



**MARLBOROUGH
DISTRICT COUNCIL**



2016 Local Governance Statement

Marlborough District Council Local Governance Statement

Background

The Marlborough District Council is required under the Local Government Act 2002 (LGA 2002) to review and reproduce its Local Governance Statement within six months of each triennial election (section 40 LGA 2002). The Local Governance Statement was initially approved by Council under Minute No. D.03/04.314.

The Governance Statement is to be available to the public at any places that the Council would normally have documents available for perusal.

The minimum requirements of the content of the Local Governance Statement are under section 40(1) of the Local Government Act 2002. This is reproduced below:

- (a) the functions, responsibilities, and activities of the local authority; and
- (b) any local legislation that confers powers on the local authority; and
- (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
- (c) the electoral system and the opportunity to change it; and
- (d) representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them; and
- (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (f) governance structures and processes, membership, and delegations; and
- (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- (h) consultation policies; and
- (i) policies for liaising with, and memoranda or agreements with, Maori; and
- (j) the management structure and the relationship between management and elected members; and
- (ja) the remuneration and employment policy, if adopted; and
- (k) equal employment opportunities policy; and
- (l) key approved planning and policy documents and the process for their development and review; and
- (m) systems for public access to it and its elected members; and
- (n) processes for requests for official information.

Council Approach to Requirements

The Governance Statement has the potential to be an unwieldy document that will be of little value to the community. The Marlborough District Council has decided to streamline this document by applying the following structure to the Local Governance Statement:

- Each section required under section 40(1) of the Local Government Act 2002 will be dealt with as a separate 'chapter' of the Local Governance Statement.
- Reproduction of policies and documents within Council within these chapters will be kept to a minimum.
- Direct references to the documents in question will be the preferred method of recording the policies and procedures required by the Local Government Statement.
- The reference documents will be available at the centres where the Local Governance Statement is required to be available for public perusal. (The majority of the documents referred to will already be available at the centres as a matter of Council policy).

Reasons for Approach

The Marlborough District Council feels that the approach to the Local Governance Statement as stated above will make the document more meaningful for the community and will also make the document easier to maintain as the reference documents referred to in the Local Governance Statement will remain valid even if the contents of those documents change. It would be very inefficient to maintain the contents of governance statements distributed across the district if the contents of those statements were extracts from other documents that will change from time to time.

There is already a regime of document maintenance at the service centres and libraries to ensure that the public reference material is always up to date and the Local Governance Statement will fit easily into this process.

Overall responsibility for the maintenance and update of the Local Governance Statement will be undertaken by the Democratic Services Manager as part of the development of documents for Council and councillors immediately after the local authority triennial elections.

Any other changes required during the term of a Council will be referenced to the appropriate committee of Council.

Council's website <http://www.marlborough.govt.nz/> holds most if not all documents referred to in this statement. Council can be contacted on 03 520 7400 or by email at mdc@marlborough.govt.nz

Section 40(1) Local Government Act 2002

(a) The Functions, Responsibilities, and Activities of the Local Authority

This information is found in a number of publications:

- the current MDC Annual Plan or Long Term Plan,
- the “Elected Members’ Governance Handbook 2016” (produced by Local Government New Zealand)
- the Local Government Act 2002 (Part 2 sections 9 – 14 inclusive)

The Marlborough District Council is a unitary authority as provided for by the Local Government Act 2002. This means that Council undertakes both regional and territorial functions for the district of Marlborough. The functions and responsibilities of Council are included in the Local Government Act 2002 and are very diverse. The permissive nature of the Local Government Act 2002 means that Council can become involved in many more activities and functions as long as appropriate consultation is undertaken with the people of Marlborough.

The activities of Council are summarised at a significant activity level in the Annual Plan / Long Term Plan:

- *People*
 - Democratic Process
 - Culture and Heritage
 - Community Housing
 - Community Support
 - Library Services
 - Emergency Management
- *Community Facilities*
- *The Provision of Roads and Footpaths*
 - Roads and Footpaths
- *Flood Protection and Control Works*
- *Sewerage Including Treatment and Disposal*
- *Stormwater Drainage*
- *Water Supply*
- *Solid Waste Management*
- *Environmental Management*
 - Environmental Policy
 - Environmental Science and Monitoring
 - Resource Consents
 - Environmental Protection
- *Regulatory*
 - Biosecurity (Pest Management)
 - Building Control
 - Environmental Health
 - Animal Control
 - Harbours
- *Regional Development*

Section 40(1) Local Government Act 2002

(b) Any Local Legislation that Confers Powers on the Local Authority

The only legislation of a local nature that affects the operations of the Marlborough District Council is the Local Government (Infringement Fees for Offences - Marlborough District Council Navigation Bylaw 2009) Regulations 2011.

