

GOVERNANCE STATEMENT

2016-2019 (amended 30 January 2019)

Vision

To enhance our City and preserve its character, while embracing innovation and change.

1. What is a Governance Statement?

The Invercargill City Council's Governance Statement explains how the Council works and how it involves the public in decision-making. The aim is to promote local democracy by making sure that our community understands how its Council operates and how they can have their say.

The Council is required to prepare a Governance Statement after each triennial election and make it available to the public. It includes information on:

- Council functions, responsibilities and activities.
- How Councillors and Community Board members are elected.
- The roles and conduct of those elected members.
- Governance structures and processes.
- Public access to people and the organisation.
- Key planning and policy documents.

2. The Functions, Responsibilities, and Activities of the Local Authority

The purpose of the Invercargill City Council is to enable democratic local decision making and action by, and on behalf of, communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses.

In meeting its purpose, Council's roles are to:

- Facilitate solutions to local needs.
- Advocate on behalf of the Invercargill community with central government, other local authorities and other agencies.
- Develop local resources.
- Manage local network (eg roads, stormwater) and community infrastructure (e.g. libraries, parks).
- Manage the environment.
- Plan for the future needs of the Invercargill district.

3. Any Local Legislation that Confers Powers on the Local Authority

In addition to the legislation that applies to all local authorities (Appendix 1), the Invercargill City Council is also bound by pieces of local legislation (Acts that apply specifically to it). Those Acts are:

Local Act Name	Purpose
<i>Invercargill Waterworks Reserve Act 1887</i>	<i>Appropriate a portion of the Town belt for the purposes of waterworks.</i>
<i>Southland Land Drainage Act 1935</i>	<i>Make better provision for land drainage within the Counties of Southland and Wallace.</i>
<i>Bluff Water Supply Act 1958</i>	<i>Validate a memorandum of agreement for the supply of water to parties beyond the City of Invercargill boundaries.</i>
<i>Invercargill City Aluminium Smelter Water Supply Act 1971</i>	<i>Validate an agreement with New Zealand Aluminium Smelters Limited for the supply of water.</i>
<i>Invercargill City Council (Reclamations) Empowering Act 1973</i>	<i>Authorise reclamation, validate reclamation, develop and dispose of reclaimed land.</i>
<i>Invercargill City Council Vesting and Empowering (Gasworks Site) Act 1992</i>	<i>Remove statutory restrictions on certain land.</i>

4. The Bylaws of the Local Authority, Including for each Bylaw, its Title, a General Description of it and When it was Made

The following bylaws apply within the district:

- Invercargill City Council Bylaw 2017/1 – Trade Waste. This Bylaw controls the discharge of trade waste into Council's sewerage system.
- Invercargill City Council Bylaw 2017/2 – Environmental Health. This Bylaw addresses the issues of mobile traders, alcohol ban, solvent abuse and untidy sections and abandoned vehicles.
- Invercargill City Council Bylaw 2017/3 – Cemeteries and Crematorium. This Bylaw controls the burial procedures and standards for the Council's cemeteries and crematorium.
- Invercargill City Council Bylaw 2008/5 – Solid Waste. This Bylaw regulates the collection and transportation of household recyclables and waste and effective and efficient solid waste management.

- Invercargill City Council Bylaw 2017/4 – Water Supply. This Bylaw details the conditions of water supply to customers and offences.
- Invercargill City Council Bylaw 2011/1 – Significant Events. This Bylaw enables the management of street trading, distribution of free products or advertising material, advertising and trading / retailing during the hosting of significant events.
- Invercargill City Council Bylaw 2012/1 – Urupā (Māori Burial Site) Te Hau Mutunga. This Bylaw regulates the Urupā Te Hau Mutunga Cemetery at 118 Mason Road, Invercargill.
- Invercargill City Council Bylaw 2013/2 – Keeping of Animals, Poultry and Bees. This Bylaw regulates the keeping of animals to ensure they do not create nuisance.
- Invercargill City Council Bylaw 2018/2 – Dog Control. This Bylaw primarily addresses matters under the Dog Control Act.
- Invercargill City Council Bylaw 2015/2 – Parking Control. This Bylaw controls parking activities.
- Invercargill City Council Bylaw 2015/3 – Roading and Traffic. The primary purpose of the Bylaw is to promote public safety and effectively regulate pedestrian, animal and traffic movement in the road corridor.
- Invercargill City Council Bylaw 2016/1 – Code of Practice for Land Development and Subdivision Infrastructure. The Bylaw enables the management of subdivision and land development works within the Invercargill District.

All Bylaws must be reviewed no later than 10 years after their adoption.

5. The Electoral System and the Opportunity to Change It

Invercargill City 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 is used in District Health Board elections. Electors rank candidates in order of preference (1, 2, 3, 4 etc). 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 necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% 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, i.e. we

cannot change our electoral system for one election and then change back for the next election.

Council's last review of electoral systems was in 2015. No change was made to Council's electoral system for the 2016 elections. The Council is required to review its electoral system prior to the 2022 elections.

6. Representation Arrangements, Including the Option of Establishing Māori Wards or Constituencies, and the Opportunity to Change Them

The Invercargill City Council is governed by an elected Mayor, 12 elected Councillors and the Bluff Community Board.

Representation Arrangements

Council is required to review its representation arrangements at least once every six years. The next review is prior to the 2022 elections and 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 ("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, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate wards for electors on the Māori roll.
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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 individuals the right to make a written submission to the Council, and the right to be heard if they wish.

Submitters have the right to appeal/object to 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 membership and basis of election can be found in the Local Electoral Act 2001.

