



# LOCAL GOVERNANCE STATEMENT

2010-2013



Clutha District Council



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## Legislation and Bylaws

### Legislation

In fulfilling its purpose the Clutha District Council exercises its powers and fulfills responsibilities conferred on it by various pieces of legislation.

Legislation we are bound by includes the:

- Local Government Act 2002
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Local Electoral Act 2001
- Resource Management Act 1991
- Rating Valuations Act 1998
- Reserves Act 1977
- Health Act 1956
- Building Act 1991

### Bylaws

Council enforces a number of bylaws. These are:

- Regulatory Services Bylaws (includes public places; hostels; trading in public places; the keeping of animals, poultry and bees; dog control)
- Water and Sanitary Services Bylaw (includes water supply, solid waste, trade waste)
- Roading Bylaw (includes traffic and parking and road safety)

## Introduction

Your Guide To The Clutha District Council is Council's Local Governance Statement. It is a collection of information about Council, and includes:

- Our functions, responsibilities and activities
- Legislation that binds us and the bylaws Council enforces
- Our electoral system
- Representation and representation review
- Roles and conduct of councillors and the Chief Executive
- Council's committees and subcommittees
- Council and committee meetings
- Consultation with the community
- The management structure of the Clutha District Council
- Our Equal Employment Opportunities Policy
- Our key planning and policy documents
- Communicating with Council and our contact details
- Requesting official information

A Governance Statement is a requirement of section 40 of the Local Government Act 2002. Council is obliged to produce a new governance statement six months after each triennial election.



## Functions, Responsibilities and Activities

The Local Government Act 2002 outlines the purpose of Clutha District Council, as an organisation that enables democratic local decision-making to promote the social, economic, environmental and cultural well-being of the Clutha District and its residents both present and future.

Council's operations cover a wide range of activities and services, from providing swimming pool facilities to providing treated drinking water.

In meeting its purpose the Clutha District Council has a variety of roles:

- Facilitating solutions to local needs
- Advocacy on behalf of the local community with central government, other local authorities and agencies
- Development of local resources
- Management of local infrastructure network including:
  - o Local Roads (excluding State Highways)
  - o Footpaths
  - o Streetlights
  - o Solid Waste Services
  - o Sewerage Disposal
  - o Stormwater Drainage
  - o Water Supply and Treatment
- Management of community infrastructure, including:
  - o Libraries
  - o Parks and Reserves
  - o Playgrounds
  - o Council Housing
  - o Cemeteries
  - o Swimming Pools
  - o Sportsgrounds
  - o Public Conveniences
  - o Service and Information Centres
  - o Halls and Community Centres
- Environmental management, including:
  - o Resource Management
  - o Animal Control
  - o Rural Fire
  - o Environmental Health Monitoring
  - o Liquor Licensing
  - o Building Control
  - o Civil Defence
- Planning for the future needs of the district

### Council's Mission Statement:

*"To serve and promote the best interests of the people and the environment through quality leadership and the provision of efficient services"*

### Council's Key Values:

#### Efficiency

To provide an effective and efficient service giving value for money

#### Foresight

To plan for the future needs of the community and the most efficient use of the district's resources

#### Responsibility

To work to satisfy the necessities and aspirations of the community

#### Quality

To aim for the highest standards in service delivery

#### Accountability

To be committed to an open approach and consultation on the requirements of the community



## **Electoral System**

### **First Past the Post and Single Transferable Vote Systems**

The Clutha District Council currently operates its elections under the First Past the Post (FPP) electoral system. This form of voting is used in parliamentary election 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 regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote System (STV). This system is used in District Health Board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of votes received by any candidate where the number of votes for the candidate is in excess of the quota. Finally the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences is done.

### **Deciding on Which Voting System To Use**

Under the Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 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, that is, we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of the electoral system was in 2005 and resulted in ward boundary adjustments and the creation of a new ward called Clutha Valley. The next review of representation arrangements will be in 2011.



## Representation Arrangements

### Wards

The Clutha District Council is made up of eight wards. These are:

- Balclutha (4 councillors)
- Bruce (3 councillors)
- Catlins (1 councillor)
- Clinton (1 councillor)
- Clutha Valley (1 councillor)
- Kaitangata/Matau (1 councillor)
- Lawrence/Tuapeka (1 councillor)
- West Otago (2 councillors)
- The Elected Mayor

In total the Clutha District Council has 14 councillors elected from the eight wards and a Mayor who is elected from the district as a whole. The Clutha District Council does not currently have a separate Maori ward.

