

How you can have your say

Greater Wellington Regional Council's local
governance statement

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Summary

Greater Wellington Regional Council (Greater Wellington) aims to involve the region's community in its decision-making processes. As a member of the region's community, it is essential that you have the opportunity to comment on Greater Wellington's policies, activities and priorities.

There are several ways in which you can have your say:

- voting to elect a councillor(s) to represent your interests
- making formal submissions on Greater Wellington's plans
- having input into identifying community outcomes
- initiating polls on electoral systems and Maori constituencies
- submitting on and/or appealing representation arrangements
- attending and speaking at Council and committee meetings
- talking to councillors.

Keeping updated on Greater Wellington's initiatives and understanding our decision-making processes are important if you want to influence our decisions. You can access the information you require through several channels:

- our website www.gw.govt.nz
- public notices in the newspaper
- external communications e.g. *Elements* (our quarterly newspaper delivered to all letterboxes), radio advertisements and targeted communication
- talking to councillors
- contacting council officers
- official information requests.

This document aims to provide you with information about the processes through which Greater Wellington engages with the community and how we make decisions, so that you can effectively influence those processes and have your say on matters of importance.

1. Introduction

Preparing a local governance statement and making it available to the public is a requirement under section 40 of the Local Government Act 2002. The main purpose of this document is to provide the public with information on ways to influence local democratic processes. Information that is particularly pertinent to you is outlined in black boxes.

Where this document refers to the *Council* it means the body of elected representatives (councillors) that make up the Greater Wellington Regional Council¹. The reference *Greater Wellington*, which is the shortened version of *Greater Wellington Regional Council*, relates to the organisation as a whole.

The information contained within the statement is reviewed annually.

¹ Greater Wellington Regional Council is the promotional name of the Wellington Regional Council

2. Functions, responsibilities and activities

Greater Wellington's purpose is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Wellington region in the present and for the future.

In meeting this purpose Greater Wellington has a variety of responsibilities:

- management of local infrastructure, including network infrastructure (public transport, water supply and flood protection)
- management of community infrastructure (regional parks and recreation facilities)
- environmental management
- land management
- navigation and safety of the region's harbours and coastal waters
- planning for the future needs of the region
- advocacy on behalf of the local community with central government, other local authorities and other agencies.

Greater Wellington's key goal is promoting *Quality for Life* by ensuring our environment is protected while meeting the economic, cultural and social needs of the community. Our ten-year plan *Towards a sustainable region* sets out the work programmes and initiatives we are undertaking to achieve that goal and fulfil our responsibilities. You can see the plan on our website www.gw.govt.nz or by visiting one of our offices.

3. Legislation

The Council's rights, obligations and responsibilities are described in statutes, regulations and bylaws. In fulfilling its purpose Greater Wellington exercises powers and fulfils responsibilities conferred on it by:

- local government legislation (that which applies to all of local government) and
- local legislation (that which applies only to Greater Wellington).

3.1 Key local government legislation

This section briefly summarises how key local government legislation relates to Greater Wellington. A full list of relevant legislation is included in **Appendix 1**.

3.1.1 Local Government Act 2002

The Local Government Act (LGA) establishes the framework for local and regional government in New Zealand. It deals with:

- the membership of councils (including Greater Wellington)
- the appointment of councillors and committee chairpersons
- meetings
- the payment of councillors and
- the purpose and accountability of councils generally.

3.1.2 Local Government (Rating) Act 2002

The Local Government (Rating) Act (usually referred to as the Rating Act) provides the mechanisms or tools councils can use to collect rates. A significant proportion of all Greater Wellington's activities are funded by the collection of rates.

3.1.3 Local Electoral Act 2001

The Local Electoral Act sets rules in relation to the timing of local elections and the rights of individuals to vote at elections, stand for election and nominate candidates for election. The Act also allows councils to choose between a First Past the Post (FPP) and Single Transferable Vote (STV) electoral systems for local elections and polls.

3.1.4 Local Authority (Members' Interests) Act 1968

This Act regulates situations where a councillor's personal interests impinge, or could be seen as impinging on their duties as a councillor. For example, the Act provides that a councillor be disqualified from office if they have an interest in contracts under which payments made by council exceed will \$25,000 in any financial year.

Additionally, councillors are prohibited from participating in any council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where a councillor's partner has a contract with the authority or has a pecuniary interest.

3.1.5 Local Government Official Information and Meetings Act 1987

The Local Government Official Information and Meetings Act (LGOIMA) sets out a list of meeting procedures and requirements. Of particular importance for councillors, is the fact that the chair has the responsibility to maintain order at meetings, but all councillors should accept a personal responsibility to maintain acceptable standards of address and debate.

No councillor should:

- create a disturbance or a distraction while another councillor is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the council, other councillors, any employee of the council or any member of the public.

3.1.6 Secret Commissions Act 1910

Under this Act it is unlawful for a councillor (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fined up to \$1000, or both. A conviction would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the councillor from office.

