



Local
Governance
In the Mackenzie District

2020



Mackenzie

DISTRICT COUNCIL

August 2020

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This Local Governance Statement provides information about Mackenzie District Council and outlines the responsibilities, structure and governance processes of the Council.

It provides information about how we engage with our community, how we make decisions, and how you can be involved in decision-making processes and contribute to making our district a better place.

This document is required to be updated within six months of each triennial local authority election and every effort is made to ensure it is kept up to date over the three year period.

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Mission and Vision

Mission Statement - Fostering our Community

Due to the changing nature of the district, Council has recently identified a set of new values as reflected below. These values will act as our guide (or guiding light) when considering options and making decisions for the future.

Be fair to everyone

A rising tide lifts all boats. No-one in the Mackenzie District should be left behind in the name of 'progress'.

Peace and serenity matters

These are the defining, unique, extremely special characteristics of our district - and they need to be protected.

Dare to be different

We will look for unique ways to innovate and will not let fear of criticism hold us back from doing the right thing.

Do things with respect and trust

We will, in every circumstance, operate with honesty and integrity, enabling mutual respect and trust in our organisation, with our community and with all others.

Leave things better for the future

We are here for more than to save the current day - our duty as public servants to the Mackenzie District community creates an obligation that we leave things better for future generations.

Vision Statement

Mackenzie District will be a district in which:

- Our natural environment is protected and enhanced in balance with achieving social and commercial objectives.
- We foster the unique attributes and strong sense of community that makes the Mackenzie District special.
- Safe, effective, sustainable water, waste, communication, energy and transport systems are in place.
- A dynamic economy provides employment and investment opportunities consistent with the quality of life aspirations of existing and future generations.
- Democracy is respected and equal opportunity and the rights of the individual are upheld.
- A variety of sporting, recreational, cultural, spiritual, welfare and educational resources are available to enrich the lives of our people.
- People are encouraged to use their skills and talents for the benefit of the community.

Functions, Responsibilities and Activities

The purpose of the Mackenzie District Council is to enable democratic local decision making and action by, and on behalf of, communities; and 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.

In meeting its purpose, the Mackenzie District Council has a variety of roles, including but not limited to:

- Providing leadership for the district
- Providing sustainable management of local infrastructure, including network infrastructure (roads, sewage treatment and disposal, water supplies, and storm water networks) and community infrastructure (libraries, parks and community facilities)
- Planning for the future needs of the district
- Supporting local communities to achieve their community's aspirations
- Environmental management

The key activities that council is involved in fall into the following categories:

- **Governance:** Including Councillors and Community Boards.
- **Operations:** Including Infrastructure - Roading, the 3 Waters Services, Solid Waste and Community Facilities, along with Resource Management and Regulatory Services (including building control, animal control, environmental health and responsible camping)
- **Corporate and Commercial Activities:** Including Property Management, Forestry Management, Pukaki Airport, Pensioner Housing, Financial Services and Information Management.

Legislations and Bylaws

Local Legislation

Other than the legislation that applies to all local authorities, there is no local legislation specifically applying to the Mackenzie District.

Bylaws

Bylaws are rules created by a local authority specifically for the regulation of its areas of responsibility and for the benefit of the community as a whole. Below is a description of the Council's bylaws and associated information.

Adopted	Bylaw Name	Status	Review Required	Purpose
2010	Cemetery Fees Bylaw	Under review	2015	To set cemetery fees for the District's four cemeteries.
2013	Solid Waste Bylaw	Under review	2018	To promote a system of refuse handling and disposal which protects the health and safety of the public and persons involved; promotes safe, efficient and effective waste management, and provides for the appropriate collection, transportation and disposal of waste.
2013	Speed Limit Bylaw	Current	Not applicable	Now deemed to be under Land Transport Act.
2014	Dog Control Bylaw	Under review	2019	To control the keeping of dogs in the Mackenzie District.
2014	Downlands Water Supply	Under review	2019	To control the management of the Downlands Water Supply.
2014	Market Place Liquor Ban Bylaw	Overdue	2019	To enhance public safety, and to reduce the incidence of alcohol related offences by providing for liquor control in Market Place.
2014	Mobile or Travelling Shops, Hawkers and Itinerant Traders	Under review	2019	To regulate the conduct of persons selling goods on streets, roads and pavements, or persons using vehicles to sell goods or services.
2014	Wastewater Network Bylaw	Overdue	2019	To ensure appropriate management and regulation of connections to and discharge into the wastewater network.
2014	Water Supply Bylaw	Overdue	2019	To ensure appropriate management and regulation of connections and the supply of water from the Council's water supply networks.
2016	Responsible Freedom Camping Bylaw	Current	2021	To regulate and manage responsible freedom camping on Council land and its effects on the Mackenzie District community and environment.
2020	Parking Bylaw	New	To be drafted	
2020	Verandas Bylaw	New	In Draft	
2020	Animals, Poultry and Bees Bylaw	New	In Draft	

Electoral Systems and Representation

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). This system is used in district health board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5% of electors signing a petition demanding that a poll be held.

