



LOCAL GOVERNANCE STATEMENT

2025-2028

SPONSOR:
Group Manager
Corporate Services

ADOPTED:
Council
24 March 2026

REVIEW BY:
April 2029

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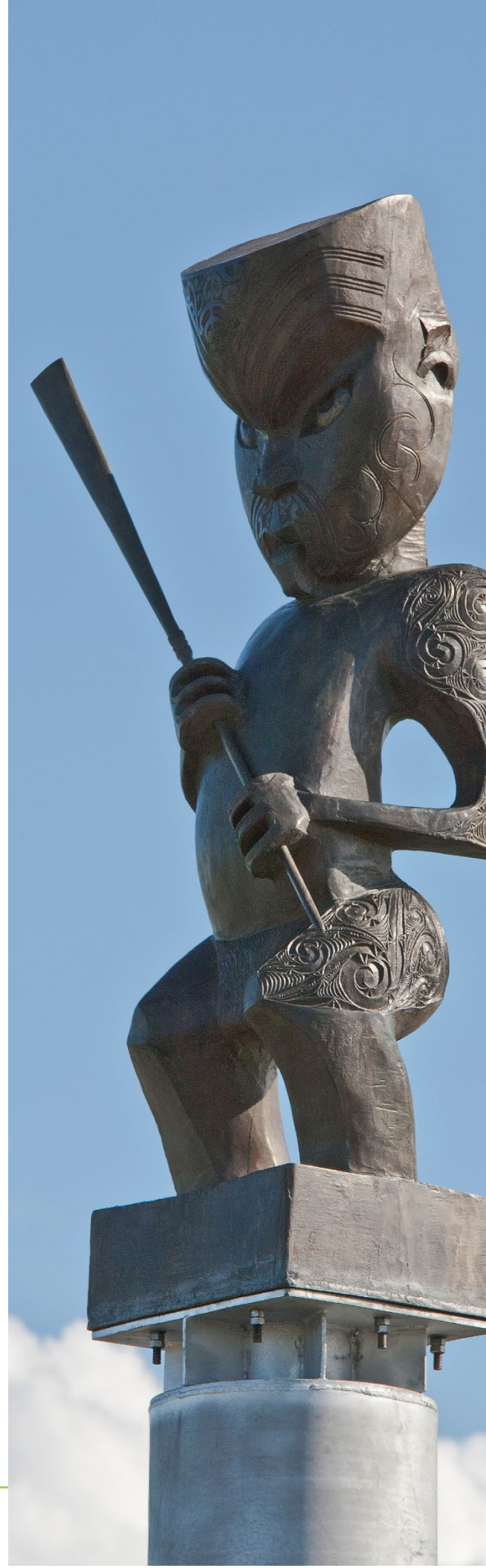
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HOW TO CONTACT COUNCIL AND ITS ELECTED MEMBERS

[Open Elected Members Contacts](#)



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A local governance statement is a collection of information about the processes through which the Council engages with its communities, how it makes decisions, and how citizens can influence those processes.

A local governance statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic process and decision making.

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SECTION 1

FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

FUNCTION

The Thames-Coromandel District Council's role is to enable and give effect to democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

THE COUNCIL WORKS WITHIN A VARIETY OF LEGISLATION:

- Building Act 2004
- Burial and Cremations Act 1964
- Civil Defence and Emergency Management Act 2002
- Climate Change Response Act 2002
- Dog Control Act 1996
- Employment Relations Act 2000
- Fast-track Approvals Act 2024
- Freedom Camping Act 2011
- Food Act 2014
- Gambling Act 2003
- Hauraki Gulf / Tīkapa Moana Marine Protection Act 2025
- Prostitution Reform Act 2003
- Privacy Act 2020
- Psychoactive Substances Act 2013
- Reserves Act 1977
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Severe Weather Emergency Recovery Legislation Act 2023
- Local Government (Rating) Act 2002
- Local Government Act 1974
- Shop Trading Hours Act 1990
- Treaty of Waitangi Act 1975
- Waste Minimisation Act 2008
- Water Services Act 2021
- Water Services Preliminary Arrangements Act 2024
- Taumata Arowai – the Water Services Regulator Act 2020
- Water Services (Drinking Water Standards for New Zealand) Regulations 2022.
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014
- Land Transport Act 1998
- Land Transport Management Act 2003
- Litter Act 1979
- Local Electoral Act 2001
- Local Government Act 2002

Local government is currently facing major legislation reform. This means that much of what councils deliver and how they do so will change in the next few years. Council actively monitor and assess proposed legislation changes.

ACTIVITIES

Council delivers many different goods and services (called ‘activities’). The services Council intends to deliver and what it will cost are set out in its long-term plan and reviewed every three years. Sometimes small adjustments might be made through the annual planning process (completed between those three years). We report on whether we delivered what we said we would in our annual reports.

Our Council currently delivers the following activities.

