

**A Quick Guide to**

# **How Council Works**

**HURUNUI DISTRICT COUNCIL  
LOCAL GOVERNANCE STATEMENT**



**[www.hurunui.govt.nz](http://www.hurunui.govt.nz)**

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## **INTRODUCTION**

The Local Governance Statement is a summary of the structure and responsibilities of Hurunui District Council and what you can expect when dealing with the us.

In short, it is a quick guide to how the Council works and how ratepayers can access council services and participate in the democratic process.

Councils are required to have a governance statement available to the public within six months after each local government election.

## **FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES**

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

To achieve this purpose Hurunui District Council will:

- Facilitate solutions to local needs
- Advocate on behalf the local community with central government, other local authorities and other agencies
- Formulate the District's strategic direction in partnership with the community through the Hurunui Community Plan, and reporting on progress made to achieving identified community outcomes
- Decide the services and activities that are to be undertaken by the Council
- Ensure local communities are encouraged to be part of the decision making processes of local government
- Develop of local resources
- Manage local infrastructure including network infrastructure (such as roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities)
- Ensure environmental management through the Hurunui District Plan
- Administer various regulations and up-holding the law, including formulating and enforcing bylaws
- Ensure local government elections are well managed

## **LEGISLATION**

The Hurunui District Council exercised powers and fulfils the responsibilities conferred on it by legislation.

Important legislation governing the way Council operates includes:

- The Local Government Acts of 1974 and 2002;
- The Local Government (Rating) Act 2002;
- The Local Electoral Act 2001;
- The local Government Official Information and Meetings Act 1987;
- The Resource Management Act; and
- The Public Records Act 2005.

### **Statutes Relating to Local Government**

Legislation which confers obligations or responsibilities on the Hurunui District Council is listed in *Appendix 1*.

### **Bylaws**

The bylaws that currently apply in Hurunui District are listed in *Appendix 2*.

## ELECTORAL SYSTEMS

### First Past the Post (FPP)

The Hurunui District Council uses the First Past the Post Electoral System.

Under this system electors vote for their preferred candidate(s) and those who receive the most votes, are elected to office, regardless of the proportion of votes they attain.

### Single Transferable Vote System (STV)

The other option that Council has is the Single Transferable Vote System (STV). This is the system used by District Health Boards. Voters 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 number of candidates required to fill all vacancies is achieved by:

First counting the first preferences; then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota; then by the exclusion of the lowest polling candidate and the transfer of these votes in accordance with the voters' second preferences.

### Changing the Electoral System

Under the Local 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, i.e we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of electoral systems was in March 2003.

### Representation Arrangements

The Hurunui District is divided into five wards; Amberley, Amuri-Hurunui, Cheviot, Glenmark and Hanmer Springs. Councillors are elected from within the wards and there are no councillors elected from the district at large. (The term 'at large' means the entire district.) The Mayor is elected from the district at large. The current Mayor is Garry Jackson.

A map showing the ward boundaries can be viewed at the Hurunui District Council offices or on the Council website at [www.hurunui.govt.nz](http://www.hurunui.govt.nz)

The following table shows Councillor information and the population of each ward as at October 2007:

Ward	Number of Councillors	2006 Census Population	Councillors Contact details	
Amberley Ward	3	3,699	Andrew Smart	ph 314-8742
			Russell Black	ph 314-5888
			Julie Coster	ph 314-8956
Amuri-Hurunui Ward	2	3,354	Winton Dalley	ph 314-4230
			Wendy Doody	ph 315-8372

			Judy Meikle	ph 315-6198
Cheviot Ward	1	1,311	Vincent Daly	ph 319-8773
Glenmark Ward	1	1,143	Kerry Prenter	ph 314-3838
Hanmer Springs Ward	1	930	Michael Malthus	ph 315-7757

### Community Boards, Ward and Community Committees

The Hurunui District Council has many committees including the Hanmer Springs Community Board, Amberley Ward Committee, Cheviot Community Ward Committee, Amuri Community Committee and Hurunui Community Committee. Council uses an extensive Committee structure to administer its many functions. This structure is aimed to encourage participation by the wider community and enable significant involvement of the local community elected representatives. The local community elect the members of all committees and the Community Board at triennial meetings every 3 years. Each committee then appoints its own chairperson.

