

## Our Council – Governance and Structure

### OUR ROLE

As one of five Unitary Authorities, the Gisborne District Council (Council) combines the functions, duties and powers of a territorial authority (service delivery body) with those of a regional council (regulatory authority). Under the Local Government Act 2002, Council is tasked with two key responsibilities. The first is to promote the social, cultural, economic, and environmental wellbeing of the Gisborne district and its residents in the present and for the future. The second is to enable democratic local decision-making and action on behalf of our communities.

Community wellbeing is promoted through the broad range of Council's services and activities. While some of these are clearly visible to our communities (such as libraries, pools and recreational facilities), many key services and activities go unnoticed but have a substantial contribution to our community's wellbeing. These include things such as our roads, water supply and drainage or working with others (such as community groups) to facilitate and achieve common outcomes.

We further contribute to community wellbeing through our regulatory responsibilities. Activities such as resource consents, noise control, liquor sales and environmental protection all enhance the safety and the sustainability of the district that we live in.

### OUR DIRECTION

In 2008, Council adopted its mission, vision and value statements. The purpose of this was to ensure that there was a common strategic direction for the Council and the district and that the way that Council does business is consistent with what our communities want.

Council's mission is to "Lead and support the social, cultural, economic and environmental development of our communities - Mō tātou te Tairāwhiti". This mission gives effect to the purpose of local authorities as specified in the Local Government Act.

This mission is supported by Council's vision for the region of "First to see the light. First choice for lifestyle and people, enterprise and environment - Ka mau te wehi!"

This vision sees Gisborne/Tairāwhiti needing to be more than a place for today. It sees a place for tomorrow as well so that those who follow after us inherit a district that is better than it is now. For Council this means taking responsibility for leading our communities now and into the future. Not through directing, but through helping to shape, collaborating with and listening to our communities and seeking the best advice.

Six values underpin our mission and vision and influence the way the Council staff work with and for our communities and with each other. These values are:

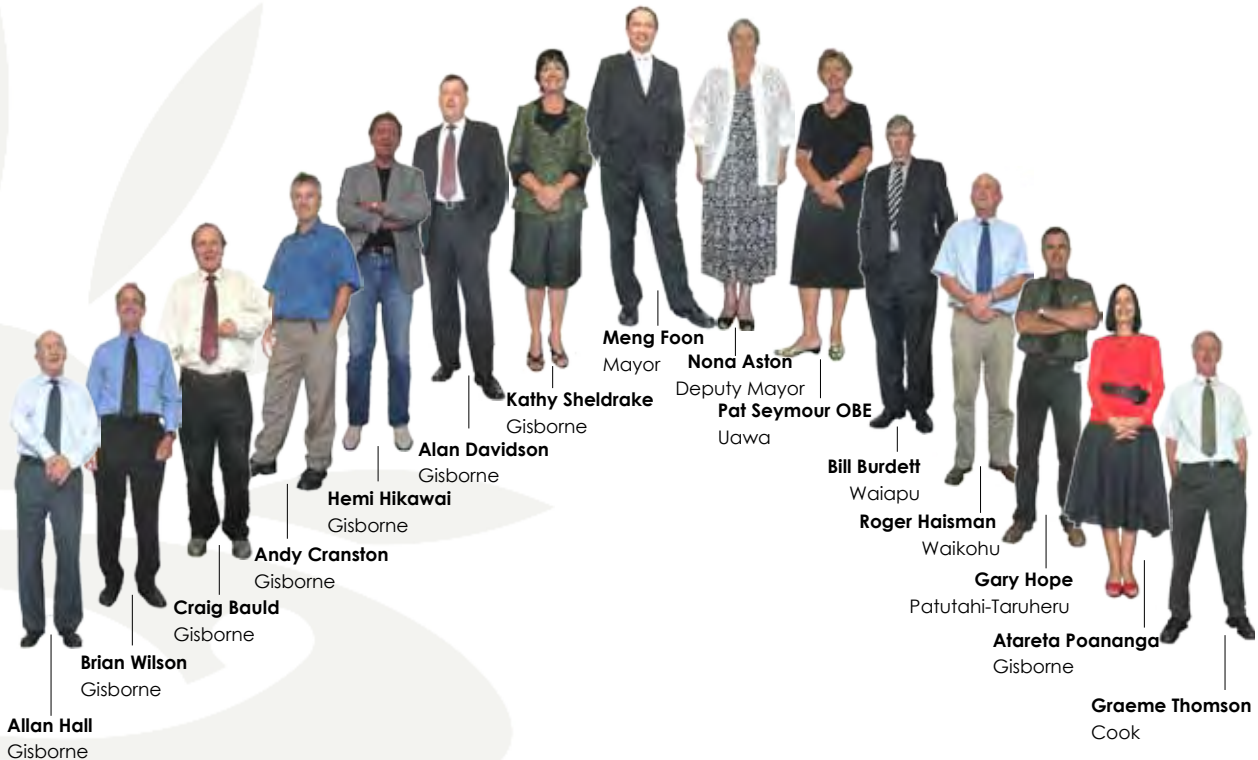
- ▶ giving service
- ▶ solution focus
- ▶ innovation
- ▶ working together
- ▶ learning and improving
- ▶ can-do attitude