Activity group	Activities
Leadership and Governance	Governance
	Corporate
Community Spaces	Community Facilities
	Libraries
	Parks and Open Spaces
Protection of People and the Environment	Emergency Management
	Coastal and Hazard Management
	Community Health and Safety
Planning and Regulation	District and Strategic Planning
	Resource Consents
	Building Control
Community and Economic Development	Community Development
	Economic Development
Transport	Roading
	Footpaths, Cycleways and Streetlights
Stormwater	
Wastewater	
Water Supply	
Solid Waste	Rubbish and Recycling
	Waste Minimisation

Further information can be found in the [2024–2034 Long Term Plan – Te Mahere Pae Tawhiti](#). At the time of writing, our 2025/26 Annual Plan also applies.

SECTION 2

LOCAL LEGISLATION AND BYLAWS

LOCAL LEGISLATION THAT CONFERS POWERS ON THE LOCAL AUTHORITY

In addition to legislation applicable to all territorial local authorities, the Thames Coromandel District Council is also subject to a number of local Acts that apply specifically to the former Thames Borough and related local circumstances. These Acts confer particular powers or address historical matters unique to the district. A list of this local legislation is set out below, together with a high level summary of its purpose.

Thames Borough Council Empowering Act 1949

Provides for the Thames Borough Council to make and levy rates on behalf of the Hauraki Catchment Board, removes certain trust provisions and mining reservations over specified lands vested in the Council, restricts the granting of mining privileges over the surface of those lands, and empowers the Council to dispose of part of the land.

Thames Borough Council Empowering Act 1967

Vests certain land in the Corporation of the Borough of Thames, authorises land reclamation, removes trust provisions over specified lands, restricts the granting of mining privileges over the surface of those lands, and authorises the disposal of certain lands.

Thames Borough Endowment Leasing Act 1900

Enables the Thames Borough Endowment land at the Waihou River to be leased.

Thames Water Supply Transfer Act 1880

Provides for the transfer of the Thames water supply to the Mayor, Councillors, and Burgesses of the Borough of Thames.

Borough of Thames Tramways Act 1874

Conferred powers to lay tramways for gold-field purposes. The Parliamentary Counsel Office has consulted on the repeal of this Act, as its provisions are now considered spent.

Thames Deep Levels Enabling Act 1906

Made special provision for the disposal of certain mining privileges in the Hauraki Mining District. The Parliamentary Counsel Office has consulted on the repeal of this Act, as its provisions are now considered spent.

Local legislation of this nature is periodically reviewed by the Parliamentary Counsel Office, and Acts that are no longer operative or required may be repealed as part of legislative revision programmes.

THAMES-COROMANDEL DISTRICT COUNCIL BYLAWS

Bylaws are legislation made by the Council under powers given to it by statutes such as the Local Government Act 2002, Land Transport Act 1998 and Freedom Camping Act 2011. Most bylaws are required to be reviewed within five or 10 years after they are made. The processes for the development and review of bylaws are prescribed in the statutes under which they are made and will always require public consultation to be carried out. Thames-Coromandel District Council currently has the following bylaws in place:

THAMES-COROMANDEL DISTRICT COUNCIL BYLAWS

TITLE	GENERAL DESCRIPTION	DATE MADE	LAST REVIEW
Activities in Public Places Bylaw 2017- Te Ture ā-Rōhe ki ngā Wāhi Marea	Manage effects of, or behaviours associated with certain activities that create a nuisance or impact public safety. Manage use of public places including reserves and beaches.	June 2017	May 2022
Advertising and Signs Bylaw 2017- Te Ture ā-Rohe mō Nga Tohu	To ensure advertising signs are erected, maintained and displayed in a manner that does not present a hazard, obstruction of danger to public safety, while enabling businesses, activities and events to be appropriately advertised.	December 2017	May 2022
Alcohol Control Bylaw 2018 - Te Ture a Rohe Whakamarama Waipiro	To reduce the instance of crime or disorder related to alcohol consumption by controlled where and when people can possess or consume alcohol in public places	October 2018	September 2023
Animal Nuisance Bylaw 2019 - Ture-ā-Rohe Kararehe Pōrearea	To manage the effects of, or behaviours associated with, the keeping of animals, including bees, pigs and poultry, so as not to create nuisance or endanger the health of the public	October 2019	September 2024
Dog Control Bylaw 2023 - Te Ture ā-Rōhe mō ngā Kaupapa Kurī	To regulate the control of dogs in the district. Includes restricted and controlled areas and fines to avoid nuisances.	May 2023	Not yet reviewed
Freedom Camping Bylaw - Te Ture ā-rohe mō te Puni Mataraharaha ki rō waka	To restrict or prohibit freedom camping in areas where it is necessary for one or more of the following: to protect the environment, safeguard public health and safety, or preserve access.	October 2022	Not yet reviewed
Maritime Facilities Bylaw	To regulate the use of maritime facilities to ensure they are used fairly, safely, and efficiently for recreation, public travel, or commercial transport of goods and passengers.	September 2022	Not yet reviewed
Parking Bylaw / Ture ā-Rohe Tūnga Waka	To manage parking on roads and council-controlled land to promote road safety and provide a fair and equitable allocation of parking for all users.	October 2024	Not yet reviewed
Traffic Bylaw 2017 / Te Ture ā-Rohe Waka Haere	Set requirements for the control of vehicular or other traffic on any road under the care, control or management of the Council.	June 2017	June 2022
Water Supply Bylaw 2019	To manage water supply, protect public health and the security of the public water supply.	December 2019	Decision made not to review