### Community Boards

The Clutha District Council has two community boards. These are:

West Otago Community Board

Lawrence/Tuapeka Community Board

These boards are 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; and
- Undertake any other responsibilities delegated to it by the Council.

The West Otago Community Board consists of 6 community representatives and 2 councillors elected triennially by electors in the West Otago Ward. The Lawrence/Tuapeka Community Board also has 6 community representatives and 1 councillor elected triennially by electors in the Lawrence/Tuapeka Ward. Each board elects its own chairperson at the first meeting after the triennial election.



## Your Elected Members (2010-13)

### Lawrence/Tuapeka Community Board Members

**Geoff Davidson (chair)**  
Phone: 03 485 9628  
gtdavidson@xtra.co.nz

**Roger Cotton**  
Phone: 03 485 9049  
BellamyRAC@xtra.co.nz

**Mel Kenny**  
Phone: 03 485 9164  
r.m.kenny@xtra.co.nz

**Rochelle Langley**  
Phone: 03 485 9954  
rlangley@woosh.co.nz

**Garry McCorkindale**  
Phone: 03 485 9727  
glenside@farmside.co.nz

**Rowena Paterson**  
Phone: 03 485 9106  
ayrdene@farmside.co.nz



**Bryan Cadogan**  
Mayor  
Work: (03) 419 0200  
Home: (03) 418 4344  
Email: bryan.cadogan@cluthadc.govt.nz



**Hamish Anderson**  
(Deputy Mayor)  
Balclutha Ward  
Phone: (03) 418 2806  
Email: hamdor@xtra.co.nz



**Ron Davis**  
Balclutha Ward  
Phone: (03) 418 0943  
Email: rondavis@ihug.co.nz



**Chris Hargest**  
Balclutha Ward  
Phone: (03) 418 3744  
Email: christopher\_hargest@westpac.co.nz;  
chris\_hargest@xtra.co.nz



