and protection of the fresh water resources of Taranaki.</p>	<p>The <i>Regional Fresh Water Plan</i> has a ten year life with an interim review after five years. The <i>Plan</i> was prepared pursuant to the statutory process set out in the <i>Resource Management Act 1991</i>. This involved a full public consultative procedure. Discussion documents outlining significant issues were prepared prior to the commencement of the statutory process. Currently the <i>Plan</i> is under review and will involve a full public consultative procedure. A draft <i>Plan</i> and discussion documents have been prepared as part of that review and stakeholder feedback received</p>

Policy Document	Process for development and review
<p><i>Regional Soil Plan for Taranaki 2001</i></p> <p>The purpose of the <i>Regional Soil Plan for Taranaki</i> is to assist the Council to carry out its soil conservation functions under the <i>Resource Management Act 1991</i>. The objectives, policies and methods of implementation set out in this <i>plan</i> build on the success of past experiences and involve the Council on addressing the soil loss and soil health issues in partnership with land users.</p>	<p>The <i>Regional Soil Plan</i> has a ten year life with an interim review after five years. The <i>Plan</i> was prepared pursuant to the statutory process outlined in the <i>Resource Management Act 1991</i>. This involved a full public consultative procedure. Discussion documents outlining significant issues were prepared prior to the commencement of the statutory process. The <i>Plan</i> is under review and a revised <i>Plan</i> will be combined with the <i>Freshwater Plan</i> and involve a full public consultation procedure.</p>
<p><i>Pest Management Plan for Taranaki</i>The purpose of the <i>strategy</i> is to set out the statutory framework for the effective management of pest plants and animals in the Taranaki region. The <i>Plan</i> identifies and sets out management programmes in relation to 17 harmful plant and animal species that warrant regional intervention.</p>	<p>The <i>Pest Management Plan for Taranaki</i> has a ten year life. The <i>Plan</i> was prepared pursuant to the statutory process outlined in the <i>Biosecurity Act 1993</i>. The <i>Plan</i> was reviewed in 2018 and this involved a full public consultative procedure. In addition, the Council prepared and adopted a <i>Biosecurity Strategy for the Taranaki Regional Council</i>, which addressed its broader biosecurity responsibilities.</p>
<p><i>Regional Land Transport Plan for Taranaki</i></p> <p>The <i>Regional Land Transport Plan for Taranaki</i> was prepared under the requirements of the <i>Land Transport Management Act 2003</i> following a full public consultation process. Its broad purpose is to identify the key transport issues and challenges in the region and how land transport activities proposed in the <i>Plan</i> will address those issues.</p>	<p>Amendments to the <i>Land Transport Management Act 2003</i>, introduced in 2013, required the Council to prepare a <i>Regional Land Transport Plan</i>. The <i>Regional Land Transport Plan</i> has a six-year life, and sets out the region's land transport objectives, policies and measures for at least 10 financial years. It also contains a request for funding support of activities relating to state highways and local roads and public transport services and identifies the order of priority of the significant activities. A full review of the <i>Regional Land Transport Plan for Taranaki</i> needs to be undertaken and submitted to the NZ Transport Agency by 30 April 2021.</p>

Policy Document	Process for development and review
<p><i>Regional Public Transport plan for Taranaki</i></p> <p>The <i>Regional Public Transport Plan for Taranaki</i> was prepared under the <i>Land Transport Management Act 2003</i> following a full public consultative process. The <i>Plan</i> describes the public transport services the Council proposes to be provided in the region and sets out a programme of action. The <i>Plan</i> specifies the policies that are to apply to those services. It also specifies how the Council will implement the public transport policies specified in the <i>Regional Land Transport Plan for Taranaki</i>.</p>	<p>Under the requirements of the <i>Land Transport Management Act 2003</i>, the Council's <i>Regional Public Transport Plan</i> must reflect the objectives of the <i>Public Transport Operating Model</i> including partnership between councils and operators, coordination of services and use incentives. The <i>Plan</i> amongst other things, identifies the public transport services that the Council proposes to provide, arranges such services in to units and sets out policies in relation to those units. When preparing the <i>Plan</i> the Council consulted in accordance with the consultation principles specified in section 82 of the <i>Local Government Act 2002</i>. The <i>Plan</i> must be kept current for the period not less than ten years in advance and may be renewed by the Council from time to time. The <i>Plan</i> is currently under review, with feedback on a discussion paper being considered.</p>
<p><i>The Civil Defence Emergency Management Group Plan for Taranaki</i></p> <p>The <i>Plan</i> identifies regional hazards, sets out arrangements for managing hazards, and assigns reduction and response roles and responsibilities.</p>	<p>The <i>Civil Defence Emergency Management Group Plan for Taranaki</i> came into effect in 2018 and by statute remains in effect until 2023.</p>

