

Governance Statement

Waimate 2020

INTRODUCTION TO THE LOCAL GOVERNANCE STATEMENT?

This section of the LTCCP contains the Local Governance Statement, which the Council is required to produce in terms of Section 40 of the Local Government Act 2002. Council is obliged to produce a new governance statement six months after each triennial election.

Waimate District Council's Governance Statement is a collection of information about the processes that Council uses to engage with the district's citizens. It outlines how Council makes decisions and shows how citizens can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

The Local Governance Statement includes the following broad categories of information:

- Functions, responsibilities and activities of the local authority
- The Electoral Process and the opportunity to change it.
- Members' Roles and Conduct
- Council Meetings
- Decision-Making
- Management Structures
- Public Access to Councillors
- Requests for Official Information

FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of the Waimate District Council is to maintain and enhance the social, economic, environmental and cultural well being of the Waimate District in the present and for the future.

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. These outcomes are defined within this Long-term Council Community Plan, (refer to Volume 2).

The Council's responsibilities include:

- Producing and maintaining the Long-Term Council Community Plan (LTCCP) that outlines the strategic direction for this district as jointly formulated by the community and the council.
- Defining and executing the services and activities undertaken to support the LTCCP
- Managing principal risks that may hinder successful achievement of the plan.
- Monitoring progress on delivery of the LTCCP.
- Administering various regulations and up-holding the law.
- Ensuring the integrity of internal management control systems
- Safe guarding the public interest
- Reporting to ratepayers
- Ensuring effective succession of elected members

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THE ELECTORAL PROCESS AND THE OPPORTUNITY TO CHANGE IT

The Waimate District Council conducts its elections for the Mayor and, all Councillors, together with all other local authorities in New Zealand, on the second Saturday in October every three years.

These elections are commonly known as triennial general elections. Under certain circumstances a by-election may be held should a council seat fall vacant before the next triennial election is due.

Election Systems

The Waimate District 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 (STV). This is used in District Health Board (DHB) elections. Electors rank candidates in order of preference: Jim Bloggs, 1; Mary Smith, 2; Tipere Stevens, 3; etc.:

Successful candidates must receive a quota of the votes cast and when there are enough candidates with a quota to fill all the seats, they are elected. The quota (share of votes) that is needed for a candidate to be elected is determined by the number of seats.

Each candidates share of the number of votes cast is achieved by redistributing votes. 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, Thus, if Jim Bloggs, has a quota, the number 2 votes that his supporters have made, are allocated to their second choice. If this gives Mary Smith a quota, she is elected. This process is repeated until there are enough candidates with a quota.

Changing the Electoral System

Under the Local Electoral Act 2001, there are three ways in which the Council's voting system can be changed.

The Council can resolve to change the system to be used at the next two elections or; it can conduct a binding poll, or electors can demand a binding poll. In the latter case, five per cent or more of the registered 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 (three yearly) Council elections.

Taking into account the cost of changing electoral systems, the Waimate District Council resolved, in August 2002, to retain the First Past the Post system. That decision was in respect of the Triennial General Elections for Councillors and Community Board Members to be held in 2004. If the system is to change for the 2007 elections, the Council must make the decision by 12 September 2005, or decide to conduct a poll by that date. Electors could demand a poll after this date.

REPRESENTATION ARRANGEMENTS

Wards

The Waimate District Council has 8 Councillors plus the Mayor.

There are three Councillors for the Waimate Ward, two for the Pareora-Otaio-Makikihi Ward and one each for Hakataramea, Waihao and Deep Creek Wards. The Mayor is elected by the whole District. Refer to the map on the following page showing the location of the Wards.