### OUR GOVERNANCE STRUCTURE

The elected Council consists of the Mayor and 14 Councillors (including the Deputy Mayor). The fourteen Councillors cover seven areas of the district (referred to as wards). These are Waikohu, Patutahi/Taruhuru, Cook, Gisborne, Uawa, Waiapu and Matakaoa. 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.

The Council is elected every three years and is responsible for setting the overall direction of the district and the budget through Ten Year Plans and Annual Plans, setting policies, setting and reviewing bylaws, monitoring Council's performance, adopting a Code of Conduct for elected members, employing the Chief Executive, and adopting (or otherwise) reports as required under various legislation.

Councillors also have a key role in engaging with their local communities, advocating on behalf of others and raising any issues that need to be addressed.



## OUR COMMITTEES

Elected Councils can create subordinate decision making structures such as committees. Committees can be established or disestablished by way of a resolution of Council. Council has eight committees. These committees feed recommendations into the whole Council and sometimes they provide direction to staff on addressing matters that concern the community. The committees and their roles are outlined below.

**Finance and Monitoring Committee:** The purpose of this committee is to overview the financial affairs and performance of the organisation.

**Operations Committee:** This committee provides the governance overview of Council's operational activities and services to the community especially those that use infrastructural assets, utility services and public facilities.

**Environment and Policy Committee:** The purpose of this committee is to provide governance overview of Council's policy development activities in all areas with the exception of the Ten Year Plan and Annual Plan development. The prime focus of the committee is on environmental policies, regulations and projects.

**Community Development Committee:** This committee provides the governance overview and monitoring of Council's programmes that have a significant focus on the community's social, cultural or economic wellbeing.

**Civil Defence and Emergency Management Committee:** This committee is to ensure that appropriate emergency management as detailed in the Civil Defence Emergency Management Act 2002 is carried out within the Gisborne district.

**Regional Land Transport Committee:** The purpose of this committee is to provide governance overview of Regional Land Transport. It is responsible for the development, monitoring and review of the district-wide Regional Land Transport Strategy, together with the overview of regional and land transport proposals in the Regional Land Transport Programme.

**The Wastewater Management Committee:** The establishment of the Wastewater Management Committee is a requirement of the conditions of the resource consents for the upgrade and discharge of Gisborne's municipal wastewater. It is made up of four Councillors and four Tangata Whenua representatives. The committee oversees the implementation of the resource consent conditions for the wastewater treatment plant coastal permit.

**Hearings Committee:** The Hearings Committee provides timely decisions where Council has a statutory or quasi judicial making responsibility, and where decision making by full Council or staff is not necessary or practical.

