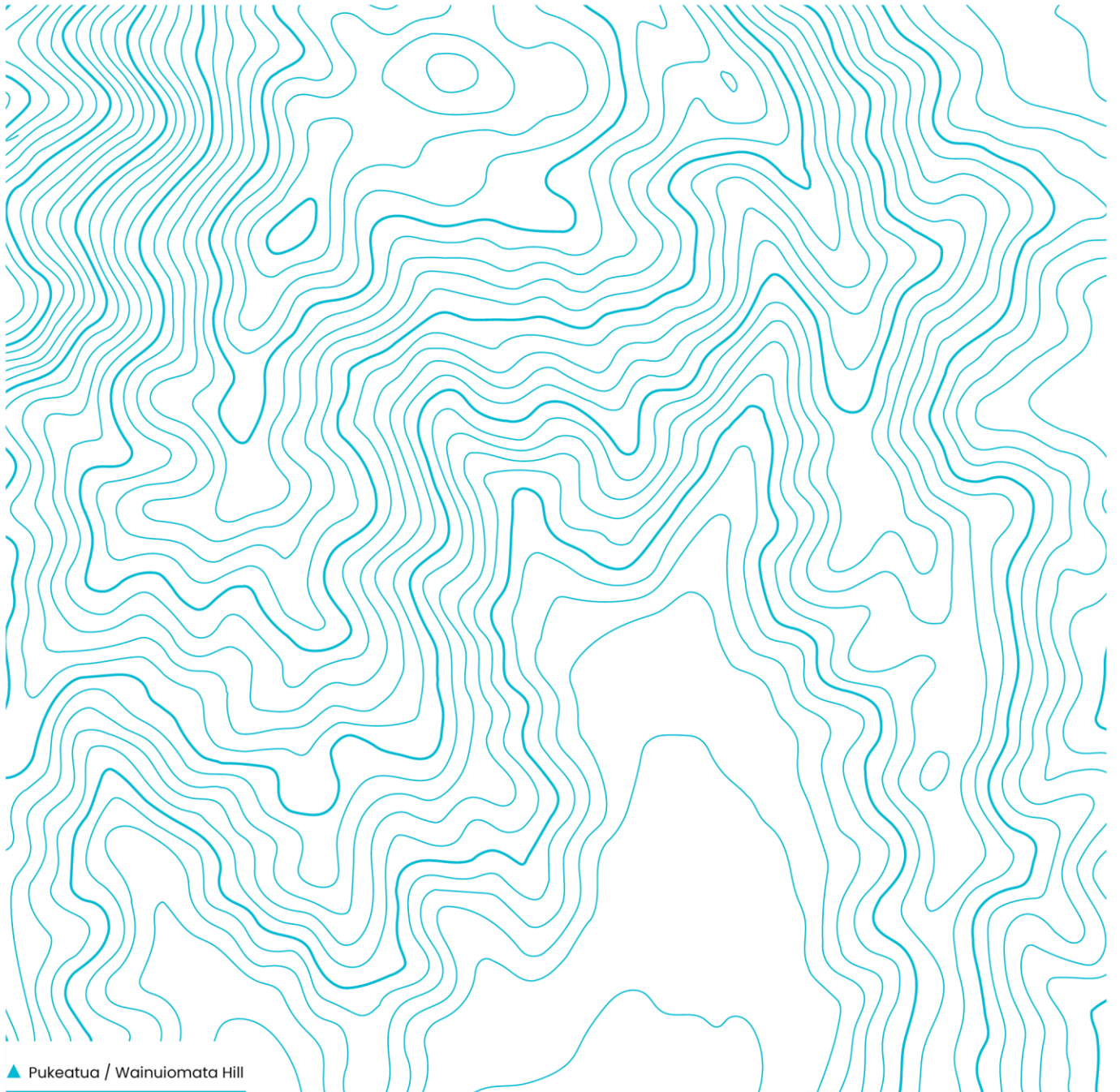


Local Governance Statement 2022-2025



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Record of Amendments

Version	Date	Summary of Amendments
1	31 March 2023	

1. What is a Local Governance Statement?

The Local Governance Statement outlines how Te Awa Kairangi | Hutt City Council makes decisions and engages with the residents of Lower Hutt.

