



Local Governance Statement 2022/25

Owner: Governance

Review frequency: After each triennial election

Date Updated: 31 March 2023

Next review Date: 31 March 2026



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1 Introduction

1.1 What is a Local Governance Statement?

A Local Governance Statement is a collection of information that explains how the Council works and how it involves the public in decision-making. It outlines how Council makes decisions and how residents can become involved in those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

The Council is required to prepare a Governance Statement after each triennial election (under section 40 of the [Local Government Act 2002](#)) and make it available to the public.

1.2 What Information Does the Statement Contain?

The Local Governance Statement includes information on:

- (a) The functions, responsibilities, and activities of the Council
- (b) Local legislation and bylaws
- (c) The electoral system and the opportunity to change it
- (d) Representation arrangements, and the way these can be changed
- (e) Members' roles and conduct
- (f) The management structure and the relationship between elected members and management
- (g) Governance structures, processes, membership, and delegations
- (h) Meeting processes
- (i) Community engagement and consultation
- (j) Equal employment opportunities policy
- (k) Policy and planning documents
- (l) Bylaws
- (m) Processes to contact Council and request official information.

1.3 Amendments to this Document

This document shall be maintained by the Governance Team who shall amend it in accordance with:

- (a) any instructions to that affect given by the Council and any delegated authorised to amend it; or
- (b) any need for typographical, grammatical or other minor amendment where the intention of the Council is not altered.

This document was prepared in March 2023. As new information becomes available or is updated, it will be published on the Council website

2 Ruapehu District Council's Functions, Responsibilities, and Activities

2.1 Ruapehu District Council's Functions

The purpose of the Ruapehu District Council, as outlined in Section 10 of the Local Government Act 2002, is to enable democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic, environmental and cultural wellbeing of the Ruapehu District in the present and for the future.

2.2 Responsibilities

The Ruapehu District Council is responsible for giving effect to these purposes and for performing the duties, and exercising the rights, conferred on it by the Act and any other enactment.

The activities undertaken by the Council include core services such as local roading, water and wastewater services, solid waste collection, libraries, and reserves. It also has responsibilities for governance, investment, economic development, community wellbeing and quality of life, commitment to the Treaty of Waitangi, cultural diversity and accessibility, and corporate support activities.

The Local Government Act 2002 provides the Council with full capacity to carry on or undertake any activity or business, subject to it complying with the law. Our Long Term Plan contains information about all of the Council's activities, over a period of 10 years.

2.3 Activities

Council services are provided to the community under six Activity Groups.

- (a) Leadership (Governance)
- (b) Regulatory & Customer Services
- (c) Community & Economic Development
- (d) Iwi Relationships
- (e) Infrastructure
- (f) Finance & Strategy

For a more in-depth description of these activities please refer to Council's Annual Plan or Long Term Plan (LTP).

3 How to Contact Council

In the first instance members of the public should contact Council staff if they have an information or service request. Any member of the Council's staff can be contacted by phoning 07 895 8188 or 06 385 8364.

3.1 Council Office Locations



Taumarunui (Main Office)

59 - 61 Huia Street,
Taumarunui 3920
Private Bag 1001
Taumarunui 3946

Monday to Friday 8AM to 5PM

Phone 07 895 8188 (24 hours)

Fax 07 895 3256

Email info@ruapehudc.govt.nz



Ohakune

37 Ayr Street,
Ohakune 4625

Monday to Friday 8AM to 5PM

Phone 06 385 8364 (24 hours)

Fax 06 385 8628

Email info@ruapehudc.govt.nz



Raetihi

Corner Seddon/Duncan Street,
Raetihi

Monday to Friday 8:30AM to 4PM

Phone 06 385 4447

Fax 06 385 4014

Email info@ruapehudc.govt.nz

3.2 Requesting Official Information

Under the Local Government Official Information and Meetings Act 1987 ([LGOIMA](#)), official requests for information can be made by all members of the public at any time. Official information refers to all information held by Council.

Council treats all requests for information as requests made under the Act, even if it is not referred to in the request. Requests can be made directly to the Council through email, phone, or letter.

Council supplies the information as soon as possible and no later than 20 working days after the request is received, unless reasons exist for withholding information. However, if the request is complex, involves a large amount of research and collation, or consultation we may need to extend the timeframe.

The reasons for withholding information are set out in the Act. Common reasons are to:

- (a) protect people's privacy
- (b) protect confidential or commercially sensitive information
- (c) maintain legal privilege.

Most requests are supplied free of charge but Council is entitled to charge. When it does, its charging policy is based on Ministry of Justice Guidelines.

Process for Written Requests for Official Information

All "written" official information requests received by Council under LGOIMA, or requests for information to be treated as requests under LGOIMA, should be addressed to the Information Management Team administration@ruapehudc.govt.nz.

All requests will be logged and acknowledged before being forwarded to the relevant Group Manager for actioning by the appropriate staff member(s). The staff member(s) delegated by that Manager will assess the amount of time involved to action the request. The requestor will be advised of the estimated cost of providing the information. The rate (including photocopying costs) is set out in the current Fees and Charges Manual. Upon receipt of payment, the request will be actioned.

If the request is straightforward, it may be actioned without delay.

