



Local Governance Statement

March 2023



Te Kaunihera-ā-Rohe o Ngāmotu

**New Plymouth
District Council**

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Contents

- 4 Functions, responsibilities and activities
- 5 Local legislation (including bylaws)
- 9 Electoral system and opportunity to change it
- 10 Representation arrangements
- 11 Members role and conduct
- 13 Governance structure and processes
- 18 Management structure
- 19 Meeting processes
- 20 Consultation policies and consulting with Māori
- 21 Remuneration of Council Employees Policy and Equal Employment Opportunity
- 22 Key approval planning and policy documents
- 24 Mayor and councillors
- 25 Community board members
- 27 Requests for official information

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

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

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

Generally the Council's roles are to:

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

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

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

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

- Building Act 2004
- Burial and Cremation Act 1964
- Dog Control Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Land Transport Rule: Setting of Special Limits 2022
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Public Bodies Leases Act 1969
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- The Water Services Entities Bill

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

- Inglewood Town Board Leases Validation Act 1904
- Inglewood County Act 1919
- New Plymouth Borough Council Empowering Act 1924
- New Plymouth Borough Council Empowering Act 1929
- New Plymouth Borough Council Empowering Act 1937
- New Plymouth Borough Land Exchange and Empowering Act 1939
- New Plymouth Borough Reserves and Street Exchanges Act 1898
- New Plymouth City Empowering Act 1952
- New Plymouth Airport Act 1961
- Taranaki County Reserves Act 1966
- Paritutu Centennial Park Act 1968
- New Plymouth Recreation and Racecourse Reserve Act 1999
- Taranaki Regional Council Empowering Act 2001
- New Plymouth District Council (Waitara Lands) Act 2018

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

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

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

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

Dog Control Bylaw 2022

Adopted: March 2022

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

Alcohol Control Bylaw 2020

Adopted: December 2020

To prohibit, regulate or control the consumption or possession of alcohol in public places to reduce alcohol related harm.

Animals Bylaw 2020

Adopted: June 2020

To control the keeping of animals (including pigs, poultry, bees, livestock and cats) within the district to ensure they do not create a nuisance or endanger health to neighbours and other members of the public; and to regulate the slaughtering of animals to avoid causing nuisance or offence.

Fire and Smoke Nuisance Bylaw 2020

Adopted: June 2020

To protect the public from nuisance caused by smoke from fires and to public health and safety.

Cemeteries and Crematoria Bylaw 2020

Adopted: April 2020

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

Solid Waste Management and Minimisation Bylaw 2019

Adopted: September 2019

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

Freedom Camping Bylaw 2017

Adopted: December 2017

Amended: October 2020

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

NEW PLYMOUTH DISTRICT COUNCIL CONSOLIDATED BYLAWS 2010

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

Adopted: September 2010

Amended and readopted: September 2014

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

Part 6: Beauty Therapy, Tattooing and Skin Piercing

Adopted: September 2010

Amended and readopted: November 2017

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

NEW PLYMOUTH DISTRICT COUNCIL CONSOLIDATED BYLAWS 2008

Part 1: Introductory

Adopted: 2008

Reviewed: September 2014

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

Part 5: Public Places

Adopted: 2008

Amended and readopted: September 2014

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

Part 7: Signs

Adopted: 2008

Amended and readopted: September 2014

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

Part 10: Stock Control

Adopted: 2008

Amended and readopted: 2013

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

Part 11: Trade Waste

Adopted: 2008

Amended and readopted: 2013

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

- To protect public health and the security of the public sewerage system.
- To protect the health and safety of Council personnel and the Council's agents.
- To detail the responsibilities of both the Council and consumers with respect to the public sewerage system.
- To detail mechanisms for the recovery of the costs of arranging and treating trade wastes and provide an equitable share of costs between domestic and trade discharges.
- To assist the Council to meet its obligations under the Resource Management Act 1991 and the Health and Safety in Employment Act 1992.
- To protect the Council's investment in existing and future infrastructure, treatment plants and disposal facilities.
- To detail breaches and offences and provide a disputes procedure.

