

LOCAL GOVERNANCE STATEMENT TASMAN DISTRICT COUNCIL 2008

1 PURPOSE

The purpose of the Governance Statement is to outline information on the responsibilities, structure and governance processes of the Council as required by section 40 of the Local Government Act 2002.

The Governance Statement must be updated within six months of each triennial general election of members of the local authority and whenever the local authority considers it appropriate.

The Governance Statement is available to the public either from the Council offices or the Council web-site, www.tasman.govt.nz

2 FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of the Tasman District Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Tasman District in the present and in the future.

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

- Formulating the District's strategic direction in partnership with the community – through the Long Term Council Community Plan (LTCCP) and reporting on progress made to achieving identified Community Outcomes;
- Determining the services and activities to be undertaken by Council;
- Administering various regulations and upholding the law, including the formulation and enforcement of bylaws;
- Managing local infrastructure including network infrastructure (e.g. roads, wastewater disposal, water, stormwater) and community infrastructure (public library, parks and recreational facilities);
- Advocating on behalf of the local community with central government, other local authorities and other agencies;
- Environmental management through the Proposed Tasman Resource Management Plan;
- Ensuring local communities are encouraged to be part of the decision making processes of local government;

3 LOCAL LEGISLATION

The Tasman District Council is not bound by any local legislation (Acts that apply specifically to it).

4 ELECTORAL SYSTEM

Tasman District Council currently operates its elections under the first past the post electoral system (FPP). Electors vote by indicating their preferred candidate(s) and the candidate(s) with the most votes are elected.

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.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system 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 the electors signing a petition demanding that a poll be held. Once a poll has been conducted, an electoral system must be used for at least the next two triennial general elections.

A petition requesting a poll on the voting systems took place in May 2003, and resulted in retaining the status quo, being First Past the Post for the 2004 and 2007 elections. Accordingly, either the Council could resolve in 2008 to retain the FPP system or change the system for the 2010 elections or to conduct a poll, or electors could demand a poll.

5 REPRESENTATION ARRANGEMENTS

The Tasman District Council is divided into five wards: Golden Bay, Lakes/Murchison, Motueka, Moutere/Waimea and Richmond.

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.

A map showing the ward boundaries is attached, and can also be viewed at the Tasman District Council offices or on the council's web-site www.tasman.govt.nz

| TASMAN DISTRICT | | # RESIDENTS AS AT 2005 POPULATION ESTIMATES | MAYOR |
|-----------------|---------------|--|---|
| | | | R G Kempthorne |
| WARD | # COUNCILLORS | | COUNCILLORS |
| Golden Bay | 2 | 5230 | Cr Stuart Borlase Cr Noel Riley |
| Lakes/Murchison | 1 | 3570 | Cr Stuart Bryant |
| Motueka Ward | 3 | 11550 | Cr Barry Dowler Cr Jack Inglis Cr Eileen Wilkins |
| Moutere/Waimea | 3 | 11300 | Cr Brian Ensor Cr Tim King Cr Trevor Norriss |
| Richmond | 4 | 14950 | Cr Gordon Currie Cr Judene Edgar Cr Glenys Glover Cr Michael Higgins |
| TOTAL | | 46600 | |

6 MAORI WARDS AND CONSTITUENCIES

The Local Electoral Act 2001 gives Council the ability to establish separate wards for Maori electors. The 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 the electors within the district.

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

7 POLICIES FOR LIAISING WITH MAORI

Tasman District Council acknowledges the need to develop and maintain positive working relationships with tangata whenua. Tasman District Council is currently in the process of appointing a kaumatua.

8 COMMUNITY BOARDS

The Tasman District Council has two community boards, Golden Bay and Motueka, which were constituted under section 49 of the Local Government Act 2002 to:

- Represent and act as an advocate for the interests of their community;
- Consider and report on any matter referred to it by the Council and any issues of interest or concern to the community board;
- Make an annual submission to Council on expenditure in the community;
- Maintain an overview of services provided by the Council within the community;
- Communicate with community organisations and special interest groups in the community;
- Undertake any other responsibilities delegated by the Council.

8.1 Motueka Community Board

The Motueka Community Board has a chairperson and three other members. The members are elected triennially by electors in the community. The Board elects its own chairperson at its first meeting after the triennial election.

