



Your Guide to Ashburton District Council

Local Governance Statement 2008

Local Governance Statement

Adopted by Ashburton District Council on 28 February 2008

Contact Us:

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www.adc.govt.nz

If you would like further information or have questions about any information contained in this document please contact the Council offices for further information.

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Introduction

Purpose of the Local Governance Statement

This Local Governance Statement provides information about Ashburton 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 process and contribute to making our district a better place.

This document is 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.

About Ashburton District

Ashburton district is located the central part of the South Island. The district covers around 6,175 square kilometres, bounded in the east by the Pacific Ocean, the west by the Southern Alps and has as its northern and southern boundaries, the Rakaia and Rangitata Rivers respectively.

The district truly is a land of surprising contrasts ranging from a wild coastal fringe through the patchwork of the fertile Canterbury Plains, the foothills of the Southern Alps and on to the rugged grandeur of the high-country and the Alps themselves. Significant landscape values abound from the Southern Alps to the sea. The district encapsulates most natural features of the Canterbury region and ecosystems that make this part of New Zealand unique.

Our People and Places

The district's population has grown steadily in recent years, driven primarily by strong local economic growth. Ashburton district's population looks set to continue this growth, reversing earlier trends of low or no growth. As at the latest national population census March 2006, the population of Ashburton district was 27,372. The 2006 census, showed that within the Ashburton District:

- the median age is higher at 38.8 years than the national average of 35.9
- 16.3% of residents were aged 65 or over, compared to a national average of 12.3%
- 82.2% of people belong to the European ethnic group, whereas nationally only 67.6% of people belong to this group
- 6.1% of people belong to the Maori ethnic group (nationally this is 14.6%)

Our Towns

Ashburton; the major town of the district (population approximately 16,000), is the commercial and services hub of the district with a strong and growing manufacturing sector.

Methven; situated at the base of the foothills of the Southern Alps, is the tourist centre of the district, servicing the Mount Hutt ski field. Methven has a population of around 1,400 for much of the year, but this swells to over 4,000 during the ski season.

Rakaia; (population 1,100) is situated on the southern bank of the Rakaia River. Renown for the salmon fishing in the Rakaia River and the highly fertile, productive land bordering the river, Rakaia is an important service centre for the surrounding area.

Mt Somers, adjacent to Ashburton Gorge, is the gateway to the high country of the district. **Hinds, Chertsey, and Mayfield,** are service centres for their respective surrounding rural areas.

What Council Does

Local Government in our District

In 1989 local government in New Zealand was restructured. A large number of local authorities were amalgamated and today there are 85 city, district and regional councils. Ashburton District Council was formed at this time through the amalgamation of the Ashburton Borough and Ashburton County Councils.

The Canterbury Regional Council – Environment Canterbury (ECan) – was formed at this time with a mandate to manage the region’s environmental wellbeing, water, air and land. Changes to local government legislation have broadened this mandate but a focus on these issues remains.

Purpose of Local Government

The Local Government Act 2002 sets out the purposes of local government as:

- to enable democratic local decision-making and action by, and on behalf of, their communities; and
- to promote the social, economic, environmental and cultural wellbeing of their communities, in the present and for the future.

Ashburton District Council

In meeting our purpose Ashburton District Council carries out a variety of roles, including:

- Formulating the district’s strategic direction in partnership with the community through the identification of community outcomes and through Council’s contribution to achieve these through the Long Term Council Community Plan (LTCCP).
- Determining the services and activities to be undertaken by the Council.
- Administering various regulations and up-holding the law, including the formulation and enforcement of bylaws.
- Providing and managing local infrastructure including network infrastructure like roads, sewage disposal, water, stormwater, stock water and community infrastructure such as public library, parks and recreational facilities.
- Advocating on behalf the local community with central government, other local authorities and other agencies.
- Environmental regulation and management through the Ashburton District Plan and through local bylaws.
- Ensuring local communities are encouraged to be part of the decision making processes of local government.

