



Stratford District Council

LOCAL GOVERNANCE STATEMENT

Section 40 of the Local Government Act 2002
January 2020

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INTRODUCTION

This document is the Local Governance Statement for the Stratford District Council (“the Council”), which the Council is required to produce under section 40 of the Local Government Act 2002. Council must prepare and make publically available, a new Local Governance Statement within six months after each triennial election.

The Council's Local Governance Statement is a collection of information about the processes that Council uses to engage with the district's citizens and how the Council makes decisions. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

This document clarifies the governance and the management responsibilities, the governance role and expected conduct of Elected Members, and describes the effective and transparent processes used by Council. Local Governance Statements ensure the community has one source of information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

1. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

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

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

- Formulating the District’s strategic direction in conjunction with the community – via the Long Term Plan (“LTP”), District Plan and other key council documents;
- Determining the services and activities to be undertaken by Council;
- Monitoring Council performance against the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Prudent stewardship of Council resources;
- Development and adoption of Council Policy; and
- Employing the Chief Executive.

2. LOCAL LEGISLATION

In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by various statutes. The key legislation being the Local Government Act 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002, the Local Government Official Information and Meetings Act 1987, Local Authorities (Members’ Interests) Act 1968, and the Resource Management Act 1991. Refer to section 6.5 for the specific relevance to Elected Members.

As at January 2020, the following legislation confers powers specifically to the Council:

- Taranaki Regional Council Empowering Act 2001
- Te Awa Tupua (Whanganui River Claims Settlement) Act 2017.

Other key acts of parliament that confer powers on the Council and regulate its functions include:

- Airport Authorities Act 1966
- Animal Welfare Act 1999
- Animal Law Reform Act 1989
- Building Act 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Climate Change Response Act 2002
- Commerce Act 1986
- Conservation Act 1987
- Copyright Act 1994
- Litter Act 1979
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Employment Relations Act 2000
- Fencing Act 1978
- Food Act 2014
- Gambling Act 2003
- Goods and Services Tax Act 1985
- Health Act 1956
- Health (Drinking Water) Amendment Act 2007
- Hazardous Substances and New Organisms (HSNO) Act 1996
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Impounding Act 1955
- Land Drainage Act 1908
- Land Transfer Act 2017
- Land Transport Act 1998
- Land Transport Management Act 2003
- Local Government Act 1974
- Local Government Borrowing Act 2011
- Minimum Wage Act 1983
- New Zealand Walkways Act 1990
- Ombudsmen Act 1975
- Privacy Act 1993
- Property Law Act 2007
- Public Audit Act 2001
- Public Works Act 1981
- Rating Valuations Act 1998
- Remuneration Authority Act 1977
- Rates Rebate Act 1973
- Reserves Act 1977
- Residential Tenancies Act 1986
- Sale and Supply of Alcohol Act 2003
- Soil Conservation and Rivers Control Act 1941
- Treaty of Waitangi Act 1975

- Walking Access Act 2008
- Waste Minimisation Act 2008.

3. STRATFORD DISTRICT COUNCIL BYLAWS

The Council also has the power to create bylaws governing rules that are applicable specifically to the Stratford district. Section 145 of the Local Government Act 2002 states that “A territorial authority may make bylaws for its district for 1 or more of 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.*

Section 146 also grants specific bylaw making powers to local authorities in relation to specific activities.

Bylaws are required to be reviewed every ten years, however there is an additional two year grace period that applies to lapsed bylaws to ensure they remain enforceable. The first review of new bylaws must be carried out within the first five years of the date the bylaw was first adopted.

Bylaw Title	Description	Date Last Reviewed
Public Places	Specifies what you can and can't do in public places and spaces to ensure safety and avoid nuisance.	June 2008
Mobile or Travelling Shops	Requires an operator of a mobile or travelling shop that serves food to get a Council licence.	June 2008
Refuse (proposal to change name to Solid Waste Management and Minimisation Bylaw)	Regulates refuse collection and disposal in order to promote effective and efficient waste management and to reduce waste produced in the district.	Currently under review
Water Supply	Management of the use of council supplied water to protect the system from contamination and waste.	June 2019
Control of Advertising Signs	General requirements for the erection of signs and their construction.	June 2008
Scaffolding and Deposit of Building Materials	Provides for the protection and safety of the public from the adverse effects of scaffolding or building activity.	June 2008
Amusement Devices and Shooting Galleries	Provides for the issue of a permit under the Amusement	June 2008