8.2 Golden Bay Community Board

The Golden Bay Community Board has a chairperson and three other members. The members are elected triennially by electors in the community. The Board elects its own chairperson at its first meeting after the triennial election.

| COMMUNITY BOARD | # ELECTED MEMBERS | MEMBERS |
|-----------------|-------------------|---|
| Motueka | 4 | Duncan Eddy Tara Forde Paul Hawkes David Ogilvie* |
| Golden Bay | 4 | Joe Bell* Karen Brookes Leigh Gamby Carolyn McLellan |

*Denotes Chairperson

9 COMMUNITY ASSOCIATIONS

Council also works with a number of other community and ratepayer groups.

10 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 (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.

On 10 August 2006 Council resolved the following

CN06/08/03

THAT Council adopts Five Wards and 13 Councillors (Lakes/Murchison 1, Richmond 4, Motueka 3, Moutere/Waimea 3, Golden Bay 2), the boundaries of the wards remain the same and Council puts a case for isolated communities for Lakes/Murchison and Golden Bay.

On 24 August 2006 Council resolved:

CN06/08/13

THAT for the 2007 electoral review, community boards be disestablished in Tasman District Council

As Council's final decision was appealed, it was referred to the Local Government Commission for determination.

After considering appeals and objections against the Council's proposal, the Commission decided that:

The Council will comprise a mayor and 13 councillors elected as follows:

| Ward | Councillors |
|-----------------|--------------------|
| Richmond | 4 |
| Moutere-Waimea | 3 |
| Lakes/Murchison | 1 |
| Motueka | 3 |
| Golden Bay | 2 |

The Motueka and Golden Bay Community Board will be retained; and

The Boards will comprise four elected members and two councillors.

The Commission's decision differs from the Council's final proposal in the following ways –

- The Wai-Iti area and areas south of Wai-Iti will be included in the Lakes/Murchison Ward; and
- The Motueka and Golden Bay Community Boards will be retained rather than abolished, as the Council proposed.

11 MEMBERS ROLES AND CONDUCT

11.1 Roles of Mayor and Councillors

The Mayor and the councillors of the Tasman District Council 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 whole of the Tasman 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).

11.2 Roles 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).
- Advocating 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.

11.3 Roles of Deputy Mayor

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 (as summarised above). The Deputy Mayor may be removed from office by resolution of council.

11.4 Council Committees

The 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 Register. A committee chairperson may be removed from office by resolution of council.

It is legally possible for council to appoint non-elected members to committees, where those members expertise is required (Schedule 7, S31 LGA 2002).

11.5 The 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 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, 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 and employment for the staff).

11.6 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 1962 regarding the acceptance of gifts for acting in a certain way and the use of official information for profit.

11.7 Code of Conduct

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

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

A copy of the full Code of Conduct can be obtained from the Tasman District Council offices, or the council website www.tasman.govt.nz

11.8 Delegations Register

The Delegations Register records all delegations from the Tasman District Council to Standing Committees, Subcommittees, Members and Staff.

12 GOVERNANCE STRUCTURES

12.1 Council Meetings

Council meetings are held every six weeks. In addition extraordinary meetings may be called from time to time to deal with important issues that arise. A meeting schedule is available from the Tasman District Council website www.tasman.govt.nz, and is advertised fortnightly in the TDC Newsline the Mag, and weekly in the TDC Update which is contained within local community papers.

12.2 Standing Committees

The Council reviews its committee structures after each triennial election. At the last review the Council established the following standing committees, with each committee comprising of all elected members:

Engineering Services Committee – This committee has responsibility for roads and bridges, water supplies, refuse collection and disposal, wastewater disposal and treatment, drainage, river works, some ports and wharves and aerodromes.

The Chair is Cr Trevor Norriss, and Deputy Chair is Cr Barry Dowler

Community Services Committee – This Committee has responsibility for community recreation and development, parks and reserves, sports grounds, public halls, libraries, walkways, camping grounds, cemeteries, community and cultural facilities, property management, rural fire, grants and community housing.

The Chair is Cr Stuart Bryant, and Deputy Chair is Cr Noel Riley

Environment and Planning Committee – This Committee has responsibility for resource management policy development, including preparation of plans, providing resource information and setting policy on environmental health, building control, sale of liquor, animal control, pest management and maritime activities.

The Chair is Cr Michael Higgins, and Deputy Chair Cr Stuart Borlase

Corporate Services Committee – This Committee is responsible for providing financial and administrative services to the Council and other departments, including rate collection and financial management.

