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# Local Governance Statement

(Local Government Act 2002, Part 4, Section 40)

## Wanganui District Council's role in our community

The Local Government Act, Part 4, Section 40, requires:

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

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## **40(1)(a) Governance**

### **Local democracy**

The Council's local democracy role underpins all its other roles. It must consider the diverse range of 'communities of interest' within the Wanganui District as it identifies, plans for and responds to issues. The Council's responses must be affordable and in line with its overall strategies to benefit the community.

Wanganui District Council will work with residents and ratepayers so they become informed citizens who actively participate in a representative democracy.

### **Local governance**

Wanganui District Council will continue to build and maintain relationships with and between residents and other stakeholders with an interest in the Wanganui District community. The Council will identify the key issues that affect the community's well-being and respond to those issues through research, mediation, facilitation and advocacy (e.g. community development, economic development, environmental management, Iwi liaison). From the Council's relationships with stakeholders, it will establish partnerships that can address the issues facing its community. The Council's current priority is to stimulate economic growth.

### **Community stewardship**

Wanganui District Council will own, on behalf of the community, resources and facilities which the community believes are best managed by the Council (e.g. physical assets associated with the water supply, bequeathed assets such as Bason Botanic Gardens, Sarjeant Gallery).

### **Providing public goods**

Wanganui District Council will provide facilities and services required by residents where there is no other adequate provider. Public goods are facilities and services that are available to benefit all residents (e.g. streetlights, roads and footpaths, parks and reserves).

### **Providing individual goods**

Wanganui District Council will provide facilities and services for the private benefit of

individuals where the community believes they are best provided by the Council (e.g. water).

### **Balancing rights and freedoms**

Wanganui District Council will, when necessary, make and enforce bylaws and other regulations to maintain the good of the community. It will balance the rights, obligations and freedoms of the individual against those of other individuals, and against maintaining the overall community good.

In fulfilling its purpose Wanganui District Council exercises powers and fulfils responsibilities conferred on it by legislation.

## **Legislation**

### **40(1)(b) Acts of Parliament**

There are many Acts of Parliament that control the functions and responsibilities of the Council or confer power on the Council to take certain courses of action. The following Acts specifically refer responsibilities to the Wanganui District.

- Wanganui River Trust Act 1891
- Wanganui City Council Vesting and Empowering Act 1983
- Wanganui Harbour Act 1988
- Wanganui District Council (Prohibition of Gang Insignia) Act 2009

### **40(1)(ba) Bylaws**

*Refer Section 4: Key documents and policy*

### **40(1)(c) Electoral systems**

Wanganui District Council currently operates its elections under the 'First Past the Post' electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

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The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV). This system is used in Whanganui District Health Board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

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

**Note:** Wanganui District Council resolved at its meeting held on 22 September 2008:

*That the electoral system used for the last (2007) Triennial Elections – namely the First Past the Post system – shall remain as the electoral system under the Triennial General Elections of the Wanganui District Council and its community boards (if any), and any associated election to be held.*

#### **40(1)(d) Representation arrangements**

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

- the number of Elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor)
- whether the Elected members (other than the Mayor) shall be elected by the entire Wanganui District, or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- whether or not to have separate wards for electors on the Maori roll
- whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Wanganui District 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 everyone the right to make a written submission to the Council, and the right to be heard if wished.

Everyone also has the right to appeal any decisions on representation arrangements to the Local Government Commission. The Commission will make a binding decision on the appeal. Further details on the matters that the Wanganui District Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

By resolution of the Council, 11 August 2003, a Representation Review was undertaken in 2006.

The Local Government Commission announced its decision on the Wanganui District Council's membership and ward arrangements for the 2007 local election on 5 April 2007.

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The Commission's determination was:

Under section 19R of the Local Electoral Act 2001, the Commission determines that for the general election of the Wanganui District Council to be held on 13 October 2007, the following representation arrangements shall apply –

- (1) Wanganui District as delineated on S.O. Plan 36047 deposited with Land Information New Zealand, shall not be divided into wards;
- (2) The Council shall comprise the mayor and 12 councillors, elected by the electors of the district as a whole;
- (3) There shall be a Wanganui Rural Community, comprising the area as delineated on S.O. Plan 386523 deposited with Land Information New Zealand;
- (4) The Wanganui Rural Community shall be divided into three subdivisions;
- (5) Those three subdivisions shall be –
  - (a) the Kai Iwi subdivision, comprising the area delineated on S.O. Plan 386526 deposited with Land Information New Zealand;
  - (b) the Whanganui subdivision, comprising the area delineated on S.O. Plan 396525 deposited with Land Information New Zealand; and
  - (c) the Kaitoke subdivision, comprising the area delineated on S.O. Plan 386524 deposited with Land Information New Zealand.
- (6) The Wanganui Rural Community Board shall comprise two members of the Council elected by the electors of the district as a whole and seven members elected by the electors of the subdivisions of the community, as follows –
  - (a) three members elected by the electors of the Kai Iwi subdivision;
  - (b) two members elected by the electors of the Whanganui subdivision; and
  - (c) two members elected by the electors of the Kaitoke subdivision.

As required by sections 19T(b) and 19W(c) of the Local Electoral Act 2001, the boundaries of the above subdivisions coincide with the boundaries of current statistical meshblock areas determined by Statistics New Zealand and used for Parliamentary electoral purposes.

### **The re-organisation process**

The LGA sets out procedures which must be followed during proposals to:

- make changes to the boundaries of the Wanganui District
- create a new district
- create a unitary authority, i.e. transfer all of the functions of the Regional Council to Wanganui District Council
- transfer a particular function or functions to another council.

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

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission or if they cannot agree on which of them should deal with the matter. Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the LGA. The Local Government Commission has also prepared guidelines on procedures for local government re-organisation.

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#### 40(1)(e) Roles and conduct

The Mayor and the Councillors have the following roles:

- setting the policy direction of the Council
- monitoring the performance of the Council
- representing the interests of the Wanganui District. On election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the Wanganui District.
- employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

**The Mayor** is elected by the Wanganui District as a whole, and as one of the Elected Members shares the same responsibilities as other members of Wanganui District Council. In addition the Mayor has the following roles:

- presiding member at Wanganui District Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- 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.
- ceremonial head of Wanganui District Council.
- providing leadership and feedback to other Elected members on teamwork and chairing committees.

**The Deputy Mayor** is elected by the members of Wanganui District Council at the first meeting of the Council following the triennial elections. 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 the Council.

**The Council** may create one or more committees of the Council. A **committee chairman** is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by the Council, and as set out in the Council's Delegations Register. A committee chairman may be removed from office by resolution of the Council.

**The Chief Executive** is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. The Chief Executive is the employer of staff, and negotiates the terms of employment for the staff, of the Wanganui District Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to members of the Council and Community Boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Wanganui District Council, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- ensuring the effective and efficient management of the activities of Wanganui District Council
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- providing leadership for the staff of the Council.

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

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as

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- 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 from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
  - the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
  - All Elected members are required to adhere to the Code of Conduct. Adopting such a code is a requirement of the LGA. Once adopted such a code may only be amended by a 75 per cent or more vote of the Council. The Code of Conduct sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an elected member breaches the code. Copies of the Wanganui District Council's Code of Conduct, adopted by resolution of the Wanganui District Council at its Meeting held on 11 August 2008, and the Wanganui Rural Community Board's Code of Conduct, adopted by resolution of the Wanganui District Council at its meeting held on 22 September 2008, may be obtained from the Governance Services Manager or from the Wanganui District Council's website: [www.wanganui.govt.nz](http://www.wanganui.govt.nz)

#### **40(1)(f) Governance structures**

The Council may review its committee structures. At the Council's first meeting following the 2010 Triennial Election held on 28 April 2010, it resolved to adopt the following structure:

- Strategy and Finance Committee
- Infrastructure and Property Committee
- Community and Environment Committee
- Youth Committee
- Hearings and Regulatory Committee
- Wanganui District Councils' Forestry Joint Committee
- Wanganui Rural Community Board

There is a Council meeting held at six-weekly intervals.

The Wanganui Rural Community Board has meetings at six-weekly intervals.

The Committees meet at six-weekly intervals, but a meeting may be cancelled if there is no business to transact.

The Hearings and Regulatory Committee will meet when required.

A Hearings and Regulatory Committee meeting is scheduled six weekly but is subject to confirmation.

The Wanganui District Councils' Forestry Joint Committee meets as business requires.

Iwi partnerships

- TamaUpoko Link
- Tupoho Working Party

The Council may, from time to time, establish ad hoc committees, subcommittees and working parties to consider particular issues.

**Committee structure and membership  
Committees' terms of reference  
Refer Section 3: Governance Matters**

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#### **40(1)g) Conduct of meetings**

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

All Council and committee meetings must be open to the public unless there is reason to consider some item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Chairman. The LGOIMA contains a list of the circumstances where the Council may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The Council's agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairman is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Wanganui District Council or one of its committees, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called with three working days notice.

During meetings the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). The Council may suspend Standing Orders by a vote of not less than 75 per cent of the members present and voting.

Wanganui District Council has adopted New Zealand Model Standing Orders for Meetings

of Local Authorities and Community Boards — NZS 9202:2003 — incorporating Amendment No 1 — issued by Standards New Zealand. These were adopted by Council resolution on 28 October 2010 with amendment to allow the presiding member at a Committee to have a deliberative vote; and in the case of an equality of votes, a casting vote; and the exclusion of the need to notify the Chairperson at the commencement of the meeting if the meeting is being recorded. Copies can be purchased from Standards New Zealand, Private Bag 2439, Wellington 6020. Website: [www.standards.co.nz](http://www.standards.co.nz).

The Council has a Code of Conduct, a copy of which can be obtained from the Governance Services Manager or from the Council website: [www.wanganui.govt.nz](http://www.wanganui.govt.nz).  
(Also refer to Section 6: Appendices)

#### **40(1)h) Consultation**

##### **Consultation and decision making**

The prime purpose of consultation is to enable the effective participation of individuals and communities in the decision-making of their local authorities.

Consultation may be used in a number of circumstances and can be defined in terms of:

- Asking local people and other stakeholders for input, feedback and information about the Council's initiatives, projects, services and operations and responding accordingly.
- Researching the needs, priorities and attitudes of local people.
- Seeking the views of local people or special interest groups on specific issues or proposals.
- Involving local people in decisions that affect them.

##### **Methods of consultation with Maori**

The method of consultation used will vary from issue to issue. The most effective method of consultation will depend on the issue and the parties involved. Methods of consultation may include:

- Community non-binding referenda.
- Polls
- Community Surveys – for gathering data from a large sample population.
- Public meetings – to canvass different points of views, an opportunity to hear and respond to other points of view, e.g. Community Outcomes meetings which are required to be undertaken every six years.
- Meetings with other key agencies – discussions with key individuals representing an organisation to allow greater two way dialogue.
- Focus groups – small group of people (8 to 10) for in depth discussions.
- Working parties – key individuals working on a specific issue or proposal.
- Forums – key individuals from other like-minded agencies and used to coordinate effort.
- Hui – consultation with Maori and Iwi.
- Telephone/Hotline – ‘one on one’ discussions or submissions.
- On line – web, email or chat rooms for feedback, submissions or dialogue with specific audiences.
- Special consultative procedure.

#### **Consultation with partners**

The Council has partnership agreements with Te Runanga O TamaUpoko, Te Runanga O Tupoho and the Police, and regular meetings are held as part of the relationship. The Council has also established special working relationships with UCOL and Whanganui District Health Board. Consultation processes will be based on the relationships established and the agreements with the representative groups.

#### **Special consultative procedure**

The LGA makes it clear that the Council has a very broad responsibility to consult with all ‘stakeholders’ in its area.

The LGA also sets certain consultation principles (Section 82) and a procedure that the Council must follow when making certain decisions (Sections 83-90). This procedure, the Special Consultative Procedure, is regarded as a minimum process.

The Special Consultative Procedure (SCP) consists of the following steps and is met by the Council in the following way:

1. **Preparation of a statement of proposal and a summary.** The Council will prepare a Statement of Proposal, which includes a description of the proposed decision, course of action or options being considered. The statement will be distributed throughout the community and be available for inspection at the Council’s Customer Services Counter, Municipal Office Building, 101 Guyton Street, and other places as appropriate to the issue. The Council will also prepare a full and fair summary of the proposal which will be distributed as widely as the Council considers to be reasonably practicable. That statement will also be included on the agenda for the Council’s meeting.
2. **Public notice.** The Council will publish a notice of the proposal in the local newspapers and on its web site. This public notice will include information on its consultation plans, how to obtain the Summary, how to access and inspect the Statement of Proposal and the submission period, including the deadline for written submissions.
3. **Receive submissions.** The Council will acknowledge all written submissions and submitters may also be invited to make oral submissions. The Council will allow at least one month (from the date of the notice) for submissions, or longer if deemed necessary. A range of methods will be made available for making submissions, including in writing, via the web site, email, telephone ‘hotline’ or fax.
4. **Deliberate in public.** All meetings where the Council deliberates on the proposal or hears submissions are open to the public (unless there is some reason to exclude the public sector under the Local Government Official Information and Meetings Act (LGOIMA)). All submissions will be made available unless there is reason to withhold them under LGOIMA.

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5. **Follow up.** A copy of the decision and a summary of the reasons will be provided to submitters.