Once changed, an electoral system must be used for at least the next two triennial general elections, ie we cannot change our electoral system for one election and then change back for the next election.

The Voting System for Council's Triennial Elections

Council retained the FPP system for the 2019 Triennial Elections for Councillors and Community Board Members.

Representation Arrangements

Council - Council has six councillors elected from two wards and the Mayor, elected at large.

Ward	Population 2018 Census	Councillors
Mayor	Elected at Large – 4,869	Graham Smith
Opuha	2,232	Stuart Barwood Murray Cox Anne Munro
Pukaki	2,637	Emily Bradbury James Leslie Matt Murphy

Community Board – the Mackenzie District Council has three community boards. These are as follows:

Community Board	Elected Members	Appointed Councillor
Twizel	Jacqui de Buyzer (Chair) Tracey Gunn Renee Rowland Amanda Sargeant	Emily Bradbury
Tekapo	Steve Howes (Chair) Sharon Binns Chris Scrase Caroll Simcox	Matt Murphy
Fairlie	Les Blacklock (Chair) Angela Habraken Leaine Rush Damon Smith	Murray Cox

The Mackenzie District Council currently does not have separate Maori wards.

Changing Representation Arrangements

The Council is required to review its representation arrangements at least every six years. The last review took effect from the 2016 elections. The next Representation Review starts in August, 2020 and will take up to two years to complete. The Council must follow the procedure set out in the Local Electoral Guide 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 any 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.

The Representation Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the district
- Create a new district
- Create a unitary authority i.e. transfer all the functions of a regional council to a district council
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general a reorganisation application is made to the Local Government Commission and can be made by any person, body or group including, but not limited to, one or more affected local authorities or the Minister of Local Government. The Local Government Act 2002, details at Schedule 3 the requirements and process for a reorganisation proposal. The Local Government Commission will also have information on procedures for local government reorganisation. Refer to their website www.lgc.govt.nz

Roles 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 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 Mackenzie District.

Roles of the Mayor

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;
- Advocate on behalf of the community;
- Ceremonial head of Council;
- Providing leadership and feedback to other elected members on teamwork and chairing committees;
- Leading the development of the Council's plans, including the Long Term Plan and Annual Plans.

The Mayor also has the power to appoint the Deputy Mayor, to establish the committees of the Council, and appoint chairpersons to those committees. In practice this is done following consultation with other elected members.

Roles of the Deputy Mayor

The Deputy Mayor can be appointed by the Mayor, or if the Mayor chooses not to exercise that power then the Deputy Mayor is elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor. The Deputy Mayor may be removed from office by resolution of Council.

The Deputy Mayor is Cr James Leslie.

Council Committees

The Mayor under s41A of the Local Government Act 2002 may establish one or more committees of Council. If the Mayor chooses not to exercise the power to establish committees, then the full Council itself can establish committees. A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual. A committee chairperson may be removed from office by resolution of Council.

Role of Community Boards

The role of a community board is to represent, and act as an advocate for the interests of its community and to consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board. It also maintains an overview of services provided by the council within the community and annually prepares a submission to the council for expenditure within the community. Community boards communicate with the community, local organisations and special interest groups within the community and undertake any other responsibilities that are delegated to them by the council.

The Chief Executive

The Chief Executive Officer is appointed by Council in accordance with Section 42 and Clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council
- Providing advice to the Council and community boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive Officer, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the Council effective and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

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 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

The Mackenzie District Council Code of Conduct for elected members is currently under review.

All councillors are required to adhere to this. 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. A copy of the Code of Conduct can be obtained from council offices or from the Mackenzie District Council website www.mackenzie.govt.nz.

Governance and Delegations

Council Meetings

Council meetings are generally held eight times a year. In addition, extraordinary meetings may be called from time to time to deal with important issues that arise.