Section 13 of the Act, "Decisions on requests" states:

"...the local authority to which a request is made...shall, as soon as reasonably practicable, and in no case later than 20 working days after the day on which the request is received by that local authority,

- (a) Decide whether the request is to be granted and, if it is to be granted, in which manner and for what charge (if any); and*
- (b) Give or post to the person who made the request notice of the decision on the request."*

If, for any reason, it is the Manager's opinion to refuse to release information, the request, together with the Manager's reasons for withholding the information, are to be forwarded to the Chief Executive to make a decision on auctioning of the request.

Over the Counter/Verbal Requests

Any person who makes request for official information over the counter or telephone will be requested to complete Council's "Request for Official Information" form. This includes a statement advising that there will be a fee for charges incurred.

In all other respects, once the "Request for Official Information" form is completed it is then treated as a written request as above.

4 Electoral System and the Opportunity to Change It

4.1 Electoral System

Council undertook a Electoral System Review in 2017. The next required review is due in 2023 for the 2025 and 2028 Local Government Elections.

Ruapehu District Council currently operates its elections under the “Single Transferable Vote” system (STV) as permitted under the Local Electoral Act 2001. Electors vote by ranking the 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:

- (a) First by the counting of first preferences.
- (b) 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.
- (c) Then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters second preference.

The alternative is the “First Past the Post” (FPP) system. Electors vote by indicating their most preferred candidate(s), and the candidate that receives the most votes is declared elected regardless of the proportion of total number of votes that the candidate has obtained.

4.2 Changing the Electoral System

On 30 August 2017, Council resolved to use the “Single Transferable Vote” system for the 2019 and 2022 Local Government Elections. In accordance with the Local Electoral Act 2001, this decision continues in effect until either a further resolution takes effect, or a poll of electors takes effect.

Council can resolve to change the electoral system to be used at the 2025 and 2028 Local Government Elections or conduct a binding poll on the question, or electors can demand a binding poll.

Council must, not later than 19 September in the year that is two years before the year in which the next triennial Local Government Elections is to be held, give public notice of the right to demand a poll on the electoral system to be used for the elections of the local authority and its community boards.

A poll can be initiated by at least five per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e., Council cannot change its electoral system for one election and then change back for the next election.

As of 27 August 2022, the number of electors for the Ruapehu District was 8,451, comprising of:

- (a) 76 Nominees
- (b) 34 Ratepayers, and
- (c) 8,341 Residential Electors.

5 Representation Arrangements

5.1 Representation Review

All territorial authorities are required under the Local Electoral Act 2001 to review their representation arrangements at least every six years. Council last reviewed its representation arrangements prior to the 2022 local authority elections; accordingly, it will be required to undertake a review prior to the next elections in October 2028.

Representation reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, arrangements for those boards. Representation arrangements are to be determined to provide fair and effective representation for individuals and communities.

On 11 November 2021, Council gave public notice of its final proposal for representation arrangements to apply for the Council for the elections held on the 8 October 2022. Notification of the right to appeal or object was also given.

Three appeals and two objections received on the Council's final proposal were referred to the Local Government Commission for a formal hearing. Following the hearing, on 4 April 2022, the Local Government Commission published its [determination](#) of Council's representation arrangements for the 2022 elections.

5.2 Wards and Community Boards

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors. Council may resolve to create separate Māori wards or conduct a poll on the matter. Alternatively, the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5% of electors within the District.

Council resolved to introduce Māori Wards for the 2022 elections.

The Local Government Commission determined the Council will comprise nine members elected from one General Ward and one Māori Ward, with the Mayor being elected at large.

Ruapehu District Council	
1 Mayor	Elected at large (by the entire District)
6 Councillors	Representing 1 General Ward comprising the entire District
3 Councillors	Representing 1 Māori Ward comprising the entire District

The Ruapehu District is divided into two wards with representation as follows:

Ward	No. of Members	Population <u>2018 Census figures</u>
General Ward	6	6,972
Māori Ward	3	5,337
Total	9	12,309

A Community Board represents an area known as a “community”. The Board comprises both elected members and one Councillor appointed by Council. The Local Government Commission determined there will be three communities as follows:

Community Boards	
5 Elected Members	Waimarino-Waiouru Community Board
5 Elected Members	Ōwhango-National Park Community Board
5 Elected Members	Taumarunui-Ōhura Community Board

5.3 Changing the Representation Arrangements

Council is required to review its representation arrangements at least once every six years. Council last reviewed its representation arrangements prior to the 2022 local authority elections; accordingly, it will be required to undertake a review prior to the next elections in October 2028.

This review must include the following:

- (a) The number of Elected Members.
- (b) Whether the Elected Members shall be elected by the entire District (at large), or whether the District will be divided into Wards for electoral purposes, or whether there will be a mix of ‘at large’ and ‘Ward’ representation.
- (c) The boundaries and names of those wards and the number of members that will represent each Ward (if election by wards is preferred)
- (d) Whether or not to have separate Wards for electors on the Māori roll.
- (e) Whether to have Community Boards and if so, how many, their boundaries and membership and whether to further 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 electors the right to make a written submission to the Council, and the right to be heard if they wish.

Electors also have the right to appeal some decisions to the Local Government Commission, which will make a binding decision on the appeal.