The Invercargill City Council determined (September 2015) the representation arrangements for the district as:

- (1) Invercargill City is not divided into wards;
- (2) The Council comprises the Mayor and 12 members who shall be elected by the electors of the City as a whole;

- (3) There shall be a Bluff Community; and
- (4) The Bluff Community Board comprises five elected members and one member of the Council appointed to the Community Board by the Council.

Māori Wards and Constituencies

The Local Electoral Act 2001 also gives 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. The demand for a poll can be initiated by a petition signed by 5% of electors within the district.

Council has made no resolution with respect to Māori Wards and Constituencies. This means that there are no Māori Wards in the Invercargill City Council district.

Community Boards

The Invercargill City Council has one Community Board – the Bluff Community Board. This Board is 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 matter of interest or concern to the Community Board.
- Maintain an overview of services provided by the Council within the community.
- Prepare an annual submission to Council on expenditure in the community.
- Communicate with community organisations and special interest groups in the community.
- Undertake any other responsibilities delegated to it by the Council.

The Bluff Community Board has a chairperson and five other members. Five members are elected triennially by electors in the community, and the Council appoints a member from its ranks. The Board elects its own chairperson at its first meeting after the triennial election.

The Council last reviewed the Community Board representation arrangements in 2015. The next representation review will be undertaken prior to the 2022 elections.

Using Schedule 6 of the Local Government Act 2002, electors can demand the formation of a new Community Board in the district.

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 a new district.
- Create a unitary authority, ie transfer all of the functions of the Southland Regional Council (Environment Southland) to Invercargill City 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 any person, body or group, including the local authority or the Minister of Local Government.

Proposals for a boundary alteration or 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 or if they cannot agree on which of them should deal with the matter.

Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission. If a petition signed by 10% of electors demands a poll on the reorganisation proposal, the proposal cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002.

7. Members' Roles and Conduct (with Specific Reference to the Applicable Statutory Requirements and Code of Conduct)

The Mayor and the Councillors of the Invercargill City Council have the following roles:

- Setting the policy direction of Council.
- Setting rates.
- Adopting Bylaws.
- 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).

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 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, including lobbying central, regional and local government. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

The Deputy Mayor is appointed by the Mayor 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 Council.

The Mayor may establish one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council. A committee chairperson may be removed from office by resolution of Council.

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 Bluff Community Board.
- 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 effectively 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).

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.

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% 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 Council's Secretarial Services and Communications Manager or from the Council's website (www.icc.govt.nz).

8. Governance Structures and Processes, Membership, and Delegations

8.1 The Role of Council, Council Standing Committees and Appointments to the Bluff Community Board

Council reviews its committee structure at least every three years, usually after each triennial election. The last review was carried out in October 2016.

Council

Council meets every six weeks.

From time to time, extraordinary meetings may be called for matters of an urgent nature.

Standing Committees

Council has established four Standing Committees which will meet to monitor performance against the Long-term Plan / Annual Plan, consider matters requiring Council decisions and develop and review policy documents and bylaws pertaining to the activities of the Committee.

(The Mayor is an ex officio member of all committees.)

General Delegation:

Where any hearing is delegated to a Committee (apart from a hearing of an application for Resource Consent, held under section 34 of the Resource Management Act 1991) then any Councillor who attends the full hearing may participate in the discussions and have a deliberate vote on the Committee decision.

8.2 Committee Terms of Reference

Finance and Policy Standing Committee

The Finance and Policy Committee is responsible for Council strategy, policy and planning which promotes the social, economic, environmental and cultural well-being of the community and Community Outcomes. Further objectives of the Committee are to manage, control and monitor Council's finances, including the Council Contingency Fund, in accordance with good practice.

The Finance and Policy Committee reviews existing activity plans, policies, bylaws and strategies and, if no longer fit for purpose, refers these back to the full Council for consideration.

The Finance and Policy Committee develops new or revises activity plans, policies, bylaws and strategies for consideration by the full Council.

The Finance and Policy Committee is also responsible for liaising with key stakeholders / partners and Joint Committees.

Chair: Cr D J Ludlow

Deputy Chair: Cr G D Lewis

Members: Cr R L Abbott
Cr R R Amundsen
Cr I R Pottinger
Cr L S Thomas

Delegations: To determine hearings that fall within the Finance and Policy Standing Committee list of current Council activities as established in the 2016- 2019 Governance Statement, except where prohibited by Clause 32 of Schedule 7 to the Local Government Act 2002.

Frequency of meetings: Every six weeks

List of current Council activities:

- General Policy and Bylaws.
- Strategic Planning.
- Long-term Plan.
- Democratic Process (Governance, Code of Conduct, Representation Review, Remuneration, Vision).
- Economic Development (includes Venture Southland).
- Shared Services.
- Investment Property.
- Joint Committees – Venture Southland, Regional Heritage Committee, WasteNet.
- Funding for Specialised Community Services (Invercargill Public Art Gallery Trust Board, Bluff Maritime Trust Board, Emergency Management Southland, Southland Indoor Leisure Centre Charitable Trust, Southland Museum and Art Gallery Trust Board).
- Sister Cities.
- Financial Reporting.
- Rates Rebates / Rates Relief.
- Rates Review.
- Statements of Intent – Council Controlled Organisations (excluding Invercargill City Holdings Limited which reports directly to Council).

The *Council Contingency Fund Committee* is responsible for considering requests for unbudgeted expenditure.

Its objective is to ensure that Council can respond in a timely manner to requests.

Chair: His Worship The Mayor, Mr T R Shadbolt

Members: Cr D J Ludlow
Cr L S Thomas

Delegations: Up to \$25,000

Frequency of meetings: As required

Chief Executive Appraisal Committee:

Chair: His Worship The Mayor, Mr T R Shadbolt

Deputy Chair: Cr D J Ludlow

Members: Cr R L Abbott
Cr R R Amundsen
Cr L S Thomas
Cr G D Lewis

Community Services Standing Committee

The Community Services Committee is responsible for the services and facilities provided by Council for the community's use.