Policy Document	Process for development and review
<p><i>2018/2028 Long-Term Plan</i></p> <p>Annual Plans</p> <p>The <i>2018/2028 Long-Term Plan</i> describes the activities of the Council and how those activities will contribute to the community outcomes that have been identified. The <i>Plan</i> which covers a period of ten years must also include forecast financial statements for the Council, funding and financial policies, a summary of the Council's policy in determining significance under the Act and other matters. It was prepared in compliance with the <i>Local Government Act 2002</i> which requires local authorities to plan to meet the future needs of the Taranaki community for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses. The Council is also required to prepare under the <i>Local Government Act 2002</i>, an Annual Plan for each year except the first year to which the Long-Term Plan relates. The Annual Plan contains annual budget and funding information and identifies any variances from the Long-Term Plan.</p>	<p>The <i>Long-Term Plan</i> is prepared every three years but with a ten year focus. Last adopted in June 2018. Subject to the special consultative procedure. To be reviewed in 2020/2021. Annual Plans are produced in the intervening years. When preparing Annual Plans the Council may consult in accordance with the consultation principles specified in section 82 of the <i>Local Government Act 2002</i>.</p>

All of these key policy and planning documents are available from the Council as well as being available on the Council's website www.trc.govt.nz.

13 Systems for Public Access to it and its Elected Members

The Taranaki Regional Council's contact details are:

Postal address: Private Bag 713
Stratford 4352

Physical address: 47 Cloten Road
Stratford

Phone: 06 765 7127

Email: info@trc.govt.nz

Website: www.trc.govt.nz

Taranaki Regional Council Elected Members can be contacted via the Council or at:

David MacLeod (Chairman) 14 Glen Almond Street, New Plymouth
David.macleod@trc.govt.nz
027 445 7289

Michael Joyce (Deputy Chairman) 354 Taikatu Road, RD 28, Hawera
michael.joyce@trc.govt.nz
027 494 8975

Tom Cloke 850 Carrington Road, RD 1, New Plymouth
Tom.cloke@trc.govt.nz
021 193 3555

Mike Davey 56 Kelly Street, Inglewood
Mike.davey@trc.govt.nz
021 900 291

David Lean 257 Tukapa Street, New Plymouth
David.lean@trc.govt.nz
027 490 7179

Charlotte Littlewood 8 Bright Way, Lower Vogeltown, New Plymouth
Charlotte.littlewood@trc.govt.nz
027 354 5330

Matthew McDonald 22 Tirimoana Road, RD 18 Eltham 4398
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027 481 4648

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027 248 0099

Elvisa Van Der Leden 2a Vogel Street, New Plymouth 4312
Elvisa.vanderleden@trc.govt.nz
027 951 2252

Taranaki Regional Council

February 2020

Document: 2394296

Neil Walker
48a Rata Street, Hawera 4610
Neil.walker@trc.govt.nz
027 278 2667

Craig Williamson
21 Puni Street, Fitzroy
Craig.williamson@trc.govt.nz
027 387 4122

14 Official Information Requests

Under the *Local Government Official Information and Meetings Act 1987* (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. You do not have to explicitly state 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 Māori or would disclose the location of wāhi 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 timeframe may be extended).

Pursuant to section 13(1A) of LGOIMA, the Taranaki Regional Council may charge for the supply of information.

The cost recovery schedule for staff time is set out in Schedule 1 of the relevant Long-Term Plan or Annual Plan.

The first 15 minutes of time spent actioning a request for information on each or any occasion relating to the same general matter shall be provided free of charge. The Council reserves its rights to charge for the provision of information requiring more than 15 minutes of staff time. The Council requires payment in advance.

The first 20 pages of black and white photocopying on standard A4 or A3 paper shall be provided free of charge. Where the total number of pages of photocopying exceeds 20 then each sheet of paper will be charged at 10 cents per sheet.

Taranaki Regional Council

February 2020

Document: 2394296

Upon receipt of a request for information, the Council will advise of the decision to charge, the estimated amount of the charge, how the charge has been calculated, the requirement to pay in advance and the right to seek a review by an Ombudsman of the estimated charge.

Requests can be made online at the Council's website, by email or by writing to the Council. In the first instance you should address requests for official information to the Chief Executive.

15 Adoption

This *Local Governance Statement* was prepared by the Council in February 2020. A new *Local Governance Statement* will be prepared within six months of the next triennial general election (October 2022).

The Council may update its Governance Statement as and when it considers it appropriate or necessary.

16 Appendix 1 – Section 40 of the Local Government Act 2002

40 Local Governance Statement

- (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on –
 - (a) the functions, responsibilities and activities of the local authority; and
 - (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including each bylaw, its title, a general description of it, when it was made and if applicable, the date of its last review under section 158 or 159; and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership and delegations; and
 - (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.