5.4 Opportunities for Change to Community Boards

There are three ways to trigger a change in the structure of Community Boards. Council could resolve to change the Community Board arrangements or to conduct a poll. Alternatively, electors can demand a poll. If changes were made at this stage they would take effect at the next elections.

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

5.5 The Reorganisation Process

Local government reorganisation, as set out by the [Local Government Act 2002 section 24](#), may provide for one or more of the following matters

- (a) the union of districts or regions,
- (b) the constitution of a new district or region, including the constitution of a new local authority for that district or region,
- (c) the abolition of a district or region, including the dissolution or abolition of the local authority for that district or region,
- (d) the alteration of the boundaries of any district or region,
- (e) the transfer of a statutory obligation from one local authority to another,
- (f) the assumption by a territorial authority of the powers of a regional council,
- (g) the performance and exercise by a local authority of both—
 - (i) the responsibilities, duties, and powers of a regional council in respect of a region; and
 - (ii) the responsibilities, duties, and powers of a territorial authority in respect of a district that constitutes a part only of that region
- (h) the establishment of 1 or more joint committees and the delegation of responsibilities, duties, and powers to those committees,
- (i) the establishment of a local board area, including the establishment of a local board for that local board area,
- (j) in relation to a local board, other than a local board established under the [Local Government \(Auckland Council\) Act 2009](#),
 - (i) the means by which the chairperson is elected; and
 - (ii) whether the local board may include appointed members
- (k) the abolition of a local board area,
- (l) the alteration of the boundaries of a local board area,
- (m) the union of 2 or more local board areas.

The purpose of the local government reorganisation provisions of this Act is to improve the effectiveness and efficiency of local government by:

- (a) Providing communities with the opportunity to initiate, and participate in considering, alternative local government arrangements for their area; and
- (b) Requiring the Commission, in consultation with communities, to identify, develop, and implement in a timely manner the option that best promotes good local government.

A reorganisation application may be made to the Local Government Commission by any person, body or group. The 2012 and 2013 Amendments to the LGA 2002 have steadily increased the flexibility related to reorganisation.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from a Council, the Ministry of Local Government or by a petition signed by 10% of electors.

Proposals for boundary alteration or the transfer of functions from one council to another will be considered by the affected councils, or by the Local Government Commission, if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new City/District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in Sections 24 to 27 of the [Local Government Act 2002](#). The Local Government Commission has also prepared guidelines on procedures for local government reorganisation. These may be requested from the New Zealand Local Government Commission or located on its website <https://www.lgc.govt.nz/>.

6 Role of Elected Members

6.1 Mayor and Elected Members

Member	Contact Number	Email Address
Mayor Weston Kirton	06 385 8364 or 07 895 8188	weston.kirton@ruapehudc.govt.nz
Deputy Mayor Vivienne Hoeta	027 658 8320	vivienne.hoeta@ruapehudc.govt.nz
Robyn Gram	027 389 1912	robyn.gram@ruapehudc.govt.nz
Janelle Hinch	022 385 8683	janelle.hinch@ruapehudc.govt.nz
Channey Iwikau	027 226 8411	channey.lwikau@ruapehudc.govt.nz
Fiona Kahukura Hadley-Chase	027 263 586	fiona.KahukuraHadley-Chase@ruapehudc.govt.nz
Lyn Neeson	027 353 7907 texts only	lyn.Neeson@ruapehudc.govt.nz
David (Rabbit) Nottage	021 111 6514	david.nottage@ruapehudc.govt.nz
Brenda Ralph	027 663 4128	brenda.Ralph2@ruapehudc.govt.nz
Korty Wilson	027 255 7230	korty.Wilson@ruapehudc.govt.nz

6.2 Division of Responsibility Between Council and Management

A key to the efficient running of any Council is that there is a clear division between the role of elected members and that of management. This Governance Statement:

- (a) Clarifies the governance and the management responsibilities.
- (b) Clarifies the governance role and expected conduct of elected members.
- (c) Describes the effective, open and transparent processes used by Council.
- (d) Ensures separation of regulatory and non-regulatory responsibilities.
- (e) Explains the good employer requirements.

Governance statements ensure the community has information on the processes Council follows when making decisions and taking action and how the community can influence these processes. While many of Council's functions have been delegated, the overall responsibility for maintaining effective systems of internal control ultimately rests with Council. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

6.3 Collective Duties of the Council

Councillors are elected to represent their communities for three-year terms. There is no limit on the number of terms they may serve. On election all Elected Members, whether elected from the General or Māori Ward, 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 entire District.

Council, as Elected Members, has overall responsibility and accountability for the proper direction and control of Council's activities in pursuit of community outcomes. This responsibility includes:

- (a) Representing the interests of the Council
- (b) Formulating the Council's strategic direction and relative priorities through the Long Term Plan, which determines the services and activities to be undertaken by Council over a ten-year period
- (c) Determining the expenditure and funding requirements of council activities through the Long Term Plan and annual planning processes

- (d) Overseeing, developing and/or approving all council policies, administrative, legal, financial and strategic, including formal district planning matters within the council's geographical area of responsibility
- (e) Monitoring the on-going performance of council against its stated objectives, policies (including formal sign-off of the Annual Report) and identified Community Outcomes.
- (f) Ensuring prudent use of council resources
- (g) Law-making (bylaws)
- (h) Overseeing council compliance with any relevant Acts of Parliament
- (i) Employing, setting performance requirements for, and monitoring the on-going performance of the council's Chief Executive (under the Local Government Act 2002).
- (j) The development and adoption of council policy
- (k) Monitoring the performance of the Council against its stated objectives, policies
- (l) Prudent stewardship of the Council's resources
- (m) Employing and overseeing the Chief Executive.
- (n) Representing your interests as a resident and/or ratepayer of the Ruapehu District.

