

Matamata-Piako District Council

Local Governance Statement

Adopted on 27 February 2008

Matamata-Piako District Council Local Governance Statement

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1. INTRODUCTION

1.1. The Local Government Act 2002

The Local Government Act 2002 is the primary piece of legislation that governs Local Authorities. Section 40 of the Local Government Act 2002 (“the Act”) requires each Local Authority to prepare and make publicly available a Local Governance Statement within six months of each triennial election.

The Local Government Statement must contain information on the following subjects:

- the functions, responsibilities, and activities of the local authority;
- any local legislation that confers powers on the local authority;
- the bylaws of the local authority, including for each bylaw, its title, a general description, when it was made and when it was last reviewed;
- the electoral system and how to change it;
- representation arrangements, including the option of establishing Maori wards or constituencies, and how to change them;
- members roles and conduct (with specific reference to the applicable statutory requirements and the Code of Conduct);
- governance structures, processes, membership and delegations;
- meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and Standing Orders);
- consultation policies;
- policies for liaising with, and memoranda or agreements with Maori;
- the management structure and the relationship between management and Elected Members;
- Council’s Equal Employment Opportunities Policy;
- key approved planning and policy documents and the process for their development and review;
- systems for public access to Council and its Elected Representatives;
- processes for requesting official information from Council.

1.2. The Matamata-Piako District Council Local Governance Statement

The Matamata-Piako District Council Local Governance Statement is a collection of information about the processes through which Council engages with the community, how decisions are made, and how the community can influence these processes.

It helps support the purposes of local government by promoting local democracy. It does this by providing the community with information on the ways to influence the local democratic processes.

This document refers to various Acts of Parliament. All Acts can be viewed on the Government’s “Public Access to Legislation” website www.legislation.govt.nz .

Other websites relating to local government:

www.lgnz.co.nz (Local Government New Zealand)

www.localgovt.co.nz (Local Government On-line)

<http://www.decisionmaker.co.nz/guide2003/hgw/lgovlaw.html>

(Guide to Local Government)

<http://www.localcouncils.govt.nz/lqip.nsf> (Department of Internal Affairs)

<http://www.oag.govt.nz/reports/reports/by-sector/local-government>

(Office of the Auditor General)

2. COMMUNITY ACCESS TO COUNCIL

2.1. Contacting Council

For Matamata-Piako District Council enquiries, please contact our Customer Services Team. Council office hours are Monday to Friday from 8.00am until 5.00pm, excluding statutory holidays. You can also contact us anytime after-hours on the phone numbers listed below.

Postal Address:

PO Box 266
TE AROHA
3342

Physical Address:

Main Office: Te Aroha 35 Kenrick Street Te Aroha Phone: 07 884 0060 Phone: 0800 746 467 Fax: 07 884 8865	Area Office: Morrinsville 56 Canada Street Morrinsville Phone: 07 884 0060 Phone: 0800 746 467 Fax: 07 889 5740	Area Office: Matamata Cnr Tainui & Tui Streets Matamata Phone: 07 881 9050 Phone: 0800 746 467 Fax: 07 888 5049
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Internet Access:

Enquiries to our Customer Services Team can also be made via email and additional information about Council can be found on our website.

Email: info@mpdc.govt.nz

Website: www.mpdc.govt.nz

2.2. Contacting Your Elected Representative

Matamata-Piako District Council's Elected Representatives have many roles, one of which is to act as an advocate for the community and to bring individual and community issues and concerns to the Council. Please see Appendix I and Appendix II for the contact details of the Mayor, Councillors and Community Board Members.

3. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES OF COUNCIL

The Council is a body corporate with perpetual succession. It has full capacity to carry on or undertake any activity provided that it is not inconsistent with the Local Government Act 2002 or any other Act of Parliament.

The purpose of Council is to enable democratic local decision-making on behalf of its communities to promote the social, economic, environmental and cultural well being of the District in the present and for the future. To do so Council must identify the outcomes that its community values and identify through consultation, which outcomes Council will assist in developing.

Council must act in accordance with the following principals to promote the social, economic, cultural and environmental wellbeing of the District:

- conduct it business in an open and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of its communities;
- take account of the diversity of the community and the interests of future as well as current communities;
- provide opportunities for Maori to contribute to its decision-making processes;
- co-operate with other local authorities and bodies as appropriate to achieve its desired outcomes, and make efficient use of resources;
- undertake commercial transactions in accordance with sound business practices;
- ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

Council is responsible for and carries out a number of activities within the community. These include:

- roading;
- building control;
- district planning;
- environmental health and monitoring;
- animal control;
- solid waste;
- water;
- sewage;
- parks and reserves ;
- libraries;
- sports facilities.

Please contact Council's Customer Services Team if you require any more information on Council projects.

4. MEMBERS ROLES AND CONDUCT

4.1. The Role of Elected Members

Elected Members, acting as the Council are responsible for:

- representing the interests of the residents and ratepayers of the Matamata-Piako District;
- enabling democratic decision-making on behalf of communities by being aware of and having regard to the views of the community;
- the prudent stewardship of Council resources. Elected Members should promote the social, economic, environmental and cultural well-being of communities, for the present and for the future;
- the development and adoption of Council objectives and policy. Elected Members should give effect to identified priorities and desired outcomes in an efficient and effective manner;
- monitoring the performance of the Council against its stated objectives and policies;
- employment of the Chief Executive.

4.2. The Role of the Mayor

The Mayor is elected by the District as a whole and as one of the Elected Members shares the same responsibilities and must follow the same rules as the other Elected Members of Council.

The Mayor also has the following roles:

- as an advocate on behalf of the community. This role may involve promoting the community and representing its interests;
- as the ceremonial head of Council;
- to provide leadership and feedback to other Elected Members on teamwork and chairmanship of committees;
- as the presiding member at Council meetings, ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- as a spokesperson for the Council. As a consequence the Mayor is often expected to meet with individuals, community groups and sector representatives.

4.3. The Role of the Deputy Mayor

The Deputy Mayor must be elected by the members of Council at the first meeting of Council. The Deputy Mayor exercises the same roles as other Elected Members and, if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

4.4. The Role of Community Board Members

The District has three Community Boards with four members from each of the wards. Community Boards are constituted under section 49 of the Local Government Act 2002 to:

- represent and act as advocates for the interests of their community;
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board;
- make an annual submission to the Council on expenditure in the community;
- maintain an overview of services provided by the Council within the community;
- act as a channel of communication between the community and Council;
- undertake any other responsibilities delegated by the Council.