By law, the Council shall follow the Special Consultative Procedure before it:

1. Adopts the 10-Year Plan or the Annual Plan.
2. Amends the 10-Year Plan.
3. Adopts, revokes, reviews or amends a bylaw.
4. Changes the mode of delivery for a significant activity (for example from the Council to a Council-Controlled Organisation or from a Council-Controlled Organisation to a private sector organisation) if that is not provided for in the 10-Year Plan.

The Council may use the Special Consultative Procedure under other legislation, and may use this procedure in other circumstances if it wishes to do so.

A significant activity in relation to any issue, proposal or decision, means one that has a high degree of significance. The Council is required to have a Policy on Determining Significance.

#### **40(1)(i) Iwi consultation and partnership**

Consultation with Maori as Tangata Whenua is required by the Resource Management Act 1991 and is a consequence of the Treaty of Waitangi. The concept of partnership between the Crown and Iwi as understood in the Treaty is also relevant to Local Government.

Consultation with Maori in general and their involvement in decision-making is now a requirement of the LGA.

The Council's main initial means of consultation and partnership building was the Iwi Liaison Working Party – Te Roopu Whakakotahi, formed in 1992. This had three Iwi and three Council representatives who originally met monthly at alternate venues. The Iwi represented were Te Atihaunui-A-Paparangi and Nga Rauru. This body was

formally wound up in November 2000 due to the developments detailed below.

Two major sub sections of Atihaunui-A-Paparangi now have formal relationships with the Council. These are Te Runanga O Tupoho and Te Runanga O TamaUpoko.

In May 1998 the Council and Te Runanga O TamaUpoko signed a relationship agreement and six-weekly meetings of TamaUpoko Link are now held. The Council and Te Runanga O Tupoho signed a relationship document in May 2000 and six-weekly meetings started in November 2000.

TamaUpoko Link and the Tupoho Working Party each have three Councillor representatives, four or five Iwi representatives and meetings are attended by relevant officers. All Councillors are welcome to attend these meetings. Tupoho Working Party meetings are open to the public and the confirmed minutes of all meetings are reported to the Community and Environment Committee.

The Council has less formal relationships with Nga Rauru, Ngati Apa and the Whanganui River Maori Trust Board. These may be formalised as the need arises. Iwi representatives are also directly involved with other Council activities such as the Wastewater Scheme, the Riverbank Stability Project.

In February 2001 the Council, Iwi and the Crown signed an agreement that Moutoa Gardens (known to Whanganui Iwi as Pakaitore) would be re-vested in the Crown and administered jointly. The Moutoa Gardens Historic Reserve Board, since been renamed Pakaitore Historic Reserve Board, consists of representatives of those three parties.

The Council has an ongoing Treaty of Waitangi awareness programme (1½ days) available to all staff and Councillors. This is now run once a year.

An extensive handbook of Council/Iwi information is available internally.

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**Tupoho Working Party and TamaUpoko Link meetings and Councillor representation**  
*Refer Section 3: Governance matters*

**40(1)(j) Management Structures and Relationships**

The Local Government Act 2002 requires Wanganui District Council to employ a Chief Executive. The Chief Executive employs all other staff of the Council, implements the Council's decisions and provides 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 must, therefore, be directed to the Chief Executive.

**Senior Management Team**

Chief Executive .....Kevin ROSS BRP  
Deputy Chief Executive..... Julian Harkness  
BCA (Acc), Chartered Accountant (NZICA)  
Infrastructure Manager .. Julian Reweti BE (Civil)  
MIPENZ CPEng IntPE  
Property Manager .....Rowan McGregor ANZPI  
Community and Cultural Manager .....  
Sally Patrick  
Strategy and Development Manager .....  
Charlotte Almond BRP  
Customer Services Manager .....  
Melanie Heron BA  
Human Resources Manager ... Danny Harrison

**40(1)(k) Equal Employment Opportunity Policy (EEO)**

**Introduction**

**Purpose**

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

**Key Principles**

Key principles of the policy are as follows:

- To provide fair and proper treatment of the employment of any person or groups of persons.
- To eliminate inequality in respect of the employment of any person or groups of persons.

- To ensure that no preference or discrimination is made on the basis of:
  - Gender (and transgender)
  - Marital status
  - Religious or ethical belief or its absence
  - Colour
  - Race
  - Ethnic or national origins
  - Health status
  - Disability
  - Age
  - Sexual orientation
  - Pregnancy
  - Political opinion
  - Employee association involvement
  - Employment status
  - Family status
  - Identity of partner or relative
- To require supervisors and managers to be both responsible and accountable for the implementation and integration of EEO.
- To integrate EEO principles and practices into the Wanganui District Council culture.
- To realise the business benefits accruing to the Council through valuing and fully utilising its human resources.

**40(1)(l) Key approved planning and policy documents**

*Refer Section 4: Key documents and policy*

**Policy on determining significance**  
**Introduction**

This policy on determining significance outlines the statutory requirements and Council's general approach to determining the significance of proposals and decisions, and includes criteria and procedures the Council will use in assessing which issues, proposals, decisions and other matters are significant.

It also lists assets the Council considers to be strategic assets.

**Statutory requirements**

The Council is required to have a policy on significance under section 90 of the Local Government Act 2002.

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Section 5 of the Act defines 'significant' and 'significance' as follows:

Significance, in relation to any issue, proposal, decision or other matter that concerns or is before a local authority, means the degree of importance of the issue proposal, decision or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for:

- a) The current and future social, economic, environmental and cultural well-being of the district.
- b) Any persons who are likely to be particularly affected by or interested in the issue, proposal, decision or matter.
- c) The capacity of the local authority to perform its role, and the financial and non-financial costs of doing so.

**Significant**, in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance.

In other words, **significance** means the degree of importance of a proposal or decision, which can range from insignificant to very significant. At some point on the continuum there will be proposals or decisions with a low degree of significance and those with a high degree of significance. A **significant** proposal or decision is one with a high degree of significance.

#### **Rationale for the policy**

The significance of a decision will help determine the appropriate nature, extent and degree of compliance required with the decision-making process set out in Part 6 of the Act.

Section 79 of the Act (compliance with procedures in relation to decisions) provides that it is the responsibility of the Council to make judgments about how to achieve compliance with sections 77 (requirements in relation to decisions) and 78 (community views in relation to decisions) that are largely in proportion to the significance of the matters affected by the decision. In making such judgments the Council must have regard

to the significance of all relevant matters and the principles relating to local authorities, the Council's resources and the extent to which the nature of the decision and the circumstances allow consideration of a range of options or the views of other people.

In essence, the more significant the issue the higher the standard of compliance required.

Council decision-making processes must also promote compliance with the requirements of sections 80 (Identification of inconsistent decisions), 81 (Contributions to decision-making processes by Maori) and 82 (Consultation processes). For significant decisions, the Council must ensure appropriate compliance.

#### **Inconsistent decisions**

If a decision is significantly inconsistent with, or will have consequences significantly inconsistent with a plan or policy of the Council, the Council must, when making the decision, identify the inconsistency, give reasons for it and any intention of the Council to amend the policy or plan to accommodate the inconsistency (section 80).

#### **Maori contributions to decision-making**

The Council must provide opportunities for Maori to contribute to decision-making processes, consider ways to foster development of Maori capacity to contribute and provide relevant information (section 81).

#### **Consultation and public information**

The significance of a matter will guide the Council's decisions concerning the extent and nature of the consultation to be undertaken with the persons likely to be affected or interested in the decision or matter, and in determining the extent and detail of information to be provided by the Council when consulting with or reporting to the community.

The Council must comply with the principles of consultation set out in section 82 (Consultation processes) in such a manner that the Council considers, at its discretion, to be appropriate. In determining what is

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appropriate the Council must have regard to various matters including the nature and significance of the decision or matter to the wider community and those who may be more directly affected by the decision.

The principles of consultation (section 82) include the principle that persons interested in decisions should be provided with reasonable access to relevant information, and should be given clear information concerning the purpose of the consultation. In addition, persons who present views to the Council should be provided with information concerning both the relevant decision and the reasons for those decisions. In determining how to comply with these, and the other principles of consultation, the Council will take into account the nature and significance of the decision.

#### **Inclusion in the 10-Year Plan and use of the special consultative procedure**

Significance may also determine whether a decision on a matter must be explicitly included in the 10-Year Plan, and in a statement of proposal which has been considered under a special consultative procedure, before the decision can be made (section 97 Certain decisions to be taken only if provided for in 10-Year Plan).

This policy identifies the assets the Council considers to be strategic assets. Any decision to transfer ownership or control of a strategic asset, or a decision to construct, replace or abandon a strategic asset cannot be made unless it has first been included in the 10 Year Plan, and in a statement of proposal relating to the 10 Year Plan. All such actions relating to a strategic asset are automatically significant and must meet the requirements relating to significant decisions. Significant decisions also include:

- Significantly altering the intended level of service for any significant activity (section 97).
- Significantly affecting the capacity of, or cost to, the local authority (section 97).
- Altering the mode by which a significant activity is undertaken (section 88).

#### **General approach**

The Council will consider each proposal or decision on a case-by-case basis to determine whether the proposal or decision is significant. In determining this issue, the Council will apply the criteria and procedures set out in this policy and will also consider each of the following:

- The likely impact/consequences of the decision or proposal on the current and future social, economic, environmental and cultural well-being of the community.
- The parties who are likely to be particularly affected by or interested in the decision or proposal.
- The likely impact/consequences of the decision or proposal from the perspective of those parties.
- The financial and non-financial costs and implications of the decision or proposal having regard to the Council's capacity to perform its role.

The more significant or material the impact or consequences of the decision or proposal, the higher the standard of compliance required with Part 6 of the Local Government Act 2002, and the more likely the matter will be 'significant'.

It is helpful to bear in mind that the references to 'significance' in the Act are intended to ensure that appropriate attention and consideration is given to matters based on their relative importance to the district or region.

The Council will not make a decision or proceed with a proposal which it considers to be significant, unless it is first satisfied that sections 77 (Requirements in relation to decisions), 78 (Community views in relation to decisions), 80 (identification of inconsistent decisions), 81 (Contributions to decision-making by Maori) and 82 (Consultation processes) of the Act have been appropriately observed. The procedures below are designed to ensure observance of this policy.

Prior to delegating a decision on any specific matter to officers or committees, the Council

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as a whole will consider the significance of the matter being delegated.

### **Thresholds**

Council has not set any thresholds for significance. Whether a matter is significant does not depend on any one factor. It is possible for a transaction of \$10,000 to be significant while a transaction of \$1,000,000 may not be significant. The factors that will affect significance are listed below. Decisions on significance will be made on a case-by-case basis.

### **Criteria**

In considering whether any decision has a high degree of significance the Council will consider whether:

1. The impact or consequences of the decision or proposal on the affected persons (being a number of persons) will be substantial.
2. The decision or proposal affects all or a large portion of the community in a way that is not inconsequential.
3. The decision or proposal is inconsistent or largely inconsistent with existing documented policies and plans.
4. The impact or consequences of the decision will damage relationships with Maori.
5. The impact or consequences of the decision will have a more than minor adverse effect the quality of the environment.
6. The community has deeply divided views on the matter and the decision will generate a high degree of controversy.

### **Procedures**

Every report to Council must include a statement indicating that the issue of significance has been considered, with a recommendation to Council assessing the significance of the proposal or decision. If the decision changes from that recommended, the Council must reconsider the significance of the amended decision. The statement should state 'In terms of the Policy on determining significance, the recommended decision is significant/not significant'. Note, the word

'recommended' will be removed when the decision becomes a Council resolution.

If the proposal or decision is determined to be significant in terms of the criteria stated in this policy, the report will also include a statement addressing the appropriate observance of such sections 77 (Requirements in relation to decisions), 78 (Community views in relation to decisions), 80 (Identification of inconsistent decisions), 81 (Contributions to decision-making by Maori) and 82 (Consultation processes) as are applicable.

Note: Before considering the application of the criteria it should be checked that the issue has not already been included in the 10-Year Plan or the significant decision has already been subject to a Council resolution or covered by an existing Council policy or plan.

### **Strategic assets**

Section 5 of the Act defines "strategic asset" as follows:

Strategic asset, in relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community, and includes –

- a) any asset or group of assets listed in accordance with section 90(2) by the local authority; and
- b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c) any equity securities held by the local authority in
  - i. a port company within the meaning of the Port Companies Act 1988;
  - ii. an airport company within the meaning of the Airport Authorities Act 1966.

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For the purpose of section 90(2) of the Act, the Council considers the following assets to be strategic assets:

<b>Activity/group of activities</b>	<b>Asset</b>
Community facilities	All cemeteries. Portfolio of reserves and land used for parks, gardens, sports fields and recreational areas as a whole. Network of street trees but no individual tree. Portfolio of community recreational and leisure facilities as a whole.
Cultural facilities	Information archives. Sarjeant Gallery collections as a whole. The library collections as a whole.
Pensioner housing	The portfolio of pensioner housing but not any specific units.
Wanganui Airport	The airport encompassing an asphalt runway and terminal building.
Investments	Majority shareholding in Wanganui District Council Holdings Ltd. The entire forestry asset but not individual forestry stands or sections of land.
Roading	Roading network as a whole but not any specific part of the network.
Sewerage and stormwater services	Sewerage and stormwater networks as a whole but not any specific part of the network.
Water supply	Water supply and reticulation system as a whole but not any specific part of the network.