**Mary Johnstone**  
Balclutha Ward  
Phone: (03) 418 0429  
Email: mary@johnstoneelectrical.co.nz



**Gaynor Finch**  
Bruce Ward  
Phone: (03) 417 7074  
Email: gandgfinch@xtra.co.nz



**Bruce McCorkindale**  
Bruce Ward  
Phone: (03) 486 2321  
Email: llangollen@xtra.co.nz



**Bruce Vollweiler**  
Bruce Ward  
Phone: (03) 417 7191  
Email: kintore@xtra.co.nz

## Your Elected Members (2010-13)



**Hilary McNab**  
Catlins Ward  
Phone: (03) 415 8296  
Email: jakhils@farmside.co.nz



**John Cochrane**  
Clinton Ward  
Phone: (03) 415 7321  
Email: delmont@es.co.nz



**Stewart Cowie**  
Clutha Valley Ward  
Phone: (03) 415 7305  
Email: sm-bjcowie@farmside.co.nz



**Bruce Graham**  
Kaitangata-Matua Ward  
Phone: (03) 413 9842  
Email: bgraham@hotmail.co.nz



**Geoff Blackmore**  
Lawrence/Tuapeka Ward  
Phone: (03) 485 9503  
Email: g.c.blackmore@xtra.co.nz



**Michelle Kennedy**  
West Otago Ward  
Phone: (03) 204 8404  
Email: busyvale74@gmail.com



**Jeff McKenzie**  
West Otago Ward  
Phone: (03) 204 2056  
Email: jeffmck@xtra.co.nz



### West Otago Community Board Members

**Barbara Hanna (chair)**  
Phone: 03 204 8616  
b.hanna@bluemountain.school.nz

**Lindsay Alderton**  
Phone: 03 204 8781  
roseemerryn@farmside.co.nz

**John Herbert**  
Phone: 03 204 2247  
marama@ispnz.co.nz

**Michael McElrea**  
Phone: 03 204 0860  
mcelrea@farmside.co.nz

**Linda Roulston**  
Phone: 03 204 2282  
l.roulston@farmside.co.nz

**Suzanne Wink**  
Phone: 03 204 8884  
sueandmoa@xtra.co.nz



**Council also has representatives on the following organisations:**

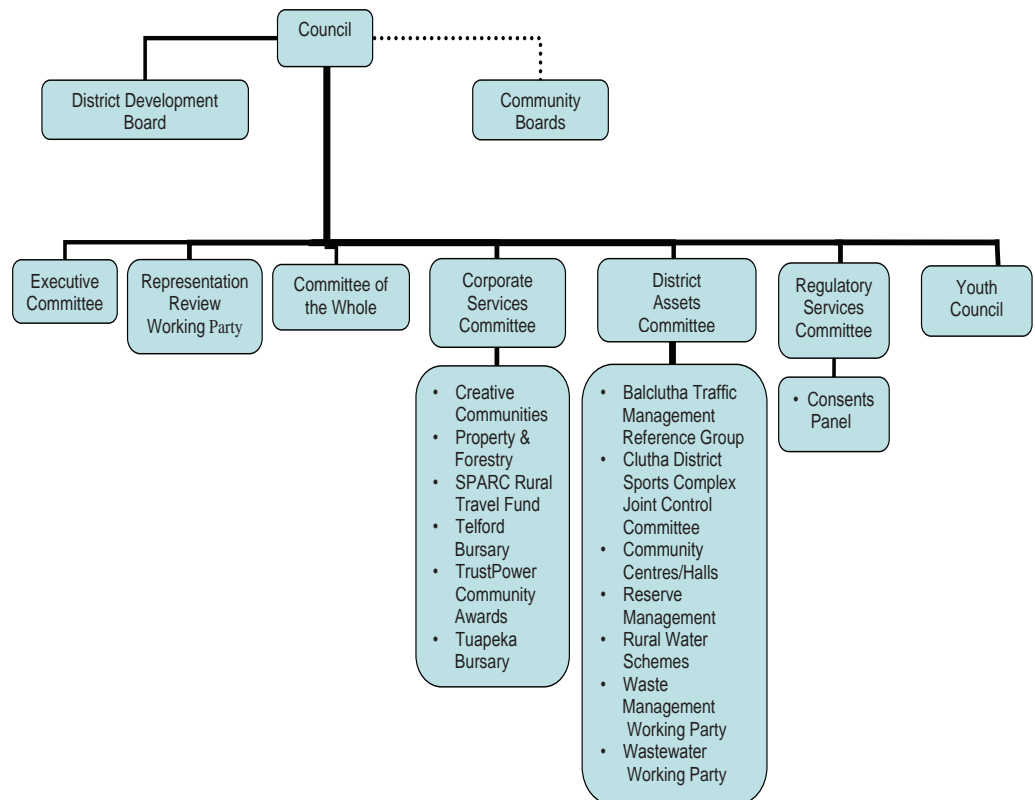
- Clutha Health Incorporated
- Discover Destinations Catlins Management Committee
- Lake Mahinerangi Weed Management Committee
- Lawrence Chinese Camp Charitable Trust
- Local Government NZ Zone 6
- Local Government NZ Rural Sector
- Lower Clutha Flood Protection & Drainage Scheme
- Mahinerangi Catchment Environmental Enhancement Trust
- Mahinerangi Wind Farm Consultative Group
- Mercer Community Trust
- Otago Civil Defence & Emergency Management Group
- Otago Museum Trust Board
- Otago Regional Land Transport Committee
- Rooding Controlling Authority Forum
- Sport Clutha Steering Group
- Tuapeka Mouth School Preservation Trust
- Warm Homes, Clean Heat, Clean Air Project
- West Otago Health Trust
- William Campbell Trust
- Yellow Eyed Penguin Trust

## Council’s Committees and Subcommittees

Clutha District Council’s councillors are members of the Clutha District community who have been elected by the community and given responsibility for the overall governance of the district. This includes setting the long-term direction of the district, and ensuring that Council acts in the best interests of its community.

The Mayor and councillors are represented on Council committees. These committees consider and recommend policy to Council, and monitor the implementation of policy and the operation of services relating to the relevant committee’s functions.

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





Council has five main committees:

**1. Corporate Services Committee**

**Chairperson: Councillor Gaynor Finch**

**Responsible for:** Administration, Treasury (including the rating system, budgets, financial forecasts, Annual Plan and Annual Report), Long-Term Plan, Information Systems and Information Technology, Swimming Pools, Service Centres, Information Centres, Libraries.

**2. District Assets Committee**

**Chairperson: Councillor John Cochrane**

**Responsible for:** Activity Management Plans, Camping Grounds, Cemeteries, Community Centres and Halls, Council Buildings, Council Housing Units, Engineering Services, Footpaths, Forestry, Geographic Information System, Parks, Reserves, Sportsgrounds, Public Toilets, Roading and Bridging, Sewerage, Solid Waste Management, Stormwater, Street Lighting, Water Supply.

**3. Regulatory Services Committee**

**Chairperson: Councillor Bruce Vollweiler**

**Responsible for:** Amusement Devices, Animal Control, Building Inspection, Bylaws, Civil Defence, District Plan, Environmental Health Licensing, Liquor Licensing, Litter, Noise, Nuisances, Pollution Control, Public Health and Safety, Resource Management, Rural Fire.

