



ORDINARY MEETING OF COUNCIL

Open Attachments (Under separate cover 1)

Meeting Date: Thursday 16 March 2023

Time: 9.30am

Venue: Large Exhibition Hall
War Memorial Centre
Marine Parade
Napier

TABLE OF CONTENTS

Item 1	Local Governance Statement
Attachment 1	2022-2025 DRAFT Local Governance Statement2
Item 6	Te Reo Māori me ōnā Tikanga Policy
Attachment 1	Translated Policy Document (Doc Id 1636728)57
Attachment 2	Translated Policy Action Plan (Doc Id 1636725)69
Attachment 3	Policy Document (Doc Id 1636727)73
Attachment 4	Policy Action Plan (Doc Id 1636726).....85



Local Governance Statement 2022 - 2025

**Guide for the community
on Council processes**

OUR VISION AND MISSION

<i>Mission</i>	<i>To provide the facilities and services, the environment and leadership, plus encouragement for economic opportunities to make Napier the best city in New Zealand in which to work, raise a family and enjoy a safe and satisfying life.</i>
<i>Vision</i>	<i>A vibrant and sustainable city for all.</i>

COMMUNITY OUTCOMES

The community outcomes provide a link between Council’s vision and the activities we carry out on a day-to-day basis to improve outcomes for our city.

Community Outcomes

	<i>Our water is clean and safe</i>	<i>Our services and infrastructure meet our community’s needs</i>	<i>Our community is connected, safe, healthy and resilient</i>	<i>We are a city that thrives with its community</i>	<i>We treasure our culture, our heritage, our environment</i>	<i>Our community and Council are one</i>
	The water we supply will be clear and meet health standards	We plan for growth in a pro-active, managed and resilient way	Our neighbourhoods will be safe, well connected, and have good access to urban amenities	We will use our influence and resources to advocate for economic growth	We will provide and encourage arts, education and celebration of our cultural heritage	We will be customer service focussed
Strategic Goals	We will improve the quality of our stormwater, including water discharged to the Estuary	We will maintain our assets and facilities wisely in order to meet the long term performance expectations of our community	We enable the supply of affordable living solutions in our city	Our community’s wellbeing and city vibrancy will be enhanced through our encouragement of sport, culture and events	We will be guided by mana whenua to uplift our knowledge of wāhi taonga, pūrākau, taiao; treasured places, stories, indigenous environment	We will actively listen, engage and communicate with our community to guide the direction of our city
	We will enhance our wastewater treatment, and improve our infrastructure to reduce wastewater overflow discharges		Our services and facilities provide for the social, cultural and recreational needs of our community		Our environment will be valued; we will increase biodiversity and restoration of areas of ecological value	Our commitment to the Treaty of Waitangi will underpin our mana whenua partnerships and the activities we undertake to improve Māori outcomes
	We will explore all practical options for removing chlorination with our community and our health experts		We will enhance our resilience to the effects of emergencies, pandemics, and climate change to ensure we can respond and recover quickly			

1.	INTRODUCTION – WHAT IS A LOCAL GOVERNANCE STATEMENT?	5
2.	WHAT THE COUNCIL DOES	6
	Functions of Council – key legislation	
	Functions of Council – other legislation	
	Activities	
3.	BYLAWS	8
	What are Bylaws?	
	Napier City Council Bylaws	
4.	ELECTORAL SYSTEMS AND OPPORTUNITY TO CHANGE THEM	12
	When is the next election?	
	What is an ‘electoral system’?	
	First Past the Post (FPP)	
	Single Transferable Vote (STV)	
	Changing the electoral system	
5.	REPRESENTATION ARRANGEMENTS	14
	What are ‘representation arrangements’?	
	Current Napier City Council representation structure	
	Map of Napier City Council wards	
	Meet your Council	
	Review of representation arrangements	
6.	ROLES AND CONDUCT OF ELECTED MEMBERS	23
	Role of the Governing Body (Council)	
	Role of the Chief Executive	
	Code of Conduct	
	Legislation relevant to conduct	
7.	GOVERNANCE STRUCTURES, MEMBERSHIP AND DELEGATIONS	29
	Council Committee Structure	
8.	MEETING PROCESSES	30
	Giving notice to members	
	Giving notice to the public	
	Agendas and minutes	
	Public attendance at meetings	
	When the public may speak at a meeting	

Standing Orders

9. CONSULTATION POLICIES	36
Legal requirements	
Significance and engagement policy	
Special consultative procedure	
10. RELATIONSHIPS WITH MĀORI	38
10A. INTERNATIONAL RELATIONSHIPS	39
11. MANAGEMENT STRUCTURE	40
Management organisation chart	
Employment policies	
Equal opportunities policy	
12. KEY PLANNING AND POLICY DOCUMENTS	43
Long Term Plan	
Annual Plan	
Annual Report	
Napier City District Plan	
Key joint plans and policies with other Councils	
13. REQUESTING OFFICIAL INFORMATION	48
What is official information?	
Requesting information	
Refusal of a request for information	
Charging for official information requests	
14. CUSTOMER ENQUIRIES	50
General contact information	
Service requests and complaints	
15. APPENDIX ONE – Legislation	51
16. APPENDIX TWO – Governance Structure	53

1. INTRODUCTION – WHAT IS A LOCAL GOVERNANCE STATEMENT?

This Local Governance Statement provides information about the processes through which Napier City Council engages with the residents of Napier, how the Council makes decisions, and how citizens can influence these processes.

Local Governance Statements are a requirement under section 40 of the Local Government Act 2002, and must be adopted by a new Council within six months of an election. It may be updated at any point during the next three years after that to ensure that it remains accurate and up-to-date.

2. WHAT THE COUNCIL DOES

The purpose of Napier City Council is to enable democratic local decision-making, and to promote the social, economic, environmental, and cultural well-being of the Napier community now and for the future.

Functions of Council – Key Legislation

The key legislation applying to Napier City Council, and the functions that the Council undertakes as a result of this legislation, include:

Local Government Act 2002

- Planning for community needs, with general power to undertake any activities to perform its role with particular regard to:
 - network infrastructure,
 - solid waste collection and disposal,
 - the avoidance or mitigation of natural hazards, and
 - libraries, museums, reserves, recreational facilities, and other community infrastructure.
- Making and enforcing bylaws.
- Facilitating and building Māori capacity to get involved in local government decision making.

Local Government Act 1974

- Providing local roads, footpaths, cycle tracks, pedestrian malls.
- Naming local roads.
- Providing land drainage.

Local Government Official Information and Meetings Act 1987

- Management of council meetings, including how information about the timing of meetings, the topics of discussion and decisions made is provided to the public.
- Provision of official information held by council, including grounds about when information may be withheld.

Resource Management Act 1991

- Managing natural and physical resources sustainably through setting objectives, policies and rules that manage environmental effects of activities and which are incorporated into District Plans.

Local Electoral Act 2001

- Managing local authority (council) triennial elections.

