



GORE DISTRICT
COUNCIL

LOCAL GOVERNANCE

STATEMENT

**Prepared in accordance with Sections 40 and 274
of the Local Government Act 2002**

adopted by the Gore District Council on 22 April 2008

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1.0 WHAT IS A LOCAL GOVERNANCE STATEMENT?

The Gore District Council's (the Council) Local Governance Statement is a collection of information about the processes through which it engages with its residents, how the Council makes decisions, and how citizens can influence those processes.

This Statement helps support the purpose of local government by promoting local democracy. The Statement does this by providing the public with information on the ways to influence local democratic processes.

The Council's Governance Statement is required under Section 40 of the Local Government Act 2002. The Council is required to produce a new Governance Statement within six months after each triennial election. In addition, the Council may update its Governance Statement during the triennium if it is deemed appropriate.

1.1 Content of Local Governance Statements

The Council's Local Governance Statement contains information about:

- the functions, responsibilities and activities of the Council
- any local legislation that confers powers on the Council
- the electoral system and the opportunity to change that system
- representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them
- members' roles and conduct (with reference to the Code of Conduct and any statutory requirements as to members' roles and conduct)
- governance structures and processes (including the membership and delegations to any subordinate decision-making structures such as Council Committees)
- meeting processes (including the relevant provisions of the LGOIMA and any Standing Orders)
- consultation policies
- policies for liaising with Maori and any memoranda or agreements with Maori (and specifics on how the Council intends to discharge its obligations to Maori under Sections 14, 81 and 82)

- the management structure and the relationship between management and elected members
- the Council's Equal Employment Opportunities Policy
- key approved planning and policy documents and the process for their development and review
- systems for public access to the local authority and its elected members
- processes for requests for official information.

1.2 Access to Local Governance Statement

The Council shall make its Local Government Statement available to any member of the public who requests a copy of it, without fee. In addition, it will be available on the Council's website (www.goredc.govt.nz), at its Civic Administration Office, Public Libraries in Gore and Mataura and the Mataura Service Centre.

2.0 CONTENTS OF THE LOCAL GOVERNANCE STATEMENT

2.1 Functions, Responsibilities and Activities

The purpose of the Gore District Council is to enable democratic local decision making to promote the social, economic, environmental and cultural well-being of the Gore District in the present and for the future.

In meeting its purpose, the Gore District Council has a variety of roles:

- facilitating solutions to local needs;
- advocacy on behalf the local community with central government, other local authorities and other agencies;
- development of local resources;
- management of local infrastructure including network infrastructure (eg roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities);
- environmental management; and
- planning for the future needs of the local district.

The Council has adopted the following as its Mission Statement:

OUR VISION

To provide an environment that allows people to enjoy the lifestyle and culture of their choice.

OUR MISSION

To achieve our vision by

- ◆ Ensuring a sustainable environment for future generations
- ◆ Encouraging participation by the people
- ◆ Providing an efficient quality service and facilities

That meets the affordable needs and aspirations of the people

3.0 LOCAL LEGISLATION

The Council has no local legislation applying to it.

4.0 ELECTORAL SYSTEMS

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

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system was used for the first time at all 2004 District Health Board elections. A small number of Councils also opted to use STV. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- by counting elector's first preferences and the election of those who reach the quota;
- then by a transfer of 'spare' votes (over the quota from those candidates proportionally to all their voters' second preferences;
- then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.
- These steps continue until enough candidates have reached the quota and have been elected.

4.1 Deciding on which Electoral System to Use

Under the Local Electoral Act 2001:

The Council can resolve to change the electoral system to be used at the next two elections without a poll; or

- The Council can resolve to conduct a binding poll of eligible electors on which electoral system to use; or
- electors can demand that a binding poll be undertaken.

A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections.

