

LOCAL GOVERNANCE STATEMENT

July 2009

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1. What is a Governance Statement?

Central Otago District Council's Governance Statement is a collection of information about the processes that Council uses to connect with the district's residents.

It outlines how Council makes decisions and shows how residents can influence those processes.

Council's governance statement is a requirement of Section 40 of the Local Government Act 2002 (LGA2002). Council is obliged to produce a new governance statement within six months of each triennial election.

2. Council's Functions, Responsibility and Activities

The purpose of the Central Otago District Council (Council), as outlined in the LGA2002, is to enable democratic local decision making to promote the social, economic, environmental and cultural wellbeing of Central Otago and its residents in the present and for the future.

In meeting its purpose Council has a variety of roles these include:

- providing leadership for the district
- providing sustainable management of the local infrastructure, including network infrastructure (e.g. roads, sewage disposal, water, storm water) and community infrastructure (libraries and community facilities)
- planning for the future needs of the district – this includes protecting and strengthening our Regional Identity
- supporting local communities to achieve their community's aspiration
- environmental management

The key activities that Council is involved in fall into 5 main areas:

- Community Services
- District Development
- Utility Services
- Environmental Services
- Governance and Administration

3. Local legislation

In addition to the legislation that applies to all local authorities, Council is also bound by local legislation, in particular a number of bylaws, details of which are set out below.

Adopted	Central Otago District Council (CODC) Bylaw	Review Status	Purpose
1989	The Alexandra Aerodrome Bylaw	Under review	To regulate use of the Alexandra Aerodrome Reserve, preserve order therein, prevent nuisance therein and for safety of people using the reserve.
1992	Refuse Bylaw	Under review	To control collection, management and disposal of domestic refuse, refuse from litter bins, hardfill, offensive refuse, toxic or hazardous waste or prohibited material at transfer stations or principal refuse disposal areas and declaration of refuse disposal stations.
2008	Water Supply Bylaw	Current	To control the supply and sale of water by the Water Supply Authority (CODC).
1994	Wastewater Drainage	Under review	To control wastewater drainage from domestic and trade premises to the CODC Wastewater Authority. Does not include trade waste.
2001	Tradewaste Bylaw	Under review	To control the discharge of trade waste to the Central Otago District Council's Wastewater system.
2008	General Bylaws		
	Part 1 Introductory	Current	To interpret terms and expressions used in the bylaw and outline powers and mechanisms to enforce CODC bylaws.
	Part 2 Public Places	Current	To regulate activities which can be carried out in roads, public places and reserves including damage to public places and activities which may have an adverse effect on other users. To regulate the conduct of persons selling goods on streets, roads, footpaths and other public places and persons using vehicles to sell goods and services to the general public.
	Part 3 Open Air Fires in the Urban Fire District	Current	To control burning in the open air in urban areas, prevent smoke from fires in the open causing a nuisance and meet LGA 2002 requirement for local authorities to have a bylaw to prevent the spread of fires involving vegetation.
	Part 4 Keeping of animals, poultry and bees	Current	To outline requirements for keeping animals, poultry and bees.

Adopted	Central Otago District Council (CODC) Bylaw	Review Status	Purpose
	Part 6 Cemeteries and crematoria	Current	To enable Council to control and set standards for the operation of cemeteries and crematoria within the district.
2004	Liquor (Control of Liquor in Public Places) Bylaw	Current	To prohibit, regulate or control the consumption, bringing or possession of alcohol in respect of a specified public place.
2006	Dog Control Bylaw	Current	To give effect to the CODC Dog Control Policy that outlines issues of control, management and classification of dogs and their owners in the Central Otago District.
2006	Lake Dunstan Navigation Safety Bylaw	Current	The regulation and control of navigation safety on Lake Dunstan.
2007	Speed Limit Bylaw	Current	To set speed limits in areas of the district as specified in the schedules.