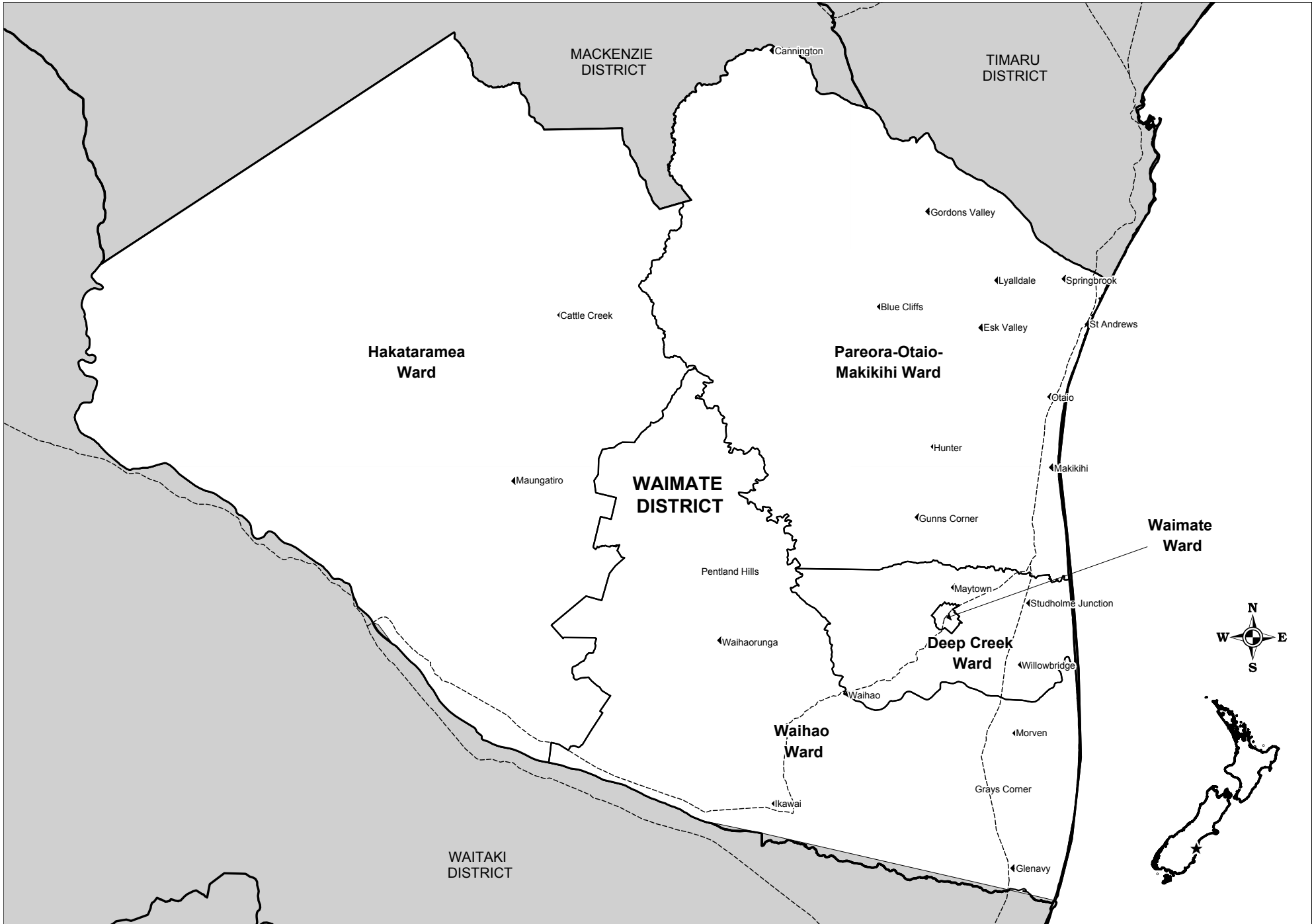
Community Boards

The Waimate District Council has no Community Boards.

Review Of Representation Arrangements

The Council is required to review its representation arrangements at least once every six years. This review must include the following:

- The number of Elected Members (between six and 30 including the Mayor);
- Whether the Elected Members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems);



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- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred);
- Whether or not to have separate Maori wards;
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The Act gives you the right to make a written submission to the Council, and the right to be heard if you wish.

Any person may appeal against any decisions on the above to the Local Government Commission, which will make a binding decision.

Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council last conducted a review in 2000. It is not legally required to review representation again until 2006.

THE 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 one or more new Territorial Local Authorities (City or District Councils);
- Create a Unitary Authority, i.e. transfer the functions of the Canterbury Council to the Waimate District Council;
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from the local authority, the Minister of Local Government, or by a petition signed by 10 percent of electors.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new City/District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

MEMBERS' ROLES AND CONDUCT

Division of Responsibility Between the Council and Management

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government. The Council must adopt a Local Governance Statement.

These statements;

- clarify the governance and the management responsibilities
- clarify the governance role of Elected Members
- describe the expected conduct of Elected Members
- describe the effective, open and transparent processes used by Council
- ensure separation of regulatory and non-regulatory responsibilities
- explain the good employer requirements

Local Governance Statements ensure the community has information on the processes the Council follows when making decisions and taking action, and how the community can influence these processes.

While many of the Council's functions have been delegated, the overall responsibility for maintaining effective systems of internal control ultimately rests with the Council.

Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

Codes of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 required every council to adopt as soon as practicable after 1 July 2003, a Code of Conduct for the Elected Members of the Council (the Mayor and Councillors). Waimate District Council adopted its Code on 17 June 2003 which was incorporated in the 2003/2004 Annual Plan.

