



# LOCAL GOVERNANCE STATEMENT

March 2017

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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 meet the current and future needs 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 of Central Otago.

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 the following main areas:

- Water
- Wastewater
- Stormwater
- Transportation
- Other Infrastructure
- Community Services
- Planning and Environment
- Governance and Corporate Services

## 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
2008	Water Supply Bylaw	Current	To control the supply and sale of water by the Water Supply Authority (CODC).
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.
	Part 6 Cemeteries and crematoria	Current	To enable Council to control and set standards for the operation of cemeteries and crematoria within the district.
2011	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.
2013	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.
2015	Roading Bylaw	Current	Sets out regulatory requirements for landowners and individuals undertaking activities on Roads or activities that may affect roads

#### 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 five 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 July 2014, to retain the FPP system. That decision was in relation to the 2016 Triennial Elections for Councillors and Community Board Members.

On 24 July 2014 Council advertised the public right to make a demand for a poll to countermand the resolution. There was no public demand for a poll and so the FPP system was used for the 2016 election and will be used for the 2019 election.

## 5. Representation Arrangements

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

### Wards

Vincent:

Alexandra	(population 5,900): 3 Councillors
Earnsclough Manuherikia	(population 3,500): 2 Councillors
Cromwell	(population 6,870): 3 Councillors
Maniototo	(population 1,760): 1 Councillor
Teviot Valley	(population 1,660): 1 Councillor

(Population figures as per 2016 estimates)

### 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
Teviot Valley	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 2018. This involves a boundary review as well as a review of the representation arrangements for the 2019 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 set the strategic direction:

- Developing and approving Council policy and bylaws;
- Development and adoption of the Long Term Plan;
- Determining the expenditure and the funding requirements of the Council through the Long Term Plan and Annual Plan process and the Revenue and Financing Policy;
- 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:

- Lead the development of Council Plans, Policies and budgets
- Appointing of a Deputy Mayor
- Establishing Council Committees and appointing Chairs to those Committees
- 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, in the Mayor's absence, to chair meetings of the Council and generally to perform the functions and duties of the Mayor.

### **Role of Committees**

The Council charges the Chair of Committees with:

- Overseeing the business of that Committee consistent with the powers delegated to it
- Being responsible for ensuring the orderly conduct of their committees in carrying out their business

## **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 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 in line with the Local Government purpose statement.
- Monitor and take such action as necessary to ensure the adequacy of traffic activity (including temporary road closures, naming of streets and so on) in line with Council policy.
- Provide input to the Council's Revenue and Financing Policy, Annual Plan and Long Term 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 and is available on the CODC website [www.codc.govt.nz](http://www.codc.govt.nz)

## **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 Plan (LTP);
- adopt a LTP, 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 LTP 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 LTP 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, Sub-committee, 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](http://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.

On every issue requiring a decision, Council considers the degree of significance and the corresponding level of engagement required under the Significance and Engagement Policy.

### **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.
- **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 Plan (LTP)
- Adopting an Annual Plan
- Adopting, reviewing or amending a Bylaw
- Amending or adopting any policy on significance
- Changing the mode of delivery of a significant activity

This special consultative procedure 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 responsibility 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.

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 (KTKO) on decision-making, most notably if the decision is significant and relates to land or a body of water.

Council is a participant in a 'Mana to Mana' governance charter between four Otago Rūnanga and four Otago Councils.

The Otago Regional Council, Dunedin City Council, Clutha District Council and Central Otago District Council entered the Mana to Mana agreement on 16 November 2012 with Hokonui Rūnanga, Ōtākau Rūnanga, Kati Huirapa Rūnanga ki Puketeraki and Te Rūnanga o Moeraki.

Named Te Rōpū Taiao Otago for Kāi Tahu Ki Otago and the local authorities of Otago, the governance charter's purpose is to facilitate engagement and consultation between Otago Rūnanga and Council leaders. This engagement process is supported by KTKO representatives and senior staff from respective Councils.

## 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:

Leanne E Mash  
Chief Executive Officer  
Central Otago District Council  
PO Box 122  
ALEXANDRA

email: [leanne.mash@codc.govt.nz](mailto:leanne.mash@codc.govt.nz)  
phone: 03 440 0056  
fax: 03 448 9196

Council Management is organised into four areas:

These are:

**Chief Executive Officer** – Communications, governance support, health and safety, human resources, regional identity, marketing, tourism promotion, visitor information centres and brand management.

**Corporate Services** – financial management, rates, information systems, customer service and libraries.

Contact: Bernard Murphy  
Chief Financial Officer  
email: [bernard.murphy@codc.govt.nz](mailto:bernard.murphy@codc.govt.nz)

**Planning and Environment** – the district plan, planning, consents processing, environmental health, building control, dog control, liquor licensing, parks and recreation, swimming pools, property, community facilities and community planning .

