

Nelson City Council

Local Governance Statement

2022-2025



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Council's Vision, Priorities and Outcomes

He Whakakitenga, He Whakaarotau

Vision

He Tāone Tōrire a Whakatū
Nelson — A Smart Little City



Mission

We shape an exceptional place to live, work and play

Community Outcomes

Our unique natural environment is healthy and protected

Our urban and rural environments are people friendly, well planned and sustainably managed

Our infrastructure is efficient, cost effective and meets current and future needs

Our communities are healthy, safe, inclusive and resilient

Our communities have opportunities to celebrate and explore their heritage, identity and creativity

Our communities have access to a range of social, educational and recreational facilities and activities

Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement

Our region is supported by an innovative and sustainable economy

Council Priorities

Infrastructure

Environment

City Centre development

Housing affordability and intensification

Maitai River Precinct

Creating a sustainable transport culture

Introduction

What is a Local Governance Statement?

A Local Governance Statement explains how the Council works and how it involves the public in decision-making. The aim is to promote local democracy by making sure that everyone understands how their Council operates and how they can have their say.

The Council is required to prepare a Governance Statement after each triennial election (under section 40 of the Local Government Act 2002) and make it available to the public.

It includes information on:

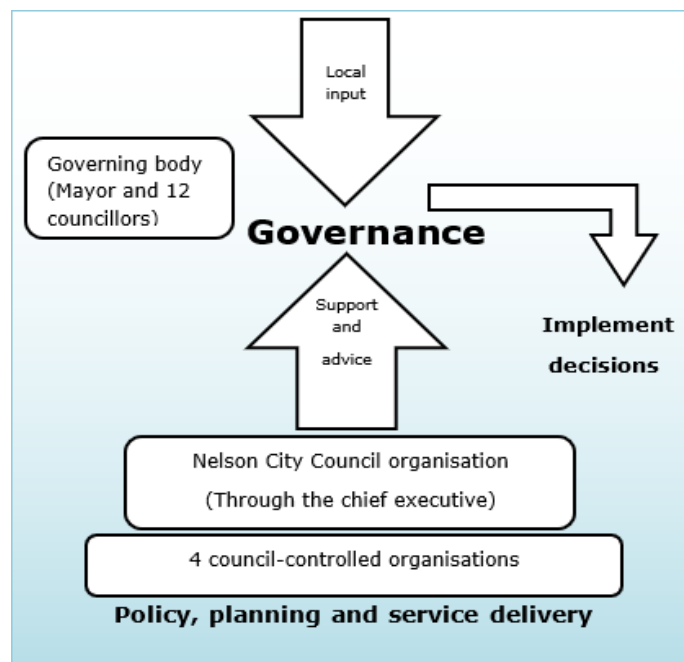
- Functions, responsibilities, and activities of the Council
- Local legislation and bylaws
- The electoral system and the opportunity to change it
- Representation arrangements, and the way these can be changed
- Members' roles and conduct
- Governance structures, processes, membership, and delegations
- Meeting processes
- Consultation policies
- Policies for liaising with Māori
- The management structure and the relationship between elected members and management
- Remuneration and employment policies
- Equal employment opportunities policies
- Key planning and policy documents and the process for their development and review
- Public access to the Council and the elected members
- Processes for official information requests

The Functions, Responsibilities and Activities of the Nelson City Council

The purpose of the Nelson City Council, as set out in section 10 of the Local Government Act, is to

- Enable democratic local decision making and action by, and on behalf of, communities; and
- Promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

The Nelson City Council is responsible for giving effect to these purposes and for performing the duties, and exercising the rights, conferred on it by the Act and any other enactment.



Unitary Authority – a dual role for Nelson City Council

As a unitary authority, the Nelson City Council has the combined responsibilities and functions of both a territorial and regional council.

Regional council responsibilities include

- Sustainable regional well-being
- Managing the effects of using freshwater, land, air, and coastal waters, by developing regional policy statements and the issuing of consents
- Managing rivers, mitigating soil erosion and flood control
- Regional emergency management and civil defence preparedness

- Regional land transport planning and contracting passenger services
- Harbour navigation and safety, oil spills and other marine pollution

Territorial authority responsibilities include

- Sustainable district well-being
- The provision of local infrastructure, including water, sewerage, stormwater, roads
- Environmental safety and health, district emergency management and civil defence preparedness, building control, public health inspections and other environmental health matters
- Controlling the effects of land use (including hazardous substances, natural hazards, and indigenous biodiversity), noise, and the effects of activities on the surface of lakes and rivers

A full description of what activities the Nelson City Council does is available in the Nelson City Council Long Term Plan. Copies of the current Long Term Plan are available on the Council's website or at the Council offices.

Strengthening partnerships with iwi and Māori in Whakatū/Nelson

A number of statutes that affect local government require councils to support the Crown's obligations under te Tiriti o Waitangi when undertaking their activities.

The Local Government Act 2002 requires all councils to provide opportunities for Māori to contribute to decision making.

The Resource Management Act 1991 provides for consultation and engagement with iwi, such as when preparing or changing regional policy statements, regional plans and district plans or making other resource management decisions.

Legislation that puts into effect Treaty settlements includes statutory acknowledgements of iwi cultural, spiritual, historical, or traditional association with specified areas. Councils are required to have regard to these statutory acknowledgements in determining whether iwi are affected by any consent application.

Within Whakatū/Nelson region the relevant Treaty settlement legislation includes:

- Ngāti Kōata, Ngāti Rārua, Ngāti Tama ki Te Tau Ihu, and Te Ātiawa o Te Waka-a-Māui Claims Settlement Act 2014;
- Ngāti Apa ki te Rā Tō, Ngāti Kuia, and Rangitāne o Wairau Claims Settlement Act 2014, and;
- Ngati Toa Rangatira Claims Settlement Act 2014.

Over and above statutory obligations, Council continues to strengthen its relationship with iwi with the intent of an Iwi-Council partnership to embed Māori values, understandings and aspiration in the way we work, as they relate to environmental, social, economic and cultural wellbeing.

Council Kaumātua

Council has had a kaumātua since 2003, appointed to support the Mayor, councillors and Chief Executive on kawa (etiquette) and tikanga (custom), and to provide guidance with ceremonial events. The kaumātua position has resulted in a major advance in strengthening Council's partnership with iwi.

Following a recommendation from iwi leaders, Council agreed to a dual kaumātua appointment of ruahine (female elder) and kaumātua (male elder). In November 2019, two kaumātua were appointed to Council following endorsement by iwi.

Rangatira to Rangatira - Leadership Meetings

The Iwi-Council Partnership Group was established in December 2018 with a view to meeting quarterly. This group involves the Mayor, Deputy Mayor, two elected members of Council, and Chairs from each of the eight iwi. The primary role of the group is to discuss governance matters of mutual interest. Te Taihū o Te Waka a Māui (Top of the South) mayors and chairs are currently discussing a Partnership Agreement.

