

Te Tauākī Mana Whakahaere ā-rohe

Local Governance Statement

2023





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He aha te tauākī mana whakahaere?

What is a governance statement?

The Local Governance Statement is a collection of information about the Gisborne District Council, how we engage with the region's residents to make decisions, and how our residents can influence these processes.

A new Local Governance Statement is required within six months of each triennial election.

A Local Governance Statement is a requirement of [Section 40](#) of the Local Government Act 2002 (LGA) and requires the following information:

- functions, responsibilities and activities (translated into vision, framework, outcomes)
- local legislation
- bylaws (including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under Section 158 or 159)
- electoral system and the opportunity to change it
- representation arrangements (including the option of establishing Māori wards or constituencies and the opportunity to change them)
- members' roles and conduct (with specific reference to Code of Conduct)
- governance structures and processes, membership and delegations
- meeting processes (with specific reference to Local Government Official Information and Meetings Act 1987 and standing orders)
- consultation policies
- policies for liaising with and memoranda or agreements with iwi and Māori
- management structure and the relationship between management and elected members
- remuneration and employment policy, if adopted
- equal employment opportunities policy
- key approved planning and policy documents and the process for their development and review
- public access to Council services and its elected members
- processes for requests for official information.

MORE INFORMATION

All Council publications referred to in this document are available at gdc.govt.nz

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The Local Governance Statement is Council's official information document.

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Review Date: Not later than April 2023 (six months following the triennial elections).

All images and illustrations in this document are the property of Gisborne District Council, unless otherwise specified.





Tō tātau rohe

Our district

OUR POPULATION BY LOCATION

51,500
people

21.7%
other townships
and rural



1% national
population

3% national
land area

1.1% ○
Te Karaka

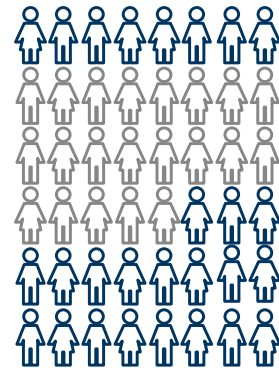
1.6% ○
Ruātōria

0.9%
Tokomaru
Bay

1.7%
Tolaga
Bay

72.7%
Gisborne

OUR POPULATION AGE



16.2%
people
65yrs
plus

39%
under
25yrs old
highest
proportion
of under
25s in NZ

Source: Stats NZ - www.stats.govt.nz

OUR HOUSING



\$840,000
national median

\$665,000
Tairāwhiti median

7.3%
house price rise

2.4%
national median
house price

Source: REINZ -
www.reinz.co.nz



OUR TANGATA WHENUA

- 5** regional iwi
- 71** operational marae
- 16%** te reo Māori speakers
- 4x** national percentage of te reo Māori speakers



OUR ETHNICITIES

58.1%
European

53%
Māori

4.5%
Pacific
peoples

2.8%
Asian

1.3%
Other
ethnicities

Multiple ethnicities possible,
so totals more than 100%

Source: Stats NZ -
www.stats.govt.nz



COUNCIL SERVICES



11,376
registered
dogs

43
playgrounds
30
sports parks



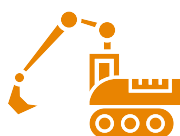
almost
1,900km
of roads of which
almost
90% are rural
roads

77
public conveniences



38,300m³
of water capacity
stored in
7 reservoirs

236km
of footpaths



76km
of stopbanks



OUR INCOME

\$80,055

national median

\$66,000

Tairāwhiti median

26% have **less than \$30,000**

19% between \$30,000-\$50,000



EMPLOYMENT

68% working-age employed

4.5% unemployment rate

65% living in deciles 8-10

3.5% annual employment
growth



GDP

\$2,504m

Provisionally up 1.5%

National growth 2.8%



GISBORNE AIRPORT

196,500

passenger movements

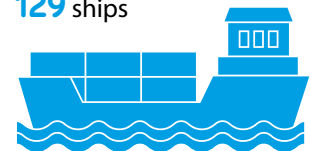
33,800

take-off and landings

Source: Eastland Group
Annual Report 2022 -
www.eastland.nz

GISBORNE PORT

129 ships



2,890,730 tonnes

of cargo left our port

Source: Eastland Group
Annual Report 2022 -
www.eastland.nz



Kupu whakamihi na te koromatua

Foreword from our mayor

Tēnā koutou,

We're pleased to introduce Te Kaunihera o Tairāwhiti Gisborne District Council's Local Governance Statement.

Our Local Governance Statement outlines the democratic processes on how we engage with our community, how we make decisions, and how residents can be involved in decision-making. This statement includes information about the roles and responsibilities of elected members and how they work with our chief executive and staff.

Te Kaunihera o Tairāwhiti is one of six unitary authorities in Aotearoa, giving us the combined functions, duties and powers of both a territorial authority (service delivery bodies) and a regional council (regulatory authorities). Our management and committee structures have been designed to separate our regulatory functions from other functions.

We hope that our Local Governance Statement helps to inform you about the ways that we operate and how you can be involved.

Tairāwhiti whakamaua kia tina!

Rehette Stoltz
Her Worship, the Mayor





Ngā āheinga, ngā haepapa me ngā mahi a te Kaunihera

Functions, responsibilities and activities of Council

FUNCTIONS

The Gisborne District Council is one of six unitary authorities (also called unitary councils) in New Zealand.