4.5. The Code of Conduct

Clause 15 of Schedule 7 to the Local Government Act 2002 requires each Local Authority to adopt a Code of Conduct for the Elected Members of Council. Community Boards are not required to have a Code of Conduct, however they may choose to adopt one of their own accord.

Once adopted, all Elected Members are required to comply with the Code of Conduct, however a breach of the Code of Conduct is not an offence under the Act. Council may amend or replace its Code of Conduct but it may not revoke it without a replacement, all changes to the Code of Conduct require a supporting vote of not less than 75% of the members present.

The Matamata-Piako District Code of Conduct sets out the understandings and expectations adopted by Council about the manner in which Elected Members may conduct themselves while acting in their capacity as Elected Members. This includes behaviour towards one another, staff, and the public and the disclosure of information.

4.6. Laws that apply to Elected Members

The following explanations are provided solely as a guide, Elected Members are encouraged to seek independent legal advice should they need further information.

4.6.1. The Local Government Act 2002 (“the Act”)

This Act is the primary piece of legislation that governs Local Authorities. While Elected Members must have regard for the whole Act, the provisions on indemnity, liability and disqualification of elected members are explained below.

Indemnity of Elected Members:

In certain cases, under Section 43 of the Act, Elected Members are indemnified by the Local Authority. In general, the indemnity can cover costs and damages for civil action and any successfully defended criminal action of a member in their capacity as a member. This indemnity does not extend to directors of Council controlled organisations, nor does this indemnity extend to liability for loss under Section 46 of the Act.

Liability of Elected Members:

Sections 44, 45 and 46 of the Act allow for certain losses of the Local Authority to be recovered as a debt due to the Crown from each member of the Local Authority jointly and severally.

In general, this covers the unlawful disposal of money or other assets, liabilities that have been unlawfully incurred or loss through failure by the Local Authority to collect money it was lawfully entitled to receive. The Act also provides statutory defences for members to such proceedings.

Section 47 of the Act prohibits the payment of costs in a proceeding commenced by the Attorney-General out of the general revenues of a Local Authority. The costs must be paid, by order of the Court, by the members of the Local Authority who assented to the acts concerned.

In general, this section applies to proceedings where the Local Authority has dealt with any of its property wrongfully or permitted its property or the reserves to be used for unlawful purposes.

Disqualification of Members from Office:

Schedule 7 of the Act provides that Elected Members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment, or if they cease to be or lose their status as an elector (see section 80 of the Electoral Act 1993) or for certain breaches of the Local Authorities (Members’ Interests) Act 1968.

4.6.2. The Local Government Official Information and Meetings Act 1987 (“LGOIMA”)

LGOIMA contains rules relating to the disclosure of information held by a Local Authority to the public. The obligations of LGOIMA are binding on Elected Members and apply to the disclosure of information held by an Elected Member, in his or her capacity as an Elected Member, to a member of the public.

LGOIMA also sets out the procedural requirements for meetings of Local Authorities, the publication of agendas, excluding the public from meetings and access by the public to the agendas and minutes of meetings.

For more detailed information please refer to Section Eight on Requesting Information from Council and Section Nine on Council's Meetings Process.

4.6.3. The Local Authorities (Members' Interests) Act 1968: Conflict of Interests

The Local Authorities (Members' Interests) Act 1968 provides that an Elected Member is disqualified from office or from election to office, if that member is concerned or interested in contracts under which payments made by the Local Authority exceed \$25,000 in any financial year, unless prior approval has been obtained from the Auditor General.

Elected Members are also prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the Elected Member's spouse is concerned. Members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise. Elected Members can contact the Office of the Auditor General for guidance and to seek an exemption under the Local Authorities (Members' Interests) Act 1968.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could invalidate the particular decision made by Council. Failure to observe these requirements could also leave the Elected Member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction, the Elected Member can be disqualified from office.

4.6.4. Common Law – Non-Pecuniary Conflict of Interests

Elected Members should be familiar with the common law concerning non-pecuniary conflicts of interest. This includes issues of predetermination and bias (whether real or perceived) on the part of Elected Members when making a decision as a member of Council.

The Office of the Auditor General provides guidance for Elected Members on the law on conflicts of interest, this is available at <http://www.oag.govt.nz/2007/conflicts-members> .

4.6.5. The Securities Act 1978

The Securities Act 1978 places Elected Members in the same position as company directors whenever Council offers stock to the public. Elected Members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Securities Act 1978 are not met.

4.6.6. The Crimes Act 1961

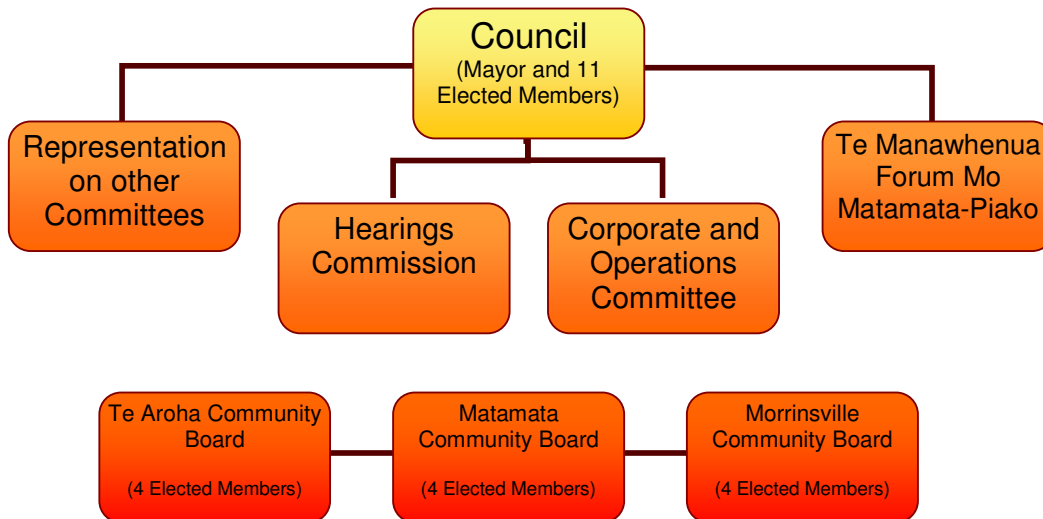
Under the Crimes Act 1961 it is unlawful for an Elected Member to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council. It is also unlawful to use information gained in the course of their duties for their, or another persons, monetary gain or advantage. These offences are punishable by a term of imprisonment of 7 years or more. Elected Members convicted of these offences will also be automatically disqualified from office.