Alongside the governance group, Te Ohu Whakahaere involves the Council Chief Executive, iwi chief executives and general managers from each of the eight iwi, focusing on management matters.

Mana Kaunihera - Appointments to Council Committees

There are iwi endorsed Māori representatives on the following Council committees:

- Audit, Risk and Finance Committee
- Nelson Tasman Regional Landfill Business Unit (jointly owned resources with Tasman District Council)
- Nelson Regional Sewerage Business Unit (joint with Tasman District Council)

The Mayor is a community representative on the Whakatū Marae committee.

The Nelson Regional Development Agency has appointed two iwi representatives endorsed by iwi to their Board. The Tasman Bays Heritage Trust and Suter Gallery Trust Board have six iwi representatives on Te Tai Ao Kōmiti and Ko te Pouaranga.

Te Kahui Whiria Māori Partnerships Team

The Kaihautū, Manager Māori Partnerships reports directly to the Chief Executive and is part of the senior leadership team. The Kaihautū is employed to provide strategic leadership in building a culturally responsive local government organisation; support enduring partnerships with the eight iwi and enable positive outcomes for iwi, Māori and the wider community.

Chief Executive and Management Structure

Management Structures and Relationships

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibility is 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 is responsible for the efficient and effective management of the activities of Council and for the leadership of the staff. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or councillors.

The Chief Executive

The Chief Executive is appointed by the governing body of 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 budget constraints established by Council.

Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

1. implementing the decisions of Council
2. providing advice to Council
3. 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
4. managing the activities of Council effectively and efficiently
5. maintaining systems to enable effective planning and accurate reporting of the financial and service performance of Council
6. employing staff (including negotiation of the terms of employment for the staff) in accordance with any remuneration and employment policy adopted by the governing body
7. providing leadership for the staff of Council

Furthermore, the Chief Executive is also responsible for:

- Ensuring, as far as practicable, that the management structure of the local authority reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes;

- Ensuring, as far as practicable, that the management structure of the local authority is capable of delivering adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

The governing body of Council has a duty as the Chief Executive's employer to maintain its obligations under the Employment Relations Act 2000. It agrees objectives with the Chief Executive and monitors performance against these annually. A committee may be established for this purpose, reporting back to Council on recommended terms and conditions of employment.

The Chief Executive is employed by the Council for a term of up to five years, and in some circumstances, this may be extended for an additional two years.

Chief Executive and Group Managers



Nigel Philpott - Chief Executive



Alec Louverdis
Deputy Chief Executive
Group Manager Infrastructure



Nikki Harrison
Group Manager
Corporate Services



Nicky McDonald
Group Manager
Strategy and Communications



Andrew White
Group Manager
Community Services



Mandy Bishop
Group Manager
Environmental Management

Roles and Conduct of Elected Members

The elected members (Mayor and councillors) of Nelson City Council have the following roles:

1. setting the policy direction of Council
2. monitoring the performance of Council
3. representing the interests of Nelson as a whole (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 city)
4. 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 Nelson as a whole ("at large"), and as one of the elected members shares the same general responsibilities as other members of the governing body of Council. A 2012 amendment to the Local Government Act 2002, which came into effect following the 2013 elections, clarified the role of the Mayor and gave the holder of that position certain specific powers.

Under this amendment, the role of the Mayor is to provide leadership to the other members of the governing body of Council, and the people in Nelson. Further, it is the Mayor's role to lead the development of Nelson City Council's plans, policies, and budgets for consideration by the members of the governing body. To be able to do these things, the Mayor now has the following powers:

1. to appoint the Deputy Mayor
2. to establish committees of the governing body of Council
3. to appoint the Chair of the committees established, including appointing themselves to that position if they wish

The Mayor also has the following roles:

4. to chair meetings of the governing body of Council. The Mayor is responsible for ensuring the orderly conduct of business in accordance with Nelson City Council's standing orders (more about standing orders can be found below)
5. to participate as a member of each committee established under the governing body
6. to advocate on behalf of the community at local and national levels
7. to represent Nelson City Council at official functions
8. to ensure that elected members properly perform their function and duties

Deputy Mayor

The Deputy Mayor may be appointed by the Mayor or is otherwise elected by the members of the governing body of Council at its first meeting following the triennial election (called the triennial or inaugural meeting).

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.

Committee Chairs

A Committee Chair presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by the governing body and as set out in Council's terms of reference for the committee. A Committee Chair may have to act as an official spokesperson on a particular issue relevant to that committee.

Meet your elected members



Mayor: Nick Smith

Councillors - At Large



**Deputy Mayor
Rohan O'Neill-Stevens**



Cr Tim Skinner



Cr Rachel Sanson

Councillors - Central Ward



Cr Pete Rainey



Cr Aaron Stallard



Cr Matty Anderson

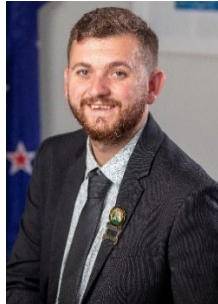


Cr James Hodgson

Councillors - Stoke-Tāhunanui Ward



Cr Mel Courtney



Cr Campbell Rollo



Cr Trudie Brand



Cr Matthew Bengé

Councillor - Whakatū Māori Ward



Cr Kahu Paki Paki

Code of Conduct

Members must adopt a Code of Conduct, which they must all follow¹. A Code of Conduct is essentially an agreed standard of behaviour for members. It sets out Council's understanding and expectations of how the Mayor and councillor's will relate to one another, to staff, to the media and to the general public. It also covers disclosure of information that is received by or is in the possession of elected members.

All elected members are required to maintain a clear separation between personal interests and their duties. They are required to routinely declare any conflicts of interests whether real or perceived.

The Code contains a clear process for the investigation of any complaints and details of the sanctions that Council may impose if an individual member is found to have breached the behaviour standards they agreed to.

Once adopted, a Code may only be amended by a majority vote of the governing body where at least 75% support the change.

The current Code of Conduct is available on Council's website.

Legislation relevant to conduct

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

Act	Rules
Health and Safety at Work Act 2015	The main purpose of this Act is to provide for a balanced framework to secure the health and safety of workers and workplaces by —
Local Government Act 2002	<p>The Act 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.</p> <p>Under Section 46(1), councillors can be held liable for losses resulting from negligence or unlawful action by Council (reported by the Auditor-General under section 44 of the Act).</p> <p>Under Schedule 7 clause 1, an elected member (the Mayor, a councillor, or a community board member (where community boards exist) will be disqualified if</p> <ol style="list-style-type: none">1. they cease to be an elector or2. become disqualified for registration as an elector under the Electoral Act 1993 or3. are convicted of an offence punishable by a term of imprisonment of two years or more.

¹ Local Government Act 2002, Schedule 7, Clause 15

Their position will also become vacant if they are absent without leave from Council or community board for four or more consecutive meetings².

Local Government
Official Information
and Meetings
Act 1987

This Act requires Agencies (including local authorities) to maintain transparency and availability in relation to the information they hold, and to promote the open and public transaction of business at meetings, in order to enable better participation by the public in the actions and decisions made, and to increase accountability.