**Significant' and 'significance' in other contexts**

The Local Government Act 2002 uses the term significant and significance in a number of contexts. Unless it is inappropriate in the context, the criteria set out in this policy and in the statutory definitions will apply

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#### **40(1)(m) Petitions and submissions**

A Petitions and Submissions Guideline is available from Council. All petitions and submissions should be addressed to:

The Chief Executive  
Wanganui District Council  
PO Box 637  
Wanganui 4540

#### **40(1)(n) Requests for official information**

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is a request made under LGOIMA. It is not necessary to say the request is made under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. The LGOIMA allows information to be withheld if release of the information would:

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

Council must answer requests within 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

#### **Requesting information**

Members of the public wishing to obtain information in accordance with the provisions of the Local Government Official Information and Meetings Act 1987, should address their request in writing to:

The Chief Executive  
Wanganui District Council  
PO Box 637  
Wanganui 4540

This will be delegated to the manager who heads the activity that is responsible for the business which is the subject of the enquiry.

Any complaints relating to the release of information should be referred to either the Chief Executive or the manager of the appropriate activity.

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## Mayor and Councillors

**Annette Main  
Mayor**

(Annette and John Blythe)

PO Box 333  
Wanganui

Home: 03 342 8160  
Business: 06 342 8160  
Cellphone: 021 466 486



**Rangi Wills  
Deputy Mayor /  
Councillor**  
(Rangi and Shirley)

41A Putiki Drive  
Wanganui

Home: 06 348 8338



**Allan Anderson  
Councillor**  
(Allan and Rosemary)

1008 Brunswick Road  
Wanganui

Home: 06 342 1722  
Cellphone: 027 661 5577



**Philippa Baker-Hogan  
Councillor**  
(Philippa and Shaun  
Hogan)

15 Brassey Road  
Wanganui

Home: 06 345 6877  
Business: 06 349 0060  
Fax: 06 345 6687  
Cellphone: 027 272 7953



**Jack Bullock  
Councillor**  
(Jack and Alice Dyer)

30 Buxton Road  
Wanganui

Cellphone: 027 859 4102



**Randhir Dahya  
Councillor**  
(Randhir)

229 No 3 Line  
Wanganui

Home: 06 343 7853  
Fax: 06 343 2005  
Cellphone: 027 436 5686



**Nicki Higgie  
Councillor**  
(Nicki and Clive)

11 Pohutukawa Lane  
Wanganui

Home: 06 342 7857  
Fax: 06 342 7857  
Cellphone: 027 235 9483



**Michael Laws  
Councillor**  
(Michael)

3 Porritt Street  
PO Box 4266  
Wanganui

Home: 06 348 4790  
Fax: 06 348 4797  
Cellphone: 027 453 5575



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**Hamish McDouall**  
**Councillor**  
(Hamish and Eleanor)



33 Raine Street  
Wanganui

Home: 06 343 2686  
Business: 06 345 8049  
Cellphone: 027 407 6516

**Rob Vinsen**  
**Councillor**  
(Rob and Lynne)



PO Box 157  
6 Cotswolds Close  
Wanganui

Home: 06 348 4203  
Business: 06 345 5912  
Cellphone: 021 766 781

**Clive Solomon**  
**Councillor**  
(Clive)



Surgical Specialists Ltd  
Wanganui

Business: 06 347 7752  
Cellphone: 027 467 6548

**Sue Westwood**  
**Councillor**  
(Sue and Graham)



161 Great North Road  
Wanganui

Home: 06 348 4469  
Fax: 06 345 0664

**Ray Stevens**  
**Councillor**  
(Ray)



46 Montgomery Road  
Wanganui

Home: 06 345 7374  
Business: 06 345 2083  
Fax: 06 345 2083  
Cellphone: 0274 993 181

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# Wanganui Rural Community Board

## Chairman and Members

**Alan Taylor**  
**Chairman**  
(Alan and Bronwyn)

28 Blueskin Road  
RD 1  
Wanganui

Home: 06 345 7354  
Business: 06 345 7354  
Fax: 06 347 2891  
Cellphone: 027 348 9684



**David Johnston**  
(David)

53 Western Line  
RD1  
Wanganui

Home: 06 345 3429  
Business: 06 345 3429  
Fax: 06 345 3429  
Cellphone: 027 281 808



**Mark Lourie**  
**Deputy Chair**  
(Mark and Christine)

120 Union Line  
RD 2  
Wanganui

Home: 06 342 7734  
Fax: 06 342 7754  
Cellphone: 027 273 3458



**David Matthews**  
(David)

4951 Parapara Road  
RD 3  
Wanganui

Home: 06 342 8803  
Business: 06 342 8803  
Fax: 06 342 8303  
Cellphone: 027 270 9292



**Bill Ashworth**  
(Bill and Rowena)

Budge Street  
Wanganui

Home: 06 342 7704  
Business: 06 349 0180



**Darrell Monk**  
(Darrell)

2 Waitangi Parade  
RD 4  
Wanganui

Home: 06 342 9692  
Business: 06 348 1270  
Cellphone: 027 230 0862



**Andrew Collins**  
(Andrew and Brenda)

RD 16  
Wanganui

Home: 06 342 2818  
Fax: 06 342 2959



### **Appointed Members:**

Cr Nicki Higgie  
Cr Hamish McDouall

# Wanganui District Council committee structure and membership

as at January 2011

## Wanganui District Council

Other than the Wanganui District Councils' Forestry Joint Committee, all Committees and Wanganui Rural Community Board, report direct to Council.

### Wanganui Rural Community Board

Elected Members:  
Alan Taylor (Chair)  
Mark Lourie (Deputy),  
Bill Ashworth, David Johnston,  
David Matthews, Darrell Monk.  
Council Appointments:  
Crs Nicki Higgie and  
Hamish McDouall.  
Youth Committee Liaison with  
Board: Yth Crs Caleb Perry,  
Therese Verhoek.

### Strategy and Finance

Cr Rob Vinsen (Chair),  
Cr Sue Westwood (Deputy),  
Mayor Annette Main,  
Crs Allan Anderson,  
Philippa Baker-Hogan, Jack Bullock,  
Randhir Dahya, Nicki Higgie,  
Michael Laws, Hamish McDouall,  
Clive Solomon, Ray Stevens,  
Rangi Wills.  
Wanganui Rural Community Board's  
Representative: Mark Lourie.  
Deputy: Bill Ashworth

### Infrastructure and Property

Cr Ray Stevens (Chair),  
Cr Allan Anderson (Deputy),  
Mayor Annette Main,  
Crs Philippa Baker-Hogan,  
Jack Bullock, Randhir Dahya,  
Nicki Higgie, Michael Laws,  
Hamish McDouall, Clive Solomon,  
Rob Vinsen, Sue Westwood,  
Rangi Wills.  
Wanganui Rural Community Board's  
Representative: David Matthews  
Deputy: David Johnston

### Hearings and Regulatory

Cr Sue Westwood (Chair),  
Cr Nicki Higgie (Deputy),  
Mayor Annette Main,  
Crs Philippa Baker-Hogan,  
Randhir Dahya, Hamish McDouall.

### Community and Environment

Cr Philippa Baker-Hogan (Chair),  
Cr Rangi Wills (Deputy),  
Mayor Annette Main,  
Crs Allan Anderson, Jack Bullock,  
Randhir Dahya, Nicki Higgie,  
Michael Laws,  
Hamish McDouall, Clive Solomon,  
Ray Stevens, Rob Vinsen,  
Sue Westwood.  
Wanganui Rural Community Board's  
Representative: Darrell Monk  
Deputy: Bill Ashworth

### Wanganui District Councils' Forestry Joint

Cr Nicki Higgie (Chair),  
Crs Allan Anderson, Rob Vinsen.  
Ruapehu/South Taranaki Member:  
Cr Don Cameron (Deputy Chair)

### Youth (As at 21 March 2011)

Cr Jack Bullock (Chair), Appointed Member: Cr Nicki Higgie  
Yth Crs Steven Schwamm and Frances Wood-Bodley (Co-Deputy Chairs),  
Yth Crs Aysha Collinson, Jonathon Greenwell, Anna Groves,  
Renee Harrison, Shannon-Renarta Jury, Grace Kennedy,  
Savannah McKnight, Monique Mulholland, Olivia O'Neil, Caleb Perry,  
Steevie Reweti, Jacob Ruru-Canterbury, Raphael Solomon, Dan Steer,  
Therese Verhoek, Marie Webb.

### Discover Wanganui

Cr Rob Vinsen (Chair),  
Mayor Annette Main (ex-officio)  
Crs Jack Bullock and Hamish McDouall.  
External Appointments:  
Stephanie Bell, Michael Eden

### Tupoho Working Party

Cr Philippa Baker-Hogan,  
Jack Bullock,  
Rangi Wills.  
Iwi Representatives.

### TamaUpoko Link

Crs Jack Bullock, Randhir Dahya,  
Sue Westwood.  
Wanganui Rural Community Board  
Representative: Alan Taylor.  
Iwi Representatives.

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# Committees terms of reference

## Strategy and Finance Committee

The overall policy development of Wanganui District, especially the advancement of direct democracy, including major strategic issues and issues that have significant impact across the Council's activities. Specific responsibilities include:

- Annual Plan and estimates.
- 10-Year Plan.
- Growth Strategy.
- Community Strategic Plan.
- Review of District Plan and changes.
- Policy development and monitoring service provision of the Visitor Information Centre, visitors, events, business initiatives and training.
- Waterfront Development Plan.
- Cycling Centre of Excellence project.

Policy development of the financing and funding of the Council's activity, the Council's management and administration, investment and economic development activities. The monitoring of physical and financial performance together with the financial condition of the organisation. Specific responsibilities include:

- Liaise with the Audit Office.
- Administer the Chief Executive's employment contract.
- Monitor treasury management policy.

- Receive internal audit reports.
- Commission independent audits.
- Commission independent advice/counsel.
- Determine applications for the writing-off of rates and other debts.
- Approve sealing of the Council's documents.
- Release the Annual Report.
- Receive the Auditor's Report.
- Proposals for development of the Council's organisational structure.
- Service delivery reviews of selected activities.
- Reports from the Chief Executive on staff matters, and on matters of general interest.
- Develop and monitor:
  - Asset Management Policy.
  - Rate setting.
  - Rating and funding policies (Funding Review).
  - Financial policies.
  - External borrowing.
  - Compliance with budgetary provisions and the Annual Plan.
  - Quarterly financial review.
- Any other item/issue that is strategically or financially important to the Council or part of the community.

## Infrastructure and Property Committee

Policy development and monitoring service provision of the water supply, flood protection, stormwater, wastewater and waste disposal and transport network activities. Specific responsibilities include:

- Roothing network.
- Flood protection.
- Water supply.
- Stormwater disposal.
- Sewerage treatment and disposal.

- Tradewaste treatment and disposal.
- Solid waste disposal.
- Footpaths.
- Road closures.
- Road corridor management issues.
- Wastewater Project.
- Temporary urban road closures – under delegated authority.
- Broadband and Internet communications.

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Policy development and monitoring of property portfolios, parks. Specific responsibilities include:

- Operational Property Holdings.
- Investment properties – includes City Endowment (in accordance with the purpose of the Endowment), Wanganui Airport, forestry and quarry.
- Parks, trees, facilities, playgrounds and open space management.

- Administration of the harbour in accordance with the Wanganui Harbour Act 1988.
- Administration of the Harbour Endowment lands and special funds in accordance with the purpose of the Endowment.
- Any other infrastructure or property item that is important to the Council or part of the community.

## Community and Environment Committee

Present and future social, environmental, and cultural wellbeing of the Wanganui District through strategic planning and policy development. The Committee monitors the Community Development and Cultural Activity, Environmental Activity and Emergency Management (Civil Defence) Activity. Specific responsibilities include:

- Advocacy, monitoring and reporting to the Council on community development and cultural policy.
- Advocacy, monitoring and reporting to the Council on environmental policy and sustainability issues.
- Advocacy, monitoring and reporting to the Council on regulatory and Customer Service issues.
- Advocacy, monitoring and reporting to the Council on Emergency Management (Civil Defence) policy.
- Iwi Relationships – Reports directly to the Council
  - TamaUpoko Link.
  - Tupoho Working Party.
  - Nga Rauru.
  - Ngati Apa.
- Pakaitore Historic Reserve Board
- Safer Wanganui
- Community contracts.
- Sister City relationships.
- Older People Forum
- Cultural and community facilities, for example: District Library, Sarjeant Gallery, Whanganui Regional Museum, Royal Wanganui Opera House, Wanganui War

Memorial Conference and Convention Centre, cemeteries and crematorium, central city landscaping, public toilets, community buildings and rural halls.

- Building digital capacity initiatives, e.g. Computers in Homes and Computer Clubhouse.
- Environmental processes including trees in public places, river, lake and beach control.
- Bylaw formation.
- Recycling and waste minimisation promotion and education.
- Youth Committee – reports directly to the Council.
- Protecting the heritage of the Wanganui District.
- Community Taskforce for Youth and Wellbeing (For Our Kids).
- Policy, promotion and monitoring of sport and recreation.
- Liaison with sporting codes and organisations.
- Liaison with community based Government agencies including the Whanganui District Health Board and UCOL.
- Any other item that the Council believes is important to the social, environmental and cultural wellbeing.

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## Hearings and Regulatory Committee

- a. To hear and make recommendations to the Council on changes to the District Plan pursuant to the Resource Management Act 1991.
- b. To hear and determine resource consent applications pursuant to the Resource Management Act 1991 to the extent authorised by the Council's delegations.
- c. To hear and determine of applications for exemption under section 12 of the Fencing and Swimming Pools Act 1987.
- d. To hear and determine matters under the Dog Control Act 1996 to the extent authorised by the Council's delegations.
- e. To hear and determine objections to temporary road closures.
- f. To act as the District Licensing Agency in terms of the Council's functions under Sections 99, 100 and 104 of the Sale of Liquor Act 1989 to the extent authorised by the Council's delegations.