[Open all Thames-Coromandel District Council bylaws](#)

SECTION 3

THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

ELECTORAL SYSTEM

'First Past the Post' and 'Single Transferable Vote' System

The Local Electoral Act 2001 defines an electoral system as any of the following electoral systems that are prescribed for use at an election or poll:

- a. the system commonly known as First Past the Post;
- b. the system commonly known as Single Transferable Voting using Meek's method of counting votes

The Thames-Coromandel District Council held its 2025 elections under the First Past the Post system. Under the First Past the Post system, electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is elected.

Provisions for changes to the Electoral System

The Local Electoral Act 2001 makes provision for changes to the system by either Council or elector initiative. The Council may resolve to change the electoral system to be used at the next two elections or conduct a binding poll, 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. the electoral system cannot be changed for one election and then changed back for the next election.



SECTION 4

REPRESENTATION ARRANGEMENT AND REVIEW

Council is required to review its representation arrangements at least once every six years. In addition, any council that created one or more Māori wards or constituencies after 2020 without holding a poll was required to hold a poll at the 2025 triennial election. Thames-Coromandel District Council fell into this category, so a poll was held last year.

The result of the poll was to remove the Māori ward. As a result Council will need to carry out a representation review in 2026-2027.

This review 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, 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 to have Community Boards and, if so how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.
- Māori wards cannot be reconsidered until 2032 for the 2035 triennial election.

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

There is also the right to appeal any decisions on the above.

Council reviewed its representation and boundaries, which applied to the election in 2025.

Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the **Local Electoral Act 2001**.

EXISTING ARRANGEMENT

The Thames-Coromandel District Council comprises the Mayor and 10 Councillors elected as follows:

- **1 Councillor elected** by the electors of Māori Ward.
- **1 Councillor elected** by the electors of Coromandel-Colville Ward and appointed to the Coromandel-Colville Community Board.
- **3 Councillors elected** by the electors of Mercury Bay Ward and appointed to the Mercury Bay Community Board.
- **2 Councillors elected** by the electors of South-Eastern Ward and appointed to the Tairua-Pāuanui Community Board and the Whangamatā Community Board.
- **3 Councillors elected** by the electors of Thames Ward and appointed to the Thames Community Board.
- **5 Community Boards** across the four wards being Coromandel-Colville, Mercury Bay, Tairua-Pāuanui, Thames and Whangamatā.
- **4 Members elected** to each Board being Coromandel-Colville Community Board, Mercury Bay Community Board, Tairua-Pāuanui Community Board, Thames Community Board and Whangamatā Community Board.

SECTION 5

MEMBERS' ROLES AND CONDUCT

THE MAYOR

The mayor is elected by all electors in the district. As an elected member, the mayor has the same responsibilities as councillors, and also the following roles:

- Chairing council meetings and ensuring orderly conduct.
- Advocating for the community, promoting its interests, and representing its views.
- Acting as the council's spokesperson.
- Serving as the ceremonial head of the council.
- Providing leadership and feedback to support effective teamwork and committee chairing.
- Carrying out the duties of a Justice of the Peace while in office.

The mayor also has the following powers:

- Appointing the deputy mayor.
- Establishing council committees.
- Appointing committee chairpersons.
- Leading the development of council plans, policies, and budgets for consideration by elected members.

Procedures for any discharges as set out in Standing Orders and the LGA 2002 should be followed. The current Mayor following the 2025 triennial election is **Mayor Peter Revell**.

THE DEPUTY MAYOR

The deputy mayor can be appointed by the mayor, or if the mayor declines to exercise that power, the council can elect the deputy mayor at the first meeting of council. If the mayor is absent or incapacitated or if the office of mayor is vacant, the deputy mayor must perform all of the mayor's responsibilities and duties and may exercise the powers of the mayor.

The current Deputy Mayor following the 2025 triennial election is **Deputy Mayor John Grant**.

COUNCILLORS

When the term 'council' is used, it may refer to the whole organisation or to the mayor and ten councillors. At council and committee meetings, the mayor and councillors make decisions that serve the whole district and support the current and future needs of all communities.

The councillors are responsible for:

- Setting the council's strategic direction and priorities through the long term plan.
- Deciding what services and projects the council will deliver.
- Setting expenditure and funding requirements through long term and annual planning.
- Developing and approving council policies.
- Monitoring council performance against agreed objectives and policies.
- Making bylaws.
- Ensuring compliance with relevant legislation.
- Representing the interests of the district.
- Employing, setting performance expectations for, and monitoring the chief executive.