4.2 The Voting System for the Council's Triennial Elections

The Council's last review of electoral systems was in May 2003 and it resolved to retain the First Past the Post voting system for the 2004 Triennial elections. It deferred undertaking a review of representation arrangements until 2006 in accordance with Section 19H(2)(a) of the Local Electoral Amendment Act 2002.

5.0 REPRESENTATION ARRANGEMENTS

5.1 Wards

The Gore District is divided into five Wards as follows:

Gore Ward	5 Councillors
Kaiwera/Waimumu Ward	1 Councillor
Mataura Ward	1 Councillor
Waikaka Ward	1 Councillor

Three Councillors are elected at large across the District.

The Mayor is elected at large across the District.

5.2 Community Board

Community Boards are constituted under Section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of their community
- consider and report on any matter referred to it by the council and any issues of interest or concern to the community board
- make an annual submission to the Council on expenditure in the community
- maintain an overview of services provided by the Council within the community

- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the council (currently the Council has not delegated any such responsibilities).

The Gore District has one Community Board – the Mataura Community Board, which was elected in August 2003. The Board has five members elected from the Mataura Ward.

The Community Board elects its own chairperson at its first meeting after election. There are at present no electoral subdivisions within Wards for the purpose of electing Community Board Members. Accordingly the electors of the Ward elect all the members for their Board.

The Local Electoral Amendment Act 2002 requires the Council to review the Community Board structures in 2006.

Electors can demand the formation of a new Community Board. This is done by a process, similar to the reorganisation process, described in Section 6.

5.3 Review of Representation Arrangements

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

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- whether the elected members (other than the Mayor) shall be elected by the entire District (ie at large) or whether the District will be divided into Wards for electoral purposes, or whether there will be a mix of “at large” and “Ward” representation;
- If election by Wards is preferred, to determine the boundaries and names of those Wards and the number of members that will represent each Ward.
- Whether or not to have separate Maori Wards;
- Whether to have community boards and if so, how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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

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

The Council last reviewed its representation arrangements in 2006.

5.4 The Reorganisation Process

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

- Make changes to the boundaries of the District;
- Create one or more new Territorial Local Authorities (City or District Councils);
- Create a Unitary Authority, i.e. transfer the functions of the Southland Regional Council to the Gore District Council;
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from the local authority, the Minister of Local Government, or by a petition signed by 10 percent of electors.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new City/District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5 per cent of electors within the District.

The Council has not considered whether or not to have separate Maori wards in its District. The Council could resolve in 2009 to introduce separate Maori wards for the 2010 elections or to conduct a poll, or electors could demand a poll.

6.0 MEMBERS' ROLES AND CONDUCT

The Mayor and the Councillors of the Gore District Council have the following roles:

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

6.1 Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing Committees.

6.2 Deputy Mayor

The Deputy Mayor is elected by the members of the Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of the Council. The Council may create one or more Committees of the Council. A committee Chairperson is responsible for presiding over meetings of the Committee, ensuring that the Committee acts within the powers delegated by the Council, and as set out in the Council's Delegations Manual. A Committee chairperson may be removed from office by resolution of the Council.

6.3 Chief Executive

The Chief Executive is appointed by the Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under Section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- implementing the decisions of the Council
- providing advice to the Council and Community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the Council effective and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- providing leadership for the staff of the Council
- employing staff (including negotiation of the terms of employment for the staff).

6.4 Conduct of Elected Members

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

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders;
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect);
- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way ;
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

6.5 Code of Conduct

All elected members are required to adhere to a Code of Conduct. Adopting such a Code is a requirement of the Local Government Act 2002. Once adopted, such a Code may only be amended by a 75 per

cent or more vote of the Council. The Code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code. Copies of the full Code of Conduct may be obtained from the Chief Executive's Office or from the website www.goredc.govt.nz.