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Bylaw Title	Description	Date Last Reviewed
	Devices Regulations 1978 for amusement devices, and a licence for a shooting gallery.	
Nuisances	Lists a variety of public nuisances that are not allowed in the district.	June 2008
Control of Dogs	Covers rules around ownership and management of dogs within the district to ensure safety of the public, and animal wellbeing.	June 2008
The Keeping of Animals & Poultry	Prescribes rules around the keeping of pigs, horses, poultry and other animals.	June 2008
Cemeteries	Provisions for plots and interments and the operations of Council cemeteries.	Currently under review
Parks and Reserves	Describes the rules around what is not allowed at Council parks and reserves.	Currently under review
Damage Deposit	Damage deposit (refundable bond) to be paid for any building work to cover damage to the street or footpath.	June 2008
Parking Control	Prescribes rules around parking in the district, particularly in the CBD.	June 2008
Wastewater Drainage	Manages connections to the council sewerage system and the rules for discharge.	Currently under review
Liquor Control	Prohibits liquor in specified public places during specified times.	January 2010
Stock Control	Restrictions for stock near or on roads or road reserves.	September 2010
Speed Limits	Defines the speed limits on Stratford District Council roads.	Currently under review
Trade Waste	Provides rules around the discharge of Trade Waste into the sewerage system and requires application for consent for discharge.	Currently under review
Beauty Therapy, Tattooing and Piercing	Provides minimum industry standards to protect public health.	January 2018

4. THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE

The Council operates its elections under the First Past the Post electoral system. Electors vote for their preferred candidate(s) up to the maximum number of Elected Members per ward, and those candidates with the most votes are elected to Council.

The alternative to the First Past the Post system is the Single Transferable Voting system where electors rank their preferred candidates in order up to the maximum number of Elected Members per ward.

Under the Local Electoral Act 2001, there is a process by which the Council's voting system can be changed. The Council can resolve to change the system to be used at the next two elections or; it can conduct a binding poll or electors can demand a binding poll. In which case, 5% or more of the 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 Council elections.

5. REPRESENTATION ARRANGEMENTS

5.1 Wards

Stratford district is divided into two wards. The physical layout is mapped in section 17 of this Local Governance Statement.

Urban Ward	Six (6) Councillors
Rural Ward	Four (4) Councillors

5.2 Community Boards

The purpose of Community Boards is to look after specific local community interests and to establish a stronger link between the community and the Council. Their functions, duties and powers are set by statute as well as delegated by the Council.

The Council currently has no Community Boards.

5.3 Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. A petition of 5% (or more) of electors will require the Council to conduct a poll.

The Council currently has no Māori wards.

5.4 Review of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. The last review was undertaken in 2018. The review must include the following:

- The number of Councillors (excluding the Mayor).

- Whether the Councillors are to be elected by the entire district, or continue to be divided into, and elected by their wards (or a mix of both systems with some Councillors elected at large).
- 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 how to subdivide a community for electoral purposes.

The Council must follow the procedures 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 the public the right to make a submission to the Council, and the right to appeal any decisions made by Council to the Local Government Commission, who will make a binding decision on the appeal.

The next review will be undertaken in 2024, unless an earlier review is specifically requested by Elected Members.

6. ELECTED MEMBERS' ROLES AND CONDUCT

6.1 Delegations

Schedule 7, clause 32 of the Local Government Act 2002 states that the Council can delegate to a Committee or officer of the local authority any of its responsibilities, duties or powers except:

- The power to make a rate;
- The power to make a bylaw;
- The power to borrow money or purchase or dispose of assets, other than in accordance with the long-term 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 legislation.
- The power to adopt a remuneration and employment policy.

6.2 Codes of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. This Code also applies to all people appointed to Committees of Council.

The Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media, and the general public.

The objectives of the code are to:

- Enhance the effectiveness of Elected Members and the provision of good local government for the district;
- Promote effective decision-making and community engagement;
- Enhance the credibility and accountability of the local authority to its communities; and

- Develop a culture of mutual trust, respect and tolerance between the members of the local authority and management.

The Code of Conduct is based on the following values:

1. **Public interest:** members will serve the best interests of the people within their community, district or region and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively in an accountable and transparent manner;
3. **Ethical behaviour:** members will act with honesty and integrity at all times and respect the impartiality and integrity of officials;
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** members will treat people, including other members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by the Code of Conduct and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which the Council operates, including a regular review and assessment of the Council's collective performance.

6.3 Applicable Statutory Requirements

Under **section 46(1) Local Government Act 2002**, Elected Members can be held liable for losses reported by the Auditor-General under section 44 of the Act, resulting from an unlawful action by the Council. The loss is recoverable as a debt due to the Crown from each member jointly and severally.

Under **schedule 7, Clause 1, Local Government Act 2002**, an Elected Member (the Mayor, a Councillor, or a Community Board Member) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

The **Local Authority (Members' Interests) Act 1968**, regulates the circumstances under which a member has a pecuniary interest in a matter with the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member (or spouse or partner, including through a company) exceed \$25,000 in any financial year. They may also be fined up to \$200 (section 5). Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically disqualified from office. They may also be fined up to \$100 (section 7).