We have the combined functions, duties and powers of a territorial council and a regional council as outlined below:

Regional councils



BIOSECURITY

Control of regional plant and animal pests



CIVIL DEFENCE

Natural disasters, marine oil spills



REGIONAL LAND TRANSPORT

Planning and contracting of passenger services



RESOURCE MANAGEMENT

Quality of water, soil, coastal planning etc



RIVER MANAGEMENT

Flood control and mitigation of erosion

Territorial councils



COMMUNITY WELLBEING AND DEVELOPMENT

Including advocacy, funding, partnerships and Council's Long Term Plan



ENVIRONMENTAL HEALTH AND SAFETY

Including building control and environmental health matters



INFRASTRUCTURE

Roading and transport, sewerage, water/ stormwater



RECREATION AND CULTURE

Includes parks, aquatics and community facilities



RESOURCE MANAGEMENT

Including land-use planning and development control

RESPONSIBILITIES

Council has two key responsibilities outlined under [Section 10](#) of the LGA, which are:

- to enable democratic decision-making and action by and on behalf of communities
- to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

Councils are responsible for providing good quality local infrastructure, local public services and performance of regulatory functions. The four wellbeings also recognise the major role councils play in enhancing community wellbeing and supporting overall quality of life.





ACTIVITIES OF COUNCIL

In order to perform our functions and responsibilities, Council undertakes many different activities.

While some are clearly visible to our communities, such as the pool, library, parks and playgrounds, there are many other Council services and infrastructure that make a substantial contribution to our community's wellbeing, like water supply, drainage, roads and working with community groups. Information is provided about these activities in our long term plan, annual plans, and annual reports.



View our latest [plans and reports](#) on our website for more information on the progress of these activities.

The activities of Council fall under the following categories:

Land, Rivers and Coastal

Roads and Footpaths

Solid Waste

Wastewater

Water Supply

Urban Stormwater

Commercial Operations

Environmental Services and Protection

- Building Consents
- Resource Consents
- Enforcement and Compliance
- Harbour Master

Liveable Communities

- Catchments, Biodiversity and Biosecurity
- Cultural Activities
- Recreation and Amenities

Regional Leadership and Support Services

- Emergency Management
- Engagement and Māori Responsiveness
- Governance and Democracy
- Science
- Strategic Policy and Planning
- Support Services





To mātau anga rautaki Our strategic framework

WHAT IS OUR STRATEGIC FRAMEWORK?

Council's 2021-2031 Long Term Plan states the vision for the region, what the community wants to achieve, community outcomes and strategic priorities. It also sets out what the Council plans to do over the next ten years to contribute to those outcomes.

Council will have an opportunity to revisit the current strategic framework as we prepare for the 2024-2034 Long Term Plan to ensure alignment with the purpose of local government and the changing outcomes and goals of our community.

OUR VISION

Tairāwhiti maranga ake! E tīmata ana i konei.

Tairāwhiti, rise up! It all starts here.

***Me whiri ngātahi tātau i ngā
āheinga me ngā tauwhāinga kia whakahī ai te Iwi.***

*Let's navigate our opportunities and challenges together to
make our community proud.*



Ō TĀTAU PUTANGA HAPORI / OUR COMMUNITY OUTCOMES



A DRIVEN AND ENABLED COMMUNITY

Our whole community works together to achieve our dreams and aspirations.



RESILIENT COMMUNITIES

Our economy, infrastructure and communities spring back from difficult situations. We care for and plan for future generations and act in partnership with our community.



VIBRANT CITY AND TOWNSHIPS

We live balanced and happy lives. Our city and townships are vibrant. We attract visitors from across Aotearoa and the world. Our rural townships have sustainable infrastructure and services, and we all have bright futures.



CONNECTED AND SAFE COMMUNITIES

Our communities and businesses prosper. We have a safe, efficient and integrated transport network. We invest in supplying safe walking, cycling and public transport, and we use new technologies to our advantage.



WE TAKE SUSTAINABILITY SERIOUSLY

We change the way we live and work in response to climate change. We work to lower carbon emissions and improve our ecological footprint. We're more resilient, we end waste, and we use our natural resources wisely.



WE CELEBRATE OUR HERITAGE

We're proud of and celebrate our Māori identity, culture, historical and natural heritage. We're all kaitiaki of our natural taonga, which we protect for future generations.



A DIVERSE ECONOMY

We have world-class facilities and services. Our people are in high-value jobs and have a great standard of living. We have a strong economy which encourages entrepreneurship and innovation, and we use emerging technologies.



DELIVERING FOR AND WITH MĀORI

Iwi are significant partners in Council's decision-making. Māori communities and economies are booming, supported by affordable housing, quality infrastructure and fulfilling employment opportunities.

NGĀ MATUA RAUTAKI / OUR STRATEGIC PRIORITIES



TE TAIAO

We will protect and enhance our environment and biodiversity.



TE HANGANGA

We will invest in existing and future core infrastructure needs, with a focus on adaptive, cost-efficient and effective designs that enhance our sense of place and lifestyle.



NGĀ TIKANGA ĀWHINA TĀNGATA

We will efficiently deliver quality services that enable our communities.





Te whakamanatanga o Te Tiriti o Waitangi

Giving effect to Te Tiriti o Waitangi

Te Tiriti o Waitangi governs the relationship between Māori and the Crown and ensures the rights of Māori as tangata whenua are protected. Local government also has responsibilities to Māori under Te Tiriti o Waitangi and across varying legislation not limited to but including the LGA and the RMA.

STATUTORY ACKNOWLEDGEMENTS

Te Kaunihera o Te Tairāwhiti (Council) must have regard to statutory acknowledgements relating to a statutory area in deciding, under [Section 95E](#) of the RMA, whether the trustee is an affected person in respect of an application for resource consent for an activity within, adjacent to, or that directly affects the statutory area. See our Statutory Acknowledgements and Statutory Areas on our [website](#).