This code also applies to all people appointed to Committees or Sub-Committees of Council.

Waimate District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with:

- each other
- the Chief Executive
- staff
- the media
- the general public

The objectives of the code are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties

Principles

The code of is based on the following principles:

- **Public interest.**
Members must serve the interests of the District as a whole. Their primary duty is to the interests of the entire District, not just the Ward that elected them.
- **Honesty and integrity.**
Avoiding situations where their honesty and integrity may be questioned.
- **Objectivity.**
Making decisions on merit, (including when making appointments, awarding contracts, or recommending individuals for rewards or benefits).

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- **Accountability.**
Being accountable to the public for their actions and the manner in which they carry out their responsibilities.
- **Openness.**
Being open about their actions and those of the Council, and prepared to justify their actions.
- **Personal judgment.**
Taking account of the views of others., but reaching their own conclusions on the issues before them.
- **Respect for others.**
Promoting equality by treating people with respect, regardless of ethnicity, nationality, age, religion, gender, sexual orientation or ability or disability.
- **Duty to uphold the law.**
Upholding the law and always acting in accordance with the trust the public places in them.
- **Stewardship.**
Ensuring that the Council uses its resources prudently and legally and maintains sufficient resources to meet its statutory obligations to present and future generations.
- **Leadership.**
Always providing leadership by example.

Applicable Statutory Requirements

Elected members are bound by a number of statutes that control their behaviour or responsibilities. These are as follows:

Local Government Act 2002

Under Section 46(1) Local Government Act 2002, Councillors

can be held liable for losses reported by the Auditor-General under section 44 of the same Act, resulting from negligence or unlawful action by the elected Council.

Under Schedule 7 clause 1 Local Government Act 2002, any Elected Member (the Mayor, or a Councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

The Local Authority (Members' Interests) Act 1968

The Local Authority (Members' Interests) Act 1968 regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year.

Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public.

If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

The Local Government Official Information And Meetings Act 1987

The obligations of the Local Government Official Information And Meetings Act 1987 ("LGOIMA") are binding on members and apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public.

The underlying principle is that unless there is good reason to withhold it, information should be made available. Sections 6 and

7 of this Act give a number of grounds for withholding disclosure.

The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

The Secret Commissions Act 1910

The Secret Commissions Act 1910 makes it unlawful for a Member (or officer) to advise anyone in respect of entering or not entering into a contract with a third person in relation to the business of the Council and/or receive a gift or reward from anyone outside the Council in return for advice or services in relation to the business of the Council, or to present false receipts to the Council.

The Crimes Act 1961

The Crimes Act 1961 makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

The Securities Act 1978

The Securities Act 1978, places Members in the same position as company directors whenever the Council offers shares in a company to the public.

Members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

GOVERNANCE, MEMBERSHIP AND DELEGATIONS

Independent election

The Council believes that its democratic election by citizens of Waimate District Council ensures that it is able to operate in the best interests of the District.

Council Meetings

There are six types of meetings that Councillors are required to attend. These are:

- Full Council Meetings

Full Council Meetings take place once every two months, (February, April, June, August, October and December) and are usually held on the fourth Tuesday of the month.

- Special Council Meetings

Special meetings are called from time to time for specific purposes such as the adoption of rates or to meet a deadline that the normal Full Council meeting does not effectively match. Otherwise they are similar in format to a Full Council Meeting

- Emergency Council Meetings

Emergency meetings are called rarely and must have a specific urgent reason for taking place. They are only called if there is insufficient time for a Special Meeting to be called. The requirements for public advertisement are relaxed but the results of these meetings must be fully publicised.

- Standing Committee Meetings

Standing Committee Meetings are held every month except January and are usually held on the second Tuesday of the month.

- Sub Committee Meetings

Sub Committees are special groups, usually created for a specific activity. Their meetings are held whenever convenient and whenever

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their operations demand it.

- Council Workshops

The other type of meeting that councillors commonly attend are Workshops. These are used for working sessions, typically when generating new policies, where the formal meeting environment is not appropriate. These are, again, called as required.

The purpose of the Full Council and Standing Committee Meetings is to devise District Policy, make decisions that enhance the Community's well-being, monitor Management activities and to ensure the affairs of the council are being conducted in accordance with legislative mandate and Council objectives.

The Council also monitors the performance of Council organisations and Council controlled organisations.

Council Committees

The Council has set up several Standing Committees made up of Elected Members to monitor and assist in the effective discharging of specific responsibilities. Each Committee meets monthly, with additional meetings held as required.