The Ward and Community Committees were constituted as sub committees of Council under section 114P of the Local Government Act 1974 (and are continued by the LGA 2002 sections 309 and Schedule 7 / 30). Their responsibilities include:

<ul style="list-style-type: none"> <li>• Ward Beautification</li> </ul>	<ul style="list-style-type: none"> <li>• Sewerage and Drainage</li> </ul>
<ul style="list-style-type: none"> <li>• Water (where no water committee exists)</li> </ul>	<ul style="list-style-type: none"> <li>• Footpaths</li> </ul>
<ul style="list-style-type: none"> <li>• Street Lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Township Maintenance</li> </ul>
<ul style="list-style-type: none"> <li>• Recreation Reserves (where no reserve committee exists)</li> </ul>	<ul style="list-style-type: none"> <li>• Public Halls</li> </ul>

The Hanmer Springs Community Board was constituted under section 101ZG of the Local Government Act 1974 (and is continued by the LGA 2002 section 295). The current community board comprises one elected member plus 5 members. The Board's responsibilities include:

<ul style="list-style-type: none"> <li>• Overseeing the operation of the Hanmer Springs Township water scheme for the benefit of the users of the scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Representing local concerns and recommend priorities for services and development within the water supply scheme</li> </ul>
<ul style="list-style-type: none"> <li>• Recommending the level for fees and charges for the specific water supply scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Ward Beautification</li> </ul>
<ul style="list-style-type: none"> <li>• Footpaths</li> </ul>	<ul style="list-style-type: none"> <li>• Street Lighting</li> </ul>
<ul style="list-style-type: none"> <li>• Township Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Sewerage and Drainage</li> </ul>
<ul style="list-style-type: none"> <li>• Hanmer Springs Reserve, Jacks Pass Road, and other reserves where no reserve committee exists within the ward.</li> </ul>	

The Hurunui District Council last reviewed its community board structure in 2006 in respect of the 2007 elections. The Hanmer Springs Community Board was retained.

Electors can demand the formation of a new Community Board. This is done by a process similar to the reorganisation process described in Section 5 of this Governance Statement.

Please refer to *Appendix 3* for Committee Structure Flowchart.

## **Review of Representation Arrangements**

Councils are required to review their representation arrangements at least once every six years.

The review must consider:

- The number of elected members (a minimum of six and a maximum of 30 including the Mayor)
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- Whether or not to have separate Maori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes

The Council must follow both the Local Electoral Act 2001 and guidelines published by the Local Government Commission when conducting a review. Under the Act members of the public have the right to make a written submission to the Council and the right to be heard.

People also have the right to appeal any decisions by Council to the Local Government Commission, which will then make a binding decision.

Hurunui District Council's last review was in 2006 and it will conduct another representation review in 2012 for the 2013 triennial elections.

### **Maori Wards**

Council may also establish separate awards for Maori electors. Council can create separate Maori wards by resolution, or may conduct a poll. The community can demand a poll by a petition signed by five percent of electors within the district.

The Hurunui district does not currently have Maori Wards.

## **THE REORGANISATION PROCESS**

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the district
- Create a new district
- Create a unitary authority, i.e. transfer all of the functions of the Canterbury Regional Council to Hurunui District Council
- Transfer a particular function or functions to another Council

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

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

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

## **MEMBERS' CONDUCT**

### **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**

All elected members are required to adhere to a Code of Conduct, which is a requirement of the Local Government Act 2002. 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. The Code of Conduct helps build trust and ensures that Council processes are accountable, transparent and open to the community. This code is available on request.

### **Media Releases**

Media releases from Elected Members should be approved, before issuing, by the Mayor, Deputy Mayor or by the appropriate Standing Committee Chairperson or Community Board Chairperson.

Elected Members may of course prepare or issue a statement themselves, expressing their own opinion or view. In such instances, Elected Members will make it clear if the public statement put forward is a personal view.

### **Outside Organisations**

When representing Council on outside organisations, Councillors should represent Council's views.

### **Conflicts of Interest and Declaration of Interest**

The role of Elected Members is a public one, and Elected Members must ensure that no conflict exists or appears to exist between their public duty and their private interests. A declaration of interest will always be necessary if an elected member has a direct or indirect financial interest in the matter being considered, and in some situations a non-financial interest may also create the potential for a conflict of interest to arise.

The Elected Member making a declaration should withdraw from the discussion or seek the agreement of his/her colleagues to continue to take part.