JOINT MANAGEMENT AGREEMENTS

Te Kaunihera has many arrangements and forums in place where co-management, co-governance and joint decision-making occur. While Te Kaunihera is at the start of our Te Tiriti o Waitangi voyage and still has much to do internally and with iwi, our commitment to being a good Tiriti partner and to embody and give effect to Te Tiriti o Waitangi in Tairāwhiti remains firm. See some examples of [iwi and hapū joint management plans](#) on our website.

COUNCIL'S KAUPAPA MĀORI POLICIES AND GUIDANCE

We have a policy and internal framework that guides us in our role as a Tiriti partner with Māori.



View Council Kaupapa Māori policies on our website [Engaging Māori | Gisborne District Council \(gdc.govt.nz\)](#)

Te Tiriti o Waitangi Compass framework

The [Te Tiriti o Waitangi Compass](#) is an internally facing framework adopted by Te Kaunihera on the 29 September 2022. This tool will support organisational understanding and application of Te Tiriti o Waitangi across our mahi. Te Kaunihera wants to develop effective and meaningful collaboration with mana whenua. We want to ensure iwi and hapū have a long-term role in the future planning and decision-making for the region.

The four articles of Te Tiriti o Waitangi have been used as the foundation for our Te Tiriti o Waitangi Compass.

Council's responsibilities as a Tiriti partner, and our vision for the standard of partnership we desire, have been framed in response to the articles themselves as follows:

- **Kāwanatanga** - Governance
- **Tino Rangatiratanga** - Self-determination
- **Ōritetanga** - Equity
- **Whakapono** - Protection of customs and faith



The Te Tiriti o Waitangi Compass works alongside other relevant Council policies to enhance existing direction and improve future integration of advice on Te Tiriti o Waitangi partnership matters. Examples include Tairāwhiti Piritahi: Fostering Māori Participation in Council Decision-Making, the Significance and Engagement Policy and the strategic outcomes and vision captured in our Long Term Plan.

Tairāwhiti Piritahi: Fostering Māori participation in Council decision-making

Our internal policy framework [Tairāwhiti Piritahi](#) provides high-level guidance to staff on our organisational expectations for building effective relationships with Māori at every level.

This policy promotes and facilitates Māori participation in Council's decision-making processes, including a framework for building organisational capability and additional opportunities for Māori to contribute to Council's decision-making processes. The policy is underpinned by the following principles:

- **Tika** – a shared commitment to “do the right thing” – morally and ethically – by making certain that everyone is treated with equal respect and fairness.
- **Pono** – a shared commitment to ensure informed decision-making is underpinned by, and made with, honesty, integrity and good faith.
- **Manaakitanga** – the mutual elevation of mana in encounters and when engaged in discourse as a means of seeking shared understanding based on the spirit of respect and dignity.
- **Kete mātauranga** – Council recognises that tangata whenua have an embodied set of expertise and skills in providing a Māori worldview in decision-making processes.



View the full document on our [website](#).





Ngā ture, rautaki, kaupapa matua hei arahi i a mātau

Key legislation, strategies and policies that guide us

KEY LEGISLATION

The three key pieces of legislation that set out what and how we operate as a local authority are:

- [Local Government Act 2002 \(LGA\)](#) - sets out the purpose of local government in New Zealand. It gives us a framework and empowers us to decide which activities we undertake and how we undertake them. It also makes us accountable to our communities.
- [Resource Management Act 1991 \(RMA\)](#) - how we manage our environment and prepare plans and policies.
- [Local Government \(Rating\) Act 2002](#) - flexible powers to set, assess, and collect rates to fund local government activities.

Council is subject to a wide range of different legislation (Acts) that other corporate bodies and individuals are subject to, for example, Income Tax Act 2007, Employment Relations Act 2000, Health and Safety at Work Act 2015, and the Fair Trading Act 1986. View more information about other key Acts affecting local authorities at localcouncils.govt.nz

STRATEGIES, PLANS AND POLICIES

Council strategies and plans inform the strategic vision and work plan.

An important aspect of Council, in carrying out its roles and responsibilities, is developing and reviewing strategies, policies and plans. The strategies, policies and plans contribute to community wellbeing at the highest level.



View our current [strategies, plans and reports](#) on our website.



KEY PLANNING DOCUMENTS

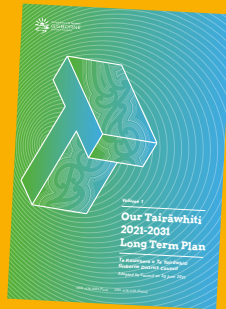
Our key strategic documents are requirements of the LGA.

These include the Long Term Plan, Annual Plan and Annual Report. Over the next three years, we'll continue to report regularly where we're doing well, where there is room for improvement, and where changes are needed - being fully accountable and transparent to our community.

Long Term Plan - [view current on our website](#)

The Long Term Plan is our strategic planning document and is reviewed every three years and sets out in a specific ten-year period:

- the activities and projects we're planning
- how much they'll cost and how we'll pay for them
- an Infrastructure Strategy that outlines our plans for managing our infrastructure over a 30-year period
- a Financial Strategy that sets how we'll fund the activities and services Council provides along with how we'll manage the assets of the region in a financially sustainable way



The Infrastructure Strategy and Financial Strategy must align closely.