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

6.4 Role and Powers of the Mayor

The Mayor is elected by the District as a whole for a three-year term. The Mayor shares the same responsibilities as other elected members of Council, and also has the following roles:

- (a) Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- (b) Advocate on behalf of the District. This role may involve promoting the District and representing interests of the District's residents. Such advocacy will be most effective where it carried out with the knowledge and support of the Council.
- (c) Ceremonial head of Council
- (d) Provider of leadership to Council and feedback to other elected members on teamwork and chairing of Committees

The 2012 Amendments to the LGA 2002 also add the following roles of the [Mayor](#):

- (a) Ability to appoint a Deputy Mayor.
- (b) Ability to establish principal committees and appoint the Chair. The Mayor is a member of each committee.
- (c) Lead the development of the District's plans, including the Long Term Plan and Annual Plan, policies, and budgets for consideration of Council.

The Mayor has no power to commit the Council to any particular, course of action except where specifically authorised to act under duly delegated authority.

The Mayor is required to be a Justice of the Peace while holding office as Mayor.

6.5 Role of the Deputy Mayor

The Mayor appoints one of the elected ward councillors to be the Deputy Mayor after the triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of Council.

6.6 Role of the Committee Chairperson

Council has created one standing committee, the Risk and Assurance Committee. The independently appointed Chairperson is responsible for:

- (a) Presiding over meetings of the Committee.
- (b) Ensuring that the Committee acts within the powers delegated by Council, and as set
- (c) out in the Council's Delegations Register.

A Committee Chair may be removed from office by resolution of Council.

6.7 Role of Community Boards

As part of the Review of the Basis of Election (Representation Review) Council strongly indicated that the new model for governance for the Ruapehu District, would be one of increased involvement and delegation to the Community Boards, with the Council taking on a more strategic role.

Following a series of workshops with Council and Community Board Members, a report outlining recommendations for the future roles and responsibilities of Community Boards was tabled for adoption by Council.

The recommendations formally adopted at the 22 June 2022 meeting of Council are set out below under the four main headings: Leadership and Decision Making, Relationships, Planning, and Support.

These recommendations set the framework for the three Community Boards following the 2022 elections.

Leadership and Decision Making

Community Boards have specific roles to fulfil in the Local Government Structure. In performing this role, Community Boards will be recognised as taking local leadership, whilst Council takes leadership of District-wide matters. Leadership and the importance of decision-making in the Community Board area was seen as important function for the Community Boards.

The following are the recommendations adopted for Leadership and Decision Making:

- (a) That Community Boards should be the natural first place for the Community to turn to.
- (b) Community Boards will be recognised as taking local leadership whilst Council takes leadership of District-wide matters; That Community Boards are set up for success to assume leadership within their communities;
- (c) That Bylaws have the correct level of local input and (without conflict) are able to reflect local needs and wishes;
- (d) That disposals of assets have the correct level of local input, and are able to reflect local needs and wishes;
- (e) That community funding outside of policy criteria (unless legislation requires otherwise) sit with the Community Boards;
- (f) That new plantings – parks and reserves - (and not just removals) be approved by Community Boards in conjunction with council officers;
- (g) That Community Boards be informed of new liquor and gambling licences;
- (h) That Community Boards are fully informed on events in their area, and event organisers are encouraged to engage with the Community Board at the earliest opportunity;
- (i) That Community Board Chairs have a great role in the local community and are officially involved in important events in their Community Board area;
- (j) That the Chair (or representative) of Community Boards may be present at Council meetings, and have speaking rights during deputations, for items that have an affect or an importance for that Community Board area; and

- (k) That Community Board Members be invited to all Council workshops. Note: the only exception to this is where the Workshop Chair considers the topic should exclude them.

Relationships

The importance of relationships has been discussed with full agreement that this will underpin future success. The relationship between the Community Boards, community, iwi, Council officers, and Council will drive the success of the Community Boards.

The following are the recommendations adopted for Relationships:

- (a) That the model going forward will be one of collaboration in decision-making in conjunction with Council officers and Council;
- (b) That Community Boards will work collaboratively with the community, council officers and Councillors, to build strong relationship and partnerships, and make decisions in conjunction with staff expertise;
- (c) That the Chair of Community Boards may be present at Council meetings, and have speaking rights during deputations, for items that have an affect or an importance for that Community Board area;
- (d) That Community Boards have a strong role in representing and advocating for their communities on current issues;
- (e) That the Mayor consults with Community Boards on the Councillor appointed to the Community Board; and
- (f) That the key principle for Community Boards is to respond locally and cooperatively with Iwi, Council officers, Council, and community groups to find solutions.

Planning

The role of planning is about building the community and placemaking (which is about making places, and a community where people want to live and work). Community Boards understand their communities and are involved in the “on the ground” issues that can enhance or compromise wellbeing. Community Plans can take on many forms (i.e., spatial plans, village plans, local plans) and are not limited to the above.