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

Adopted: 2008

Amended and readopted: September 2014

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



Electoral system and opportunity to change it

Part 13: Traffic

*Adopted: 2008
Amended: June 2022*

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

Part 14: Water, Wastewater and Stormwater Services

*Adopted: 2008
Amended and readopted: May 2021*

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

NEW PLYMOUTH CITY CONSOLIDATED BYLAW 1958

Part XXXVI: Airport (Amendment 3 1962)

*Adopted: 1958
Reviewed: 1962*

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

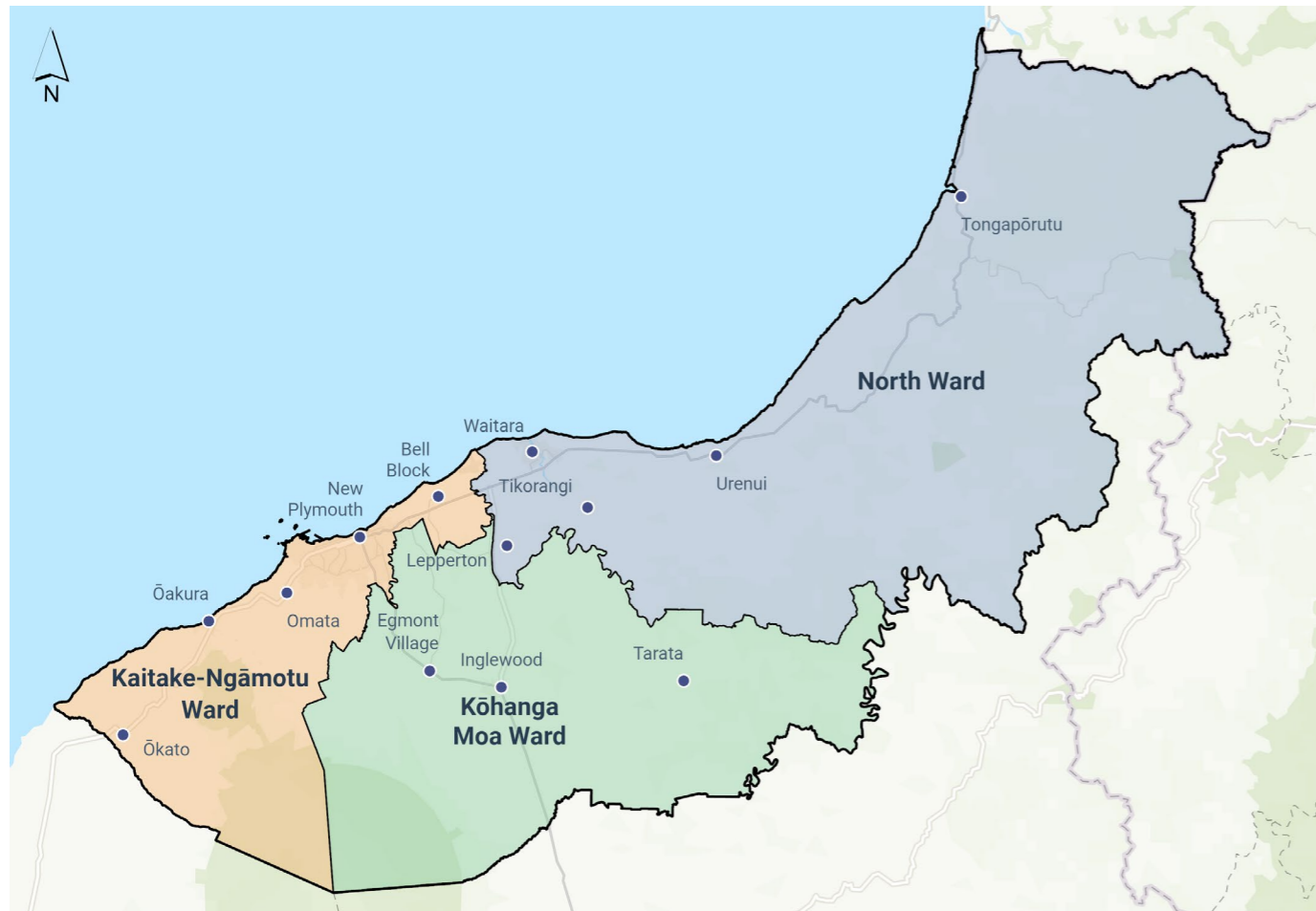
NPDC held the 2019 and 2022 elections under the Single Transferable Vote (STV) system. STV means electors are able to rank candidates in order of preference. Voters can rank as many or as few candidates as they wish. To get elected, candidates need to reach a quota of votes.