## Youth Committee

The Youth Committee will

- Develop and monitor policy on Youth issues.
- Provide opportunities for Youth to contribute to decision-making of the Council.
- Advise the Council on matters of interest for Youth in the Wanganui District.

## Discover Wanganui Committee

- Monitor implementation of the Visitor Strategy
- Assist with the development of the district marketing plan
- Monitor the i-Site development and performance
- Provide policy guidance on visitor matters to the Economic Development Team
- Provide feedback to the Council on matters relating to the Visitor Strategy
- Facilitate the establishment of a Visitor Industry Forum
- Monitor the Regional Tourism Organisation's functions.

## Wanganui Rural Community Board

The Wanganui Rural Community Board is a body established by statute. Its responsibilities and powers are as delegated by the Wanganui District Council

The role of the Wanganui Rural Community Board is to –

- Represent and act as an advocate for the interest of its community.
- Consider and report on all matters referred to it by the Wanganui District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Wanganui District Council within the community.
- Prepare an annual submission to the Wanganui District Council for expenditure within the community.
- Communicate with community organisations and special interest groups within the community.
- Undertake any other responsibilities that are delegated to it by the Wanganui District Council.
- Exercise delegated authority to determine temporary rural road closure applications.

## Council appointments

Organisation	Appointee
Pakaitore Historic Reserve Board	Crs Nicki Higgie, Hamish McDouall and Rangi Wills.
Creative Communities Assessment Committee	Crs Philippa Baker-Hogan and Nicki Higgie
Horizons Regional Council Matarawa Flood Control Scheme	Cr Nicki Higgie
Horizons Regional Land Transport Committee	Cr Allan Anderson, Cr Ray Stevens (Deputy)
Horizons Regional Council Passenger Transport Subcommittee	Cr Allan Anderson, Cr Ray Stevens (Deputy)
Manawatu Wanganui Civil Defence Emergency Management Group	Cr Randhir Dahya
Sports Legends and Hall of Fame	Cr Sue Westwood
The NZ Masters Games Company	Cr Philippa Baker-Hogan and Kevin Ross
Powerco Wanganui Trust	Cr Nicki Higgie
Regional Disaster Fund	Cr Ray Stevens
Sinking Fund Commissioners	Mayor Annette Main and Cr Rangi Wills
Tenders Board	Mayor Annette Main, Crs Rob Vinsen, Sue Westwood
Whanganui River Enhancement Charitable Trust	Cr Sue Westwood and Kevin Ross.
Joint Chiefs' Forum	Mayor Annette Main
Local Government New Zealand Zone 3 Delegates	Crs Clive Solomon, Sue Westwood and Rangi Wills
Safer Wanganui Steering Group	Mayor Annette Main

Organisation	Appointee
Computers in Homes Steering Group	Cr Sue Westwood
Sarjeant Gallery Trust Board	Cr Nicki Higgie, Mayor Annette Main, Hamish Mackay
Wanganui District Rural Halls Trust	Wanganui Rural Community Board members: Darrell Monk, Bill Ashworth, Andrew Collins.
Youth Committee Liaison with Wanganui Rural Community Board	Yth Crs Caleb Perry and Therese Verhoeck

## Iwi partnerships

An extensive handbook of Council/Iwi information is available internally.

### **Tupoho Working Party – Wednesday at 1.00pm**

16 February, 30 March, 11 May, 22 June, 3 August, 14 September, 26 October, 7 December 2011

#### **Councillor representatives**

Crs Rangi Wills, Jack Bullock and Philippa Baker-Hogan

### **TamaUpoko Link – Wednesday at 1.00pm**

26 January, 9 March, 20 April, 1 June, 13 July, 24 August, 5 October, 16 November 2011

#### **Councillor representatives**

Crs Sue Westwood, Randhir Dahya and Jack Bullock.

Wanganui Rural Community Board representative: Alan Taylor

## Working parties

Working Party	Membership
Broadband Working party	Mayor Annette Main, Crs Nicki Higgie, Sue Westwood, Mr David Matthews
Community Taskforce on Youth Wellbeing	Cr Philippa Baker-Hogan (Co-Chair), Cr Jack Bullock
District Plan Review Working Party – Phase 1 Central City and Riverfront	Crs Nicki Higgie, Sue Westwood, Kevin Ross, Charlotte Almond
Impact Fund Assessment Committee	Cr Rob Vinsen (Chair), Crs Allan Anderson, Philippa Baker-Hogan, Jack Bullock, Nicki Higgie, Hamish McDouall, Sue Westwood, Rangī Wills, Mayor Annette Main.
Waste Minimisation Working Party	Cr Rob Vinsen (Chair), Crs Philippa Baker-Hogan, Jack Bullock, Nicki Higgie, Rangī Wills.

## Council-controlled organisations

Appointment	Membership
Wanganui District Council Holdings Limited Board	Matthew Doyle (Chairman), Mayor Annette Main, Cr Rob Vinsen, Matthew Edmonds, Harvey Green and Michael Eden.
Wanganui Airport Joint Venture	Matthew Doyle (Chairman), Mayor Annette Main, Cr Rob Vinsen, Matthew Edmonds, Harvey Green and Michael Eden.
Wanganui Incorporated	Matthew Doyle (Chairman), Mayor Annette Main, Cr Rob Vinsen, Matthew Edmonds, Harvey Green and Michael Eden.
Wanganui Gas Ltd	Matthew Doyle (Chairman), Harvey Green, Peter Griffiths, Peter Hazeldine

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## The Governance Services team

Your first point of contact is the Governance Services Team which supports Elected Members' activities.

Malcolm Hunt  
Governance Services Manager  
P 06 349 0543 ext 8032  
E malcolm.hunt@wanganui.govt.nz

Karyn Turner  
P 06 349 0543 ext 8043  
E karyn.turner@wanganui.govt.nz

Helen Couper  
P 06 349 0543 ext 8110  
E helen.couper@wanganui.govt.nz

The Governance Services Manager provides a 'One-Stop Shop' for services for Elected Members' operational, research, issue and service requests and provides advice and a first point of contact for information and personal assistance such as:

- Providing professional advice and identifying important issues.
- Arranging meetings with community members or organisations
- Arranging personal development and skill training for Elected members.
- Remuneration and expenses arrangements.
- Travel and accommodation bookings.

- Organising telecommunications and technology requirements.
- Arranging parking and building access.
- Advising on protocol and arranging civic receptions.
- Promotes public participation in the democratic process.
- Advises on protocol and delegations.

The Governance Services Team –

- Provides administrative support and advice to the Elected Members.
- Manages information for Elected Members, and facilitates their communication with the community.
- Preparing agendas and minutes.
- Secretarial support at meetings.
- Organising briefings and reports.
- Manages Council, Committee, Subcommittee and Wanganui Rural Community Board meetings.
- Provides secretarial services to community meetings involving Elected Members eg: Iwi Liaison

### **Operational issues**

If an Elected Member has a question or concern about an operational issue this should be discussed in the first instance with the Chief Executive or Deputy Chief Executive who will make the necessary enquiries and report back to the Elected member

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## Administration of committees, boards, subcommittees and Iwi liaison

Committee	Chairperson	Senior officer	Committee secretary
Council	Mayor	Kevin Ross	Malcolm Hunt/ Karyn Turner/Helen Couper
Strategy and Finance	Cr Rob Vinsen	Julian Harkness Charlotte Almond	Malcolm Hunt
Infrastructure and Property	Cr Ray Stevens	Julian Reweti Rowan McGregor	Helen Couper
Community and Environment	Cr Philippa Baker-Hogan	Sally Patrick Melanie Heron	Karyn Turner
Hearings	Cr Sue Westwood	Charlotte Almond Shane McGhie	Karyn Turner
Wanganui Rural Community Board	Mr Alan Taylor	Julian Reweti	Malcolm Hunt
Youth	Cr Jack Bullock	Sally Patrick Heather Cox	Karyn Turner
Discover Wanganui	Cr Rob Vinsen	Charlotte Almond/ Allan MacGibbon	Suzanne Carrick
Forestry Joint Committee	Cr Nicki Higgie	Rowan McGregor	Malcolm Hunt
Tupoho Working Party	Rotates	Kevin Ross	Karen Cowper
TamaUpoko	Barney Haami	Kevin Ross	Karen Cowper

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## Administrative matters

### Effective governance and decision making

A number of publications are available to Elected members through the Governance Services Manager. These include:

- 'Members' Meetings' 2nd Edition by Mark von Dadelszen: LexisNexis
- Local Government New Zealand's (LGNZ) 'Survival Kit 2010'
- Controller and Auditor-General's Good Practice Guide 'Managing conflicts of interest: Guidance for public entities'
- LGNZ's 'Know How' series including Governance and Decision Making
- Professional development
- LGNZ also offers seminars for Elected members.

### Communication with Elected members

#### Email

The Council uses email for daily communication with Elected members.

The Elected member's email address must be secure and available at all times. The Elected member's computer should preferably be located at the Elected member's residence. It is also important that the Elected member makes a habit of checking their email every evening.

### Official Council documents and meetings

#### MS Outlook

Council encourages the use of MS Outlook to receive, respond to and manage meetings.

### Documents received and RSVP

Memos, notices of meetings and similar communications are distributed to Elected members by both email and hardcopy.

If a memo requires a response for determining an Elected member's availability for a meeting, or intention to attend a site visit/tour, or attendance at a catered function, please ensure you respond to the person noted for 'RSVP' by the time/date indicated.

### Agendas and order papers

An agenda/order paper detailing the business to be brought before Council and/or a Committee, together with relevant appended reference material, is sent to every Elected member not less than two (2) clear working days before the day of the meeting.

All agendas (for committees and subcommittees) and order papers (for full Council) are distributed to Elected members in hardcopy form. To meet the statutory requirement an agenda is delivered NO LESS than three working days before a meeting. Normally delivery is by DX mail, however, if necessary to meet the deadline a Council officer will hand deliver the agenda and/or order paper to your residence.

Agenda/order papers are available to the public at no charge. However, public copies do not include any material subject to a recommendation that the item be taken with the public excluded from the meeting. Should the Committee not accept that recommendation spare copies of the complete agenda are available for immediate distribution to any member of the public present at the meeting.

### Council and Committee meetings

The Council must hold the meetings that are necessary for the good government of its District.

The Council decides its Committee structure and membership (limited to Elected members of the Council) at its First Meeting following a Triennial General Election. A schedule of meetings for the next calendar year is usually adopted at the Council's first meeting of the new term. Schedules for subsequent years are adopted at the Council's October (approx) meeting.

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The Council and its Committees may appoint Subcommittees. Membership may include non-elected members. A Subcommittee reports to its relevant Committee through which it may make recommendations to the Council. A Subcommittee may have delegated responsibility by Council resolution.

Meetings must be called and conducted in accordance with Schedule 7 of the Local Government Act 2002, and Part VII of the Local Government Official Information and Meetings Act 1987, and Standing Orders.

### **Standing Orders**

The Council adopts its Standing Orders at the First Meeting following the 2010 Triennial General Election of the incoming Council. The Council is currently using edition Standards New Zealand NZS 9202:2003 (inc. Amendment No. 1) Model Standing Orders of Local Authorities and Community Boards. This edition will be issued to all Elected members from 15 October 2010 and will be recommended for adoption, with any required amendments, at the 2010 First Meeting.

### **Notification of meetings**

Members must be given written notice of the time and place of an (ordinary) meeting not less than 14 days before the meeting; and in the case of an adopted schedule of meetings not less than 14 days before the first meeting on the schedule.

All (ordinary) meetings must be publicly notified. Meetings scheduled for the following month are publicly notified not more than 14 days and not less than five (5) days before the end of every month. Meetings held after 21<sup>st</sup> day of the month may be publicly notified not more than ten (10) working days and not less than five (5) working days before the day on which the meeting is to be held.

Public notification is given in the 'Community Link' page published in the Wanganui Chronicle newspaper every Thursday. The notice is identified as

'Meetings Diary' and is intended to encourage members of the public to attend the Council's meetings.

### **Extraordinary meetings**

From time to time it is necessary to call Extraordinary meetings of the Council or of a Committee. Notification to members in writing should be at least three (3) working days, or if called by a Council resolution within a lesser period specified in the resolution and not less than 24 hours. Public notification must be given as soon as is practicable prior to the meeting.

No meeting of the Council will be invalid because the meeting is not publicly notified in accordance with Standing Orders. But the Council will, as soon as practicable, give public notice that the meeting was not notified, state the business transacted, and give reasons why the meeting was not notified.

### **Minutes**

The Council must keep minutes of its proceedings. Minutes of the Council's meetings are tabled for confirmation at the next meeting.

Confirmed minutes are prima facie evidence of the proceedings.

The minutes of Standing Committee meetings are technically "reports" of the meeting and carry "Recommendations to the Council". Standing Committees, unless with delegated authority from the Council, do not make resolutions for the Council. Committee reports are tabled for adoption at the Council's ordinary meeting and through adoption of the report and its recommendations become part of the Council's ordinary meeting minutes.