All elected members are members of all three standing committees.

These Standing Committees are:

- Infrastructure and Assets
- Environmental Management
- Finance and Community Support

Council Sub Committees

The council sets up sub committees from time to time to deal with specific functions and activities. These sub committees report directly to a relevant standing committee.

Sub committees may contain members other than elected members and may or may not be given the "Power to Act" which means that they may be able to make decisions on behalf of

the relevant committee.

See pages 48 and 49 for details of the Council's current Committees and their membership.

Public Access to Meetings

In general, meetings of the council and its committees are open to any member of the public to attend. This applies to regular and special meetings.

Permission to speak may be granted from time to time by the Chairman of these meetings. All regular Full Council and Standing Committee meetings shall be publicly notified not more than 14 days and not less than 5 days before the end of every month.

Special case - Emergency Meetings

Emergency meetings can be called without prior advertisement if actions must take place before the usual advertisement period elapses, but are immediately followed by publication of any decisions reached or resolutions made. There must be a valid reason why the 'Emergency' status was applied.

The lack of pre-advertising makes it difficult for members of the public to be aware that these meetings are occurring, but they are rarely required.

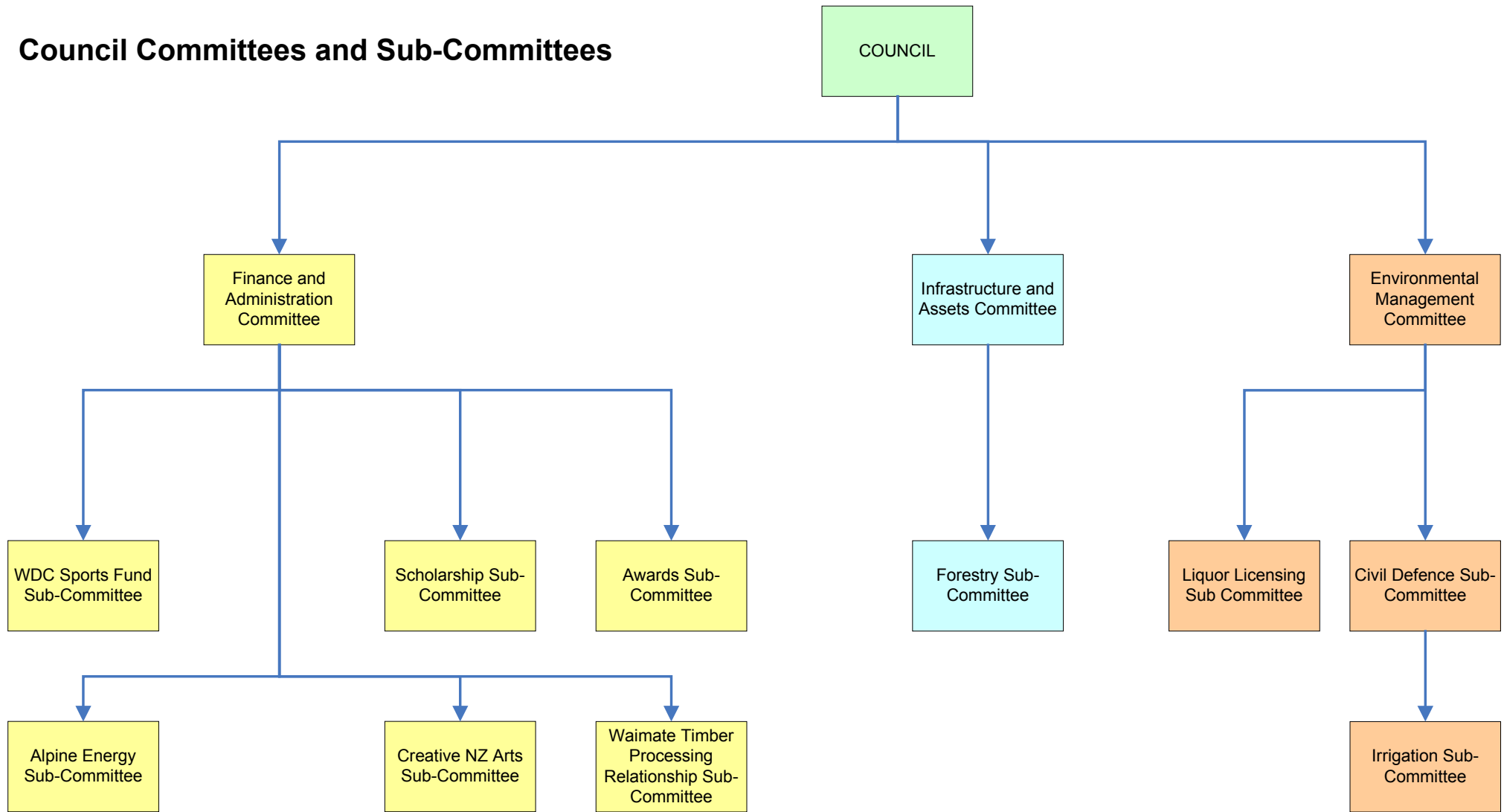
Workshops

Workshops are designed as sessions where Councillors, and often staff, can work jointly on developing plans and policies etc. Members of the public may be invited to participate but these workshops are not publicly advertised and are not normally open to the public.

Meeting Agendas

Agendas for all scheduled meetings are available from the council offices at least two working days before each meeting.

Council Committees and Sub-Committees



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Council Committees and Sub-Committees - Membership		
<p>Finance and Administration Committee</p> <p>His Worship the Mayor Councillor Rayner (Chair) All Councillors</p>	<p>Alpine Energy Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Townend Councillor Rayner</p>	<p>Waimate Timber Processing Relationship Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Rayner Councillor McIlraith</p>
<p>Infrastructure and Assets Committee</p> <p>His Worship the Mayor Councillor Gibson (Chair) All Councillors</p>	<p>Scholarship Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Shaw Councillor Balchin Policy Analyst (Staff)</p>	<p>Forestry Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Gibson Councillor Rayner Councillor Shaw Chief Executive (Staff)</p>
<p>Environmental Management Committee</p> <p>His Worship the Mayor Councillor Shaw (Chair) All Councillors</p>	<p>Creative NZ Arts Sub-Committee</p> <p>His Worship the Mayor (ex Officio) Mrs N A Wright (Chair - public member) Councillor Shaw 5 Public Members</p>	<p>Liquor Licensing Sub-Committee</p> <p>His Worship the Mayor (ex Officio) Councillor Foley (Chair) Councillor Shaw</p>
