



RANGITIKEI

DISTRICT COUNCIL

Making this place home.

Turakina Community Committee Meeting

Order Paper

**Tuesday 3 December 2019
7.30 pm**

Ben Nevis Hotel, State Highway 3, Turakina

Website: www.rangitikei.govt.nz
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Chair
TBC

Deputy Chair
TBC

Membership

Kathleen Bayler, Duran Benton, James Bryant,
Tina Duxfield, June MacDonald, Laurel Mauchline-Campbell,
Carol Neilson, Linda O'Neill, Anne Rice
His Worship the Mayor, Andy Watson
Councillor Waru Panapa and Councillor Dunn

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports



Rangitikei District Council

Turakina Community Committee Meeting

Agenda – Tuesday 3 December 2019 – 7:30 p.m.

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The quorum for the Turakina Community Committee is 6 including 1 Elected Member.

Council's Standing Orders (adopted 31 October 2019) 11.2 provide: The quorum for Council committees and sub-committees is as for Council, ie half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

1 Welcome

The Mayor or Ward Councillor will welcome the Committee members.

2 Apologies

3 Introduction of Committee members

Members are invited to provide a brief introduction of themselves, along with what their anticipations are as a Committee member and what they hope the Committee will achieve during the 2019-21 triennium.

4 Election of Chair

The elected Chair, will be required to attend a mandatory Chair training session held at Council Chambers in early 2020.

Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:

(2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—

(a) the voting system in subclause (3) ("system A");

(b) the voting system in subclause (4) ("system B").

(3) System A—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:—

(i) there is a first round of voting for all candidates; and

(ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

(iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and

(iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) System B—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

(i) there is only 1 round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Recommendation:

That the Turakina Community Committee, for the purpose of electing or appointing persons under Clause 25, adopt **either** System A, **or** System B.

Recommendation:

Thatbe appointed Chair of the Turakina Community Committee.

The Mayor or Ward Councillor vacates the chair.

5 Election of Deputy Chair

This follows the same process as for electing the Chair.

As the elected Deputy Chair, you will be welcome, but will not be mandatory to attend a Chair training session held at Council Chambers.

Recommendation:

That be appointed Deputy Chair of the Turakina Community Committee.

6 Guidance for Community Committees

A memorandum is attached.

File ref: 3-CC-1-5

Recommendations:

- 1 That the memorandum 'Guidance for Community Committees' to the Turakina Community Committee at the 3 December 2019 meeting be received.
- 2 That be appointed as the Turakina Community Committee grant assessor for the Community Initiatives and Events Sponsorship schemes.

7 Standing Orders

The current Standing Orders guide is attached.

The Committee will be provided with a copy of the full Standing Orders, it will be the responsibility of the Chair to make it available to any committee member. Staff will also have a copy at each meeting.

An electronic version of the 2019 Standing Orders can be found here: <https://www.rangitikei.govt.nz/files/general/Policies/Standing-Orders-2019-22.pdf>

8 Member's conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

9 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

10 Turakina Cemetery Management

A report is attached.

File ref: 6-CE-6-1

Recommendation:

That the report 'Turakina Cemetery Management' to the Turakina Community Committee meeting 3 December 2019 be received.

11 Small projects Grant Scheme update – November 2019

A memorandum is attached.

File ref: 3-CC-1-2

Recommendation:

That the memorandum 'Small Projects Grant Scheme Update - November 2019' to the 3 December 2019 Turakina Community Committee be received.

12 Rangitikei Youth Council applications are open for 2020

The Rangitikei Youth Council is an open to all youth aged 13 – 24 that are affiliated to the Rangitikei District. We have a total of 7 free spaces available for 2020, as we have 4 carrying on from this year. We need representation across the district, and successful candidates will be good at communication not just verbally but also email and Whats App messages, along with maintaining youth committees/networks to get wider youth input. Youth Councillors need to be open minded and keen to learn, have good time management, want to work with the community and be responsible for deliverables for youth such as leading the Youth Awards Evening. If that sounds like you, an application form is attached.

Applications close on Friday 6th December 2019.