The Local Governance Statement provides the public with information under the following broad categories:

- Council's functions, responsibilities, and activities
- Partnerships
- Key Council policies
- Local government legislation
- Electoral arrangements
- Governance structures and decision-making processes
- The role of elected members and the relationship to management
- Meeting processes
- Council management structure
- Systems for public access to the Council and participation
- Remuneration and employment
- Processes for requests for official information

The Local Governance Statement must be prepared no later than six months after each triennial election and updated when required.

The Local Governance Statement will be updated from time to time to ensure it is accurate and up to date. For the most recent copy please contact Democratic Services at Council at democraticserviceteam@hcc.govt.nz or see our website www.huttcity.govt.nz.

2. Council's functions, responsibilities and activities

The purpose of Te Awa Kairangi | Hutt City Council is to

- enable democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic environmental and culture of Te Awa Kairangi ki Tai | Lower Hutt in the present and future.
- make sure our city and all its people thrive.

In meeting its purpose, Te Awa Kairangi | Hutt City Council has a variety of roles including:

- management of infrastructure including roads, sewage disposal, and stormwater
- management of libraries, parks, and recreational facilities
- city development
- regulatory services relating to building, plumbing and drainage, environmental health, alcohol licensing, animal control, parking, and general bylaws
- emergency management (civil defence) planning and training.

KEY PRIORITIES 2021–2031

Key priorities for the next ten years



Whakangao i ngā poupu hapori Investing in Infrastructure

Investing in high-quality infrastructure that supports our people to move around, receive basic services (like water) and enjoy our community facilities.



Hei Āhuru Mōwai mō te Katoa Increasing housing supply

Effectively planning for growth in our city, ensuring an increase in housing supply and working with organisations to ensure our people have warm, safe, dry homes to live in.



Tiaki Taiao Caring for and protecting our environment

Working with our communities to meet the challenges of climate change and our goal to become carbon zero by 2050.



Taunaki Ōhanga Auaha, Tāone Whakapopoa Supporting an innovative, agile economy and attractive city

Investing to drive economic growth, and harnessing the talents of business, education, research and science communities in Te Awa Kairangi Lower Hutt to make our city an attractive place to work and invest.



Tūhono Hapori Connecting communities

Investing to connect and empower neighbourhoods and communities so they can thrive and remain safe, connected, healthy, inclusive and resilient.



Whakauka Ahumoni Financial sustainability

Investing in a financially sustainable and prudent way that ensures we are carefully managing our finances to deliver on our community's expectations.

3. Partnerships

LIAISING WITH MANA WHENUA AND LOCAL MĀRAE

Council values Te Ao Māori, recognises and provides for tikanga Māori, recognises the validity and importance of mātauranga Māori, and seeks to view the world, and council decisions, from a Māori perspective. Find out more about strategic relationships between Māori and Council at the following link: [Kaupapa Māori | Hutt City Council](#)

TĀKAI HERE (MEMORANDA OF UNDERSTANDING)

Tākai Here allow Council and its partners to work in collaboration to fulfil shared obligations and responsibilities for the benefit of Māori and all people who live in Te Awa Kairangi ki Tai. Read more about Council's Tākai Here: [Mana Whenua | Hutt City Council](#)

TE TIRITI O WAITANGI (THE TREATY OF WAITANGI)

Council has an obligation to consider the principles of Te Tiriti o Waitangi and to recognise and provide for the special relationships between Māori, their culture, traditions, land and taonga. You can read more about Council's obligations here: https://www.huttcity.govt.nz/people-and-communities/kaupapa-maori/te-tiriti-o-waitangi-the-treaty-of-waitangi/_nocache

OTHER PARTNERSHIPS

Council has several other partnerships that help it deliver on its purpose:

- Te Whatu Ora Health New Zealand | Capital, Coast and Hutt Valley
- Manatū Hauora | Ministry of Health
- Greater Wellington Regional Council
- Pan Pacific Fono
- Hutt Valley Chamber of Commerce

- WelTec and Whitireia, and Open Polytechnic (business divisions of Te Pūkenga)
- Callaghan Innovation • Institute of Environmental Science and Research
- Institute of Geological and Nuclear Sciences (GNS)
- Healthy Families
- Te Awa Kairangi Kai Collective
- Māori Social Service Providers and other Urban Māori groups and organisations in Lower Hutt
- Local authorities, government agencies, business and professional groups, community groups, key partners including Council-controlled organisations, Council customers and residents.