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

A representation review was held in August 2021. As a result of this, there is 14 councillors, five elected at large and nine elected from the following four wards.

Ward	Ward population (estimates as at November 2021)	No. of councillors
Kaitake-Ngāmotu	54,318	6
Kōhanga Moa General	9,528	1
North	8,934	1
Te Purutanga Mauri Pūmanawa Māori	6,885	1

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



MĀORI WARDS

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

MEMBERS ROLE

Elected members

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

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

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

Mayor

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

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

The Mayor also has the following roles:

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

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



Governance structure and processes

Deputy Mayor

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

APPLICABLE STATUTORY REQUIREMENTS

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

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

CODE OF CONDUCT

The Code of Conduct sets out standards of behaviour expected from elected members in the exercise of their duties. Its purpose is to:

- Enhance the effectiveness of Council and the provision of good local government of the New Plymouth District.
- Promote effective decision-making and community engagement.
- Enhance the credibility and accountability of the Council to the communities.
- Develop a culture of mutual trust, respect and tolerance between the members of the Council and between members and management.

It also covers disclosure of information by elected members.

Council (Mayor and 14 councillors)		
Community Boards		
Strategy and Operations Committee <ul style="list-style-type: none"> • Cr Bali Haque (Chairperson) • Mayor Neil Holdom • All Councillors • Whea Tamzyn Pue (Iwi Rep) (Co-Chairperson Te Huinga Taumatua) 	Te Huinga Taumatua Committee <ul style="list-style-type: none"> • Cr Gordon Brown (Co-Chairperson) • Whea Tamzyn Pue (Iwi rep) (Co-Chairperson) • Mayor Neil Holdom • Cr Sam Bennett • Cr Te Waka McLeod • Cr Bryan Vickery • Iwi reps as below: <ul style="list-style-type: none"> ~ Te Rūnanga o Ngāti Tama rep ~ Te Kāhui o Taranaki Trust rep ~ Te Runanga o Ngāti Maru Trust rep ~ Te Kotahitanga o Te Ātiawa Trust rep ~ Te Rūnanga o Ngāti Mutunga rep 	Finance, Audit and Risk Committee <ul style="list-style-type: none"> • Cr Amanda Clinton-Gohdes (Chairperson) • Ms Adrienne Young-Cooper (external) (Deputy Chairperson) • Mayor Neil Holdom • Cr Tony Bedford • Cr Max Brough • Cr David Bublitz • Cr Bali Haque • Cr Marie Pearce
Council-Controlled Organisations Committee <ul style="list-style-type: none"> • Cr Marie Pearce (Chairperson) • Cr Anneka Carlson (Deputy Chairperson) • Cr Max Brough • Cr David Bublitz • Cr Murray Chong • Cr Bali Haque • Cr Bryan Vickery 	Strategic Projects Committee <ul style="list-style-type: none"> • Cr Harry Duynhoven (Chairperson) • Mayor Neil Holdom • Cr Tony Bedford • Cr Max Brough • Cr Gordon Brown • Cr Te Waka McLeod • Cr Bryan Vickery • One external vacancy (tbc) 	Community Development Committee <ul style="list-style-type: none"> • Cr Dinnie Moeahu (Chairperson) • Cr Murray Chong (Deputy Chairperson) • Cr David Bublitz • Cr Anneka Carlson • Cr Amanda Clinton-Gohdes • Cr Bali Haque • Cr Te Waka McLeod
Other Committees CE Performance Review Committee, Central Landfill Joint Committee, Creative Communities Advisory Committee, District Licensing Committee, Len Lye Committee, Yarrow Stadium Joint Committee.		
Working Parties Age and Accessibility Working Party, Sustainability Working Party, Rewa Rewa Agreement Working Party.		

COMMITTEE PURPOSES

Strategy and Operations Committee

Purpose

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

Delegated Authority

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

Te Huinga Taumatua Committee

Kaupapa: Purpose

1. To identify, report and decide (where delegated authority) on the issues and priorities of cultural, economic, environmental and social importance to Māori of the New Plymouth District.
2. To provide strategic guidance and advice to the Council on matters of importance to Māori.
3. To foster the development of Māori capacity to contribute to Council's decision-making processes.
4. To jointly determine Māori cultural issues and priorities of importance for integration into long-term planning in line with the Strategic Framework.
5. To receive deputations and public fora on matters of importance to Māori and other relevant reports as appropriate.
6. To attend briefings and/or presentations at the invitation of the Mayor.