3.1.7 Crimes Act 1961

Under this Act it is unlawful for a councillor (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of council
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment of 7 years or more. Councillors convicted of these offences will also be automatically ousted from office.

3.1.8 Securities Act 1978

The Securities Act essentially places councillors in the same position as company directors whenever council offers stock to the public. Councillors may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of this Act are not met.

3.2 Local legislation

3.2.1 Wellington Regional Water Board Act 1972

This Act gives Greater Wellington the power to take water and carry out works necessary to supply water to local authorities in the Wellington metropolitan area. The Act also gives Greater Wellington the power to set aside land for water collection and water collection purposes.

3.2.2 Wellington Region Council (Stadium Empowering Act) 1996

This Act allowed Greater Wellington to contribute to the funding of The Westpac Stadium, a facility that has benefited the public of the Wellington region.

3.2.3 Carter Observatory Act 1938

The Carter Observatory Act sets out the operations and functions of the Carter Observatory, which is located next to the Botanic Gardens here in Wellington City. The Act also provides for Greater Wellington to be represented on the Observatory Trust Board.

4. Electoral systems

The Local Electoral Act 2001 (LEA) allows councils to use one of two electoral systems for their triennial elections: the first past the post (FPP) and single transferable vote (STV) electoral systems.

4.1 First past the post – the Council’s current electoral system

Like most councils, Greater Wellington currently operates its elections under the FPP electoral system. Electors vote by indicating their preferred candidate(s). Voters are able to cast up to as many votes as there are vacancies to be filled. If there are three vacancies, voters can tick three candidates on their voting paper. The candidate(s) that receives the most votes is declared elected.

4.2 Single transferable vote – an option for the Council

The other option permitted under the Local Electoral Act 2001 is the single transferable vote electoral system (STV). This system must be used in the 2004 district health board elections and has been chosen more recently by some councils. Electors rank the candidates in order of preference. To be elected a candidate must reach a “quota” of votes. 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.

4.3 Choosing the Council’s electoral system

Under the Local Electoral Act 2001, the Council can either:

- resolve to change the electoral system to be used at the next two elections or
- conduct a binding poll on the question.

Alternatively, electors can demand a poll on which electoral system is to be used. A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held on the matter. The result of the poll is binding.

Councils must give public notice of the right of 5% of electors to demand a poll on the future electoral system for the next two triennial elections. If a council resolution on the electoral system has been made before the notice is published, then this must be included in the notice.

Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the Council cannot change the electoral system for one election and then change back for the next election.

The Council last reviewed its electoral system in July 2002. No change was made to the electoral system for the 2004 elections and the Council committed to reconsidering the issue of electoral systems for the 2007 elections. Accordingly, Council could resolve in 2005 to either change the system for the 2007 elections or to conduct a poll, or electors could demand a poll.

5. Representation arrangements

5.1 Representation review

Councils are required to review their representation arrangements at least once every six years. This review must consider:

- the number of elected members (within the legal requirement to have a minimum of 6 and a maximum of 14 members)
- the boundaries and names of each constituency
- the number of members that will represent each constituency
- whether or not to establish Maori constituencies for electors on the Maori roll.

Councils must follow the procedures set out in the Local Electoral Act 2001 when conducting their representation review. They should also follow the guidelines published by the Local Government Commission.

The Local Electoral Act gives you the right to make a written submission to the Council on representation arrangements, as well as the right to be heard if you wish. You also have the right to appeal any decisions on our representation arrangements. The Local Government Commission will then make a binding decision on the appeal.

Further details on the matters that councils must consider in reviewing their membership and basis of election can be found in the Local Electoral Act 2001.

Greater Wellington last conducted a review in 2000. We are not legally required to review our representation again until 2006. In May 2003, however, the Council decided to review its representation arrangements in 2005/6, when it considers the electoral system for the 2007 triennial elections.

5.2 Maori constituencies

The Local Electoral Act 2001 gives councils the ability to establish separate Maori constituencies for Maori electors. Councils may pass a resolution on the matter or resolve to conduct a poll on the matter.

Alternatively, the community may demand a poll. The demand for a poll can be initiated by 5 per cent of electors within the region. The result of such a poll is binding.

Greater Wellington will be considering whether or not to have a separate Maori constituency or constituencies for the 2007 elections as part of its representation review in 2005/6.

6. Roles and conduct

This part of the governance statement describes the roles and responsibilities of regional councillors, including the chairperson and deputy chairperson. It also describes the role of the chief executive.

6.1 Roles

6.1.1 Councillors

Councillors, acting together as the Wellington Regional Council (“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 the Council’s resources
- employment of the chief executive
- representing your interests as a resident and/or ratepayer of the Wellington region.

In general, the Council can only act by majority decisions at meetings. Each councillor has one vote. No individual councillor has authority to act on behalf of Greater Wellington unless the Council has expressly delegated such authority.