This can be found on the NZ Legislation website: <http://www.legislation.govt.nz/>

Section 40(1) Local Government Act 2002

(ba) Council Bylaws

Section 145 of the Local Government Act 2002 provides for councils to make bylaws for the following purposes:

- (a) protecting the public from nuisance
- (b) protecting, promoting, and maintaining public health and safety
- (c) minimising the potential for offensive behaviour in public places

Council is empowered to make bylaws under other Acts as well.

Current Marlborough District Council Bylaws (<http://www.marlborough.govt.nz/Council-Publications/Plans-Policies-and-Documents/Marlborough-District-Council-Bylaws.aspx#mdc>) are :

Name	Description	Last Review / Amendment date
Marlborough District Council Bylaw 2010		
• Chapter 1 – Introductory	General-type bylaw covering interpretations of terms, various delegations, serving of orders and notices, licences, offences, breaches and penalties and various repeals of old bylaws.	2010
• Chapter 2 – Public Places	Controls on and within public places and specifically the use of motor vehicles, playing of games, camping grounds, prohibitions, wharves and the control and licensing of traders.	2010
• Chapter 3 – Traffic	This covers controls related to vehicles, stands on streets, road restrictions, parking in carparks and on roads.	2010
• Chapter 4 – Dog Control	Sets controls for dogs including leashing, exercising licensing and other controls when on public places.	2012
• Chapter 5 – Nuisances	This sets controls related to sewerage and refuse, removal of refuse, landfill controls and nuisances in general including those generated by burning.	2010
• Chapter 6 – Cemeteries	Sets controls for cemeteries within the district.	2010
• Chapter 7 – Keeping of Animals, Poultry and Bees	Sets controls for the keeping of animals, poultry and bees within the district.	2010
• Chapter 8 - Fire Prevention	Provides for controls on removal of vegetation and fire prevention within urban fire service districts which are not covered by the Forest and Rural Fires Act 1977.	2010
Navigation Bylaw 2009 and Navigation (Vessel Speed) Bylaw 2009	To ensure appropriate behaviour and address potential risks within Marlborough's waterways.	2010
Marlborough District Council Liquor Ban Bylaw 2011	To control the consumption of alcohol in those public places where Council is concerned that the possession of liquor in the public place, whether generally or over a specified period, may result in disorderly behaviour and criminal offending.	2011
Tradewaste Bylaw 2011	Sets standards for tradewaste and determines how tradewaste may be accepted into the public wastewater system.	2011

Name	Description	Last Review / Amendment date
Freedom Camping Bylaw 2012	Relates to freedom camping on land administered by Council in the Marlborough District.	2012
Speed Limit Bylaw 2014	Sets speed limits for specified roads or areas.	2014
Psychoactive Substances (Legal Highs) Policy	To regulate the availability of psychoactive substances in New Zealand to protect the health of, and minimise harm to, individuals who use psychoactive substances.	2016

Section 40(1) Local Government Act 2002

(c) The Electoral System and the Opportunity to Change it

The Electoral System for local body elections is dictated by the following legislation:

- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Electoral Amendment Act 2002
- Local Government Act 2002 (section 257)

The Marlborough District Council was required to review a number of decisions with relation to the Electoral Act 2002 in terms of whether first past the post (FPP) or single transferable vote (STV) system would be used for the Marlborough District triennial elections in 2016 and 2019. Government had already made the decision that the District Health Board elections would be held under STV.

The Marlborough District Council elected to continue to use STV. The discussion document utilised by the councillors is available on request.

This form of election process must be continued for two election cycles then the Local Authority may review the election process and seek a poll on the election process or 5% of the voting public can request a poll on the issue.

Single Transferable Voting consists of voters ranking the candidates in order of preference with a formula based allocation of excess votes to the next ranked candidates when the elected threshold has been achieved by the highest ranked candidates. A more in depth explanation and an example is available on request.

Section 40(1) Local Government Act 2002

(d) Representation Arrangements, Including the Option of Establishing Maori Wards or Constituencies and the Opportunities to Change Them

As required by legislation, the Marlborough District Council reviewed the representation arrangements for the Marlborough district in 2015 (to be in place for the 2016 and 2019 triennial elections). Council briefing documents on the issue are available. No requests were received for the establishment of Maori wards or constituencies as part of this process.

It was decided by Council that the representation arrangements would essentially stay the same as at the previous election.