The council can only act through majority decisions made at meetings. Individual members, including the mayor, cannot act on behalf of the council unless authorised by statute or specific delegation.

COMMUNITY BOARDS

The Thames-Coromandel district is represented by five community boards: Coromandel Colville, Mercury Bay, Tairua Pāuanui, Thames, and Whangamatā. Community boards were established in 1989 as part of the major local government amalgamation. Their names have changed over time through representation reviews.

Under the Local Government Act, community boards are responsible for:

- Representing and advocating for the interests of their community.
- Considering and reporting on any matters referred to them by the council, and any issues of local interest or concern.
- Preparing an annual submission to the council on expenditure in the community.
- Maintaining an overview of council services delivered within the community.
- Communicating with community organisations and local interest groups.
- Carrying out any other responsibilities delegated by the council.

ELECTED MEMBERS

Elected members have specific obligations as to their conduct in the following legislation:

- **Local Government Act 2002 (Schedule 7)** Requires elected members to meet statutory governance obligations, including acting as a good employer and complying with the current Code of Conduct and Standing Orders;
- **The Local Authorities (Members' Interests) Act 1968** Requires elected members to identify, disclose, and appropriately manage conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- **The Secret Commissions Act 1910** Prohibits elected members from accepting gifts, rewards, or benefits intended, or perceived to be intended, to influence the performance of their duties.
- **The Crimes Act 1961** Prohibits bribery and corruption, including the misuse of official information or position for private benefit.
- **Financial Markets Conduct Act 2013** When the Council offers financial products, places elected members in a director-like accountability position for governance and disclosure obligations.
- **Protected Disclosures Act (Protection of Whistleblowers) Act 2022** Provides a framework for disclosing and investigating serious wrongdoing and protects those (including elected members captured by the Act) who raise concerns appropriately.
- **Health & Safety at Work Act 2015** Assigns governance-level duties to ensure, so far as reasonably practicable, that the Council (as a PCBU) manages health and safety risks to workers and others.
- **Public Records Act 2005** Requires that council records are full, accurate, well maintained, and accessible, including information received by elected members in the course of their duties where it meets the definition of a council record.

SECTION 6

CODE OF CONDUCT

All elected members are required to adhere to a **Code of Conduct**, which sets out clear expectations for behaviour and relationships with fellow members, staff, the media, and the public. The Code also addresses the appropriate handling and disclosure of information received in an elected member capacity and outlines the sanctions that may be applied where a breach occurs.

The current Code of Conduct was reviewed and adopted by the Council on 13 December 2022. In addition, the Local Government Commission has completed a new standardised national Code of Conduct (December 2025), designed to bring greater consistency and clarity across all councils. Once it is formally enacted, councils will be required to adopt this new code.

SECTION 7

GOVERNANCE STRUCTURES

The Council reviews its Committee structures after each triennial election. The Mayor may appoint the Deputy Mayor, the Committee structure of the Council and the chairpersons of those Committees. Nothing, however, limits or prevents the Council from discharging any of these appointees. Procedures for any discharges as set out in Standing Orders and the LGA 2002 should be followed.

After the 2025 Triennial election the Council established that full Council meetings would be held on a Tuesday monthly - refer to **Council Meeting Calendar | TCDC**.

The following Committees have been established:

GOVERNING BODY (FULL COUNCIL)

Type of Committee	Full Council
Purpose	To ensure the effective and efficient governance of the District To enable leadership of the District including advocacy and facilitation on behalf of the community
Membership	Mayor (Chair) Deputy Mayor (Deputy Chair) All Councillors
Delegations	🔗 <u>Open the Complete Decision Making Framework 2025 including delegations.</u>



CHIEF EXECUTIVE COMMITTEE

Type of Committee	Standing committee
Purpose	To enable the Council to meet its good employer obligations to its Chief Executive and to provide effective oversight of Chief Executive employment matters. These obligations, as well as those of the Chief Executive, are set out in the Local Government Act 2002, in employment law generally and in the Chief Executive's employment agreement.
Membership	<p>Mayor Peter Revell (Chair) Robyn Sinclair (Deputy Chair) Deputy Mayor John Grant</p> <p>The committee shall be supported by an independent advisor, who is not a member of the committee to assist with the review process, especially in areas of performance assessment or remuneration.</p> <p>The external advisor position is to be reviewed and assessed no later than three months after each triennial election to allow for transition and continuity.</p>
Delegations	🔗 <u>Open the Complete Decision Making Framework 2025 including delegations.</u>

RISK AND ASSURANCE

Type of Committee	Standing Committee
Purpose	<p>To provide the Full Council and the community with confidence that the Council is managing its risks.</p> <p>The Committee is responsible for the review of the effectiveness of the following aspects of governance, risk management and internal control matters, external reporting, and audit matters:</p> <ul style="list-style-type: none"> ○ Enterprise Risk Management (ERM) ○ Internal audit ○ Integrity and investigations ○ External audit ○ Monitoring of compliance with laws and regulations ○ Significant projects and programmes of work focussing on the appropriate management of risk ○ Oversight of preparation of the long- term plan, annual report, and other external financial reports required by statute ○ Oversight of TCDC's council controlled organisations.