As individuals, councillors are responsible for:

- making themselves familiar with the Council’s *Code of Conduct* and *Standing Orders* (These documents are described in more detail in sections 6.2.1 and 9.4 respectively.)
- making themselves as knowledgeable as possible about the activities and processes of Greater Wellington, and the physical and social environment in which it operates
- ensuring that on a regular and timely basis the community and other stakeholders are fully and honestly informed of all material matters relating to Greater Wellington’s business
- preparing for and attending meetings
- making themselves available to attend external meetings and forums on behalf of Greater Wellington.

6.1.2 Chairperson

The chairperson is elected by councillors at their first meeting following the triennial election. As one of the elected councillors the chairperson shares the same responsibilities as other councillors. In addition to this the chairperson is:

- the presiding councillor at council meetings. The chairperson is responsible for ensuring the orderly conduct of business during meetings (as determined in the *Standing Orders*)
- an advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- the ceremonial head of the Council
- responsible for providing leadership and feedback to other councillors on teamwork and chairmanship of committees
- a justice of the peace (while the chairperson holds office).

The chairperson is obliged to follow the same rules as other councillors with respect to 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 authority from the Council.

6.1.3 Deputy chairperson

Like the chairperson, the deputy chairperson must be elected by councillors at the first meeting following a triennial election. The deputy chairperson exercises the same roles as other councillors, and if the chairperson is absent or incapacitated, the deputy chairperson must perform all of the responsibilities and duties, and may exercise the powers, of the chairperson (as summarised above). The deputy chairperson may be removed from office by resolution of Council.

6.1.4 Committee chairpersons

The Council may create one or more committees of Council. At present, there are seven principal committees: Landcare; Passenger Transport; Policy, Finance and Strategy; Regional Land Transport; Environment; Rural Services and Wairarapa; and Utility Services.

A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's *Terms of Reference* (which describe the membership, objectives and responsibilities of each committee). Committee chairpersons may be called on to act as an official spokesperson on a particular issue. They may be removed from office by resolution of Council.

6.1.5 Chief executive

The chief executive is appointed by the Council in accordance with section 42 of the Local Government Act 2002. The chief executive is responsible for implementing and managing the Council's policies and objectives within the budgetary constraints established by the Council. In terms of section 42 of the Act, the responsibilities of the chief executive are:

- implementing the decisions of Council
- providing advice to the Council
- ensuring that all responsibilities, duties and powers delegated to the chief executive or to any person employed by the chief executive, or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised
- managing the activities of Greater Wellington effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Greater Wellington
- providing leadership for the staff of Greater Wellington
- employing staff on behalf of the Council.

6.2 Councillors' conduct

Councillors have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the chief executive and to abide by the current *Code of Conduct* and *Standing Orders*
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect)

- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

6.2.1 Code of conduct

All councillors are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted, such a code may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the council chairperson and councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions, if any, that the Council may impose if an individual breaches the code. The Council's full *Code of Conduct* is currently being updated and will be available on request from the council secretary or from our website www.gw.govt.nz in early 2004.

7. Governance structures and processes

7.1 Committee structures

The Council reviews its committee structures after each triennial election. At the last review the Council decided on a mixture of standing, special and joint committees, and advisory groups. The Council's current committee structure is attached in **Appendix 2**.

7.2 Schedule of committee meetings

In general, committees meet every six weeks. A meeting of the Council follows each six-week cycle of committee meetings, so that the Council can consider the recommendations of each committee.

A schedule of the meeting dates for the year can be found on Greater Wellington's website www.gw.govt.nz. The time and place of upcoming meetings of key committees are also advertised around the 20th of each month in the region's main daily newspapers (the Dominion Post and Wairarapa Times Age). You can also contact the Council Secretariat for information on meetings.

Further details on committees, including their *Terms of Reference* (which describe the membership, objectives and responsibilities of each committee), and meeting arrangements, can be obtained from the Council Secretariat.

7.3 Delegations

Legislation provides the Council with many powers, duties and responsibilities. In the interest of efficiency and effectiveness, the Council delegates a number of its powers to committees and officers. These delegations are kept together in a delegations register which is held by Greater Wellington.

8. Council organisations

8.1 The WRC Holdings Group of Companies

The Council owns three subsidiary companies, which together make up the WRC Holdings Group of Companies. These companies are council-controlled trading organisations under the Local Government Act 2002. Greater Wellington is the sole shareholder (i.e. owns 100%) of WRC Holdings Ltd, which in turn owns 100% of Pringle House Ltd and 100% of Port Investments Ltd.

WRC Holdings Ltd and Port Investments Ltd are holding companies (companies that control and hold shares of other companies), while Pringle House Ltd is an operating company. The main asset of Port Investments Ltd is a 77% shareholding in CentrePort Ltd.

All three council companies are registered under the Companies Act 1993 and the registered office is the same as the head office of the Council: 142-146 Wakefield Street, Wellington.