There are provisions within the Act to protect official information and business deliberations in some instances where making them public at that time would negatively affect the public interest or personal privacy.

The Office of the Ombudsman acts as the advisory and adjudicating body in relation to queries or complaints under this Act.

More information on Council's official information request processes can be found below.

Privacy Act 2020

The Privacy Act 2020 outlines Principles that must be followed by any Agency (and by association any representative of that Agency) in relation to personal information.

These Principles guide the purpose, source and manner of collecting personal information, the storage and protection of personal information including length of storage, the expectations in relation to accuracy of and corrections to information held, and the limits on use and any disclosure of personal information.

The Act also provides for complaints to be made to the Privacy Commissioner and outlines how these will be addressed, should someone feel these Principles have been breached.

As representatives of Council as an Agency, members must abide by the expectations of the Act in relation to any personal information they are privy to.

Council has appointed a Privacy Officer as required under section 23 of the Act; this is the Group Manager Strategy and Communications.

² Local Government Act 2002, schedule 7, clause 50

Local Authorities
(Members' Interest Act)
1968

This Act outlines that an elected member and their spouse/ partner cannot hold or have an interest in contracts with Council with a value of \$25,000 or more per year, with some caveats.

An elected member may not discuss or vote on any matter in which they or their spouse/ partner have a financial interest, with some caveats.

Penalties include fines and or automatic disqualification from office.

Local Government
(Pecuniary Interests
Register) Amendment
Act 2022

The obligations under this recently enacted legislation will apply from November 2022.

Members must declare a variety of types of interests under this Act, including funding sources for international travel and gifts received.

The obligations of this Act are extra to and do not replace those under the Local Authorities (Members' Interests) Act 1968.

A register of interests must be held, and a summary of the register (to balance transparency and privacy) made publicly available.

Council has appointed a Registrar as required by the Act; this is the Manager Governance and Support Services.

Secret Commissions
Act 1910

This Act states that an Agent (a term which includes elected members of a local authority) must not give or receive gifts or inducements to do or not do things in relation to the business of the Principal (being Council).

Agents must not divert, obstruct or interfere with the proper business of the Principal, and must not fail to use due diligence in conducting this proper business with the intent to gain any gift or consideration for themselves or any other person.

Agents must make known any financial interest they hold in any contracts undertaken by the Principal; this includes interests held by a spouse or partner, parent, child or business partner of the Agent.

It is an offence to produce false or incomplete receipts, invoices or other accounting documents with an intent to deceive the Principal of any payments that may have been made to the Agent.

It is an offence for Agents to receive any secret reward for facilitating particular contract procurement outcomes.

There are also penalties for aiding and abetting any of the offences under this Act. Penalties under this Act include imprisonment up to 7 years.

Crimes Act 1961

This Act outlines penalties for officials (including any member of any local authority) who accept bribes or agree to accept bribes for actions taken or not taken in the course of their official duties. The bribe may be for themselves or another person. A bribe is defined as

money, valuable consideration, office, or employment, or any benefit, whether direct or indirect.

There are also penalties for officials who corruptly use or disclose information obtained in an official capacity for financial gain for themselves or any other person.

Penalties include imprisonment up to 7 years.

Financial Markets
Conduct Act 2014

This Act essentially places elected members in the same position as company directors whenever the Council offers financial products (such as an issue of debt or equity securities).

Elected members may be personally liable if:

Documents that are registered under the Act such as a Product Disclosure Statement contain false or misleading statements

Any requirements under the Act are not met in relation to offers of financial products.

Legislation

Local Government is governed by over 50 Legislative Acts, the below is not an exhaustive list.

Biosecurity Act 1993

This Act enables Pest Management Strategies (PMS) to be developed and implemented by Local Authorities for each of the important pests. For more information visit the Ministry of Primary Industries.

Building Act 2004

Controls the building of new houses and alterations to existing ones. This Act is administered by the Building and Housing Group within the Ministry of Business, Innovation and Employment (MBIE). For more information visit the [Ministry of Business Innovation and Employment](#) or the [Legislation section](#) of their website.

Civil Defence Emergency Management Act 2002

Updates and redefines the duties, functions, and powers of [central government](#), local government, emergency services, lifeline utilities, and the general public. For more information visit the [Ministry of Civil Defence and Emergency Management](#).

Dog Control Act 1996 and Dog Control Amendment Act 2003

Councils are responsible for dog control in their districts. For more information about the Dog Control Act 1996 and Dog Control Amendment Act 2003 visit [The Department of Internal Affairs](#). For information about keeping children safe around dogs, responsible dog ownership and good behaviour for dogs visit www.dogsafety.govt.nz.

Food Act 2014

The Council is involved in the registration of businesses preparing and selling food and performing food safety verifications. For more information see the Ministry of Primary Industries website.

Freedom Camping Act 2011

The Council has a bylaw, and under this Act can regulate where freedom camping can occur and where it can't. For more details consult the Department of Internal Affairs website.

Gambling Act 2003

Under this Act, local authorities are charged with and enabled to control the growth of gambling and prevent and minimise the harm caused by gambling. For more information visit the [Gambling section](#) of The Department of Internal Affairs' website.

Hazardous Substances and New Organisms Act 1996

Established the Environmental Risk Management Authority (ERMA New Zealand) to assess and decide on applications to introduce hazardous substances or new organisms into New Zealand. This includes genetic modification of plants, animals and other living things in New Zealand. For more information visit the [Ministry for the Environment](#).

Health Act 1956

Curtails the individual's rights to consent in various circumstances, most of which are related to the powers of medical officers to require notification, examination, and intervention in the case of certain infectious diseases. This Act is currently under review. For more information visit the [Ministry of Health](#).

Health and Safety at Work Act 2015

Provides a balanced framework to secure the health and safety of workers and workplaces

Land Transport Act 1998

This Act is intended to promote safe road usage and vehicle behaviour. For more information visit the website of Waka Kotahi.

Land Transport Management Act 2003

This Act is designed to contribute to the aim of achieving an integrated, safe, responsible, and sustainable land transport system. You can access the Act and it's history [here](#).

Local Electoral Act 2001

The Local Electoral Act 2001 (LEA) sets out the rights of local voters, procedures for the conduct of local electors and options for local electoral systems.

Local Government Act 2002

The Local Government Act 2002 provides the general framework and powers under which New Zealand's 78 democratically elected and accountable local authorities operate.

Local Government (Rating) Act 2002

The Local Government (Rating) Act 2002 (LGRA) provides councils with powers to set, assess and collect "rates" to fund local government activities. These rates are locally-set property-based taxes.