13 Receipt of minutes from the last meeting in the 2016-19 triennium

The Minutes of the Turakina Community Committee meeting held on 3 October 2019 are attached for information only, all previous minutes from the 2016-19 triennium can be found on the Rangitikei District Council website.

File ref: 3-CC-1-2

14 Late Items

As accepted in item 9.

15 Future Items for the Agenda

16 Next meeting

Thursday 13 February 2020, 7.30pm

17 Meeting Closed

Attachment 1

Memorandum

To: Turakina Community Committee

From: Bonnie Clayton

Date: 25 November 2019

Subject: **Guidance for Community Committees**

File: 3-CC-1-5

- 1 Purpose of the Community Committee (extracted from Council's Delegations Register)**
- 1.1 The purpose of Community Committees is to provide a local link and point of contact for Council liaison with the community, and provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- 1.2 Community Committees are also charged with the delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" also referred to as the 'Small Projects Grant'.
- 1.3 Community Committees also help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner, through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure. It is not the role of the Committee to provide details of a Request for Service through their minutes; this needs to be done through direct contact with the Council office on 0800 422522 or through the 'Report it' section of the Council website.
- 1.4 Community Committees are to be the first point of contact (prior to Council) for community groups. Where this is not possible, the Committee will be informed of the approach by the community group to the Council.
- 1.5 Specifically, the Committee is asked to consider and comment on Parks Upgrade Partnership Fund applications prior to the application being considered by Council and on Placemaking initiatives that are taking place on Council land prior to the application being considered by the Chief Executive.
- 1.6 A recommendation is included in this memorandum for the Committee to nominate an assessor who will assess the merits of each application for the Community Initiatives Fund and the Events Sponsorship Scheme. The result of which will be collated with other assessors in the form of a report and be provided to the Finance/Performance Committee which will decide the amount to be granted to each applicant. Each funding scheme coincides with each other and has two rounds a year. The assessor will be required to partake in a training session organised by Council and may also be required to attend an all-assessor meeting to discuss applications.

2 Terms of Reference (extracted from Council's Delegations Register)

2.1 Committees will generally follow the Terms of Reference as listed below:

- The term of membership of each Committee shall generally coincide with Local Government term of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
- Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.
- One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. The quorum of a meeting must include at least one member of the local Authority.
- Committees will meet bimonthly, with the option of holding informal workshop sessions in the alternate months. Such sessions will not be publicly advertised and staff will not prepare an order paper for them. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Council's public consultation processes. Workshop sessions are discussion opportunities only; no decisions can be made at these sessions.
- Council will provide staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.

3 Role of the Chairperson

- 3.1 The Chairperson of a Community Committee is elected at the first meeting of the triennium. Council will arrange training for all chairs of Community Committees and Community Boards: all chairs are expected to attend.
- 3.2 It is the role of the Chairperson to ensure that meetings are productive and correct processes are followed. This includes verifying that a quorum exists at the start of each meeting and is maintained throughout.
- 3.3 The Chairperson has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting.
- 3.4 Community Committees provide a link between Council and the community, and it is the Chairperson's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues.
- 3.5 Should the Chairperson wish to include an item in the agenda, it is to be sent to the Governance Administrator not less than two weeks prior to the meeting. It is the

decision of the Chief Executive that the item is appropriate and that adequate time is afforded for staff to collate relevant information for comment.

- 3.6 Should a Committee member or a member of the community wish to include an item in the agenda, this is to be discussed first with the Chairperson.

4 Role of Committee Member

- 4.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 4.2 Committee members should bring to the Chairperson's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion. If such items are to be included in the agenda the process noted in 3.4 needs to be observed.