Legislative Framework

Councils are required to work within and work towards implementing the objectives of numerous pieces of legislation. The key legislation we work with includes:

- Local Government Act 2002
- Local Electoral Act 2001
- Health Act 1956
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991
- Building Act 2004
- Sale of Liquor Act 1989

Local Legislation: Ashburton District Council is not bound by any local legislation (Acts that apply specifically to it).

Governance

Electoral System

Ashburton District Council uses the first past the post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner. Electors have a vote for each vacant position.

The other electoral system permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in district health board elections.

Reviewing the Electoral System. Under the Local Electoral Act 2001 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 per cent 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).

Ashburton District Council undertook a formal review of its electoral system and representation arrangements in 2006. This review resulted in the first past the post electoral system being retained.

Representation Arrangements

Council

The Ashburton district is divided into three local electoral wards;

- Ashburton,
- Eastern and
- Western.

A map showing the ward boundaries can be viewed at the Ashburton District Council offices or on the Council web-site at www.ashburtondc.govt.nz

Councillors are elected from within the wards and there are no Councillors elected from the district at large.

The Mayor is elected from the district at large.

Methven Community Board: The Methven Community Board has a chairperson and six other members. Five members are elected triennially by electors in the community, and the Council appoints two members from its ranks. The Board elects its own chairperson at its first meeting after the triennial election.

Maori Wards and Constituencies: The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori voters. Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by five percent of electors within the district.

Ashburton District Council currently does not have separate Maori wards.

Reviewing the Representation Arrangements

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 (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor)
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- Whether or not to have separate wards for electors on the Maori roll
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Ashburton District Council undertook a formal review of representation arrangements in 2006, resulting in new representation arrangements being adopted and used for the triennial elections in October 2007. The review resulted in:

- new ward boundaries being established
- the number of elected members remaining at 1 mayor and 12 councillors
- the number of councillors representing the Ashburton urban ward increasing from 6 to 7
- the number of councillors representing the two rural wards decreasing from 6 to 5
- the Methven Community Board being retained.

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 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, ie transfer all of the functions of the Canterbury Regional Council to Ashburton 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 either from the local authority, the Minister of Local Government, or from a petition signed by 10 per cent of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission or if they cannot agree on which of them should deal with the matter.

Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission.

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

Ashburton District Council Elected Members

Mayor



Bede O'Malley

Ph. 308-7567

mayor@adc.govt.nz

Ashburton Ward



Rod Beavan

Ph. 308-7673



Jim Burgess

Ph. 308-7223

jimburgess@slingshot.co.nz



Kelvin Holmes

Ph. 307-0257

kelvin.holmes@cgrothbury.co.nz



Robin Kilworth

Ph. 308-6180

kilworths@clear.net.nz



Judy Kingsbury

Ph. 308-8017

kingsbmg@xtra.co.nz



John Leadley

Ph. 307-8816

lynleadley@xtra.co.nz



Jac Sparks

Ph. 308-8415

jacsparks@gmail.com

Eastern Ward



Neil Brown

Ph. 302-0735

nabrown@xtra.co.nz



Jos Everest

Ph. 302-6893

p.everest@xtra.co.nz



Peter Reveley

Ph. 303-9834

reveleypandr@xtra.co.nz

Western Ward



Ken Lowe

302-8774

kwpl@xtra.co.nz



Bev Tasker

303-6003

taskers@xtra.co.nz

Methven Community Board

Elected Members

Martin Nordqvist - Chairperson

Ph. 302-8717
m.j.nmethven@xtra.co.nz

David Den Baars

Ph. 302-8045
canterburyhotel@xtra.co.nz

Hamish Gilpin

Ph. 302-9343
jrholland@xtra.co.nz

Liz McMillan

Ph. 302-8081
lizandbenny@clear.net.nz

David Wilson

Ph. 302-8697
david@mthutt.co.nz

Council Appointees

Cr Ken Lowe

Ph. 302-8774
kwpl@xtra.co.nz

Cr Bev Tasker

Ph. 303-6003
taskers@xtra.co.nz

Community board representation was reviewed as part of the Representation Review in 2006 and resulted in the retention of the Methven Community Board.