Annual Plan - [view current on our website](#)

The Annual Plan is prepared in the second and third year of the Long Term Plan and sets out:

- what we're planning to achieve in years two and three
- our major projects, activities, services, and financial information for a specific year
- how much these cost, and how we plan on funding them
- the effect on rates and the Council's finances



When there are significant changes or variations from the LTP, we consult with the community and include these variations in the Annual Plan.

Annual Report - [view current on our website](#)

The Annual Report is our key accountability document that reports our progress compared to what we set out in our Annual Plan. It tells the financial story of our performance over the past financial year and:

- informs our communities about how we spent rates
- highlights areas we performed well in and the areas where we need to improve
- provides context for where we need to head in the future.



Tairāwhiti Regional Spatial Plan – [view current on our website](#)

Tairāwhiti 2050 is Gisborne District Council's vision for the region for the next 30 years. We'll review this plan every five years to ensure we remain on track and respond appropriately to changing trends, needs and environments. We call this our "spatial plan", which is a document that:

- states our region's major challenges and how we'll tackle them
- outlines our shared aspirations for our region's future wellbeing and what we expect to achieve by 2050
- aligns the strategies and plans of Council, government agencies, and other organisations to enable collaboration
- sets the direction for regional planning and development, decision-making, and investments
- maps out where critical infrastructure, transport connections, and development will occur and where there are constraints.



Annual Residents Satisfaction Survey (RSS)

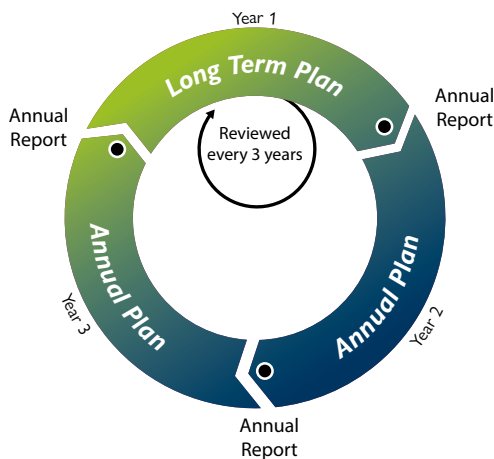
The Annual RSS is our key measurement tool that reports our service and performance levels. We carry out independent resident satisfaction surveys to find out how satisfied residents are with our resources, facilities, and services while always looking for improvement opportunities.

The RSS results help to give us an insight into the utilisation of facilities and services, the degree of customer satisfaction, and how the community thinks we're performing.

This helps to ensure that we deliver what we said we would and that we improve performance in areas where it's required.

OUR PLANNING AND REPORTING LIFE CYCLE

This is how the long term plan, annual plan, annual report and quarterly reporting work together.



BYLAWS

Bylaws are rules or regulations created to make our city and district a safe and healthy place.

[Section 145](#) of the LGA provides for councils to make bylaws for the following purposes:

- protecting the public from nuisance
- protecting, promoting and maintaining public health and safety
- minimising the potential for offensive behaviour in public places.

Gisborne District Council consults with the community before adopting any new bylaw or reviewing an existing bylaw. View and participate in reviewing the bylaws at [‘Kōrero mai/Have your say’](#) on our website.

SCHEDULE OF BYLAWS

Here is a list of our current bylaws. View full bylaw descriptions on our [website](#).

- | | |
|---|----------------------------------|
| • Alcohol Control Bylaw 2015 | • Public Places Bylaw 2015 |
| • Cemeteries and Crematoria Bylaw 2015 | • Reserves Bylaw 2015 |
| • Dog Control Bylaw 2010 | • Speed Limits Bylaw 2013 |
| • Food Hygiene Bylaw 2014 | • Stock Control Bylaw 2017 |
| • Freedom Camping Bylaw 2021 | • Trade Waste Bylaw 2021 |
| • Keeping of Animals, Poultry and Bees Bylaw 2012 | • Traffic and Parking Bylaw 2021 |
| • Mobile Shops and Other Traders Bylaw 2014 | • Water Supply Bylaw 2015 |
| • Navigation and Safety Bylaw 2012 | |





Ngā kaupapa here whakaōrite whiwhinga mahi Equal employment opportunity policies

OUR TIKANGA

At Council, we have an overarching foundational document called Our Tikanga.

This guides how we work together to achieve our strategic objectives and vision for Tairāwhiti. We expect all staff to comply with our tikanga, commitments, policies and procedures and act in accordance with New Zealand legislation.

Full relevant and associated documents are:

- Harassment, Bullying and Discrimination Commitment
- Flexible Working and Whānau-Friendly Commitment
- Remuneration, Reward and Performance Commitment
- Health and Safety Policy
- Drug and Alcohol Policy
- Leave Policy
- Code of Behaviour and Disciplinary Procedure
- Information Services Policy
- Salaried Officers Collective Employment Agreement 2021-2022 pursuant to the Employment Relations Act 2000.



Te uiuinga me te tūtakina hapori

Consultation and community engagement

LEGAL REQUIREMENTS

Sections 78, 81 and 82 of the LGA require local authorities to carry out consultation for decision-making in the following circumstance:

- when Council makes significant decisions, to give consideration to the views and preferences of affected people
- when undertaking consultation, to do so in accordance with the principles of consultation in the Act
- Māori must have the opportunity to contribute to decision-making.

Council's consultation and community engagement focus is an important function as the greater the participation levels, the more likely it is that we'll make well-informed decisions that will match the aspirations of our community. In-person, in print and online, we aim to provide opportunities for people to have their say.

SPECIAL CONSULTATIVE PROCEDURES (SCP)

The LGA outlines the minimum steps that Council must undertake with a particular decision that may have high significance to the community and may have major implications (such as financial).

