

# LOCAL GOVERNANCE STATEMENT

## 2019-2022



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## 1. WHAT IS A LOCAL GOVERNANCE STATEMENT?

Hutt City Council's Local Governance Statement (referred to as the "Governance Statement") is a collection of information about how Council does its business and the processes that Council uses to engage with the city's residents and ratepayers. It outlines how Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

The Governance Statement includes the following broad categories of information:

- Functions, responsibilities, and activities of the local authority.
- Electoral arrangements.
- Governance structures and decision-making processes.
- The role of elected members and how they relate to each other.
- The management of the local authority.
- Key policies of the local authority.

## 2. COUNCIL'S FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of Hutt City Council, as outlined in the Local Government Act 2002, is to enable democratic local decision-making by, and on behalf of communities; and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In meeting its purpose Hutt City Council has a variety of roles such as:

- Providing leadership for the city.
- Advocacy with other agencies on behalf of the local community.
- Administering and enforcing various pieces of legislation.
- Sustainable development of local resources.
- Sustainable management of local infrastructure.
- Environmental management.
- Planning for the future needs of the Hutt City area and its people through a strategic vision.
- Sustainable management of its rating base, and affordable rates.

### STRATEGIC VISION

Council's Vision is for Hutt City to be "a great place to live, work and play". This means a city that our people are proud to live in, where working and investing is a smart choice, and where there's always something for our families to explore.

Council's vision document recognises the distinctive communities that make up Hutt City and outlines the needs and opportunities in each area. Council aims to build on great foundations and create a truly wonderful city that is attractive for residents, visitors and businesses.



Four key strategies have been developed to help us achieve Council's vision:

- Leisure and Wellbeing Strategy 2012-2032.
- Urban Growth Strategy 2012-2032.
- Environmental Sustainability Strategy 2015-2045.
- Infrastructure Strategy 2015-2045.

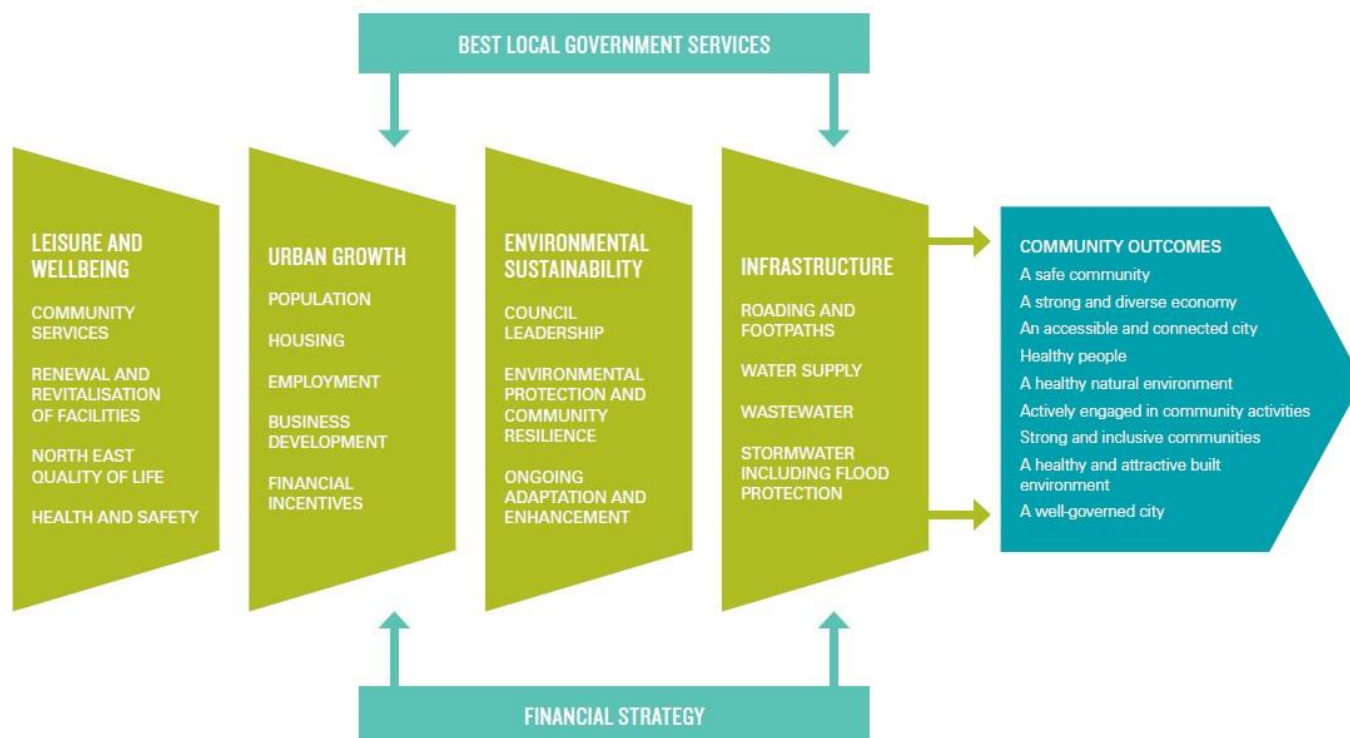
### A well-governed city

All members of our community are empowered to participate in decision-making and to contribute to society. Their values and ideas are reflected in the decisions Council makes.

The table below shows which of our activities primarily contribute to our goals or outcome

# KEY STRATEGIES AND SIGNIFICANT ACTIVITIES

## STRATEGY DIAGRAM



### 3. STATUTES PERTAINING TO HUTT CITY COUNCIL

In fulfilling its purpose, Hutt City Council exercises powers and fulfils responsibilities conferred on it by various Statutes. Chief among these are the:

- Building Act 2004
- Bylaws Act 1910
- Dog Control Act 1996
- Health and Safety at Work Act 2015
- Hutt Valley Drainage Act 1967
- Local Authorities (Members Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 2002
- Local Government Act 1974 (part)
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991
- Reserves Act 1977
- Sale and Supply of Alcohol Act 2012
- Public Records Act 2005

Other key general and local Statutes that confer powers on Hutt City Council and regulate its functions are detailed in Appendix 1 to this Governance Statement.

### 4. THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Hutt City Council currently operates its elections under the First Past the Post (FPP) electoral system. Electors vote for their preferred candidate(s), and those with the most votes win.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Voting electoral system (STV). This system is used in District Health Board (DHB) elections. Under this system electors rank candidates in order of preference and successful candidates must receive a quota (expressed as a percentage of the valid votes cast). When there are enough candidates with a quota to fill all the seats, they are declared elected.

Under the Local Electoral Act 2001, there are three ways in which Council's electoral system can be changed:

- Council can resolve to change the system (to be used at the next two elections).
- Council can conduct a binding poll.