Role of Elected Members

The Mayor and the Councillors have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of the Council
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district)
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

The Mayor is elected by the district as a whole and, as one of the elected members, shares the same responsibilities as other members of Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in standing orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

Role of the Deputy Mayor

The Deputy Mayor is elected by the members of council at the first meeting of the Council following elections. Generally, 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 the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Executive Committee

The Executive Committee is comprised of the Mayor, Deputy Mayor and the Chairs of the three standing committees. The Executive Committee has delegated authority to:

- Make emergency decisions on behalf of Council as and when specifically authorised

- Maintain an overview of Council's operations and interests
- Act on behalf of the full Council at any time when the urgency of the matter would make the delaying of a decision contrary to the best interests of the Council or its community

Council Standing Committees

Council may create one or more committees of Council. 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. The Council reviews its committee structures after each triennial election. At the last review the Council established the following standing committees:

Environmental Services (Chair: Cr Robin Kilworth) - provides strategic oversight of, and establishes policy for:

- district planning.
- the inspectorate and licensing functions of Council.

Finance and Community Services (Chair: Cr Kelvin Holmes) - provides strategic oversight of, and establishes policy for:

- the financial affairs of Council including investments, property and forestry.
- community services and facilities.
- corporate and community planning.

Operations (Chair: Cr Bev Tasker) - provides strategic oversight of, and establishes policy for:

- core infrastructure – roads, water, stormwater, sewage, stockwater.
- emergency services.

Council may, from time to time, establish ad hoc committees and sub-committees to consider a particular issue or issues.

Council Meetings

Committees meet on a six weekly cycle. In addition extraordinary meetings may be called from time to time to deal with important issues that arise.

A schedule of meeting dates for the current year can be found on the Council website. Further details on these committees, including terms of reference, membership and meeting arrangements can be obtained from Council's Democracy and Community Services Manager or from the Council web-site www.ashburtondc.govt.nz.

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'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council.

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

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 3 working days notice. 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 meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

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 per cent of the members present.

A copy of the standing orders can be obtained from the Council's Democracy and Community Services Manager.

Conduct of Elected Members

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect)
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

Code of Conduct

Ashburton District Council has adopted a code of conduct for elected members. The code sets out the 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. The Code of Conduct also covers disclosure of information that is received by or is in the possession of elected members, and details sanctions the Council may impose if an individual breaches the code.

Adopting such a code is a requirement of the Local Government Act 2002. All elected members are required to adhere to the code of conduct. Once adopted it may only be amended by a 75 per cent or more vote of the Council.

A copy of the full code of conduct can be obtained from Council's Democracy and Community Services Manager or from the Council website www.ashburtondc.govt.nz

Management Structures and Relationships

Organisation Structure: Council management is organised into five divisions.

- **Corporate Services** – responsible for planning, management and delivery of:
 - customer services
 - information technology
 - records and administration
 - parking enforcementContact: Steve Allen, Corporate Services Manager
Ph. 307-7700 email steve@adc.govt.nz

- **Democracy & Community Services** – responsible for planning, management and delivery of:
 - Council secretariat
 - Council agencies
 - communications and public information
 - community planning
 - community facilities and services
 - parksContact: John Rollinson, Manager Democracy and Community Services
Ph. 307 7700 johnr@adc.govt.nz

- **Environmental Services** – responsible for planning, management and delivery of:
 - district planning
 - animal control
 - liquor licence enforcement
 - building control
 - health inspection
 -Contact: John McKenzie, Environmental Services Manager
Ph. 307 7700 johnmc@adc.govt.nz