Its objectives are to encourage and monitor the provision of quality, accessible community services and facilities. These and support for specialised community services contribute towards the current and future needs of the district's communities.

The Community Services Standing Committee:

- Monitors performance against the Long-term Plan.
- Reviews existing activity plans, policies, bylaws and strategies and, if no longer fit for purpose, refers these back to the full Council for consideration,
- Develops new or revises activity plans, policies, bylaws and strategies for consideration by the full Council.
- Liaises with relevant stakeholders.

Chair: Cr R L Abbott

Deputy Chair: Cr A J Arnold

Members: Cr T M Biddle
Cr I L Esler
Cr G D Lewis
Cr L F Soper

Delegations: To determine hearings that fall within the Community Services Standing Committee list of current Council activities as established in the 2016-2019 Governance Statement, except where prohibited by Clause 32 of Schedule 7 to the Local Government Act 2002.

Frequency of meetings: Every six weeks

List of current Council activities:

- Community Development.
- Housing Care Service.
- Libraries and Archives.
- Passenger Transport.
- Pools.
- Child Youth and Family Friendly Committee.

Regulatory Services Standing Committee

The Regulatory Services Committee is responsible for services which implement and enforce minimum standards for development and behaviour.

Its objectives are to provide and monitor development and regulatory services which implement Government legislation in the Invercargill environment. This is achieved through information and promotion followed by enforcement.

The Regulatory Services Standing Committee:

- Monitors performance against the Long-term Plan.
- Reviews existing activity plans, policies, bylaws and strategies and, if no longer fit for purpose, refers these back to the full Council for consideration,
- Develops new or revises activity plans, policies, bylaws and strategies for consideration by the full Council.
- Liaises with relevant stakeholders.

Chair: Cr R R Amundsen

Deputy Chair: Cr T M Biddle

Members:
Cr K F Arnold
Cr A H Crackett
Cr D J Ludlow
Cr L F Soper

Delegations: To determine hearings that fall within the Regulatory Services Standing Committee list of current Council activities as established in the 2016-2019 Governance Statement, except where prohibited by Clause 32 of Schedule 7 to the Local Government Act 2002.

Frequency of meetings: Every six weeks

List of current Council activities:

- Alcohol Licensing.
- Animal Services.
- Building Services.
- Compliance (including Parking and Mobility Services).
- Environmental Health.

- Resource Management.

Infrastructure and Services Standing Committee

The Infrastructure and Services Committee is responsible for the provision and control of infrastructure reflecting an area's level of development.

Its objectives are to provide and monitor infrastructure and services which enable the district to develop while minimising the effects on the environment. This includes the reliable provision of quality, affordable levels of service.

The Infrastructure and Services Standing Committee:

- Monitors performance against the Long-term Plan.
- Reviews existing activity plans, policies, bylaws and strategies and, if no longer fit for purpose, refers these back to the full Council for consideration,
- Develops new or revises activity plans, policies, bylaws and strategies for consideration by the full Council.
- Liaises with relevant stakeholders.

Chair: Cr L S Thomas

Deputy Chair: Cr I R Pottinger

Members: Cr A J Arnold
Cr A H Crackett
Cr K F Arnold
Cr I L Esler

Delegations: Letting tenders in accordance with approved Annual Plan budgets.

To determine hearings that fall within the Infrastructure and Services Standing Committee list of current Council activities as established in the 2016-2019 Governance Statement, except where prohibited by Clause 32 of Schedule 7 to the Local Government Act 2002.

Frequency of meetings: Every six weeks

List of current Council activities:

- Cemeteries and Crematorium.
- Council buildings.
- Parks and Reserves (all responsibilities under Reserves Act 1977).
- Public Toilets.
- Regional Transport Committee.
- Roothing.
- Solid Waste Management.
- Stormwater.
- Water Supply.

Risk and Assurance Committee

The Risk and Assurance Committee is responsible for reviewing audit and financial documentation as well as monitoring risk management processes.

Its objective is to provide independent assurance to the Council on the Council's risk control and compliance framework, and Council's external accountabilities, including that the financial statements are a true and fair representation. The Committee will report to Council as required as to the overall assessment of the Invercargill City Council's risk, control and compliance framework, including details of any significant emerging risk impacting on the Invercargill City Council.

Employees are advised that under certain limited circumstances they may communicate to the Chairman of the Risk and Assurance Committee regarding the potential fraud or misappropriation, weakness in internal control, or the adequacy or accuracy of information being provided within the organisation to Senior Managers or to the Council. Contact numbers or email addresses are available for this purpose. Such communications (which shall be in writing) shall be treated as confidential. Communications should explain whether the matters have previously been discussed with an employee's Manager, and if not, why the employee has chosen to report to the Risk and Assurance Committee.

Chair: Cr I R Pottinger

Members: Cr R L Abbott
Cr R R Amundsen
Cr D J Ludlow
Cr L S Thomas

Delegations: Obtain external legal or other professional advice at the expense of the Invercargill City Council where it considers such consultation is necessary to carry out its functions and responsibilities.

Frequency of meetings: Quarterly and as required

List of current activities:

- Council's treasury policies and functions
- Council's Annual Report
- Audit processes and management of financial risk, including fraud
- Organisational Risk Management, including business continuity
- External audit
- Internal controls and internal audit (where necessary)
- Health and Safety
- Statutory compliance
- Related party transactions and executive/elected representative expenditure

In carrying out the activities the Committee may:

- Obtain any information it needs from any employee and/or external party (subject to the Committee's legal obligation to protect information);

- Discuss any matters with any internal or external auditors, or other external parties (subject to confidentiality considerations);
- Request the attendance of the Chief Executive or any other Council employee at Committee meetings;
- Obtain external legal or other professional advice at the cost of the Invercargill City Council where it considers such consultation is necessary to carry out its functions and responsibilities; and
- Provide opinions to Council on findings, including such matters as the integrity of all levels of planning and reporting (whether financial or non-financial), statutory and regulatory compliance and risk management.