Contact: Louise van der Voort  
Executive Manager - Planning and Environment  
email: [louise.vandervoort@codc.govt.nz](mailto:louise.vandervoort@codc.govt.nz)

**Infrastructure Services** – roads and footpaths, water, stormwater, waste water, environmental engineering and economic development.

Contact: Julie Muir  
Executive Manager - Infrastructure Services  
email: [julie.muir@codc.govt.nz](mailto:julie.muir@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 or 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](http://www.codc.govt.nz)

#### **Asset and Activity Management Plans**

Council's Asset and Activity Management Plans (AM Plan) for roading, water, wastewater, stormwater, property and facilities and aquatic centres have been completed. A review of these AM Plans will be completed and work programmes updated by 30 December 2017 to provide input to the 2018/28 Long Term Plan process.

Council's Asset Management Policy will be reviewed and any amendment to plan maturity levels adopted in 2017 to ensure that each AM Plan is targeted at an appropriate strategic level.

The development of a Parks and Reserves AM Plan is programmed for completion over the next 3 year period.

A review of all other Council activities not included above will be undertaken to identify any further needs for AM Plan development, to be completed by December 2017 to inform the 2018/28 Long Term Plan process.

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 and reviewed 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. The community's key issues and priorities were analysed and collated into a document called *Central Prospects*. Community priorities have been reviewed several times over the past 14 years – the most recent review taking place in 2014/15. *Central Prospects: Community Outcomes and Actions 2014/15 to 2020/21* provides a guide for Council in setting priorities and making decisions to ensure the needs and desires are being taken into consideration when decisions are being made. It 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 on Council's website [www.codc.govt.nz](http://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, Tarras, Cromwell, Waipiata, Pisa, Oturehua, Omakau and Ophir. A copy of the plans are available at the Council's offices or visit Council's website [www.codc.govt.nz](http://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 and Engagement 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 Plan

Under the LGA, the Council is required to develop a Long Term Plan (LTP) 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 LTP relates to 2015/2025.

LTP's are required by law to consider the Local Government purpose statement. Each LTP contains the Annual Plan for the first year of the LTP. 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 LTP are explained. Each Annual Plan will describe the work programme to deliver that year's "slice" of the LTP. Long Term Plans and Annual Plans are available on Council's website [www.codc.govt.nz](http://www.codc.govt.nz)

The Long Term Plan is reviewed and updated every three years, with the next review in 2018.

### **Waste Minimisation and Management Plan**

The Waste Minimisation Act 2008 requires each Council to develop a Waste Minimisation and Management Plan that contains a summary of the objectives, strategies and actions to 'achieve effective and efficient waste minimisation and management within the territorial authorities district'. To meet the requirements of the Waste Minimisation Act 2008, and in an effort to minimise the creation of waste and encourage wise resource use, Council has adopted the 'Waste Minimisation and Management Plan 2012 - Towards Zero Waste and a Sustainable Central Otago'.

The Waste Minimisation and Management Plan meets the following requirements of the Act;

- Considers the waste hierarchy in descending order of importance (reduce, reuse, recycle, recovery, treatment and disposal).
- Ensures the potential for nuisance in collection transport, and disposal is minimised
- Gives regard to the New Zealand Waste Strategy
- Gives regard to the Waste Assessment undertaken by the Council which outlines the facilities, services, future demand and options to meet this demand
- Was adopted by 1 July 2012 after a special consultative procedure as directed under the Local Government Act

The Waste Minimisation and Management Plan is currently being reviewed. The objectives, actions and key performance indicators will be updated to reflect the work that Council has achieved since 2012 and the set new short to medium term goals for the future. The new objectives and actions will be incorporated into the 2018/2028 LTP.

### **Drinking Water Strategy**

Water Safety Plans have been prepared and approved for each of the Council drinking water supplies. The last of these plans was approved by Public Health South in 2017. These plans outline how Council intends to meet the requirements of the Health (Drinking Water) Amendment Act 2007. This provides supporting information for the LTP.

