



DIRECTOR CORPORATE SERVICES REPORT

14th June 2005

DCS6	FINANCIAL WARRANT FILE: 117 APC
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SUMMARY:

Reporting on the response from the Department of Local Government in respect of Council's practice of providing a warrant to Councillors.



A report in respect of Council's current practice of providing a cheque warrant to Councillors was considered by Council at its meeting of 10th May 2005.

The report noted that Council has written to the Department requesting confirmation that Council's current practice in providing a Financial Warrant satisfied Departmental guidelines as well as seeking direction in respect of what constituted legitimate reasons for Councillors seeking access to that information contained within the warrant and the process by which such information may be sought.

A copy of the Department response is attached. [\(Appendix C\)](#)

The Department advice may be summarised as follows:

- **Council must not provide a cheque warrant**, by doing so Council creates a public document disclosing personal information in contravention of the requirements of the Privacy and Personal Information Act 1998 (PPI Act). It is noted that substantial penalties can be imposed for the breach of the PPI Act.
- The General Manager and not Council is responsible for the day-to-day management of expenditure of money within the budget approved by Council.
- Access to information of a kind reported within a cheque warrant must be made in accordance with the requirements of the PPI Act. ie. the reason for disclosure but be specific in

nature and relate to the performance of Council's function e.g. a specific instance relating to the non-payment of an individual supplier by Council.

REPORT IMPLICATIONS:

- *Environmental*

Nil

- *Social*

Nil

- *Economic (Financial)*

There will be some saving in resources (staff time, photocopying, paper costs etc) by not producing a Financial Warrant – say \$200 per month).

- *Policy or Statutory*

Council should not provide cheque warrants to Councillors in accordance with the requirements of the Privacy and Personal Information Protection Act 1998.

- *Director's Review*

Support the Recommendation.

RECOMMENDATION:

That the monthly Financial Warrants (Cheque List) no longer be prepared for distribution to Councillors.

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G B Snape
DIRECTOR CORPORATE SERVICES