The Chair is Cr Tim King, and Deputy Chair Cr Stuart Bryant

Committees meet on a six weekly cycle. A schedule of meeting dates for 2008 can be found on the council website, fortnightly in TDC Newsline the Mag, and weekly in the TDC Newsline Update contained within the local community papers.

NB: The Mayor is ex officio on all standing committees.

12.3 Subcommittees

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

The following subcommittees have been established by Council for the term 2007 - 2010:

Council Enterprise; Creative Communities; Audit; Grants and Community Facilities; Communications; CEO Review; Community Awards; Mature Persons and Development Contributions.

13 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 a 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 commercial 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 meeting. Note that minutes are not verbatim copies of every word said at the meeting, but rather record the nature of the topic, motions and amendments, and resolutions adopted. 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 3 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 percent of the members present and voting (NZS9202:2003 3.2).

14 COUNCIL CONTROLLED ORGANISATIONS

14.1 Port Nelson Ltd

Tasman District Council jointly owns this entity with Nelson City Council and has a 50% shareholding.

14.2 Nelson Airport Ltd

Tasman District Council jointly owns this entity with Nelson City Council and has a 50% shareholding.

14.3 Tourism Nelson Tasman Ltd

Tasman District Council jointly owns this entity with Nelson City Council, and has a 50% shareholding.

14.4 Tasman Bays Heritage Trust

Tasman District Council jointly owns this with Nelson City Council, and has a 50% interest in this entity.

14.5 Nelson Regional Sewerage Business Unit

Based on terms of an agreement between Tasman District Council and Nelson City Council signed during the 1993/94 financial year. Tasman District Council has a 50% interest in this entity.

14.6 Nelson Tasman Combined Civil Defence Organisation

Tasman District Council has a 50% interest in this entity along with Nelson City Council.

15 CONSULTATION POLICY

15.1 Special Consultative Procedure

The Local Government Act 2002 (section 83) sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. The Council can and does consult outside of the special consultative procedure.

When it is adopting this long-term council community plan, annual plan or district plan, or when adopting amending or reviewing a bylaw, Council must use the special consultative procedure. The special consultative procedure must also be used when a decision is deemed significant by virtue of the Council's Significance Policy, or can be used by the Council in any other situation at its discretion.

The special consultative procedure consists of the following steps:

Step One – Preparation of a statement of proposal and a summary.

Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal, and an examination of options, and distribute these as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a council meeting.

Step Two - Public notice

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

Step Three - Receive Submissions

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

Step Four – Deliberate in public

All meetings where the Council deliberates on the proposals or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.

Step Five – Follow Up

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

16 MANAGEMENT STRUCTURE & RELATIONSHIPS

The Local Government Act 2002 requires council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement council decisions and provide advice to the Council.

Under the Local Government Act the Chief Executive, or his/her delegated Manager, 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.

The Chief Executive is Mr Paul Wylie. Mr Wylie can be reached on 03 543 8444 or by email: paul.wylie@tdc.govt.nz

Council management is organised into five divisions. These are:

Engineering Services – asset management, water supply, wastewater, refuse, stormwater, roads/bridges, some ports/wharves and aerodromes, rivers/drains – contact Mr Peter Thomson, Engineering Manager, 03 543 8440, email peter.thomson@tdc.govt.nz

Environment & Planning – building control, public health, pollution control, noise control, resource management, policy, information, consents, liquor licensing, dangerous goods, harbours administration, coastal management, rural services – contact Mr Dennis Bush-King, Environment and Planning Manager, 03 543 8430 or by email dennis.bush-king@tdc.govt.nz

Corporate Services – internal control, treasury, rating, payrolls, information and publicity, asset registers, financial management, computer services, geographical information, insurance, purchasing, office management, council secretariat – contact Mr Murray Staite, Corporate Services Manager, 03 543 8443 or by email murray.staite@tdc.govt.nz

Community Services – libraries, camping grounds, community halls, parks/reserves, council cottages, elections, grants, recreation, emergency management – contact Mr Lloyd Kennedy, Community Services Manager, 03 543 8434 or by email lloyd.kennedy@tdc.govt.nz

Strategic Planning - overall strategic planning for Tasman District, development of LTCCP, monitoring of community outcomes – contact Susan Edwards, Strategic Development Manager, 03 543 8509 or by email susan.edwards@tdc.govt.nz

17 EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Purpose: To define and publicise the Council's commitment to an EEO policy.