The Gore District's Code of Conduct provides guidance on the standards of behaviour expected of elected members in their dealings with:

- each other
- the Chief Executive
- staff
- the media
- members of the public

The objective of the Code is to enhance:

- the effectiveness of the council as the autonomous local authority with statutory responsibilities
- for the good local government of the Gore District
- the credibility and accountability of the council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

7.0 GOVERNANCE STRUCTURES AND PROCESSES

The following is a list of members of the Gore District Council:

Mayor

Mr Tracy Hicks JP
Phone 208-5240

Councillors

Cr Cliff Bolger (District Wide Ward)
Phone 203-8327

Cr Nicky Davis (District Wide Ward)
Phone - 208-6863

Cr Douglas Dixey (Gore Ward)
Phone - 208-3771

Cr Steve Dixon (Gore Ward)
Phone - 208-8185

Cr Hugh Gardyne (Waikaka Ward)
Phone – 207-2836

Cr Peter Grant (District Wide Ward)
Phone - 208-7267

Cr Neil Harvey (Gore Ward)
Phone - 208-6376

Cr John Heller (Gore Ward)
Phone - 208-5550

Cr Bret Highsted (Gore Ward)
Phone - 208-1513

Cr Alister McLennan (Mataura Ward)
Phone - 203-8350

Cr Graham Sharp (Kaiwera/Waimumu Ward)
Phone - 208-1937

The Council reviews its Committee structures after each triennial election. At the last review, the Council established the following standing Committees:

- **Finance and Policy** (Chair: Cr Cliff Bolger) – rates, land information, preparation of revenue and financing policies and developer contributions policies, oversight of the treasury function.
- **Operations** (Chair: Cr Nicky Davis) – roads, water, stormwater, sewage, refuse disposal.
- **Community Services** (Chair: Cr Neil Harvey) - arts, culture and heritage, tourism and events, libraries, swimming pools, recreation and leisure (including sports grounds), Youth Council, community housing, community liaison and advocacy
- **Regulatory and Planning** (Chair: Cr Alister McLennan) – oversight of the inspectorate, licensing, resource consent and planning functions of the Council.

Committees meet a fortnight prior to the full Council meetings. A schedule of meeting dates can be found on the Council's website. Meeting dates and times are advertised towards the end the month prior to the month during which the meetings will be held. In some circumstances, this requirement will vary (eg for Extraordinary Meetings).

Further details on these Committees, including their terms of reference, membership and meeting arrangements can be obtained from the Chief Executive's Office.

Youth Council

In November 2007, the Council approved a constitution of a Youth Council for the Gore District. The Youth Councillors were sworn in to office on 15 April 2008. Youth Councillors range in age from a minimum of year 10 at secondary school through to a maximum of less than 19 years.

The objective of the Youth Council is to give youth in the Gore District a real voice so that young people can be heard and taken seriously on issues affecting youth and the general community.

In addition, the Council has the following Sub-Committees which meet from time to time:

Rural Special Fund Sub-Committee

Members No current appointments

Chief Executive's Appraisal Committee

Members His Worship the Mayor
Cr Cliff Bolger (Chairman)
Cr Nicky Davis
Cr Neil Harvey
Cr Alister McLennan

Creative Communities Sub-Committee

Members Cr Douglas Dixey
Community Representatives
Eastern Southland Community Arts Council
Mayor Ex Officio

Rural Halls and Domains Sub-Committee

Members His Worship the Mayor
Cr Cliff Bolger
Cr Hugh Gardyne
Cr Peter Grant
Cr Graham Sharp

Civil Defence Committee

Members His Worship the Mayor

Cr Neil Harvey
Cr Steve Dixon

8.0 COUNCIL ORGANISATIONS

The Council has non-controlling interests in numerous Council Organisations, by virtue of appointing one or more Board members or Trustees. These are generally “not for profit” bodies and include:

Citizens Advice Bureau
Community Wastebusters Trust
Eastern Southland Gallery
Gore A&P Association
Hokonui Heritage Centre Trust
Mataura Hockey Turf Trust
NZ Historic Places Trust (Southland)
Regional Land Transport Committee
St James Theatre Trust
Community Counselling Centre
Dolamore Trust Board
Eastern Southland Road Safety
Gore & Districts Health Inc
Hokonui Moonshine Museum Trust
Mobility Management Committee
Pioneer Women’s Memorial Trust
Road Safety Southland
Southland Heritage Building Preservation Trust
Southland Museum and Art Gallery
Community Connections Centre
Venture Southland

8.1 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 and Committee meetings must be open to the public unless there is reason to consider some item ‘in committee’ (ie these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Chairperson of the meeting concerned. 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 Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal

of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with standing orders. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present. A copy of the Code of Conduct and standing orders can be obtained from the Chief Executive's Officer

9.0 CONSULTATION POLICIES

The Council adopted a Consultation Policy at its meeting on 23 September 2003.

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, **the special consultative procedure**, is regarded as a minimum process.

The Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Council Community Plan, Annual Plan or District Plan it will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers to be important and identify issues of concern to the community.

The special consultative procedure consists of the following steps:

- **STEP ONE: Preparation of a statement of proposal and a summary**

The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a council meeting.

- **STEP TWO:**

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

- **STEP THREE: Receive submissions**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR: Deliberate in public**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). Submissions must be made available unless there is reason to withhold them under LGOIMA.

- **STEP FIVE: Follow up**

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary. By law, the Council must follow the special consultative procedure before it:

- adopts a Long Term Council Community Plan (LTCCP) or Annual Plan;
- amends an LTCCP;
- adopts, revokes, reviews or amends a bylaw;
- changes the mode of delivery for a significant activity (for example from the Council to a Council-controlled organisation or from a council controlled organisation to a private sector organisation) if that is not provided for in an LTCCP.

The Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so

10.0 POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI

The Council embraces the principles of the Treaty of Waitangi, and acknowledges and values its partnership with Te AO Marama which represents Te Runaka AO Awarua, Hokonui Rununga, Oraka/Aparima Runaka and Waihopai Runaka.

To help promote communication, understanding and working together efficiently and effectively, the Council has a partnership agreement with Te AO Marama through a Charter of Understanding. The Charter was reviewed in October and signed in November 2003.

The Council and the tangata whenua have a common goal. That is, the sustainable management of the District's environment and for the social, cultural, economic and environmental well-being of the community, for now and into the future.

Te AO Marama provides advice to the Council on natural and physical resource management issues under the Resource Management Act 1991 and sites of historical importance (eg waahi tapu) on behalf of Southland iwi.

For more information on these partnerships contact Michael Skerrett, IWI Liaison Officer, phone (03) 214-1573, Fax (03) 214 1505, e-mail teaomarama.southland@clear.net.nz or the Council's Planning Consultant, Keith Hovell, phone (03) 209-0330, fax (03) 209-0357, e-mail khovell@goredc.govt.nz.

11.0 MANAGEMENT STRUCTURES AND RELATIONSHIPS

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act 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 Mr Stephen Parry.

His contact details are:

Stephen Parry
Chief Executive
Gore District Council
PO Box 8
GORE
E-mail sparry@goredc.govt.nz
Phone (03) 209-0330
Fax (03) 209-0357

Council management is organised into two divisions. These are:

Corporate Services

General Manager – Mr Russell Duthie

His contact details are:

Russell Duthie
General Manager, Corporate Services
Gore District Council
PO Box 8
GORE

E-Mail rduthie@goredc.govt.nz
Phone (03) 209-0330
Fax (03) 209-0357

Activities covered by the Corporate Services Group include customer services, rates, treasury functions, District Libraries, Arts and Heritage and regulatory.

District Assets

General Manager – Mr Paul Withers

His contact details are:

Paul Withers
General Manager, District Assets
Gore District Council
PO Box 8
GORE

E-Mail pwithers@goredc.govt.nz
Phone (03) 209-0330
Fax (03) 209-0357

Activities covered by the District Assets group include parks and reserves, roading, water, sewerage, refuse disposal, Aquatic Centres and Civil Defence.