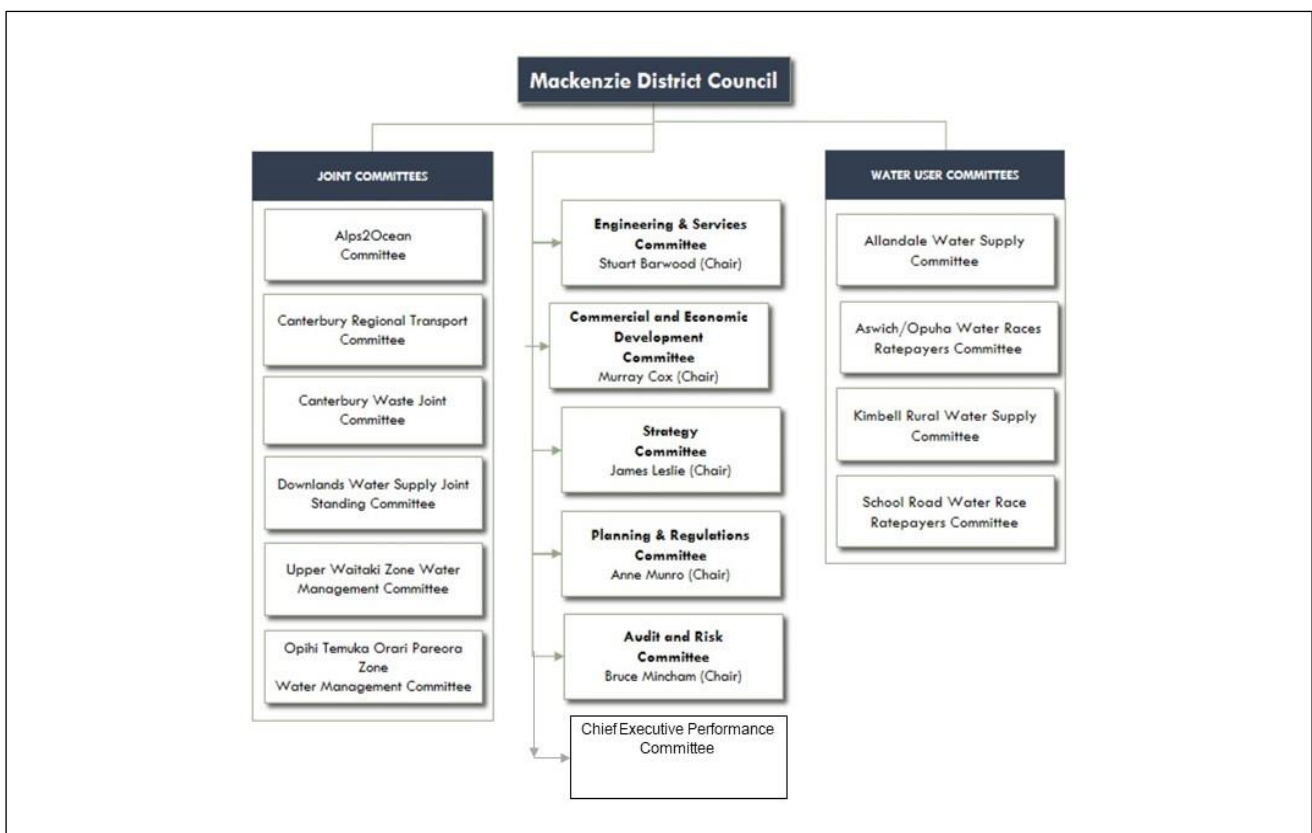
Standing Committees

The Council reviews its committee structures after each triennial election. At the last review the Council established the following standing committees:

- Engineering and Services Committee: Chairperson – Cr Stuart Barwood
- Commercial and Economic Development Committee: Chairperson – Cr Murray Cox
- Planning and Regulations Committee: Chairperson – Cr Anne Munro
- Strategy Committee: Chairperson – Cr James Leslie
- Audit and Risk Committee: Chairperson – Bruce Mincham (appointed member)

The standing committees meet a minimum of four times a year. In addition to this, the Chief Executives' Performance Committee was established in June, 2020, to manage the performance and remuneration of the Chief Executive. It meets three times a year.

A schedule of meeting dates for this year can be obtained from the Governance Advisor, or is available on Council's website. Further details on these committees, including their terms of reference, membership and meeting arrangements can be obtained from council offices or Council's website.