The **Local Government Official Information and Meetings Act 1987** ("LGOIMA"). The obligations of LGOIMA are binding on members and apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to the public. The underlying principle is that unless there is good

reason to withhold it, information should be made available. Sections 6 and 7 of the Act give a number of grounds for withholding disclosure.

The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

The **Secret Commissions Act 1910**, makes it unlawful for a Member (or officer) to receive a gift or benefit from anyone outside the Council if they are corruptly given or offered it as an inducement or reward for doing any act in relation to Council business or for showing favour or disfavour to any person in relation to the Council's affairs or business.

The **Crimes Act 1961**, makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

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

7. GOVERNANCE

7.1 Independent Election

The Council believes that the democratic election by citizens of Stratford district ensures that it is able to operate in the best interests of the district.

7.2 Council Meetings

The Ordinary Council meeting is held on the second Tuesday of every month at 4.00pm at the Stratford District Council Chambers, Miranda St, Stratford.

The Council holds monthly meetings to ensure that the affairs of the Council are being conducted in accordance with legislative mandate and Council objectives. The Council also monitors the performance of the Percy Thomson Trust, and the other Council Committees.

7.3 Council Committees

The Council has set up Standing Committees made up of Elected Members to monitor and assist in the effective discharging of specific responsibilities.

These Standing Committees are:

- Policy and Services Committee - meets on the fourth Tuesday of every month at 3.00pm.
- Audit and Risk Committee – meets five times a year in March, May, July, September, and November on the third Tuesday at 4.00pm.
- Farm and Aerodrome Committee – quarterly meetings (months to be confirmed).
- Sport New Zealand Rural Travel Fund Committee – meets twice a year in April and November.
- Executive Committee - meets as required.

7.4 External Committees

The Mayor appoints an Elected Member representative on the following external committees:

- Taranaki Regional Council Policy and Planning Committee
- Regional Land Transport Committee
- Civil Defence Emergency Management Committee
- Taranaki Regional Solid Waste Management Committee
- Central Landfill Joint Committee.

7.5 Partnerships

An essential element of the Council's operations is engaging with and getting input from the community. By establishing close working relationships with various sectors within the community, the Council is in a better position to accommodate community needs in its decisions.

The Council has an Elected Member representative on the following community organisations committees:

- Positive Ageing
- Sport Taranaki Trust
- Eltham Drainage Board
- TET Combined Sports Society
- Creative Communities Committee
- Central Taranaki Safe Community Trust

There are a range of relationships that the Council holds with other various community organisations.

8. COUNCIL CONTROLLED ORGANISATIONS

The Council has one Council Controlled Organisation (CCO), the Percy Thomson Trust, with control through the ability to appoint more than half of the trustees.

The Trust is registered as a charitable trust, and therefore exempt from income tax.

9. 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).

9.1 Legal Processes

All Council and committee meetings must be open to the public unless there is reason to consider an agenda item with the public excluded. Although meetings are open to

the public, members of the public do not have speaking rights unless prior arrangements are made with the Council, for example at hearings or public forums. The LGOIMA contains a list of the circumstances where councils may consider items which are 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 and minutes are public documents, although parts may be withheld if the above circumstances apply. They will be made available on the Council website and are a protected record, and therefore must be retained in perpetuity.

9.2 Standing Orders

Clause 27, Schedule 7 of the Local Government Act 2002 requires local authorities to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council standing orders can be found on the Council website.

The Mayor or Committee Chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

During meetings of the Council or Committees, all Council participants must follow standing orders unless standing orders are suspended by a vote of 75% (or more) of the members present.

9.3 Public Notice

All meetings of the Council for the following month, must be publically notified between 5 and 14 days (inclusive) before the end of the month. However, if a meeting is to be held on or after the 21st of the month then it may be notified between 5 and 10 working days before the day on which the meeting is to be held (section 46 of LGOIMA).

Extraordinary or emergency meetings must be publicly notified as soon as practicable before the meeting is held. Notification may be through the Council's website if it is not practical to include in the newspaper in time. The public notice must include the general nature of the business to be transacted at the meeting.

10. CONSULTATION POLICY

10.1 The Special Consultative Procedure

The Local Government Act 2002 sets out the Special Consultative Procedure - consultation principles and a procedure that local authorities must follow when making certain decisions.

When it is adopting its Long Term Plan or District Plan, the Council must hold formal meetings with community groups and other interested parties. At these meetings, the Council will seek views on the matters it considers important and identify issues of concern to the community. The Council may also hold public forums where residents

give their views on the performance of the Council and other issues the residents consider significant.

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 Council must also prepare a full and fair summary of the proposal. The statement and summary must be widely available for distribution throughout the community and for inspection at Council offices. The statement must be adopted at a Council meeting before being released to the public.

- **Step Two:** *Public notice.*

The Council must publish a notice in one or more daily newspapers circulating in the Stratford district, or in other newspapers of equivalent circulation, including the statement of proposal, the opportunity/s available for the public to present their views. It must also be published on the Council's website.