Membership	<p>Chair (Independent) Flemming Rasmussen (Deputy Chair)</p> <p>Mayor Peter Revell Deputy Mayor John Grant Cr Tony Brljevich Cr John Freer Cr Greg Hampton</p> <p>The independent chair will be appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.</p> <p>External membership contracts are to be reviewed and assessed no later than two months after each triennial election to allow for transition and continuity.</p>
Delegations	<p>🔗 <u>Open the Complete Decision Making Framework 2025 including delegations.</u></p>

PLANNING AND REGULATORY COMMITTEE

Type of Committee	Standing committee
Purpose	<p>To guide the economic, physical development and growth of the Thames-Coromandel District.</p> <p>To maintain oversight of the regulatory reforms and the impacts, challenges and change to service delivery that may arise from the reforms.</p> <p>To oversee the effective and efficient planning, monitoring, education, consenting and enforcement activities, within a customer focused framework.</p>
Membership	<p>Mayor Peter Revell (Chair) Cr Tony Brljevich (Deputy Chair)</p> <p>Cr Rob Ashman Cr Michael Barlow Cr John Freer Cr Martin Rodley Cr Robyn Sinclair Cr Alison Smith</p>
Delegations	<p>🔗 <u>Open the Complete Decision Making Framework 2025 including delegations.</u></p>

INFRASTRUCTURE AND FINANCE COMMITTEE

Type of Committee	Standing committee
Purpose	To guide and monitor the Council's financial and operational performance, Long-term Plan/Annual Plan implementation and to hold strategic oversight and monitoring on Council's infrastructure and operational programmes; and provide governance oversight and guidance on building, operating and maintaining resilient council infrastructure in the district.
Membership	Deputy Mayor John Grant (Chair) Flemming Rasmussen (Deputy Chair) Mayor Peter Revell Cr Rob Ashman Cr Tony Brjlevich Cr Greg Hampton
Delegations	<u>Open the Complete Decision Making Framework 2025 including delegations.</u>

The **Community Board Terms of Reference** were adopted by the Council in 2019. Council is currently reviewing delegations to Community Boards. Once adopted by Council, a revised set of Community Board delegations will replace the current delegations.

OTHER COMMITTEES

- Waikato Civil Defence Emergency Management (CDEM) Committee
- Hauraki Scheme Subcommittee
- RTC Public Transport Committee
- Regional Transport Committee
- Hauraki Gulf Forum

COUNCIL CONTROLLED ORGANISATIONS

A Council Controlled Organisation (CCO) is an organisation where one or more local authorities control 50 per cent or more of the voting rights or have the right to appoint 50 per cent or more of the directors.

Co-Lab (previously Waikato LASS)

In December 2005 the local authorities in the Waikato Region established Waikato Local Authority Shared Services Limited (WLASS) as a company and a CCO, for the purpose of working closely together on mutually beneficial joint projects to achieve better outcomes and cost savings for shareholders.

Since December 2021 it is now trading as Co-Lab. Co-Lab is jointly owned by the 12 local authorities of the Waikato Region. Each local authority owns an equal number of shares in Co-Lab.

New Zealand Local Government Funding Agency Limited (LGFA) was enabled under the Local Government Borrowing Act 2011 and was incorporated on 1 December 2011. LGFA is a CCO operating under the Local Government Act 2002.

LGFA's primary purpose is to provide more efficient funding costs and diversified funding sources (including foreign currency) for New Zealand local authorities. LGFA was established to raise debt on behalf of local authorities on terms that are more favourable to them than if they raised the debt directly.

(EXEMPTED)

Exempted CCOs are an exemption for a smaller organisation from full reporting requirements. This exemption is made on the basis that it is not practical or efficient for full accountability requirements and performance monitoring to take place.

Destination Hauraki Coromandel

This is a sub-regional tourism organisation for 'The Coromandel' which includes the geographic area of both the Hauraki and Thames-Coromandel Districts. Established in 2011 to promote tourism and travel in the 'The Coromandel'. Destination Hauraki Coromandel also supports, promotes and assists in activities and projects which will increase the opportunities for employment in tourism and visitor industries. Destination Hauraki Coromandel is a Charitable Trust, and Thames-Coromandel District and Hauraki District Councils are settlors of the trust. Because Councils appoint more than 50% of the trustees Destination Hauraki Coromandel is considered a council controlled organisation. This exemption has been revisited and subsequently reconfirmed by the Council, most recently in September 2023.

Hauraki Rail Trail Charitable Trust

The Hauraki Rail Trail Charitable Trust is a charitable trust formed to manage the cycleway known as the Hauraki Rail Trail (HRT). The Hauraki, Thames-Coromandel and Matamata-Piako District Councils are settlors to the Trust Deed. The Councils have the right to appoint 50 per cent or more of the directors of the company. This exemption has been revisited and subsequently reconfirmed by the Council, most recently in September 2023.