- Electors can demand a binding poll by gaining the signatures of five per cent or more of the registered electors on a petition.

Hutt City Council last conducted a poll on its electoral system on 21 May 2003, and the decision of the voters was to retain the FPP electoral system.

An opportunity to conduct a poll to change the electoral system for the 2022 triennial general election for Hutt City Council and its community boards is available to Council and electors, but must be triggered by a demand by electors or a resolution of Council by 28 February 2021.

A report on the electoral system for the 2022 local triennial elections will be considered by Council later in 2020.

## 5. REPRESENTATION ARRANGEMENTS AND REVIEW OF REPRESENTATION

Hutt City Council has 12 councillors elected through a ward system. The Mayor is elected at-large on a city-wide basis.

### WARDS

Hutt City is divided into six wards with representation as follows:

Ward	No. of Members	Population (2018 Census figures)
Northern	1	16,032
Eastern	1	17,670
Central	1	17,265
Western	1	16,353
Wainuiomata	1	18,561
Harbour	1	18,654
City-Wide	6	104,535
<b>Total</b>	<b>12</b>	<b>104,535</b>

### COMMUNITY BOARDS

Hutt City Council has three Community Boards. The composition of each is as follows:

#### Eastbourne Community Board

Five members elected by the community plus one councillor appointed by Council.

#### Petone Community Board

Six members elected by the community plus one councillor appointed by Council.

#### Wainuiomata Community Board

Six members elected by the community plus one councillor appointed by Council.

Each Community Board elects its own chair at its first meeting after the election. The Local

Electoral Act 2001 requires Council to review its community board structure periodically and this was last completed in 2018.

## REVIEW OF REPRESENTATION ARRANGEMENTS

Council last reviewed its representation arrangements prior to the 2019 local authority elections. Council followed the procedure set out in the Local Electoral Act 2001 when conducting this review and also followed guidelines published by the Local Government Commission (the Commission). The Act gives members of the public the right to make a written submission to Council, and the right to be heard if requested.

For the previous review, Council began its consideration of representation options at a Council workshop in March 2018 with a further workshop with community boards and community panels in April 2018. Two surveys (an online Citizen's Panel Survey and a telephone survey) were also undertaken to gauge community views on two particular representation issues: the basis of election for councillors (wards, at large or a mix of both) and second tier representation structures (community boards, community panels).

At a meeting on 24 July 2018, Council adopted its initial representation proposal. This proposal was for retention of a council comprising the mayor and 12 councillors with two councillors continuing to be elected from each of the six current wards. The proposal was also for retention of the current three community boards: Petone (6 elected and two appointed members), Eastbourne (five elected and two appointed members) and Wainuiomata (six elected and two appointed members).

Council notified its initial proposal on 1 August 2018 and called for submission by 3 September 2018. Council received nine submissions. At a meeting on 9 October 2018, Council, after considering the submissions, resolved to adopt its initial proposal as its final representation proposal. The final representation proposal was notified on 23 October 2018 and appeals invited by 4 December 2018. Two appeals against Council's final proposal were received. The Commission met with Council and the two appellants at a hearing held in Lower Hutt on 27 March 2019.

Under section 19R of the Local Electoral Act 2001, the Commission determined that for the 2019 general election of Hutt City Council, the following representation arrangements would apply:

1. Lower Hutt City, as delineated on Plan LG-046-2013-W-1 deposited with the Local Government Commission, will be divided into six wards. Those six wards will be:
  - a) Northern Ward, comprising the area delineated on SO Plan 37405 deposited with Land Information New Zealand
  - b) Western Ward, comprising the area delineated on Plan LG-046-2013W-2 deposited with the Local Government Commission
  - c) Eastern Ward, comprising the area delineated on SO Plan 37407 deposited with Land Information New Zealand
  - d) Central Ward, comprising the area delineated on SO Plan 37409 deposited with Land Information New Zealand
  - e) Harbour Ward, comprising the area delineated on Plan LG-046-2013W-3 deposited with the Local Government Commission
  - f) Wainuiomata Ward, comprising the area delineated on SO Plan 35984 deposited with Land Information New Zealand.

2. Council will comprise the mayor and 12 councillors elected as follows:
  - a) 1 councillor elected by the electors of Northern Ward
  - b) 1 councillor elected by the electors of Western Ward
  - c) 1 councillor elected by the electors of Eastern Ward
  - d) 1 councillor elected by the electors of Central Ward
  - e) 1 councillor elected by the electors of Harbour Ward
  - f) 1 councillor elected by the electors of Wainuiomata Ward
  - g) 6 councillors elected by the electors of Lower Hutt City as a whole.
3. There will be three communities as follows:
  - a) Petone Community, comprising the area delineated on Plan LG-0462013-Com-1 deposited with the Local Government Commission
  - b) Eastbourne Community, comprising the area delineated on SO Plan 36005 deposited with Land Information New Zealand
  - c) Wainuiomata Community, comprising the area of Wainuiomata Ward.
4. The membership of each community board will be as follows:
  - a) Petone Community Board will comprise six elected members and one member appointed to the community board by the council representing Harbour Ward
  - b) Eastbourne Community Board will comprise five elected members and one member appointed to the community board by the council representing Harbour Ward
  - c) Wainuiomata Community Board will comprise six elected members and one member appointed to the community board by the council representing Wainuiomata Ward.

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

For additional information - <http://www.lgc.govt.nz/assets/Uploads/LGC-determination-Hutt-City.pdf>

## 6. ELECTED MEMBERS' ROLES AND CONDUCT

### DIVISION OF RESPONSIBILITY BETWEEN COUNCIL AND MANAGEMENT

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

- Clarifies the governance and the management responsibilities.
- Clarifies the governance role and expected conduct of elected members.
- Describes the effective, open and transparent processes used by Council.
- Ensures separation of regulatory and non-regulatory responsibilities.



- Explains the good employer requirements.

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

## **ROLE OF THE MAYOR**

The Mayor provides leadership to Council and the people of the district. This includes leading the development of Council's plans, policies and budgets.

The Mayor has the power to:

- Appoint the deputy mayor;
- Establish committees of Council;
- Appoint the chair of each Council committee.

## **ROLE OF DEPUTY MAYOR**

The Deputy Mayor was appointed by the Mayor at the first meeting of the 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 Council.

## **ROLE OF COUNCIL**

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

- Formulating the City's strategic direction and policy in conjunction with the community – currently incorporated in the Long Term Plan (LTP).
- Employing the Chief Executive and reviewing the performance of the organisation.