Section 83 of the LGA's required steps include:

- preparing a statement of proposal
- providing a summary of the information
- notifying the public via newspapers of the proposal and consultation being undertaken
- acknowledging all submissions in writing
- giving each submitter an opportunity to be heard publicly.

THE LAW REQUIRES US TO ADOPT THE SPECIAL CONSULTATIVE PROCEDURE FOR:

Adopting and amending our Long Term Plan

Making, amending or revoking a plan, policy or bylaw considered to be significant under this policy

Other Acts, if expressly required by law

Transferring Council's ownership or control of strategic assets

Adopting the Treasury Management Policy

SIGNIFICANCE AND ENGAGEMENT POLICY

The Significance and Engagement Policy formally outlines our commitment to public participation in decision-making. [Section 76AA](#) of the LGA requires Council to adopt a [Significance and Engagement Policy](#) that guides how and when we engage with our communities about important Council matters.

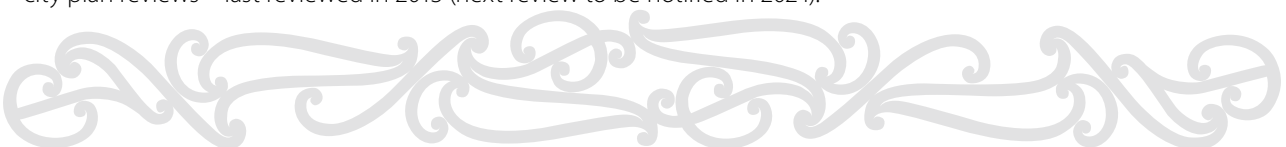
HAVE YOUR SAY

We offer several ways for the public to participate in decision-making in Tairāwhiti.

To see how you can have your say on Council plans, policies and projects, go to ['Kōrero mai/Have your say'](#) on our website.

Other consultation opportunities include:

- long term plans – created every three years (the next one in 2024)
- annual plans – created every year in between the long-term plans
- representation reviews – reviewed every six years (the next one in 2027)
- city plan reviews – last reviewed in 2013 (next review to be notified in 2024).





Te tikanga pōti me te kōwhiringa whakarerekē

The electoral system and the opportunity to change it

WHAT IS AN ELECTORAL SYSTEM?

An electoral system describes the system used for voting at local authority elections.

The Local Electoral Act 2001 provides for two types of electoral systems.

- First Past the Post.
- Single Transferable Voting (STV).

For more information about these electoral systems, visit localcouncils.govt.nz

OUR CURRENT ELECTORAL SYSTEM

Council currently operates its elections under the STV electoral system.

For more information on the STV electoral system, go to stv.govt.nz

CHANGING THE ELECTORAL SYSTEM

Under the Local Electoral Act 2001, Council can resolve to change the electoral system in the following ways:

- Council can resolve to change the system to be used at the next two elections, or Council can conduct a binding poll
- electors can demand a binding poll.

In the latter case, 5% or more of registered electors need to sign a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial elections, i.e., we can't change our electoral system for one election and then change back for the next election.

LOCAL AUTHORITY ELECTIONS

Elections for members of local councils are held once every three years on the second Saturday in October.

Triennial elections for elected members of all local authorities throughout New Zealand were conducted on 8 October 2022.





Ngā whakaritenga whakaahuahanga Representation arrangements

WHAT ARE REPRESENTATION ARRANGEMENTS?

Representation arrangements relate to the way that councillors and local board members are elected.

All territorial authorities are required under [Sections 19H](#) and [19J](#) of the Local Electoral Act to review their representation arrangements at least once every six years. These reviews ensure Council representation is fair, effective and meets the needs of our communities.

OUR CURRENT REPRESENTATION ARRANGEMENTS

Council's current representation arrangements include a mayor and 13 councillors.

On 7 April 2022, the Local Government Commission released its determination for the election of the Gisborne District Council held on 8 October 2022.



View the [determination of the Local Government Commission](#) on our website.



Photo by: Josie McClutchie | Location: Te Poho o Rawiri Marae



OUR WARDS

The councillors represent two wards of the district – the Tairāwhiti Māori ward and the Tairāwhiti general ward. The Tairāwhiti Māori ward has five councillors, and the Tairāwhiti general ward has eight councillors. While the councillors have been elected from their respective wards, they have an obligation and a duty to represent the interests of the district as a whole.

WARD	COUNCILLORS	RESIDENT ELECTORS
Tairāwhiti Māori ward	5	11,042
Tairāwhiti general ward	8	23,428
Total	13	34,470



REVIEW OF REPRESENTATION ARRANGEMENTS

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review. It should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to Council, and the right to speak to the submission at a hearing.

Electors 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 Council must consider in reviewing its membership and the basis of an election are found in the Local Electoral Act 2001.

A review must include the following:

- the number of elected members
- whether the elected members (other than the mayor) shall be elected by the entire district or continue to be elected by their ward (or a mix of both systems)
- the boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- whether or not to have separate Māori wards
- whether to have Community Boards and, if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

MĀORI WARDS

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Māori electors to provide opportunities for Māori to contribute to Council's decision-making processes.

On 23 November 2020, the Council resolved to establish a Māori ward for the 2022 and 2025 triennial elections. As a result, five Māori ward councillors were voted in the Tairāwhiti 2022 local elections.

Māori wards may be established through one of the following processes:

- A council may resolve to establish Māori wards.
- A council may decide to hold a non-binding poll on whether there should be Māori wards.

Candidates in Māori wards don't have to be of Māori descent. The law only requires that a person is eligible to stand for election and that they're nominated by two electors on the Māori electoral roll within the respective area that they're standing for.