8.2 The boards of directors

All three council companies have the same chairperson and four other directors. The chairperson of all the boards of directors is the council chairperson. Two of the five directors are councillors. The other two directors are non-executive directors. All directors are appointed by the Council, as the sole shareholder of WRC Holdings Ltd, after considering the qualifications and experience of each applicant. Directors generally serve a three-year term.

8.3 Objectives of the companies

The objectives of the WRC Holdings Group of Companies are set out in the *Statement of Intent*. They are also outlined in Greater Wellington's ten-year plan. The common objective for all the companies is to maximise the commercial value to shareholders and protect the shareholders' investment. Under the Companies Act 1993, directors' primary responsibility is to act in the best interests of the company. While the Council cannot lawfully 'instruct' the directors, it may comment on the *Statement of Intent* for the upcoming year.

9. Meeting processes

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

9.1 Notice of meetings

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on 3 working days notice.

9.2 Public participation at meetings

All Council and committee meetings are open to the public to attend unless the Council has reason to consider an item 'in committee'. You can also speak in the public participation part of these meetings, which is generally held at the beginning of each meeting.

9.2.1 Procedure for speaking at a meeting

If you would like to participate in a meeting you can either advise the council secretary in advance or simply turn up at the beginning of the meeting. You can discuss any ideas or concerns that you feel have relevance to Greater Wellington in the public participation part of the meeting. Your contribution should be made to the most appropriate committee.

Most meetings are held in the Council Chamber, Level 5, the Regional Council Centre, 142 – 146 Wakefield Street, Wellington, although the Rural Services and Wairarapa Committee meetings are held at 34 Chapel Street, Masterton. You should arrive just prior to the commencement of the meeting and sit at the back of the Council Chamber. Before the meeting begins the committee secretary or council secretary will ask for your name and what topic you will be speaking on. If you are not approached, then please alert the secretary of your presence and your wish to make a contribution, before the meeting commences.

The Chairperson of the meeting will open the meeting and once they reach the public participation part of the meeting, they will introduce you and ask you to come forward and speak, indicating where you should stand or sit. Meeting procedures allow members of the public to speak for approximately 3 minutes. However, the chairperson can allow you to speak for longer.

This is an opportunity for you to have your say and for members of the committee or Council to listen to you. Councillors are always keen to hear what members of the public have to say and may ask questions to ensure they understand what you are saying. Unless the issue is already on the meeting agenda, it will not be debated further at that meeting. If, at the meeting, you make a request for information etc, your request will be followed up and a communication will be sent to you from Greater Wellington.

9.2.2 Reasons for excluding the public

Greater Wellington must allow members of the public to attend meetings and listen to the material discussed at the meeting, unless there is good reason to do otherwise. LGOIMA contains a list of the circumstances where councils may exclude members of the public from their meetings or parts of them. These circumstances relate to the:

- protection of personal privacy
- protection of professionally privileged or commercially sensitive information
- protection of waahi tapu locations or avoidance of serious offence to tikanga Maori, in the case of an application for resource consent, water conservation order or heritage order
- maintenance of public health, safety and order
- effective conduct of public affairs
- prevention of information being used for improper gain or improper advantage.

9.3 Meeting agendas

The Council meeting agenda is a public document, although parts of it may be withheld if any of the above circumstances apply. Greater Wellington's website www.gw.govt.nz and the Council Secretariat have meeting agendas which members of the public can access.

9.4 Maintaining order at meetings and standing orders

The council chairperson and committee chairperson are responsible for maintaining order at the meetings they chair and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with the *Wellington Regional Council's Standing Orders*.

Standing orders are a set of procedures for conducting meetings. They include rules on who can speak and when, and contain procedures for voting and making decisions. The council chairperson and councillors must follow the standing orders. The Council may suspend standing orders temporarily during a meeting by a vote of 75 per cent of the members present. The reason for the suspension shall be noted in the minutes of that meeting.

A copy of the *Wellington Regional Council's Standing Orders* can be obtained from the council secretary. It will also be available on our website www.gw.govt.nz from early in 2004.

9.5 Minutes of meetings

Minutes of meetings must be kept as evidence of the proceedings of each meeting. These must be made publicly available, subject to the provisions of LGOIMA. They are also posted on our website with the agenda of the next meeting. To find out what decisions were made at a particular meeting you can also contact the council secretary.

10. Consultation policies

The Local Government Act 2002 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, **the special consultative procedure**, is regarded as a minimum process. The Council can and does consult outside of the special consultative procedure. We have a range of more and less formal processes all geared to understanding the priorities and concerns of the community. These range from targeted, specific consultation processes, for example looking at the relatively local issue as to the preferred approach to take to reduce risks of flooding, to more open issues such as using focus groups to help to gain different perspectives on regional issues. We use many different media to give information and receive feedback including web-based processes and the encouragement of oral submissions.