12.0 EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Local Government Act 2002 requires the Council to act as a ‘good employer’. This includes a specific requirement to have an equal employment opportunities policy.

The Council’s Equal Employment Opportunities Policy is as follows:

NATURE AND SCOPE

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

To ensure all personnel policies reflect the fundamental principals of EEO in:

- *Recruitment*
- *Education and corporate training*
- *Individual training opportunities*
- *Employment conditions*

The organisation will provide:

- *A welcoming, positive environment that does not discriminate against any group.*
- *Good, safe working conditions*
- *Opportunities for the enhancement of the abilities of individual employees.*

OBJECTIVES AND MEASURES

To continue to develop commitment to the principles and objectives of our EEO policy and promote and develop the skills throughout the organisation so that they may realise and pursue their full potential without bias.

Performance Measure	Achievement
<i>To provide a wide range of training opportunities to enable staff to develop career opportunities</i>	<i>Both specific individual and corporate training is provided.</i>

To obtain the best suited person for each vacancy and to provide a workplace free of discrimination, fully supportive and acknowledging the diverse needs of all staff.

Performance Measure	Achievement
<i>Maintain awareness amongst staff of EEO principles and their implementation in an importance to the Gore District Council.</i>	<i>EEO principles have been promoted and implemented throughout the organisation.</i>

13.0 KEY APPROVED PLANNING AND POLICY DOCUMENTS

The following have been identified as key Council planning and policy documents. To view these plans, please contact the Gore District Council (Phone (03) 209-0330).

13.1 The Long Term Council Community Plan (LTCCP)

Section 93 of the Local Government Act 2002 requires Councils to prepare a Long Term Council Community Plan (LTCCP) every three years, with an Annual Plan to be prepared in the intervening years.

The purpose of the LTCCP is to communicate the Council's objectives and proposed activities, with specific reference to the Council's contribution towards achieving the community outcomes identified in the Community Outcomes/"Our Way Southland" report. The LTCCP also details the Council's policies and prospective financial information for a ten year period beginning 1 July 2006 through to 30 June 2016.

13.2 Policy Manual

The Council's Policy Manual provides a full list of all policies approved by the Council. The policies provide guidance for staff and Councillors in the areas of discretionary decision-making. Adoption and adherence to the policies enables consistent application of discretion, consistent decision-making by staff and the Council and consistent treatment of the public, service groups and companies. The policies provide a transparent process and criteria. The Policy Manual is reviewed every three years. Policies can be reviewed, added or deleted at any time through normal Council processes.

13.3 Annual Plan

The Annual Plan is developed from the Long Term Council Community Plan, the Council's Funding Policy and community consultation. It includes information on the Council's policies, actions and funding that are to be undertaken over the coming financial year and provides information in general terms for the following two financial years. Any significant changes from the previous Annual Plan's policies objectives, significant services and performance measures are explained.

The Annual Plan is the Council's main means of communicating its projects and programmes to the public. The special consultative procedure stipulates that the public must be given a minimum of one month to make submissions. The Council then considers the submissions before adopting its approved Annual Plan and confirming the rates for the next financial year.

The Annual Plan must include:

- the nature and scope of the significant services to be undertaken

- the performance measures and other measures used to monitor, measure, and review Council's performance
- an outline of the indicative costs (i.e., of proposed expenditure) and the sources of funds
- an outline of Council's funding and financial policies
- forecast financial statements for the year, including:
 - an estimated and forecast statement for the beginning and end of the financial year
 - an operating statement (reflecting forecast revenues and expenses)
 - a statement of cashflows
- an explanation of changes (variations) between the current annual plan and the Long Term Council Community Plan.
- a summary of Council's Equal Employment Opportunities programme.