4. Electoral Systems

First Past the Post and Single Transferable Vote

Council currently operates its elections under the First Past the Post (FPP) electoral system. Electors vote for their preferred candidate(s) and those with the most votes win.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV). Electors rank candidates in order of preference. Successful candidates must receive a quota of the votes. The quota (share of votes) that is needed for a candidate to be elected depends on the number of seats and the number of votes cast. In the first round of counting the candidates with the highest and lowest number of votes are identified. The lowest-polling candidates are then excluded. When the top polling candidates have received their quota, the second votes are redistributed. This process is repeated until there are enough candidates with a quota to fill all available seats.

Deciding on which electoral system to use

Under the Local Electoral Act 2001:

- Council can resolve to change the electoral system to be used at the next two elections;
- Council can conduct a binding poll on which electoral system to use;
- Electors can demand that a binding poll be held, in which case 5 percent of electors need to sign a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial Council elections.

The voting system for Council's Triennial Elections

Council resolved, in August 2005, to retain the FPP system. That decision was in relation to the 2007 Triennial Elections for Councillors and Community Board Members. If the system is to change for the 2010 elections, Council must make the decision by 12 September 2008 or conduct a poll. Electors could demand a poll after this date.

5. Representation Arrangements

Council has 10 elected members from five wards and the Mayor.

Wards

Alexandra Ward (population 4,824): 3 Councillors
Cromwell Ward (population 4,896): 3 Councillors
Earnsclough Manuherikia Ward (population 3,534): 2 Councillors
Maniototo Ward (population 1,710): 1 Councillor
Roxburgh Ward (population 1,683): 1 Councillor
(Population figures as per 2006 census)

Community Board

The Central Otago District Council has four community boards. The composition of each is as follows:

Community Board	Wards of Community	Elected	Appointed
Vincent	Alexandra Earnsclough Manuherikia	5	3
Cromwell	Cromwell	4	3
Maniototo	Maniototo	4	1
Roxburgh	Roxburgh	4	1

Changing Representation Arrangements

Council is required to review its representation arrangements at least every six years. The next review will be undertaken in 2012. This involves a boundary review as well as a review of the representation arrangements for the 2013 triennial elections. Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow the guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council and the right to be heard if wished.

There is also the right to appeal 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 the basis of election can be found in the Local Electoral Act 2001.

6. Members' Role and Conduct

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

- Developing and approving Council policy;
- Determining the expenditure and the funding requirements of the Council through the Long Term Council Community Plan;
- Monitoring the performance of the Council against its stated objectives and policies;
- Employing, overseeing and monitoring the Chief Executive Officer;
- Prudent stewardship of Council resources;
- Having regard to the views of all the communities in the Central Otago District.

The Mayor is elected by the district at large and as one of the elected members shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- The presiding member at meetings of the Council, and as such is responsible under Standing Orders (a set of procedures for conducting its meetings) for the orderly conduct of Council business at meetings;
- Community leader;
- Acting as community advocate to promote the attributes of the community and representing its interests. Such advocacy will be more effective where it is carried out with the knowledge and support of the Council;
- Justice of the Peace while holding office as Mayor.

The Deputy Mayor exercises the same responsibilities as other Councillors. In addition, the Deputy Mayor is authorised to chair meetings of the Council in the Mayor's absence, and generally to perform the functions and duties of the Mayor.

Role of Community Boards

Community Boards role is set out under Section 52 of the Local Government Act 2002 and is to:

- Represent, and act as an advocate for, the interests of its community;
- Consider and report on all matters referred to it by the Council, or 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 the Council for expenditure within the community;
- Communicate with the community, local organisations and special interest groups within the community;
- Undertake any other responsibilities that are delegated to it by the territorial authority.