The Chief Executive and any internal auditors or external auditors will have direct access to the Committee Chairperson for the purpose of raising concerns about matters within the functions and responsibilities of the Committee.

Hearings Panel

The Hearings Panel is responsible for hearing, considering and deciding applications under the Resource Management Act 1991, Dog Control Act 1996, and Gambling Act 2003.

Its objective is to provide quality decision making through equitable, efficient hearings and the drafting of robust decisions by trained panel members.

Chair: Cr D J Ludlow

Deputy Chair: Cr K F Arnold

Members: Cr R R Amundsen
Cr T M Biddle
Cr A H Crackett *

* Certification (qualification required)

- Delegations:
- (i) Pursuant to Section 34 of the Resource Management Act 1991, the authority to hear and determine any applications for resource consent within the Council's jurisdiction in the Invercargill City district which require a Committee decision or a hearing except where Council resolves to appoint an independent Commissioner or Commissioners to hear and determine an individual consent application.
 - (ii) Pursuant to the Dog Control Act 1996 and Section 22 (Probationary Owners); Sections 25 and 26 (Disqualified Owners); Section 31 (Dangerous Dogs); Sections 33B, 33C and 33D (Menacing Dogs), Section 71 (Retention of Dog Threatening Public Safety); Section 55 (Barking Dogs) of that Act, the authority to hear and determine objections under the above sections; and

- (iii) Pursuant to the Gambling Act 2003 and the Council's "Board Venues" and "Class 4 Gambling Venues" policies, the authority to hear and determine applications for territorial authority consent.

The quorum for each Hearing Panel is two members provided that a qualified Chairman is also present.

The Director of Environmental and Planning Services, in consultation with the Chairman, allocates applications to the Hearings Panel as an administrative function.

Frequency of meetings: As required

Invercargill District Licensing Committee

The Invercargill District Licensing Committee is responsible for considering and determining licence applications, renewals, variations, suspensions and cancellations in accordance with the Sale and Supply of Alcohol Act 2012. It is also responsible for considering and determining applications for temporary authority and conducting inquiries and making reports to the Alcohol Regulatory and Licensing Authority under that Act.

Chair: Cr D J Ludlow

Deputy Chair: Cr R L Abbott

Members: Cr R R Amundsen
Cr T M Biddle

A quorum is one member, the Chair, for unopposed applications and three members for opposed applications or applications for temporary authorities. These members will be selected from a shared Southland Regional Licensing Committee list. The appointments expire on 20 December 2019, unless earlier revoked by a Council determination.

Delegations: To consider and determine applications made in accordance with the Sale and Supply of Alcohol Act 2012.

Frequency of meetings: As required.

Council Appointment to Bluff Community Board

One position Cr I L Esler
(Alternate – Cr A J Arnold)

Bluff Community Board

Chair: Mr R Fife

Deputy Chair: Mrs W Glassey

Members: Mrs G Henderson
Mr G Laidlaw
Mrs P Young

Delegations: The Bluff Community Board has the authority to exercise any of the powers granted to the Council, with the exception of:

- (a) Those powers specifically excluded by the law.
- (b) Those powers which Council delegates to officers.
- (c) Those powers which would by the exercise of those powers, have an effect beyond the community of the Community Board involved.
- (d) Resource consent applications.
- (e) Those matters specifically delegated to the Standing Committees of Council.

Frequency of Meetings: Every six weeks

Events Committee

The Events Committee is responsible for considering applications, determining and approving grant funding allocation from the Invercargill City Events Funds.

Its objective is to develop an understanding of the events' sector and the benefits of involvement for the City. The role of the Committee is further outlined in its Terms of Reference adopted by Council on 5 June 2012.

Chair: Cr D J Ludlow

Members: His Worship The Mayor, Mr T R Shadbolt
Cr T M Biddle
Cr G D Lewis
Cr A H Crackett

Delegations: (i) To determine and decide allocations for the Invercargill City Council Iconic Events Fund.

(ii) To determine and decide allocations for the Invercargill City Council Events Development Fund.

Frequency of meetings: Six weekly, but can convene meetings as required for urgent matters.

Neighbourhood Fund Committee

The Neighbourhood Fund Committee is responsible for considering applications, determining and approving grant funding for community-led urban rejuvenation activities within the District from the Neighbourhood Fund.

Its objective is to assess and decide Neighbourhood Fund Funding applications.

Chair:	Cr K F Arnold
Members:	Cr R R Amundsen Cr L F Soper
Delegations:	To determine and decide applications from the Neighbourhood Fund budget.
Frequency of meetings:	Quarterly, but can convene meetings as required for urgent matters.

Community Grants Fund Committee

The Community Grants Fund Committee is responsible for considering applications, determining and approving grant funding from the Community Grants Fund.

Its objective is to assess and decide Community Grants Funding applications in line with Council's Community Grants Policy and Framework.

Chair:	Cr R R Amundsen
Members:	His Worship The Mayor, Mr T R Shadbolt Cr K F Arnold Cr T M Biddle Cr A H Crackett Cr G D Lewis Cr D J Ludlow Cr L F Soper
Delegations:	To determine and decide applications from the Community Grants budget.
Frequency of meetings:	Bi-annually, but can convene meetings as required for urgent matters.

The quorum for the Community Grants Fund Committee is four members and the Chair.