<p>WDC Sports Fund Sub-Committee</p> <p>His Worship the Mayor (ex Officio) Councillor Townend (Chair) 4 Public Members</p>	<p>Awards Sub-Committee</p> <p>His Worship the Mayor All Councillors</p>	<p>Civil Defence Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Balchin Chief Executive (Staff)</p>
<p>Irrigation Sub-Committee</p> <p>His Worship the Mayor (Chair) Councillor Shaw Councillor McIlraith 2 Public Members</p>		

Public-excluded sessions

All meetings may have a publicly excluded session otherwise known as “In Committee”, where public and representatives of the press are required to vacate the meeting. However such sessions can only be called under a set of circumstances limited to the following:

- To protect individual’s privacy
- To protect information that would disclose trade secrets.
- To protect information that would unreasonably prejudice the commercial position of individuals.
- To protect information which is subject to an obligation of confidence
- To avoid measures which would reduce the health and safety of members of the public
- To avoid causing material loss to the members of the public
- To protect people against harassment
- To maintain legal professional privilege
- To enable the WDC to carry out commercial activities and negotiations
- To prevent the disclosure of official information for improper use.

MEETING PROCESSES - Summary

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 with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights. On occasions the Council may grant speaking rights to individuals or organizations when the Council considers they may be able to assist the decision-making process.

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 chair 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 the Council who does not comply with Standing Orders (a set of procedures for conducting meetings)

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

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on 3 working days notice, however, if 5 days notice is given the resolutions passed at that meeting need not be advertised (S51A LGOIMA 2004).

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

Copies of the Code of Conduct and of Standing Orders can be obtained from the Council’s Administration Officer.

LEGISLATIVE COMPLIANCE

The Council is a regulatory body administering various regulations and laws. It must also comply with all relevant legislation. To help it comply with applicable legislation the Council takes external legal advice.

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DECISION MAKING

Council Role

The council is required to make decisions that range from day-to-day operational matters through to those surrounding the whole Community's long term vision.

The processes for dealing with decision-making require us to look at each issue and then see which of the following two groups it most closely fits into:

- Those that require community consultation and/or community knowledge to complete.
- Those which the Council can proceed to make without the need for specific consultation.

Each group has its own requirements for how a decision will be reached and greatly different expected resulting timescales. In Volume Four of this plan, we have included the Council's Policy number 301, which is called "Policy on Significance". This describes how a decision is judged to be "significant" (requires consultation) or "not significant" (not requiring consultation).