Responsibilities Delegated to Community Boards

The Council has made the following delegations to its Community Boards:

- In relation to bridging, financially assisted and unassisted roading programmes, the authority to make recommendations to the Council on priorities for works within the Community Board Ward(s).
- In relation to non-financially assisted roading works, the power to determine appropriate works programmes, provided that the works are funded from the Community Board's own resources.
- The general provision (including maintenance and upgrading as required) of wastewater drainage and disposal, stormwater drainage, water supplies, footpaths, car parking, public recreational facilities, cemeteries, community centres and public halls.
- The provision and maintenance of such other works, facilities, and amenities in the Community Board Ward(s) as the Board sees fit.
- Monitor and take such action as necessary to ensure the adequacy of traffic activity (including temporary road closures, naming of streets and so on).
- Provide input to the Council's Revenue and Financing Policy, Annual Plan and Long Term Council Community Plan.
- Monitor the Community Board's budget and make such alterations as are necessary during the course of the fiscal year.
- Make grants and donations.
- Negotiate the acquisition and disposal of Council property within the Community Board's jurisdiction, subject to any property transactions being formally approved by the Council.
- Approval of fees and charges relating to ward services.

Conduct of elected members

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

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council to act as a good employer in respect of the Chief Executive Officer and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interest) 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 Secrets 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 use of official information for private profit.

Code of Conduct

All councillors are required to adhere to a Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. The Code of Conduct sets out 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. Central Otago Community Boards have adopted the Code as well. Copies of the Code of Conduct can be obtained from Council's Alexandra Office and Service Centres.

7. Governance and Delegations

Appendix A outlines the governance structure.

Council's responsibilities which cannot be delegated are set out under Schedule 7, clause 32(1) of the LGA and are included in Council's Delegation Register as follows:

The power to:

- make a rate;
- make a bylaw;
- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan (LTCCP);
- adopt a LTCCP, Annual Plan or Annual Report;
- appoint a Chief Executive Officer;
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTCCP or developed for the purposes of the Local Governance Statement.

Additionally:

- Recommendations made to Council by the Ombudsman under section 32 of the Local Government Official Information and Meetings Act 1987 may not be delegated.
- Under section 12 of the Fencing of Swimming Pools Act 1987, the Council's powers and functions may only be delegated to a Committee comprising only members of the Council.

Council also reserves the following powers and functions to itself:

- appointment of Standing Committees;
- appointment of the Deputy Mayor;
- dismissal of the Chief Executive Officer;
- any proposal to promote legislation;
- overall budgetary control of the total operations of Council;
- stopping of roads (section 319(h) of the Local Government Act 1974);
- acquisition or holding of shares or interests in a body corporate, partnership, joint venture or other association of persons;
- the co-ordination of advice from Committees and Community Boards in respect of the Annual Plan and LTCCP process, and the determination of the funding and priorities derived from that for rates setting and other funding purposes;
- the right to appeal decisions of external bodies;
- proposals for the remuneration of elected members;
- proposals for a change to the political structure of Council including the nature and authority of Committees, delegations to officers, the size of Council, the nature of wards and communities, and representation for wards and communities.

Further details on the Council's delegations to a Committee, Subcommittee, Community Board or officer including their terms of reference, membership and meeting arrangements can be obtained from the Council's Alexandra Office and Service Centres or from the website www.codc.govt.nz

8. Meeting Processes

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' (i.e., these items are deemed to be confidential and members of the public will be asked to leave the room until discussion on the item has been completed). Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. 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 public for disorderly conduct, or remove any member of Council who does not comply with Standing Orders.

Minutes of meetings must be kept and made publicly available, subject to the provisions of LGOIMA.

For meetings of Council, at least 14 days notice of the time and place of the meeting must be given except for extraordinary meetings, when at least three working days notice, or at least 24 hours notice if the meeting is called by resolution, must be given.

During meetings of the Council, Committees and Community Boards, all Council participants must follow Standing Orders unless Standing Orders are suspended by a vote of 75 per cent (or more) of the members present.