4.6.7. The Secret Commissions Act 1910

Under the Secret Commissions Act 1910 it is unlawful for an Elected Member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, fined up to \$1000, or both. Elected Members convicted of these offences will also be automatically disqualified from office.

5. GOVERNANCE STRUCTURES



5.1. Delegated Authority

An important part of Councils governance structure is the delegation of authority; this is to allow for the effective and efficient conduct of Council business. Clause 32 of Schedule 7 to the Local Government Act 2002 is the primary legislative authority that empowers Council to make delegations. From time to time Council will delegate authority to committees, sub-committees and to Council staff as it decides is appropriate.

Some principles of delegation are that the delegator:

- does not part with the function, duty or power being delegated. This means that the delegator retains the ability to exercise the responsibility, power or duty that has been delegated;
- retains ultimate accountability even though the delegate may have immediate responsibility;
- retains an obligation to monitor the performance of the delegate;
- may withdraw or suspended the delegation at any time up until, but not after, any decision is made or power is exercised under the delegation;
- may (or may not) include the powers of sub-delegation within the delegation;
- should delegate authority to “the lowest competent level”, this means by the lowest position within the Council hierarchy that has adequate skills to undertake the delegated powers, duties or responsibilities.

Council is not permitted to delegate authority in certain instances. In general terms Council may delegate any of its powers except:

- the power to make a rate;
- the power to make a bylaw;
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan;
- the power to adopt a long-term council community plan, annual plan, or annual report;
- the power to appoint a chief executive;
- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement.

5.2. Council Committees and Commissioners

5.2.1. The Corporate and Operations Committee

This Committee consists of the Mayor and all eleven Councillors. Council has delegated all of its responsibilities, duties and powers to the Corporate and Operations Committee except for those that it cannot delegate under the Local Government Act 2002.

5.2.2. The Hearings Commission

In general the Hearings Commission has delegated authority to hear and determine all applications that are within Council's functions duties and powers under the Resource Management Act 1991 except:

- the approval of or change to policy statements and plans; and
- the hearing of applications where there is a conflict of interest.

5.2.3. Te Manawhenua Forum Mo Matamata-Piako

The forum comprises membership from the Council, Ngati Haua, Ngati Tumutumu, Ngati Raukawa, Ngati Maru, Ngati Whanaunga and Ngati Paoa with Ngati Tamatera having the ability to join in. The forum is scheduled to meet four times a year, a schedule of those meetings is available from Council.

The purpose of the forum is to facilitate tangata whenua contribution to Councils decision-making. It will consider any matter to promote the social, economic, environmental and cultural well-being of the Maori communities for today and for the future taking a sustainable approach.

5.2.4. Subcommittees

The Council from time to time may set up subcommittees to consider a particular issue or issues. These subcommittees report directly to Council or the Corporate and Operations Committee.

5.2.5. Representation on other Committees

From time to time Council appoints representatives to other Committees. Some appointments are required by statute, others are made because Council considers it appropriate to do so.

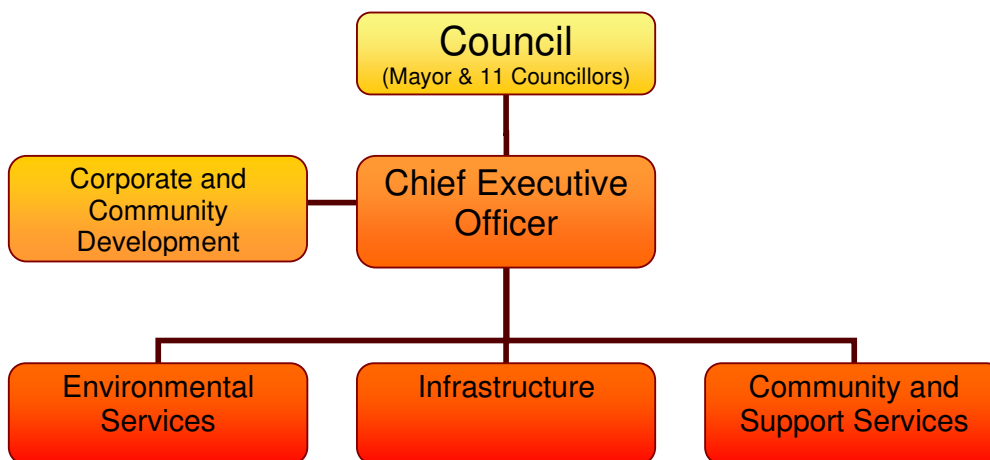
These include the:

- Hauraki Gulf Forum;
- Local Government New Zealand : Zone 2 Group;
- Waikato Region Civil Defence;
- Thames Valley Combined Civil Defence Emergency Management Committee;
- Regional Land Transport Committee;
- Arts and Culture Committee;
- Firth Tower Historical Reserve Committee;
- Matamata Airport Users Committee;
- Waihou and Piako River Schemes;
- Regional Triennial Agreement Forum;
- Heritage Trail;
- Matamata Sports Centre.

5.3. Community Boards

Community Boards are scheduled to meet once every month, a copy of their meeting dates can be obtained from Council. Community Boards focus on local matters within their ward and they represent and advocate for the interests of their community. They may also exercise decision-making power on issues specifically delegated by Council.

6. ORGANISATIONAL STRUCTURE



6.1. The Chief Executive Officer (“CEO”)

Council must appoint a CEO in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. In turn, the CEO is responsible for employing staff on behalf of Council.

The CEO implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the CEO are to:

- implement the decisions of the Council;
- provide advice to the Council and Community Boards;
- ensure that all responsibilities, duties and powers delegated to the CEO or to any person employed by the CEO, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- manage the activities of the Council effective and efficiently;
- maintain systems to enable effective planning and accurate reporting of financial and service performance to Council;
- provide leadership for the staff of the council;
- employ staff (including negotiation of employments contracts).

6.2. Council Division Structure

The Council is managed by the CEO and organised in to three divisions, these are Community and Support Services, Infrastructure and Environmental Services. The responsibilities of the CEO and the three divisions are listed below.

The CEO is responsible for:

- the Executive Secretary and Quality Assurance Officer;
- Human Resources;
- Communications;
- Community Development;
- the Community and Support, Infrastructure and Environmental Services Managers.

Community and Support Services:

Headed by the Community and Support Services Manager who is responsible for:

- Finance and Banking Services;
- Information Technology;
- Facilities Operations;
 - Sports Centres, Pools and Spas;
 - the Firth Tower;
 - the Te Aroha Information Centre;

- Libraries;
- Kaimai Valley Services.