Local Government Act 1974

An Act to consolidate and amend the law relating to the reorganization of the districts and functions of local authorities, to make better provision for the administration of those functions which can most effectively be carried out on a regional basis, and to make provision for the establishment of united councils, regional councils, district councils, district community councils, and community councils, and to consolidate and amend the Municipal Corporations Act 1954, the Counties Act 1956, the Local Authorities (Petroleum Tax) Act 1970, and provisions of other Acts of the Parliament of New Zealand relating to the powers and functions of regional councils, united councils, and territorial local authorities

Local Government Official Information and Meetings Act 1987

The Act allows people to request official information held by local government agencies. Any request for official information is a request made under the Act, whether it is made verbally or in writing. The person requesting information does not have to state that it is an office information request for the Act to apply

Maritime Transport Act 1994

Under this Act safe operation of maritime activities are controlled. For more information visit [Ministry of Transport](#).

Prostitution Law Reform Act 2003

Under this Act local authorities are enabled to regulate legal prostitution services in their local areas and promotes health and safety for workers. For more information visit the [Ministry of Justice](#).

Public Records Act 2005

Enhances public confidence in the integrity of local authority records. For more information view [A Guide to the Public Records Act](#) by Archives New Zealand.

Public Works Act 1981 (PWA)

Provides opportunity and guides appropriate process for acquisition of land, building/s, or structure/s required for any Government work.

Rates Rebate Act 1973

Created the Rates Rebate Scheme to provide a subsidy to low-income homeowners based upon the cost of their rates. For more information about the Rates Rebate Act 1973 visit [The Department of Internal Affairs](#).

Rating Valuations Act 1998

Defines rating units and the methods councils may use to determine the ratable value of properties. For more information about the Rating Valuations Act 1998 visit [New Zealand Legislation](#).

Reserves Act 1977

Provides for the acquisition of land for reserves, and the classification and management of reserves (including leases and licences) as well as setting out the aims for the setting aside of reserves. For more information visit [Department of Conservation](#).

Resource Management Act 1991

For more information about resource management in New Zealand, visit the [Ministry for the Environment](#).

Sale and Supply of Alcohol Act 2012

The Council is required to assist in ensuring the sale, supply and consumption of alcohol is safe and responsible and that alcohol harm is minimised. On application it issues a number of different license categories and manager certificates. For more detail see the Ministry of Justice website.

Soil Conservation and Rivers Control Act 1941

The overriding purpose of the Act is to make provision for the conservation of soil resources, the prevention of damage by erosion and to make better provision for the protection of property from damage by floods. In order to achieve the Act's purpose and objects Catchment Boards are, were established under the Act. Catchment Boards are responsible for the activities in their Catchment District. For more information visit [Ministry for the Environment](#).

Transit New Zealand Act 1989

Created the Crown Entity now known as Waka Kotahi. This Act requires regional councils to prepare a regional land transport strategy. For more information visit the Waka Kotahi website.

Local Legislation

Local legislation is a piece of law directly relevant to one area of the country only; the following is local legislation which applies for Nelson.

Nelson City Empowering Act 1938

Nelson City Empowering Act 1959

Nelson City Forestry Empowering Act 1978

Nelson Harbour Act 1905

Nelson Harbour Board Empowering Act 1970

Nelson Harbour Board Empowering Act 1979

Nelson Hospital and Charitable Aid Board Empowering Act 1907

Nelson Hospital Reserves Act 1888

Nelson Institute Act 1907

Nelson Waterworks Extension Act 1935

Westland and Nelson Coal Fields Administration Act 1877

Nelson City Council Bylaws

Copies of these bylaws can be found on the Council website.

Description	Last Updated	Review Date
City Amenity		
This bylaw relates to city amenity, (use of spaces, addressing lighting, and the blocking of retail windows), and to safety (no sleeping overnight without permission, notifying Council of organised events that could impact road users or general public).	2017	2022
Control of Dogs		
Includes requirements for the control of dogs in public places, working dog exemptions, maps indicating prohibited areas and leash control areas. The Bylaw points out the requirement to remove dog faeces and places limitations on the number of dogs that can be kept.	2020	2030

Freedom Camping		
The Bylaw gives Council powers to regulate and manage freedom camping activities on Nelson City local authority lands and introduces an infringement regime for offences. The Bylaw prohibits camping in non-self-contained vehicles anywhere within the city, apart from official campgrounds or private accommodation providers. It includes maps of prohibited and restricted areas for freedom camping.	2017	2022
Navigation and Safety		
Covers all navigable waterways in the Nelson City region and is aimed at ensuring the safety of users on these waterways including rivers and lakes. It sets out safe practices for people using these waterways for water activities, by including safety measures such as prohibited zones, harbour transit lanes, exclusion zones and vessel registration instructions.	2019	2029
Parking and Vehicle Control		
Controls road users' behaviour regarding parking and vehicle control. The Bylaw resolves conflicts, prescribes behaviour, prohibits detrimental behaviour and defines the meaning of and required response to traffic control devices.	2011	2021
Urban Environments		
Covers management of public health, safety and nuisance, trading in public places, control of alcohol in public places, keeping animals on your property, management reserves and burials/cremation to help us coexist in our city and neighbourhood spaces.	2022	2032
Wastewater		
Protects the health and safety of the public from the potential adverse effects of harmful substances discharged into the wastewater system. The Bylaw regulates trade waste and domestic wastewater including infrastructure.	2021	2026
Water Supply		
To enable the Council to manage and provide public water supply services, protect the public water supply network from damage and misuse, protect the environment and to protect the health and safety of the persons using the public water supply and to provide for water restrictions when necessary.	2021	2025

Key planning and policy documents

Nelson’s Vision for the Future – Long Term Plan

Every three years, local authorities must prepare and adopt a long term plan that covers at least the next 10 years. Nelson City Council is currently operating under the [Long Term Plan 2021-31](#). The next long term plan will be consulted on in March/ April 2024.

As part of the long term plan process, Council’s vision, mission, community outcomes and priorities are reviewed.

Council’s Vision

*He Tāone Tōrire a Whakatū
Nelson – A Smart Little City*

Council’s Mission

We shape an exceptional place to live, work and play.

Council’s Community Outcomes

Our unique natural environment is healthy and protected	Ko tō tātou taiao e hauora ana, e tiakina ana
Our urban and rural environments are people friendly, well planned and sustainably managed	Ko ō tātou taiao ā-tāone, ā-taiwhenua e hoahoa ana ki te tangata, kua pai te whakamahere, e toitū ana te whakahaere
Our infrastructure is efficient, cost-effective and meets current and future needs	Ko ō tātou hanganga he pai, he pai te utu, he mea whakatutuki i ngā hiahia o nāianeī, o muri ake hoki
Our communities are healthy, safe, inclusive, and resilient	Kō ō tātou hapori e hauora ana, e haumaruru ana, he mea whakaururu, he aumangea hoki
Our communities have opportunities to celebrate and explore their heritage, identity, and creativity	Kei ō tātou hapori ngā ara hei whakanui, hei torohē i ō rātou taonga tuku iho, tuakiri, auhatanga hoki
Our communities have access to a range of social, educational, and recreational facilities and activities	E āhei ana ō tātou hapori ki te whānuitanga o ngā hanganga ā-pāpori, ā-mātauranga, ā-rēhia hoki
Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement	Kei te tuku tō tātou Kaunihera i te ārahitanga, kei te whakatītina hoki i ngā ngātahitanga, i te tirohanga ā-takiwā, i te tūhononga ā-hapori hoki
Our region is supported by an innovative and sustainable economy	Kei te tautokona tō tātou rohe e tētahi ohaoha toitū, auaha hoki

Council's priorities

Climate Change – Te Panoni Āhuarangi

[Climate change](#) is the lens through which all Council's work programmes are considered.