SECTION 8

MEETING PROCESSES

GENERAL PROVISIONS RELATING TO MEETINGS

Section 7 of the Local Government Act 2002 sets out the general provisions relating to meetings. Generally, the Council must hold the meetings that are necessary for the good government of the District.

Standing Orders

All members of the Council must abide by Standing Orders. Current Standing Orders were adopted by the Council on 8 November 2022, with an amendment added in 2024 to allow members joining via audio-visual link to be counted toward the quorum, reflecting changes in legislation.

In addition, the Local Government Commission has also completed a new standardised set of national Standing Orders, intended to improve consistency and clarity across all councils. Once these are formally enacted, councils will be required to adopt them.

[!\[\]\(70fe8e9535b25b843243cca42ea05eeb_img.jpg\) Open TCDC Standing Orders](#)

The Local Government Official Information and Meetings Act 1987 | Part 7 applies to Council meetings at which resolutions and decisions are made. All such meetings must be publicly notified and agendas and associated reports must be available for public inspection.

There is a presumption that every Council meeting will be open to the public (s 47), unless the public is expressly excluded. The public may be excluded from meetings only on the grounds set out in the Act.

Any member of the public has a right to inspect or receive copies of the minutes of all meetings open to the public.

There are certain protections for statements made in documents or at meetings.

Workshops

The Chief Ombudsman's 'open for business' investigation into local council meetings and workshops was reconsidered at the Council's December 2025 meeting. At that meeting, the Council resolved to adopt a workshop framework that provides for workshops to be open to the public, both in person and via live streaming, with recordings made available as soon as is practicably possible after each workshop.

SECTION 9

PLANNING AND DECISION-MAKING

DECISION-MAKING REQUIREMENTS

The Council makes many decisions every day – some big, some small. **The Local Government Act 2002** (LGA 2002) sets out the general obligations of local authorities in relation to the making of decisions and the consultation required with interested parties (sections 75-87). In general, the more significant the decision being made, the more the Council must adhere to the decision-making rules set out in the LGA 2002. The Council assesses the significance of a decision by applying its Significance and Engagement Policy (required by section 76AA of the LGA 2002).

The decision-making rules include that the Council must:

- seek to identify all reasonably practicable options for the achievement of the objective of a decision;
- assess the options in terms of their advantages and disadvantages;
- consider the views and preferences of people likely to be affected by, or to have an interest in, the matter being considered;
- take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga if any of the options identified involves a significant decision on them.

Other legislation (like the Resource Management Act 1991) will require other matters to be considered when decisions are being made in addition to or instead of the above.

Often the Council will delegate certain types of decisions to committees, community boards or the Chief Executive. Some decisions are considered to be so significant that they cannot be delegated, such as decisions on changing a bylaw or adopting a long-term plan.

CONSULTATION REQUIREMENTS

When making decisions the Council must give consideration to the views and preferences of people likely to be affected by or have an interest in the matter (section 78) but this does not in itself require consultation. Instead, the Council must decide whether it already knows and understands community views, how significant the decision is and what its Significance and Engagement Policy says about when the Council will involve the public in decision-making.

As well as setting out how the Council will identify the significance of particular issues, proposals, assets, decisions and activities, and when and how the Council will engage with its communities.

When the Council does consult, there is no one size fits all approach. Different legislation requires the Council to follow different processes.

In general though, the Council must at minimum provide for people affected by or having an interest in the matter to:

- be provided with reasonable access to relevant information in a format that is appropriate to their preferences and needs
- be encouraged to present their views
- be given clear information on the purpose of the proposal and the scope of decisions to be made
- have a reasonable opportunity to present their views in a manner and format that is appropriate to their needs and preferences
- have their views received by the Council with an open mind and given due consideration
- be given access to a clear record or description of the relevant decisions made by the Council if they shared their views.

The Significance and Engagement Policy also sets out how the Council has committed to engaging with its communities. This policy became effective on 18 December 2023. The LGA 2002 does not require that the Council review this policy within a defined timeframe.

Special Consultative Procedure

The LGA 2002 has specific procedures that the Council must also follow for specific types of consultation matters. The special consultative procedure (predominantly set out in sections 83-87 of the LGA 2002) is a minimum process that the Council must use when making decisions where the LGA 2002 or other Act requires the local authority to use it.

SECTION 10

POLICIES FOR LIAISING, AND MEMORANDA OR AGREEMENTS WITH MĀORI

INTRODUCTION

The LGA 2002 includes a number of provisions relating specifically to Māori that apply to all local authorities. The key features are:

- clarification of the role of the Te Tiriti o Waitangi | Treaty of Waitangi;
- provision of opportunities for Māori to be involved in decision-making processes;
- electoral provisions for Māori representation;
- development of consultation policies and processes for consultation with Māori;
- fostering of capacity building of Māori to take part in local government processes;
- acknowledgement of the relationship of Tangata Whenua with the physical environment.