## **ROLES AND RESPONSIBILITIES**

The *Local Government Act 1974 and 2002* sets out a clear separation of the roles and responsibilities of Elected Members and of management. In general terms, it is the responsibility of Councillors to determine and promote policy and policy decisions, and to employ and monitor the performance of the Chief Executive Officer.

It is the responsibility of Council Officers to advise Councillors and to implement and administer Council policy. A key role of Councillors and Community Board Members is to ensure that the interests of community organisations and special interest groups within their communities are considered in the operational and policy-making activities of the Council.

### **Council**

Council is a corporate body, which has the authority to make decisions and set directions in the best long-term interests of the community.

It is the collective Council that has the authority or power to commit, and while individual elected members have no specific power to act, they do have a collective role and responsibility in the exercise of that authority and power.

The Council is responsible for the hiring of the Chief Executive Officer.

### **Elected Members**

Elected members are accountable to electors and have an over-arching responsibility to all of the Hurunui.

The Mayor and the Councillors of the Hurunui District Council have the following roles:

- Setting the policy direction of the 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)

### **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. (Standing orders are a set of procedures for conducting meetings.)

- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy is 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

## **Deputy Mayor**

The Deputy Mayor is elected by the members of Council at the first meeting of the Council after election. Hurunui's Deputy Mayor is Michael Malthus. 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 Mayor's 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 the Council.

## **Council Committees**

The Council may create one or more committees of Council. (See *Appendix 4* for the Hurunui District Council's 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.

## **Community Board**

The Hanmer Springs Community Board is able to resolve that a matter be advised to the Council or request action from the Council, the resolution ought to be clearly directed to the most relevant Standing Committee of the Council, or to the relevant Manager for a response within a reasonable timeframe. The Chairperson's role is to ensure that meetings are run effectively and in accordance with Standing Orders, and that any recommendations or resolutions made are clear and able to be implemented.

## **Chief Executive Officer**

The Local Government Act 2002 requires the Council to employ a Chief Executive who is responsible for implementing and managing the decisions of the Council, providing advice to Elected Members; the employment, leadership and management of Council staff; and generally ensuring the effective and efficient management of our local authority (i.e. "other duties as required").

Under the Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore, be directed to the Chief Executive, rather than the Mayor or Councillors.

## **GOVERNANCE STRUCTURE, MEMBERSHIP AND DELEGATIONS**

The Council reviews its committee structures after each triennial election. The Council last reviewed its standing committees after the October 2007 triennial elections. Refer to the Council's Committee Structure shown in *appendix three* for a full list of the committees.

Council meetings are held monthly. A schedule of meeting dates can be found on the Council website. Further details on Council's committees, including their terms of reference, membership and meeting arrangements can be obtained from the Council Secretary or from the Council website. Council may, from time to time, establish ad hoc committees to consider particular issues.

## **MEETING PROCESSES**

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 an item with the public excluded. The LGOIMA lists 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). All agendas are public documents, although parts may be withheld if the above circumstances apply.

Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made. There is a public forum at the start of each Committee and Community Board meeting.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings).

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

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days notice.

During meetings of the Council, Committees or Community Boards, all Council participants (the Mayor or chair, Councillors or members) must follow Standing Orders unless they are suspended by a vote of 75 per cent (or more) of the members present. A copy of Standing Orders can be obtained on request.

## **CONSULTATION**

### **Special Consultative Procedure**

The Local Government Act sets out consultation principles and a special consultative procedure that local authorities must follow when making certain decisions. The special consultative procedure consists of the following steps:

**Step One:** Preparation of 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 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 which must be distributed as widely as the Council considers 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 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 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.

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

- Adopts the Hurunui Long-Term Community Plan or Annual Plan;
- Amends a Long Term Council Community Plan;
- Adopts, revokes, reviews or amends a bylaw;
- Changes the mode of delivery for a significant activity (for example from the Council to a Council-controlled organisation or from a Council-controlled organisation to a private sector organisation) if that is not provided for in a Long Term Council Community Plan.

## **MAORI CONTRIBUTION TO DECISION MAKING PROCESSES**

The 2004 signing of a memorandum of understanding provided the foundation for a cooperative future between the Hurunui District Council and tangata whenua, Ngai Tahu.

The Council will encourage contributions to the decision making process by Maori by acknowledging and following the goals and objectives outlined in the memorandum of understanding.