Environmental Services:

Headed by the Environmental Services Manager who is responsible for:

- Environmental Health;
- Records and Administration;
- District Planning;
- Legal Services;
- Building Control;
- Animal Control;
- Customer Services.

Infrastructure:

Headed by the Infrastructure Manager who is responsible for:

- Waste and Water Services (Utilities);
- Roading;
- Community Facilities (Parks and Property);
- Kaimai Consultants;
 - Property Maintenance;
 - Parks and Reserves Contracts;
 - Waste Management;
 - Engineering (Roading, Resource Consents, Utilities).

7. KEY COUNCIL POLICIES AND PLANS

The Council has overall responsibility for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes formulating:

- the Long Term Council Community Plan (LTCCP);
- the District Plan;
- the Annual Plan and Annual Report;
- other Council Policies.

7.1. The Consultation Policy

The Local Government Act 2002 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. They are designed to raise community awareness of issues and activities the Council is involved in, as well as strengthens the relationships between the Council, the community and other community focused agencies.

Council has adopted a policy for community consultation. In summary the principles of consultation include that:

- the process should allow for informed input from the community;
- the community should be adequately informed of the purpose of the consultation they are involved in;
- the process should encourage input from the entire community who have an interest in the issue;
- the process should be appropriate for the communities involved as preferred by the communities;
- the views presented to Council should be received with an open mind, with decisions made in an open and transparent manner.

When considering the principles, Council may consider the following:

- the extent to which Council are aware of the current views and preferences of the community affected by the issue;
- the nature and significance of the issue;
- the circumstances where there may be good reason for withholding information;
- the costs and benefits of any consultation process or procedure.

The benefits of good consultation include:

Leadership:

- Placing Council in a key role in the development and implementation of community outcomes;
- Modelling to the community the nature and benefits of meaningful co-operation and discussion.

Relationships:

- Building positive relationships between Council, community stakeholders and the wider community;
- Recognising the importance of relationships and collaboration between communities, agencies and local government.

Communication:

- Providing information to Council and their partners about the needs, issues and perceptions of the community;
- Keeping the community informed about the activities and functions of Council and the changing nature and needs of the community;
- Enabling Council to engage with new solutions and ways of addressing issues through open engagement and debate.

Decision Making:

- Assisting the Council to make conscious and transparent decisions that recognise and consider community needs and aspirations;
- Encouraging community ownership and support of decisions;

- Increasing the understanding between the Council and the community of each others needs.

Quality Services:

- Supporting the Council in making more robust and informed decisions;
- Providing Council with indicators of the impact of their policies and initiatives on the wider community;
- Achieving better and more appropriate services.

The times when the Council will seek to engage with the community are established by Council's "Significance Policy". This policy outlines actions and decisions on which the Council has identified as necessary for them to consult with the community. It is recognised that situations may arise where the Council wishes to consult with the community where it is not required as a matter of significance, but instead, reflects a spirit of community partnership and co-operation.

Council aims to:

- identify barriers to community participation and develop appropriate consultation processes in collaboration with community stakeholders;
- work with Maori to identify and implement appropriate and effective consultation strategies for engaging Maori stakeholders;
- ensure that relevant members of the community are aware of the purpose of the consultation, the scope of decisions to be made, and possible consequences of any decisions discussed;
- ensure that members of the community and other interested stakeholders are provided with reasonable time and opportunity to consider and respond to any consultation undertaken;
- develop innovative approaches for utilising feedback obtained through community consultation.

A copy of the Consultation Policy can be obtained on Council's website or from Council offices.

7.2. Long Term Council Community Plan (LTCCP)

Under the Local Government Act 2002, the Council is required to develop a LTCCP in consultation with the community. LTCCPs are required to consider the social, environmental, economic and cultural wellbeing of current and future communities. The community has the opportunity to be involved in the process as well as have the ability to make submissions through the Special Consultative Process.

The LTCCP identifies the communities' outcomes and provides information on Councils policies and actions for a 10 year period from the date of its publication and it will be reviewed and updated every three years. At least every six years the community outcomes must be reviewed and evaluated through consultation with the community. Each LTCCP will provide the basis for Annual Plans each year a LTCCP is not produced.

The first LTCCP was produce by Council in 2004 to cover the 10 year period to 2014. The current LTCCP was produced in 2006 and it covers the 10 year period to 2016. Council is currently undertaking the process to produce the next LTCCP which will cover 2009 to 2019.

The Matamata-Piako District LTCCP for 2006 – 2016 is divided in to three volumes as follows:

- Volume one summarises each of Council's activities and major proposals;
- Volume two provides detailed information on community outcomes - what the community wants for the future of the district as identified through public consultation;
- Volume three provides financial statements and information on the following polices:
 - Accounting Policies - Council is required to comply with Generally Accepted Accounting Practice and specify policies on how it will prepare financial statements and record financial transactions;
 - Development/Financial Contributions Policy - This policy puts in place charges for costs of community facilities and infrastructure that relate to growth;

- Significance Policy - The Council is required to define what a 'significant' decision is. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information;
- Partnerships with the Private Sector - This policy outlines the circumstances in which Council will consider entering into a public-private sector partnership, when consultation will be undertaken, conditions that might be imposed, risk management and reporting procedures;
- Rates Remission and Postponement - This policy outlines the circumstance in which Council will consider the remission or postponement of rates;
- Revenue and Financing Policy - This policy sets out how the Council will fund its activities;
- Investment Policy - This policy specifies how Council will manage its financial investments.
- Liability Policy - This policy specifies how Council will borrow funds and manage its financial liabilities.

A copy of the LTCCP is available on the Council website and from Council Offices.

7.3. The Matamata-Piako Operative District Plan 2005

The Resource Management Act 1991 requires Council to have a District Plan. The purpose of the District Plan is to encourage the sustainable use of the districts natural and physical resources in a way which provides for the social, cultural and economic well being of the community. The District Plan governs the management and mitigation of the effects of land use in the district. Land subdivision, environmental noise and activities on the surface of the water are also controlled through the plan.

The Matamata-Piako District Plan became operative in 2005 and must be reviewed every 10 years. The community can apply to Council to make changes to the District Plan at any time. Proposed changes must be publicly notified for consultation and submissions can be made on them.

A copy of the Operative District Plan and information on proposed plan changes can be found on the Council website and at Council offices.

7.4. The Annual Plan

The Annual Plan provides information on Council's funding and activities that are to be undertaken over the coming financial year. Any significant changes from the LTCCP will be identified. The community will have the opportunity to be involved in the process as well as have the ability to make submissions through the Special Consultative Process.