Council adopted a 'Māori Contribution to Council Decision Making Policy' in 2012 and reviewed it in May 2020.

TE TARA O TE IKA A MĀUI – THE THAMES COROMANDEL DISTRICT

The Thames Coromandel District Council sits within Te Tara o te Ika a Māui, a region shaped by long-standing whakapapa ties, ancestral narratives, and deep cultural memory. The rohe holds rivers, wetlands, coastal edges, forests, and historical settlements that carry lived identity for the iwi who descend from these lands. Each landscape feature relates to a long history of occupation, movement, resource use, and environmental care. These places link whānau to tūpuna and sustain cultural practices that continue today.

This whenua embodies physical, spiritual, and cultural significance. Rivers and estuaries act as living taonga and hold mauri that reflects the wellbeing of both people and ecosystems. Forests and wetlands have long supported gathering, cultivation, and ceremony. Traditions and place names anchor meaning in every valley and coastal reach. The rohe is not a boundary on a map but an interconnected cultural landscape where ecological processes and cultural responsibilities exist together. The relationship between people and place is active, lived, and maintained through kaitiakitanga.

STRENGTHENING PARTNERSHIP FOR THE NEXT GENERATION

Strengthening partnership and collaboration with iwi across the district by working together to promote the wellbeing of our communities is essential now and for the next generation to thrive. Being a trusted partner with Hauraki iwi means working closely on a wide range of projects. It means knowing and understanding each other's aspirations and priorities and looking for opportunities to collaborate. Thames-Coromandel District Council (TCDC) is on a journey towards progressing a more meaningful partnership with Hauraki iwi and hapū now and for future generations.

TREATY OF WAITANGI SETTLEMENT

The coming years will see the final settlement of historical Treaty of Waitangi claims for Hauraki iwi. The Hauraki Treaty settlement will include cultural revitalisation, financial redress, and the return of key lands and sites of significance. Through this settlement process Hauraki iwi can look forward to a future of strengthened cultural identity, a restored economic base and opportunities for cultural and commercial development now and for future generations of whānau, hapū and iwi. Developing working relationships with iwi that takes a strategic, long-term partnership approach will be critical for Thames Coromandel District Council.

MANA WHAKAHONO Ā ROHE

Mana Whakahono ā Rohe is a statutory arrangement under New Zealand's current Resource Management Act (RMA) that facilitates collaboration between iwi and local authorities in resource management and decision-making processes under the RMA. Mana Whakahono ā Rohe work remains in the early stages, while the RMA reforms are finalised. However, we anticipate that under the new system, existing and initiated Mana Whakahono ā Rohe agreements will continue.

These agreements are designed to enhance the participation of Iwi in local governance and resource management processes.

Within Hauraki, six iwi have initiated Mana Whakahono ā Rohe arrangements with TCDC; Ngāti Hako, Ngāti Pāoa, Ngāti Tamaterā, Ngāti Tumutumu, Ngāti Tara Tokanui and Ngāti Hei. Each iwi carries primary authority as mana whenua. Their mātauranga shapes how local ecosystems are understood, protected, and restored. Their whakapapa ties guide how decisions are made about water, soil, biodiversity, development, and settlement patterns. This cultural grounding ensures resource management decisions recognise inherited responsibilities, protect cultural markers, and uphold the mauri of the rohe.

The Mana Whakahono ā Rohe work is an important step for TCDC towards maturing our approach to work with iwi in good faith and in the spirit of partnership.

SECTION 11

MANAGEMENT STRUCTURE AND THE RELATIONSHIP BETWEEN MANAGEMENT AND ELECTED MEMBERS

Elected members are responsible for governance and policy-making, including setting the strategic direction of the Council, developing the community vision, and adopting plans and policies. The Chief Executive is responsible for employing staff and managing the Council's administration, including implementing decisions made by elected members.

What Elected Members do	Chief Executive
Set the overall vision and direction of Council	Implements programmes and initiatives to achieve the Council's vision and plan
Determine the range of services delivered or funded by Council	Oversees the day-to-day operation of programmes and services provided by the Council
Adopt the long-term plan and budget	Proposes budget and spends within budgetary limits
Adopt policy	Provides advice to elected members
Set rates, targeted rates, and charges	Collects rates and user fees
Define powers, functions, and duties of staff	Fills positions consistent with delegated authority

MANAGEMENT STRUCTURE

Council management is led by the Executive Leadership Team, this being the Chief Executive and the four (4) group managers. There are four groups in the organisational structure of the Thames-Coromandel District Council as depicted below.