The special consultative procedure consists of the following steps:

- **STEP ONE:** *Preparation of a statement of proposal and a summary.* The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a council meeting.
- **STEP TWO:** *Public notice.* The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken. This notice will seek submissions from interested persons.
- **STEP THREE:** *Receive submissions.* The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR:** *Deliberate in public.* All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

- **STEP FIVE:** *Follow up.* A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

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

- adopts a long-term council community plan (LTCCP) or annual plan
- amends an LTCCP
- adopts, revokes, reviews or amends a bylaw
- changes the mode of delivery for a significant activity if that is not provided for in an LTCCP
- decides to establish a council-controlled organisation.

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

11. Policies for liaising with Maori

Local government legislation requires councils to take account of the perspective(s) of Maori on many matters. Initially, councils' key requirements came from the Resource Management Act 1991. This Act contains obligations for councils to consult with iwi on resource management matters. The recent Local Government Act 2002 contains provisions that are broader in definition and scope. The Act requires councils to take appropriate account of the principles of the Treaty of Waitangi (Te Tiriti o Waitangi) and maintain and improve opportunities for Maori to contribute to local decision-making processes.

11.1 Ara Tahī – inter-iwi representative group

In 1994 the Council set up an advisory group of iwi representatives called Ara Tahī to help meet its requirements under the Resource Management Act 1991. The key objective of Ara Tahī was to provide advice to the Council on issues relating to resource management. Ara Tahī now also has a more general liaison role between the Council and the regional iwi to allow input into a broader number of areas of the Council's work.

The Council has a *Charter of Understanding* with the individual iwi represented on the group, which reflects the Council's commitment to the principle of partnership with the region's Tangata Whenua.

11.2 Developing Maori capacity

Greater Wellington is developing Maori capacity by:

- appointing Maori hearing commissioners on resource consent hearings
- holding technical workshops for iwi and council staff
- supporting iwi projects
- employing two dedicated Maori policy advisors to provide enhanced assistance and advice.

There are also a number of activities to increase the capacity of councillors and staff to appreciate and understand Maori culture and perspectives.

Greater Wellington hopes that building capacity through these avenues will enable Maori to contribute to decision-making processes. We continue to work on ways we can build stronger relationships with Maori and meet our new obligations under the Local Government Act 2002.

12. Management structures and relationships

The Local Government Act 2002 requires the Council to employ a chief executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council.

Under the Local Government Act 2002, the chief executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the chief executive, rather than councillors. The Chief Executive Mr Barry Harris can be reached on 04-384-5708 or by email: barry.harris@gw.govt.nz.

Council management is organised into eight divisions. The core functions of each division and the key contacts are outlined in the table below, so you know where you can direct queries or take issues within Greater Wellington. The names of people to contact and their details for each of these divisions are provided in **Appendix 3**.

DIVISION	FUNCTIONS
<p>Council Secretariat Wayne Hastie Council Secretary</p>	<ul style="list-style-type: none"> • Rates • Policy relating to democracy and rating • Legal advice • Councillors' remuneration • Council and committee secretary services • Council's insurance • Company secretary services
<p>Corporate Advisory Services John Allard Corporate Policy Manager</p>	<ul style="list-style-type: none"> • Strategic communications • Corporate policy • Employment Relations • Strategic planning – including Community Outcomes and the Long Term Council Community Plan

<p>Wairarapa Colin Wright Divisional Manager</p>	<ul style="list-style-type: none"> • Management of pest plants and animals • Management of the Bovine Tb vector control programme for the Wellington region • Resource consents and investigations in the Wairarapa • Pollution control • Iwi liaison • Land management and soil conservation • Flood protection in the Wairarapa
<p>Environment Jane Bradbury Divisional Manager</p>	<ul style="list-style-type: none"> • Resource consents • Resource policy and regional planning • Resource investigations • Pollution control • Environmental monitoring • Flood warning • Emergency management policy and operations • Iwi liaison • Environmental education • Regulation of the region's harbours and coastal waters
<p>Landcare Rob Forlong Divisional Manager</p>	<ul style="list-style-type: none"> • Provision of regional parks which balance recreational opportunities with protection of the environment and cultural values • Flood protection in the western part of the Wellington region • Provision of access and enhancement to the region's river environments

<p>Utility Services David Benham Divisional Manager</p>	<ul style="list-style-type: none"> • Bulk water supply • Plantation forestry
<p>Transport David Watson Divisional Manager</p>	<ul style="list-style-type: none"> • Funding, procurement and planning of the region's public passenger transport • Transport service design • Total Mobility Scheme for people with disabilities • Transport policy, modelling and planning studies • Development of transport and access strategies e.g. Regional Land Transport Strategy • Management of regional land transport initiatives
<p>Finance & Administration Greg Schollum Chief Financial Officer</p>	<ul style="list-style-type: none"> • Information technology and support services (including the library) • Property management services • Financial advice and administration

13. Equal employment opportunities

Greater Wellington seeks to ensure that there are no barriers present which discriminate against peoples of different races or creeds, people with disabilities or on the basis of gender or age.

14. Key approved planning and policy documents

This section briefly summarises Greater Wellington's key policy and planning documents that have been approved by Council. These documents are important as they provide details on our functions and goals and how we plan to achieve them.