When the community must be consulted, the process used is known as the Special Consultative Process. This is, in reality, not a fixed process, but rather, a group of possible methods from which one or more are chosen to fit the specific circumstances. The Waimate District's Special Consultative Process is described later in this Volume as part of the Council's general Consultation Policy.

The Importance of the LTCCP

The LTCCP is of key importance as it can often guide the Council to making decisions in accordance with the Community's wishes and expectations without having to resort to direct consultation with its resulting delays.

There will, however, always be factors that create issues where the LTCCP is likely to require changes or enhancement and, in these situations, the Special Consultative Process will be needed.

CONSULTATION POLICY

Community Consultation Policy

The Council has adopted a Community Consultation Policy which provides guidelines to Elected Members and Staff for consultation based on the principles outlined in the LGA, 2002.

This Policy is included later in this Volume of the LTCCP.

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.

MANAGEMENT STRUCTURES AND RELATIONSHIPS

Chief Executive

The Local Government Act 2002 requires the Council to employ a Chief Executive 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 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, rather than the Mayor or Councillors.

Organisational Structure

The organisational structure of the Council is displayed in the Organisation Charts on the following pages.

Responsibilities: CEO's Department

- Strategic Planning
- The LTCCP
- Community Consultation
- Policy generation
- Business Management
- Human Resources including training
- Liason with Central Government and other Local Bodies
- Civic Issues
- Liquor and Gaming Machine Licensing

Responsibilities: Community Services

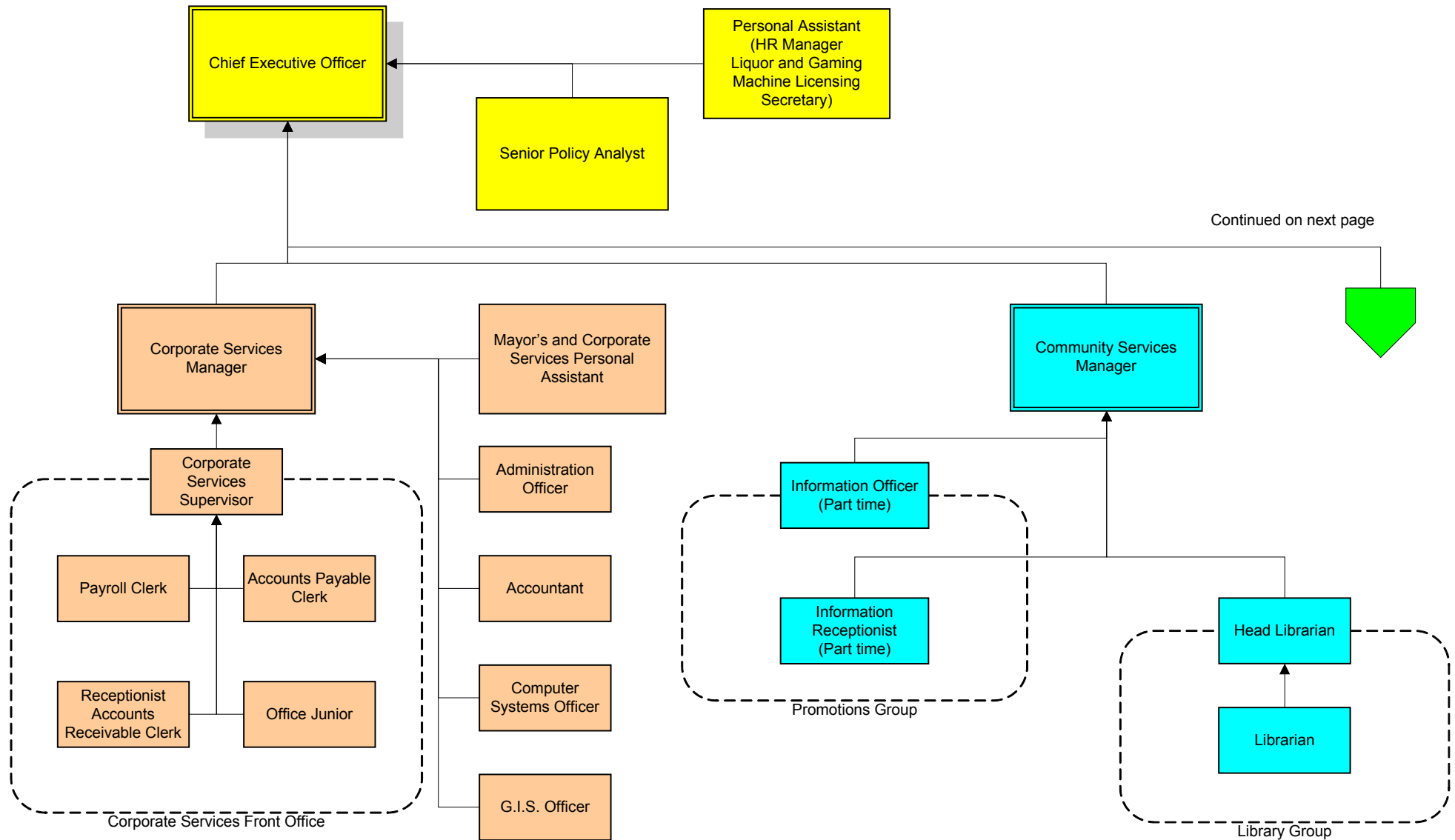
- District Library Services
- District Promotions