- **Step Three:** *Receive submissions.*

At least one month from the date of the notice must be allowed for submissions (section 83 (1)(b) of the Local Government Act 2002). The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to present their submission to the Council.

- **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 a reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

- **Step Five:** *Follow up.*

All submitters must be acknowledged in writing. 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.

The Council must follow the Special Consultative Procedure before it:

- adopts a Long-Term Plan (LTP),
- amends an LTP significantly via the Annual Plan,
- adopts, revokes, reviews or amends a bylaw,
- changes the mode of delivery for a significant activity that is not provided for in an LTP, (for example, changes from Council delivery to delivery by a Council Controlled Organisation or from a Council Controlled Organisation to a private sector organisation).

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.

11. POLICIES FOR ENGAGEMENT WITH MĀORI

11.1 Iwi within Stratford district

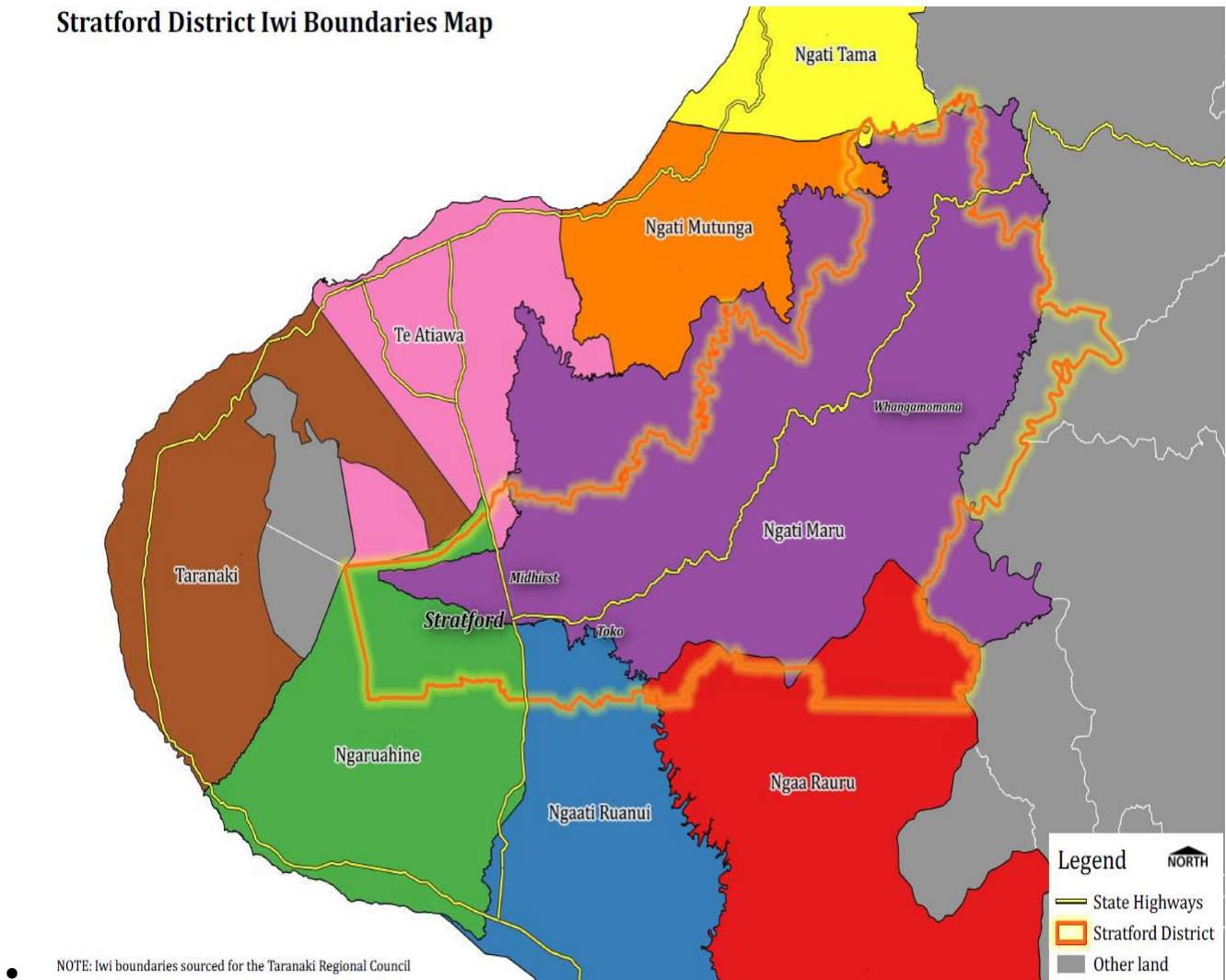
Under the provisions of the Resource Management Act 1991, the Council consults with the respective Iwi on resource consent matters and policy development where the Iwi are potentially affected. This is determined on a case-by-case basis.