The following are the recommendations adopted for Planning:

- (a) That the primary role will be place-making and the wellbeing of communities;
- (b) That the purpose of the future Community Boards will be to deliver on prioritised Community Plans (in what ever form they take); and
- (c) That Community Boards will work on local plans (that input into Annual / Long Term Plan budgets and District Plans) with communities to agree and prioritise needs and future actions.

Support

Support comes in the form of both human and other resources.

The following are the adopted recommendations for Support:

- (a) That Council has a continuous process for improvements in the delivery of reports and provision of information to Community Boards, and that the process is supported with the right resources, including IT resources;
- (b) That budgets align with the responsibilities. Budgets and funding for delegations, aspirations, priorities, and plans would remain within the current structure of long-term planning. Council budgets at a District-wide level include allocations for Town Revitalisation (Community Plans etc.) and are reviewed each Long-Term Plan, thus allowing for a dynamic response to community plans, and prioritisation of those plans by Community Boards; and
- (c) That by using the budget setting process of Council, Community Boards can prioritise their aspirations, actions and projects from their community plans, and other plans as developed. These will feed into the overall budgeting processes of Council allowing Council to make the final budget allocations within the Community Board areas for projects in each Long Term Plan year, and in Annual Plan years as necessary.

7 Code of Conduct for Effective Governance

Elected members are required to adhere to a code of conduct. Council last adopted its Code of Conduct on 30 November 2022. This Code provides guidance on the standards of behaviour expected of Elected Members and Members appointed to Council committees and sub-committees.

The general principles of the Ruapehu District Council Code of Conduct for Elected Members are provided below. A full copy of the Code can be downloaded from the Council website www.ruapehudc.govt.nz or may be requested from any Council office.

Public interest: members should act solely in the public interest.

Integrity: members should not act or take decisions to gain financial or other benefits for themselves, their family, or their friends, or place themselves under any obligation to people or organisations that might inappropriately influence them in their work.

Tāria te wā and kaitiakitanga/stewardship: members should use long-term perspective when making decisions. Decisions, which impact on past, current and future generations, also affect collective well-being.

Objectivity: members should act and take decisions impartially, fairly, and on merit, using the best evidence and without discrimination or bias.

Accountability: members will be accountable to the public for their decisions and actions and will submit themselves to the scrutiny necessary to ensure this.

Openness: members should act and take decisions in an open and transparent manner and not withhold information from the public unless there are clear and lawful reasons for so doing.

Honesty: members should be truthful and not misleading.

Leadership: members should not only exhibit these principles in their own behaviour but also be willing to challenge poor behaviour in others, wherever it occurs.

Elected Members have specific obligations as to their conduct under the following pieces of legislation:

- (a) Schedule 7 of the LGA, 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.
- (b) 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.
- (c) The Secret Commissions Act 1910 that prohibits Elected Members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- (d) The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

8 Management Structure

8.1 Relationship between Management and Elected Members

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibility is 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 be directed to the Chief Executive, not to Elected Members.

8.2 The Chief Executive

The Mayor and Councillors appoint a Chief Executive (CE) in accordance with Section 42 and Clauses 33-34, Schedule 7 of the Local Governance Act 2002. The CE leads the Council's administration and operations to fulfil the direction set by Council and within the budgetary constraints established by governance. The CE, in addition to implementing the decisions of Council, also provides advice to the Council and community boards, manages the Council's activities, and provides leadership for staff.

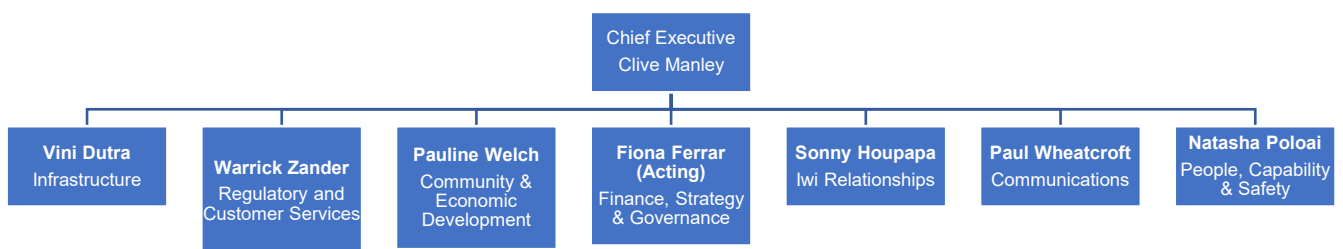
The governing body of Council has a duty as the Chief Executive's employer to maintain its obligations under the Employment Relations Act 2000. It agrees objectives with the Chief Executive and monitors performance against these annually. A committee may be established for this purpose, reporting back to Council on recommended terms and conditions of employment.

The Chief Executive is employed by the Council for a term of up to five years, and in some circumstances this may be extended for an additional two years.

Council is the employer of the Chief Executive. Any comments about the Chief Executive should therefore be directed to Council.

8.3 Ruapehu District Council Management Structure

The Chief Executive and the seven Executive Managers constitute the Executive Leadership Team and provide the link between Elected Members and staff.



9 Governance Structure

Councils can create committees, which have the authority to consider all matters coming within their scope as detailed in their Terms of Reference. The Council reviewed its committee structure at the 30 November 2022 meeting following the triennial election.