Minutes are kept of Subcommittee meetings. Subcommittees may have delegated responsibility by Council resolution to make decisions for the Council on specific issues. Subcommittees must confirm their minutes and the

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Chairman signs them. Subcommittees report through their relevant Standing Committee to the Council.

Minutes are available to the public on the Council's Internet site or from the Customer Services counter. Public copies do not include any material subject to a resolution that the item be taken with the public excluded from the meeting.

Confirmed minutes can be accessed by any member of the public at the Council's Customer services counter and through the Council's web site — [www.wanganui.govt.nz](http://www.wanganui.govt.nz).

#### **Attendance and voting**

The Chairperson of a Committee or Subcommittee must, if present, chair the meeting.

All Elected members may attend any Committee or Subcommittee meeting and may speak on any matter on the agenda. However, only appointed members of the Committee or Subcommittee may vote on an issue before the meeting. When the meeting report is tabled at the Council's next ordinary meeting all Elected members can speak to and vote on any issue on the Order Paper and, therefore, contained in a Committee report.

The initial Local Government Act 2002 disallowed the presiding member/chairperson to have a casting vote. An amendment to the Act allows the Council to decide whether or not it will allow a casting vote through Standing Orders. This Council's present Standing Orders allow the casting vote. This issue will be addressed when the Standing Orders are tabled for adoption at the Triennial Meeting.

#### **Conflict of interest**

Refer to the booklet published by the Controller and Auditor-General as a Good Practice Guide and titled 'Managing Conflicts of Interest: Guidance for public entities' available from Governance

Services Manager. A new booklet is being published by the auditor General and copies will be issued to each Elected member when available. Each Elected and appointed member is asked to provide information on their business and property interests through a form which is held in the 'Interests Register' by the Governance Services Manager. The Interests Register is available to the public and is referred to by the Council's auditors.

#### **Resources**

##### **Elected members' meeting room**

Committee room 3 (immediately behind the Council Chamber) is available for Elected members' use. The room is presently equipped with a telephone, writing areas, meeting table and chairs.

Additional and/or improved furnishings and equipment may be provided if requested by an Elected member and approved by the Council.

Self service tea and coffee facilities are available in the kitchen adjacent to Committee room 3. If Elected members require a tea trolley for morning/afternoon tea or lunch please contact a member of the Governance services team. Allow a 15 minute response time.

##### **Committee rooms 1 and 2**

Elected members may use either Committee rooms 1 or 2 for meetings but booking is essential. Both Committee rooms have lengthy advance bookings. Committee room 2 has preference for Committee and Subcommittee meetings and meetings involving both Elected members and officers and if required for such meetings your booking may be moved to an alternative venue. When booking Committee rooms 1 or 2 advise a member of the Governance services team if you will require a tea/coffee trolley.

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### **Stationery and photocopying**

If you require supplies please advise a member of the Governance services team.

### **Confidentiality and document destruction**

Disposing of unwanted Council papers is safe and easy. Simply place unwanted documents in the blue wheelie bin accesses through our 1<sup>st</sup> Floor Receptionist. The bin is collected when full and the contents are shredded. If the bin requires emptying, please contact the Governance services team.

### **Representation**

*Local Government Commission  
Determination*

Under section 19R of the Local Electoral Act 2001, the Commission determined that for the general election of the Wanganui District Council to be held on 13 October 2007, the following representation arrangements shall apply –

- (1) Wanganui District is delineated on S.O. Plan 36047 deposited with Land Information New Zealand, shall not be divided into wards;
- (2) The Council shall comprise the mayor and 12 councillors, elected by the electors of the district as a whole;
- (3) There shall be a Wanganui Rural Community, comprising the area as delineated on S.O. Plan 386523 deposited with Land Information New Zealand;
- (4) The Wanganui Rural Community shall be divided into three subdivisions;
- (5) Those three subdivisions shall be -
  - (a) the Kai Iwi subdivision, comprising the area delineated on SO Plan 386526 deposited with Land Information New Zealand;
  - (b) the Whanganui subdivision, comprising the area delineated on SO Plan 386525 deposited with Land Information New Zealand;and

- (c) the Kaitoke subdivision, comprising the area delineated on SO Plan 386524 deposited with Land Information New Zealand;

(6) The Wanganui Rural Community Board shall comprise two members of the Council elected by the electors of the district as a whole and seven members elected by the electors of the subdivisions of the community, as follows -

- (a) three members elected by the electors of the Kai Iwi subdivision;
- (b) two members elected by the electors of the Whanganui subdivision; and
- (c) two members elected by the electors of the Kaitoke subdivision.

56. As required by sections 19T(b) and 19W(c) of the Local Electoral Act 2001, the boundaries of the above subdivisions coincide with the boundaries of current statistical meshblock areas determined by Statistics New Zealand and used for Parliamentary electoral purposes.

### **Remuneration**

The Remuneration Authority, in terms of Schedule 7, Part 1, Section 6 of the Local Government Act 2002, has responsibility for determining Elected members' remuneration. The Remuneration Authority provides an annual indicative pool from which Councillors' and 50 percent of remuneration for Community Board members is decided. The year is 1 July to 30 June.

The Mayoral salary is also determined by the Remuneration Authority. The use of a car as part of this package can be recommended.

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Pursuant to Clause 6 of Schedule 7 of the Local Government Act 2002 and to the Remuneration Authority act 1977, the Remuneration Authority makes the following determination: 2010 to 30 June 2011 is as follows:

Mayor .....	\$85,144
with full private use of the Mayoral car	
Deputy Mayor .....	\$29,418
Committee Chair (3) .....	\$29,418
Chair, Hearings and Regulatory	
Committee.....	\$28,139
Chair, Youth Committee.....	\$26,860
Councillor .....	\$25,581

Wanganui Rural Community Board	
Chair .....	\$7,236
Member appointed on Wanganui	
District Council Committees (3) .....	\$5,000
Member.....	\$4,000

**Meeting fees**

\$150.00 per day for District Plan Review.  
Total maximum amount payable for all Councillors for period beginning 14 October 2010 and ending 30 June 2011 must not exceed \$5,504.

**Resource Consent Hearing Fee:**

The Chairperson of a Resource Consent Hearing is paid \$85.00 per hour of Hearing time. A member (not Chair) of a Resource Consent Hearing is paid a fee of \$68.00 per hour of Hearing time. The fee is apportioned for less than an hour. One member only may be paid a Resource Consent Fee for a formal pre-hearing meeting held as a preliminary step to a Resource Consent Hearings.

**Expenses Lists**

The schedule of Elected Members' Expenses and Allowances to 30 June 2011 is as follows:

## Schedule of Elected Members' Expenses and Allowances List to 30 June 2011

	Elected Members Eligible	Description	Documentation Required to Support Claim	Full or Partial Reimbursement Inc GST	Prior Council Approval
<b>Travel Allowances &amp; Expenses</b>					
A	* Councillors Community Board Members	Reimbursement of mileage incurred traveling to and from formally convened Council, Committee and Community Board meetings.	Completed and signed mileage claim form.	70 cents per kilometre	30 kilometre threshold. Maximum 5,000 kms per year.
B	Mayor Councillors Community Board Members	Conference / Seminar / Course / Meetings Attendance approved by Council or Community Board. Actual and reasonable registration, travel, accommodation and meal expenses.	Prior reservation by WDC Order Form or receipted accounts.	If use of private car approved – 70 cents per kilometre.	Yes
C	Mayor Councillors Community Board Members	Reimbursement of Council/ Community Board business-related taxi and bus fares and out-of-district parking charges (excludes fines).	Receipt or ticket	Full	Yes
<b>Communications Allowance (an Elected Member may decline this allowance)</b>					
D	** Mayor Councillors Community Board Members	Communications Allowance for period 14 October 2010 to 30 June 2011.		Set rate of \$50.00 per month.	Yes
E	<b>OR</b> Mayor	i-Phone — issued under a Council provided Telecom service plan.	N/a	\$50.00 per month (est.)	No
F	<b>OR</b> ** Councillors	i-Phone — issued under a Council provided Telecom service plan.	N/a	\$50.00 per month (est.)	No
G	<b>AND</b> Mayor	i-Pad — issued under a Council provided Telecom service plan.	N/a	\$50.00 per month (est.)	No
H	<b>OR</b> ** Councillors	i-Pad — issued under a Council provided Telecom service plan.	N/a	\$50.00 per month (est.)	No
<b>Miscellaneous Expenses</b>					
I	Mayor Councillors Community Board Members	Supply of reasonable amounts of stationery, e.g. copier paper, envelopes, ballpoint pens, highlighters, diaries, business cards.	Nil	From Council stock only	No

J	Mayor Councillors Community Board Members	Miscellaneous. Products or services essential to function in the interests of the Council.	Yes	Actual and reasonable	Yes or with CE's confirmation
<p>* Mileage reimbursed with Remuneration payments. Subject to withholding tax.</p> <p>** Reimbursed fortnightly with Remuneration payments. Subject to withholding tax.</p>					

### Taxation

For tax purposes Elected members are treated as being self-employed independent contractors. This means that remuneration paid to you by the Council is taxable but is not classified as salary or wages under taxation legislation. Instead payments to Elected members are classified as **schedular payments** from which the Council is required to deduct withholding tax.

These payments presently include:

- Remuneration for the Mayor, Deputy Mayor, Chairs and Deputy Chairs of Council Committees, Councillors and Community Board members.
- Motor vehicle allowances.
- Telephone and internet service provider allowances.
- Any other expenses and allowances paid.

The only Council payments not subject to withholding tax are reimbursements for invoices that Elected members have paid on behalf of the Council, eg an accommodation invoice paid by an Elected member while on Council business.

Elected members must complete an IR330. The IR330 is the withholding tax payment form required by the IRD. The Council must deduct withholding tax at 48%, or at **33% with a completed IR330**. If withholding tax payments of 33% are too high for you, you can apply to the IRD for a special tax rate certificate.

Note that the withholding taxes are an estimate of the tax you will have to pay. Your actual tax payable will not be determined until you fill in your tax return (IR3). Once you have completed your tax return you will either have additional tax

to pay or you will receive a refund.

### Expenses

As Elected members are self-employed they can deduct expenses from their income. These can include:

#### **Home office expenses**

If a room or office is set aside for Council business, Elected members can claim a proportion of the heating, lighting, rates, insurance, mortgage interest and depreciation on the home. The proportion is calculated by dividing the floor area of the room by the floor area of the house. A portion of the depreciation can also be claimed on the furniture and computers in the office.

#### **Telephone expenses**

Fifty per cent of home telephone rental and actual costs for toll and cell phone calls related to Council business can be claimed.

#### **Other expenses**

Photocopying, faxes, typing and postage can be claimed.

#### **Vehicle expenses**

The rate that you can claim for vehicle expenses is either a proportion of actual cost supported by a log book or the standard mileage rates published by the IRD.

The IRD mileage rate -is 70 cents/km.

#### **Election Expenses**

Elected members cannot claim election expenses.

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**GST**

Elected members cannot issue GST invoices to the Council, even if they are GST registered for other activities.

**ACC**

Elected members must pay their own ACC levies.

**Summary**

- The Council wishes to ensure that all payments made to Elected members will have the correct withholding tax deducted from it. Please complete the IR330 and return to Malcolm Hunt, Governance Services Manager.
- It is recommended that Elected members discuss their tax situation with their accountant. Your accountant will be able to advise you on what you are entitled to claim as tax deductions.

**Reference material**

The Council maintains an account with web based legislation suppliers. Elected members are welcome to access this material through the Governance Services Manager.

**Books**

The Treaty: Every New Zealander's Guide to the Treaty of Waitangi. Author: Marcia Stenson. Publisher: Random House/2004.

Local Government and the Treaty of Waitangi. Author: Janine Hayward, Lecturer, Political Studies, University of Otago. Publisher: Oxford University Press/2003.

Members' Meetings in New Zealand: 2<sup>nd</sup> Edition. Author: Mark von Dadelszen. Publisher: LexisNexis/2004.

**www**

- Wanganui District Council  
[www.wanganui.govt.nz](http://www.wanganui.govt.nz)
- Local Government New Zealand  
[www.lgnz.co.nz](http://www.lgnz.co.nz)
- Wanganui District Library  
[www.wanganuilibrary.com](http://www.wanganuilibrary.com)
- Sarjeant Gallery  
[www.sarjeant.org.nz](http://www.sarjeant.org.nz)
- Whanganui Regional Museum  
[www.wanganui-museum.org.nz](http://www.wanganui-museum.org.nz)

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## Register of Interests

The Office of the Auditor-General (OAG) has recently issued guidance documents regarding the report on their investigations into Environment Canterbury and the application of pecuniary interest rule under the Local Authorities (Members' Interests) Act 1968 (the Act). Elected members must be aware of the Act's requirements and consider their circumstances.

The Act has two main rules that have a complex series of subsidiary rules about their scope and exceptions:

- The **contracting rule** prevents a councillor from having interests in contracts with Wanganui District Council (WDC) that are worth more than \$25,000 in a year, unless the Auditor-General approves the contracts. Breach of this rule results in automatic disqualification from office.
- The **participation rule** prevents a councillor from participating in a decision in which they have a financial interest, other than an interest in common with the public. The Auditor-General can approve participation in limited circumstances. Breach of the rule is a criminal offence, and conviction results in automatic disqualification from office.