## **EEO POLICY**

The Equal Employment Opportunities Policy is an integral component of the Human Resource management strategies of the Council.

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

The use of job sharing, flexible work hours and the ability to respond to personal or family crises will be paramount in ensuring the Council is seen as an employer of choice. The recruitment and selection processes are transparent in application for identifying and employing the best person for the position, regardless of age, gender, ethnicity, religious, sexual preference, disability and/or political beliefs.

## **KEY APPROVED PLANNING AND POLICY DOCUMENTS**

### **Hurunui District Plan**

Under the Resource Management Act 1991, every Council in New Zealand is legally required to prepare a district plan. The Hurunui District Plan was made operative in October 2003.

The District Plan is the Council's principal planning document, setting out the methods and processes Council will use to manage the district's natural and built environment. It is a statement of how it wishes to see the natural and physical resources (that can be found in the district today) managed, so the resources will continue to be there for future generations.

The plan controls activities in a bid to minimise any adverse effects the particular activity may have on the environment and the amenities of the surrounding neighbourhood or area. Controlled activities may either require resource consent or in some cases may be prohibited.

The District Plan is available on the Council's website [www.hurunui.govt.nz](http://www.hurunui.govt.nz)

### **Hurunui Long Term Community Plan**

Under the Local Government Act 2002, the Council is required develop a Long Term Council Community Plan (LTCCP) in consultation with the community. The Hurunui District Council's LTCCP is called the Hurunui Long Term Community Plan and has been operational since 1 July 2004. It was reviewed and the updates took effect from 1 July 2006. It covers the following 10 years and is reviewed and updated every three years, with the next review taking effect from 1 July 2009.

The Hurunui Long Term Community Plan considers the social, environmental, economic and cultural wellbeing of current and future communities. The plan is developed with community input and builds on what has been done already.

The net effect of the long term plan requirement is of the Council and the community working together to build a better community.

### **Annual Plan**

The Council's budget (or Annual Plan as it is known) is published each year. The Annual Plan is the Council's blueprint of what you can expect it to do for the Hurunui community in the coming year for example, it sets the budgets needed to maintain a range of physical assets like roads and ensures that there will be funding for community facilities and services like parks and reserves and rubbish collection.

The Annual Plan is that year's work programme or "slice" of the projections in the Hurunui Long Term Community Plan.

## **Annual Report**

The purpose of the Annual Report is to communicate to the public how the Council performed during the previous year. This audited document compares the performance measures in the annual plan with what was actually achieved during that year.

## **Community Outcomes**

Community outcomes outline the aspirations of the community and are owned by the community. They are developed in partnership with the community through consultation with community groups and the community at large.

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
- 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
- Provide scope to measure progress towards the achievement of community outcomes
- Promote the better co-ordination and application of community resources
- Inform and guide the setting of priorities in relation to the activities of the local authority and other organisations

## **Significance Policy**

The Council is required to define what is a 'significant' decision. By identifying if a decision is significant this will guide the Council as to the appropriate provision of consultation and information. This policy is on the Council's website.

## **Development/Financial Contributions Policy**

The Local Government Act 2002 allows Councils to consider the use of development contributions for costs of community facilities expected as the district grows. The Council has adopted a Financial Contributions Policy through the District Plan and a Development Contributions Policy through the Hurunui Long Term Community Plan. Both policies are available on the Council's website.

## **REQUESTS FOR OFFICIAL INFORMATION**

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

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) and may also charge for the information provided
- Requests for Official Information should be addressed to the Manager, Secretarial Services.

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

### **Personal Information Requests**

Where possible, requests should include specific details as to 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.

## **CONTACTING COUNCIL**

Members of the public are welcome to contact Council staff if they have any inquiries or want information. Any member of the Council's staff can be contacted by phoning:

314-8816 if in the Amberley free calling area

315-8400 if in the Amuri and Hanmer Springs free calling area

319-8812 if in the Cheviot free calling area

Council staff may be emailed directly or via the website ([www.hurunui.govt.nz](http://www.hurunui.govt.nz)). Staff member email in this format: [firstname.surname@hurunui.govt.nz](mailto:firstname.surname@hurunui.govt.nz) if in doubt email [info@hurunui.govt.nz](mailto:info@hurunui.govt.nz) and forwarded to the correct person.

## **Elected Members Details**

Contact phone numbers for Elected Members (the Mayor and Councillors) are listed in Representation Section (page 5) of this document.