A copy of the Annual Plan is available on the Council website and from Council Offices.

7.5. The Annual Report

After the end of the financial year Council publishes an Annual Report. The purpose of the Annual Report is to:

- compare the actual activities with the actual performance set out in the LTCCP or annual plan for that year;
- promote Councils accountability to the community for the decisions made throughout the year.

The Annual Report must be produced within four months of the end of the financial year and be made publicly available one month after its adoption.

A copy of the Annual Report is available on the Council website and from Council Offices.

7.6. Maori Liaison Policy

Te Manawhenua Forum Mo Matamata-Piako:

Council has established a formal process of representation for Maori within the District. Through discussions with Iwi nominated representatives, a preferred structure was developed and the Te Manawhenua Forum Mo Matamata-Piako was formed as a standing committee of Council.

The heads of agreement statement for the forum outlines the purpose of Te Manawhenua Forum Mo Matamata-Piako as, *“To facilitate tangata whenua contribution to Council’s decision making.”* The forum will consider any matter to sustainably promote the social, economic, environmental and cultural wellbeing of Maori communities for today and for the future.

Forum membership includes representatives from Ngati Haua, Ngati Maru, Ngati Paoa, Ngati Raukawa, Ngati Tumutumu, Ngati Whanaunga, the Mayor and Deputy Mayor. The forum may agree to additional members in the future.

Other Council Policies for Liaising with Maori:

Council’s Consultation Policy recognises the principles of Te Tiriti O Waitangi and the requirements of the Local Government Act 2002 to provide opportunities for Maori to contribute to Council’s decision making processes. It recognises the need to ensure quality Maori participation in the consultation process. The Consultation Policy also recognises the diversity that exists within Maori communities and the importance of involving the widest possible range of Maori representation appropriate to an issue.

The Long-Term Council Community Plan (LTCCP) and Annual Plan recognise the requirements of the Local Government Act 2002 in relation to Maori. They also recognise the status and purpose of the Te Manawhenua Forum Mo Matamata-Piako. Several issues which impact on Maori have been identified within the LTCCP and Annual Plan.

The District Plan must take in to consideration the relationship between Maori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga. The District Plan recognises the need for greater Maori involvement in local control and decision making processes and the protection of Maori heritage.

Council’s Resource Consent process ensures that the Iwi issues and concerns are appropriately dealt with at the level of individual Resource Consents. This is set out in a Protocol with Iwi for Resource Consent applications under the Resource Management Act 1991.

7.7. Equal Employment Opportunities Policy

Matamata-Piako District Council is committed to the principle of equal employment opportunity in the recruitment, employment, training and promotion of employees. Council will undertake positive initiatives to ensure its workplace activities and services are carried out with the awareness of, and the intent to eliminate discrimination in the areas of race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities, sexual orientation, age or disability.

Through its Equal Employment Opportunities Programme, Council aims to achieve a positive climate in the workplace. This positive climate will be arrived at through the provision of services, facilities activities and opportunities that support not only the legislative requirements of Equal Employment Opportunity but also for the well being and satisfaction of employees

Council’s objectives are to:

- review equal employment opportunities regularly and to ensure that all staff are aware and fully informed of Council’s policy and practices;
- continue non-discriminatory recruitment policies and practices to ensure the widest diversity of applicants;
- select the best person, based on job requirement and ability to perform the duties of the position, and in so doing, recognise the need for a more representative workforce;

- maintain a workplace free of discrimination and harassment on the basis of race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities, sexual orientation, age or disability;
- ensure that all staff have the opportunity and support to participate in training and education both inside and outside the organisation;
- ensure that policy and practices meet all Equal Employment Opportunities legislative requirements.

8. REQUESTING INFORMATION FROM COUNCIL

Under the Local Government Official Information and Meetings Act 1987 (“LGOIMA”) any person may request official information from the Council. You do not have to say you are making a request under LGOIMA as all requests for information automatically come under LGOIMA.

The term “Official Information” refers to all information (with a few exceptions) held by a local authority. The underlying principle of LGOIMA is that information should be made available unless there is good reason to withhold it. The purpose of LGOIMA is to promote democracy and transparency in Local Government by making information freely available.

Requesting information:

- requests can be made in any form (e.g. by email, in person or over the phone) however making a request in writing is recommended, especially for complex requests for information;
- requests must be made with “due particularity” (rather than asking for all files about a general topic) this will also help the Council staff who are looking for the information for you;
- it is the duty of Council to give reasonable assistance to people making requests;
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so ;
- you cannot make requests for “why” information. This means that while you can ask for information on a topic, you cannot ask for an opinion on that information under LGOIMA;
- the Council must provide you with a decision on whether to grant your request within 20 working days (although there are certain circumstances where this time-frame may be extended);
- LGOIMA allows for charges to be set to cover costs of collating information. The Council’s charges are based on the guidelines of the Ministry of Justice.

A request may be refused if:

- there is good reason to withhold it under section 6 or 7 of LGOIMA;
- the information will soon be publicly available;
- the information requested is Library, museum or exhibition material;
- the local authority does not actually hold the information;
- the information cannot be made available without substantial collation or research;
- the request is frivolous or vexatious;
- the information requested is correspondence with the Ombudsman;
- the information is held or more closely associated with another public office (in which case Council must transfer your request to that office);
- where a request is refused the Council **must** give its reasons and advise the requestor that there they have a right to have the decision reviewed by the Ombudsman. Further information can be found at <http://www.ombudsmen.govt.nz>.

In general, Sections 6 & 7 of LGOIMA provide the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety;
- when balanced against public interest, withholding the information is necessary to:
 - protect the privacy of natural persons;
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of, the information;
 - avoid offence to tikanga Maori or avoid disclosure of wahi tapu locations;
 - protect an obligation of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest;
 - maintain free and frank discussion or protect officers and members from harassment;

- maintain litigation or legal professional privilege;
- enable the council to carry out without prejudice or disadvantage commercial activities or negotiations;
- prevent the use of information for improper gain.

9. COUNCIL'S MEETING PROCESS

Council, Community Board and Corporate and Operations Committee meetings take place each month (excluding January) and a schedule of these meetings can be obtained from Council.

The monthly meetings held by Council are to monitor management activities and to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors the performance of Council Organisations and Council Controlled Organisations.