5 Council support

- 5.1 It is the responsibility of Council to produce and distribute the Committee Order Paper. The Order Papers for Council and all Committees and Boards are uploaded to the Council website www.rangitikei.govt.nz and are available for the public to read at all Council offices and libraries.
- 5.2 Standing orders require that the Order Paper be sent to each member of a committee at least two clear working days before the day of the meeting. This may be by electronic means. However, Council endeavours to complete the order paper one full week prior the meeting date.
- 5.3 As noted in the Terms of Reference above, Council will provide staff secretarial support for each meeting. That includes taking the minutes and advising on meeting procedure.
- 5.4 Questions relating to the agenda may be asked of staff at the meeting. The minutes will record those which require further clarification or actions by staff and note whether this is to be by email before the next meeting (in which case the email will be included as a document in the Order Paper) or through a report or agenda note at the next meeting.
- 5.5 The unconfirmed minutes will be electronically circulated to Committee members for information purposes, prior to the following meetings order paper distribution.
- 5.6 Should the Chair wish to follow up on any undertaking by Council staff in relation to a previous meeting, they need to do so with their Council staff secretarial support person.

6 Public Forum (as defined in Council's Standing Orders (SO 15))

- 6.1 Anyone may request to speak at Public Forum. Requests must be made to the Council staff secretarial support person at least one clear day before the Council meeting; however this requirement may be waived by the Chairperson.

- 6.2 A speaker may speak for a maximum of five minutes. The Chair may allow questions from Committee members. No discussion or decision may be made on a matter raised during Public Forum unless it is already on the meeting agenda.
- 7 **Late Items** (as defined in Council's Standing Orders (SO 9.12 and SO 9.13))
- 7.1.1 At the start of the meeting there is an item for late items to be accepted to the meeting. A late item is an item that is identified after the agenda for the meeting is created but cannot wait to be discussed at the next scheduled meeting. For example a time constraint to the outcome.
- 7.1.2 The item needs to be presented to the Committee, along with a reason why it cannot wait until the next scheduled meeting, to be accepted into the agenda. A recommendation needs to be passed to allow the item to be considered at the meeting.
- 8 **Items for a Future Agenda** (as defined in Council's Standing Orders)
- 8.1 The Committee cannot discuss or make recommendations on issues that do not form items on the agenda for that meeting and have not been accepted at the start of the meeting as a late item.
- 8.2 If the Committee wishes to discuss an issue within the community, an item will be placed at the end of the agenda where future items for the agenda can be identified. This allows Council staff to provide the Committee with any information necessary and allows the community the opportunity to attend the meeting if they are interested in the item.
- 9 **Committee recommendations**
- 9.1 The Committee can make a formal request of Council with regard to an agenda item, by way of a resolved recommendation. A good recommendation should stand alone with all relevant information for action contained within its wording. For example:
- That, the Marton Community Committee recommend to Council that the 50 km speed limit zone on Whanganui Road is extended to at least, 2 km west of the main entrance to Huntley School on Wanganui Road.*
- 10 A Committee recommendation to Council will be put to their next business meeting by way of confirmation under the Council agenda item 'Minutes and recommendations from Committees' or, if deemed necessary by staff, within in its own agenda item. This could include more information such as process, cost association or research required along with a supporting or alternative recommendation from staff.
- 11 **Small Projects Grant Scheme** (as defined in the Terms of Reference within Council's Delegations Register).
- 11.1 Community Committees are provided with an allocation for defined small local works. This grant is known as the Small Projects Grant Scheme and is funded through rates on a \$1 per rateable property basis. Committees are given an annual allocation and can

carry-over up to 100% of that year's allocation to the following year, but no more than that.

11.2 The objective of the Scheme is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).

11.3 Proposed expenditure must be approved –

- by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
- (for urgent matters) by documented communication to all Committee members and appropriate Council staff for discussion and tabled for formal resolution at the next available meeting so that a clear audit trail is evident.

11.4 Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.

11.5 The delegation does not extend to proposed expenditure which –

- provides training or conference attendance for one or more members, or
- constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
- exceeds the annual allocation (including any carry-forward amount).

Any such proposal must be referred to Council for decision.

11.6 A proposal for any forward-funding of works (using funding from the next financial year) would require approval from Council.

12 Placemaking Initiative

12.1 The Placemaking initiative is an opportunity for groups within the community that wish to undertake a Placemaking activity.

12.2 A Placemaking activity is defined as a community-led approach to improving and reinventing public spaces, with a focus on getting people involved in making the most of their community's assets to create public spaces that people want to spend time in rather than just passing through. Placemaking solutions require understanding of how a space is used, and the needs of the users to produce responsive and successful revitalisation solutions.