To assist in the efficient running of business, the Council resolved to retain the five committees for the 2022-2025 triennium;

- (a) Code of Conduct Panel
- (b) Grants Committee
- (c) Hearings Committee
- (d) Risk and Assurance Committee (formerly Audit and Risk Committee)
- (e) Ruapehu District Māori Council

Council also has one joint standing committee with other councils.

The Committee structure supports the separation of Council's regulatory functions from its non-regulatory functions, while improving Council's decision-making processes using committees with enhanced delegations and responsibilities.

Code of Conduct Panel

Membership	His/Her Worship the Mayor Deputy Mayor Ruapehu District Council Chief Executive Independent Appointee from Simpson Grierson
Meeting Frequency	As and when required
Responsibilities	The purpose of the Code of Conduct Panel is to: <ul style="list-style-type: none"> (a) determine whether a breach has occurred, (b) determine the seriousness of the breach, and (c) determine actions that a local authority should take in response to the breach.

Grants Committee

Membership	Full Council
Meeting Frequency	The committee shall meet ONCE (1) per year
Purpose	The purpose of the Grants Committee is to determine successful grant applications in accordance with Council's Grants Policy.
Responsibilities	To administer funds made available to support Council's Grants Policy.
Delegations	To approve Grants to the amounts available in the fund and authorise staff the make payment.

Hearings Committee

Membership	His/Her Worship the Mayor (Chair) Deputy Mayor Two Elected Members
Meeting Frequency	As and when required
Purpose	The purpose of the Hearings Committee is to deliver the functions of Council acting as a regulatory consent authority.
Responsibilities	To hear and make decisions on applications to Council as the regulatory authority.
Delegations	The Hearings Committee shall have delegated authority under the following legislation: (a) Resource Management Act 1991 (b) Building (Pools) Amendment Act 2016 (c) Litter Act 1979 (d) Dog Control Act 1996 (e) Joint Hearings: Horizons Regional Council and Ruapehu District Council (f) Hearing Commissioners pursuant to Section 34(1) of the Resource Management Act 1991

Risk and Assurance Committee

Membership	Chair (Independent) His/Her Worship the Mayor Deputy Mayor Two Elected Members
Meeting Frequency	The committee shall meet FOUR (4) times per year
Purpose	To ensure that Council has appropriate financial, risk management and internal control systems in place that provide Council with: (a) Effective management of potential opportunities and adverse effects (b) An overview of the financial performance of the organisation; and (c) Reasonable assurance as to the integrity and reliability of Council's financial and non-financial reporting.
Responsibilities	(a) Risk management and the system of internal controls. (b) Reporting – financial and non-financial. (c) To maintain an effective relationship with the external auditor. (d) To appoint or engage any internal auditor. (e) To promote, monitor and review compliance with Council's legal and other obligations. (f) To ensure there is good communication between Council, Committees and Management. (g) To prepare and implement programmes of work relevant to the purpose of the Committee.
Delegations	1 To approve: (a) audit engagement letters and letters of undertaking for external and any internal audits; (b) the appointment of any internal auditor within budgetary constraints; and (c) risk management and internal audit programmes. 2 To recommend to Council: (a) adoption, or non-adoption of completed financial and non-financial performance statements; (b) governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes and internal control functions; and (c) accounting treatments, changes in generally accepted accounting practice, and new accounting and reporting requirements.

	<p>3 To conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.</p> <p>The Chair of the Risk and Assurance Committee shall have delegated authority:</p> <p>(a) To appoint an independent investigator to investigate an allegation of fraud pursuant to Council's fraud policy. If possible, this appointment is to be made in consultation with the Chief Executive; and</p> <p>(b) To approve the letter of engagement for a member co-opted to the Risk and Assurance Committee for the duration of the Committee's consideration of a special topic or topics.</p>
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Ruapehu District Māori Council

Membership	<p>Three mandated representatives from Tuwharetoa Iwi Three mandated representatives from Maniapoto Iwi One mandated representative from Tamahaki Council of Hapū One mandated representative from Ngāti Hinewai and Uenuku Hapū One mandated representative from Ngāti Uenuku Hapū His/Her Worship the Mayor Two Elected Members</p>
Meeting Frequency	As and when required
Purpose	The purpose of the Ruapehu District Māori Council is to help encourage greater participation by Ruapehu Māori in local government decision-making.
Delegations	<p>(a) Represent to Council on all governance issues relating to the statutory functions, powers and duties within its terms of reference.</p> <p>(b) Recommend how Council should develop Māori capacity to contribute to its decision-making processes.</p> <p>(c) Review and determine how the steps that Council will take to develop Māori capacity to contribute to its decision-making processes should be described, planned and monitored in the draft and final Ten Year Plan.</p> <p>(d) Formally receive iwi/hapū management plans.</p> <p>(e) Recommend the establishment of working parties as the need arises. To promote, monitor and review compliance with Council's legal and other obligations.</p>

Manawatū-Whanganui Civil Defence Emergency Management Group Joint Standing Committee

Membership	Representatives from: (a) Ruapehu District Council (b) Horizons Regional Council (c) Whanganui District Council (d) Palmerston North City Council (e) Rangitikei District Council (f) Tararua District Council (g) Horowhenua District Council, and (h) Manawatū District Council
Meeting Frequency	As and when required
Purpose	To set the strategic direction of the Civil Defence and Emergency Management Group (CDEMG) and monitor progress towards meeting these strategic objectives.
Delegations	(a) To agree to the work programme of the CDEMG. (b) To establish (if necessary) a hearings committee. (c) To appoint persons with the delegated authority to declare local or group emergencies.