There are three types of formal meetings:

- The initial meetings of Council and Community Boards, which occur immediately after the triennial elections, where all members are sworn in;
- Ordinary meetings of Council, Committees and Community Boards. These are the scheduled meetings and are typically monthly;
- Extraordinary meetings of Council, Committees and Community Boards. These are unscheduled meetings for which there is insufficient time to give the notice that is required for ordinary meetings.

In addition to formal meetings, the Council may meet informally from time to time for workshops. Council decisions can not be made at workshops or any other informal meeting.

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

9.1. The Local Government Act 2002

The Local Government Act 2002 provides that a local authority must hold the meetings that are necessary for the good government of its district. The Local Government Act 2002 also provides for:

- the requirements of the first meeting after a triennial election;
- the notification of ordinary meetings to members;
- the notification of extraordinary meetings to members;
- the adoption of standing orders.

9.2. Local Government Official Information and Meetings Act 1987 (LGOIMA)

One of the purposes of LGOIMA is to promote the open and public transaction of business at meetings by Elected Members and Council staff and encourage public participation in local government. LGOIMA applies to all formal meetings of Council including committee meetings.

LGOIMA provides that (subject to some statutory exceptions):

- meetings must be publicly notified within a certain timeframe;
- agendas must be publicly available;
- every meeting is open to the public, including the news media;
- members of the public do not have speaking rights unless prior arrangements are made with Council;
- minutes of meetings must be publicly available;
- resolutions of extraordinary meetings must be publicly notified;
- the publication of any defamatory matter included in the agenda or in the further statements or particulars or in the minutes is be privileged;
- any oral statement made at any meeting is be privileged.

LGOIMA contains a list of the circumstances where Councils may consider items on its agenda with the public excluded, this provision also applies to the requirement to make meeting minutes publicly available.

Where the public are excluded, the reason for passing the resolution should be stated in brief. The resolution may allow for one or more persons to remain (e.g. officers and legal adviser), provided it states that the knowledge possessed by those persons will be of assistance to the local authority.

The grounds for excluding the public from a meeting are similar to those for withholding official information, these relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order. There are two exceptions, firstly the ground of maintaining free and frank expression of opinions by members does not apply to enable exclusion of the public from meetings. Secondly the public may be excluded where a local authority wishes to deliberate in private on a decision against which a right of appeal lies to any court or tribunal

The Mayor or committee chairperson is responsible for maintaining order at meetings and powers are given to that person to maintain order at the meeting, and to exclude a person causing prejudice to the orderly conduct of the meeting.

9.3. Standing Orders

All Councils are required by the Local Government Act 2002 to adopt a set of Standing Orders. Standing Orders are a set of rules of debate that provide greater formality in the way that a Council conducts its meetings. They are also a means of recording the Council's agreed principles of behaviour within meetings.

Standing Orders help to regulate Council meetings by:

- allowing structured discussion of topics;
- ensuring respect for the opinions of others;
- ensuring tact and appropriate language is used in resolving conflict;
- promoting the use of persuasion and influencing skills to gain a team outcome.

The Standing Orders must not contravene the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 or any other Act. After the adoption of the first Standing Orders, an amendment or the adoption of a new set of Standing Orders requires a vote of not less than 75% of the members present and voting.

The Council or Committee may temporarily suspend Standing Orders during a meeting by a vote of not less than 75% of the members present and voting, the reason for the suspension must be stated in the resolution of suspension.

Council adopted "*New Zealand Model Standing Orders NZS 9202:2003 incorporating Amendment No 1*" with two minor amendments on 14 of November 2007. The first amendment is to the definition of a working day and the second amendment is to retain the casting vote provision for the Mayor or Chairperson in Standing Orders.

10. THE ELECTORAL SYSTEM

10.1. First Past the Post and Single Transferable Vote

The Local Electoral Act 2001 permits two options for electoral systems. Council currently operates its elections under the “First Past the Post” (FPP) system. Under the FPP system electors vote by indicating their preferred candidate and the candidate that receives the most votes is declared the winner regardless of the proportion of votes that candidate obtained.

The second option is the Single Transferable Vote (STV) system, this was used in District Health Board elections in 2007. Under the STV system electors rank the candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all the vacancies is achieved:

- first by the counting of electors 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;
- then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with the voters second preferences.

10.2. Changing the Electoral System

Under the Local Electoral Act 2001 there are three ways to initiate a change of the electoral system:

- Council can resolve to change the electoral system to be used at the next two elections. This must be done not later than 12 September in the year that is 2 years before the year in which the next triennial general election is to be held;
- Council can resolve that a poll be held on a proposal that a specified electoral system be used for the elections of the local authority and its community boards. This must be done no later than 28 February in the year immediately before the year in which the next triennial general election is to be held.
- 5% or more of Electors can demand that a binding poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its community boards.

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

10.3. Representation Arrangements

The Council currently has 11 Councillors elected via a Ward System. There are four representatives for each of the Matamata and Morrinsville Wards and three for the Te Aroha Ward. The Council also elects a Mayor who is elected at large throughout the District.

There are also three Community Boards based on the three Wards of Matamata, Morrinsville and Te Aroha. Each Community Board has four members elected by each ward.

Under the Local Electoral Act 2001 Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in 2006. It is legally required to review representation again in 2012.

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 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.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Local Electoral Act 2001 gives electors the right to make a written submission to the Council, and the right to be heard in support of that submission. In determining all matters relating to representation, Council must ensure that the election of members will provide fair and effective representation of communities within the District.

People also have the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

10.4. Maori Wards

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. Council may resolve to create separate Maori wards or conduct a poll on this matter, or the community may demand a poll by way of a petition signed by at least 5% of eligible electors within the district.

If it is decided to establish Maori wards and that decision is made less than two years prior to the next triennial elections then it will not apply until the subsequent election and must remain in effect for at least two triennial elections. The numbers of seats in Maori ward/s is allocated according to the percentage of voters who are registered on the Maori roll.

10.5. The Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- make changes to the boundaries of the district;
- create a new district;
- create a unitary authority, i.e. combine the functions of a Regional Council with a 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 10 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 a joint committee 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 Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

11. LEGISLATION

11.1. Acts of Parliament

There are a number of Acts of Parliament which apply to Council or which are administered by Council.