Responding to climate change is our biggest global challenge. We have less than a decade to accelerate our emissions reductions to avoid the full effects of global warming. In Nelson, projected changes to our climate will impact our economy, infrastructure, natural environment, lifestyles, and future.

Acknowledging the need for urgent action, Council declared a climate emergency in May 2019. Our response prioritises working in partnership with iwi, central government, business, schools, community groups, households, and individuals to improve the resilience of the Nelson region. Responding to climate change is central to Te Tauihu Intergenerational Strategy's vision of being good ancestors, as the greatest challenges will be faced by our tamariki.

In November 2021, elected members voted to approve Nelson City Council's [Climate Action Plan – Te Mahere Mahi a te Āhuarangi](#), setting out its commitments to address climate change over the next decade.

Infrastructure – Te Tūāpapa

Infrastructure is about people – our lives, health and wellbeing ultimately depend on it. Infrastructure is critical to the wellbeing of the city, the Nelson Region, its residents, and visitors. Continuing our significant levels of investment in Nelson's core infrastructure is of fundamental importance to Council. Despite being largely unseen, our infrastructure provides the foundation for our city to develop, grow, thrive, and meet central government requirements.

Environment – Te Taiao

Nelson's stunning natural environment is treasured by residents and visitors alike – it is part of what makes Nelson an extraordinary place. A healthy environment is essential to our health and wellbeing and we all have a duty to care for it. The challenge of climate change has made this work all the more important.

City Centre Development - Te Whakahou Tāone

The activation and revitalisation of our City Centre is focussed around Six Key Moves that Council has developed to address the significant transformative opportunities in Nelson City:

- Destination Nelson
- Blue-Green Heart
- Livable Centre
- Walkable Nelson
- Smart Development
- Clever Business

That transformation is guided by a spatial plan to define the changes needed to make sure that our city centre meets everyone's needs, now and in the future.

The plan sets out a people-focused, place-based vision for the city centre that attracts investment, residents, talent, thriving business, families, and events – the foundations of A Smart Little City.

Housing Affordability and Intensification – Te āhei o te utu ā-Whare me te whakapiki

Housing is one of the most basic needs for people, and stable housing is linked to positive economic, educational, and social outcomes for individuals and communities. The lack of affordable housing is one of the most significant challenges facing the Nelson region. Council will continue to work with others, including central government, the private sector, and community groups, to address the housing crisis.

Creating a Sustainable Transport Culture - Te hanga i tētahi Ahurea ikiiki toitū

Council is encouraging the community to transition to more sustainable modes – choosing active transport (including walking, cycling, skateboarding, riding scooters), and public transport more often for their journeys. This will support social and environmental wellbeing and reduce the City's greenhouse gas emissions.

Annual Plans

[Annual Plans](#) are exceptions documents, outlining changes to what was specified in the Long Term Plan for a given financial year. They are prepared for each of the two years between Long Term Plans - the first year of a long term plan is regarded as that year's annual plan.

Council has three focuses for the current triennium that have guided the most recent Annual Plans:

- Recovery from the August 2022 severe weather event and future resilience
- Minimising rates increases through the cost-of-living crisis
- Reset of governance to be a cohesive and effective Council

Activity Management Plans

Activity management plans (AMPs) are key planning tools that outline how agreed levels of service will be delivered for the key infrastructural assets and activities of Nelson City Council. They are prepared for each of Council's significant activities – most recently:

- Arts Heritage and Events AMP 2021-2031
- Community Partnerships AMP 2021-2031
- Environmental Management Activity Management Plan 2021-2031
- Parks and Reserves Activity Management Plan 2021-2031
- Property and Facilities Activity Management Plan 2021-2031
- Solid Waste Activity Management Plan 2021-2031
- Stormwater and Flood Protection Activity Management Plan 2021-2031
- Transport Activity Management Plan 2021-2031
- Wastewater Activity Management Plan 2021-2031
- Water Supply Activity Management Plan 2021-2031

- Forestry Activity Management Plan 2021-31

Activity Management Plans are also developed by the Nelson Region Sewerage Business Unit and the Nelson Tasman Regional Landfill Business Unit for the assets they have oversight of.

Activity management plans are reviewed every three years and inform the Long Term Plan. The final AMPs are adopted by Council once the Long Term Plan work programme has been consulted on and amended.

Resource Management Plans

Nelson's RMA Plans include the Nelson Air Quality Plan and the Nelson Resource Management Plan which incorporate the District Plan, Regional Plan and Regional Coastal Plan. Resource management plans set out how we manage the growth, development and protection of our built and natural environment; for example setting limits for subdivision, building height, earthworks or managing water quality and quantity.

It is a requirement that plans developed under the RMA are reviewed every ten years.

Council was working on a full review of all of its plans developed under the Resource Management Act 1991 ("RMA Plans"), with an aim of integrating all of the Plans into the one document – called the Whakamahere Whakatū Nelson Plan. Draft versions of the Whakamahere Whakatū Nelson Plan were released for public feedback in 2020 and 2021. In November 2021, Council decided to pause the release of the Whakamahere Whakatū Nelson Plan, primarily due to the risk that new legislation will require significant changes to plans and that it would be more efficient to complete the review process under the new legislation.

In the interim, Council is focusing on a Housing Plan Change, an amendment to the Nelson Resource Management Plan. This will allow Council to push forward with action that will provide greater housing choices and enable intensification, while managing natural hazard risks, and ensuring Council can deliver housing choice for the community as a priority.

Council anticipates that much of the work, such as landscape and heritage assessments that went into developing the draft Whakamahere Whakatū Nelson Plan, will be readily transferrable to plans created under the replacement legislation for the RMA.

Ongoing work programmes also continue where they relate to freshwater planning, air quality and coastal hazards.

Electoral Systems and the Opportunity to Change Them

Local Government elections are run every three years on the second Saturday of October. The most recent election was 8 October 2022, and the next will be in October 2025.

What is an 'electoral system'?

An "electoral system" describes the system used for voting at Local Authority elections. The Local Electoral Act 2001 provides for two types of electoral systems, First Past the Post and Single Transferable Vote.

First past the Post (FPP)

Under this system, each voter may cast one vote for a vacant position. Those candidates with the most votes are elected.

Single Transferable Vote (STV)

Under this system, voters rank candidates in order of their preference.