## **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](mailto:codcalex@codc.govt.nz)

### **Service Centres:**

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

Phone: (03) 445 0211  
Phone: (03) 446 8105  
Phone: (03) 444 9170

## Mayor, Deputy Mayor and Councillors

### Mayor - Tim Cadogan

Telephone: (03) 440 0638  
Mobile: 021 639 625  
Email: mayor@codc.govt.nz

### Councillors

<b>Neil Gillespie – (Deputy Mayor)</b>  Phone: 03 445 0669 (home) Phone: 03 440 0312 (work) Mobile: 027 433 4856 Email: neil.gillespie@codc.govt.nz	<b>Lynley Claridge</b>  Phone: 03 448 6942 Mobile: 027 289 1551 Email: lynley.claridge@codc.govt.nz
<b>Shirley Calvert</b>  Phone: 03 445 4579 Mobile: 021 252 6916 Email: shirley.calvert@codc.govt.nz	<b>Stuart Duncan</b>  Phone: 03 444 9194 Mobile: 021 224 2320 Email: stuart.duncan@codc.govt.nz
<b>Victoria Bonham</b>  Mobile: 027 509 8041 Email: victoria.bonham@codc.govt.nz	<b>Stephen Jeffery</b>  Phone: 03 446 8189 Mobile: 027 220 6080 Email: stephen.jeffery@codc.govt.nz
<b>Nigel McKinlay</b>  Phone: 03 445 4262 (home) Mobile: 027 474 1961 Email: nigel.mckinlay@codc.govt.nz	<b>Martin McPherson</b>  Phone: 03 448 9114(home) Mobile: 021 879 849 Email: martin.mcpherson@codc.govt.nz
<b>Malcolm Topliss</b>  Phone: 03 447 3888 Mobile: 027 475 8790 Email: malcolm.topliss@codc.govt.nz	<b>Barrie Wills</b>  Phone: 03 448 8215 Mobile: 021 138 1988 Email: barrie.wills@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;



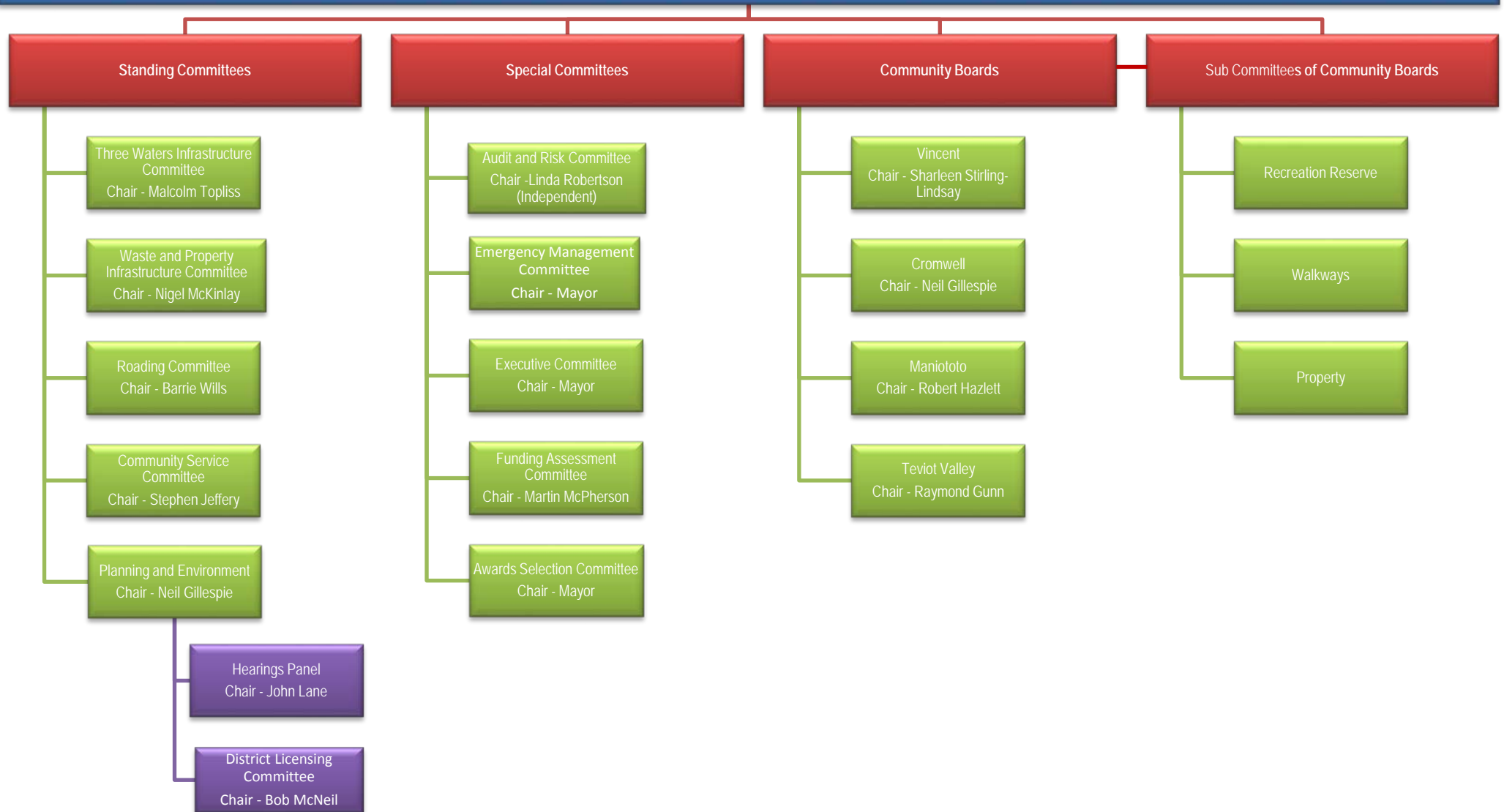
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the local authority while carrying out negotiations or commercial activities;
- Allow information to be used for improper gain or advantage.

