



Local Governance Statement

Adopted 9 March 2023

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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 (the Act). 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 Act, is to enable 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.

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 currently involved in fall into the following main areas:

- Water
- Wastewater
- Stormwater
- Roding
- Other Infrastructure
- Community Services
- Planning and the Physical 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
2001	Trade Waste Bylaw	Under Review	Covers the discharge of trade waste to the wastewater system
2008	Water Supply Bylaw	Under Review	Regulates water supply

2019	Alcohol Restrictions in Public Places Bylaw	In force	Legislative mechanism to set controls on the consumption of alcohol in public places
2020	Cemeteries Bylaw	In force	Regulates the management of Cemeteries
2020	Dog Control Bylaw	In force	Created under the Dog Control Act with regulatory provisions for dog control in the district
2020	Roading Bylaw	In force	Provides the regulatory framework to facilitate the Council achieving a safe, efficient and fully accessible transportation network
2021	Waste Management and Minimisation Bylaw	In force	Supports the promotion and delivery of effective and efficient waste management and minimisation as required under the Waste Minimisation Act 2008

4. Electoral Systems

First Past the Post and Single Transferable Vote

Council currently operates its elections under the First Past the Post 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. 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 August 2017, to retain the First Past the Post system. That resolution effects the both the 2019 and 2022 Triennial Elections for Councillors and community board members.

5. Representation Arrangements

Council has 11 elected members from four wards and the Mayor.

Wards

Vincent:	(population 11,600 ¹)	5 Councillors
Cromwell	(population 10,200)	4 Councillors
Maniototo	(population 1,800)	1 Councillor
Teviot Valley	(population 1,910)	1 Councillor

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	Vincent	4	3
Cromwell	Cromwell	4	3
Maniototo	Maniototo	4	1
Teviot Valley	Teviot Valley	4	1

Changing Representation Arrangements

Council is required to review its representation arrangements at least every six years. The last review was undertaken in 2018. This involved a boundary review, as well as a review of the representation arrangements for the 2019 triennial elections. Council followed the procedure set out in the Local Electoral Act 2001 and the guidelines published by the Local Government Commission when conducting this review. The Act gives the public the right to make a written submission to the Council and the right to be heard if wished. Submissions were heard at the 22 August 2018 meeting of Council. There were no appeals to the Local Government Commission.

The next representation review will take place in 2024.

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:

¹ 2022 population data was based on information from Infometrics

- Lead the development of council plans, policies and budgets
- Appointing a Deputy Mayor
- Establishing Council committees and portfolios and appointing chairs and leads to those committees and portfolios;
- Presiding at meetings of the Council, and as such having responsibility 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 Portfolios

Council has decided to complement its governance structure through the establishment of portfolio areas and the appointment of portfolio leads. Portfolios do not have specific decision-making delegations; however, portfolio leads are responsible for leading specific policy areas and will act as the issue-specific spokespersons for those areas.

The role of portfolio leads is detailed below:

- Ensure progress is made towards the Council's strategic priorities and projects within their portfolio responsibilities.
- Play a strategic and policy leadership role in their area of responsibility assisting the council to meet its strategic objectives.
- Enhance relationships with key stakeholders.
- Act as the Council's spokesperson and point of contact for those activities within their portfolio responsibility.
- Collaborate with other portfolio leads where objectives are shared.
- Work effectively with council officers.
- Attend any advisory groups or external appointments made and ensure an alternative is available if they cannot attend projects and activities.
- As far as possible, attend council launches of new activities and projects in their area of responsibility.
- Meet regularly with the Mayor, Deputy Mayor, Chief Executive and senior staff.
- Keep the Mayor informed of emerging issues.

- Maintain a no-surprises approach for elected members and staff.
- Raise issues of council performance with assigned executive leadership staff member in the first instance, following up with the Mayor and Chief Executive if necessary.
- Facilitate informal policy discussion between elected members, public and officials on matters within their responsibility.

Role of Community Boards

The role of the community boards 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 Act's 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 Act, 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 Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way, and 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 Act. 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 it is available on the council's website: www.codc.govt.nz.

7. Governance and Delegations

Appendix A outlines the governance structure.

Council's responsibilities that cannot be delegated are set out under Schedule 7, clause 32(1) of the Act 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;
- adopt a Long-term Plan, 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 Long-term Plan 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 Long-term Plan 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.