Conduct of Meetings

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” with the public excluded. Although meetings are open to the public, members of the public do not automatically have speaking rights unless prior arrangements are made with Council or the meeting so agrees.

The LGOIMA contains a list of circumstances where councils may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order).

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meetings. These must be made publicly available, subject to the provisions of the LGOIMA. For an ordinary meeting of Council, at least 14 days’ notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on 5 working days’ notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). The council may suspend standing orders by a vote of 75 % of the members present.

A copy of the standing orders can be obtained from the council offices.

Consultation

The Mackenzie District Council is committed to effective community consultation. It welcomes input from the people of the district so 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.

SIGNIFICANCE AND ENGAGEMENT POLICY

The Council has adopted a Significance and Engagement Policy to set out how significant issues will be assessed and which matters the Council needs to engage with its communities on.

The purpose of the Significance and Engagement Policy is to:

- enable the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities.
- provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets or other matters.
- inform the Council from the beginning of a decision-making process about the extent, form and type of engagement required.

General Approach to Determining Significance and Making Decisions

On every issue requiring a policy or strategy decision other than the matters outlined, the Council will consider the degree of significance of the issue and the corresponding level of engagement.

The significance of the issue and appropriate forms of engagement will be considered in the earliest possible stages of a proposal or process, before decision-making occurs. If necessary, significance and engagement will be reviewed as the proposal develops and as community views, preferences and values become better known.

In making any decision, the Council will be satisfied that:

- it has sufficient information on the relevant issues and options; and
- it knows enough about and has given adequate consideration to the views and preferences of affected and interested parties.

The significance of the issue or decision will determine how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In some instances, there may be particular requirements to learn about the implications of an issue or decision for papatipu Runanga. There may also be issues where there are diverse groups within the community with different interests, views and preferences, where multiple processes will be appropriate to distinguish and recognise the range of positions.

The commitment to invest in exploring options and obtaining the views of communities and affected and interested parties does not mean that the Council will have to fully consult with the public for every decision it makes, nor does it bind the Council to the views of communities and interested or affected parties.

As well as the views of communities and affected and interested parties, there are a wide range of information sources, considerations and perspectives that will inform the Council's decisions, including the requirements of Government policy, technical matters and the financial implications.

CRITERIA AND PROCEDURES FOR ASSESSING SIGNIFICANCE

Thresholds

The following thresholds will be used to determine whether the proposal or decision considered by the Council will be determined to be significant.

- *Monetary* – Any decision not highlighted in either the Long-Term Plan or the Annual Plan and with a cost greater than \$400,000 will be regarded as significant.
- *Strategic Assets* – Any decision to sell, abandon or dispose of any of Councils' strategic assets will be regarded as significant.

Each threshold will be tested independently of other thresholds or criteria.

While the Policy sets out these distinct thresholds, there may be financial or other decisions that do not trigger the thresholds but may also be considered as significant. These will be assessed against the following criteria:

- a) The degree of impact on levels of service
- b) the magnitude of the overall benefits that will be achieved for the district, its communities and present and future interests
- c) the magnitude of the net costs of the proposal or decision to the Council
- d) any impact on the Council's capacity to undertake its statutory responsibilities
- e) the extent to which a decision or action is consequential to, or promotes, a decision or action that has already been taken by the Council
- f) the level of community interest in the proposal, decision or issue
- g) the extent to which the proposal or decision impacts upon community members or groups, and the numbers of people or groups affected
- h) the extent to which the community's views on the matter are already known
- i) the values and interests of Ngāi Tahu whanau, hapū and rūnanga, as mana whenua for the region
- j) where proposals or decisions relate to land or a body of water, the implications for the relationships of Ngāi Tahu and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga
- k) the potential effects on delivery of the Council's policy and strategies
- l) any inconsistencies with any existing policy, plan or legislation
- m) the degree of impact on rates or debt
- n) the practical demands of efficient decision-making in situations of urgency

Engagement

The level of engagement undertaken will reflect the level of significance of a proposal or issue. For example, an issue that has a high degree of significance will require a higher level of engagement with the public. The method of engagement will differ for each issue depending on location, level of significance, and community preferences.

Engagement provides an opportunity for the public to express a view on the decision or proposal being considered by the Council. The community views expressed through an engagement process will be considered and taken into account, along with other information such as costs and benefits, legislative requirements and technical advice.