**Assets Review Sub-Committee:** The Assets Review Sub-Committee reviews the performance, structure and holding of those Council assets which have potential to strengthen Council's financial position.

## OUR ORGANISATIONAL STRUCTURE

The elected Council has one employee, namely the Chief Executive. He is responsible for implementing and managing Council's policies and objectives within the budgetary constraints established by Council. The Chief Executive is supported by four Senior Managers whose departments reflect the range of activities that Council undertakes in order to contribute to the social, cultural, environmental and economic outcomes of our communities.



The Council has four departments that sit under the Chief Executive. These are, Community Planning and Development, Corporate Affairs, Engineering and Works, and Environment and Planning. Each department is responsible for supporting the Chief Executive to implement Council decisions and policies and provide sound advice to the elected members through the Chief Executive and Senior Managers.

### **Community Planning and Development**

The Community Planning and Development Department was established towards the end of 2008 which saw the Economic Development Unit, Community Development Unit and Strategic Social Policy Unit being moved from the Chief Executive to a newly formed department. Further changes in early to mid 2009 has seen the inclusion of a communications team to promote better community engagement practices.

The role of the Community Planning and Development Department is to support the Council to achieve the high level objective of promoting and advancing community wellbeing (social, environmental, economic and cultural) throughout the Gisborne district. This is achieved through the delivery of its community planning function (e.g. the Ten Year Plan, Annual Plan, Community Outcomes), supporting policy and cross-portfolio strategy development, and being a conduit for the extension and coordination of Council's services into the community (i.e. Economic Development and Community Development).

### **Corporate Affairs**

The purpose of the Corporate Affairs Department is to deliver administrative services to the other departments in Council, to fulfil the dual roles of allowing those departments to focus on their prime functions, while maintaining a consistency of service quality which meets best practice business and legislative requirements. This covers the areas of Accounting, Information Technology, Information Management, Secretarial Services, Legal Services, and Customer Services, as well as providing support to the elected arm of Council.

Corporate Affairs also provides the management interface between the Library and the Olympic Pool Community Units, and manages the ongoing contract for the provision of airport services.

### **Engineering and Works**

The purpose of the Engineering and Works Department is to deliver operational activities and services to the community especially those that use infrastructural assets, utility services and public facilities. The activities are detailed in the Ten Year Plan and Annual Plan. These include:

- ▶ District Land Transport
- ▶ Non-Subsidised Rooding
- ▶ Rivers Control and Land Drainage
- ▶ Water Supply
- ▶ Stormwater
- ▶ Parks and Reserves Management
- ▶ Buildings and Property
- ▶ Wastewater Treatment Plant
- ▶ Regional Development Rooding
- ▶ Parking Facilities and Charges
- ▶ River Flood Control Schemes
- ▶ Sewerage and Wastewater
- ▶ Solid Waste
- ▶ Urban Services
- ▶ Plant, Vehicles and Radios
- ▶ Major Projects

### **Environment and Planning**

The purpose of the Environment and Planning Department is to prepare Council's policies on environmental management, as well as policy development in respect of a range of diverse areas that contribute to environmental quality and safety. These include: animal control, pest management, liquor control, gambling, parking control and Council's activities under the Health Act. The Department also delivers operational services in respect of environmental management, building control, environmental health and liquor control, parking control, animal control, pest management, harbour and water safety, rural fires and emergency management.

The policy development and delivery roles are closely integrated, so that there is a clear match between the intended outcome of policies and the ability of regulatory responses and other interventions to contribute to this outcome. The activities are detailed in the Ten Year Plan and Annual Plan.

These include:

- ▶ Land use policy planning
- ▶ Land use development control planning
- ▶ Natural resources planning
- ▶ Water and soil conservation
- ▶ Pest management
- ▶ Building control
- ▶ Environmental health, bylaw control and liquor control
- ▶ Water and harbour safety
- ▶ Parking control
- ▶ Animal control
- ▶ Rural fire
- ▶ Emergency management