### **Hutt City Council, as an organisation, has responsibility for:**

- Providing good quality local infrastructure, local public services, and regulatory functions in a cost effective way.
- Determining the services and activities to be undertaken.
- Managing principal risks.
- Administering various regulations and up-holding the law.
- Implementing and monitoring the LTP.
- Ensuring the integrity of management control systems.

- Safeguarding the public interest.
- Ensuring effective succession of elected members.
- Reporting to ratepayers.

## **ROLE OF COMMUNITY BOARDS**

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 them by Council and any issues of interest or concern to the Community Board.
- Make an annual submission to Council on projects and expenditure in the community.
- Develop a Local Community Plan in consultation with their community.
- Maintain an overview of services provided by Council within the local community.
- Act as a channel of communication between the community and Council.
- Undertake any other responsibilities delegated by Council.

## **RESPONSIBILITIES DELEGATED TO COMMUNITY BOARDS**

The delegations made to the community boards by Hutt City Council are attached as Appendix 2 to this Governance Statement.

## **CODE OF CONDUCT**

The Local Government Act 2002 requires every council to adopt a code of conduct for the elected members of Council. Hutt City Council adopted its code on 15 December 2016. This code also applies to all people appointed to committees or subcommittees of Council.

Hutt City Council's Code of Conduct provides guidance on the standards of behaviour expected from elected members in their dealings with:

- Each other.
- The Chief Executive.
- Staff.
- Social media.
- The general public.

The Code of Conduct is attached as Appendix 3 to this Governance Statement.

## 7. GOVERNANCE ARRANGEMENTS

### OPEN GOVERNMENT

Council believes that its democratic election by citizens of Hutt City ensures that it is able to operate in the best interests of the city. Hutt City Council operates under 'open government', which means it will share information and follow open and transparent processes.

Hutt City Council will:

- Make sure that there is easy access to Council's public facilities and buildings.
- Be visible and open.
- Provide the community with information as required by relevant legislation.
- Give reasons for the non-disclosure of information.
- Handle all complaints fairly and efficiently.
- Encourage suggestions to improve its community.
- Encourage participation by assisting residents to work with Council.

### COUNCIL MEETINGS

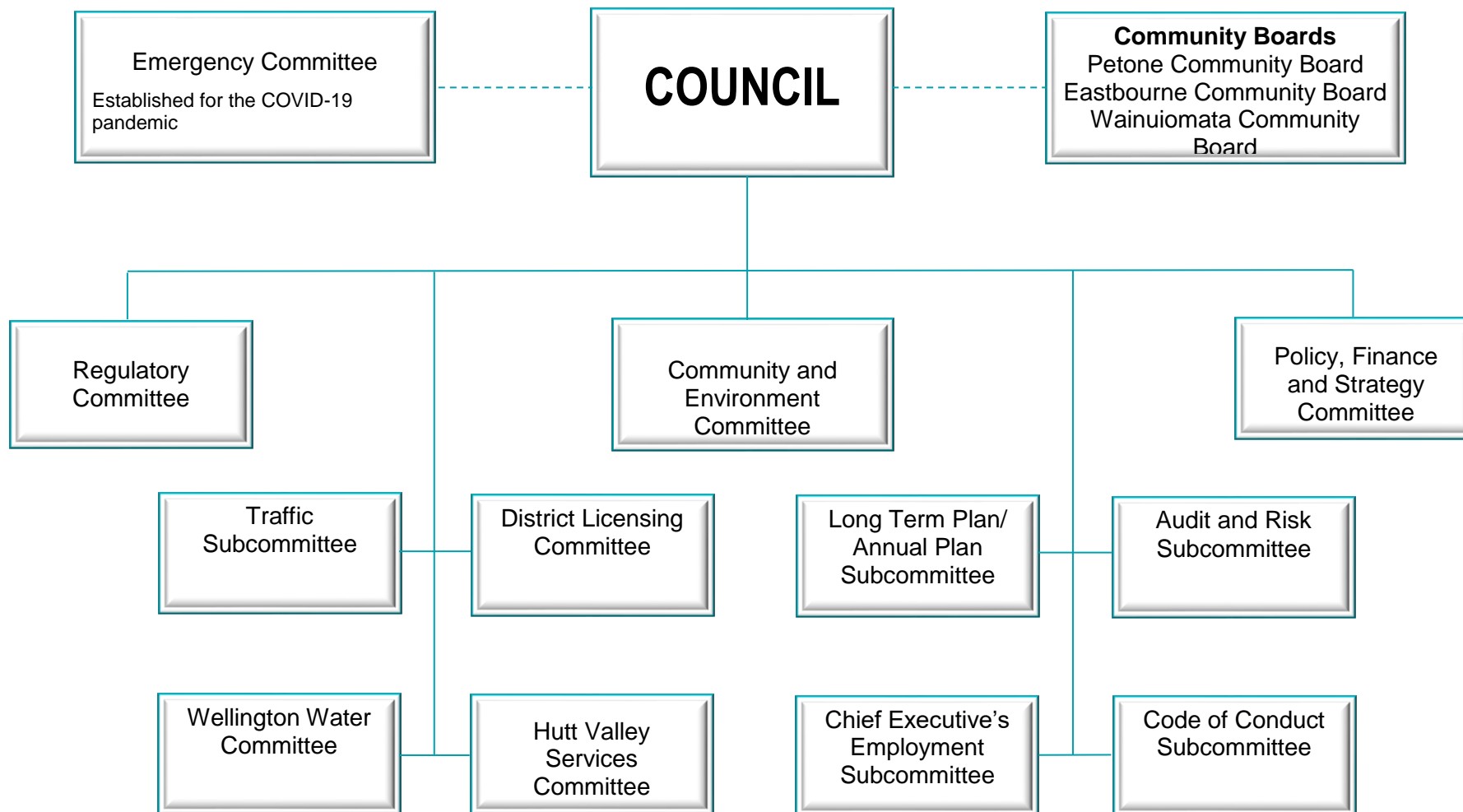
Council and standing committee meetings generally take place on an eight weekly cycle.

In addition, given the importance of the Long Term Plan and Annual Plans and Council's strategic planning for the future, the full Council meets as the Long Term Plan/Annual Plan Subcommittee for these purposes each year.

Council holds its meetings to monitor management activities and to ensure that the affairs of Council are being conducted in accordance with legislative mandate and Council objectives. Council also monitors the performance of Council Organisations and Council-Controlled Organisations (including Council-Controlled Trading Organisations), and sets out their obligations to Council via Statements of Intent which are negotiated annually.

## COUNCIL COMMITTEES

Council has set up four principal standing committees made up of elected members to monitor and assist in the effective discharging of specific responsibilities. See also Appendix 4.