Community engagement can allow for an exchange of information, points of view and options for decisions between affected and interested people and decision-makers before a decision is made. It does not mean

that the decision will be delegated to those involved in the engagement process. It means that the decision made will have been informed and improved by the public involvement.

When the Council Will Engage

The Council will apply the principles of s82 of the Local Government Act when determining engagement. Engagement will be undertaken when legislation requires that consultation be undertaken or when a significant proposal or decision is being considered. Depending on the relevant circumstances, it may also be undertaken for some matters that are not considered significant.

When the Council May Not Engage

Information is always necessary for the decision-making process. However, there are times when it is not necessary, appropriate or possible to engage the community on a matter or decision. The Council may also choose not to consult on a matter. In doing so it will make this determination in accordance with the criteria below.

The Council will not engage when:

- a) The matter is not of a nature or significance that requires consultation (LGA 2002, s82(4)(c); or
- b) The Council already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter (s82(4)(b) LGA 2002); or
- c) There is a need for confidentiality or commercial sensitivity (s82(4)(d) LGA 2002); or
- d) The costs of consultation outweigh the benefits of it (s82(4)(e) LGA 2002); or
- e) The matter has already been addressed by the Council's policies or plans, which have previously been consulted on; or
- f) An immediate or quick response or decision is needed, or it is not reasonably practicable to engage; or
- g) Works are required unexpectedly or following further investigations on projects, already approved by the Council; or
- h) Business as usual - the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place; or
- i) When Council has consulted on the issue in the last 24 months.

Where the above listed circumstances apply and consultation is not to be undertaken, the Council is still required to give consideration to the views and preferences of persons likely to be affected by, or to have an interest in, the matter (LGA 2002 section 78 (1)). The LGA requires that this consideration be in proportion to the significance of the matters affected by the decision (section 79 (1)).

NGAI TAHU & PAPTIPU RUNANGA

The LGA provides principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes (for example, sections 81 and 82(2)). This is to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.

Council recognizes 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 consults with Te Runanga Ngai Tahu, and papatipu Runanga where appropriate, for resource consent applications and District Plan changes, and in relation to activities impacting on sites or areas of interest or significance.

Management Structures and Relationships

Chief Executive Officer

The Local Government Act 2002 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 are as follows:

Suzette van Aswegen
Mackenzie District Council
P O Box 52
FAIRLIE

Email: Suzette.vanAswegen@mackenzie.govt.nz
Phone (03) 685-9010
Fax (03) 685-8533

Council management is organised into two main groups: These are:

Operations

Roads, water, stormwater, waste water, community services, halls, parks, pools, cemeteries, waste minimization, planning, regulations, resource management, building control, environmental health, dog control and liquor licensing.

Contact: Tim Harty
General Manager Operations
Email: tim.harty@mackenzie.govt.nz

Corporate Services

Property and commercial management, forestry, Pukaki Airport, administration, customer services, support to Mayor and Chief Executive Officer, support to council and community boards, corporate planning, emergency management, finance, rates, information technology, records, communications.

Contact: Paul Numan
General Manager Corporate Services
Email: paul.numan@mackenzie.govt.nz

The council's executive management team also includes the 'Manager, People and Culture'; and a 'Transition Manager' who is assisting with a transformation management programme identified by a recent organisational review.

Equal Employment Opportunity

The Council is required to adopt an Equal Employment Opportunities Policy. The Council's policy is based on the following principle:

That recruitment and selection of staff, opportunities for training, promotion, transfer and conditions of employment will be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race or ethnic origins, colour, family status, sex, including pregnancy and childbirth, age, political opinion, employment status and regardless of any disability which is irrelevant to an individual's ability to carry out the job.

The Policy notes:

- Recruitment policies and practices will be altered where necessary to ensure that people are encouraged to apply for vacancies regardless of gender, marital status, religious or ethical belief, race, ethnic or national origins and regardless of any disability irrelevant to an individual's ability to carry out the job.
- Selection decisions will be made on merit, taking into account the applicant's qualifications and work experience relating to the position to be filled.
- Opportunities for training and promotion, remuneration and termination of employment will be made without regard to gender, marital status, religious or ethical belief, race ethnic or national origins and regardless of any disability irrelevant to an individual's ability to carry out the job.
- Where appropriate, the Council will either undertake or encourage staff to take special training courses to assist specific groups of employees to train and apply for positions for which they might not otherwise apply.