- Public Relations
- Liason with the Media
- Economic Development initiatives
- Community Grants
- Social Services
- Council and District Websites

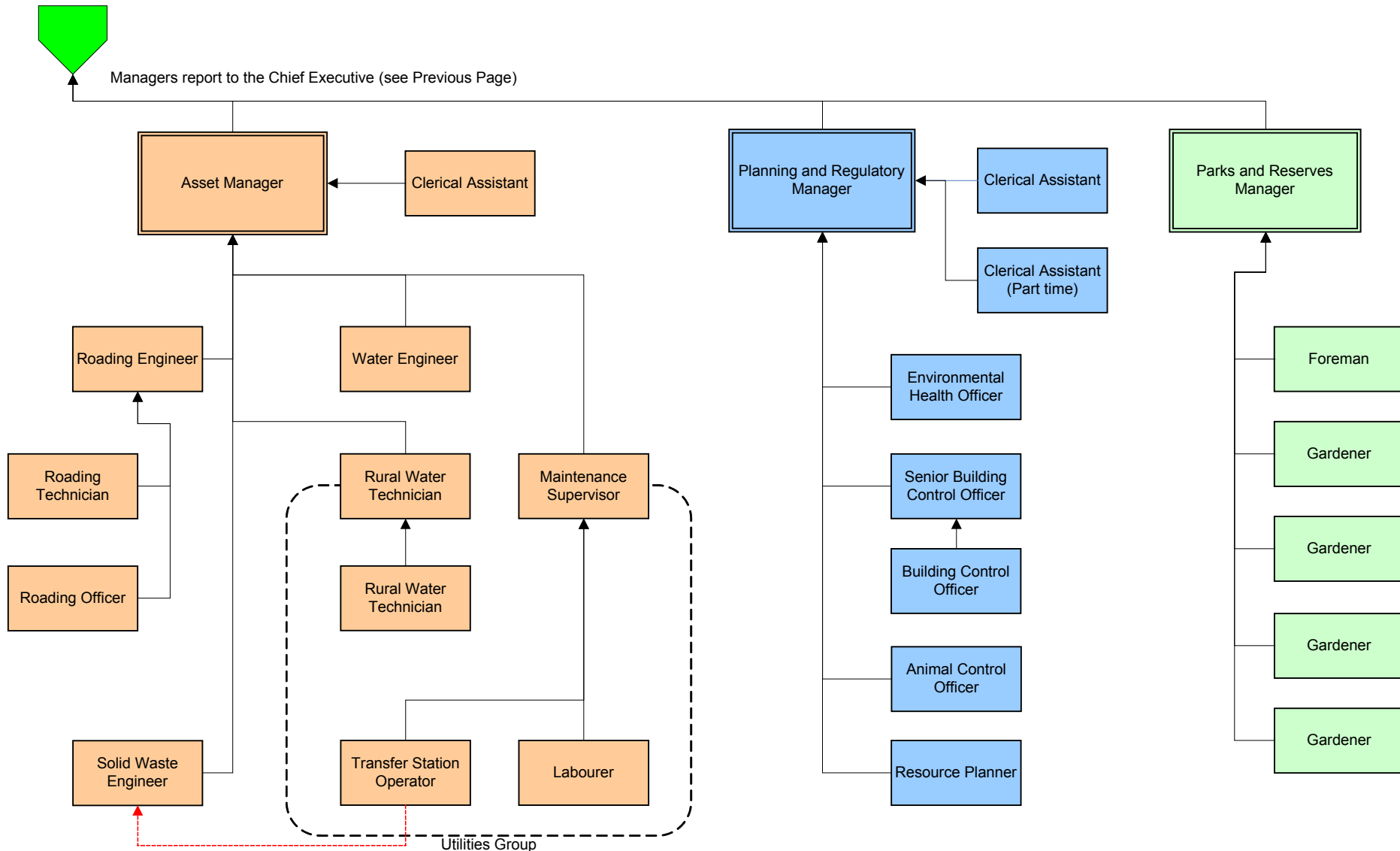
Responsibilities: Corporate Services

- Administration Support
- Information Management
- Legal and Insurance Services
- Annual Report
- Budgeting
- Financial Accounting
- Management Accounting
- Payments
- Purchasing
- Rating
- Revenue Collection
- Payroll
- GIS Services (Mapping)
- Support for Elected Members
- Property Management
- Forestry Management