Key points to note from the OAG's guidance:

- A financial interest can be direct or indirect and can be held by you or your spouse.
- Certain company interests are also specifically included.
- The definition of financial interest that the OAG uses is:

*Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned*

- There are no particular rules on whether an interest is held in common with the public, however the two extremes are noted for guidance:

*A general rating decision clearly affects everyone and the interests of councillors in that decision will be in common with the interests of all ratepayers.*

*A decision that affects property values in one street that includes a councillor's home or business clearly affects only a small number of people and affects them directly. The councillor's interest is not held in common with the public.*

- In between these two extremes there is considerable room for judgement. We do not consider it possible to define a simple threshold of the number of people who need to be affected, or a percentage of the population, or the size of the effect on the individual – although all of these factors may at times be relevant. In each case, the individual facts will matter.

The Council maintains a Register of Interests. An information request is regularly sent to each elected/appointed member to complete, voluntarily, noting their own, and their spouse and other close associates (family members, business partners, trusts etc) business interests and property interests in Wanganui district. The returned forms are kept together in a folder and may be made available to the public. WDC's auditors regular review the documents.

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Financial reporting law under NZ International Accounting Standard 24 (NZ IAS 24) requires WDC's financial statements to contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

Elected members, appointed committee and working party members, including community boards and key management personnel of WDC, are within the definition of 'related parties'. The definition extends the relationship to cover 'close member of the family of any individual', including the individual's domestic partner and children, children of the individual's domestic partner, and dependents of the individual or the individual's domestic partner.

A 'related party transaction' is defined as a transfer of resources, services or obligations between related parties, regardless of whether a price is charged. This information required under the financial reporting law is confidential.

Please note that the elected/appointed members' Register of Interests form will be sent to each elected member for completion and return before the end of this Council's term. The form will again be sent to all elected members immediately following the election on 9 October 2010 and should be returned, by a date to be set, to the Chief Executive before the Triennial Meeting.

Recent Official Information Act requests to all councils in New Zealand regarding credit card expenditure, and audit activity in the sector has prompted WDC to write policy on interests, and review its Credit cards policy and Sensitive expenditure guidelines.

Elected members are referred to the OAG's publication: Guidance for members of local authorities about the law on conflicts of interest available on [www.oag.govt.nz](http://www.oag.govt.nz). If any elected member has questions or concerns regarding how the Act may affect them they may contact the Chief Executive.

*A copy of the Elected members' entry to Interests Register is included in Appendices.*

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## LGA 2002 Pt4 S40(1)(I)

### Key approved planning and policy documents

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Corporate</b>		
Wanganui District Council Policy Register	The Policy Register contains all Council policy resolutions. It is updated after each Committee round. For further information on these resolutions refer to the Council minutes of meetings. A copy can be obtained from the Governance Services Team.	The Register is updated as required following confirmation of Council minutes. The Register is reviewed annually in July to ensure all resolutions are current.
10-Year Plan 2009-2019 (LTCCP)	The 10-Year Plan outlines what the Council will do and how much it will cost over the next ten years. The Plan also contains the Council's funding and financial policies. A copy of the 10-Year Plan 2009-2019 can be obtained from Customer Services. It can also be found on the Council's website. <a href="http://www.wanganui.govt.nz/publications/plans/plans.asp">http://www.wanganui.govt.nz/publications/plans/plans.asp</a>	The 10-Year Plan must be adopted before the commencement of the first year to which it relates, and it continues in force until the last day of the third financial years to which it relates. The 10-Year Plan 2009-2019 was adopted on 30 June 2009 and will be reviewed in 2012.
Annual Plan	The Annual Plan sets the rates for the coming year. A copy can be obtained from Customer Services. <a href="http://www.wanganui.govt.nz/publications/plans/plans.asp">http://www.wanganui.govt.nz/publications/plans/plans.asp</a>	The Council has to prepare and adopt an Annual Plan every year, except in years where a 10-Year Plan is prepared.
Annual Report	The Annual Report compares the Council's actual activities and performance with the 10-Year Plan and the Annual Plan. A copy of the Annual Report can be obtained from Customer Services. <a href="http://www.wanganui.govt.nz/publications/plans/plans.asp">http://www.wanganui.govt.nz/publications/plans/plans.asp</a>	The Annual Report is prepared and adopted each financial year.
Asset Management Plans	Asset Management Plans provide key input into the 10-Year Plan, supporting the functions and forecasts. The key objective of the AMP is to provide a desired level of service in the most cost effective manner while demonstrating responsible stewardship for present and future customers. Contact Council's asset managers for copies of these plans.	

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Community Outcomes	<p>Community Outcomes are what the community wants for the future in terms of community wellbeing. A copy of the Community Outcomes can be obtained from Customer Services, the Executive Office of the Council or on the website.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/OutcomesWanganuiDistrict.pdf">www.wanganui.govt.nz/publications/policies/OutcomesWanganuiDistrict.pdf</a></p>	<p>The Council is required to facilitate the process of identifying community outcomes every 6 years, and to monitor progress every 3 years.</p> <p>Last identified in 2008.</p> <p>Review date: 2014</p>
Community Outcomes Monitoring Report 2007	<p>This document reports on Council and community progress toward achieving the Community Outcomes.</p> <p><a href="http://www.wanganui.govt.nz/publications/research/CommunityOutcomesMonitoringReport2007.pdf">http://www.wanganui.govt.nz/publications/research/CommunityOutcomesMonitoringReport2007.pdf</a></p>	<p>Council is required to collect data for analysis and interpretation for reporting progress back to the community at least once every three years.</p> <p>The first Community Outcomes Monitoring Report was adopted by Council in May 2007.</p> <p>Review date: 2010</p>
Strategic Plan 2009	<p>This Plan puts the Community Outcomes into a strategic planning framework using our Interplan database.</p> <p>A copy can be obtained from Interplan or from the Strategy and Development Manager.</p>	<p>The Community Outcomes process identifies the priorities that will form the basis of the Strategic Plan.</p> <p>Review date: 2012, following review of the Community Outcomes.</p>
Delegations Manual	<p>This manual records all current delegations 1. to Committees, and to the Chief Executive and 2. from the Chief Executive to staff. The Delegations Manual can be obtained from Governance Officers.</p>	<p>The Delegations are updated following each Council meeting and tagged with a review date.</p>
Family-Friendly Wanganui Strategy	<p>Council adopted its Family-friendly Wanganui Strategy which includes a new Council Vision, Mission and Strategic Direction in August 2008.</p> <p>Coloured Presentation Document</p>	<p>Adopted 11 August 2008.</p> <p>To be reviewed: 2011</p>
Media Relations Policy	<p>This Policy manages the Council's relationship with the media, and seeks to ensure that media links will develop a positive public profile. It is also intended to help the Council to communicate to target audiences. The Policy specifies who is responsible for dealing with the media, rules for dealing with media enquiries, and the preparation of media information.</p>	<p>Developed: 2005</p> <p>Reviewed August 2006</p>

<b>Key Plans and policy document</b>	<b>Summary, or where the document may be obtained</b>	<b>How documents are developed and reviewed</b>
NZS 9202:2001 Model Standing Orders for Meetings and Local Authorities and Community Boards.	Standing Orders are a Governance resource to maintain order in Council, Committee and Board meetings, and to ensure that business is conducted according to statutory requirements. The orders can be found in the 2 <sup>nd</sup> floor WDC library. Location: Governance Office	The WDC and the Wanganui Rural Community Board adopt Standing Orders at their Triennial meetings. The Council and Community Board have chosen to adopt 'NZS 9202:2001 Model Standing Orders for Meetings and Local Authorities and Community Boards'. This is prepared by Standards NZ.
Policy on Determining Significance	This was created in compliance with the LGA (2002). It sets out the Council's general approach in determining the significance of proposals and decisions in relation to issues, assets, or other matters. It is contained in Volume 1 of the 10-Year Plan 2009-2019. <a href="http://www.wanganui.govt.nz/publications/plans/plans.asp">http://www.wanganui.govt.nz/publications/plans/plans.asp</a>	This is reviewed three yearly with the 10-Year Plan and will be reviewed next in 2012.
Risk Management Policy	This policy provides a corporate policy and framework for managing risks.	Approved: March 2007 Reviewed: 2009 Reviewed annually
Tenders Board Policy  <b>This policy relates to a part of the whole Tenders Board policy.</b>	A Tenders Board was set up to consider all tenders above \$50,000, except in instances where Transit NZ or other Regulations stipulate otherwise. A review of Council's tendering process in 1999 saw the 'Conditions of Contract for Building and Civil Engineering Construction' adopted for all Council contracts over \$40,000, and all contracts above \$20,000 now go through the Tenders Board. This Policy can be obtained from Kevin Ross or Julian Reweti.	Developed: November 1990 Review undertaken: 2006-2007 Review date: 2010 (Procurement Strategy being developed).
Triennial Agreement	The triennial agreement contains protocols for communication and co-ordination between the District Council and the Regional Council. A copy can be obtained from the Executive Office of the Council.	Not later than 1 March after each triennial general election the Council must enter into an agreement with the Regional Council.
<b>Cemeteries</b>		
Heads Road Cemetery Management Plan	Developed primarily to resolve issues between Council, historic interests and the Cemetery Circuit	Adopted November 2009 Review 2015
Cemetery Monument Policy	The objective of the policy is to provide standards and certainty for all in relation to monuments and adornments at Council owned cemeteries.	Adopted 10 March 2009 Reviewed March 2011

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Natural Burial Policy	<p>This policy provides for environmentally friendly burials. The policy will not be implemented until the Council extends the Aramoho Cemetery in 2011/12.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/NaturalBurialsPolicy.pdf">http://www.wanganui.govt.nz/publications/policies/NaturalBurialsPolicy.pdf</a></p>	<p>Adopted: 22 May 2006 Reviewed April 2011</p>
<b>Community Development</b>		
Agreement on Moutoa Gardens between Wanganui District Council, Atihaunui-a-Paparangi and the Crown	<p>This agreement represents the way forward for Moutoa Gardens/Pakaitore. It is based on the tangata whenua status of Whanganui Iwi and vests this land in the Crown. Historic reserve status will be retained through joint management by the Council, Iwi and Crown, and a Reserves Board has been established to manage the reserve. The agreement also includes measures to deal with the issue of statues and monuments, and provides a vision for the future. This agreement can be found as a link in the Iwi Handbook on the Intranet or from the Community and Culture Manager.</p>	<p>Signed: 28 February 2001</p>
Arts Policy 2008	<p>The 1993 Arts Policy was reviewed in 2008. This Policy establishes guidelines for the Council to promote and encourage the Arts within the Wanganui District.</p>	<p>Arts Policy adopted 3 November 2008.</p>
Wanganui Public Art Strategy	<p>The strategy takes a broad approach to the definition of public art activity. The strategy integrates high quality public art and cultural expression with architecture, landscaping and urban design within the planning and development process.</p>	<p>Adopted by the Council 22 June 2010 Review Date: June 2012</p>
Sarjeant Gallery Collections Policy 2008	<p>This is the Policy Statement regulating the acquisition and disposal of items for the Collections of the Sarjeant Gallery, Wanganui.</p>	<p>This represents the aims and plans of Wanganui District Council at the time of its adoption in 2008. It is intended that this policy should be reconsidered at least once every three years and no later than 2011, and a revised statement brought before Wanganui District Council for its agreement</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Crime Prevention Camera Operating Policy	<p>The Wanganui Police Operating Trust developed this Policy in conjunction with the WDC and the Wanganui CCTV Trust. This document is a best practice guide for the operation and expansion of the CCTV system and is part of an overarching crime prevention strategy. It sets out the responsibilities of the WDC (who own the cameras, hardware, software and infrastructure of the CCTV system), the Wanganui Police (who are responsible for the operation of the system), and the Wanganui CCTV Trust (who play an advisory role).</p> <p>This Policy is available on the Council's website.</p>	<p>Developed: 16 February 2001</p> <p>A general, on-going review of the usefulness of the cameras will be conducted by the Police</p>
Community Contracts 2006-2007 Assessment Guidelines and Criteria	<p>This provides guidelines for Council funding of community organisations. It is available on the internet.</p> <p><a href="http://www.wanganui.govt.nz/services/CommDev.asp">http://www.wanganui.govt.nz/services/CommDev.asp</a></p>	<p>The original policy (1997) was reviewed in 2005 and the 2006-2007 guidelines were adopted 12 December 2005.</p>
Declaration of Sister City Relationship between WDC and Nagaizumi-cho (1988)	<p>This document acknowledges the formal agreement between Wanganui and Nagaizumi-cho. It also provides background information on the Council's other sister city relationships with Reno (USA) and Toowoomba (Australia).</p> <p>Document available from the Community and Culture Manager.</p> <p>Information on sister cities available on the Council's website.</p> <p><a href="http://www.wanganui.govt.nz/AboutCouncil/SisterCities.asp">http://www.wanganui.govt.nz/AboutCouncil/SisterCities.asp</a></p>	<p>A formal agreement has existed with Nagaizumi-cho since 1988.</p> <p>Wanganui also has informal relationships with Reno (since 1974) and Toowoomba (since 1983).</p>
Graffiti Management Strategy and Policy	<p>This strategy is based around Eradication, Enforcement and Education. Council's zero tolerance policy for dealing with graffiti on public and private property is set out.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/policies.asp">http://www.wanganui.govt.nz/publications/policies/policies.asp</a></p>	<p>Adopted: 7 April 2008</p> <p>Review date: 2011</p>
Relationship document between Te Runanga O TamaUpoko and Wanganui District Council	<p>This sets out the relationship between the parties, the processes for dealing with issues, and the arrangements for regular meetings.</p>	<p>Signed 25 May 1998, reviewed as required.</p>
Relationship document between Te Runanga O Tupoho and Wanganui District Council	<p>This sets out the relationship between the parties, the processes for dealing with disputes, and the arrangements for regular and annual meetings.</p>	<p>Signed 16 May 2000, reviewed annually.</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Positive Ageing Strategy	<p>The Strategy was developed in partnership with other organisations and sets out a number of objectives to meet the needs of older people.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/PositiveAgeingStrategy.pdf">http://www.wanganui.govt.nz/publications/policies/PositiveAgeingStrategy.pdf</a></p>	<p>Adopted: 17 December 2007</p> <p>Currently under review.</p>
Physical Activity Strategy	<p>The purpose of this interagency strategy is to create a plan that ensures the people in the Wanganui District are able to become the most physically active in New Zealand. This will have an impact on the future health and welfare of our community.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/PhysicalActivityStrategy.pdf">http://www.wanganui.govt.nz/publications/policies/PhysicalActivityStrategy.pdf</a></p>	<p>Adopted: March 2007</p> <p>Reviewed: 2009</p>
Youth Strategy	<p>Developed by the Youth Committee to guide the Committee's role in relation to Council and the wider community, to clarify its desired actions and to further promote a 'youth for youth' approach. It is anchored by the Committee's mission statement – 'to continue to support the youth of Wanganui'.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/YouthStrategy.pdf">http://www.wanganui.govt.nz/publications/policies/YouthStrategy.pdf</a></p>	<p>Adopted 12 October 2007, reviewed annually.</p> <p>Last review 2008/09.</p>
Plaques and Memorials Policy	<p>A policy to guide the placement of plaques and memorials in public places.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/Plaques&amp;MemorialsPolicy.pdf">http://www.wanganui.govt.nz/publications/policies/Plaques&amp;MemorialsPolicy.pdf</a></p>	<p>Adopted April 2010</p> <p>Ten year review.</p>
Wanganui Safety Plan	<p>The <i>Safer Wanganui</i> project is a community-owned, Council-mandated project that aims for Wanganui to meet the criteria to become a designated International Safe Community in 2010. The Safety Plan identifies the social issues in Wanganui that make it a less safe place to live and comes up with an action plan to tackle each of these issues.</p> <p><a href="http://www.familyservices.govt.nz/my-community/making-things-happen/planning/territorial-local-authorities/safe-communities/index.html">http://www.familyservices.govt.nz/my-community/making-things-happen/planning/territorial-local-authorities/safe-communities/index.html</a></p>	