10 Council 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.

Each year a schedule of meetings is adopted for Council, committees and community boards, and the details are published on the Council website. Meetings are an opportunity for council business to be considered and decisions to be made. They are an opportunity for you to make your view heard. Meetings are live-streamed to the Council's Facebook page.

Council also publishes a list of all meetings scheduled to be held in the following month (including the dates, times and venues) in the newspaper not more than 14 days and not less than 5 days before the end of every month.

Sometimes meetings need to be held at short notice. These are called "extraordinary meetings" and are notified as soon as practicable.

10.1 Agendas and Minutes

Agendas for meetings of Council must be available at least two working days prior to the scheduled meeting (except in cases of extraordinary meetings). Agendas are available to view at all Council offices and on Council's [website](#).

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 Local Government Official Information and Meetings Act 1987.

Unconfirmed minutes are available once they have been reviewed by the Chief Executive after the meeting. Minutes are confirmed for correctness at a subsequent meeting and will be updated if any changes are made.

10.2 Standing Orders

Council, Committee, and Community Board Meetings must abide by a set of Standing Orders as adopted at the beginning of the triennium. Standing Orders are a set of rules and procedures that provide a formal framework for the conduct of local authority meetings and ensure that our system of local democracy and decision-making within local government is transparent and accountable.

Ruapehu District Council adopted its [Standing Orders](#) on 30 November 2022.

The Community Boards adopted their [Standing Orders](#) as below:

- (a) Waimarino-Waiouru Community Board 10 November 2022
- (b) Taumarunui-Ōhura Community Board 17 November 2022
- (c) Ōwhango-National Park Community Board 14 February 2023

10.3 Public Attendance at Meetings

All Council meetings including any Community Board Meetings are generally open to the public, unless there is a reason for public to be excluded. Council meetings are not public meetings but are conducted in public.

Members of the public are not permitted to speak at any time during meetings, unless invited to do so by the Chairperson. If you wish to speak at a meeting, you must first get permission from the Mayor or Chairperson of the relevant committee or community board. We set aside 30 minutes at the start of our Council and Community Board Meetings for public participation. This is an opportunity for you to bring matters of concern to your Elected Representatives and comment on agenda items. Each individual or group is allowed five minutes to speak. Speakers are listed on a first come, first served basis, and as many speakers as possible will be heard within the allocated 30 minutes.

Members of the public and the Press are welcome to attend the public parts of meetings. Following normal meetings, any Public Excluded business will be attended to, and the public and the Press will be requested to leave the meeting.

Further information can be found on our [website](#)

10.4 Elected Member Workshops

Workshops are an opportunity for members to discuss particular matters, receive briefings and provide guidance to officers. Standing orders do not apply to workshops; they are primarily for the provision of information and discussion and cannot be used to make any decisions or pass any resolutions without the opportunity for meaningful debate at a formal meeting.

11 Community Engagement and Consultation

Ruapehu District Council is responsible for making decisions on behalf of its communities aspires to work with its communities to ensure their views and preferences are taken into account.

The Council offers various opportunities for the community to participate in the decision-making processes, including:

- (a) Long Term Plan (three-yearly);
- (b) Annual Plan (where there is substantial change to the Long Term Plan proposed);
- (c) Representation Review; and
- (d) District Plan Review

Council's [Significance and Engagement Policy](#) provides guidance in terms of how and when the community can expect to be engaged in Council's decision-making processes.

11.1 Community Engagement Strategy

Council aims to accurately represent the wants and needs of our diverse communities, with all communities engaged, informed and empowered in shaping the future of our district.

The Ruapehu District Council [Engagement Strategy](#) sits alongside and supports the Significance and Engagement Policy. It acts as a high level strategy to provide a cohesive, flexible and adaptive approach and understanding of engagement across Council.

11.2 Special Consultative Procedure

The LGA sets out a community consultation process that must be followed when Council is considering significant issues.

Where required to use Special Consultative Procedure (SCP) Council must:

- (a) Prepare and adopt a Statement of Proposal and a Summary of the information
- (b) Ensure the Statement of Proposal is publicly available
- (c) Make the summary of information as widely as reasonably practical as a basis for general consultation
- (d) Give public notice of the proposal and consultation being carried out with and provide persons interested in the proposal with details of the opportunity to present their views to the Council, the period within which submissions on the proposal will be received (which must not be less than one month)
- (e) Ensure that any person who makes a submission on the proposal is sent a written notice acknowledging receipt of that person's submission, and
- (f) Ensure that all written submissions are made available to the public.

12 Equal Employment Opportunities Policy

Ruapehu District Council is committed to being an equal employment opportunities employer. Council's Equal Employment Opportunities Policy is provided below:

"The Ruapehu District Council is committed to the principles of equal opportunity in the recruitment, professional development, employment training and promotion of its employees. The organisation will provide a welcoming positive environment and 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 on the basis of race, colour, ethnic or national origin, gender, religious or political beliefs, marital status, employment status, family responsibilities, sexual preference, disability or age".