The standing committee cycle is generally eight-weekly. The responsibilities of the four principal standing committees are as follows:

### **Regulatory Committee**

This committee assists Council in considering matters relating to the regulatory and quasi-judicial responsibilities of the Council under Council's bylaws and relevant legislation including the following:

- Local Government Act 1974
- Public Works Act 1981
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol 2012

### **Community and Environment Committee**

This Committee has an operational focus, to monitor the contribution made by strategies and policies implemented by Council to promote the social, economic, environmental and cultural wellbeing of the city's communities in the present and for the future. This includes delivering quality infrastructure to support healthy and sustainable living, providing efficient and safe transport options, promoting the city's prosperity and making the city a desirable and attractive place, providing facilities and recreational opportunities that support quality living and healthy lifestyles, protecting biodiversity, supporting the cultural wellbeing of residents, and considering how climate change may impact on these areas.

### **Policy, Finance and Strategy Committee**

This committee assists Council in setting the broad vision and direction of the city in order to promote the social, economic, environmental and cultural wellbeing of the city's communities in the present and for the future. This involves determining specific outcomes that need to be met to deliver on the vision for the city, and taking a holistic approach to establishing strategies, policies, bylaws, regulations and work programmes to achieve those goals. This committee is also responsible for assisting Council to execute its financial and performance monitoring obligations.

### **Long Term Plan/Annual Plan Subcommittee**

This subcommittee assists Council to carry out all necessary considerations and hearings, precedent to the Council's final adoption of Long Term Plans (LTP) and Annual Plans (AP) which give effect to the strategic direction and outcomes set by the Policy, Finance and Strategy Committee through setting levels of service, funding priorities, the performance framework and budgets.

### **Sub Committees/Working Groups**

Council may also set up subcommittees or working groups to deal with various other functions and activities. These subcommittees and working groups may report to a standing committee or directly to Council and usually have quite specific terms of reference. They will meet on an eight week basis or as required.



### **Traffic Subcommittee**

This subcommittee has primary responsibility for considering and making recommendations to Council on traffic matters and consider any traffic matters referred to it by Council. For the avoidance of doubt, "traffic" includes parking and excludes temporary road closures under clause 11(e) of the Tenth Schedule of the LGA 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.

### **Audit and Risk Subcommittee**

This subcommittee assists Council in providing objective advice and recommendations around the sufficiency, quality and results of assurance over the Council's financial management practices, risk management, internal control systems and governance frameworks.

### **Chief Executive's Employment Subcommittee**

This subcommittee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. This subcommittee also has responsibility, if required, of conducting a Chief Executive recruitment process.

### **Code of Conduct Subcommittee**

This subcommittee is responsible for carrying out all necessary consideration and hearings and make decisions on material breaches of Council's Code of Conduct (the Code).

### **Emergency Committee**

This committee is responsible to determine matters within the authority of Council during the pandemic response.

### **Joint Committee – Hutt Valley Services Committee**

The Hutt Valley Services Committee's purpose is to facilitate coordination and decision-making on combined council services in the Hutt Valley.

### **Joint Committee - Wellington Water Committee**

Wellington Water Committee's purpose is to provide governance and leadership across issues which are related to the planning, delivery and management of water services to communities serviced by Wellington Water Limited. Provide governance oversight of Wellington Water Limited, including by exhibiting good governance practice. Provide a forum for the representatives of Wellington Water Limited's shareholders and mana whenua to meet, discuss and co-ordinate on relevant issues and, through their representatives, to exercise their powers. Strive for consistency across all client councils so all customers receive a similar level of service.

## **COMMUNITY BOARDS**

Council has three Community boards as shown on page 6. Community Boards are made up of elected members to engage with locals and focus on local matters within a particular community or ward and are responsible for assessing their community's requirements. They exercise

decision-making power on issues specifically delegated by Council within the strategic direction and LTP framework set by Council.

The Terms of Reference and Delegations for Council and its committees and community boards are attached as Appendix 5 and Appendix 5A to this Governance Statement.

## **GREATER WELLINGTON REGIONAL COUNCIL (GGWRC) OPERATED COMMITTEES AND SUBCOMMITTEES**

- Wellington Regional Strategy Committee
- Civil Defence Emergency Management Group (Wellington Region)
- Manaaki Ability Trust
- Regional Transport Committee
- Hutt Valley Flood Management Subcommittee

## **WELLINGTON CITY COUNCIL OPERATED COMMITTEES**

- Whaitua Te-Whanganui-a-Tara
- Wellington Region Climate Change Working Group.
- Wellington Regional Waste Minimisation and Management Joint Committee.
- Creative Communities Panel.

## **COUNCIL-CONTROLLED ORGANISATIONS**

Council is a shareholder in four companies. Three of these companies are 'Council-Controlled organisations' under the Local Government Act 2002 as Council owns 50% or more of the shareholding interests. They are as follows:

- Hutt City Community Facilities Trust
- Seaview Marina Limited
- Urban Plus Limited

More information, including the Statement of Intent, is available on our website

<http://www.huttcity.govt.nz/Your-Council/About-your-Council/Council-controlled-organisations>

## **PARTNERSHIPS**

Hutt City Council seeks to establish close working relationships with various sectors within the community and a partnership approach will be encouraged when working towards community outcomes with the following:

- Local mana whenua and Marae.
- Contractors, service suppliers, consultants and advisors.
- Businesses and their representative organisations.
- Volunteer organisations.
- Community groups.
- Government agencies.

## COUNCILLOR BRIEFINGS

Briefings are an informal way of providing information to councillors, and for councillors to informally discuss matters or policy issues before they are considered through the normal committee structure. They are not a meeting for decision-making but an opportunity for councillors to seek detail and raise questions. Standing orders do not apply to workshops/briefings. The Chair of briefing will decide how the workshop/briefing should be conducted. Information regarding the Councillor Briefings is made available to the public website within 5 working days after the meeting.

## 8. MEETING PROCESSES

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

All Council, committee and community board meetings must be open to the public unless there is reason to consider some item under public exclusion. Hutt City Council allows for public comment at the beginning of most of its meetings. The LGOIMA contains a list of the circumstances where councils 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 Mayor or committee chair 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 Council who does not comply with Standing Orders (a set of procedures for conducting meetings). Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice. Council agrees to its ordinary meeting schedule for the upcoming year on an annual basis, although amendments may be made from time to time.

During meetings of Council, committees or community boards, all Council participants must follow Standing Orders unless Standing Orders are suspended by a vote of 75% (or more) of the members present. Copies of Standing Orders can be obtained from the Democratic Services Division of Council or from Council's website

<http://portal.huttcity.govt.nz/Record/ReadOnly?Uri=4361700>

## MEETING CALENDAR

Council meeting dates are available on <http://infocouncil.huttcity.govt.nz/>. There is also a printable version of the <http://portal.huttcity.govt.nz/Record/ReadOnly?Tab=31&Uri=5500417> (PDF 456KB). This includes the proposed dates for Council meetings and will be updated throughout the year.