Director Appointment Committee

The Director Appointment Committee is responsible for recommending to Council both the elected officials and the independent members to be appointed to the ICHL Board and the subsidiary companies of ICHL. The Council has a preference for gender diversity on the Committee and members of the committee will be appointed as and when necessary.

Chair:	To be determined by the Committee
Members:	Chairman – ICHL, Member Institute of Chartered Accountants, Employment Specialist Institute of Directors Member

Delegations: Nil

Frequency of meetings: As required.

Child, Youth and Family Friendly Committee

The Child, Youth and Family Friendly Committee is responsible for providing a co-ordinated and collaborative approach to ensuring that children, youth and families are considered in all strategies, policies and initiatives undertaken and supported by Council.

Its objective is to encourage dialogue between children, youth, families and the Invercargill City Council and develop an annual action plan to implement these goals and objectives. The role of the Committee is further outlined in the Child, Youth and Family Friendly Policy adopted by Council in April 2012.

Chair: Cr D J Ludlow

Members: Cr A H Crackett

Delegations: Nil

Frequency of meetings: Every six weeks

8.2 Appointments (and Alternates) to Joint Council Committees

Joint Waste Advisory Group Members:

Cr L S Thomas

Cr I R Pottinger

Any other member of the Infrastructure Committee (Alternate)

Regional Heritage and Museums Joint Committee:

Cr I L Esler

Cr R R Amundsen

All Other Councillors (Alternate)

Regional Land Transport Committee:

Cr L S Thomas

All Other Councillors (Alternate)

Safe in the South:

His Worship the Mayor, Mr T Shadbolt

Cr D J Ludlow

All Other Councillors (Alternate)

Shared Services Forum Members:

Cr D J Ludlow

Cr L F Soper

All Other Councillors (Alternate)

Southland Civil Defence Emergency Management Group:

His Worship The Mayor, Mr T R Shadbolt
Cr R L Abbott (Alternate)

Venture Southland:

His Worship The Mayor, Mr T R Shadbolt
Cr A H Crackett
Cr R R Amundsen (Mayor's Nominee Directorate)

Southland Regional Licencing Committee Shared List:

Cr D J Ludlow
Cr R L Abbott
Cr R R Amundsen
Cr T M Biddle

8.3 Appointments to Organisations where the Appointment is Detailed in the Organisation's Trust Deed

Invercargill Public Art Gallery Incorporated (Current Mayor or his/her representative and two other representatives):

Cr I R Pottinger (Mayor's Nominee)
Cr R L Abbott
Cr L F Soper

Bluff Maritime Museum Trust Board (Incorporated) (The Mayor or the Mayor's nominee and the City Manager or the City Manager's nominee):

Cr I L Esler
Mrs C Hadley, Chief Executive

Southland Historic Buildings Preservation Trust (One representative):

Cr I L Esler

Southland Indoor Leisure Centre Charitable Trust (One representative):

Cr G D Lewis

The Norman Jones Foundation (One representative):

Cr R L Abbott
Cr I R Pottinger (Alternate)

The Southland Wastebusters Trust (One representative):

Cr A J Arnold

8.4 Organisations Which Have Requested a Council Representative and This Request has been Granted

Southland Youth Futures:

Cr A H Crackett

Invercargill Youth Council:

Cr A H Crackett

Iwi Liaison:

Cr D J Ludlow

Invercargill and Districts Citizens Advice Bureau Incorporated:

Cr L F Soper

Age Concern:

Cr R L Abbott

Cr L F Soper (Alternate)

8.5 Details of Council Controlled Organisations and Directors/Trustees

A Council Controlled Organisation is a company or trust in which councils control 50% of the shares or the voting rights, or appoint more than half the board managing the organisation. They may operate as a trading activity for the purpose of making a profit. Council appoints Directors to Invercargill City Holdings Limited in accordance with Council's appointment policy.

Invercargill City Holdings Limited:

The Invercargill City Council is a 100% shareholder in Invercargill City Holdings Limited, a Council Controlled Organisation under the Local Government Act. Invercargill City Holdings Limited is a company registered under the Companies Act 1993 to provide reasonable returns to its shareholder (Invercargill).

Subsidiaries of Invercargill City Holdings Limited

	<i>Ownership</i>	<i>Nature and Scope of Activities</i>
<i>Invercargill City Forests Limited</i>	<i>100%</i>	<i>Operate a successful forestry business undertaking forestry planting, silviculture and harvesting.</i>
<i>Invercargill City Property Limited</i>	<i>100%</i>	<i>Manage the sales and development of the estate and other properties.</i>
<i>Electricity Invercargill Limited</i>	<i>100%</i>	<i>Operate a successful electricity distribution network and metering service in the Invercargill and Bluff areas.</i> <i>Invest in the infrastructure, electrical and energy sectors.</i>
<i>Invercargill Airport Limited</i>	<i>97.2%</i>	<i>Provision of airport services at the Invercargill Airport.</i>

Invercargill City Holdings Limited's registered office is in the Invercargill City Council Civic Administration Building, 101 Esk Street, Invercargill.

Invercargill City Holdings Limited has a chairperson and four other directors:

Chair: Mr T Loan (acting)

Directors: Mr B J Wood
Cr L S Thomas
Cr D J Ludlow
Cr G D Lewis

Directors are usually appointed to serve three-year terms. Under the Companies Act 1993, subsidiary company directors' primary responsibility is to the best interests of Invercargill City Holdings Limited. The Council cannot lawfully "instruct" the directors.

Invercargill City Holdings Limited appoints all directors to subsidiary companies.

Council may comment on the Statement of Intent setting out the objectives of Invercargill City Holdings Limited Group for the coming year. Copies of this statement may be obtained from the Director of Finance and Corporate Services, Invercargill City Council, Private Bag 90104, Invercargill.