9. Consultation Policy

Central Otago District Council is committed to effective community consultation.

It welcomes input from the people of this district so that it can adequately reflect their views in decision-making.

Consultation does not take anything away from the decision-making roles of elected representatives. Rather, it enhances this democratic process by contributing to the decision making function of Council.

Community Consultation Process

Council is committed to on-going and effective community consultation. Council is also committed to determining the overall community views as accurately as possible and will use appropriate techniques to meet this objective; the community consultation process in Appendix B sets out further information.

Consultation Principles

The Council uses the following principles to consult with the community. Some of the principles also refer to sections in the Local Government Act 2002.

- **The long term perspective**
The interests of future generations are considered.
Section 14 (1) (c) (ii)
- **An integrated approach**
The people interested/involved in the issues are identified. The interconnectedness of economic, social, cultural and environmental conditions is recognised.
- **Clear and relevant information provided**
The scope and purpose of the consultation is clear from the outset.
Section 82(1) (a) and (c)
- **Timing**
Sufficient time will be allowed for participants to contribute and genuinely influence the outcomes.
- **Responsiveness**
The Council is committed to considering and responding to participants' contributions in decision-making.
- **Approach to Consultation**
Consultation will be transparent, fair, accessible and a flexible process. It will be designed to be appropriate to the complexity or impact of the issue and to the constraints on the decision-making process.
Section 82 (1) (e)
- **Inclusive**
Consultation is set up and run in a way which encourages the participation of people affected by a decision. A range of techniques will be used to encourage and gather a wide and representative view of the community.
Section 82 (1) (b) and 82 (1) (d)
- **Feedback to participants**
Feedback will be provided on how the information has influenced the issue/decisions, giving reasons for the choices made.
Section 82 (1) (f)
- **Evaluation**
All consultations will be evaluated after the decision-making is complete in terms of the process and participation.

Special Consultative Procedure

The LGA 2002 has specific procedures that Council must follow when:

Adopting or amending a Long Term Council Community Plan (LTCCP)
Adopting an annual plan

Adopting, reviewing or amending a by-law
Amending or adopting any policy on significance
Changing the mode of delivery of a significant activity

This special consultative procedure is regarded as a minimum process and consists of the following steps:

Step One: Preparation of a statement of proposal and a summary.

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 available elsewhere. Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as it considers to be reasonable and practicable. This statement must be included on the agenda for a Council meeting.

Step Two: Public Notice.

Council must give public notice of the proposal and of the consultation being undertaken.

Step Three: Receive Submissions.

Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. Council must allow at least one month (from the date of notice) for people to make written submissions.

Step Four: Deliberate in Public.

All meetings where Council deliberates on the proposal or hears submissions must be open to the public (unless there is a reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

Step Five: Follow up.

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

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.

10. Consultation with Maori

Council recognises its obligations under the LGA (Part 6 Section 81) to establish and maintain processes to provide opportunities for Maori to contribute to its decision-making processes and make information available to them.

Council is currently considering ways in which to foster the development of Maori capacity to contribute to decision making processes and is seeking to consult with and involve Maori in the process. It has a representative on Te Roopu Awhina, which meets about four times a year.

For consultation under the Resource Management Act, Council has entered into a protocol with Kai Tahu Ki Otago since 1997. The Council consults with Kai Tahu Ki Otago on decision-making, most notably if the decision is significant and relates to land or a body of water.

11. Management Structures and Relationships

Chief Executive Officer

The LGA requires the Council to employ a Chief Executive Officer whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the Act, the Chief Executive Officer 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 Officer, rather than the Mayor or Councillors.

The contact details of the Chief Executive Officer:

John Cooney
Chief Executive Officer
Central Otago District Council
PO Box 122
ALEXANDRA

email: john.cooney@codc.govt.nz
phone: 03 440 0056
fax: 03 448 9196

Council Management is organised into four areas:

These are:

Corporate Services – finance, rates, information technology, administration, libraries, minute secretary support to Council and Community Boards.