## MEETING AGENDAS AND MINUTES

Council agenda is a public document, although parts may be withheld if the above circumstances apply. Meeting agendas and minutes are available on <http://infocouncil.huttcity.govt.nz/>

Information regarding Council Briefings is made available within two working days after the meeting [http://portal.huttcity.govt.nz/Home/Search?Tab=31&query=container:\[uri:%205527813\]](http://portal.huttcity.govt.nz/Home/Search?Tab=31&query=container:[uri:%205527813]).

Agendas for meetings of Council, its committees and community boards are available to members of the public before the meeting from Council's offices and are also available on Council's website.

## **ADVERTISING OF MEETINGS**

All meetings convened by Council are publicly advertised each month and are open to the public, except for those parts of the meeting from which the public is excluded in accordance with the requirements of the Local Government Official Information and Meetings Act 1987.

## **ABOUT COUNCIL MEETINGS**

All meetings are open to the public except for 'public excluded' items. Most Council meetings are held at the Council Chambers at 30 Laings Road, Lower Hutt. Community board meetings are usually held in our suburbs at meeting rooms.

## **SPEAKING AT A MEETING**

Public comment is a maximum of 30 minutes at the beginning of any meeting of Council, Committee, Subcommittee or Community Board meetings that are open to the public.

Before you can speak at a meeting, approval needs to be sought by the Chair of the Council, Committee or Subcommittee. Your application to speak must be with the Democratic Services Division before 12 noon on the working day before the meeting you want to address.

If you want to speak at a meeting, you can do so as a member of the public, or a person or a group of people with a specific purpose or common view, an interest group or organisation. Public comment is restricted to items on the agenda for the meeting excluding items already resolved.

## **LIVE STREAM**

All Council meetings, held in the Council Chambers, are live streamed. A live stream is only available during the time it takes place and is not immediately re-playable. Meeting recordings are usually archived and will be available on the Hutt City Council Livestream Channel the day after the meeting. Sometimes this can be delayed because of technical issues. Live streams are also available through Council's Facebook page as they happen.

## **ATTENDANCE RECORDS**

Attendance records for Council, Council Committees and Community Boards are kept and are available on our Council website. When looking at attendance records, remember that they do not reflect member's other commitments that can have a significant workload and time commitment.

# **9. RELATIONSHIPS WITH MĀORI**

## **TE TIRITI O WAITANGI (THE TREATY OF WAITANGI)**

Council has an obligation to take into account the principals of Te Tiriti o Waitangi (Treaty of Waitangi) and to recognise and provide for the special relationships between Māori, their culture, traditions, land and taonga.

The obligation to consult includes recognising those who have mana whenua, or inherited rights

of land ownership.

Within Hutt City these rights are vested in Te Runanganui o Taranaki whanui ki te Upoko o te Ika a Maui and Ngā Tekau o Pōneke (Wellington Tenth Trust). Both groups represent Te Atiawa and the Taranaki tribes within the Wellington region

The Treaty of Waitangi has a significant effect on the functions of Hutt City Council. Council is clear that it has a relationship with iwi resident within the City. This relationship includes the acknowledgement of Te Atiawa as the iwi mana whenua and kaitiaki (those with authority and guardianship over their tribal territory).

This relationship also includes the acknowledgment of Te Taura Here o Te Awakairangi (representing twenty three tribal groups).

Open and honest communication between Council and Māori is an important step in strengthening this relationship. In order to improve Council's relationship with Māori, the following is used as a strategic guideline;

- To acknowledge the role of mana whenua (authority over tribal territory).
- To give effect to the principals of Te Tiriti o Waitangi (Treaty of Waitangi).
- To maintain and improve opportunities for Maori to contribute to local government decision- making processes.
- To promote tikanga Māori (Te Atiawa protocol) throughout Council.
- To take up opportunities where Māori, as a major contributor to economic and social improvement, offers to advance the best interest of Hutt citizens as a whole.

## 10. RELATIONSHIPS WITH YOUTH COUNCIL

Hutt City Youth Council (HCYC) members get the chance to share a youth perspective with the Mayor and elected members of Council.

We make sure that young people in Lower Hutt get a chance to share their views on important issues happening in our city.

HCYC is made up of passionate, committed people who are keen to make positive change for Hutt Valley youth, and the community as a whole.

Our diverse, multi-cultural team members:

- are 12-24 years old
- have a variety of backgrounds that represent the wider community
- come from all over the Hutt Valley
- are either in high school, tertiary study or working full time.

As young people ourselves, we know it can be hard to get people to listen to us and take us seriously - especially in matters that affect our local communities.

### WHAT WE DO

Our aim is to work with Council, local community groups and collectives, and the youth of Lower Hutt to help make a city that we can be proud of.

We achieve this by:



- working with young people in Lower Hutt and providing a youth voice to Hutt City Council
- advocating for the well-being and interests of youth in our communities
- working with and within Council to raise knowledge and awareness of youth issues and concerns
- ensuring our group culture and values are diverse, inclusive and non-judgmental

## 11. MANAGEMENT STRUCTURE

### CHIEF EXECUTIVE

The Local Government Act 2002 requires Council to employ a Chief Executive. Council sets the broad strategic direction and policies for the Chief Executive and staff to implement and audits the results.

Council ensures, on behalf of the community, that the organisation achieves what it should and that it avoids undesirable situations and circumstances. The Chief Executive of Council is the sole employee of the elected members of Council. The Chief Executive in turn is the employer of all other Council staff members.

The Chief Executive is responsible to Council for:

- Implementing the decisions of Council.
- Providing timely advice to Council, community board and community committee members.
- Ensuring all functions delegated to the Chief Executive or to any other employees are carried out.

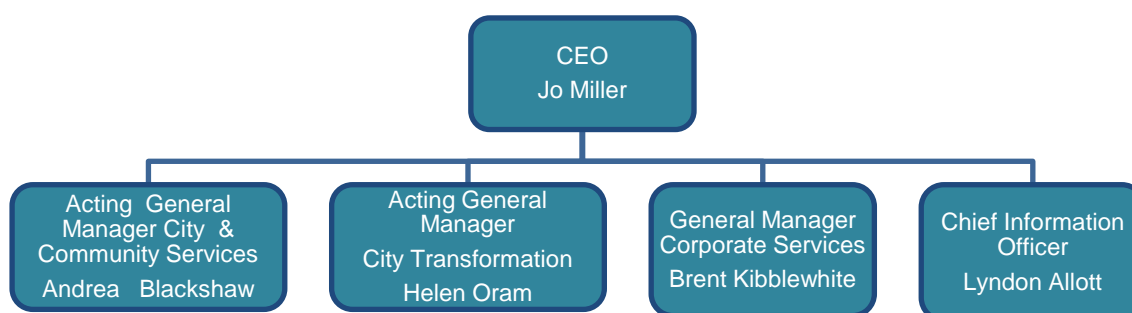
Hutt City Council monitors the Chief Executive's performance through a series of performance measures and the Chief Executive is accountable to Council through a quarterly reporting process.

The Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should, therefore, be directed to the Chief Executive, rather than the Mayor or councillors.

### CORPORATE LEADERSHIP TEAM

The Corporate Leadership Team (CLT) role is to lead the organisation and ensure we deliver Council's objectives. We do this collectively and individually painting the big picture, inspiring our people, and driving positive results.

Current structure until 30 June 2020



	City & Community Services	City Transformation	Corporate Services	Information Services
<b>Functions</b>	<ul style="list-style-type: none"> <li>Libraries</li> <li>Parks &amp; Recreation</li> <li>Community Projects &amp; Relationships</li> <li>Community Hubs</li> <li>Transport</li> <li>Museums</li> <li>Infrastructure Contracts</li> <li>Solid Waste</li> </ul>	<ul style="list-style-type: none"> <li>Strategy &amp; Planning</li> <li>Environmental Consents</li> <li>Promotions &amp; Events</li> <li>Sustainability &amp; Resilience</li> <li>District Plan</li> <li>City Growth</li> <li>Kaupapa Maori</li> <li>Urban Design</li> <li>Regulatory Services &amp; Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>Customer Services</li> <li>Democratic Services</li> <li>Communications &amp; Marketing</li> <li>Finance</li> <li>General Counsel</li> <li>People &amp; Capability</li> <li>Risk &amp; Assurance</li> <li>Strategic Projects</li> </ul>	<ul style="list-style-type: none"> <li>IT Services</li> <li>Business Transformation</li> <li>Land Information Services</li> <li>Information Management</li> <li>Applications</li> </ul>
<b>Approx Staff</b>	272	131	58	38
<b>Approx \$</b>	\$140m Opex \$52m CapEx	\$26m Opex \$12m Capex	\$7m Opex \$1m Capex	\$8m Opex \$1.5m Capex
<b>CCO's</b>	Community Facilities Trust (CFT) Wellington Water Seaview Marina	Urban Plus		

## 12. BYLAWS

Hutt City Council bylaws are as follows:

- **Alcohol Fees Bylaw 2019** – adopted by Council on 17 September 2019. The purpose of this bylaw is to prescribe fees for all matters for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.
- **Cemeteries Bylaw 2017** – adopted by Council on 12 December 2017. The purpose of this bylaw is to regulate interments, digging the ground in a cemetery, backfilling plots, and interruption of interments, disinterments, restoration of plot monument, plants and damage to cemetery.
- **Control of Alcohol in Public Places Bylaw 2016** – adopted by Council on 15 December 2016 and effective from 21 December 2016. The purpose of this bylaw is to regulate prohibited acts, resolution to specify alcohol free zones, exceptions, permits for exceptions, powers of the Police, breaches and penalties.

- **Control of Animals Bylaw 2018** – adopted by Council on 18 December 2018. The purpose of this bylaw is to regulate keeping of goats and poultry, no roosters in urban areas, noise from animals, health and safety issues from bee keeping and trapping devices.
- **Dog Control Bylaw 2015** – adopted by Council on 15 December 2015. The purpose of this bylaw is to cover limitation on number of dogs permitted on land or premises, licensing of additional dogs, revocation of licence, limitation on numbers not to apply in certain areas, general controls in public places, dog exercise areas, prohibited areas, exemption for certain working dogs, owner deemed to have permitted dog to be in a public place, confinement of dogs at night, impounding of dogs, standards for keeping of dogs and notice to upgrade standards.
- **Food Premises Bylaw 2014** – adopted by Council on 16 December 2014. The purpose of this bylaw is to regulate closure of premises, staff qualifications, appeals and offences.
- **Hutt Valley Trade Wastes Bylaw 2016** – adopted by Hutt City Council on 20 September 2016 and adopted by Upper Hutt City Council 21 September 2016. The purpose of this bylaw is to control trade wastes discharges into the wastewater system, provide a basis for consenting and monitoring discharges from industry and trade premises, charging trade waste users and ensure that the costs of treatment and disposal are shared fairly.
- **Parks and Reserves Bylaw 2017** – adopted by Council on 12 December 2017. The purpose of this bylaw is to regulate hours of opening, closing of reserves, leased or licensed premises in reserves, no entry into restricted areas or places in reserves, interference with reserves, vehicles, animals, dogs, horses, camping, safety and fires in reserves obstructing another person's enjoyment of a reserve, buying, selling or advertising in reserves, dangerous weapons in reserves, organised sports, events and games in reserves, offences and exemptions
- **Prevention of Nuisance from Fires and Smoke Bylaw 2018** – adopted by Council on 11 December 2018. The purpose of this bylaw is to protect the public from nuisance related to fires and smoke and to protect and maintain public health safety around fire and smoke (with regard to aspects other than fire safety).
- **Public Places Bylaw 2016** – adopted by Council 20 September 2016. The purpose of this bylaw is to regulate a wide range of activities undertaken in public places in Hutt City which reflects the many and varied situations concerning the use and range of activities managed by Council involving public land.
- **Refuse Collection and Disposal Bylaw 2008** – adopted by Council on 18 March 2008. The purpose of this bylaw is to regulate the collection of domestic refuse and recyclable material, prohibited activities, alternate arrangements and recycling stations.
- **Speed Limits Bylaw 2015** – adopted by Council on 28 July 2015. The purpose of this bylaw is to regulate speed limits, consultation and offences.
- **Trading in Public Places Bylaw 2018** – adopted by Council on 18 March 2008. The purpose of this bylaw is to regulate restrictions on hawking, mobile shops and stalls, permits for hawkers, mobile shops and stalls and expiry of permit and permit renewal process.
- **Traffic Bylaw 2017** – adopted by Council on 12 December 2017. This bylaw is made under the Local Government Act 2002 and the Land Transport Act 1998. Council may, by resolution, prohibit or otherwise restrict the stopping, standing or parking of vehicles on any road or part of a road or on any piece of land owned or controlled by Council set aside, designate, or reserve any road, part of a road or any piece of land owned or controlled by Council and prohibit
- **Water Supply Bylaw 2010** – adopted by Council on 21 September 2010. The purpose of this bylaw is to regulate the application of supply, point of supply, responsibility of maintenance, on demand supply, restricted flow supply, continuity of supply, fire protection connection, backflow protection, meters and flow restrictors, customer responsibilities, working around buried services, council equipment, transfer of rights and responsibilities, change of ownership, termination, offences, resolution power and code of practice.