The four Taranaki councils are currently working together with Iwi from across Taranaki to look at developing a Mana Whakahono a Rohe (MWAR) agreement that will provide guidance around Iwi participation in Resource Management matters. The MWAR is unlikely to involve all Iwi in the region (or this district) although they have all been invited to participate in the process, but it is likely to cover several Iwi with others able to join later if they wish.

Iwi authorities that have mana over whenua within the Stratford district are:

- Ngāruahine Iwi Authority
- Te Runanga o Ngāti Ruanui Trust
- Ngaa Rauru Kiihahi
- Te Runanga o Ngāti Mutunga
- Ngāti Maru Wharanui Pukehou Trust
- Te Atiawa Iwi Authority
- Te Runanga o Ngāti Tama.

Stratford District Iwi Boundaries Map



11.2 Māori within Stratford district

Under the provisions of section 81 of the Local Government Act 2002 the Council is legally required to establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of Council, and foster the development of Māori capacity to contribute to the decision making processes of the local authority.

The Council has appointed the District Mayor as the Māori Liaison Representative.

12. MANAGEMENT STRUCTURE AND RELATIONSHIPS WITH ELECTED MEMBERS

12.1 Division of Responsibility between the Council and Management

A clear division between the role of Elected Members and that of management is key to the efficient running of the Council.

Section 39 of the Local Government Act 2002 sets out a series of local governance principles – one of which is “A local authority should ensure that the relationship

between Elected Members and management of the local authority is effective and understood”.

12.2 Chief Executive

Section 42 of the Local Government Act 2002 requires the Council to appoint a Chief Executive who is responsible for:

- implementing the decisions of the local authority;
- providing advice to Elected Members of the local authority;
- ensuring that all responsibilities, duties, and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an act, regulation, or bylaw, are properly performed or exercised;
- ensuring the effective and efficient management of the activities of the local authority;
- facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001;
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority;
- providing leadership for the staff of the local authority;
- employing, on behalf of the local authority, the staff of the local authority (in accordance with any remuneration and employment policy); and
- negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration and employment policy).

The Chief Executive is the only person who may give instructions to a staff member. Complaints about individual staff members should, therefore, be made to the Chief Executive only.

13. EQUAL EMPLOYMENT OPPORTUNITIES

The Council supports the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential.

The Chief Executive is committed to ensuring equality of opportunity for all forms of paid employment and rejects unfair discrimination on any grounds including gender, marital status, religious or ethical belief, race or colour, ethnic or national origins, disability, age, political opinion, employment status, family status, sexual orientation or involvement in union activities.

The use of job sharing, flexible work hours, and the ability to respond to personal and family crises, will be paramount in ensuring the Council is seen as an employer of choice. Recruitment and selection processes are transparent with the primary aim of identifying and employing the best person for the position.

14. KEY APPROVED PLANNING AND POLICY DOCUMENTS

14.1 Stratford District Plan

The District Plan was made operative on 14 February 2014.

The Council is in the process of commencing a major review with Elected Members.

14.2 Strategies

Financial Strategy – minimum 10 year outlook
Infrastructure Strategy – minimum 30 year outlook

14.3 Long Term Plan (LTP)

Under the Local Government Act 2002, the Council is required to develop an LTP in consultation with the community. This covers the 10 years from the date of its publication and it will be reviewed and updated every three years. In the alternate two years, the Council will publish an Annual Plan. Each Annual Plan will describe the work programme to deliver for that particular year (year 2 or 3) of the LTP.

The LTP builds on what has been done already and sets out the phases of work for the next ten years and how that work will be funded.

14.4 Key Policies and Plans

The following policies, issues and key decisions, were taken out to the community as part of the extensive consultation on the LTP 2018-28.

14.4.1 Rates Policies

- Rates Remission Policy
- Rates Postponement Policy

14.4.2 Revenue and Financing Policy

The policy sets out how the Council will fund its activities.

14.4.3 Significance and Engagement Policy

The Council is required to define what a ‘significant’ decision is. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information with the community and affected groups.

14.4.4 Treasury Management Policy

This includes policies on Liability and Investment Management. With regards to Liability Management it covers debt repayment, specific borrowing limits and the giving of securities.

14.4.5 Development and Financial Contributions Policy

The Local Government Act 2002 allows councils to consider the use of Development Contributions for costs of community facilities expected as the district grows. The Council has adopted a Financial Contributions Policy through the District Plan.

14.4.6 Asset Management Plans

The Council has adopted Asset Management Plans for each of the activity areas listed below:

- Roading;
- Water Supply;
- Wastewater;
- Stormwater ;
- Solid Waste;
- Parks and Reserves; and
- Property.

15. PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

District Mayor - Neil Volzke, JP

Mobile: 027 631 7418

nvolzke@stratford.govt.nz

Urban Ward

- Deputy Mayor Alan Jamieson
Mobile: 027 533 1167
alan.jamieson@stratford.govt.nz
- Councillor Peter Dalziel
Mobile: 027 509 8830
peter.dalziel@stratford.govt.nz
- Councillor Jono Erwood
Mobile: 027 640 4008
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- Councillor Min McKay
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- Councillor John Sandford, JP
Mobile: 027 496 2278
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- Councillor Gloria Webby
Phone: 06 765 6153
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Rural Ward

- Councillor Grant Boyde, JP
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- Councillor Rick Coplestone
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- Councillor Amanda Harris
Phone: 06 762 3520
amanda.harris@stratford.govt.nz
- Councillor Vaughan Jones
Mobile: 027 620 2106
vaughan.jones@stratford.govt.nz

16. REQUESTS FOR OFFICIAL INFORMATION

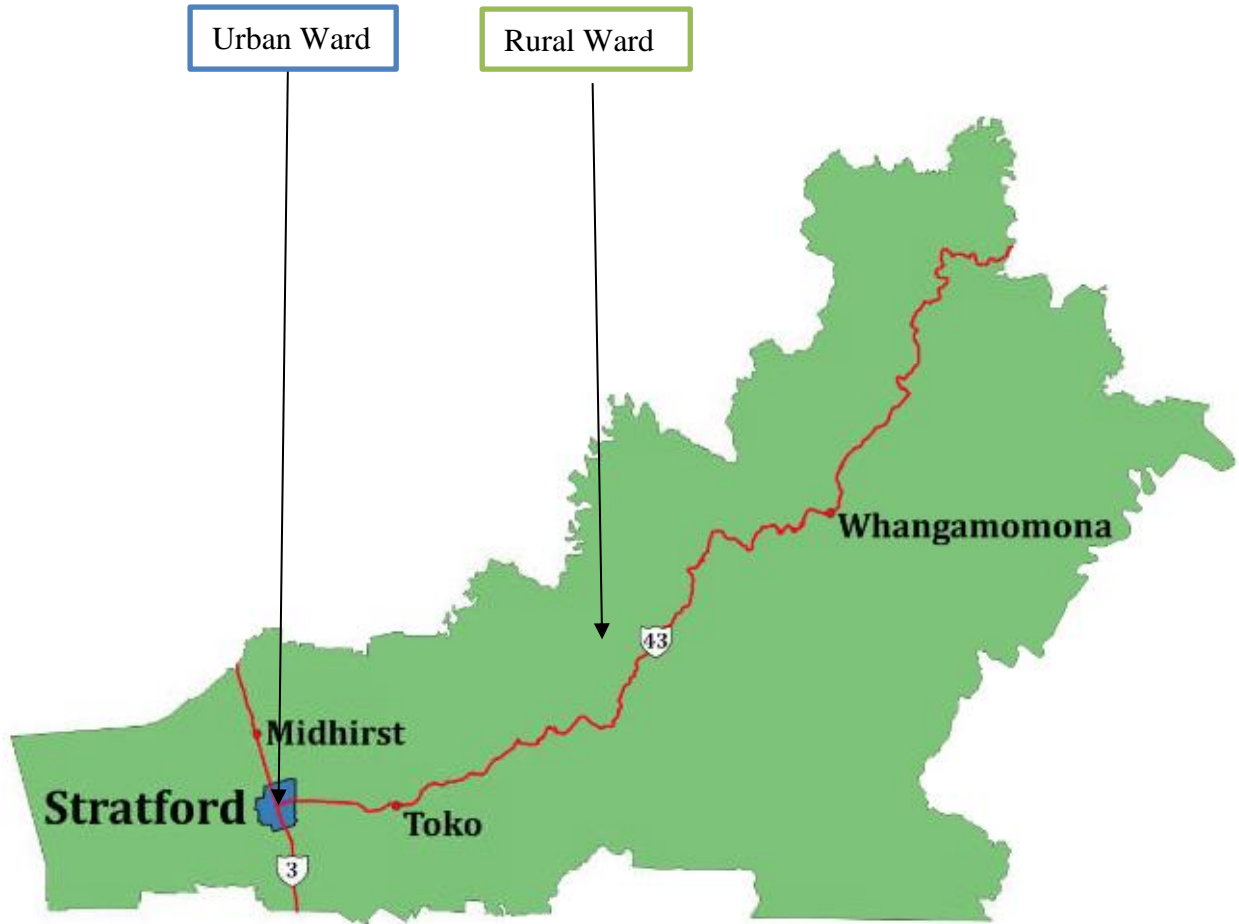
Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council.