In addition to the documents listed in this section, Greater Wellington's long-term plan, *Towards a sustainable future*, details several Council policies that relate to financial management, and rates remission and postponement.

Community Outcomes

Community outcomes must be identified at least every six years. Greater Wellington identified fifteen community outcomes in 2003, after consultation with the region's community. As a result of this process, ten 'quality for life' elements were identified where the Council had a major role to play, each including targets to be achieved by 2013. These elements form the basis of the Council's work programme. Together, they aim to bring social, economic and environmental benefits to the region.

The community will have the opportunity to identify its outcomes again for 2006.

Towards a sustainable region – Greater Wellington Regional Council's adopted ten-year plan 2003 – 2013, incorporating the 2003 – 2004 annual plan

The Council must prepare and adopt a long-term plan every three years. Greater Wellington adopted its plan in 2003, following a special consultative process (which is outlined in section 10 of this document). The plan details the work programmes that will be undertaken between 2003 and 2013 to achieve the targets set out in the ten 'quality for life' elements and includes forecast annual budgets for the ten-year period.

The long-term plan must be reviewed every three years, with a particular emphasis every six years when community outcomes are identified. The plan may also be amended at any other time, although only after following the special consultative procedure. The Council would only amend the plan if it contemplated a significant change to the work programme.

The figures and work programme for each year are updated through the Council's annual plan/statement of proposal for that year.

Annual Plan/Statement of Proposal

Each year Greater Wellington prepares and adopts its annual plan. The annual plan updates the figures and work programme for that year and compares them to those outlined in the ten-year plan. It may also include updated projections for the ten-year plan. The annual plan is adopted each year following a formal submission process, which usually takes place in May/June.

Regional Policy Statement

The Regional Policy Statement has policies and methods to achieve integrated management of the natural and physical resources of the region. There are also policies and methods to address the iwi environmental management system. The natural and physical resources are freshwater, soils and minerals, the coastal environment, air, ecosystems, landscape and heritage, natural hazards, energy, waste management and hazardous substances, and the built environment. The plan became operative in 1995 and must reviewed within ten years of becoming operative.

Regional Plan for Discharges to Land

The Regional Plan for Discharges to Land contains objectives, policies, and methods (including rules) to manage all discharges to land, including discharges at landfills, and discharges of sewage. The plan became operative in 1999 and must be reviewed within ten years of becoming operative.

Regional Soil Plan

The Regional Soil Plan contains objectives, policies, and methods (including rules) to manage the effects of soil disturbance and vegetation clearance in the region. The plan became operative in 2000 and must be reviewed within ten years of becoming operative.

Regional Coastal Plan

The Regional Coastal Plan contains objectives, policies, and methods (including rules) to manage all activities in the coastal marine area. The coastal marine area is the foreshore, seabed and coastal water, and the air space above the water, between the

outer limits of the territorial sea and the line of mean high water springs. The plan became operative in 2000 and must be reviewed within ten years of becoming operative.

Regional Air Quality Management Plan

The Regional Air Quality Management Plan contains objectives, policies, and methods (including rules) to manage all discharges to air in the region, except for the coastal marine area. Discharges from mobile sources, such as vehicles, are not regulated by the plan. The plan became operative in 2000 and must be reviewed within ten years of becoming operative.

Regional Freshwater Plan

The Regional Freshwater Plan contains objectives, policies, and methods (including rules) to manage all fresh water in the region, including water in rivers, lakes, streams, ponds, aquifers and artificial water courses. It also applies to all land in river and lake beds. The plan became operative in 1999 and must be reviewed within ten years of becoming operative.

Resource Management Charging Policy

This policy contains the regime for resource management charges in the Wellington region. The charges cover the costs of processing consent applications and undertaking compliance monitoring. The policy came into force 1 July 2001 and was established under the special order process outlined in the Local Government Act 1974. It will not be reviewed before July 2004.

Regional Pest Management Strategy

This document outlines Greater Wellington's 20-year strategy to manage regionally significant plant and animal pests. It must be reviewed every five years and will next be reviewed in 2006/07.

Rating Classification for River Schemes

The river schemes relate to the Wairarapa rivers within the Ruamahanga catchment. Each scheme agrees a set of standards for river management and a rating system to pay for the works carried out by Greater Wellington. The standards are developed in consultation with the relevant landowners and aim to produce a fair and equitable rating

system that is based on the benefits that landowners receive from the river management works the Council undertakes. We have recently undertaken a review of all river schemes, which we expect to complete by 2006.

There are also a number of Catchment Management Schemes, which are now due for review.

Regional Land Transport Strategy, incorporating the Regional Passenger Transport Plan

This document establishes a strategic view on regional transport issues. It contributes to the overall aim of achieving an integrated, safe, responsive and sustainable land transport system. Parts of the strategy have been updated recently and a comprehensive review of the entire strategy is currently underway. Public consultation on the strategy is expected to commence in mid-2005.