- **Finance** – responsible for planning, management and delivery of:
 - financial management
 - investments
 - forestry
 - funding and rates
 - propertyContact: Paul Brake, Finance Manager
Ph. 307 7700 paulb@adc.govt.nz

- **Operations** – responsible for planning, management and delivery of:
 - transport infrastructure
 - waste management and recycling
 - water and waste water services
 - funding and rates
 - emergency management.Contact: Rob Rouse, Operations Manager
Ph. 307 7700 robr@adc.govt.nz

Chief Executive

The Chief Executive is appointed by the 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 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, or imposed or conferred by any Act, regulation or bylaw, are properly performed or exercised.
- Managing the activities of the Council effectively 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).

Contact: Brian Lester, Chief Executive
Ph. 307 7700 brianl@adc.govt.nz.

Equal Employment Opportunities Policy

Ashburton District Council is an Equal Employment Opportunity (EEO) employer, has an EEO policy and a commitment to the principle of equal employment opportunity.

The recruitment/selection, opportunities for training, promotion and transfer, and conditions of employment are to be undertaken or offered without preference being given on the basis of gender, marital status, religious or ethical belief, race, age, ethnic or national origins, and regardless of any disability irrelevant to an individual's ability to carry out the job.

A copy of Ashburton District Council's equal employment opportunities policy is available from Council's Human Resources Advisor.

Key Approved Planning and Policy Documents

Statutory Plans and Policies

Long Term Council Community Plan

The Long Term Council Community Plan (LTCCP) details the community outcomes identified by the community as it's vision for the future of the district, the roles Council sees itself undertaking to achieve the community outcomes and the activities Council plans to undertake to carry out these roles (see section below for more information regarding community outcomes). The LTCCP also outlines the Council's financial policies and details its proposed spending for the coming ten years.

The LTCCP must be reviewed at least every three years. It can, if necessary, be amended during the three year document life-cycle, but any amendment must be undertaken using the Special Consultative Procedure and is subject to external audit.

The LTCCP is available on the Council website www.ashburtondc.govt.nz. Copies of the Plan are available at Ashburton Public Library or from the Council offices.

Annual Plan

The Annual Plan outlines 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 Council Community plan is produced.

The Annual Plan can be viewed on Council's website www.ashburtondc.govt.nz, at the Council offices, or at the Ashburton Public Library. A copy can be obtained free of charge from the Council offices.

Annual Report

The Annual Report provides information on how the Council has performed over the year, whether it has operated within budget and whether it has delivered the levels of service it indicated it would in the LTCCP and/ or Annual Plan. The Annual Report is required under the Local Government Act 2002 to be adopted by the end of October each year.

The Annual Report is audited by Council's independent auditors Audit New Zealand.

Ashburton District Plan

Councils have responsibilities under the Resource Management Act (RMA). These are achieved primarily through the District Plan, which details the environmental features of the District and how the Council proposes to manage and monitor these. The RMA requires Council to monitor the effectiveness of the District Plan and to monitor the state of the environment within the district. Ashburton District Council's District Plan became operative in October 2001.

The District Plan is available on Council's website – www.ashburtondc.govt.nz or can be viewed at the Council offices. Disc or hardcopy versions can be purchased from the Environmental Services Department of Council.

Ashburton District Waste Management Plan

All councils are required to have a waste management plan that sets out solid waste management and waste minimization activities. Council's Waste Management Plan can be viewed at the Council offices.

Regional Land Transport Strategy

Council has a representative on the Regional Land Transport Committee. This committee oversees significant land transport issues and planning over the Canterbury region. The Regional Land Transport Strategy document can be viewed at the Council offices, or on the ECan website www.ecan.govt.nz

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.