12.3 The Placemaking fund is open year round district wide and operates on the basis that work is done in kind by the community and funding may be granted for materials.

13 Community Initiatives Fund

- 13.1 This is a Council fund intended to support community-based projects in the Rangitikei district that develop community cohesion and community resilience. There are two rounds each year. The fund is assessed by nominated members of each Community Committee and Community Board and awarded by the Finance/Performance Committee.
- 13.2 Applications are open to groups (not individuals) whose projects show benefit in one of the following areas:
- Community service and support
 - Leisure promotion
 - Heritage and environment
- 13.3 Applications are open to local groups as well as those from outside the Rangitikei, however, clear benefit to the Rangitikei must be demonstrated. An example is a community support group for diabetes sufferers.
- 13.4 Grants will usually be up to a maximum of \$2,500 for any project in any one financial year

14 Events Sponsorships Fund

- 14.1 This is a Council fund intended to support events in the district that help to develop community cohesion and reinforce economic growth. There are two rounds each year. The fund is assessed by nominated members of each Community Committee and Community Board and is awarded by the Finance/Performance Committee.
- 14.2 There are three main categories of events: high profile, community, or high profile community events. Applications are open to groups (not individuals) whose events take place within the Rangitikei, and that are not funded by the Rangitikei District Council ratepayers through other means. The impact of high profile events on the local economy will be measured and reported upon.
- 14.3 There are two funding rounds per year. There is a maximum cap of 50% of eligible costs that can be funded.

15 Recommendations:

- 15.1 That the memorandum 'Guidance for Community Committees' to the Turakina Community Committee at the 3 December 2019 meeting be received.
- 15.2 That be appointed as the Turakina Community Committee grant assessor for the Community Initiatives and Events Sponsorship schemes.

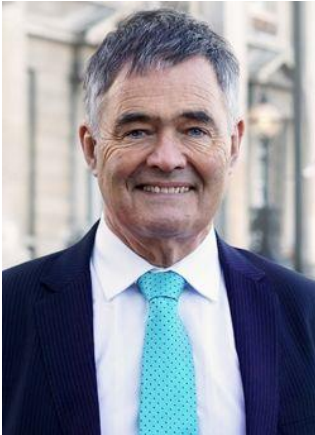
Bonnie Clayton
Governance Administrator

Attachment 2

The 2019 Guide to Standing Orders



< Good local governance requires us to ensure that the way in which we undertake public decision-making is open, transparent and fair. >



Preface

Dave Cull, President, LGNZ

Democracy only really works if people trust it. And trust requires that our public decision-making processes are open, transparent and fair. In other words, citizens must be able to assure themselves that governments, at whatever level, work for the public interest. This is one of the reasons why standing orders are important. They provide a framework of rules for making decisions that gives effect to these principles; principles which are fundamental to a well-functioning democracy.

Whether councils apply their standing orders every time they meet, or refer to them only when faced with a complex or controversial issue, the fact that we have agreed and visible processes for making decisions is essential for public confidence in our decision-making. It is, therefore, important that our standing orders are not only fully compliant with legislation and best practice in the conduct of meetings, but that they are also easy to use.

The purpose of this Guide to Standing Orders is to assist those who are chairing meetings and the officials who advise them to ensure standing orders work well for the circumstances of each community. The Guide is designed to help interpret provisions which may be ambiguous in certain situations, and to address those matters that cannot be covered directly in the standing orders, because they are specific to an area.

This, the second edition of the Guide, has been expanded to include matters identified by practitioners over the last three years. I am sure you will find it helpful.

Dave Cull
President
LGNZ

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Recommended process for adopting standing orders

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. The approval of at least 75 per cent of members present at a meeting is required to adopt (and amend) standing orders.

The 2019 edition of the LGNZ standing orders contains a number of optional provisions and, as part of the adoption process, members need to be given the choice of which options to include prior to being asked to adopt the full set of standing orders. We recommend a process like the following:

Officer's report to an ordinary meeting of the council

To adopt these standing orders, a report should be prepared for consideration at the first ordinary meeting of the governing body of the local authority (the council meeting).