For further information on Māori wards, visit Taituarā's [Guidance on the Māori Ward](#).





Ngā mahi me te whanonga o ngā mema

The role and conduct of elected members

COUNCIL

The elected Council consists of the mayor and 13 councillors, including the deputy mayor.

The councillors cover the district as a whole area and have an obligation and a duty to represent the interests of the district as a whole. Councillors have a key role in engaging with their local communities, advocating on behalf of others and raising any issues that need to be addressed.

MAYOR

The mayor's role under Section 41A of the LGA is to:

- provide leadership to the other elected members and people in the district
- lead the development of plans, policies and budgets for consideration by other elected members
- lead the development of the Council's plans (including the long-term plan, annual plan, policies and budgets.)

The mayor also has the following powers and roles:

- to appoint the deputy mayor
- to establish committees of the territorial authority
- to appoint the chairperson of each committee (which may be him or herself)
- to serve as a member of each Council committee
- to preside at Council meetings
- the mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders)
- a spokesperson for the Council
- an advocate on behalf of the community
- a Justice of the Peace.

Mayors, like councillors, are elected by their district for a three-year term.

The mayor must follow the same rules as other elected members about making public statements and committing the Council to a particular course of action unless acting under a delegation of authority from the Council and in accordance with the rules for media contact on behalf of the Council.

DEPUTY MAYOR

The deputy mayor may be appointed by the mayor or elected by the Council members at the first meeting of Council. 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. The deputy mayor may be removed from office by a Council resolution.





COUNCILLORS

Councillors are elected to represent their communities for a three-year term.

There is no limit on the number of terms they may serve.

You can contact the mayor and councillors at any time to discuss your ideas, issues or concerns.

For [mayor and councillors' details](#), visit our website.

CODE OF CONDUCT - NGĀ TIKANGA ARATAKI - ETHICS AND VALUES FOR ELECTED MEMBERS

Councillors, as individuals, must comply with the requirements of the Code of Conduct.

The Code of Conduct adopted by Council on 17 November 2022 sets out the understandings and expectations agreed by the elected members of the Gisborne District Council.



View the [Code of Conduct](#) on our website.





Ngā hanga kāwanatanga, ngā mema, ngā haepapa me ngā apārangi

Governance structures, membership, responsibilities and delegations

GOVERNANCE STRUCTURE

Elected councils can create subordinate decision-making structures such as committees.

Committees can be established or disestablished by way of a resolution of Council. Committees have the authority to consider all matters coming within their scope as detailed in [The Governance Structures and Terms of Reference](#) adopted by Council on 2 March 2023.

For further information about how a council can structure itself visit localcouncils.govt.nz

COMMITTEES OF COUNCIL

Council

The Council's terms of reference include the following powers which have not been delegated to committees, subcommittees, officers or any other subordinate decision-making body, and any other powers that are not legally able to be delegated:

- 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 plan.
- The power to adopt a long term 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 the Local Government Act 2002 in association with the long term plan or developed for the purpose of the Local Governance Statement.
- The power to adopt a remuneration and employment policy.
- Committee Terms of Reference and Delegations for the 2022-2025 Triennium.
- The power to approve or amend the Council's Standing Orders.
- The power to approve or amend the Code of Conduct for elected members.
- The power to appoint and discharge members of committees.
- The power to establish a joint committee with another local authority or other public body.
- The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.
- The power to make any resolutions that must be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer.
- Consider any matters referred to it from any of the committees.
- Authorise all expenditure not delegated to staff or other committees.
- Council's terms of reference also includes oversight of the organisation's compliance with health and safety obligations under the Health and Safety at Work Act 2015.





Committees of the whole

Sustainable Tairāwhiti /Toitū Tairāwhiti

To develop, approve, review and recommend to Council (where applicable) statutory and non-statutory policy, plans, bylaws, strategies and decisions to:

- Develop a vision and a pathway for the future of the district.
- Sustainably manage resources in the region.
- Identify and promote community aspirations.
- Define and deliver on Council's roles.
- Integrate an all-of-wellbeing approach to strategy, plan and policy development.
- Have effective statutory plans and bylaws to protect community and environmental needs.

Finance and Performance

- To assist Council in overseeing financial and non-financial performance, including the delivery of the Council's Capital Programme and oversight of the Council Controlled Trading Organisation.
- To monitor Council activities and service performance against budget, annual plans, the long term plan, annual reports and corporate and financial policies.
- The Finance and Performance Committee also receives enforcement and compliance performance activity reporting to ensure financial and non-financial performance oversight of its regulatory functions.

Operations Committee – Environment and Communities

- To provide governance oversight of Council's operational programmes, services, activities and projects (including major projects) related to environmental operations, community development and community assets.
- To enable the progress of the Council's operational activities, projects and services.

Operations Committee – Infrastructure

- To provide governance oversight of Council's operational programmes, services, activities and projects (including major projects) related to infrastructure assets.
- To enable the progress of the Council's operational activities, projects and services.

Traffic and Parking – Subcommittee

- To further the purposes of the Sustainable Tairāwhiti Committee by enabling an efficient process for the making of decisions relating to traffic and parking. Performance oversight of its regulatory functions.



**Standing committees****Audit and Risk**

- To assist the Council in exercising due care, diligence and skill in relation to the oversight of:
 - the robustness of the internal control framework
 - the integrity and appropriateness of external reporting and accountability arrangements within the organisation for these functions
 - the robustness of risk management systems, processes and practices
 - internal and external audit
 - accounting practice and, where relevant, accounting policy
 - health, safety and wellbeing
 - compliance with applicable laws, regulations, standards and best practice guidelines for public entities
 - the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- The Audit and Risk Committee Chair is responsible for submitting an annual report to the Council covering the Committee's operations and activities during the preceding year.