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Economic Development</b>		
<p>Economic Development Strategy</p> <p>Note: The Council is part of a Regional Economic Development Plan that was developed as part of the regional partnership with Rangitikei and Ruapehu. This will also have an influence on how we deal with some regional issues such as Tourism.</p>	<p>The Economic Development Strategy for the Wanganui District is intended to address the District's immediate economic development needs, and is the first step in achieving a ten-year economic development vision.</p>	<p>Under Review in 2010/2011</p>
<p>Film Friendly Policy</p>	<p>This policy provides guidance to potential production companies on Council's procedures.  <a href="http://www.wanganui.govt.nz/FilmFriendly/FilmFriendlyPolicy.pdf">http://www.wanganui.govt.nz/FilmFriendly/FilmFriendlyPolicy.pdf</a></p>	<p>Adopted: 25 September 2006  Review undertaken: July 2007</p>
<p>Wanganui War Memorial Conference &amp; Convention Centre Policy</p>	<p>This policy guides the use, management and development of the Centre.</p>	<p>Adopted 20 July 2009  Review by 2012</p>
<p>Impact Fund Policy</p>	<p>This policy provides guidance to both applicants and the Council on applications for, and subsequent allocation of, Impact Funding.</p>	<p>Adopted: 22 June 2010.</p>
<p>Visitor Strategy</p>	<p>The strategy's vision sees Wanganui recognised as a vibrant and appealing district that offers an integrated and coordinated experience through its visitor attractions, its business prospects and its liveable potential – Wanganui will be a great place to live and visit.  <a href="http://www.wanganui.govt.nz/publications/policies/VisitorStrategy2009.pdf">http://www.wanganui.govt.nz/publications/policies/VisitorStrategy2009.pdf</a></p>	<p>Adopted: 19 October 2009  Review by: 2012</p>
<p>Wanganui Broadband Strategy</p>	<p>The Strategy's vision is "To ensure extensive, future-proofed, open access, ultra-fast broadband infrastructure is available throughout Wanganui District as soon as possible, in order to seize the associated economic, educational and social benefits for Wanganui District."</p>	<p>Adopted: 30 August 2010  Review by: 2012</p>
<p>Wanganui Digital Strategy</p>	<p>The Strategy's vision is that: Wanganui is a leader in the digital world. We are a well connected, socially inclusive, prosperous and sustainable community.</p>	<p>Adopted: 30 August 2010  Review by: 2012</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Emergency Management</b>		
Manawatu Wanganui Region Civil Defence Emergency Management Group Plan	This Plan is a collaborative effort from the Councils of the Manawatu Wanganui region and has been devised to co-ordinate successful hazard management. As a result, it has focused on measures to avoid or mitigate the effects of hazards, the identification of key issues for this region, and the development of long-term objectives to rectify these issues. One copy of this Plan is held in the Emergency Manager's office. Access to the Plan is available from Horizons Regional Council's website. <a href="http://www.horizons.govt.nz/default.aspx?pageid=117">http://www.horizons.govt.nz/default.aspx?pageid=117</a>	Approved: 14 March 2003 Review by: Dec 2009
Rural Fire Plan	Local Civil Defence Emergency Management Plan	A 'new' format Plan was developed in July 2005 to meet legislative requirements. This is to be reviewed by the Rural Community Board before adoption by Council. The Plan was developed following consultation with associated groups and organisations.
<b>Environmental Policy</b>		
District Plan	The purpose of the District Plan is to promote the sustainable management of natural and physical resources in the District. The Plan is located on the WDC website, at the library, and is held by key internal and external stakeholders. LINK ONLY TAKES YOU TO COVER, NOT DOCUMENT <a href="http://www.wanganui.govt.nz/publications/plans/WEB%20DP/Contents%20Page.pdf">www.wanganui.govt.nz/publications/plans/WEB%20DP/Contents%20Page.pdf</a>	The Plan was made operative in part on 27 February 2004 with some outstanding appeals. All appeals were resolved and the plan was fully operative on 13 August 2007. It will be continually reviewed as new issues arise and as plan changes are promulgated. It is scheduled for a major review in 2009-2012 following the development of a Growth Strategy.
Dangerous and insanitary buildings policy	The Building Act 2004 requires territorial authorities to adopt a policy on dangerous and insanitary buildings by 31 May 2006. The purpose is to ensure 'people who use buildings can do so safely and without endangering their health.' <a href="http://www.wanganui.govt.nz/publications/policies/Dangerous-InsanitaryPolicy2006.pdf">http://www.wanganui.govt.nz/publications/policies/Dangerous-InsanitaryPolicy2006.pdf</a>	Adopted 6 June 2006

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Earthquake-prone buildings policy 2009	<p>The main intent of this policy is to reduce the risk posed to human life in buildings by earthquakes. Provision is also made for the continuation of essential services, protection of contents of high value, protection of heritage buildings and avoiding serious environmental effects.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/EPBPolicy.pdf">http://www.wanganui.govt.nz/publications/policies/EPBPolicy.pdf</a></p>	<p>Adopted 6 June 2006.</p> <p>This policy has been reviewed, updated and adopted as of 1 September 2009.</p>
Hazards Register	<p>Council is developing its 'Hazards' Register in an effort to clearly articulate known natural and man-made hazards within the District. It is hoped to have these hazards listed by type, as well as attached to the various land parcels they affect. The Register will be held electronically and disseminated through LIMs. It will also be used during Building and Planning consent processes.</p> <p>The original project has expanded from just site hazards to now include all site features.</p> <p>Available from the Stuart Hylton, Strategy and Development Unit.</p>	<p>This work will be ongoing as Council establishes an ongoing method to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Capture hazard information</li> <li><input type="checkbox"/> Record the actual level of hazard</li> <li><input type="checkbox"/> Verify the data</li> <li><input type="checkbox"/> Record the information systematically and factually</li> <li><input type="checkbox"/> Disseminate without fear of legal challenge.</li> </ul> <p>The Hazards/Site Features Project is due to be completed by the end of 2010.</p>
New Zealand Waste Strategy	<p>This is a national strategy and is concerned with waste minimisation, hazardous wastes and waste disposal. It is intended as a resource for local government and is used to guide the Council's waste minimisation policies.</p> <p><a href="http://www.mfe.govt.nz/publications/waste/waste-strategy-mar02/strategy-summary-mar02.html">http://www.mfe.govt.nz/publications/waste/waste-strategy-mar02/strategy-summary-mar02.html</a></p>	<p>Developed: 2002</p> <p>Reviewed: 2003</p>

Urban Design Action Plan	<p>The purpose of the Urban Design Action Plan is to outline Council's urban design aspirations and commitment to promoting and delivering high quality urban design for Wanganui.</p> <p>This document identifies urban design goals and actions for Wanganui, which will:</p> <ul style="list-style-type: none"> <li>- guide council staff and elected representatives to influence their future projects, policies and plans;</li> <li>- provide clarity to investors, developers and design professionals on Council's urban design direction; and</li> <li>- inform the public on how urban design can contribute to improving the city's urban structure, form and the experience of living and working in Wanganui.</li> </ul>	<p>Developed: 2008 Reviewed: 2011</p>
Waste Minimisation Fund Policy 2010	<p>This policy sets out to provide guidance to the Waste Minimisation Working Party and Council around the application for and subsequent allocation of Waste Minimisation Funding. The basis of that advice is that all aspects of external funding should align with the Wanganui District Council's (Council) Strategic direction, in particular the Waste Management and Minimisation Plan 2010 and Waste Minimisation Act 2008 (WMA).</p>	<p>Adopted by the Council on 22 June 2010. Review date: June 2012</p>
Solar Protection Policy	<p>The purpose of this Policy is to ensure that the provision of solar protection is an integral part of the Council's planning processes. The Council will seek to increase solar protection:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In open space sites and facilities owned by Council; and</li> <li><input type="checkbox"/> At other sporting and recreation facilities.</li> </ul> <p><a href="http://www.wanganui.govt.nz/publications/policies/SolarProtectionPolicy.pdf">http://www.wanganui.govt.nz/publications/policies/SolarProtectionPolicy.pdf</a></p>	<p>This was adopted by the Council on 16 May 2005. Policy evaluated August 2006.</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Waste Management and Minimisation Plan	<p>This plan marks a review and rethink of Council's waste management activities in line with long-term refuse minimisation principles. Its development was shaped by the need to align our practice with the aims of the Waste Minimisation Act 2008 (WMA) and the New Zealand Waste Strategy (NZWS). It replaces Council's Solid Waste Management Strategy (2001).</p> <p>The plan also includes a Waste Assessment. The preparation of this assessment (prior to the development of the Waste Management and Minimisation Plan) was a requirement of the WMA.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/WasteManagement&amp;MinimisationPlan.pdf">http://www.wanganui.govt.nz/publications/policies/WasteManagement&amp;MinimisationPlan.pdf</a></p>	<p>This plan was adopted by the Council on 19 October 2009 and replaces previous Council waste strategies.</p> <p>It is a legislative requirement that the plan be subject to a review period of no less than once every six years. However, the concept is that this plan will constitute a living document that will evolve as Council and the community consider and decide on various options going forward.</p> <p>If a significant change (as determined by Council's Policy on Determining Significance) is made to Council's Waste Minimisation activity during the period between reviews, then this is most likely to also require a full review, including the provision of a waste assessment.</p>
<b>Finance</b>		
Development Contributions Policy	<p>This was completed in compliance with the LGA (2002). It is to be adhered to when the Council seeks funding for community activities. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 153.</p> <p>This policy was reviewed during preparation of the 10-Year Plan 2009-2019. Development contributions are charged when demand for services is increased as a result of growth. These charges are imposed at the time of subdivision and are calculated as a proportion of the cost of the infrastructure relating to growth.</p> <p><a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a></p>	Reviewed three yearly with the 10-Year Plan. .

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Investment Policy	<p>This was completed in compliance with the LGA (2002). It applies to any investment made by the Council with an expected financial return but does not apply to any money 'invested' in social or environmental infrastructure, or to land and buildings used by the Council for the delivery of Council functions. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 143.</p> <p>Preparation of the 10-Year Plan 2009-2019 saw an amendment to the policy. For investments up to two years, Council can now invest 100% of total portfolio with banks.</p> <p><a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a></p>	Reviewed three yearly with the 10-Year Plan.
Liability Management Policy	<p>This was completed in compliance with the LGA (2002). It outlines policies regarding borrowing and debt repayment. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 149.</p> <p>Preparation of the 10-Year Plan 2009-2019 saw an amendment to the policy. Council has changed one of its borrowing limits so that it is "Total debt not to exceed two times total revenue less Government subsidy".</p> <p>Due to economic conditions, Council changed the levels of floating interest rate exposure it may have.</p> <p><a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a></p>	Reviewed three yearly with the 10-Year Plan.
Policy for Postponement of Rates	<p>This was completed in compliance with the LGA (2002). Postponement of rates is extended to personal ratepayers facing genuine financial hardship. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 133.</p> <p><a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a></p>	Reviewed three yearly with the 10-Year Plan.