STRATEGIES, POLICIES AND PLANNING DOCUMENTS

Long Term Plan

Every three years we work with our community on a [Long-Term Plan \(LTP\)](#) that sets out our budget and work plans for the coming decade. The LTP gives us an opportunity to think about change and how we can make sure our city and all its people thrive. The current LTP is for the years 2021–31.

Other Policies, Plans and Strategies

A policy is a clear statement that identifies Council’s position on a matter or issue. Our policies support the decision making of Council and ensure that our strategic direction and processes are consistently implemented to produce high-quality governance and services. We review our policies regularly, depending on how they are linked to our Long-Term Plan, legislation, or another review cycle decided by Council.

[Council policies, plans and strategies | Hutt City Council](#)

[Annual plans and publications | Hutt City Council](#)

HUTT CITY DISTRICT PLAN

The [District Plan](#) is one of the principal statutory documents of Council prepared under the provisions of the Resource Management Act 1991. 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.

4. Legislation and Bylaws

Council's rights, obligations and responsibilities are described in statutes, regulations and bylaws. To fulfil its purposes, Te Awa Kairangi | Hutt City Council exercises powers and fulfils responsibilities through the following:

LEGISLATION

Local government legislation applies to all local government. Key among these is:

- [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](#)

and local legislation (which applies only to Te Awa Kairangi | Hutt City Council).

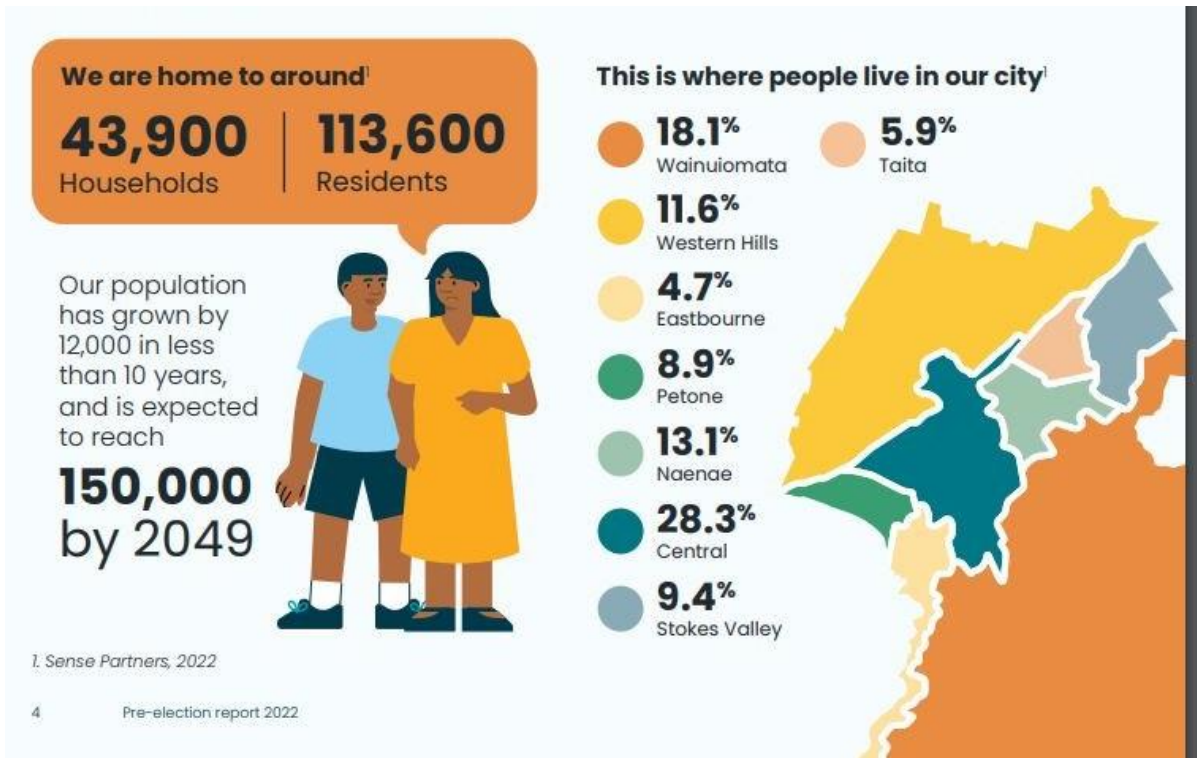
BYLAWS

Council uses local legislation in the form of bylaws that apply to Te Awa Kairangi ki Tai | Lower Hutt. The process for creating a bylaw can be viewed here: [How we create bylaws | Hutt City Council](#)