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. The 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 the 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 a specific standing order is suspended by a vote of 75 per cent (or more) of the members present.

9. Consultation Policy

The 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 ongoing and effective community consultation. Council is also committed to determining 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 Act.

- **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) & (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 that 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 in terms of the process and participation after the decision-making is complete.

Special Consultative Procedure

The Act has specific procedures that Council must follow when:

Adopting or amending a Long-term Plan
 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, must be available for inspection at the Council office and may be available elsewhere. Council must also 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 the 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 Māori

Council recognises its responsibility under Part 6 Section 81 of the Act to establish and maintain processes to provide opportunities for Māori to contribute to its decision-making processes and make information available to them. Council has placed increased emphasis on its relationship with Papatipu Rūnanga over the previous triennium and hopes to build on this going forward.

For consultation under the Resource Management Act, Council has entered into a protocol with Aukaha since 1997.

More recently in 2022, the Council has formally agreed a more wide-ranging partnership with Rūnaka though Aukaha that acknowledges mutual co-operation in matters of interest beyond consultation.

Council is a participant in a 'Mana to Mana' governance charter between four Otago Rūnanga; Hokonui Rūnanga, Te Rūnanga o Ōtākou, Kati Huirapa Rūnaka ki Puketeraki and Te Rūnanga o Moeraki and the local authorities of Otago. The Council is a foundation signatory to the charter when it was first signed on 16 November 2012.

Named Te Rōpū Taiao Otago for Kai 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 Aukaha representatives and senior staff from respective councils.

11. Management Structures and Relationships

Chief Executive Officer

The Act 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:

Sanchia Jacobs
Chief Executive Officer
Central Otago District Council
PO Box 122
ALEXANDRA

email: sanchia.jacobs@codc.govt.nz
phone: 03 440 0056

Council management is organised into the following areas. These are:

Chief Executive Office: Emergency management

Business Support: financial management, rates, information systems, governance and risk and procurement.

Contact: Saskia Righarts
Group Manager – Business Support
email: saskia.righarts@codc.govt.nz

Community Experience: Customer services, libraries, parks and recreation and swimming pools.

Contact: David Scoones
Group Manager – Community Experience
Email: david.scoones@codc.govt.nz

Community Vision: communications, community and engagement, regional identity, tourism promotion, visitor information centres, strategy and policy, economic development and brand management.

Contact: Dylan Rushbrook
Group Manager – Community Vision
Email: dylan.rushbrook@codc.govt.nz

People and Culture: Workplace culture, workplace practices, human resources and health, safety and wellbeing.

Contact: Louise Fleck
General Manager – People and Culture
Email: louise.fleck@codc.govt.nz

Planning and Infrastructure: the District Plan, planning, consents processing, environmental health, building control, dog control, liquor licensing, assets, roading, environmental engineering and property and facilities.

Contact: Louise van der Voort
Group Manager - Planning and Infrastructure
email: louise.vandervoort@codc.govt.nz

Three Waters: capital projects and water services.

Contact: Julie Muir
Three Waters Director
email: julie.muir@codc.govt.nz

Please refer to the organisational structure chart in Appendix C for more details.

12. Remuneration Policy

The Central Otago District Council has a Remuneration Policy for its staff.

13. Equal Employment Opportunities

The Act (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.

14. 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

Infrastructure Strategy

Council has a 30-year Infrastructure Strategy, which identifies the significant infrastructure issues for council for the next 30 years for its road, footpath, water, wastewater, and stormwater assets, and the options for managing these issues.

The strategy outlines how council intends to manage its infrastructure assets, taking into account the need to:

- a. renew or replace existing assets; and
- b. respond to growth in the demand for services reliant on those assets; and
- c. allow for planned increases or decreases in levels of service provided through those assets; and
- d. maintain or improve public health and environmental outcomes or mitigate adverse effects on them; and
- e. provide for the resilience of infrastructure assets by identifying and managing risks relating to natural hazards and by making appropriate financial provision for those risks.

Indicative estimates are provided of the projected capital and operating expenditure associated with the management of these assets for the next 30 years.

The Infrastructure Strategy is prepared in conjunction with Council's Long-term Plan and was updated in 2021.