Key Approved 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 offices in Fairlie or Twizel or alternatively visit the council's website www.mackenzie.govt.nz

Long Term Plan

The Long Term Plan (LTP) provides a long-term focus for the decisions and activities of the Council, and covers a period of ten years. The LTP outlines community outcomes developed by the community, vision for the future of the district, the roles the council sees itself undertaking to achieve the vision and the activities council plans to undertake to carry out these roles. It also outlines the council's financial policies and proposed spending for the coming ten years, and provides the underlying financial rationale for how rates are levied, who pays for what and why.

The LTP is reviewed every three years. Each review of the LTP provides an opportunity for public participation in decision-making processes on activities to be undertaken by the Council. It can, if necessary, be amended during the three year document lifecycle, but any amendment must be undertaken using the Special Consultative Procedure and is subject to external audit.

Annual Plan

The Annual Plan confirms the Council's proposed activities, spending and rate requirements for the coming year. Under the Local Government Act 2002 the Annual Plan is produced only in years when no Long Term Plan is produced.

Annual Report

The Annual Report outlines the Council's performance in the previous year (1 July to 30 June), including income and expenditure and progress against programmes of work and performance measures. This audited report must be adopted by 30 October each year.

Triennial Agreement

The Triennial Agreement details how the local authorities of the Canterbury region have agreed to work together to promote cooperation and avoid duplication when engaging communities, exercising general empowerment and providing services. The agreement requires that all local authorities within the region will have reached agreements for communication and coordination by the beginning of March in the year following a full local government election. This requirement constitutes a review process.

Activity Management Plans

The council has Activity Management Plans for:

- Governance and Corporate Services
- Water,
- Wastewater,
- Stormwater,
- Transportation
- Regulatory Services
- Community facilities, and
- Tourism and Commercial Activities.

These plans act as a base for council's strategic planning and focus on asset management, levels of service and condition as well as performance assessment. Each of these plans also identifies risks and assumptions.

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 following:

- Revenue and Financing Policy
- Rates Remission and Postponement Policy
- External Liability Management Policy
- Investment Policy
- Development and Financial Contributions Policy

District Plan

A District Plan is a statutory requirement under section 73 of the Resource Management Act (RMA). Its purpose is to assist council to carry out its functions under the RMA in order to promote the sustainable management of Mackenzie District's natural and physical resources. It controls the effects of the subdivision, use and development of land through objectives, policies and rules.

The Mackenzie District Plan was made operative in 2004. Since then there have been a series of Plan Changes to review and update various sections of the Plan. Under section 79 of the RMA council must commence a review of a provision of a district plan if that provision has not been a subject of a review or change during the previous ten years.

Council is currently working through a review of the District Plan.

Schedule 1 of the RMA specifies the public consultation process required for changes to district plans. It includes the preparation of draft plan changes, a process for written submissions and the hearing of oral submissions, before recommendations and decisions are made. Submitters on district plan changes have a right of appeal to the Environment Court.

Waste Management and Minimisation Plan

The council has a Waste Management and Minimisation Plan (WMMP). This plan is effective from July, 2018, and due for review in 2024.

The WMMP has been prepared to meet the requirements of the Waste Minimisation Act, 2008, which encourages waste minimisation and a decrease in waste disposal in order to:

- (a) Protect the environment from harm; and
- (b) Provide environmental, social, economic and cultural benefits.

The vision of this plan is for "a future of minimised waste in the Mackenzie". This vision is supported by a set of goals and objectives that flow through to a set of actions to be undertaken over the six-year term of the plan.

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 the Act, but it is not necessary to specify the request is being made under the Act.

Once a request is made the Council must supply the information unless reason exists for withholding it. The Act 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 wāhi 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 for official information to:

The Chief Executive Officer
Mackenzie District Council
P O Box 52
FAIRLIE

Councillor Contact Details

Name	Address	Phone
Mayor		
Graham Smith	Email: mayor@mackenzie.govt.nz	03 615-7804 027 228-5588
Opuha Ward		
Stuart Barwood	Email: stuart.barwood@mackenzie.govt.nz	03 685-8411
Murray Cox	Email: murray.cox@mackenzie.govt.nz	03 680-6224
Anne Munro	Email: anne.munro@mackenzie.govt.nz	03 685-5772
Pukaki Ward		
James Leslie (Deputy Mayor)	Email: james.leslie@mackenzie.govt.nz	021 886-806
Emily Bradbury	Email: emily.bradbury@mackenzie.govt.nz	021 244-2626
Matt Murphy	Email: matt.murphy@mackenzie.govt.nz	021 0231-5773