Following public notification of this decision, an objection was lodged against Council's decision. The Local Government Commission, following a public hearing, made the following determination in relation to the representation arrangements for the Marlborough district:

- The Mayor is elected at large [every voter in Marlborough has a Mayoral vote]
- Thirteen (13) Councillors will be elected on the following ward basis;
 - Three (3) members for the Marlborough Sounds Ward
 - Three (3) members for the Wairau-Awatere Ward
 - Seven (7) members for the Blenheim Ward

A map outlining the boundaries of the wards is available on request.

Section 40(1) Local Government Act 2002

(e) **Members' Roles and Conduct (With Specific Reference to the Applicable Statutory Requirements and Code of Conduct)**

Members' roles and conduct are defined in the following documents:

- the Elected Members' Governance Handbook 2016 (produced by Local Government New Zealand)
- the Local Government Act 2002
- the Local Government Official Information and Meetings Act 1987
- the Local Authorities (Members' Interests) Act 1968
- the Secret Commissions Act 1910
- Sections 99, 105 and 105A of the Crimes Act 1961
- the Securities Act 1978
- MDC Code of Conduct

Section 40(1) Local Government Act 2002

(f) Governance Structures and Processes, Membership and Delegations

These issues are outlined in the following documents:

- the Elected Members' Governance Handbook 2016 (produced by Local Government New Zealand)
- the current MDC Annual Plan or Long Term Plan,
- Council Minute C.16/17.129 (Committee Structure)
- Council Minutes C.16/17.130 (Committee Membership)
- Council Minute C.16/17.132 (Committee Personnel – Co-opted Members)
- Council Minutes C.16/17.130 (Sister City Sub-Committee)
- Council Minutes C.16/17.130 (Grants Sub-Committee)
- Council Minutes C.16/17.130 (District Licensing Committee)

There are various changes to committees due to resignations or restructuring of committees during each term of Council. All committees are reappointed after each triennial election.

Council has the following committee structure (with the associated statutory / joint / sub-committee structure) in place for the current term:

- Assets and Services Committee
 - Civil Defence Emergency Management Group (Statutory Committee)
 - Regional Land Transport Committee (Statutory Committee)
 - Parking Sub-Committee
- Planning, Finance and Community Committee
 - Audit and Risk Sub-Committee
 - Grants Sub-Committee
 - Housing for Seniors Sub-Committee
 - Sister City Sub-Committee
 - Youth Sub-Committee
- Environment Committee
 - Animal Control Sub-Committee
 - Resource Hearing Sub-Committee
 - District Licensing Committee (Statutory Committee)
 - Marlborough Regional Forestry Joint Committee (Joint Committee with Kaikoura District Council)
 - Conduct Review Committee
 - Enforcement and Prosecution Committee

Delegations are linked directly to the functions of the committees and any actions are confirmed through Council meetings. In some instances delegated authority is given to particular committees, councillors and staff for specific projects or actions required by Council.

Section 40(1) Local Government Act 2002

- (g) Meeting Processes (With Specific Reference to the Applicable Provisions of the Local Government Official Information and Meetings Act 1987 and Standing Orders)

The Marlborough District Council has adopted the Local Government New Zealand template as the Standing Orders for this Council. Council also follows the processes set out in the Legal Compliance Modules of the Society of Local Government Managers.

The Local Government Official Information and Meetings Act 1987 is adhered to.

Section 40(1) Local Government Act 2002

(h) Consultation Policies

The Marlborough District Council uses the principles set out in section 82 of the Local Government Act 2002 to guide consultation processes. Council has also adopted a policy on significance, which sets thresholds as to where special consultative procedures need to be used for the deliberations on projects or issues that affect the community and Council. The Policy on Significance was approved by Council under Minute No. C.02/03.846 and is published in each Long Term Plan.

Section 40(1) Local Government Act 2002

(i) **Policies for Liaising with, and Memoranda of Agreements with, Maori**

The Marlborough District Council will use the Local Government Act 2002 as a basis for liaising with Maori. Council is continuing discussions with iwi over the future of the Maori Advisory Komiti (MAK), which is currently in recess. Representatives agreed to by Iwi sit on the standing committees of Council with full voting rights – refer to Council Minute C.16/17.132 (Committee Personnel – Co-opted Members) for further information.

Section 40(1) Local Government Act 2002

(j) **The Management Structure and the Relationship Between Management and Elected Members**

This issue is addressed in the following documents:

- the Elected Members' Governance Handbook 2016 (produced by Local Government New Zealand),
- the current MDC Annual Plan or Long Term Plan,
- the MDC Code of Conduct.

Effectively the Chief Executive Officer is the only employee of the Council and that person is charged with the employment and management of all other Council employees.