Policy:

(i) Application

This Charter shall apply equally to all employees of the Tasman District Council. No employee, or potential employee, shall be discriminated against by reason of their race, colour, national or ethnic origin, union membership, age, sex, marital status, religious or political beliefs, physical disability or other personal circumstances, where these are not related to the person's ability to carry out the job.

(ii) Charter

The Tasman District Council has a policy of Equal Employment Opportunity for all workers and regard the identification and elimination of any discrimination and the provision of equal opportunities as essential principles in the management of its staff resources.

The Council affirms this commitment through a policy of positive action by adopting constructive policies and practices for equal opportunities in all aspects of employment, including recruitment and selection, training and development, education, career path planning and promotions. The objective of this policy is to ensure that for any given position the best available person gets the job.

(iii) Executive Responsibility

It is the responsibility of the Chief Executive through each Manager and Supervisor to promote this policy. All employees are invited to contribute suggestions for ongoing action under this programme.

The various elements in this policy are to be consistent with:

- Good personnel policy and practices
- The Humans Rights Commission Act
- Other legislation concerning employment
- The Local Government Act 2002
- The Race Relations Act 1971

18 KEY APPROVED PLANNING AND POLICY DOCUMENTS

18.1 Proposed Tasman Resource Management Plan

The Proposed Tasman Resource Management Plan can be viewed at the Tasman District Council offices and libraries, or can be purchased from the Environment and Planning Department.

18.2 Long Term Council Community Plan

The Long Term Council Community Plan (LTCCP) outlines the 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. It also gives the underlying financial rationale for how rates are levied, who pays for what and why.

The LTCCP is reviewed 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 current LTCCP was adopted on 29 June 2006, and is able to be viewed on the Tasman District Council web-site www.tasman.govt.nz or at the Tasman District Council offices and libraries.

18.3 Community Outcomes

Under the Local Government Act 2002 council is required to develop a set of Community Outcomes in partnership with the community. This is done through consultation with community groups and the community at large.

Community Outcomes outline the aspirations of the community and are owned by the community.

The purposes of the identification of community outcomes are to:

- Provide opportunities for communities to discuss their desired outcomes in terms of the present and future social, economic environmental, and cultural well-being of the community; and
- Allow communities to discuss the relative importance and priorities of identified outcomes to the present and future social, economic, environmental, and cultural well-being of the community; and
- Provide scope to measure progress towards the achievement of community outcomes; and
- Promote the better co-ordination and application of community resources; and
- Inform and guide the setting of priorities in relation to the activities of the local authority and other organisations.

The Council must develop a process to facilitate the identification of community outcomes but must before finally deciding on that process, take steps to:

- Identify, so far as practicable, other organisations and groups capable of influencing either the identification or the promotion of community outcomes; and
- Secure, if practicable, the agreement of those organisations and groups to the process and to the relationship of the process to any existing and related plans; and must ensure that the process encourages the public to contribute to the identification of community outcomes.

Council must monitor and, not less than once every three years, report on the progress made in achieving the community outcomes for the district or region.

The process for identifying Community Outcomes must be carried out at least every six years. Council undertook this process in 2007.

18.4 Annual Plan

The Annual Plan outlines the Council's proposed activities, spending and rate requirements for the coming year.

The Annual Plan covering July 2007 to June 2008 was adopted by Council on 22 June 2007. Under the Local Government Act 2002 the Annual Plan will be produced in years when there is no Long Term Council Community Plan review.

The current Annual Plan can be viewed on the Tasman District Council web-site www.tasman.govt.nz or at the Tasman District Council offices and libraries; or a copy can be obtained free of charge from the Tasman District Council.

18.5 Triennial Agreement (Clause 15 Local Government Act) 2002

A Triennial Agreement details how the local authorities within a Region, i.e. Territorial Local Authorities and Regional Councils, have agreed to work together to promote co-operation and avoid duplication when engaging communities, exercising general empowerment and providing services.

Tasman District Council is a unitary authority as a region in its own right, therefore it fulfils its own legislative requirement. However Tasman District Council does maintain a close working relationship with Nelson City Council.