Delegated Authority

7. Road naming and re-naming.
8. Naming and re-naming of Council administered reserves.
9. Determination of grants under the Community Funding Investment Policy as follows:
 - a) Marae Development Grant applications over \$10,000.
 - b) Manaaki Urupā Grant applications over \$10,000.
 - c) Whanake Grant applications.
4. Approval of the final Concept Plan for Te Kohia Pā.
5. Any individual matter referred by the Council or another committee for final decision.

Finance, Audit and Risk Committee

Purpose

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

Delegated Authority

2. Determining the Internal Audit Plan (including any subsequent changes) in conjunction with the Chief Executive.
3. Determining the Annual Work Programme (including any subsequent amendments) in conjunction with Council staff.

Council Controlled Organisations (CCO) Committee

Purpose

1. The Committee is to:
 - Communicate the Council's priorities and strategic outcomes to the Council's CCOs.
 - Ensure delivery by CCOs through the development of their Statements of Intent and integration of CCO outcomes with the Council's Long-Term Plan and Annual Plan funding processes and decisions.
 - Monitoring the financial and non-financial performance and delivery on strategic outcomes of the Council's CCOs through performance reports.

Delegated Authority

2. Approve the content of a Statement of Expectations for a CCO (where one has been prepared in line with Schedule 8 of the Local Government Act 2002) and relevant policies, plans and strategies.
3. Provide shareholder comments on draft Statement of Intent under clause 2 of Part 1 of Schedule 8 of the Local Government Act 2002, and provide shareholder comments on proposed modifications of Statement of Intent under clause 4/5 of Part 1 of Schedule 8 of the Local Government Act 2002. In exercising this delegation, the Committee must consider the relevant Statement of Expectations, policies, plans and strategies..
4. Note the final CCO Statements of Intent and ensure that they align with the Statements of Expectations and other Council policies, plans and strategies.
5. Provide shareholder comments on any modification of statement of intent proposed by the Board (clause 4 Schedule 8 of the Local Government Act 2002).
6. Approval of modification of any CCOs Statement of Intent by the Council (clause 5, Schedule 8 of the Local Government Act 2002).
7. Require a CCO to prepare and deliver additional plans, such as an Asset Management Plan, under section 64A of the Local Government Act 2002.
8. Monitor reports from the Council's CCOs, including Board performance and other matters that have a direct impact on CCO revenue, funding, strategic outlook or risk management.
9. Extend deadlines in accordance with clause 3A of Part 1 of Schedule 8 of the Local Government Act 2002.

Strategic Projects Committee

Purpose

1. The Committee is to:
 - Monitor the Council's strategic planned.
 - Consider and make recommendations to Council regarding new strategic projects not included in the Annual Plan or the Long-Term Plan for that current year.
 - Review post project evaluations of strategic projects and provide comment where appropriate.

Delegated Authority

2. The Committee has no delegated authority.

Community Development Committee

Purpose

1. The Committee is to:
 - Build governance level relationships with communities, government agencies and non-government organisations to build strong, resilient communities.
 - Promote and consider matters relating to social and community well-being..
 - Determine how Council can better connect and coordinate community development across the New Plymouth District and Taranaki region.

Delegated Authority

2. Approve granting of funds and community concessional leases for the above schemes in accordance with the Council's policies and rules.
3. Approve granting of funds within the requirements of Creative Communities New Zealand Scheme.
4. Appoint a Creative Communities Advisory Committee comprising at least two members of Community Development Committee together with community representatives as required, such advisory committee to have the authority to:
 - Approve the granting of funds under the Creative Communities New Zealand Scheme
 - Determine the Annual Work Programme (including any subsequent amendments) in conjunction with Council staff.

CE Performance Review Committee

Purpose

1. To regularly discuss, review and measure the performance of the Chief Executive against approved objectives and report to the Council.
2. In consultation with the Chief Executive, recommend to the Council the performance objectives for the Chief Executive on an annual basis.
3. Lead the annual review of the Chief Executive's performance in accordance with the process set out in the Chief Executive's employment contract, ensuring involvement of the full Council.
4. In association with the annual performance review undertake a review of the Chief Executive's remuneration package and make recommendations to the Council on an annual basis.

