

## STAFF REPORT

**TO:** Mayor and Councillors

**FROM:** Strategic Development Manager

**REFERENCE:** C780

**SUBJECT:** **Local Governance Statement – RCN11-04-04**  
Report prepared for meeting of 7 April 2010

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### 1 PURPOSE

- 1.1 To request that Council approves the March 2011 Local Governance Statement.

### 2 BACKGROUND

- 2.1 Section 40 of the Local Government Act 2002 (the Act) states that Council must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on:

- (1) (a) the functions, responsibilities, and activities of the local authority; and
- (b) any local legislation that confers powers on the local authority; and
- (b)(i) the bylaws of the local authority, 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; and
- (c) the electoral system and the opportunity to change it; and
- (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (f) governance structures and processes, membership, and delegations; and
- (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- (h) consultation policies; and
- (i) policies for liaising with, and memoranda or agreements with, Māori; and
- (j) the management structure and the relationship between management and elected members; and

- (k) equal employment opportunities policy; and
  - (l) key approved planning and policy documents and the process for their development and review; and
  - (m) systems for public access to it and its elected members; and
  - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

### **3 DISCUSSION**

- 3.1 The attached draft March 2011 Local Governance Statement has been updated to reflect the changes since the 2007 elections and the results of the 2010 election. It provides an overview to the public of the democratic and governance processes of Council, including how members of the public can be involved in decision making processes. The information in the Governance Statement will be publicised through the Council's website and Newsline.

### **4 SIGNIFICANCE**

- 4.1 Although the decisions supporting the Local Governance Statement may be significant (for example approving a new Bylaw) the approval of the Local Governance Statement is not a significant decision.

### **5 OPTIONS**

- 5.1 Approve the attached March 2011 Local Governance Statement; or
- 5.2 Amend and approve the March 2011 Local Governance Statement.

### **RECOMMENDATION**

**THAT Tasman District Council approves the Tasman District Council's March 2011 Local Governance Statement in accordance with sections 40 of the Local Government Act 2002.**