The above bylaws are available on Council's website <http://www.huttcity.govt.nz/publications>.

## 13. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

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

Key principles of this policy are as follows:

- To provide fair and proper treatment for employees.
- 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
  - Beneficiary 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.

### GOALS

- To integrate EEO principles and practices into Hutt City Council culture.
- To realise the business benefits accruing to Council through valuing and fully utilising its human resources.

## 14. KEY APPROVED PLANNING AND POLICY DOCUMENTS

### CITY OF LOWER HUTT DISTRICT PLAN

The District Plan is one of the principal statutory documents of Council prepared under the provisions of the Resource Management Act 1991 and became operative on 24 June 2003. The District Plan is relevant to you if you are:

- Intending to buy a property.
- Thinking of making alterations to a property you already have.
- Considering starting or changing a business.
- Considering subdividing your land.

The full document is available on Council's website [www.huttcity.govt.nz/districtplan](http://www.huttcity.govt.nz/districtplan) as well as being available for viewing at Council's Administration building (Customer Services) and all Hutt City Libraries or may be purchased for \$500 for complete hard copy printout in folders or text volume in folder \$250 and A3 Map volume in folder \$250.00. If you have any queries regarding the District Plan please contact Customer Services on 04 570 6666 or 0800 HUTT CITY.

### LONG TERM PLAN AND COMMUNITY OUTCOMES

Under section 93 of the Local Government Act 2010, Councils are required to have a Long Term Plan at all times. The purpose of a Long Term Plan is to:

- Describe the activities of the local authority.
- Describe the community outcomes of the local authority's district or region.
- Provide integrated decision-making and co-ordination of the resources of the local authority.
- Provide a long term focus for the decisions and activities of the local authority.
- Provide a basis for accountability of the local authority to the community.

The effect of a long term plan and an annual plan adopted by a local authority is to provide a formal and public statement of the local authority's intentions in relation to the matters covered by the plan.

Council has completed the process of identifying the City's community outcomes and the activities it currently undertakes that relate to each outcome. The 2018-2028 Long Term Plan contains Council's Integrated Vision for Hutt City as well as a hierarchy of strategies Council is putting in place to realise that vision. This strategic hierarchy is made up of four work streams – Urban Growth 2012-2032, Leisure and Wellbeing 2012-2032, Environmental Sustainability 2015-2045 and Infrastructure 2018- 2048. These strategies are available on Council's website <http://www.huttcity.govt.nz/publications>.

### KEY POLICIES

The following policies, issues and key decisions were taken out to the community as part of the extensive consultation on the draft Long Term Plan in 2015. They are explained in detail in the Long Term Plan document, and copies of the Plan are available by contacting the Call Centre on



04 570 6666 or 0800 HUTT CITY or on Council's website <http://www.huttcity.govt.nz/Your-Council/Plans-publications-and-bylaws/annual-plans-and-long-term-plans/ltpl> Long Term Plan 2018-2028.

- Financial Strategy
- Significance and Engagement Policy (see Appendix 6)
- Statement of Accounting Policies
- Revenue and Financing Policy
- Funding Impact Statements

## DECISION-MAKING REQUIREMENTS

To promote compliance with the decision-making requirements of the Local Government Act 2010, Council has adopted a process to assist it in making good decisions. This process includes a guide to good decision-making and a checklist to assist staff in the presentation of issues and the formulation of recommendations to Council and committees. It also includes Council's Significance Policy and Consultation Policy, which are key documents that guide Council decision-making.

## SIGNIFICANCE AND ENGAGEMENT POLICY 2015-2018

The Local Government Act 2002 requires Council to adopt a Significance and Engagement Policy, which it first did in 2003 (Council's Significance and Engagement Policy is attached as Appendix 8 to this Local Governance Statement). This document is relevant to the decision-making process because Council must use the Special Consultative Procedure in relation to any proposal that meets the thresholds/criteria of Council's Significance and Engagement Policy. The Policy sets thresholds to determine whether a decision is "significant" and therefore requires the use of the Special Consultative Procedure. (Details of the Special Consultative Procedure are attached as Appendix 7 to this Governance Statement). The policy was revised in 2012 and confirmed through the 2012 LTCCP process.

## REMUNERATION POLICY

### Purpose

The purpose of this policy is to ensure all employees are aware of Council's position on and commitment to competitive and effective remuneration practices.

### Scope

This policy applies to all employees of Hutt City Council.

### Policy statement

Hutt City Council is committed to ensuring its remuneration practices are competitive against the market to attract and retain the best people and are affordable to Council.

Council offers employees remuneration which is competitive against other organisations and consistent with the worth of their role to the organisation, and which recognises the contribution of employees to the achievement of the organisation's goals and objectives.

Remuneration systems and structures take account of remuneration levels and practices outside Hutt City Council, but are based also on the need for internal consistency and relativities.

Council seeks to position its remuneration levels competitively to other organisations in the labour markets in which it operates. This positioning is reviewed annually in July each year through formal and informal surveys of market levels and trends.

Council considers that remuneration systems and structures are most effective when they are kept simple and avoid unnecessary complexity.

While systematic approaches such as job evaluation are used to establish the comparative value of jobs to the organisation, Council seeks to develop and maintain flexible remuneration systems which allow it to provide incentives for future performance and rewards for past performance. However, Council recognises that remuneration is only one aspect of the motivation and rewards process.

## **COMMUNITY ENGAGEMENT AND CONSULTATION**

As part of the decision-making process Council needs to identify whether it should engage with our community so that we can hear and understand their views before making a decision. This includes whether formal consultation processes should be used. Council's general approach to engagement, including formal consultation and the principles that should direct Council's approach, are outlined in Appendix 8 of the Local Governance Statement.

## **OTHER POLICIES, PLANS AND STRATEGIES**

Council has many other policies, plans and strategies that influence its decision-making and the way in which it conducts its business. For information on these and other policy documents please contact the Call Centre on 04 570 6666 or 0800 HUTT CITY or visit Council's website [www.huttcity.govt.nz/publications](http://www.huttcity.govt.nz/publications).