Bylaw Submissions Hearings Panel

- Decide matters which Council may delegate only to a committee of Council under the Local Government Act 2002.
- Act as a panel of candidates that may be appointed to a Hearing Panel (for matters that are not required to be heard or decided by a committee).

Wastewater Management

- The establishment of this committee is a requirement of the conditions of the resource consents for the upgrade and discharge of Gisborne's municipal wastewater.
- On 21 September 2007, the Minister of Conservation granted the coastal permit for the discharge of treated wastewater to the marine area subject to the same conditions as recommended by the Hearings Committee.

Regulatory Hearings Panel

- To conduct hearings and/or determine under delegated authority, applications for consent and all other matters required to be heard and determined by way of hearing under the Resource Management Act 1991.

Emergency

- To determine matters within the authority of Council where the urgency of those matters precludes a full meeting of the Council, or emergency legislation is enacted.

Conduct Review

- Conduct investigations and make recommendations regarding councillors' compliance with the Code of Conduct, as set out in the Code of Conduct.

Chief Executive Performance

The Chief Executive Performance Committee considers and reports to the Council on the following matters:

- Overseeing the performance of the chief executive in line with the performance agreement and his/her ongoing relationship with the Council, and reporting regularly to the Council on his/her performance.
- Facilitating regular performance reviews of the chief executive and reporting on a regular basis to the Council.
- Undertaking reviews of the chief executive's remuneration package in accordance with the employment agreement and making recommendations to the Council.
- Engaging relevant external advice, including independent legal advice, to assist the committee with all or any of these matters, as appropriate, ensuring such advisors are not otherwise contracted to the Council for similar services.
- Matters relating to succession planning and the appointment of a chief executive, as may be necessary from time to time, including:
 - overseeing the recruitment and selection process for a chief executive
 - recommending candidates and remuneration to the Council for consideration.

Appointments

- Oversees and manages recruitment and selection process of Council appointments to other bodies.





Statutory committees

Regional Transport

Under section 106 of the Land Transport Management Act 2003, the purpose of the committee is to:

- prepare a regional land transport plan, or any variation to the plan, for the approval of the Council
- provide the Council with any advice and assistance requested in relation to its transport responsibilities.

Civil Defence and Emergency Management

- To perform the functions of a Civil Defence and Emergency Management Group required under section 12(1)(b) of the Civil Defence and Emergency Management Act 2002 (the Act).
- To ensure that appropriate emergency management as detailed in the Act is carried out within the Gisborne District.
- Provide governance and oversight of the activities required to be undertaken on its behalf by the Act.

District Licensing

- To perform the independent statutory functions of a District Licensing Committee under the Sale and Supply of Alcohol Act 2012.

Local Leadership Body (LLB)

The Local Leadership Body is a statutory body established as a permanent joint committee of the Council under the Ngai Tāmanuhiri Claims Settlement Act 2012. Its purpose is to:

- contribute to the sustainable management of the natural and physical resources in the LLB area for the use and enjoyment of present and future generations while recognising and providing for the traditional relationship of Ngai Tāmanuhiri, Rongowhakaata, and Te Aitanga a Māhaki and affiliates with their ancestral lands, water, sites, wāhi tapu, and other taonga
- enable individuals and communities within the LLB area, as resources allow:
 - to provide for their social, economic, and cultural well-being
 - to achieve improved outcomes in respect of the environment.
- ensure that the Council is appropriately informed of its statutory obligations within the LLB area, including obligations in respect of Te Tiriti o Waitangi arising under the Local Government Act 2002 and the Resource Management Act 1991, and any other relevant laws.





Ngā tukanga whakahaere hui

Meeting processes

LEGAL REQUIREMENTS

The legal requirements for Council meetings are set down in the LGA and the LGOIMA.

The Local Government Official Information Act 1987 (LGOIMA) contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to the protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order.

COUNCIL MEETINGS

Meetings are held every six weeks (or as required).

Meetings are held at our administration building, Awarua, at 15 Fitzherbert Street, Gisborne. Information on past and upcoming meetings can be found on our website.

Anyone can attend a Council meeting. You're welcome to listen, but you cannot interrupt or make a comment during the meeting. All our Council and committee meetings are live-streamed **and are available on [YouTube](#).**

STANDING ORDERS

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

On 17 November 2022, Council adopted the current Standing Orders until a review is complete in 2023. The review will incorporate an in-depth Treaty Compass lens.

GIVING NOTICE

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.

AGENDAS AND MINUTES

The Council agenda is a public document that sets out what will be discussed at a meeting.

Agendas are made publicly available at least two working days before the meeting. Minutes of meetings must be kept and made publicly available, subject to LGOIMA requirements for public-excluded minutes.

SPEAKING AT PUBLIC MEETINGS

If you would like to speak at a meeting visit '[attending a meeting](#)' on our website.

Members of the public may have speaking rights after prior arrangements are made with the Council.

Meetings are publicly notified and conducted in accordance with the LGOIMA. The chairperson is responsible for maintaining order at meetings. At his/her discretion, they can order the removal of any member of the public for disorderly conduct, or remove any member of Council who doesn't comply with Standing Orders.





Te tono mo ngā kōrero ōkawa

Official information requests

MAKE A REQUEST

Official information refers to all information held by a local authority.

Under the [Local Government Official Information and Meetings Act 1987](#), any person may request information from Council.