Asset and Activity Management Plans

Council has Activity Management Plans for roading, water, wastewater, stormwater, property and facilities, parks and aquatic. A review of these Activity Management Plans is completed every three years. Council's Asset Management Policy was reviewed in late 2021 to ensure that the review of each Activity Management Plan is targeted at an appropriate strategic level.

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, which lists the actions required to improve the asset management practices of Council.

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 authority's district'.

Council prepared its first Waste Minimisation Plan in 2012. This was reviewed and updated in 2018, and the next review is due in 2024. Council is currently working with other territorial authorities in Otago to create a Regional Waste Assessment. A new bin for organic material will be provided in Central Otago from July 2023.

Drinking Water Safety Plans

Water Safety Plans have been prepared and approved for each of the Council drinking water supplies. These plans outline how Council intends to meet the requirements of the Health (Drinking Water) Amendment Act 2007. These plans are updated on a three to five-yearly cycle.

Sustainability Strategy

The Sustainability Strategy has been prepared to meet the needs of the district from 2019-2024. Council impacts on the sustainability of our community through both the services provided and the regulatory processes applied. There are opportunities across all of these activities to reduce council's carbon footprint, reduce environmental impacts and streamline business processes. By taking an active role in being more sustainable, Council can lead the community in wider sustainability discussions.

Central Otago Brand Identity Guidelines

This document contains the vision, values and regional expression that captures our unique region - Central Otago A World of Difference. The regional identity 'brand' identifies organisations and activities that have chosen to conduct their operations in a way that makes a sustainable difference and celebrates our regional identity values. The guidelines outline the regional identity photography styles, colour palette, typography, logo specifications and graphic devices that can be used by our endorsed regional identity partners.

Information about Central Otago A World of Difference is available on www.aworldofdifference.co.nz.

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

Council's purpose is to enhance well-being in our communities. Conversations and feedback about what well-being looks like for the people living in this district have defined our community outcomes. *Development of community outcomes with a well-being focus for the 2021 Long-term Plan* was developed in conjunction with the 2021/31 Long-term Plan. A copy of the Community Outcomes is available on Council's website www.codc.govt.nz.

Community Plans

Community plans have been designed to encourage community-led development at a local level. The process brings communities of interest together to identify a shared vision and set of values for their place. The plans also record actions that people would like to drive within their community. Community plans provide an important insight for Council on the direction communities would like to head and the things that they hold dear. Copies of the plans are available on Council's websites 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 Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

Long-term Plan

Under the Act, the Council is required to develop a Long-term Plan 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 Long-term Plan relates to 2021/2031.

Long-term Plans are required by law to consider the Local Government purpose statement. Each Long-term Plan contains the Annual Plan for the first year of the Long-term Plan. 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 Long-term Plan are explained. Each Annual Plan will describe the work programme to deliver that year's "slice" of the Long-term Plan. Long-term Plans and Annual Plans are available on Council's website www.codc.govt.nz

The Long-term Plan is reviewed and updated every three years, with the next review in 2024.

15. Public Access to the Council

Administration headquarters

1 Dunorling Street
ALEXANDRA
PO Box 122

Phone: (03) 440 0056
Email: info@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

Mobile: 021 639 625
Email: mayor@codc.govt.nz

Councillors

Neil Gillespie – (Deputy Mayor) Mobile: 027 433 4856 Email: neil.gillespie@codc.govt.nz	Sally Feinerman Phone: 021 900 643 Email: sally.feinerman@codc.govt.nz
Tamah Alley Phone: 027 662 2609 Tamah.Alley@gmail.com	Cheryl Laws Phone: 027 303 0455 Email: cheryl.laws@codc.govt.nz
Sarah Browne Phone: 021 946 184 Email: sarah.browne@codc.govt.nz	Nigel McKinlay Mobile: 027 474 1961 Email: nigel.mckinlay@codc.govt.nz
Lynley Claridge Mobile: 027 289 1551 Email: lynley.claridge@codc.govt.nz	Martin McPherson Mobile: 021 879 849 Email: martin.mcpherson@codc.govt.nz
Ian Cooney Phone: 027 241 4177 Email: ian.cooney@codc.govt.nz	Tracy Paterson Phone: 027 493 4422 Email: tracy.paterson@codc.govt.nz
Stuart Duncan Mobile: 021 224 2320 Email: stuart.duncan@codc.govt.nz	

16. Requests for Official Information

Under the LGOIMA, any person may request information from the Council.