All voter's first preferences are counted and any candidates whose votes exceed a calculated amount (called the "quota") is elected. The quota for each election issue is calculated as follows:

$$\frac{\text{Total number of valid votes}}{\text{Number of vacancies plus one}}$$

If not all positions are filled, the surplus votes for successful candidates are redistributed among the other candidates according to voters' preferences.

If the positions are not filled by redistributing surplus votes, the candidate with the fewest votes is excluded and that candidate's votes are then distributed among the remaining candidates according to voters' preferences. This process of redistributing votes continues until all positions are filled.

More detailed information on STV system is available on the website <http://www.stv.govt.nz/stv>

Changing the Electoral System

Nelson City Council currently uses the Single Transferable Vote electoral system.

Council adopted this electoral system in late 2020 as part of a suite of decisions relating to representation arrangements. STV is often felt to be a fairer system, as (unlike the FPP system) there is no loss of voting power even if a voter's first preference is not successful.

Any changes to the electoral system apply for two elections. STV will therefore be used for the 2025 election.

The electoral system to be used for future elections could be changed by the following methods:

- Council resolution
- Council holding a poll on whether there should be a change of electoral system (as long as this is decided on before 11 December in the year prior to an election year)
- Voters demanding a poll

At any time, the voting public of Nelson may demand a poll on whether or not there should be a change of electoral system, as long as 5% of the electors clearly indicate that they want this.

If you want to find out more on how to demand a poll, please see the Local Electoral Act 2001, Part 2, Sections 29-30.

If you would like to find out more about the matters discussed above, please contact the Manager Governance and Support Services.

Representation Arrangements

What are 'representation arrangements'?

Representation arrangements are the way representation of the community is configured for elections for a Local Authority such as Nelson City Council, including:

1. The number of members that are elected to the governing body (the legal requirement is no less than six and no more than 30 members, including the Mayor),
2. Whether the election of members other than the Mayor (that is, councillors) is by the entire electoral district (called 'at large'), or whether the district is divided into wards for electoral purposes, or whether there will be a mix of 'at large' and ward representation,
3. The boundaries of wards, the names of the wards, and the number of members that will represent each ward, if wards are used,
4. Whether to have Māori wards for electors on the Māori roll, and
5. Whether to have community boards, and if so, how many, and what their boundaries and membership will look like.

Local Authorities must review their representation arrangements at least every six years. Nelson City Council completed a representation review in 2021.

Current Nelson City Council representation structure

Currently Nelson City Council has one Mayor and twelve councillors.

A Māori ward was established in May 2021 following a legislative update in February 2021. The Māori ward is now in place until after the 2025 local election at a minimum.

Council went on to establish two general wards through its 2021 representation review (noting that at least one general ward was required to be created after the establishment of a Māori ward).

The final representation proposal of Council was confirmed by determination of the Local Government Commission in early 2022:

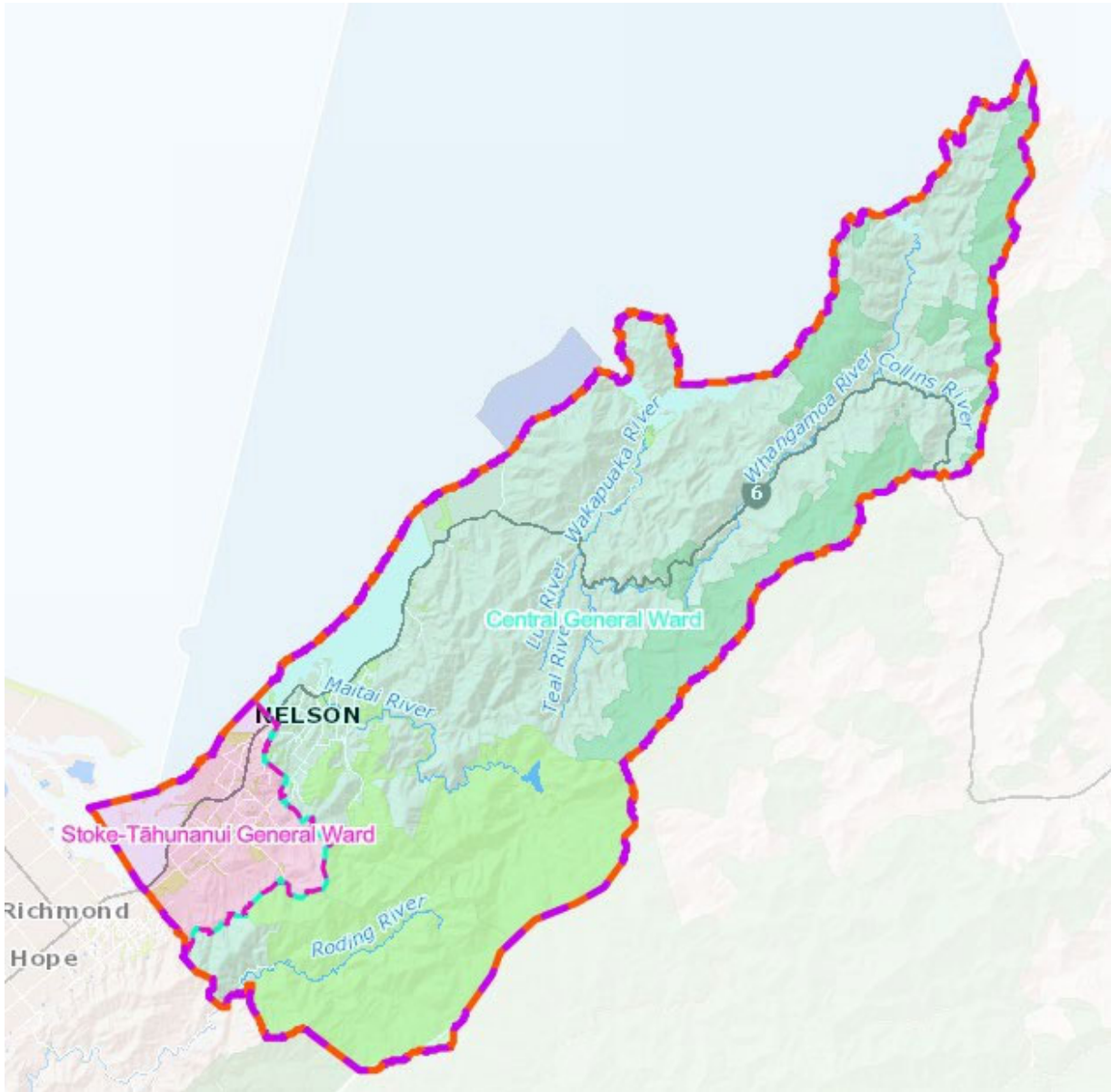
Role	Number of members	Notes
Mayor	1	Elected at large i.e. by the city as a whole regardless of electoral roll
Councillors at large	3	Elected at large i.e. by the city as a whole regardless of electoral roll

Role	Number of members	Notes
Councillors Central Ward	4	Elected by voters on the general roll who live within the Central Ward boundary
Councillors Stoke-Tāhunanui Ward	4	Elected by voters on the general roll who live within the Stoke-Tāhunanui Ward boundary
Councillor Whakatū Māori Ward	1	Elected by voters on the Māori roll who live within the Māori Ward boundary

Nelson does not currently have community boards.