<b>Key Plans and policy document</b>	<b>Summary, or where the document may be obtained</b>	<b>How documents are developed and reviewed</b>
Policy on Remission of Rates	This was completed in compliance with the LGA (2002). Remissions are available for financial hardship; properties affected by natural calamity; community, sporting and other organisations; penalties; uniform charges on non-contiguous rating units owned by the same owner; and on properties protected for natural, historic or cultural conservation purposes. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 128. <a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a>	Reviewed three yearly with the 10-Year Plan.
Policy on Remission of Rates on Maori Freehold land	This was completed in compliance with the LGA (2002). The policy aims to ensure the fair and equitable collection of rates from all sectors of the community recognising that certain Maori owned lands have particular conditions, features, ownership structures, or other circumstances which make it appropriate to provide relief from rates. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 126. <a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a>	Reviewed three yearly with 10-Year Plan.
Revenue and Financing Policy	This was completed in compliance with the LGA (2002). It outlines Council policy on service funding. This is contained in the 10-Year Plan 2009-2019, Volume 1 page 135. <a href="http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf">http://www.wanganui.govt.nz/publications/plans/10YearPlan2009-19_Vol1.pdf</a>	Reviewed three yearly with the 10-Year Plan.
<b>Governance and democracy</b>		
Wanganui District Council Working Parties Administration Policy	This policy provides guidance for the setting up and administration of working parties.	Adopted 3 April 2006 Review date: November 2007
<b>Library</b>		
Library Collection Development Policy	A copy of this Plan can be obtained from the Library.	Date prepared: June 1995 To be reviewed 2011/12 financial year.

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Parks and Property</b>		
Community Organisation Leases Policy 2008	<p>The Lease Rental Policy 1997 was replaced by the Community Organisation Leases Policy 2008.</p> <p>The policy applies to Council owned or administered land and associated buildings and seeks to ensure applications for leases are consistent with Council's strategic direction and the Community Outcomes.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/policies.asp">http://www.wanganui.govt.nz/publications/policies/policies.asp</a></p>	Adopted: 15 December 2008
Parks and Open Spaces Strategy	<p>A guide to the provision of parks and open space within the Wanganui District.</p> <p>This Strategy will meet our goal of providing good quality parks for active recreation and amenity that adequately cater for our population, and will ensure the provision of green corridors, both through and around the city, for ecological benefit and connectivity. In particular, the urban community will have easy access to the river and surrounding countryside, as well as good access to urban parks and open space.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/Parks&amp;OpenSpacesStrategy.pdf">http://www.wanganui.govt.nz/publications/policies/Parks&amp;OpenSpacesStrategy.pdf</a></p>	<p>Council adopted this Strategy in August 2007 and confirmed the Strategy on 7 April 2008 following a review but no changes were made.</p> <p>Review date: 2011</p>
Parks and Open Spaces Strategy 2007 Implementation Plan	Implementation Plan developed to give effect to the Parks and Open Spaces Strategy 2007	Developed 2007
Pensioner Housing Policies	This Policy deals with strategic and operational management of the assets.	<p>Following a review of pensioner housing in 2001 the policies were adopted with minor adjustments in 2003. They are to be reviewed at least three yearly and no more than 5 yearly. They were reviewed and adopted on 16 May 2005.</p> <p>Currently under review April 2010.</p>
Policy on Sale of Land	The Policy provides guiding principles for the sale of Council land, and covers: operational property, trust property, notification requirements, disposal preparation, and internal community responsibilities.	Developed: July 1992
Tree Policy 2008	The Wanganui District Council Tree Policy has been developed to provide policy guidance and a consistent approach to the planting and removal of trees on Council owned land.	<p>Adopted: 25 Feb 2008</p> <p>Review date: February 2012</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
Virginia Lake Reserve Management Plan	<p>This Plan produces a working document that defines the Wanganui District Council's management objectives and policies for the day-to-day and long term management of Virginia Lake reserve. It provides the framework within which the management of the reserve will be carried out and provides for consistent decision-making.</p> <p><a href="http://www.wanganui.govt.nz/publications/plans/VirginiaLakeReserveManagementPlan.pdf">http://www.wanganui.govt.nz/publications/plans/VirginiaLakeReserveManagementPlan.pdf</a></p>	<p>Adopted: 23 November 2009 Review Date: November 2014 (5-yearly)</p>
<b>Regulatory Services</b>		
Dog Control Policy (2008)	<p>The purpose of this Policy is to balance the well-being and enjoyment that dogs bring to their owners, against the possible nuisance and danger such dogs may pose to others. The Policy is held at Customer Services. A booklet summary is also available at Customer Services containing information for the public and new dog owners.</p> <p><a href="http://www.wanganui.govt.nz/publications/policies/DogPolicy2004.pdf">www.wanganui.govt.nz/publications/policies/DogPolicy2004.pdf</a></p>	<p>The Policy was created in 1996 under the Dog Control Act (1996). It was reviewed in 1997, 2002, 2004 and 2008 in response to legislative changes and political views.</p>
Gambling Venue Policy	<p>This Policy will ensure that the Council has influence over the provision of new gambling in the Wanganui District, that the Council is able to control the growth of Class 4 gambling, and that those who are legally entitled to participate in Class 4 or TAB gambling are allowed to do so. It is also concerned with the social impact of gambling on Wanganui. This Policy is located on the Council's website and on the Intranet.</p> <p><a href="http://www.wanganui.govt.nz/Publications/policies/GamblingPolicy2008.pdf">http://www.wanganui.govt.nz/Publications/policies/GamblingPolicy2008.pdf</a></p>	<p>Developed: 18 March 2004 Review date: This Policy is to be reviewed within one year of taking effect, and will thereafter be reviewed triennially. [Social impact assessment undertaken but not reviewed. Reviewed August 2008.</p>
Liquor Policy 2008	<p>This Policy aims to clarify levels of expectation surrounding the Sale of Liquor Act (1989) and its implementation by relevant agencies. It is not only concerned with the sale of liquor but also with community alcohol related matters. Copies can be obtained from the Council's website.</p> <p><a href="http://www.wanganui.govt.nz/Publications/policies/LiquorPolicy.pdf">http://www.wanganui.govt.nz/Publications/policies/LiquorPolicy.pdf</a></p>	<p>This replaces the Sale of Liquor Policy (2000). This Policy has no statutory standing, however, the Liquor Licensing Authority encourages local plans and gives weight to them during court determinations.</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Roading</b>		
Rural Roads Strategic Plan		<p>Developed 2001 Adopted November 2009 Next review 2014.</p> <p>The document was developed through a process of public consultation with the rural sector. This included two rounds of public meetings at several sites in the rural area.</p>
Urban Wanganui Transportation Study	<p>The study addresses:</p> <ul style="list-style-type: none"> <li>• The development of a land–use based transportation model for urban Wanganui and its surrounds;</li> <li>• The application of this model to various alternative roading improvement schemes;</li> <li>• Determination of the need for current roading and state highway designations;</li> <li>• Identification of, and justification for the most practicable roading hierarchy for urban Wanganui to be included in the District Plan.</li> <li>• Identification of a recommended long–term strategic network development plan for urban Wanganui and its environs.</li> </ul> <p>The study was a Joint project between Transit NZ and the Council. A copy of the document is held in the 2<sup>nd</sup> floor Executive Office Library and in the Council Archives.</p>	<p>Developed: 1998 Review: Every ten years Review to start 2010.</p> <p>The study was developed using the outputs of the residential and industrial growth studies, which ran parallel to this study.</p>
Wanganui Cycling Strategy	<p>This Strategy is a plan and a commitment by the District Council and wider community to improve the safety and convenience of cycling in the city. It offers solutions that are tailored to Wanganui and also outlines the objectives and methods that broadly relate to engineering, education and cycling promotion. A copy is held in the Executive Office Library.</p>	<p>Date prepared: May 2003 Reviewed: 2008</p> <p>The strategy was developed through consultation with individuals, groups and organisations. A Working Group was established, and extensive discussions with most schools in the city were undertaken. The input of the wider community was also sought.</p> <p>An Implementation Plan was adopted by Council on 28 January 2008. For a copy contact the Infrastructure Manager or Strategy and Development Manager.</p> <p>A Shared Pathways Strategy is to be developed 2009/10.</p>

Key Plans and policy document	Summary, or where the document may be obtained	How documents are developed and reviewed
<b>Water Group – Stormwater, Wastewater, Water supply, Waterways and natural drainage, Whanganui River control</b>		
Assessment of Water and Sanitary Services Wanganui District	A major focus of this assessment is the impact of water and sanitary services on public health and the environment, including any risks to the community relating to the absence of either water supply or reticulated wastewater services. This report includes assessments of water and sanitary services in the Wanganui District, covering both Council and privately provided services. The report is located on the Council's website and on the Intranet and in Volume 1 of Council's 10-Year Plan 2006-2016. <a href="http://www.wanganui.govt.nz/publications/plans/rep_Water%20Assessment%20Final2.pdf">www.wanganui.govt.nz/publications/plans/rep_Water%20Assessment%20Final2.pdf</a>	Adopted 12 December 2005 This report was prepared by Opus in response to the Council's obligation under the LGA (2002). Part 7 of this Act requires the Council to obtain appropriate information so that it, and the community, can have confidence that public health is protected.

In addition to the key documents listed above, the Council also holds information that is available to the public through customer services, in relation to:

- Council minutes.
- Property information and valuations.
- Rating records.
- Schedule of approved charges.
- Building plans.
- Land use and subdivision application.

## LGA 2002 Pt 4 S40(1)(b)(ba)

### Bylaws

#### Wanganui District Council bylaw

The Council's bylaws are monitored for their effectiveness as required under the Local Government Act 2002, with amendments made when circumstances arise.

<b>Bylaws:</b>		Bylaws are made under the Local Government Act (2002). Section 145 and their purpose is to:
<ul style="list-style-type: none"> <li>Amusement Galleries 1995</li> </ul>	To ensure premises operating as amusement galleries maintain standards acceptable to the general public.	<ul style="list-style-type: none"> <li>Protect the public from nuisance</li> </ul>
<ul style="list-style-type: none"> <li>Food Hygiene 1996</li> </ul>	To raise awareness of food safety and to improve the standards of food premises.	<ul style="list-style-type: none"> <li>Protect, promote and maintain public health and safety</li> </ul>
<ul style="list-style-type: none"> <li>Animal Control 2011</li> </ul>	For the keeping of animals and birds so that they do not create a nuisance (pigs, poultry, bees, goats, horses, cattle and stock); to prohibit the slaughter of stock in residential areas, to control the use of animal traps, and to minimise adverse effects on roads and road users caused by the movement of stock.	<ul style="list-style-type: none"> <li>Minimise the potential for offensive behaviour in public places</li> </ul>
<ul style="list-style-type: none"> <li>Cemeteries and Crematoria Bylaw 2008</li> </ul>	Covers the sale of burial plots, the reservation of areas for special interment purposes, fees for cemetery services, the keeping of graves and monuments, vehicle control, the keeping of records, and other miscellaneous activities.	Sections 155 and 157 of the LGA (2002) contain the procedure for making Bylaws.
<ul style="list-style-type: none"> <li>Streets Infrastructure Bylaw 2008</li> </ul>	For the control of activities, such as street crossings, overhanging trees, property numbering and the erection of barbed wired/electric fences for the public's health, safety, and convenience.	Section 158 of that Act stipulates a compulsory review period of 5 years from the date of the Act.
<ul style="list-style-type: none"> <li>Fires 1997</li> </ul>	Control of open fires for safety, air pollution and community pride reasons.	Copies of the Bylaws are kept with Customer Services, clients and on the WDC website.
<ul style="list-style-type: none"> <li>Cultural and Recreational Facilities 1996</li> </ul>	Control over disorderly behaviour, smoking, liquor, food consumption and substance abuse by patrons on the premises. It outlines hours of opening, fees and charges for admission and services at the library, swimming pools, Sarjeant Art Gallery, Ward Observatory, Whanganui Regional Museum, Opera House and Council-owned halls.	
<ul style="list-style-type: none"> <li>Dog Control 1997</li> </ul>	Covers dogs in public places, the number of dogs on a property, the removal of defecation, and impounding.	
<ul style="list-style-type: none"> <li>Public Places, Parks and Reserves 1996</li> </ul>	Controls activities to ensure acceptable standards of convenience, safety, and visual amenity; and ensures that civic values are maintained.	
<ul style="list-style-type: none"> <li>Refuse 1996 – covers the collection and disposal of refuse</li> </ul>	Covers the collection and disposal of refuse (currently under review).	

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<ul style="list-style-type: none"> <li>• Smoke Free Bylaw 2010</li> </ul>	Allows the Council to designate specific parks and reserves that are to be smoke free.	
<ul style="list-style-type: none"> <li>• Speed Limits 2008</li> </ul>	Sets speed limits for the Wanganui District.	
<ul style="list-style-type: none"> <li>• Trade Waste Bylaw 2008</li> </ul>	Covers the terms and conditions for discharging trade wastes into the public stormwater and sanitary sewer reticulation.	
<ul style="list-style-type: none"> <li>• Trading in Streets and Public Places 1995</li> </ul>	Control of trading in streets, reserves, recreation grounds and public places.	Currently under review.
<ul style="list-style-type: none"> <li>• Traffic Bylaw 2011 – traffic management and parking control.</li> </ul>	Traffic management and parking control	
<ul style="list-style-type: none"> <li>• Water Supply Bylaw 2008</li> </ul>	Made for the protection and control of the Council's water supply to customers.	