Once a request is made, the Council must supply the information unless there is a reason to withhold it. The LGOIMA says that information may be withheld if release of the information would:

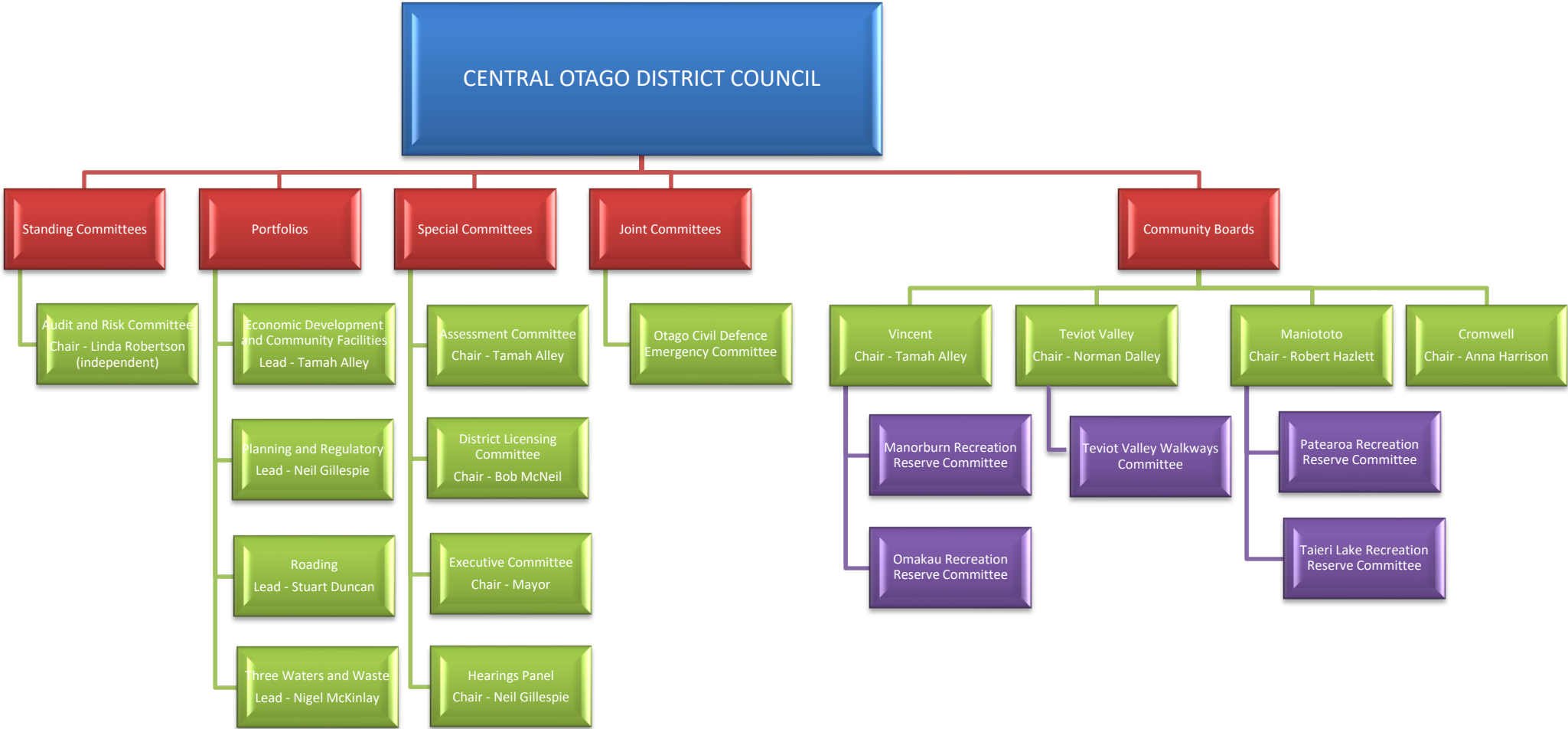
- Endanger the safety of any person;
- Prejudice maintenance of the law;
- Compromise the privacy of any person;
- Reveal confidential or commercially sensitive information;
- Cause offence to tikanga Māori or would disclose the location of waahi tapu;
- Prejudice public health or safety;
- Compromise legal professional privilege;
- Disadvantage the local authority while carrying out negotiations or commercial activities;

- Allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this timeframe 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



Community Consultation Process