Southland Museum and Art Gallery Trust:

The purpose of the Southland Museum and Art Gallery Trust is to preserve and tell the story of Southland – the experience of people and places over time – and inspire Southlanders to explore and understand the world around them.

The Trust has a Board of eight, including five local authority representatives (three appointed by the Invercargill City Council):

Chair: Cr T M Biddle (Invercargill City Council)

Trustees: Cr D J Ludlow
Cr R R Amundsen

An annual Statement of Intent is developed by the Trust.

Invercargill Community Recreation and Sports Trust:

The Invercargill Community Recreation and Sports Trust aims to increase Invercargill residents' active participation in sports and physical activities and arts and cultural activities. It functions as two entities; Active Communities and Creative Communities.

The Trust has a Board of five, appointed by the Invercargill City Council:

Creative Communities:

Trustees: Cr K F Arnold
Cr G D Lewis

Active Communities:

Trustees: Cr A J Arnold
Cr T M Biddle
Cr L F Soper

Invercargill City Charitable Trust:

The Invercargill City Charitable Trust aims to provide a number of charitable purposes and objects to the people within the Invercargill district as outlined in the Invercargill City Charitable Trust Deed.

The Trust has a Board (not more than five and not less than two) appointed by the Invercargill City Council:

His Worship The Mayor, Mr T R Shadbolt
Deputy Mayor, Cr R R Amundsen
Cr G D Lewis
Chief Executive, Mrs C Hadley

An annual Statement of Intent is developed by the Invercargill City Charitable Trust.

Invercargill Venue and Events Management Limited:

Invercargill Venue and Events Management Limited aims to efficiently manage and operate the Civic Theatre and increase greater appropriate use of this facility.

The company has a Board of three appointed by the Invercargill City Council.

Directors: Cr D J Ludlow
 Cr R L Abbott
 Cr T M Biddle

An Annual Statement of Intent is developed by Invercargill Venue and Events Management.

8.6 Council Proxy

Appointment as proxy for voting purposes on Council owned or related companies and companies in which Council has a financial interest.

His Worship The Mayor, Mr T R Shadbolt

8.7 Elector Nomination

Nomination as “elector” for the purposes of the Southland Electric Power Supply Consumer Trust.

His Worship The Mayor, Mr T R Shadbolt

9. Meeting Processes (with Specific Reference to the Applicable Provisions of the Local Government Official Information and Meetings Act 1987 and Standing Orders)

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” (sometimes also called “public excluded”). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. Council’s Secretarial Services and Communications Manager should be contacted before the meeting to arrange this.

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 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% of the members present. A copy of the Standing Orders can be obtained from Council's Secretarial Services and Communications Manager.

10. Consultation Policies

The Local Government Act 2002 (Sections 82, 82A and 83) 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 for significant Council decisions.

The special consultative procedure consists of the following steps:

- Step One: Preparation of a Statement of Proposal and, if necessary to enable public understanding, a Summary of Information contained in the proposal. 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. That statement must be included on an agenda for a Council meeting.
- Step Two: Make it publicly available. The Council must ensure that the statement of proposal, a description of how people can present their views to Council on the proposal and a time period for presenting views on the proposal is publicly available. This has to be made as widely available as is reasonably practicable.
- Step Three: Receive views. The Council should acknowledge all written submissions and offer submitters a reasonable opportunity to present their views to Council in a manner that enables spoken (or New Zealand sign language) interaction. The Council must allow at least one month (from the date that the statement is issued) for views to be received.
- Step Four: Hear submissions. Council must set aside sufficient time to hear all those submitters who wish to speak to Council on their submission. The hearings must be open to the public.
- Step Five: Deliberate in public. All meetings where the Council deliberates on the proposal must be open to the public (unless there is some reason to exclude the public under the LGOIMA).
- All submissions or comments made on the proposal must be made available unless there is reason to withhold them under the LGOIMA.
- Step Six: Follow up. A copy of the decision and a summary of the reasons should 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 Plan (LTP).
- Amends a Long-term Plan.
- In some circumstances when Council adopts, revokes, reviews or amends a bylaw.

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.

Council's Significance and Engagement Policy also requires it to consult if the matter is deemed to be significant as per the policy or Council decides that it should be treated as significant.

Community-Council Engagement Programme

Council accepts that different communities will prefer different forms of engagement with Council, and when preferences become apparent will tailor programmes and means of engagement to particular community preferences. The programme includes use of the consultation caravan, community meetings and administrative funding support to Residents' Associations which meet Council criteria.

Support of Residents' Associations

Council will provide financial support up to \$5,000 per group to Residents' Associations that meet the criteria listed below:

- The group represents a geographically based community (excluding Bluff, which already receives Council assistance and has a Community Board).
- The group has a community wide perspective (rather than a single issue); with a community development focus which includes consultation with Council.
- There is sufficient interest and support from that community to resource and run the association.
- The group has an appropriate constitution, a system of electing officers and an annual budget.
- Council financial assistance will be towards the actual administration costs, for example, venue hire for meetings, stationery and photocopying, postage, advertising of meetings, surveys, running a website.
- Project funding, if required, would be obtained by the individual groups from other sources.
- Council would provide other support on request, for example, assistance with setting up the group and a dedicated Councillor to attend group meetings.

11. Policies for Liaising with, and Memoranda or Agreements with, Māori

The Invercargill City Council acknowledges the importance of tikanga Māori and values its relationship with both tangata whenua (Ngāi Tahu) and ngā matawaka (other Māori who are not Ngāi Tahu living within Murihiku/Southland).

The four councils of Southland: Environment Southland (Southland Regional Council), Southland District Council, Gore District Council and Invercargill City Council are charged with fostering Māori capacity to contribute to and participate in local government decision making processes.