Contact: Heather Kinsey
Corporate Services Manager
email: heather.kinsey@codc.govt.nz

Planning and Environment – the district plan, planning, consents processing, environmental health, building control, dog control, liquor licensing

Contact: Louise van der Voort
Manager, Planning and Environment
email: louise.vandervoort@codc.govt.nz

Assets and Contracts – roads, water, stormwater, waste water, road safety, property, emergency management, waste minimisation, rural fire

Contact: Murray Washington
Manager, Assets and Contracts
email: murray.washington@codc.govt.nz

District Development – parks, recreation, marketing, community planning, tourism promotion, community facilities, swimming pools, regional identity and communications, business development, visitor information centres

Contact: Anne Pullar
District Development Manager
email: anne.pullar@codc.govt.nz

Please refer to the Organisational Structure Chart in Appendix C for more details.

12. Equal Employment Opportunities

The LGA (Section 36, Schedule 7) requires Council to act as a 'good employer'. Council is committed to equal opportunity in employment. It believes that all employment related decisions should be made on merit. People will not be disadvantaged because of race, nationality, colour, sex, marital status, age, sexual preference, religious, political or ethical beliefs, employment status, family status, disability.

Council will provide all employees with good safe working conditions, make staff selections on the basis of merit after taking into account all relevant

qualifications, work history and other experience relating to the position to be filled, provide opportunity for enhancement of the abilities of individual employees, recognise the employment requirements of persons with disabilities and recognise the aims and aspirations of the cultural differences of ethnic and minority groups.

13. Key Approved Planning and Policy Documents

The following have been identified as key Council planning and policy documents. To view or find out more about these plans and policies, please contact the Council's Alexandra Office or Service Centres or visit Council's website www.codc.govt.nz

Activity Management Plans

Council's Activity Management Plans for roading, water, waste water, stormwater, property, solid waste and parks and reserves were completed in early 2006; the latter three are all new plans for Council.

These Plans act as a base for Council's strategic financial planning and focus on asset management, levels of service and condition as well as performance assessment. Each of these plans also identifies risk and assumptions and incorporates an improvement plan - this lists the actions required to improve the asset management practices of Council.

Central Otago Brand Identity Guidelines

This document contains the vision, values and the brand expression that captures the region - Central Otago A World of Difference. It also outlines the photography styles, colour palette, typography and logo specifications and graphic devices that can be used in association with pure brand usage or endorsed brand identity usage.

Central Otago District Plan

The District Plan assists Council with its responsibilities to promote the sustainable management of natural and physical resources of the district. This Plan is prepared in accordance with the requirements of the Resource Management Act 1991.

Community Outcomes

In 2003 the Council facilitated a consultation process to find out what the community wanted Central Otago to be like as a place to live, work and play in the next 10 years. This process was called Central Prospects. The

community's key issues and priorities were collated and analysed. These priorities have been reviewed in 2006/07 with actions that have been achieved being reported back to the community. 2006/06 also provided the opportunity to look at the outcomes for the next 10 years and ensure they are still relevant. A copy of the Community Outcomes is available at the Council's offices or visit Council's website www.codc.govt.nz

Community Outcomes from Consultation

In 2003 the Council facilitated a consultation process designed to find out what the community wanted Central Otago to be like as a place to live, work and play in the next 10 years and to support the development of its 10 year strategic plan. This process was called Central Prospects. The community's key issues and priorities were collated and analysed. A copy of the Community Outcomes is available at Council's Alexandra Office or Service Centres or visit Council's website www.codc.govt.nz

Community Plans

Community plans have been designed to encourage community participation at a local level. Emphasis is placed on obtaining views of the community and identifying their points of difference while determining what opportunities there might be to ensure that the local community remain an attractive and desirable place in which to work, live and play. The plans provide an important insight on the direction communities would like to head, have a collective community vision and propose a number of key recommendations that might assist in the development of a sustainable community. Plans have been completed for St Bathans, Roxburgh and the Teviot Valley, Clyde, Naseby, Alexandra, Maniototo, Patearoa and Tarras with upcoming plans suggested for Cromwell and Waipiata. A copy of the plans are available at the Council's offices or visit Council's website www.codc.govt.nz

Funding and Financial Policies

Council's funding and financial policies set out the guidelines of how the Council plans for, and acquires funds to, finance its operation, projects and programmes.

