



# Policy M1 – Council Members Access to Information

## 1. Policy Intention

To provide guidance for Council Members to access Council information.

## 2. Policy

### 2.1 It is Policy that-

- Council Members have access to certain documents over and above the rights of ratepayers. Such additional access is granted in order to enable a Council Member to discharge adequately the function of his or her elected office;
- a Council Member may only seek such information from Council records and files in the pursuit of Council business; and
- it is not open to a Council Member to obtain special information and then use it for his or her own or another's ends unconnected with Council activities.

**2.2** All Staff are answerable to the Chief Executive Officer (CEO) who is answerable to Council. Council Members channels for communications with the administration will be through the CEO.

**2.3** At the CEO's discretion, Council Members may deal directly with Directors and Executive Managers.

Policy Detail		
<b>Responsible Directorate</b>	Office of the CEO	
<b>Responsible Department</b>	Governance and Strategy	
<b>Responsible Officer</b>	Manager Governance and Strategy	
<b>Next Policy Review / Schedule</b>	2024 (3-yearly)	
<b>Council Adoption</b>	<b>Date / Resolution</b>	19 November 1998 (SCM98/0398)
<b>Amendment Record</b>	<b>Date / Resolution</b>	30 June 2011 (OCM11/099)
	<b>Date / Resolution</b>	22 February 2018 (OCM18/008)
	<b>Date / Resolution</b>	23 June 2022 (OCM22/070)
	<b>Date / Resolution</b>	
	<b>Date / Resolution</b>	