The relationship that each Council has with Ngāi Tahu ki Murihiku continues to grow in strength. This has been assisted by the establishment of a Charter of Understanding between Te Ao Marama Incorporated (representing nga runanga) and the councils. This relationship allows Te Ao Marama Inc to form the tomokanga (gateway) for consultation between Māori and the councils.

Councils provide resources such as the provision of technical advice, expertise, information and financial support. Te Ao Marama Inc provides for positive consultation, clarification on matters of significance to Iwi and identifies appropriate persons for consultation. An atmosphere of trust and openness is the cornerstone of the relationship which was formed at the signing of the Charter of Understanding.

The Invercargill City Council remains committed to ensuring that opportunities are promoted and offered for Māori to build capacity and to actively engage across the range of Council's decision-making processes.

12. Management Structure and the Relationship Between Management and Elected Members

The Local Government Act 2002 requires 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 Mrs Clare Hadley. The Chief Executive has a performance agreement with the Invercargill City Council, and is employed for a term not exceeding five years (subject to possible extension for up to two more years).

Council management is organised as follows:

Council
Mayor and Councillors

Chief Executive
Clare Hadley
Democratic Process
Destinational Marketing
Enterprise

Environmental and Planning Services	Finance and Corporate Services	Works and Services
Director: Pamela Gare Animal Services Building Services Compliance Environmental Health Resource Management	Director: Council Controlled Organisations Housing Care Service Investment Property	Director: Cameron McIntosh Community Development Libraries and Archives Parks and Reserves Passenger Transport Pools Public Toilets Roading Sewerage Solid Waste Management Management of Southland Museum and Art Gallery Stormwater Water Supply

The Chief Executive and Directors can be contacted by phoning (03) 2111 777.

13. Equal Employment Opportunities Policy

Council is committed to ensuring equality of opportunity for all current and prospective employees and to meeting the various legal obligations in the equitable recruitment, selection, development and conditions of employment of employees.

14. Key Approved Planning and Policy Documents and the Process for their Development and Review

The Council has adopted and approved a number of key planning and policy documents to assist it in fulfilling the purpose of local government, performing its role as a local authority and exercising the powers, responsibilities and duties conferred on it.

Long-term Plan

The Long-term Plan sets out the Council's priorities over the medium to long-term.

Information to be included in the Long-term Plan is set out in Schedule 10 of the Local Government Act 2002, and includes community outcomes, groups of activities, development of Māori capacity to contribute to decision making processes, funding and financial statements, forecast financial statements, funding impact statement and significant forecasting assumptions.

Council's 2018-2028 Long-term Plan was adopted in June 2018 and can be found on

Council's website (www.icc.govt.nz). The Long-term Plan is reviewed every three years.

Annual Plan

An Annual Plan is developed in the two years between Long-term Plans, showing any changes from what was agreed to in the Long-term Plan. The Annual Plan must be adopted by Council before the start of the financial year (1 July). It can be found on Council's website www.icc.govt.nz.

Annual Report

An Annual Report is prepared at the conclusion of every financial year (30 June). It compares Council's actual activities and performance against what was intended by the Long-term Plan or Annual Plan. The Annual Report also includes a copy of the Council's audited accounts. Annual Reports must be adopted by Council within four months of the end of the year. It can be found on Council's website (www.icc.govt.nz).

Activity Management Plans

These Plans identify and describe in detail the current state and value of Council's assets; the levels of service provided, and to be provided by the assets, and the ongoing expenditure requirements to renew, maintain, and operate and/or further develop the assets. They further identify the levels of service provided, and to be provided, by Council's activities and the associated ongoing expenditure. They can be found on Council's website (www.icc.govt.nz). Activity Management Plans were adopted in 2017 (and reviewed every three years) for the following Council activities:

- Buildings Assets.
- Parks and Cemeteries.
- Roding.
- Sewerage.
- Stormwater.
- Water Supply.
- Regulatory Services
- Community Development.
- Democratic Process.
- Housing Care.
- Libraries and Archives.
- Public Transport.
- Aquatic Services.
- Solid Waste Management.
- Investment Property.

District Plan

The Invercargill City District Plan was prepared in accordance with the Resource Management Act 1991. It contains objectives, policies and methods (including rules and maps) for the sustainable management of the district's natural and physical resources. The Invercargill City District Plan became operative in February 2005 and every section must be reviewed within ten years. A review of the District Plan commenced in 2011 and culminated with the Proposed District Plan being publicly notified in August 2013. Following a public submission and hearing process, decisions on submissions and further submissions to the Proposed District Plan were notified in October 2016, and the document now has full legal effect. Until such time as all appeals on the Council's decisions on the Proposed District Plan are resolved, both District Plans will continue to operate in parallel. They can be found on Council's website (www.icc.govt.nz).

Triennial Agreement

The Triennial Agreement for Southland local authorities (Invercargill City Council, Gore District Council, Southland District Council and Southland Regional Council) details how the councils will work together through the Southland Shared Services Forum. The Southland Shared Services Forum Memorandum of Understanding and Triennial Agreement were adopted in 2014 and are reviewed every three years.

15. Systems for Public Access to it and its Elected Members

The principal office of Invercargill City Council is located in Invercargill. Contact details for the office are:

Post: Invercargill City Council, Private Bag 90104, Invercargill 9840.

Hand deliver: Helpdesk, Civic Administration Building, 101 Esk Street, Invercargill.