## **Council Service Centres**

Amberley  
District Office  
66 Carters Road  
Ph 314-8816  
Fax 314-9181

Amuri  
(Library/Service Centre)  
School Road  
Culverden  
Ph / Fax 315-8946

Cheviot  
39 Hall Street  
Ph 319-8862  
Fax 319-8861

Hanmer Springs  
(Library/Service Centre)  
cnr Cheltenham & Amuri Ave  
Ph / Fax 315-7912

The Hurunui District Council offers numerous opportunities for the community to participate in the process throughout the year. The Council will inform residents when key plans and policies are being resolved for their input or feedback.

## **APPENDIX 1: Legislation**

Legislation which confers obligations or responsibilities on the Hurunui District Council:

Airport Authorities Act 1966  
Animals Act 1967  
Animals Law Reform Act 1989  
Arts Council of New Zealand Toi Aotearoa Act 1994  
Auctioneers Act 1928  
Bio security Act 1993  
Building Act 1991  
Building Research Levy Act 1969  
Burial and Cremation Act 1964  
Bylaws Act 1910  
Children's Health Camp Act 1972  
Citizenship Act 1977  
Civil Aviation Act 1990  
Civil Defence Emergency Management Act 2002  
Civil List Act 1979  
Commerce Act 1986  
Companies Act 1993  
Conservation Act 1987  
Consumer Guarantees and Fair Trading Act  
Copyright Act 1994  
Counties Insurance Empowering Act 1941  
Dangerous Goods Act 1974  
Disabled Persons Community Welfare Act 1975  
District Courts Act 1947  
Dog Control Act 1996  
Dog Control and Hydatids Act 1982  
Earthquake Commissions Act 1993  
Electricity Act 1992  
Employment Relations Act 2000  
Energy Companies Act 1992  
Engineers Registration Act 1924  
Fencing Act 1978  
Fencing and Swimming Pools Act 1987  
Financial Reporting Act 1993  
Fire Services Act 1975  
Food Act 1981  
Foreshore and Seabed Endowment Revesting Act 1991  
Forest and Rural Fires Act 1977  
Gas Act 1992  
Goods and Services Tax Act 1985  
Harbours Act 1950  
Health Act 1956  
Health and Safety in Employment Act 1992  
Higher Salaries Commission Act 1977  
Historic Places Act 1993  
Holidays Act 1981  
Housing Act 1955  
Housing Corporation Act 1974  
Human Rights Act 1993  
Income Tax Act 1994  
Impounding Act 1955  
Injury Prevention, Rehabilitation and Compensation Act 2001  
Insolvency Act 1967  
Interpretation Act 1999  
Land Act 1948  
Land Drainage Act 1908  
Land Settlement Promotion and Land Acquisition Act 1952  
Land Transfer Act 1952  
Land Transport Act 1993

Libraries and Mechanics' Institute Act 1908  
Litter Act 1979  
Local Authorities (Members' Interests) Act 1968  
Local Electoral Act 2001  
Local Government (Rating) Act 2002  
Local Government Act 1974  
Local Government Act 2002  
Local Government Official Information and Meetings Act 1987  
Machinery Act 1950  
Meat Act 1981  
Minimum Wage Act 1983  
Municipal Insurance Act 1960  
National Provident Fund Restructuring Act 1990  
New Zealand Bill of Rights Act 1990  
New Zealand Geographic Board Act 1946  
New Zealand Library Association Act 1939  
New Zealand Walkways Act 1990  
Noxious Plants Act 1978  
Oaths and Declarations Act 1957  
Ombudsmen Act 1975  
Parental Leave and Employment Act 1987  
Pawnbrokers Act 1908  
Petroleum Act 1937  
Plumbers and Gasfitters and Drainlayers Act 1976  
Privacy Act 1993  
Property Law Act 1952  
Prostitution Reform Act 2003  
Public Bodies Contracts Act 1959  
Public Bodies Leases Act 1969  
Public Works Act 1981  
Queen Elizabeth the Second National Trust Act 1977  
Railway Safety and Corridor Management Act 1992  
Rating Valuations Act 1998  
Rates Rebate Act 1973  
Reserves Act 1977  
Residential Tenancies Act 1986  
Resources Management Act 1991  
Sale of Liquor Act 1989  
Secret Commissions Act 1910  
Securities Act 1978  
Securities Transfer Act 1991  
Smoke-free Environments Act 1990  
Soil Conservation and Rivers Control Act 1941  
Sovereign's Birthday Observance Act 1952  
Standards Act 1988  
Statutes Amendment Acts 1936-1951  
Statutory Land Charges Registration Act 1928  
Summary Offences Act 1981  
Survey Act 1986  
Swimming Pools Act 1987  
Te Ture Whenua Maori Act 1993  
Telecommunications Act 1987  
Transit New Zealand Act 1989  
Transport Act 1962  
Treaty of Waitangi Act 1975  
Trespass Act 1980  
Trustee Act 1956  
Unit Titles Act 1972  
Wild Animal Control Act 1977  
Wildlife Act 1953