19 PUBLIC ACCESS TO THE COUNCIL AND ELECTED MEMBERS

19.1 Tasman District Council

Address: 189 Queen Street
Private Bag 4
RICHMOND 7031

Phone: 03 543 8400

Fax: 03 543 9524

E-mail: info@tdc.govt.nz

Web-site: www.tasman.govt.nz

19.2 Elected Members

Elected members may be contacted at the council offices, or alternatively:

| Mayor | Address | Phone | Fax |
|----------------------|---------------------------------------|--------------------------------|--------------------------------|
| Richard G Kempthorne | 11 Hillplough Heights, Richmond | 03 544 8082 027 223 4000 | 03 544 8084 |
| Councillors | Address | Phone | Fax |
| Stuart J Borlase | East Takaka, RD1, Takaka | 03 525 8477 | 03 525 8477 |
| Stuart G Bryant | Tapawera, RD2, Wakefield | 03 522 4357 027 274 3508 | 03 522 4359 |
| R Gordon Currie | 230B Hill Street, Richmond | 03 544 8082 027 737 8988 | 03 544 8084 |
| Barry Dowler | 250 Queen Victoria Street, Motueka | 03 528 8828 w 03 528 7129 h | 03 528 8828 w 03 528 7129 h |
| Judene Edgar | 46 Otia Drive, Richmond | 03 544 1927 021541927 | 03 544 1927 |
| Brian Ensor | 173 Westdale Rd, RD1, Richmond | 03 540 3024 021855835 | 03 540 2691 |
| Glenys Glover | 411 Hill Street, Richmond | 03 544 9665 021 654 299 | |
| Michael J Higgins | Main Road, Spring Grove, Wakefield | 03 541 8629 021 203 9460 | 03 541 8897 |
| Jack L Inglis | Riwaka, RD3, Motueka | 03 528 8949 027 420 8224 | 03 528 8949 |
| Tim B King | Eves Valley, RD1, Brightwater | 03 542 3849 027 244 8202 | 03 542 3849 |
| Trevor E Norriss | Woodstock, RD1, Motueka Valley | 03 526 8859 027 248 6599 | 03 526 8809 |
| Noel Riley | 17A Feary Crescent, Takaka | 03 525 9164 021 079 5095 | 03 525 7164 |
| Eileen J Wilkins | 17 Goodman Drive, Motueka | 03 528 9139 027 630 8910 | 03 528 0139 |

| Golden Bay Community Board Members | Address | Phone | Fax |
|---|----------------------------------|---|-------------|
| A J (Joe) Bell | 14 Nelson Street, Milnthorpe | 03 524 8146 027 626 2880 | 03 524 8047 |
| Karen Brookes | 11 Waitapu Road, Takaka | 03 525 8874 | |
| P Leigh Gamby | Upper Takaka, RD1, Takaka103 | 03 525 9744 03 525 9035 bus 027 407 0274 | 03 525 9744 |
| Carolyn McLellan | Bainham, Collingwood, Golden Bay | 03 524 8132 | 03 524 8900 |

| Motueka Community Board Members | Address | Phone | Fax |
|--|------------------------------|----------------------------|-------------|
| Duncan Eddy | 20 McGlashen Street, Motueka | 06 528 0194 021 1740400 | |
| Tara Forde | PO Box 366, Motueka | 021 1459412 | |
| Paul Hawkes | 19 Teece Drive, Motueka | 03 528 7846 | 03 528 5050 |
| David Ogilvie | PO Box 184, Motueka | 03 528 9883 | 03 528 6702 |

NB: Councillors can be contacted through Tasman District Council's email address at: info@tdc.govt.nz

20 OFFICIAL INFORMATION

20.1 Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council.

Once such a request is made the Council must supply the information unless a reason exists for withholding it.

The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of a 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 such requests within 20 working days. The Council may charge for supplying official information under guidelines set down by the Ministry of Justice.

20.2 Records Held by Council

Records kept by the District Council are stored in the Council office, 189 Queen Street, Richmond, and include the following:

- Standard files containing Inward and Outward Correspondence, Memorandums, Reports, etc. held on all aspects of Councils activities.
- Electronic documents
- 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.

20.3 Personal Information Requests

Where possible, requests should include specific details as to desired information.

Personal information can only be requested by the person concerned or by a properly authorised agent of the person concerned.

In considering information requests specific to property, Council must bear in mind legislative guidelines.

20.4 Information Classified as Confidential

Information which has previously been treated as confidential or handled by the District 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.

20.5 Charges for Provision of Official Information

There may be a charge for providing official information when photocopies are required or extensive research involved. Council will, however, contact the person seeking information before any charges are incurred.

20.6 Initial Requests for Official Information

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

The Chief Executive
Tasman District Council
Private Bag 4
RICHMOND 7030