Phone: 03 211 1777

Email: service@icc.govt.nz

Website: www.icc.govt.nz

Council's Service Centre: Bluff Service Centre, 12 Gore Street, Bluff

The following are the contact details for the elected members:

<i>Tim Shadbolt, Mayor</i>	<i>(03) 211 1672</i>
<i>Rebecca Amundsen, Deputy Mayor</i>	<i>(03) 214 1755, 027 255 2664</i>
<i>Lindsay Abbott</i>	<i>(03) 216 7111, 027 290 1142</i>
<i>Allan Arnold</i>	<i>027 433 6408</i>
<i>Karen Arnold</i>	<i>027 268 8613</i>
<i>Toni Biddle</i>	<i>027 869 2065</i>
<i>Alex Crackett</i>	<i>021 535 953</i>
<i>Lloyd Esler</i>	<i>(03) 213 0404, 021 176 6580</i>
<i>Graham Lewis</i>	<i>(03) 218 6385, 021 676 647</i>
<i>Darren Ludlow</i>	<i>(03) 215 4777, 021 217 2848</i>
<i>Ian (Rangi) Pottinger</i>	<i>(03) 217 4579, 027 432 3597</i>
<i>Lesley Soper</i>	<i>(03) 216 6427, 027 603 8037</i>
<i>Lindsay Thomas</i>	<i>027 472 4730</i>

Complaints

Council takes complaints seriously and encourages people to come forward if they are not satisfied with the service they have received. As a general rule:

- We do not deal with anonymous complaints.
- Discuss your concern with the Director of the area you are dealing with (if not sure who this is – phone 03 211 1777 and ask).
- If not satisfied with the way things are being handled or the result, write to the Chief Executive.

Complaints are investigated and responded to in accordance with the rules of natural justice.

Complaints about Elected Representatives should be directed to the Mayor.

16. Processes for Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Any request for information is 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 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.
- Allow information to be used for improper gain or advantage.

The Council aims to answer requests for information as soon as reasonably practicable, but 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:

Chief Executive
Invercargill City Council
Private Bag 90104
INVERCARGILL 9840



Appendix 1

Legislation which Confers Obligations or Responsibilities on Local Authorities

Airport Authorities Act 1966
Animal Welfare Act 1999
Animals Law Reform Act 1989
Arts Council of New Zealand Toi Aotearoa Act 2014
Auctioneers Act 2013

Biosecurity Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910

Cadastral Survey Act 2002
Charities Act 2005
Chartered Professional Engineers of New Zealand Act 2002
Citizenship Act 1977
Civil Aviation Act 1990
Civil Defence Emergency Management Act 2002
Climate Change Response Act 2002
Commerce Act 1986
Companies Act 1993
Conservation Act 1987
Consumer Guarantees Act 1993
Copyright Act 1994
Crimes Act 1961
Crown Minerals Act 1991

Disabled Persons Community Welfare Act 1975
District Court Act 2016
Dog Control Act 1996

Earthquake Commission Act 1993
Electoral Act 1993
Electricity Act 1992
Employment Relations Act 2000
Energy Companies Act 1992
Environment Act 1986
Environmental Protection Authority Act 2011

Equal Pay Act 1972

Fair Trading Act 1986

Fees and Travelling Allowances Act 1951

Fencing Act 1978

Financial Reporting Act 2013

Fire and Emergency New Zealand Act 2017

Food Act 2014

Gambling Act 2003

Gas Act 1992

Goods and Services Tax Act 1985

Government Roding Powers Act 1989

Hazardous Substances and New Organisms Act 1996

Health Act 1956

Health and Safety at Work Act 2015

Heritage New Zealand Pouhere Taonga Act 2014

Holidays Act 2003

Housing Act 1955

Housing Corporation Act 1974

Human Rights Act 1993

Impounding Act 1955

Income Tax Act 2007

Insolvency Act 2006

Interpretation Act 1999

Land Act 1948

Land Drainage Act 1908

Land Transfer Act 2017

Land Transport Act 1998

Land Transport Management Act 2003

Limitation Act 2010

Litter Act 1979

Local Authorities (Members' Interests) Act 1968

Local Electoral Act 2001

Local Government (Rating) Act 2002

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Major Events Management Act 2007
Maritime Transport Act 1994
Minimum Wage Act 1983

National Provident Fund Restructuring Act 1990
New Zealand Bill of Rights Act 1990
New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008
New Zealand Library Association Act 1939
New Zealand Public Health and Disability Act 2000
Ngai Tahu Claims Settlement Act 1998

Oaths and Declarations Act 1957
Occupiers Liability Act 1962
Ombudsmen Act 1975
Overseas Investment Act 2005

Parental Leave and Employment Protection Act 1987
Plumbers, Gasfitters and Drainlayers Act 2006
Privacy Act 1993
Property Law Act 2007
Prostitution Reform Act 2003
Protected Disclosures Act 2000
Public Bodies Contracts Act 1959
Public Bodies Leases Act 1969
Public Records Act 2005
Public Works Act 1981

Queen Elizabeth the Second National Trust Act 1977

Racing Act 2003
Railways Act 2005
Rating Valuations Act 1998
Rates Rebate Act 1973
Remuneration Authority Act 1977
Reserves Act 1977
Reserves and Other Lands Disposal Acts 1926-2003
Reserves and Other Lands Disposal and Public Bodies Empowering Acts 1906-1925
Residential Tenancies Act 1986
Resource Management Act 1991

Sale and Supply of Alcohol Act 2012
Search and Surveillance Act 2012
Secret Commissions Act 1910
Shop Trading Hours Act 1990
Smoke-free Environments Act 1990
Soil Conservation and Rivers Control Act 1941
Sovereign's Birthday Observance Act 1952
Standards and Accreditation Act 2015
Summary Offences Act 1981
Summary Proceedings Act 1957

Te Ture Whenua Māori Act 1993
Telecommunications Act 2001
Transit New Zealand Act 1989
Treaty of Waitangi Act 1975
Trespass Act 1980
Trustee Act 1956

Unit Titles Act 2010
Utilities Access Act 2010

Valuers Act 1948

Waste Minimisation Act 2008
Wild Animal Control Act 1977
Wildlife Act 1953