The principal Acts are as follows:

A
Airport Authorities Act 1966
Animal Welfare Act 1999
Arts Council of New Zealand Toi Aotearoa Act 1994
Auctioneers Act 1928
B
Biosecurity Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910
C
Children's Health Camp Act 1972
Civil Defence Emergency Management Act 2002
Conservation Act 1987
Crimes Act 1961
D
Dog Control Act 1996
E
Electricity Act 1993
F
Fencing Act 1978
Fencing of Swimming Pools Act 1987
Fire Services Act 1975
Food Act 1981
Forest and Rural Fires Act 1977
G
Gambling Act 2003
Gas Act 1992
H
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Historic Places Act 1993
Housing Act 1955
Housing Corporation Act 1974
I
Impounding Act 1955
L
Land Act 1948
Land Drainage Act 1908
Land Transfer Act 1952
Land Transport Act 1993
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2002
Local Government Act 1974
Local Government Act 2002

Local Government (Rating) Act 2002
Local Government Official Information and Meetings Act 1987
M
Machinery Act 1950
N
New Zealand Geographic Board Act 1946
New Zealand Library Association Act 1939
New Zealand Walkways Act 1990
P
Postal Services Act 1998
Privacy Act 1993
Prostitution Reform Act 2003
Public Bodies Leases Act 1969 – prior to the Local Government Act 2002
Public Records Act 2005
Public Works Act 1981
Q
Queen Elizabeth the Second National Trust Act 1977
R
Rates Rebate Act 1973
Rating Valuations Act 1998
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
S
Sale of Liquor Act 1989
Secret Commissions Act 1910
Securities Act 1978
Smoke-free Environments Act 1990
Soil Conservation and Rivers Control Act 1941
T
Telecommunications Act 2001
Transit New Zealand Act 1989
Transport Act 1962
Trespass Act 1980
U
Unit Titles Act 1972
W
Wild Animal Control Act 1977
Wildlife Act 1953

11.2. Local Legislation

In addition to the legislation that applies to all local authorities, the Matamata-Piako District Council is also bound by Acts of local legislation (Acts that only apply within the Matamata-Piako District). While these Acts are historical they have not been repealed by Parliament and are included below for completeness.

LOCAL LEGISLATION
Local Legislation Act 1935
Local Legislation Act 1938
Local Legislation Act 1950
Local Legislation Act 1952
Local Legislation Act 1954
Local Legislation Act 1970
Local Legislation Act 1979
Local Legislation Act 1976
Reserves and other Land Disposal Act 1929

Reserves and other Land Disposal Act 1952
Reserves, Other Land Disposal and Public Bodies Empowering Act 1915
Reserves, Other Land Disposal and Public Bodies Empowering Act 1919
Reserves, Other Land Disposal and Public Bodies Empowering Act 1924

11.3. Bylaws

Below is a list of all of Council's current Bylaws. All of these bylaws are available from Council.

Title	Date Enacted	General Purpose of the Bylaw
Introductory Bylaw	2001	To identify and clearly interpret the terms and expressions that are used throughout all the bylaws adopted by the Matamata-Piako District Council and currently in force.
Cemeteries Bylaw	2001	To enable Council to control and set standards for the operation of the cemeteries that are in Council's responsibility or ownership.
Cultural and Recreational Facilities Bylaw	2001	To enable Council to control and set standards for the operation of the cultural and recreational facilities under its ownership or control.
Dog Control Bylaw	2005	To enable Council to regulate the control of dogs in public places, set standards for accommodation and limit the number of dogs that may be kept by an owner.
Fires in the Open Air Bylaw	2001	To allow Council to exercise control over burning in the open air in urban areas of the District and prevent smoke from fires in the open causing a nuisance and meet the requirements of the Local Government Act 1974 to have a bylaw to prevent the spread of fires involving vegetation.
Food Safety Bylaw	2001	To set requirements so that all premises, where food is prepared for sale, employ staff who are adequately trained in food hygiene. The bylaw also allows Council to close premises that are insanitary.
Hostels Bylaw	2001	To enable the Council to monitor the operation of hostels, guest houses, boarding houses, private hotels, motels and residential clubs, except where these are licensed under the Sale of Liquor Act 1989 or by any other Act to ensure that conditions do not arise that may threaten the health and safety of tenants, neighbours or the community at large.
Keeping of Animals, Poultry and Bees Bylaw	2001	To outline requirements for the keeping of animals, poultry and bees. The requirements are deemed necessary for the protection of neighbours and property owners.
Matamata Airport Bylaw	2001	To allow the Council to exercise control over the operation of the Matamata Airport.
Onsite Waste Disposal Systems Bylaw	2001	To ensure that private on-site wastewater disposal systems do not create a nuisance and are installed and maintained in good working order.
Public Libraries Bylaw	2001	To allow Council to exercise control over the operation of public libraries within the District.
Public Places Bylaw	2001	To regulate activities that can be carried out on roads, public places and reserves under Council control.
Signs Bylaw	2001	To ensure that advertising signs are erected, maintained, and displayed in such a manner that they do not present a hazard or a danger to public safety. The bylaw also seeks to maintain aesthetic standards.
Skating Control Bylaw	2001	To promote public safety and effective regulation of pedestrian and traffic movements on roads, footpaths and public places within the District. This is done through restrictions on the use of 'Skating Devices' in the District.

Solid Waste Bylaw	2001	To ensure refuse is collected and disposed of in the interests of public health in an efficient and cost effective manner and at the same time ensuring that any obstruction of streets is kept to a minimum.
Speed Limit Bylaw	2001	To set speed limits pursuant to the Local Government Act 1974, the Local Government Act 2002 and Land Transport Rule: Setting of Speed Limits 2003.
Stock Movement Bylaw	2001	To control the movement of stock on roads controlled by the Matamata-Piako District Council.
Trade Waste Bylaw	2006	To regulate the discharge of Trade Waste in to the District's Sewerage System.
Trading in Public Places Bylaw	2001	To regulate the conduct of persons selling goods on streets, roads, footpaths and other public places, and to regulate the conduct of persons using vehicles to sell goods and services to the general public.
Truck Parking Bylaw	2001	To reduce the likelihood of nuisance and danger to the public by controlling and limiting the parking of heavy motor vehicles on roads in residential zones.
Vehicle Crossings Bylaw	2001	To promote public safety and effective regulation of pedestrian and traffic movements on roads and footpaths within the District.
Water Supply Bylaw	2001	To regulate those matters relating to the supply of water. The bylaw generally covers the overall water supply system, excluding those matters which relate to the actual supply of water to an individual customer. It also defines the types of supply of On Demand Supplies for the purposes of the Rating Powers Act.
Wastewater Drainage Bylaw	2001	To control wastewater drainage from both domestic and trade premises to a Wastewater Authority. The quality and quantity limits that separate domestic wastewater from trade waste are to be found in the Wastewater Authority's Trade Waste Bylaw.