Section 40(1) Local Government Act 2002

(ja) Remuneration for Permanent Staff Policy

To outline the process which Council uses to determine the appropriate level of remuneration.

1. Council engages Strategic Pay to evaluate all job positions. Strategic Pay's database covers 98% of all councils. Each position is allocated a grade based on the job description. Each grade has a local government market median rate. This is updated annually by Strategic Pay.
2. If a role or job description is substantially altered then the position can be re-evaluated to determine if the grading is still correct or should move.
3. When a person joins the organisation their position and its grade determines the salary level. If the person is required to gain experience and qualifications then their salary will be set at a lower rate than the market median. The movement to market median will depend on the staff member gaining the necessary experience and qualifications.
4. Council uses the Local Government Market median as the benchmark. For some positions the Local Government Market Median is lower than the private sector and for some positions it is higher.
5. Salary Reviews are conducted annually. They are effective from 1st July each year and are a three part process.
6. An across the board increase for all permanent staff that usually reflects the Consumer Price Index inflation rate.
7. A review of individual positions for all permanent staff who are below the local government market median. Salaries will be moved towards the market median depending on experience or qualifications gained.
8. A review of all positions to check on the market median for positions.
9. All permanent staff are advised of the local government market median for their position in their annual salary review letter.

Section 40(1) Local Government Act 2002

(k) Equal Employment Opportunities Policy

The Marlborough District Council has an Equal Employment Opportunities Policy – the philosophy of Council as an employer is:

That Council is committed to the principle of equal employment opportunities and eliminating barriers that cause or perpetuate inequality in employment.

A summary of Council's Equal Employment Opportunities Policy follows:

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Council has an Equal Employment Opportunity Programme which is a planned, result-orientated management programme designed to achieve equal opportunity in the workplace. The programme involves the identification and elimination of policies, procedures and other institutional barriers that cause or perpetuate workplace inequality.

The Policy is implemented by way of a programme focused on three:

- (a) Increasing knowledge and awareness.
- (b) Achieving workplace equality in recruitment and performance management.
- (c) Continual improvement.

The Policy is implemented by way of a programme focused on three objectives:

1. Increasing knowledge and awareness of the principles of equal employment, by ensuring that all staff are advised and understand their rights and responsibilities.
2. Achieving workplace equality in recruitment and performance management, by ensuring systems and processes support the principles of equal employment.
3. Continual improvement, by monitoring and reviewing organisational performance.

Council's Human Resources Manager is responsible for ensuring that any recruitment carried out by the Marlborough District Council follows the objectives and guidelines set out above. It is the Manager's responsibility to ensure management and staff involved in recruitment processes have had training that incorporates an awareness of equal employment opportunities.

Section 40(1) Local Government Act 2002

(I) Key Approved Planning and Policy Documents and the Process for their Development and Review

The Marlborough District Council has a number of key planning documents as listed below:

- Long Term Plan
- Annual Plan (produced in years where a LTP is not required and covers 01 July to 30 June of each financial year)
- Regional Policy Statement (reviewed every 10 years and currently under review)
- Marlborough Sounds Resource Management Plan (operative March 2003)
- Wairau/Awatere Resource Management Plan (operative March 2009)
- Proposed Marlborough Environment Plan
- MDC Bylaws (reviewed within 5 years of Local Government Act 2002 then every 10 years – refer section (ba))
- MDC Funding Policy (reviewed every 3 years)
- Asset Management Plans (updated and adopted by Council annually)

Each of these documents has a specific section that relates to the future development and review processes.

Note: This list is not exhaustive: enquire with Council for plans or policies that may relate to specific issues.

Section 40(1) Local Government Act 2002

(m) Systems for Public Access to it and its Elected Members

The Marlborough District Council encourages members of the public having access to both councillors and staff.

Contact details of councillors are maintained on both Council's website (<http://www.marlborough.govt.nz/Your-Council/Councillors.aspx>), in the Annual Plan and through various other media. The public is free to contact any councillors on any issues.

Members of the public can request meetings with staff on an ad hoc basis and also in a formal capacity to discuss issues and ideas they may have.

Members of the public also have the opportunity to write formally to the local authority to raise any issues and a reply is provided within five working days of receipt.

Requests from the public that require formal Council decisions are included on the relevant committee agenda with opportunities for those parties to address the committee on the issue.

Section 40(1) Local Government Act 2002

(n) **Process for Requests for Official Information**

The Local Government Official Information and Meetings Act 1987 is adhered to.

Council also follows the processes set out in the Legal Compliance Modules of the Society of Local Government Managers.

Council has a policy for charging in cases where significant time is required to research information, which is available on request.

Record No: 176586