13 Planning and Policy Documents

The purpose of 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 wellbeing of communities now and for the future. An important role of Council in carrying out its functions, responsibilities and activities, is developing and reviewing key strategies, plans and policies.

13.1 Long Term Plan

Every three years, councils are required to develop, in consultation with its community, a Long Term Plan (LTP) with a ten year outlook. It sets out the projects and services the Council intends to deliver for the community, the cost of undertaking that work, how it will be paid for, how finances will be managed and how performance will be monitored.

Council must also prepare a financial strategy and infrastructure strategy alongside the LTP. The financial strategy provides a framework which guides the Council to make decisions in a financially responsible and transparent. The current 10-year plan, [2021-31 LTP](#), was adopted by Council on 23 June 2021. The next LTP is due to be adopted by 30 June 2024.

13.2 Annual Plan

The year in which a Long Term Plan is adopted this document becomes the Annual Budget for that year. In between producing LTPs, Council must produce an Annual Plan that reviews its work programme and considers whether any changes are needed. These changes could be budget revisions, new priorities that arise, or new projects to help deal with issues that face the district.

The Annual Plan focuses on the budgets for the current financial year and the setting of rates. Any significant or material changes proposed must be consulted on with the community. This document will not be able to significantly deviate from the LTP, unless a special consultative procedure and audit are undertaken.

Council adopted the 2022/23 Annual Plan on 22 June 2022. The next Annual Plan is to be adopted by 30 June 2023, then in 2024, the Council will develop its next LTP.

13.3 Annual Report

Each year Council prepares an Annual Report. This report is an accountability document that compares actual performance against intended levels of performance described in the Annual Plan. It also explains how rates are spent and the value received in return.

Council's financial year ends on 30 June and the Annual Report must generally be produced within three months of that date. The report is published on the Council website within one month of its adoption.

The report for 2021/22 has been delayed by Audit NZ; it is working to complete all outstanding audits and audit opinions by 30 June 2023 for all councils experiencing delays in publishing their annual reports for 2021/22.

13.4 Ruapehu District Plan

The first Ruapehu District Plan was made operative on 8 May 2000. The District Plan sets out the rules that Council will apply to control the way land is used, subdivided and developed in the District. It identifies where activities can take place (e.g. zones), what land can be developed and what features (such as landscapes) should be protected.

District Plans are living documents that must be reviewed every ten years. Changes to the Plan can be made within this period through the Plan change process outlined in the RMA.

Council reviewed its District Plan and released the Proposed Plan Change in 2010 for consultation.

Following the consultation and appeals process, on 10 September 2014 Council voted to partially adopt the Ruapehu District Plan, with two issues outstanding.

The two outstanding issues were resolved and the [Ruapehu District Plan](#) 2013 became fully operative on 24 December 2014.

13.5 Policies

All external policies adopted by the Ruapehu District Council are available on the Council [website](#)

14 Bylaws

Bylaws are rules or regulations Council makes, under national legislation, that affect how people live, work and play. Bylaws are designed to protect both our district and your rights with the purpose of making our district a safe and healthy place.

Bylaws are broadly made to cover one or more of the following purposes:

- (a) Protecting the public from nuisance;
- (b) protecting, promoting, and maintaining public health and safety, and
- (c) minimising the potential for offensive behaviour in public places.

The consequences of not complying with a bylaw can result in fines, seizure of property and remedial action. Bylaws can be enforced by Council staff or external agencies such as the New Zealand Police.

14.1 Land Transport Bylaw

The purpose of this [Bylaw](#) is to protect the roads, an important public asset, from nuisances and damage to enhance the safety of road users and to manage this asset for the wellbeing of the public at large.

14.2 The Ruapehu Bylaw

[Ruapehu Bylaw](#) promotes responsible citizenship in the Ruapehu community and was first adopted in January 2018. It seeks to:

- (a) Protect the public from nuisance;
- (b) Protect, promote and maintain public health and safety;
- (c) Minimise the potential for offensive behaviour in public places;
- (d) Regulate the keeping and control of animals;
- (e) Regulate trading in public places;
- (f) Manage, regulate against or protect from damage, misuse or loss of cemeteries, reserves and recreation grounds or other land under the control of the Ruapehu District Council;
- (g) Prohibit, regulate or control the consumption of, the bringing into, or the possession of alcohol in public places including in vehicles in public places;
- (h) Define areas in the Ruapehu District where freedom camping is restricted and defining those restrictions, and defining where freedom camping is prohibited;
- (i) Regulate and control the storage, collection and disposal of refuse, litter, offensive materials, and recycling materials.

Please note The Ruapehu Bylaw has replaced the Animal Control Bylaw, Public Places Bylaw and Public Health and Safety Bylaw.

14.3 Tradewaste and Stormwater Bylaw

The purpose of this [Bylaw](#) is to regulate the discharge of trade waste to the sewerage system, and discharges to the stormwater system, operated by Ruapehu District Council or its authorised agent.

14.4 Water Supply Bylaw

The purpose of this [Bylaw](#) is to allow Ruapehu District Council to provide and manage the supply of water to its customers and/or to protect its water supply against damage, misuse and/or interference from any unauthorised person(s) other than that of an authorised officer of Council and including its authorised agents.