All Bylaws are currently under review as per the statutory requirements to review bylaws within 5 years of adoption. The exceptions are Trade Waste and Dog Control Bylaws, these will be reviewed in 2011 and 2010 respectively.

The review will be completed by June 2008 (otherwise they will be automatically revoked), Council is well on its way to achieving this timeframe.

Council has agreed that a consolidated bylaw with sections will be the best way to deal with these bylaws. The aim is that the bylaw will look like this when complete:

- Introductory Section (Introductory Bylaw 2008) – This is mainly definitions, to clarify terms that are used in several bylaws.
- Land Transport Section (Land Transport Bylaw 2008) – This incorporates all of the old transport bylaws.
- Public Safety Section (Public Safety Bylaw 2008) – This is the nuisance bylaw, is an amalgamation of Food Safety, Hostels, Animals, Skating Control, Signs, Public Places, Trading in Public Places).
- Refuse Section (Solid Waste Bylaw 2008) - Deals with the collection and disposal of waste.
- Wastewater Section (Wastewater Bylaw 2008) – Incorporates On-site Wastewater Disposal and Wastewater Drainage bylaws.
- Water Supply Section (Water Supply Bylaw 2008) – This is to allow the Council to provide for the supply of water to its customers.
- Fire Section (Fires in the Open Air Bylaw 2008) – This regulates fires in public places.
- Regulation of Public Amenities Section (Public Amenities Bylaw 2008) – This deals with cemeteries and general public amenities. We are no longer dealing with Libraries, Cultural and Recreational Facilities or the Matamata Aerodrome via bylaw; these will be dealt with by management plans instead.

Most of the draft bylaws have been adopted by Council, and have been approved to go out to public consultation. Council is planning to take all the bylaws out to consultation in March 2008.

Please contact Council if you wish to know more about the consultation process and making a submission on Council's Bylaws.

APPENDIX I - CONTACT DETAILS FOR THE MAYOR AND COUNCILLORS:

Mayor Mr G W H Vercoe	544 Tauhei Road, RD5, MORRINSVILLE PO Box 246, MORRINSVILLE	Home: (07) 887-6875 Work: (07) 889-5029 Fax: (07) 884-8435 Email: hvercoe@mpdc.govt.nz
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Councillors

Mrs J E Barnes	18 Hampton Terrace, MATAMATA PO Box 407, MATAMATA	Home: (07) 888-6298 Work: (07) 888-8380 Fax: (07) 888-5165 Email: ian.rbe@xtra.co.nz
Mrs S D Gillard	18 Centennial Avenue, TE AROHA	Home: (07) 884-8319 Work: (07) 884-8037 Fax: (07) 884-8319 Email: s.gillard@xtra.co.nz
Mrs C L Greenville	16A Victoria Avenue, MORRINSVILLE	Home: (07) 889-3244 Email: c.greenville@xtra.co.nz
Mr M L Gribble	32 Scott Road, RD2, MORRINSVILLE	Home: (07) 889-5472 Fax: (07) 889-5472 Email: mgribb@ihug.co.nz
Mr J W Harris	5 Riverview Lane, TE AROHA	Home: (07) 884-9259 Work: (07) 884-9259 Fax: (07) 884-9259 Email: john.w.harris@xtra.co.nz
Mr P M Jager	131 Stanley Avenue, TE AROHA	Home: (07) 884-9760 Work: (07) 884-8625 Fax: (07) 884-8626 Email: pdkmc.jager@xtra.co.nz
Mr T J M Johnston	45 Williams Avenue, MORRINSVILLE	Home: (07) 889-7693 Email: tmjagtech@xtra.co.nz
Mr R J McGrail	11 Sylvan Place, MATAMATA	Home: (07) 888-7588 Fax: (07) 888-7588 Email: bohnrobyn@xtra.co.nz
Mr G R Stanley	27 Kaimai Drive MATAMATA	Home: (07) 888-7103 Fax: (07) 888-7103 Email: g.stanley@xtra.co.nz
Mr M P Steffert	1615 Piako Road, RD2 MORRINSVILLE	Home: (07) 889-7590 Email: peasantfarmer@hotmail.com
Mrs L M Tisch	17 Findlater Street MATAMATA PO Box 117, MATAMATA	Home: (07) 888-6780 Fax: (07) 880-9661 Email: tisch@xtra.co.nz

APPENDIX II – CONTACT DETAILS FOR COMMUNITY BOARD MEMBERS

Te Aroha Community Board

Mr N Harvey-Webb	18 Millar Street, TE AROHA	Home: (07) 884-8670 Email: te-aroha@ihug.co.nz
Mrs M Massey	7 Ward Street, TE AROHA	Home: (07) 884-9713 Email: maryintearoha@yahoo.co.nz
Mr B A Morgan	23 Carlyle Street TE AROHA	Home: (07) 884-9696 Email: kim@tearohaorganic.co.nz
Mrs T Cornes	234 Manawaru Road, RD1 TE AROHA	Home: (07) 884-6625 Work: (07) 884-6625 Email: sandit@farmside.co.nz

Matamata Community Board

Mr D J W Anderson	9 Findlater Street, MATAMATA PO Box 411, MATAMATA	Home: (07) 888-9039 Work: (07) 888-5030 Fax: (07) 888-6050 Email: daryl@tvmg.co.nz
Mrs R L Burr	396 Taihoa South Road, RD3, MATAMATA	Home: (07) 888-6862 Fax: (07) 888-6862 Email: robzoe@hotmail.com
Ms J K I Thompson	97 Taihoa South Road, RD3, MATAMATA	Home: (07) 888-9474 Email: ismoto@xtra.co.nz
Mr B W van Heuven	26B Taihoa South Road, MATAMATA	Home: (07) 888-1767 Fax: (07) 888-1764 Email: willyvh@xtra.co.nz

Morrinsville Community Board

Mrs C Bibby	8B Bank St MORRINSVILLE	Home: (07) 889-1245 Email: findcarol@xtra.co.nz
Mr N C Goodger	7 Holmwood Park Drive MORRINSVILLE	Home: (07) 889-6710 Email: neil.goodger@harcourts.co.nz
Mrs M A Linstrom	32 Page Street, MORRINSVILLE PO Box 98 MORRINSVILLE	Home: (07) 889-1108 Work: (07) 889-6922 Fax: (07) 889-6924 Email: linstromjews@xtra.co.nz
Mrs K M Robertson	19 Moana Place, MORRINSVILLE	Home: (07) 889-5248 Work: (07) 889-7099 Email: piako.class@wrcn.co.nz