Ward Map

Nelson City's current ward boundaries are shown here:



Governance Structures and Delegations

The 2022 – 2025 Nelson City Council has decided to deal with business primarily through monthly Council meetings.

A number of small committees are responsible for specialised business such as Audit and Risk, and the Chief Executive's employment. Elected members will also consider particular priority topics through focussed taskforces with a view to bringing proposed recommendations to the whole Council for consideration.

A review of this initial setting was completed in mid-2023, with no further governance bodies being established at that time.

Council is also a participant in a number of joint committees with Tasman District Council, including:

- Civil Defence Emergency Management Group
- Nelson City Council Tasman District Council Joint Shareholders Committee
- Joint Committee of Nelson City and Tasman District Councils
- Joint Nelson Tasman Regional Transport Committee
- Saxton Field Committee
- Nelson Regional Sewerage Business Unit
- Nelson Tasman Regional Landfill Business Unit

A full list of governance structures, and their powers, is captured in the Delegations Register. A copy of the Nelson City Council Delegations Register is available on the Council's website nelson.govt.nz or at the Council offices.

A schedule of meeting dates can also be found on Council's website nelson.govt.nz

Elected Member appointments to Council organisations or other organisations

The Council may appoint elected members or other persons to Council organisations or other organisations.

Elected members appointed to other organisations have the following roles:

- Liaison: to be an interface between Council and the organisation;
- Engagement: to involve people and organisations in the decisions that affect them; and
- Representation: to represent Council's financial or other interests in an organisation.

Elected members appointed to other organisations may report back to Council on matters of interest from the relevant organisations.

Council-Controlled Organisations and Other Organisations

Nelson City Council also has links with many organisations that may be public, private, for profit or non-profit.

Council Controlled Organisations (CCOs)

CCOs are organisations for which a local authority controls 50% or more of the voting rights, or rights to appoint 50% or more of the directors/trustees. The current CCOs are:

- The Nelson Regional Development Agency
- The Suter Art Gallery Te Aratoi o Whakatū Trust
- Tasman Bays Heritage Trust (Joint with Tasman District Council)
- The City of Nelson Civic Trust
- Nelson Marina Management

Council Controlled Trading Organisations (CCTOs)

Council Controlled Trading Organisations are CCOs that operate a trading undertaking for the purpose of making a profit. The current CCTOs are:

- Infrastructure Holdings Ltd (IHL)
- Nelmac Ltd
- Nelson Airport Ltd (Joint CCTO with Tasman District Council)

Other Commercial Trading Enterprises not classified as a CCTO

- Port Nelson Ltd (Joint with Tasman District Council)

Council Organisations (COs)

COs are organisations for which a local authority controls any proportion of the voting rights, or rights to appoint directors/trustees. The current COs are:

- Nelson Centre of Musical Arts
- Nelson Festivals Trust

Meeting Processes

The legal requirements for Council meetings are outlined in Schedule 7 of the Local Government Act 2002 and Part 7 of the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is good reason to consider an item in a confidential part of the meeting. Section 48 of LGOIMA contains a list of the limited circumstances where an item (or part of an item) may be considered in confidence. These circumstances most commonly relate to the protection of personal privacy, legally privileged information, or information subject to commercial activities or negotiations. When the item is deemed to be confidential, members of the public are asked to leave the room until discussion on the item is complete.

For an ordinary meeting of Council, at least 14 days' notice of the time and place of the meeting must be given to members. Typically, Council sets a schedule of ordinary meetings for a calendar year at a time.

When an extraordinary meeting must be called, the requirements around notice to members and advertising (which are shorter than those for an ordinary meeting) are provided in schedule 7 of the Local Government Act. It is fairly unusual that an extraordinary meeting would be required, but on occasion a decision is so urgent it does not fit within the timing of ordinary meetings.

The Council agenda is a public document, although parts of it may be withheld if the confidential circumstances apply. Minutes of meetings must be kept as evidence of the proceedings of the meeting. Agendas and minutes of meetings must be made available to the public under the provisions of LGOIMA and are available via Council's website <http://meetings.nelson.govt.nz/>

Many Council and committee meetings are live-streamed to YouTube. To watch a livestream or to access previous meeting videos go to Council's YouTube channel <https://www.youtube.com/nelsoncouncil>

During meetings standing orders must be followed – these are rules that govern meeting conduct. The Nelson City Council Standing Orders are available on Council's website.

Members of the public are able to attend Council and committee meetings. Members of the public do not have speaking rights at meetings unless the Chairperson invites someone to speak.

However, members of the public are welcome to attend and address a meeting of the Council or its committees through a public forum. Nelson City Council Standing Orders explain the process of requesting to speak to Council.

The Chair is responsible for maintaining order at meetings and may, at their 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.

All public meetings are advertised in Our Nelson (a free fortnightly publication that details Council news and information) or the Nelson Mail. They are also available on Council's website.

Council Workshops and Briefings

Alongside the decision-making meetings, workshops and briefings are an important way Council management works with elected members to progress the many activities Council is responsible for. Workshops and briefings are held solely for information and guidance and no decisions or resolutions can be made. The sessions are used to provide information and explain options to elected members.

Where feedback and suggestions are being sought, the session is referred to as a workshop; where the session is purely focussed on providing information to elected member it is called a briefing. Both workshops and briefings may be open to the public or confidential.

A schedule of public workshops and briefings is available on the Council website, which includes the date, time, location, and topic of each workshop.

Consultation Policies

Significance and Engagement Policy

Consultation and engagement are important for enabling effective participation of individuals and communities in Council decision making processes. They act as mechanisms for seeking information and feedback to inform and assist Council decision making.

The basic principles of consultation are set out in section 82 of the Local Government Act 2002. They are:

- Councils should provide people who will or may be affected by the decision, or who have an interest in the decision, with reasonable access to relevant information.
- These people should also be encouraged to express their views to council.
- People who are invited to present their views to council should be given clear information about the purpose of the consultation and the scope of the decisions being made.
- People who wish to present their views must be given reasonable opportunity to present them.
- Councils should receive and consider these views with an open mind when making a decision.
- Councils should provide people presenting their views with information relevant to decisions and the reasons for them.

Council has adopted a Significance and Engagement Policy that provides guidance on how and when communities can expect to be engaged.

The Policy lets both Council and the community identify the degree of significance attached to particular decisions, to understand when the community can expect to be engaged in Council's decision-making processes and know how this engagement is likely to take place.

The Policy covers how significance is determined, community engagement, engagement with iwi, special consultative procedure, engagement on other matters, engagement principles and information requirements. Two key aspects of the Policy are that engagement should be in proportion to the degree of significance that any matter has, and that community preferences for engagement should be taken into account.

The Significance and Engagement Policy is available on Council's website, nelson.govt.nz or a copy can be requested at the Council offices.