Council is also a partner to a Sport and Recreation NZ (SPARC) initiative called "No Exceptions". It was launched in 2007 and its aim is to ensure people have the opportunity to participate in the physical recreation and sports activity of their choice. As a partner, along with Upper Hutt City Council, Hutt Valley District Health Board, Sports Wellington and SPARC, Council is committed to ensuring that our sport and recreation facilities, events, programmes and services are accessible to and inclusive of people with disabilities. More information can be found on the [www.sparc.org.nz](http://www.sparc.org.nz) website.

We provide essential services to our community which include safety initiatives involving a partnership with key agencies such as the Police, Health, and other key organisations.

## 15. PUBLIC ACCESS TO COUNCIL AND ITS ELECTED MEMBERS

### HOW TO CONTACT COUNCIL

**Phone Council on 04 570 6666 or 0800 HUTT CITY**

Our Customer Call Centre is staffed during business hours – Monday to Friday 8am to 5pm. If you call outside of business hours and it is an urgent matter such as a noise, flooding or an animal issue, then you can choose to go through to our after-hours service. You can also choose to leave a message and a Customer Service representative will call you back on the next business day.

### BOOK IT


You can book the following Council facilities through our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)


**Book It**  
 Make a booking

Alcohol licence appointment  
 Building inspection  
 Community dog training programme  
 Community Funding Advisor  
 Dog boarding  
 Dog safety programme  
 Eco Design Advisor  
 Food licence appointment  
 Gym membership  
 Metered parking space  
 Park, reserve, sportsground  
 Private pool/spa safety inspection  
 Signboards  
 Swim membership  
 Venues

### PAY IT

You can pay the following Council services online though our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)


**Pay It**  
 Online Payments

Building consent application  
 Certificate of Acceptance  
 Certificate of Use  
 Compliance Schedule (BWof)  
 Dog registration - new  
 Dog registration - renewal  
 Fines and infringements  
 Health registration renewal  
 Parking info/Pay My Park  
 Pool inspection fee  
 Rates  
 Resource consent application  
 Responsible dog owner status  
 Trade waste consent renewal

## FIND IT

You can find the following Council facilities through our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



### Find It

Get Information

- Annual plans
- Annual reports
- Archives online
- Building consent fees
- Building information / permits
- BWoF
- Bylaws
- Cemeteries
- City statistics
- Compliance Schedules
- Council meetings
- District Licensing Decisions
- District Plan online
- Drainage plans
- Elections 2019
- Historic aerials
- Libraries
- Official Information Request
- Research
- Petone Settlers search
- Policies
- Property information
- Report a Problem tracker
- Strategies

## REPORT IT

You can notify Council of the following problems by submitting an online request through our website [www.huttcity.govt.nz/rap](http://www.huttcity.govt.nz/rap). Another option is to call our Customer Services 04 570 6666 or 0800 HUTT CITY or forms are available at any Council office.



### Report It

Notify us about Issues

- Graffiti
- Noise control
- Report a problem
- Report a problem tracker

## SAY IT

You can give feedback on the following Council services through our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



Contact us  
Current consultations  
District Plan changes  
Have your Say website  
Make a submission  
Notified resource consents  
Propose a project

## APPLY FOR IT

You can apply for the following Council services through our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



Additional Dogs on Land or Premises  
Amendment to Building consent application  
Building consent application  
Certificate of Acceptance application  
Certificate for Public Use application  
Certificate of Use application  
Code Compliance Certificate application  
Compliance Schedule Application  
Dog registration - new  
Dog registration refund  
Funding applications  
LIM  
Outline Plan application  
Replacement Dog Tags  
Responsible dog owner status  
Resource consent application  
S. 223/224 RMA Certification application  
Trade Waste discharge consent  
Vehicle Crossing Construction

## JOIN IT

You can sign up to the following Council services through our website [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



Electronic rates invoice  
 Email newsletter  
 Red Cross Hazard app

## EMAIL COUNCIL

Email via [contact@huttcity.govt.nz](mailto:contact@huttcity.govt.nz).

## AFTER HOURS SERVICES (EMERGENCIES ONLY)

Telephone: 04 570 6666 or 0800 HUTT CITY. Press 1 for urgent issues.

## COUNCIL'S FACEBOOK PAGE

[www.facebook.com/huttcitycouncil](http://www.facebook.com/huttcitycouncil)

## WEBSITE

You can find out the latest events, contact details, opening hours and locations of Council venues on our website at [www.huttcity.govt.nz](http://www.huttcity.govt.nz) or you can phone our InfoLine.

## PHONE COUNCIL INFOLINE ON 04 570 6660

Our InfoLine provides 24 hour access to recorded answers to the most commonly asked questions about Hutt City Council services and facilities, such as locations and opening hours.

## WRITE TO COUNCIL

Hutt City Council, Private Bag 31912, Lower Hutt 5040, or drop your letter into the main Council building or any Council office shown in the table below.

You can also visit our website at [www.huttcity.govt.nz](http://www.huttcity.govt.nz) for all information about Council.

## VISIT ANY COUNCIL OFFICE

The main Council Administration building is staffed during business hours – Monday to Friday 8am to 5pm. A Customer Services representative will be there to assist you. Your nearest Council office is:

<b>Main Council Building</b> 30 Laings Road, Lower Hutt	<b>Eastbourne Community Library</b> Rimu Street, Eastbourne
<b>Koraunui Stokes Valley Community Hub</b> 186 Stokes Valley Road	<b>Moera Community Library</b> Corner Randwick Road and Randwick Crescent, Moera
<b>Naenae Community Library</b> Hillary Court, Naenae	<b>Petone Community Library</b> Britannia Street, Petone
<b>War Memorial Library</b> Corner Queens Drive and Woburn Road	<b>Walter Nash Centre</b> Taine Street, Taita
<b>Wainuiomata Community Hub</b> Queen Street, Wainuiomata	

## CONTACT THE MAYOR AND COUNCILLORS

For details on how to contact our Elected Members please see Appendix 9 to this Governance Statement.

## 16. REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from Council. A requestor does not have to specify that they are making a request under LGOIMA as any request for information is deemed to be a request made under LGOIMA.

Once a request is made, Council must supply the information unless there is a good reason for withholding it. Some of the grounds for withholding information include, if the release of the information would:

- Endanger the safety of any person.
- Prejudice the maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential information.
- Cause offence to tikanga Māori or disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise legal professional privilege.
- Unreasonably disadvantage the local authority or a third party's commercial or negotiating position.
- Allow information to be used for improper gain or advantage.

Council must answer requests as soon as practicable, with a maximum timeframe of 20 working days (although there are certain circumstances where this time-frame may be extended). Council may charge for official information. Council officers can advise you of the relevant charges.

### CONTACT NUMBERS

T 04 570 6666 or 0800 HUTT CITY

E [contact@huttcity.govt.nz](mailto:contact@huttcity.govt.nz)