Delegations

5. As currently stated in the Local Governance Statement.

District Licensing Committee

Purpose

1. To deal with licensing matters for the district.

Delegations

2. As set out in the Sale and Supply of Alcohol Act 2012 and/or the District Licensing Committee Administration Policy.

Yarrow Stadium Joint Committee

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

Purpose

The Committee is responsible for:

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

Delegations

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

Len Lye Committee

Purpose

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

Delegations

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

Council (Mayor and councillors)		
Chief Executive Gareth Green (from 27 March 2023)		
Group Manager Community & Customer Services Teresa Turner <ul style="list-style-type: none"> • Building • Compliance • Customer Services • Govett-Brewster Art Gallery/Len Lye Centre • Libraries • Puke Ariki • Quality Assurance • Venues and Events 	Group Manager Corporate Services Joy Buckingham <ul style="list-style-type: none"> • Business Services • Corporate Planning and Policy • Governance • Portfolio and Programme Management • Procurement • Property • Risk, Legal and Assurance 	Group Manager Engagement & Communications / Interim Deputy Chief Executive Jacqueline Baker <ul style="list-style-type: none"> • Communications • Marketing • Engagement
Group Manager People & Wellbeing Mary Johnson <ul style="list-style-type: none"> • Health, Safety and Environment • Human Resources 	Group Manager Planning & Infrastructure Kevin Strongman <ul style="list-style-type: none"> • Asset Management and Network Planning • Infrastructure Projects • Parks and Open Spaces • Planning • Resource Recovery • Strategic Projects • Three Waters • Transportation 	Group Manager Strategic Partnerships Kathryn Scown <ul style="list-style-type: none"> • Civil Defence and Emergency Management • Community Partnerships • Economic Development portfolio • Iwi Liaison • TEMO
Chief Information Officer Steve McIntosh <ul style="list-style-type: none"> • Business Transformation • Data • Information and Records • IS Operations • IS Solutions 		

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

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

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

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

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

CONSULTATION POLICIES

Significance and Engagement Policy

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

Council provides various opportunities for the community to participate in key strategic decision-making processes, including:

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

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

CONSULTING WITH MĀORI

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

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

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

- a) Memoranda of understanding (MoU), charters, relationship and partnership agreement;
- b) Co-management committees, working parties and Council/Iwi collaborations;
- c) Funding supporting tangata whenua engagement on resource management-related issues;
- d) Mana Whakahono ā Rohe arrangements; and
- e) Treaty of Waitangi settlement arrangements.

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

REMUNERATION OF COUNCIL EMPLOYEES POLICY

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

The following statements guide the remuneration of Council employees.

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

A copy of the policy is available on the [Council's website](#).

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

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

Key approved planning and policy documents

Long-Term Plan (LTP)

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

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

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

The plan is reviewed every three years following extensive public consultation. The current LTP was adopted in 2021 and will be reviewed in 2023/24.

Annual Plan

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

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

Annual Report

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

District Plan

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

The District Plan is a statutory document required by the Resource Management Act 1991. The Council commenced a review of the Operative District Plan in late 2019 and will adopt the new District Plan in mid 2023.

Asset Management Plans

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

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

The Council holds property, plant and equipment assets of approximately \$3.4 billion.

Revenue and Financing Policy Summary

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

Mayor and councillors

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NPDC is committed to conducting our day-to-day business openly and making decision-making processes and information available and accessible. The majority of the information is publicly available on request or on our website npdc.govt.nz.

Members of the public can request information at any time. This can be done by :

- emailing enquiries@npdc.govt.nz;
- asking in person at one of our [customer service centres](#);
- calling us on 06 759 6060; or
- writing to us Private Bag 2025, New Plymouth 2025.

When responding to information requests Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Information should be as specific as possible so information can be found quickly. If we are unclear of the scope or nature of the enquiry Council staff will contact requesters for clarification.

The Council has 20 working days to respond to a request. In some instances the timeframe can be extended.

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

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

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

More information on NPDC's LGOIMA Policy can be found on our website npdc.govt.nz.



Contact NPDC

P: 06-759 6060 E: enquiries@npdc.govt.nz

More information:



npdc.govt.nz



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