Chief Executive Officer
AILEEN LAWRIE



Manager
People and Capability
LISA TAIAPA



Group Manager
Corporate Services
OONAGH HOPKINS



Group Manager
Infrastructure
MO IMTIAZ



Group Manager
Regulatory & Planning
BRIAN TAYLOR



Group Manager
Community Group
JEANETTE WIKAIRA



Chief Financial Officer
PETER
BRIDGWATER

Finance
Risk and Assurance
Legal
Governance
Property and
Facilities
Information
Management

Water Services
Rooding
Solid Waste
Project Delivery
Asset Planning
Climate Change
Engineering

Development
Planning
Licencing and
Compliance
Strategy and Policy
Building Control
Regulatory and
Planning

Communications
Customer Services
Community Management
Economic Development
Tikanga Navigator
Community Resilience
Parks and Open Spaces
Emergency Management
Recreation Facilities

SECTION 12

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Council is committed to equality, inclusion, and diversity and to fostering a safe and respectful workplace where people are treated with dignity and respect. The Council promotes fair and inclusive practices that support equal opportunity and participation.

SECTION 13

KEY APPROVED PLANNING AND POLICY DOCUMENTS AND THE DEVELOPMENT AND REVIEW PROCESSES

LONG TERM PLAN

The Council is required to develop a Long Term Plan (LTP) every three years. The LTP sets the strategic and financial direction for the Council for the next 10 to 30 years – what we want to achieve for our communities, what services we'll provide, how much we expect that to cost, and how we'll pay for it. It sets out limits on how much rates can increase and our debt levels, providing a guide for all the Council's financial decisions. It provides an integrated decision-making process and aims to coordinate the resources of the Council, as well as provide a long-term focus. It involves opportunities for public participation in setting the ten year programme.

[!\[\]\(006190f2bbfbd38324559ea514e41ca7_img.jpg\) Open the 2024/2034 Long Term Plan – Te Mahere Pae Tawhiti](#)

The Council can review and amend its LTP at any time but it requires an audit and additional costs. The processes for review and amendment are prescribed in the Local Government Act 2002 and require any amendments to be publicly consulted on. The next LTP 2027-2037 will need to be adopted by the Council before 30 June 2027.

ANNUAL PLAN

In the years in between adoption of LTPs, the Council must adopt an Annual Plan (**AP**). It provides an updated budget for one financial year. The AP focuses on the small adjustments the Council needs to make in light of the previous year's financial performance, updated financial figures, cost increases and inflation. The 2026/27 Annual Plan is currently being prepared and because some of the proposed changes are considered material or significant, we need to publicly consult under section 95 of the Local Government Act 2002.

A communications and engagement plan, along with the draft consultation material and supporting documents for the 2026/27 Annual Plan, the rates remission policy, and the fees and charges changes, will go to Council on 24 March 2026 for approval.

The report to Council outlining these changes and the consultation process can be found here.

[!\[\]\(d27e48b2777a47a98adf1cbdde5037b2_img.jpg\) Open the 2025/2026 Annual Plan - Mahere-ā-tau](#)



DISTRICT PLAN

We develop, maintain and implement a District Plan to manage the effects of the use, development, subdivision and protection of land, including to avoid or mitigate natural hazards, maintain indigenous biodiversity, and to prevent or mitigate effects from contaminated land. It contains our objectives, policies, rules, and maps that sets out what activities can take place, and where, in the district.

The Resource Management Act 1991 (RMA 1991) requires Council to have a District Plan at all times, and prescribes the process for preparing, reviewing, or changing a district plan, including the consultation required.

However, the current government proposes to replace the RMA 1991 with a Planning Act and a Natural Environment Act and has put a stop on most Council led plan changes for now. Once the new Acts come into force, the District Plan will remain in effect for a transition period, but transitional national policies and rules may replace parts of it. Eventually, the whole District Plan will be replaced by a new land use plan that will be required by the new Planning Act, following processes set in that Act.

[Open the District Plan](#)

COMMUNITY PLANS

Community Plans set out a Community Board's aspirations over a set period of time, based on the priorities identified with local communities. The views of the community are gathered through local meetings, community conversations, consultations and deputations made to the Community Board. Because the Community Plans are developed closely with the community, there is a greater sense of ownership. The plans are not mandatory plans like the Council's Long Term or Annual Plans, however their completion is a valuable process for Community Boards and the Council treats them as key planning documents.

SECTION 14

HOW TO REQUEST OFFICIAL INFORMATION

Thames-Coromandel District Council holds a wide range of information. The majority of the information is publicly available on request using our website form [Official Information Request | TCDC](#), emailing customer.services@tcdc.govt.nz or by calling the Council on 07 868 0200.

Members of the public can request information at any time. When responding to information requests, Council staff will consider the request under the requirements of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Anyone can request official information held by the Council. Requests are managed under the **Local Government Official Information and Meetings Act 1987 (LGOIMA)**. Information may relate to the Council, its Council Controlled Organisations, or contractors

You can request information online, by phone, or in writing. The Council will acknowledge your request and make a decision within 20 working days, unless an extension is required for reasons allowed under LGOIMA, such as large, complex, or consultative requests. If a request is transferred to another agency, the Council will advise you within **10 working days**.

Charges are generally not applied but may be used where substantial work is required to collate information. The Council may withhold information for reasons set out in sections 6, 7, and 17 of LGOIMA, and will explain any decision to withhold information

If you are not satisfied with the Council's response, you may contact the Office of the Ombudsman