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:

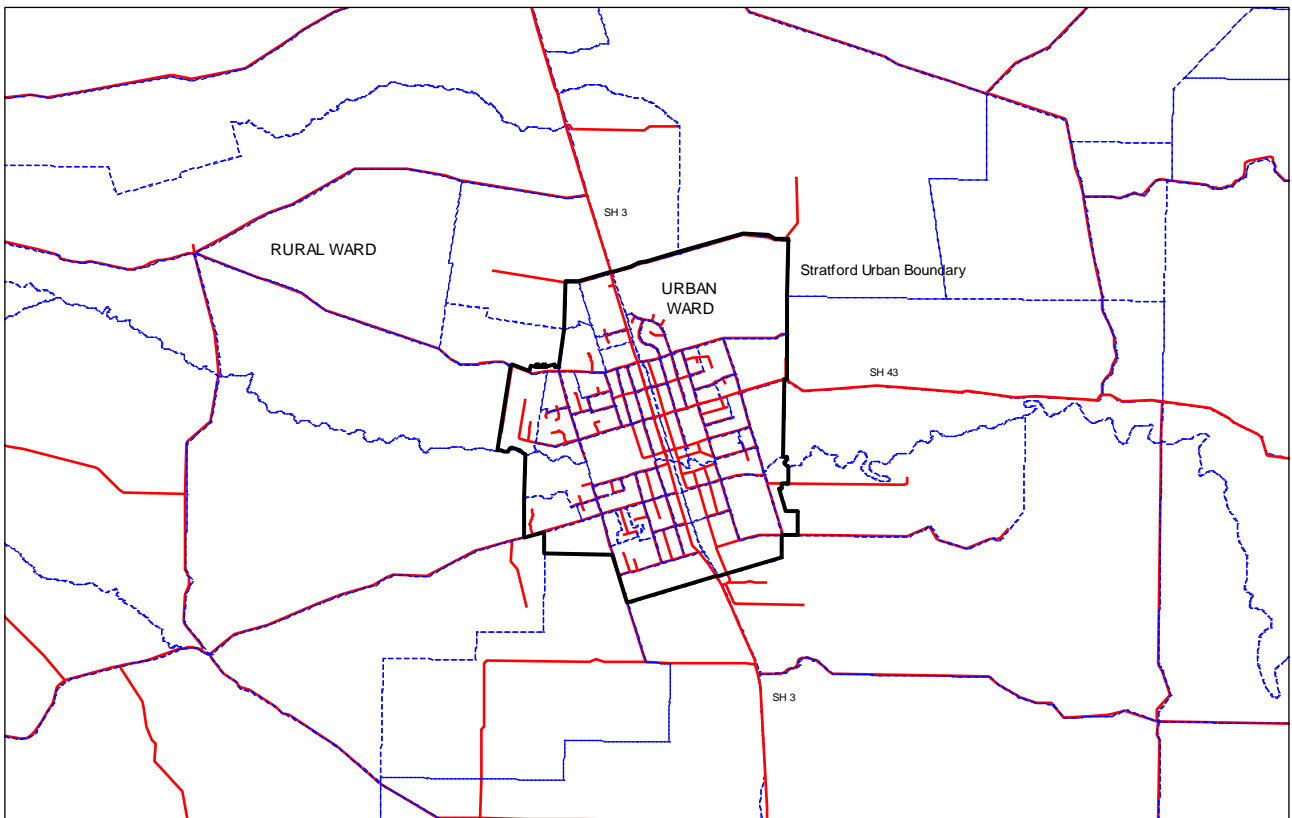
- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities; and
- 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 timeframe may be extended). The Council may charge for staff time in collecting the official information, under guidelines set down by the Ministry of Justice.