**4. Committee of the Whole**

**Chairperson: Mayor Bryan Cadogan**

**Responsible for:** Addressing items that are 'public excluded'.

**5. Youth Council**

**Chairperson: Brendan Morrison**

**Responsible for:** providing a youth perspective to Council's decision making.

Further details on these committees and subcommittees, including their terms of reference, membership and meeting arrangements can be obtained from the Council's Delegations Manual, which is available from the Head Office in Balclutha.

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



## Management Structure

The Chief Executive and staff are responsible for managing day-to-day issues and implementing Council's decisions and policies. The organisation is structured under four main departments, each of which is headed by a manager. They are:

- Chief Executive (Charles Hakkaart)
- Corporate Services (Manager: Alan Dickson)
- District Assets (Manager: Jules Witt)
- Regulatory Services (Manager: Murray Brass)

The Executive Management Team (EMT) is made up of the managers of the three departments and the Chief Executive who heads the team.

### Chief Executive

The Local Government Act 2002 requires Council to employ a Chief Executive. The Chief Executive's responsibilities are to employ staff on behalf of the Council, to implement Council decisions, and to provide advice to Council. Under the Local Government Act 2002 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 to the Mayor or councillors.

The Chief Executive is Mr Charles Hakkaart. Mr Hakkaart can be reached on (03) 419 0200 or 0800 801 350 at the Balclutha Office.



## Roles and Conduct of Councillors and CEO

The Mayor and councillors of Clutha District Council have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of Council
- Representing the interests of the Clutha District (upon 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 2002 the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

### 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 chairmanship of committees.

### 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.

### Committee Chairs

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 Manual. A Committee Chairperson may be removed from office by resolution of Council.



## Code of Conduct

All elected members are required to adhere to a code of conduct.

All councils must adopt a code of conduct as a requirement of the Local Government Act 2002. Once adopted, the code can only be amended by a 75 percent or more vote of Council.

The code of conduct sets out Council's understanding and expectations of how the Mayor and councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. 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 Council may impose if an individual member breaches the code.

## Conduct of Elected Members

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

- Schedule 7 of the Local Government Act 2002, which includes obligations for Council to act as a good employer in respect of the Chief Executive, 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.

## The Chief Executive

The Chief Executive is appointed by Council in accordance with section 42 and clauses 33 and 34 of schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages Council's policies and objectives within the policy and budget established by the elected Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- implementing the decisions of the elected Council
- providing advice to 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 Council effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council
- providing leadership for Council staff
- employing staff (including negotiating the terms of employment for the staff).



## Council and Committee 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 Council may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

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

Minutes of meetings must be kept as evidence of the proceedings of the meeting. 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.

A copy of the code of conduct and standing orders can be obtained from the Corporate Services Manager, phone (03) 419 0200 or email [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz).



## Consultation Policy

For more information about consulting refer to Council's Policy on Significance and Policy on Consultation. These are available from the website or by contacting the Balclutha office on (03) 419 0200 or 0800 801 350.

## Consultation

### Consultation Requirements

The Local Government Act 2002 (sections 75 to 90) sets out consultation requirements and principles for Council to follow when making decisions. For any decision, Council should:

- assess the problem or issue to be addressed, the options for addressing it, and the costs, benefits, and impacts of those options
- consider the views of the community at all stages of the decision-making, particularly including persons likely to be affected by or interested in the matter, and the views of Māori (especially where land or water are affected)
- consult prior to making any decision or predetermination on an option
- make decisions in the interests of the community's cultural, economic, environmental, and social well-being, now and in the future provide reasons for decisions made, and identify and explain any inconsistency with other Council plans or policies.

### Consultation With Māori

The Local Government Act 2002 contains a number of provisions relating specifically to Māori. The key features are:

- Clarification of the role of the Treaty of Waitangi
- Provision of opportunities for Māori to be involved in decision making processes
- Development of consultation processes
- Acknowledgement of the relationship of tangata whenua with the physical environment
- Matters relating to rates on Māori freehold land

The Clutha District Council acknowledges its obligations under the Local Government Act 2002 and will work with identified existing groups associated with the district to foster and further develop consultation processes, positive relationships, good communication and understanding of issues.

Identified existing groups include Waikoau, Otakou and Hokonui runanga, Māori land owners/trustees and nga matawaka (Nga Whanau O Tokomairiro).