Bylaws allow Council to exercise its powers and fulfil responsibilities by providing rules and regulations for us to follow. Individual bylaws can be viewed here: [Bylaws | Hutt City Council](#)

A list of Council bylaws with a description and the date they were last adopted can be found here: [How we create bylaws | Hutt City Council](#)

5. Representation arrangements, electoral system and processes



ELECTORAL SYSTEM

The Local Electoral Act 2001 provides two options for Councils to use: First Past the Post (FPP) and Single Transferable Voting (STV).

Council conducted [a poll on its electoral system in October 2022](#) and voters decided to retain the FPP electoral system. Under FPP electors vote for their preferred candidate(s), and those with the most votes win.

The following links provide information on the electoral system and the 2022 election results:

[About Local Government Elections | Hutt City Council](#)

[2022 Election Results | Hutt City Council](#)

REVIEW OF REPRESENTATION ARRANGEMENTS

Local authorities are required by the Local Electoral Act 2001 to review their representation arrangements at least once every six years. This can include reviewing the inclusion of Māori wards in governance structures. Council staff are currently preparing the documentation and processes for the next representation review, with public consultation on a draft proposal expected in the second half of 2023: [About Local Government Elections | Hutt City Council](#)

CHANGING CITIES' BOUNDARIES OR FUNCTIONS

The [LGA 2002](#) sets out procedures that must be followed during proposals to:

- make changes to the boundaries of the city;
- create a unitary authority, eg. transfer all the functions from a territorial authority to a regional authority or vice versa.
- 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 a group of electors](#).

6. Elected members' roles and conduct

- **Elected members' declared roles and interests** can be found at the following links under each Councillor's name:

[The Mayor of Lower Hutt | Hutt City Council](#)

[Councillors | Hutt City Council](#)

- **Code of Conduct**

Elected members are bound by a [Code of Conduct](#) as set out in [Standing Orders](#).

7. Governance structure, membership and terms of reference/delegations

MAYOR AND COUNCILLORS

Council is comprised of a Mayor and 12 Councillors. Information on Councillors and the role of Council can be found at the following links:

[The Mayor of Lower Hutt | Hutt City Council](#)

[Councillors | Hutt City Council](#)

COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE

Council's committee structure and Terms of Reference can be found at the following link:

[Committee Structure and Terms of Reference for Council and Committees](#)

COMMUNITY BOARD MEMBERSHIP AND DELEGATIONS

Te Awa Kairangi ki Tai | Lower Hutt has three community boards. Details of the community boards, including their functions and delegations, can be found at the following link: [Community Boards | Hutt City Council](#).

COUNCIL-CONTROLLED ORGANISATIONS

Council is a shareholder in three companies. Two of these companies are 'Council-Controlled organisations' under the Local Government Act 2002 as Council owns 50% or more of the shareholding interests. More information on these companies can be found at the following website links:

- [Seaview Marina Limited](#)

- Urban Plus Limited

The third company is Wellington Water Limited. Wellington Water Limited manages all Wellington, Hutt, Upper Hutt and Porirua Councils' drainage and water services. Wellington Water Limited:

- provides water services to customers in Wellington, Lower Hutt, Upper Hutt, Porirua and South Wairarapa
- maintains the water, wastewater and stormwater infrastructure for the Wellington, Hutt, Upper Hutt and Porirua City Councils, and South Wairarapa District Council.
- is jointly owned by the above councils and Greater Wellington Regional Council
- was formed by the merger of Capacity Infrastructure Services and Greater Wellington Regional Council's water supply group in September 2014.