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.

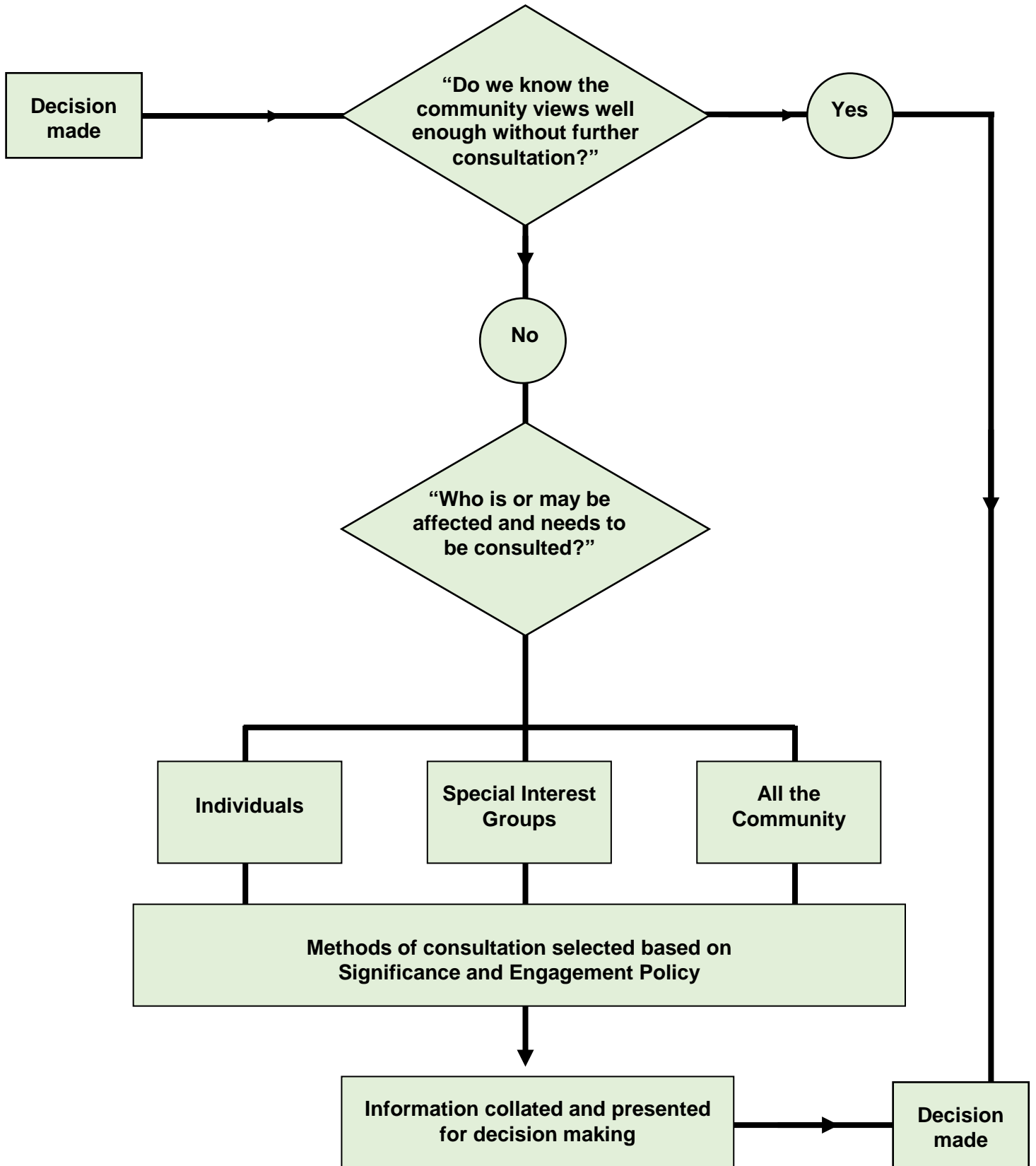
In the first instance you should address requests to:

Chief Executive Officer  
PO Box 122  
Alexandra

# CENTRAL OTAGO DISTRICT COUNCIL



# Community Consultation Process



Appendix C