Council Bylaws

Council has a number of bylaws in effect to enable the control of certain nuisances. Examples include bylaws to control dogs, stock, open spaces etc. Council is currently reviewing its bylaws, a process that will be complete by July 2008. The bylaws are able to be viewed at the Council offices or on the Council website www.ashburtondc.govt.nz

Non-statutory Policies and Strategies

Ashburton District Development Plan

The Ashburton District Development Plan was adopted by Council in June 2005, following consultation with the local community. The plan discusses the impact development is likely to have on the district over the next 20 years, and how growth could best be managed by Council. The Plan identifies areas suitable for residential, industrial and commercial expansion and addresses issues associated with development. Implementing work associated with the Development Plan is a long term project for Council.

The Development Plan can be viewed at the Council offices, at the Ashburton Public Library, or on the Council's website, www.ashburtondc.govt.nz.

Consultation Policy

Special Consultative Procedure: The Local Government Act 2002 (Part 6) sets out consultation principles and a special consultation procedure that local authorities must follow when making certain decisions. Council can and does consult outside of the special consultative procedure.

Other legislation which the Council is bound by may have statutorily specified consultation processes to be used when the Special Consultative Procedure is not used. These include the Resource Management Act and the Ngai Tahu Settlements Act.

A copy of Council's Consultation Policy is available from the Council offices or from the Council website, www.ashburtondc.govt.nz

- **Physical Activity Strategy**
- **Rakaia Community Strategic Plan**
- **Methven Community Strategic Plan**
- **Mount Somers Community Strategic Plan**

Policies for Liaising with Maori

Ashburton District Council is committed to developing and maintaining positive working relationships with tangata whenua and Taura here. These relationships recognise the spirit of the Treaty of Waitangi and recognise and provide for the special relationship with Maori and for the values of signatory parties.

Te Runanga o Arowhenua have mana whenua in Ashburton District and Council and others must consult with the runanga regarding issues which may impact on the quality of waterways and land and matters of cultural significance.

In order to maintain a strong and effective relationship with Te Runanga o Arowhenua Council ensures appropriate issues are made available for consultation and feedback and meets on a twice yearly basis to discuss matters of mutual interest and concern. The runanga is also encouraged to provide information and feedback on social and economic issues affecting the district.

Hakatere Marae Komiti is the main representative organisation for maata waka Maori in the district (Maori from other parts of New Zealand). Council liaises with the Komiti to ensure information and feedback on social issues within the district is received. Council is committed to continuing to develop its relationship with the Hakatere Marae Komiti.

Official Information

Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information is a request made under LGOIMA. Once a request is made the council must supply the information unless reason exists for withholding it.

The LGOIMA says that information may only 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).

Records held by Council

Records kept by Council include the following:-

- Standard files containing inward and outward correspondence, memorandums, reports, etc, held on all aspects of Councils activities.
- Financial records, annual budgets and audited accounts.
- Order papers, agendas and minutes of Council and standing committee meetings.
- A register of policy decisions made by Council.
- A register of authorities delegated by Council to its Committees and senior officers.
- Applications, proceedings of hearings and decisions under Resource Management Act 1991 and previous Town Planning legislation.
- Maps relating to land use.
- Aerial photographs of streets.
- Plans of underground reticulation and services (water, sewerage, stormwater and drains).
- District Civil Defence plans.
- Contract documents.
- Local Government Act and other Acts relating to the activities of the Council.
- Lease documents and deeds of Council owned real estate.

Personal Information Requests

Where possible, requests should include specific details regarding the desired information. Personal information can only be requested by the person concerned or by a properly authorised agent of the person concerned.

Information Classified as Confidential

Information which has previously been treated as confidential or handled by the Council or its predecessors "in committee" can only be released by the Chief Executive following a written application and subject to it not being contrary to the public interest to release such information.

Charges for Provision of Official Information

The council may charge for official information under guidelines set down by the Ministry of Justice. There may be a charge for providing official information when photocopies are required or extensive research involved.

Initial Requests for Official Information

In the first instance you should address requests for official information to:

John Rollinson
Manager Democracy and Community Services
Ashburton District Council
PO Box 94
Ashburton