## **APPENDIX 2: Current Bylaws of Hurunui District**

Stock Droving Bylaw

Fire Prevention Bylaw

Hawkers, Mobile or Travelling Shops, Itinerant Traders, Stands and Stalls Bylaw

Hurunui County Public Cemeteries Bylaw

Road Reserve, Parking and Street Trading Bylaw

Wastewater Bylaw

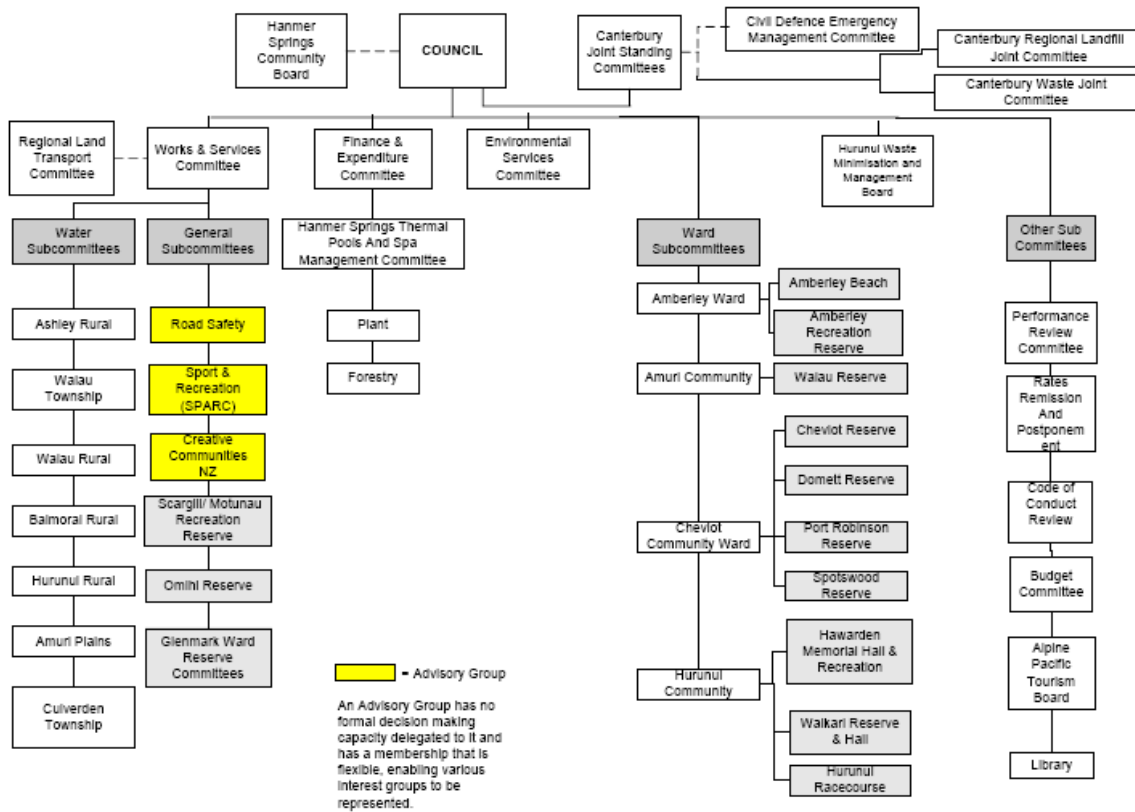
Water Supply Bylaw

Dog Control Bylaw

Hanmer Springs & Gore Bay Liquor Ban Bylaw

Speed Limits Bylaw

### APPENDIX 3: Committee Structure Flowchart



## APPENDIX 4: Diagram of Council's Management Structure