13.4 Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The annual report must:

- compare the actual performance with the proposed performance set out in the plan
- comment on the performance of all organisations included in the annual plan
- be produced within four months of the end of the financial year
- contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget
- show the extent to which Council's equal employment objectives were met.

13.5 Asset Management Plans

Asset Management Plans are blueprint documents for the broad based funding requirements for the city's infrastructure, and have strong linkages to the production of the funding and financial policy, Long Term Council Community Plan and the Annual Plan. These plans focus on asset management, asset service levels, depreciation and replacement of the District's major infrastructural assets. The Council's asset management plans were last reviewed in July 2006, and will be reviewed again in 2008/09 in order that they can be linked into the 2008-09 Long Term Council Community Plan.

The Council's Asset Management Plans are:

- Infrastructure Asset Management – Water Supply, Wastewater and Stormwater
- Infrastructure Asset Management – Landfills

Reserve Management Plans	Date of Adoption	Due for Review
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Sports Ground Management Plan	February 2001	February 2011
Dolamore Park Management Plan	February 2001	February 2011
Reserves Policy	February 2001	February 2011
Gore Town Belt Management Plan	March 1996	March 2006

Other Existing Key Council Plans, Policies and Strategies Include:

Document Name	Date of Adoption	Due for Review
Physical Activity Strategy	June 2007	As required
Economic Development Incentive Policy	November 1999	As required
Civil Defence Plan	September 2002	September 2005 – now incorporated into Southland CD Plan to be reviewed in 2010
Liability Management Policy	May 2003	Three yearly
Significance Policy	June 2003	As required
Asset Capitalisation Policy	June 2003	As required
Revenue and Financing Policy	July 2003	As required
Investment Policy	July 2003	Three yearly
Policy on Partnerships with the Private Sector	July 2003	As required
Gore District District Plan	2002	July 2016
Gore Physical Activity Strategy	July 2007	As required

14.0 SYSTEMS FOR PUBLIC ACCESS

14.1 Contact Details for the Gore District Council

Gore District Council
 Civic Administration Office
 29 Civic Avenue
 PO Box 8
 GORE
 Phone (03) 209-0330
 Fax (03) 209-0357
 E-mail – info@goredc.govt.nz
 Internet – www.goredc.govt.nz

14.2 System for Requesting Council Service

Requests for Council service can be lodged in various ways, including:

- visiting, phoning or writing (including e-mails and faxed) to the Chief Executive or relevant General Manager. Contact details are as shown on pages 17 and 18.
- The Council's main telephone line (03) 209-0330 is operated 24 hours a day.

14.3 District Libraries

Copies of key Council policies and plans are located at the District Libraries for public reference and information.

14.4 Opportunities for Participation in Council Activities

The Council offers numerous opportunities for the community to participate in the decision-making processes throughout the year, culminating in the draft Annual Plan submission process. The projects and programmes outlined in the draft Annual Plan are a result of ongoing public input and consultation with the community. Advertisements are placed in the local newspapers which include instructions on how to make a submission, and when and where public meetings on the draft Annual Plan and the public hearings are to take place.

In addition, many of Council's key plans and policies are developed using community input. The Council will inform Gore District residents (usually through the local media) when key plans and policies are being developed/reviewed that require community input or feedback.

The Mayor, Councillors, the Chief Executive and General Managers may be contacted throughout the year if you have information to contribute or areas of concern you wish to discuss.

15.0 PROCEDURES FOR DEALING WITH OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information are deemed to be a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

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

- endanger the safety of any person
- prejudice maintenance of the law
- compromise the privacy of any person
- reveal confidential or commercially sensitive information
- cause offence to tikanga Maori or would disclose the location of waahi 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.

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

In the first instance you should address requests for official information to the Chief Executive, Gore District Council, PO Box 8. Gore.

Adopted by the Gore District Council at its meeting on 22 April 2008.