Community Engagement and Communication

The Council communicates and engages with the public through a range of methods including:

- Our Nelson, a free fortnightly publication sent to all Nelson households and available online. It covers Council news, events, engagements and statutory public notices. It also contains a 'Councillor's Comment' section.
- Council websites. Nelson.govt.nz is the primary source of Council information. Shape.nelson.govt.nz is a specific engagement website, providing channels for digital engagement and receiving feedback or consultation responses.
- Social media – including Facebook, Twitter, Instagram and Council's YouTube Channel.
- Paid advertising for some public notices such as resource consents, election notices and calls for tenders.
- Public relations including media releases, press statements, interviews and responses.
- Consultation and engagement activities, including public presentations, workshops, hearings, public forums and other engagement events.
- The Council also conducts frequent surveys, including an annual residents' survey.

Commitment to Diversity, Equality and Inclusion

The principle of equal employment opportunities is an essential component of staff management, and the Nelson City Council is committed to integrating it into People and Capability management strategies. Equal employment opportunities are not just about creating a workforce that supports all employees to make their best contribution; they also ensure recognition that diversity is appreciated and valued. Diversity, equality and inclusion enhances the work and personal environments of employees, both current and future.

The Nelson City Council will continue with the ongoing development of People and Capability policies, practices, and procedures and the Diversity and Inclusion programme to ensure that the recruitment, development and advancement of staff, as well as the availability of opportunities, occurs in an open and transparent manner regardless of age, gender, ethnicity, religion, sexual preference, disability and/or political beliefs. These strategies will recognise diversity, enhance the workplace, and enable staff to contribute to the ongoing success of the organisation.

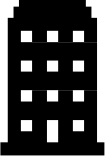




Remuneration and Employment Practices

Nelson City Council has a range of up-to-date employment policies. Council works actively towards being a good employer and an employer of choice.

Nelson City Council benchmarks staff remuneration against current market data, from an external reputable provider.

Public Access to Council Services and Elected Members

How to contact Council

	<p>Civic House 110 Trafalgar St NELSON 7040</p>	<p>Monday, Tuesday 8.30am to 5.00pm Wednesday 9.00am to 5.00pm Thursday, Friday 8.30am to 5.00pm</p>
	<p>Civic House PO Box 645 NELSON 7040</p>	<p>Written correspondence to the Council may be addressed to the Chief Executive or appropriate staff member at the postal and email address above.</p>
	<p>(03) 546 0200 (24 hour service)</p>	
	<p>enquiry@ncc.govt.nz</p>	
	<p>www.nelson.govt.nz</p>	

Contact Details for Elected Members



Nick Smith

Email: MayorNick@ncc.govt.nz

Phone: 027 547 2314

Name:	Email:	Phone:
Councillor Trudie Brand	trudie.brand@ncc.govt.nz	027 756 8201
Councillor Mel Courtney	mel.courtney@ncc.govt.nz	022 079 6250
Councillor Rohan O'Neill-Stevens	rohan.oneillstevens@ncc.govt.nz	021 026 84778
Councillor Pete Rainey	pete.rainey@ncc.govt.nz	021 747 383
Councillor Rachel Sanson	rachel.sanson@ncc.govt.nz	021 106 5043
Councillor Tim Skinner	tim.skinner@ncc.govt.nz	021 668 733
Councillor Kahu Paki Paki	kahu.pakipaki@ncc.govt.nz	027 702 7000
Councillor Aaron Stallard	aaron.stallord@ncc.govt.nz	021 123 7099
Councillor Matty Anderson	matty.anderson@ncc.govt.nz	021 085 30968
Councillor James Hodgson	james.hodgson@ncc.govt.nz	022 064 8433
Councillor Campbell Rollo	campbell.rollo@ncc.govt.nz	022 192 6352
Councillor Matthew Benge	matthew.benge@ncc.govt.nz	027 567 1811

Requests for Official Information

You can make a request for any information that Council holds. Requests are processed in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Please be as specific as you can in making your request; it helps Council to find the information quickly for you. Make sure you include your contact details. Providing a phone number is helpful in case we need to clarify something relating to your request. Please note that your details will not be used for any other purpose.

Privacy requests can be made for personal information we hold about you, i.e., payments you have made to us or in relation to interactions you have had with Council on matters that relate to you personally. These requests are processed in accordance with the Privacy Act 2020.

How do I make a request for information?

A request for information can be made in any form, although it is helpful to have it in writing so we can be clear about what you would like us to provide. To assist with processing time, the recommended way of making a request is either online or by e-mail:

- Use the [Request Information Form](#)
- By email LGOIMA@ncc.govt.nz

Other ways of making a request:

- By phone: 03 546 0200
- By post: Nelson City Council
PO Box 645
NELSON 7040
- In person: By visiting our Customer Service Centre in Civic House

What happens after I have made a request for information?

Once a request is received, Council must respond to this as soon as reasonably practicable, and in no case later than 20 working days after the day on which the request is received. You will receive a standard acknowledgement of your request from our LGOIMA mailbox, confirming this timeframe.

The request is logged in Council's central system and allocated to the relevant subject matter expert as quickly as possible. They are responsible for collating the information and providing a response.

The response will effectively be Council's 'decision' on your request, i.e., either to grant it in full, in part, or refuse.

Can the Council withhold information?

Under LGOIMA, there is a principle that information shall be made available unless there is good reason to withhold it. However, in some cases it may be necessary to withhold all or part of the information you have requested. Examples are where it is necessary to protect individuals' privacy, or where information is commercially sensitive in relation to Council's activities and negotiations and release of details at that time may prejudice the parties' position.

Sometimes, Council must refuse the request on administrative grounds. One example is where the information cannot be made available without substantial collation or research. In those cases, we will contact you and discuss ways in which we may be able to grant the request, for instance, by extending the deadline or by refining its scope.

When withholding information, Council can only use the reasons prescribed by LGOIMA and most require us to consider whether the public interest outweighs the reasons to withhold.

Will I have to pay for the information?

If a request is for a significant amount of information, or requires substantial collation and research, Council may have to raise a charge for staff time to supply it. Those charges are based on guidelines from the Ministry of Justice. Under these guidelines:

- the first hour of staff time is free
- up to twenty pages of any photocopying is free
- time in excess of an hour is charged at \$38/half hour
- additional copying is charged at 20 cents per page
- any other actual costs can be raised (e.g., reproducing a photograph)

Where charges are payable, Council will let you know the likely cost of processing your request before any further work is done. You can then decide if you want to continue, withdraw or refine your request. If you decide to proceed, payment for the cost will be required in advance and if processing takes less time than estimated and paid for, Council will refund the difference.

Can I complain about a decision on my request for information?

You can complain to the Ombudsman if you are not satisfied with Council's response to your request.

PO Box 10152
WELLINGTON 6143
www.ombudsmen.parliament.nz

Freephone: (0800) 802 602
Email: info@ombudsmen.govt.nz