Website: www.wellingtonwater.co.nz

8. Meeting processes

COUNCIL, COMMITTEE AND COMMUNITY BOARD MEETINGS

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 meetings are publicly advertised each month and are open to the public, except for those parts of the meeting from which the public is excluded. All elected members must abide by Hutt City Council [Standing Orders, rules for the conduct of proceedings](#) that ensure meetings fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

Information on Council, Committee and Community Board meetings, including meeting dates, agendas and minutes can be found at the following link:

<http://infocouncil.huttcity.govt.nz/>

[Information on how to speak at a Council, Committee or Community Board meeting](#) can be found here: [Speak at a council meeting | Hutt City Council](#)

The [annual calendar of meetings](#) provides all scheduled meetings for the year (Note: meetings in the schedule may be subject to change during the year).

Council and Committee meetings are recorded and live-streamed. Live and past meetings can be viewed on [Council's Facebook page](#).

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. Briefing presentations can be viewed here: [About council meetings | Hutt City Council](#)

9. Consultation policies

As part of our decision-making process Council needs to identify whether it should engage with its community so that we can hear and understand local views before deciding. The Local Government Act 2002 provides principles and requirements for consultation as part of the planning, decision-making and accountability role of Council. Councils are also required to establish and maintain opportunities for Māori to contribute to decision-making processes.

Engagement practices and the principles that underpin them are formalised and agreed upon with the community using Council's Significance and Engagement Policy sets out the general approach Council takes to determine the significance of proposals and decisions and when communities can expect to be engaged in decisions. Council follows a Special Consultative Procedure when consulting with its communities.

Current and past consultations can be viewed at: [Have your say | Hutt City Council](#)

10. Management structure and the relationship between management and elected members

CHIEF EXECUTIVE AND CORPORATE LEADERSHIP TEAM

The Local Government Act 2002 (LGA) requires Council to employ a Chief Executive with the responsibility of employing staff on behalf of Council, implementing Council decisions, and providing advice to Council.

Under the LGA 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.

The Chief Executive is supported by the Corporate Leadership Team or CLT. The [Executive Team](#) leads the organisation and ensures it delivers Council's objectives.

All Council staff can be contacted by phoning the contact centre on 04 570 6666 and requesting to speak to the relevant person. Information about Council groups can be found on our website.

CHIEF EXECUTIVE'S RESPONSIBILITIES

The Chief Executive has some specific responsibilities under the Local Government Act 2002. They are responsible to their local authority for:

- implementing the decisions of the local authority
- providing advice to members of the local authority and its community boards
- ensuring that all responsibilities, duties, and powers delegated to him or her or any person employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised
- ensuring the effective and efficient management of the activities of the local authority,
- facilitating and fostering representative and substantial elector participation in elections and polls
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing, on behalf of the local authority, the staff of the local authority
- negotiating the terms of employment of the staff of the local authority.

To ensure the effective operation of Council business the Chief Executive has also been delegated a range of powers by Council. The delegations register already delegates from Council to the Chief Executive all powers (except those

powers which must be exercised by Council by resolution under the Local Government Act 2002) with powers of sub-delegation to officers.

11. Equal Employment Opportunities Policy

Te Awa Kairangi | Hutt City Council is committed to the principles of equal employment opportunities and seeks to ensure that there are no barriers present that discriminate against people on the grounds of sex, age, marital status, religious or ethical beliefs, colour, race or national origins, disability, political opinion, employment status, family status and sexual orientation. All employment-related decisions are made based on merit.

12. 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. More information can be found at the following link: <https://www.huttcity.govt.nz/council/contact-us/make-an-official-information-act-request>

13. Contact us

EMAIL COUNCIL

Email via contact@huttcity.govt.nz.

PHONE (INCLUDING 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

FOLLOW US ON TWITTER www.twitter.com/huttcitycouncil

COUNCIL'S 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

WRITE TO COUNCIL

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

REPORT A PROBLEM

You can let Council know about any issues or problems with any Council services or log a request using our online portal:

<https://maps.huttcity.govt.nz/RAP/viewer/>

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:

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

CONTACT THE MAYOR AND ELECTED MEMBERS

For details on how to contact our elected members go to our website:

<https://www.huttcity.govt.nz/council/meet-your-council>

<https://www.huttcity.govt.nz/council/meet-your-council/community-boards>