The Funding and Financial Policies include the:

- Revenue and Financing Policy
- Rating Policy
- Significance Policy
- Liability Management Policy
- Investment Policy
- Development and Financial Contributions Policy

- Policy on the Commitment of Council Resources to Partnerships with the Private Sector
- Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

Long Term Council Community Plans

Under the LGA, the Council is required to develop a Long Term Council Community Plan (LTCCP) in consultation with the community. This document will cover 10 years from the date of its publication and will be reviewed and updated every three years. Council's current LTCCP relates to 2006/16.

LTCCP's are required by law to consider the social, environmental, economic and cultural wellbeing of current and future communities. Each LTCCP contains the Annual Plan for the first year of the LTCCP. In each of the following two years, Council will produce a separate Annual Plan. Any variances from the financial statements and funding impact statements in the LTCCP are explained. Each Annual Plan will describe the work programme to deliver that year's "slice" of the LTCCP. This Plan is also subject to the Special Consultative Procedure as described in Section 9 of this document.

Physical Activity Strategy

This is a collaborative strategy by the Central Otago District Council, Sport Otago, Public Health South and the Central Otago Principals Assn. The focus of this strategy has been on the physical activity needs of the communities of Central Otago. This helps determine the future of recreational facilities, recreations services and programmes plus has an implementation plan for the actions identified. The document sets the necessary resourcing, activities required, responsibilities and timeframes. A copy of the plans are available at the Council's offices or visit Council's website www.codc.govt.nz

Rural Study

Central Otago District is experiencing a strong period of growth. Owing to the subsequent subdivision of rural land, the need has arisen to determine the effects on the landscape values and rural amenity through a comprehensive rural study. The outcome of this study will be a proposed range of methods for subdivision and buildings within the district, so that development may continue while still protecting the values that make Central Otago distinctive. These outcomes may result in changes to the District Plan.

Solid Waste Minimisation Strategy

This Strategy was adopted by Council in 2007 and incorporates the Zero Waste Strategy.

Prioritisation and implementation of the strategic initiatives will commence in late 2007 with ongoing resourcing of the same to be addressed in the 2007/08 Annual Plan and 2009/19 LTCCP.

Tourism Strategy

In 2007 a Tourism Strategy was developed for Central Otago to take the district forward over the next 5 years. This strategy outlines current tourism growth and what are the key requirements for this industry to be successful in the future. The strategy outlines a series of strategic directions for various parts of the tourism industry including visitor centres, the Rail Trail, recreations, cultural heritage, events and multisports, food and wine to name but a few. A copy of the strategy is available at the Council's offices or visit Council's website www.codc.govt.nz or the tourism website www.centralotagonz.com

14. Public Access to the Council

Administration headquarters

1 Dunorling Street
ALEXANDRA
P O Box 122

Phone: (03) 440 0056
Facsimile: (03) 448 9196
Email: codcalex@codc.govt.nz

Service Centres:

42 The Mall, Cromwell
120 Scotland Street, Roxburgh
15 Pery Street, Ranfurly

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Email: gordon.stewart@codc.govt.nz

15. 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. It is not necessary to say the request is being made under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. 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 Maori 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 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 Ministry of Justice guidelines.

In the first instance you should address requests to:

Chief Executive Officer	or	Corporate Services Manager
PO Box 122		PO Box 122
Alexandra		Alexandra