Floodplain Management Plans and Environmental Strategies

The following plans detail the Council's priorities for flood protection works for specific rivers in the region and set a vision for managing those river corridors in relation to recreation and environmental matters. All plans take effect for the ten years following their adoption.

- *Hutt River Floodplain Management Plan and Environmental Strategy* – This plan was adopted in 2001.
- *Waikanae Floodplain Management Plan and Environmental Strategy* – This plan was adopted in 1997.
- *Otaki Floodplain Management Plan and Environmental Strategy* – This plan was adopted in 1998.

There are also several documents that relate to the management of the small watercourses in the Western part of the region.

Interim Forest Lands Management Plan

This plan provides guidance and direction for the management of the region's current and future water catchment areas. It is currently under review, with a draft plan due by mid-2004.

Plantation Forest Working Plan

This plan contains the working plans for the Council's forestry operations for the ten-year period 2000 - 2010. It specifies the area from which forest produce will be taken, the quantity harvested and the protection and development operations to be carried out. The plan is due for review in 2005.

Regional Parks Network Management Plan

The network plan provides a clear framework for management and strategic issues across all regional parks. The plan was approved in 2003 and remains in force until it is reviewed in 2008.

Park specific management plans will be developed over the next five years to guide decision-making and management in each regional park.

Significance Policy

The Council is required to define what is a significant decision. This policy outlines the Council's general approach on determining the degree of importance of decisions and proposals. The level of significance will guide the Council as to the appropriate level of consultation.

15. Systems for public access

Councils are required to promote the provision of information on access to the local authority and its elected members. This includes information such as:

- the street address, postal address and the telephone number of the local authority's principal office and other offices (**Appendix 3**)
- any other information that would allow an interested person to communicate with the local authority (e.g. email and website details)
- systems for processing complaints. Information on processing complaints can be obtained from the Council Secretariat
- the means of accessing elected members. The contact details for all councillors are set out in Greater Wellington's long-term plan *Towards a sustainable future*.

16. How to request information from us

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), you are entitled to request information from Greater Wellington. We are required to treat any request you make for information as a request made under LGOIMA (whether you refer to the Act or not).

Once you have made a request for information, we are required to supply the information to you as soon as possible within 20 working days (although there are certain circumstances where this timeframe may be extended). We will do this unless reason exists for withholding the information under LGOIMA.

In general LGOIMA says we can only withhold information if its release would:

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to tikanga Maori or would disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

Greater Wellington is entitled to charge for information which it supplies to you, but we must do this in accordance with guidelines set down by the Ministry of Justice.

You can request information from any officer of Greater Wellington. However, so that we can ensure any request is dealt with as quickly as possible, we ask that you write to us at:

Official Information Requests

Greater Wellington

PO Box 11-646

WELLINGTON

Alternatively, you can email us at info@gw.govt.nz

Legislation

Greater Wellington Regional Council is constituted under the Wellington Reorganisation Order 1989, and its functions and responsibilities are set out in that Order and in various Acts of Parliament. Some of the more important legislation affecting Greater Wellington includes:

- Biosecurity Act 1993
- Building Act 1991 (this Act is likely to be repealed and replaced by a new Building Act in the very near future)
- Bylaws Act 1910
- Carter Observatory Act 1938
- Civil Defence and Emergency Management Act 2002
- Hazardous Substances and New Organisms Act 1996
- Health and Safety in Employment Act 1992
- Local Government Act 1974
- Local Government Act 2002
- Local Government Elected Members Determination 2003
- Local Government Official Information and Meetings Act 1987
- Maritime Transport Act 1994
- New Zealand Bill of Rights Act 1990
- Privacy Act 1993
- Rating Valuations Act 1998
- Reserves Act 1977
- Resource Management Act 1991
- Secret Commissions Act 1910
- Transit New Zealand Act 1989
- Transport Services Licensing Act 1989
- Local Government (Rating) Act 2002
- Local Electoral Act 2001
- Land Transport Management Act 2003

Committee structure

Greater Wellington's committee structure currently comprises the following committees:

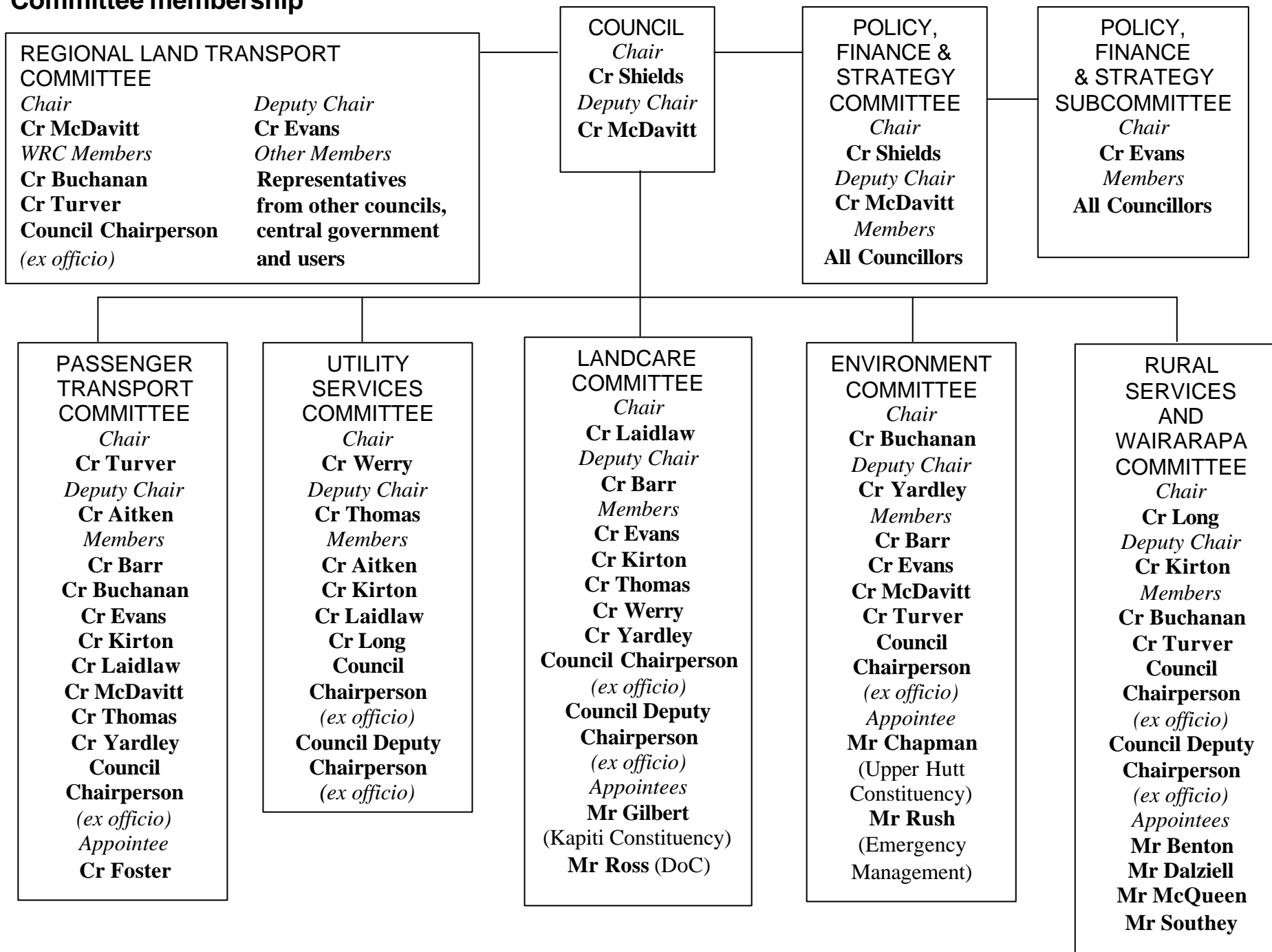
- **Standing committees**
 - Environment Committee
 - Landcare Committee
 - Utility Services Committee
 - Passenger Transport Committee
 - Rural Services and Wairarapa Committee

- **Special committees**
 - Policy, Finance and Strategy Committee
 - Policy, Finance and Strategy Subcommittee
 - Regional Land Transport Committee

- **Special and joint committees**
 - Hutt River Advisory Committee

The Council may, from time to time, establish ad hoc committees to consider a particular issue or issues.

Committee membership



Key contact details

Head Office	Greater Wellington Regional Council 142-146 Wakefield Street P O Box 11-646 Wellington Phone: (04) 384 5708 Fax: (04) 385 6960
Wairarapa Office	Greater Wellington Regional Council – Wairarapa 64 Chapel Street P O Box 41 Masterton Phone: (06) 378 2484 Fax: (06) 378 2146
Website	www.gw.govt.nz
Chief Executive Officer	Barry Harris Chief Executive Officer Greater Wellington Regional Council Ph: (04) 802 0305
Council Secretary	Wayne Hastie Ph: (04) 802 0346
Committee Secretary	Des Darroch Ph: (04) 802 0333
Divisional Managers	John Allard, Corporate Policy Manager Ph: (04) 802 0305 Wayne Hastie, Council Secretary Ph: (04) 802 0346 Colin Wright, Divisional Manager – Wairarapa Ph: (06) 378 2484 Rob Forlong, Divisional Manager – Landcare Ph: (04) 381 7783 Jane Bradbury, Divisional Manager – Environment Ph: (04) 803 0334 David Benham, Divisional Manager – Utilities Services Ph: (04) 802 0342 David Watson, Divisional Manager – Transport Ph: (04) 802 0306

	Greg Schollum, Chief Financial Officer Ph: (04) 802 0308
Council Chairperson	Margaret Shields Ph: (04) 802 0346
Councillors	A list of contact details is in the Council's long-term plan: <i>Towards a sustainable region</i> . Contact details for councillors can also be obtained from the Council Secretariat.