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Responsibilities: Asset Management

- Rooding
- Sewerage Disposal and Treatment
- Stormwater Disposal
- Urban Water Supplies
- Rural Water Supplies
- Solid Waste Collection and Disposal

Responsibilities: Parks and Reserves

- Formal Gardens
- Knottingley Park
- Sports Facilities
- Wilderness Reserves
- Rural Reserves
- Swimming Pool
- Cemeteries
- Camping Facilities

Responsibilities: Planning and Regulatory

- Environmental Health Licensing and Inspection
- Resource Planning Services
- Building Control
- Elections Management
- Dog and other Animal Control
- Noise Control

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Equal Employment Opportunities (EEO) is an integral component of the human resource management strategies of Waimate District Council.

These strategies will provide the linchpins for ensuring the elimination of any practices and attitudes that inhibit the recruitment and advancement of staff, particularly: women, Maori, ethnic and minority peoples and people with disabilities.

The use of job sharing, flexible work hours and the ability to respond to personal and family crises will be paramount in ensuring Waimate District Council is recognised as an employer of choice. Recruitment and selection processes are transparent in application for identifying and employing the best person for the position, regardless of age, gender, ethnicity, religion, sexual preference, disability and/or political beliefs. The diversity and skills of the staff of Waimate District Council will continue to grow.

PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

Mayor	Deputy Mayor	Councillor
<p>John Coles Kohika, RD 1, TIMARU Ph 03 612 6486 Cel 021 139 5073 Fax 03 612 6486 Email Pine_Ridge@xtra.co.nz (home) johncoles@waimatedc.govt.nz (work)</p>	<p>James Ottrey Rayner (Jim) Maytown Road, No 8 RD, WAIMATE Phone 03 689 7416 Cell 021 447 009 Fax 03 689 7420 Email joray@xtra.co.nz Ward Waimate</p>	<p>Mavis Lillian Andrew 11 Elizabeth St, WAIMATE Phone 03 689 8549 Cell 025 343 059 Fax 03 689 8444 Email pintsize@xtra.co.nz Ward Waimate</p>
Councillor	Councillor	Councillor
<p>Michael John Balchin Webbs Road, Springbrook, 2 RD, TIMARU Home: 03 612 6711 Work: 03 612 6698 Cell 021 231 0895 Fax 03 612 6712 Email mjbalchin@callsouth.net.nz Ward Pareora-Otaio-Makikihi</p>	<p>Peter John Foley Nukuroa, 10 RD, WAIMATE Phone 03 689 9813 Fax 03 689 9813 Email Ward Deep Creek</p>	<p>James Sydney Gibson Armstrong Road, RD 7, WAIMATE Phone 03 689 2725 Cell 025 602 3003 Fax 03 689 2702 Email james.nicky@xtra.co.nz Ward Waihao</p>

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Councillor	Councillor	Councillor
Peter Field McIlraith Glenmac, Hakataramea, RD, KUROW Phone 03 436 0695 Cell 025 280 3133 Fax 03 436 0696 Email peterfmcilraith@xtra.co.nz Ward Hakataramea	Lennox John Shaw (Len) P O Box 59, WAIMATE Home: 03 689 7868 Bus: 03 689 6280 Fax 03 689 7779 Email alprolen@xtra.co.nz Ward Waimate	Anne Mary Townend Hook Station Road, RD 8, WAIMATE Phone 03 689 5900 Cell 021 1599 796 Fax 03 689 5900 Email anne4wdc@xtra.co.nz Ward Pareora-Otaio-Makikihi

REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. You do not have to say you are making a request under LGOIMA. Any request for information is a request made under LGOIMA because this is automatic.

Once a request is made the Council must supply the information unless reason exists for withholding 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 Maori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;

- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

The Council must answer requests within 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

The Chief Executive has requested that all requests be forwarded through one contact so that each can be monitored to ensure compliance with the time frames contained within the legislation.

Council Staff will ensure that any formal requests for official information are forwarded within 24 hours of receipt to the Council's Policy Analyst, Lynda Ramsay, ext: 869.