



Compiled Date	11/11/2020
File Number	20.21.31

LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

Request from:	Private Individual
Information requested:	Council policy on elected official's access to records
Response from:	Simon Bastion, Chief Executive

11 November 2020

Private Individual

Via Email:

Dear Private Individual

Official information request seeking Council policy on elected official's access to records.

I refer to your official information request dated 04 November 2020 seeking Council policy on elected official's access to records

You have asked for the following information:

1. Please provide the Westland District Council policy, regarding access by elected representatives to files which are held and administered by council staff and ultimately the responsibility of the chief executive as the keeper of public records held by council for administration purposes or otherwise.

I can advise that Westland District Council has no specific policy. Elected members have no access to Council files, in either digital or physical copies. Any information they hold is through information supplied for their roles as Elected Members.

2. The legitimate protocol used by the Westland District Council – with reference to its obligation under the Local Government Act, and accompanying regulations, and also the Official Information Act, around the administration, security, access and the legitimate release of records to provide individuals, whether elected representatives or otherwise.

Westland District Council adheres to the Local Government Act (LGOIMA) and the Privacy Act.

There is no charge in supplying this information to you.

Council has adopted a Proactive Release Policy and accordingly may publish LGOIMA responses on the Council Website at <https://www.westlanddc.govt.nz/lgoima-responses>. The collection and use of personal information by the Westland District Council is regulated by the Privacy Act 1993. Westland District Council's Privacy Statement is available on our website [here](#)

If you wish to discuss this decision with us, please feel free to contact Mary-anne Bell, Senior Administration Assistant at LGOIMA@westlanddc.govt.nz, 03 756 9091.

Sincerely,



Simon Bastion | Chief Executive

SB/MB