Council must decide whether the request is to be granted no later than 20 working dates after the day on which the request was received. Unless reason exists for withholding information or if your request is complex, involves a large amount of research and collation, or requires us to consult with other parties.

If we can't provide you with the information within 20 days, we may extend the time limit, and we'll let you know if we need to do this. If your request is more urgent, you'll need to give reasons and explain the urgency.

Information may be withheld if it would:

- prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial
- endanger the safety of any person
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to Tikanga Māori or would disclose the location of wāhi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage.

Generally, there is no charge for a request.

However, if your request is for a significant amount of information or requires substantial collation and research, we are entitled to charge based on guidelines from the Ministry of Justice.

Council is committed to promoting openness and transparency in all our dealings, and we make a large amount of information available. You can make a request using the following options:

Online - fill in a form [online](#)

Email us - service@gdc.govt.nz

Phone us - 0800 653 800 or +64 06 867 2049

In person - 15 Fitzherbert Street, Gisborne

Post your requests - Gisborne District Council, PO Box 747, Gisborne 4010

View more information on making requests on our [website](#).

PERSONAL INFORMATION

An individual has the right to request information held by Council about themselves without charge. Special rules govern the right of access to personal information by individuals. The [Privacy Act 2020](#) governs the collection, use and disclosure of personal information.





Tō mātou rōpū

Our organisation

CHIEF EXECUTIVE

[Section 42](#) of the LGA requires the elected Council to employ one employee, the chief executive.

Our chief executive is Nedine Thatcher Swann. The chief executive is the only person who may lawfully give instructions to a staff member. Any complaint about an individual staff member should therefore be directed to the chief executive, rather than councillors or the mayor.

ORGANISATIONAL STRUCTURE

Our Management Team

The chief executive is responsible for implementing and managing Council's policies and objectives within the budgetary constraints established by the Council. Six directors are employed by the chief executive and make up our management team [COR \(Central Organising Rōpū\)](#). This includes 395 staff employed by the chief executive that carry out the day-to-day operations of Council activities and provide advice to the Council.



Anita Reedy-Holthausen

- Communication and Engagement
- Māori Responsiveness
- Customer Experience
- Township Officers
- Culture and Development
- Funding and Contracts



Michele Frey

- Community Assets and Resources
- Liveable Spaces
- Integrated Catchments
- Cultural Activities



David Wilson

- Four Waters
- Civil Defence Emergency Management
- Journeys
- Solid Waste
- Building Services
- Harbour Master



James Baty

- People and Capability
- Home Safe
- Democracy Support Services
- Information Services
- Legal
- Compliance, Monitoring and Enforcement



Joanna Noble

- Strategic Planning
- Environmental Monitoring and Science
- Resource Consents



Pauline Foreman

- Financial Services
- Risk and Performance





HYPERLINK REFERENCES

- Page 3** <https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM171856.html>
- Page 7** <https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM171803.html>
- Page 8** <https://www.gdc.govt.nz/council/plans-policies-and-bylaws>
- Page 11** https://www.gdc.govt.nz/__data/assets/pdf_file/0018/44901/Te-Tiriti-Compass-29-09-22-A2687132.pdf
- Page 11** <https://www.gdc.govt.nz/council/kaupapa-maori/engaging-maori>
- Page 11** <https://www.gdc.govt.nz/council/kaupapa-maori/iwi-and-hapu-joint-management-plans>
- Page 11** <https://www.gdc.govt.nz/council/kaupapa-maori/statutory-acknowledgements>
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- Page 12** https://www.gdc.govt.nz/__data/assets/pdf_file/0018/20628/Tairawhiti-Piritahi-Fostering-Maori-Participation-in-Council-Decision-Making-Policy-2021.pdf
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- Page 14** https://www.gdc.govt.nz/__data/assets/pdf_file/0023/12686/tairawhiti-2050-spatial-plan-shaping-the-future-of-our-region.pdf
- Page 14** <https://www.gdc.govt.nz/council/2021-2031-long-term-plan>
- Page 14** <https://www.gdc.govt.nz/council/plans-policies-and-bylaws/2020-21-annual-report>
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- Page 22** <https://www.gdc.govt.nz/council/mayor-and-councillors/councillor-profiles>
- Page 23** <https://www.localcouncils.govt.nz/>
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- Page 29** <https://www.gdc.govt.nz/council/our-management-team>
- Page 29** <https://www.legislation.govt.nz/act/public/2002/0084/latest/DLM171859.html>
- Page 31** <http://gpl.govt.nz>
- Page 31** <https://www.facebook.com/GisborneDC>
- Page 31** <https://www.gdc.govt.nz>



WHAKAPĀ MAI CONTACT US

-  15 Fitzherbert Street, Gisborne 4010
4746 Waiapu Road, Te Puia Springs 4079
-  www.gdc.govt.nz
-  service@gdc.govt.nz
-  0800 653 800 | (+64 06) 867 2049
-  www.facebook.com/GisborneDC
-  PO Box 747



GDC Fix App is a smartphone app to report issues to Council. The app identifies the location using the phone's GPS. It sends an email to us from the user's email address, including the details about the issue and a photo.

Our customer service is available to help with any enquiry. Our business hours are Monday to Friday, 9am – 5pm.

The Mayor - mayor@gdc.govt.nz

The Chief Executive - ceo@gdc.govt.nz

Media Contacts - comms@gdc.govt.nz

HB Williams Memorial Library - www.gpl.govt.nz



Te Kaunihera o Te Tairāwhiti
GISBORNE
DISTRICT COUNCIL