Currently Otakou and Hokonui runanga have representatives on the Wastewater Working Party. Council is also working with Kai Tahu ki Otago Ltd and Te Ao Marama Incorporated on District Plan and resource consent matters.

Council will also support initiatives via the Otago Mayoral Forum to develop and strengthen relationships with Māori.



## Special Consultative Procedure

The Local Government Act 2002 has specific procedures that Council must follow when making certain types of decisions. The special consultative procedure (predominantly set out in sections 83 to 89 of the act) is regarded as a minimum process that Council must use when making decisions that trigger particular criteria within the Act or in Council's Significance Policy. Council's Significance Policy was developed as a requirement of the Local Government Act 2002 and was adopted by Council in June 2006. Its objective is to ensure that Clutha District's communities are fully consulted and can actively participate in considering issues, proposals, decisions or other matters that are significant.

The special consultative procedure consists of the following steps:

### Step 1: Prepare a Statement of Proposal and a Summary

The 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 made available elsewhere. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a Council meeting.

### Step 2: 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 3: 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 notice) for submissions.

### Step 4: Deliberate in Public

All meetings where the Council deliberates on the proposal 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 some reason to withhold them under LGOIMA.

### Step 5: 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.

## Key Planning and Policy Documents

The following documents are the Clutha District Council's key planning and policy documents.

To view or find out more about these plans, reports, policies and strategies, please contact Council's Head Office, phone (03) 419 0200 or 0800 801 350, or email [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz).

### Long-Term Plan

The Long-Term Plan sets out Council's priorities. It explains how Council intends to contribute to the wellbeing of the community during the 10

### When is the Special Consultative Procedure Used?

By law, Council must follow the special consultative procedure before it:

- adopts a Long-Term Plan or Annual Plan
- amends a Long-Term Plan
- adopts, revokes, reviews or amends a bylaw

Council may be required to use the special consultative procedure under other legislation, and it may choose to use the procedure in other circumstances. Council can consult outside of the special consultative procedure.

When adopting its Long-Term Plan, Annual Plan or District Plan, Council will hold formal meetings with the community. At these meetings Council will seek views on the matters it considers important, and identify issues of concern to the community.



## Activity Management Plans

Activity management plans are blueprint documents for the broad-based funding requirements for the district's infrastructure, and have strong links to the funding and financial policy, Long-Term Council Community Plan and Annual Plan. These plans focus on asset management, asset service levels, depreciation and replacement of the district's major infrastructural assets.

Council's asset management plans include:

- roads, bridges and footpaths
- stormwater services
- wastewater services
- water supply services

Additional asset management plans will be developed for other key services provided by Council. These plans ensure that Council can continue to meet the levels of service required for essential services in the future.

year life of the plan with the overlying purpose to articulate and align Council's activities with what the community wants and can afford.

Council will produce a Long-Term Plan for 2012-2022 during the current triennium.

## Annual Plan

The Annual Plan is developed from Clutha District Council's Long-Term Council Community Plan. It includes information on Council's policies, actions and funding that are to be undertaken over the coming financial year. Any significant changes from the previous Annual Plan's policies, objectives, significant services and performance measures are explained.

The Annual Plan is Council's main means of communicating its projects and programmes to the public. The special consultative procedure stipulates that the public must be given a minimum of one month to make submissions. Council then considers the submissions before adopting its approved Annual Plan and confirming (by way of a special order) the rates for the next financial year.

## Annual Report

After the end of each financial year Council publishes an annual report which contains audited accounts for the year. The Annual Report must:

- compare Council's actual performance with the proposed performance set out in the Annual Plan
- comment on the performance of all organisations included in the Annual Plan
- contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget
- show the extent to which Council's equal employment objectives were met.



## Equal Employment Opportunities Policy

The Local Government Act 2002 (section 36 and schedule 7) requires Council to act as a good employer. Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees.

### Policy Statement Commitment

The Clutha District Council reaffirms its endorsement of the principles of Equal Employment Opportunities. As a 'good employer' it is committed to having in place personnel practices and policies which are fair and proper in the treatment of employees.

The Council will ensure that all employment-related decisions are made on the basis of merit, i.e. preference will be given to the person who best meets the job requirements irrespective of their sex, race, colour, ethnic or national origin, marital status, political or religious beliefs, physical or mental disabilities.

The employment-related decisions include:

- Recruitment
- Conditions of employment
- Training and development
- Other disciplinary procedures
- Appointment
- Dismissal
- Promotion and transfer



## Requesting Official Information

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

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). Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Clutha District Council offices, contact details of which are set out within this document.