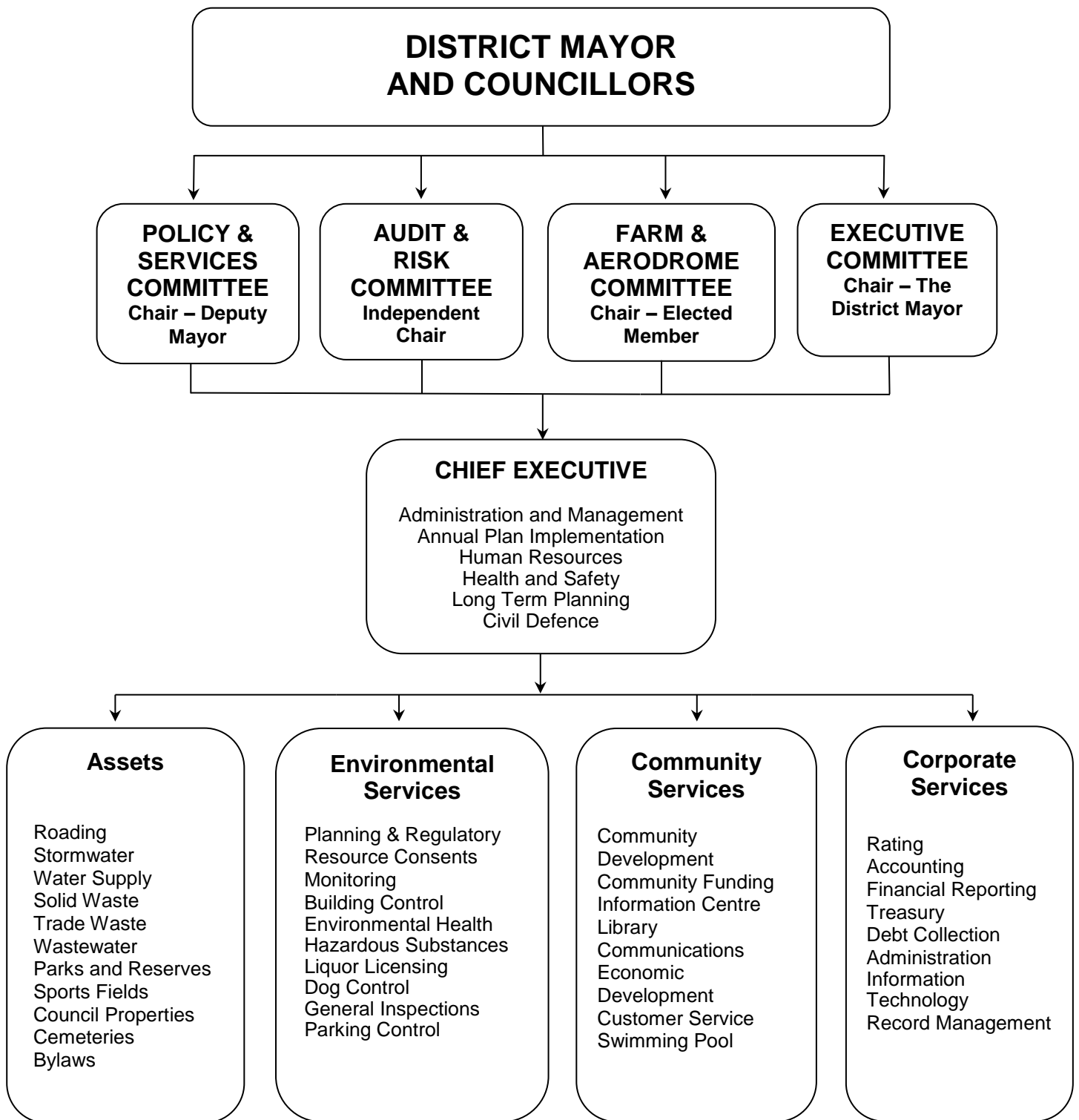
17. LOCATION OF WARDS: STRATFORD DISTRICT COUNCIL



STRATFORD WARD BOUNDARY WITH ROADS AND MESHBLOCKS



18. STRATFORD DISTRICT COUNCIL ORGANISATION CHART



19. COUNCIL COMMITTEES

Section 41A(5) of the Local Government Act 2002 specifies that the District Mayor is a member of each committee of a territorial authority.

POLICY AND SERVICES COMMITTEE

Purpose

- To assist Council with the development of an appropriate strategic policy framework that is based on a comprehensive knowledge of the community and its requirements.

Membership

- Comprises all members of Council.
- The Chairman is the Deputy Mayor.

AUDIT AND RISK COMMITTEE

Purpose

- To monitor and manage Council risk and the internal and external audit programme.

Membership

- Comprises four members of Council and an independent Chairman.
- The Chairman is appointed through a recruitment process managed by the Chief Executive and Mayor.

EXECUTIVE COMMITTEE

Purpose

- To act on behalf of the full Council at any time when the urgency of a matter would make the delaying of a decision contrary to the best interests of the Council or its community.

Membership

- Comprises five members of Council.
- The Chairman is the Mayor.

FARM AND AERODROME COMMITTEE

Purpose

- To provide oversight of the Farm operation and the Aerodrome.

Membership

- Comprises two members of Council, and two staff members (no voting rights).
- The Chairman is appointed by the Mayor and will be an Elected Member.

CITIZENS AWARD COMMITTEE

Purpose

- To determine awards for outstanding voluntary service in the Stratford district which is of benefit to other residents of the district.

Membership

- Comprises five members, including the Mayor, two Councillors and two citizens of the Stratford district.
- The Chairman is the Mayor.

CREATIVE COMMUNITIES ASSESSMENT COMMITTEE

Purpose

- To determine funding applications for art and cultural activities which take place in the Stratford community.

Membership

- Comprises seven members including two Councillors and four citizens of Stratford district.

SPORT NZ RURAL TRAVEL FUND COMMITTEE

Purpose

- To determine funding applications for physical activity and recreation activities in the Stratford community.

Membership

- Comprises eight members including the Mayor, three Councillors and four citizens of Stratford district.