The report should list the optional clauses in the standing orders template and briefly discuss the advantages and disadvantages of each. The optional clauses are:

- Members' right to attend by audio or audio visual link (clauses 13.11 – 13.16);
- A casting vote for the Chairperson (clauses 19.3); and
- The choice of a default option for speaking and moving motions:
 - A - formal, (cl. 22.2); or
 - B,- medium, (cl. 22.3); or
 - C - informal, (cl. 22.4).

Factors to consider

Audio visual link

The LGA 2002 allows members of a local authority to participate in meetings if they are not physically present by audio or audio visual means. This provision was made in response to requests from councils that represent large geographic areas in which it is often difficult for some members to attend meetings at short notice. Its use, however, is not limited by statute and councils can develop policies should they wish to constrain the use of the technology to certain types of meetings or not.

To make use of this option the relevant rules must be incorporated within a council's standing orders. Please note that members attending by audio or audio visual means are not counted as part of a meeting's quorum.

Casting vote

The LGA 2002 allows chairpersons to use a casting vote if provision for such a vote is made in a council's standing orders. The vote can be used when there is an equality of votes and, despite some views to the contrary, a casting vote is not limited to supporting the status quo.

The LGNZ standing order template includes the casting vote option which will need to be removed should councils prefer that their chairpersons are unable to exercise such a vote.

A third option, in which a casting vote can only be used for prescribed types of decisions, is available. This option could specify, for example, that a casting vote can only be used for the adoption of statutory plans, such as the annual and long term plan (see p. 12 of this Guide).

Speaking and moving options

The LGNZ standing orders template offers councils a choice of three frameworks, Options A, B or C, for speaking to and moving motions and amendments.

- Option A is the most formal of the three and limits the number of times members can speak and move amendments, for example, members who have moved and seconded a motion cannot then move and second an amendment to the same motion and only members who have not spoken to a motion or substituted motion may move or second an amendment to it. (This is the framework used in the Standards New Zealand Model Standing Orders.)
- Option B is less formal than Option A. While limiting the ability of movers and seconders of motions to move amendments it allows any other members, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment.
- Option C provides substantial flexibility by removing the limitations placed on movers and seconders by the other two options.

The council is asked to agree on a default option which will apply to all meetings unless a chairperson, or meeting, agree to apply one of the other two options at specific meeting. It is recommended that the default option be marked as Default in the adopted standing orders.

Draft resolution

Once decisions have been made on whether or not to incorporate the discretionary clauses, then a resolution to adopt the original or amended standing orders can be established. A resolution could take the following shape:

That the council adopt the standing orders as tabled with the following amendments:

- i. Provisions for meetings by audio visual link - yes/no.
- ii. A casting vote for chairpersons – yes/no.
- iii. Option A (formal), B (medium), or C (informal) as the default for speaking and moving motions.

The same process is recommended for local and community boards, and joint committees.

Part 1: General matters

Mayoral appointments under s.41A Local Government Act 2002

Included in the standing orders are provisions dealing with the ability of mayors to establish committees, appoint deputy mayors, committee chairs and members of committees (see standing orders 5.1 – 5.5).

Where a mayor chooses to use these powers, a council must make provision for ensuring the results of the Mayor's decisions are communicated as soon as practicable to members of the governing body. We recommend that either the Mayor or chief executive provide the information at the first meeting of the governing body that follows the Mayor's appointments.

It is critical that the chief executive of a territorial authority advises their mayor about s. 41A LGA as soon as possible after election results have been confirmed, so as to ascertain whether or not they wish to make use of those powers. Appendix 3 sets out a possible process for this.

The Mayor's leadership role

Under s.41A LGA mayors are responsible for the leadership of the "other members of the territorial authority" and the "people in the district of the territorial authority". They are also responsible for leading the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.

Section 41A can have implications for the way these standing orders work, depending on how a mayor wishes to approach their leadership role, particularly in regard to plans, policies and budgets. Some mayors have chosen to put all plans, policies and budgets under their own names so as to give effect to their leadership responsibilities. The standing orders provide for a chairperson to stand down from the chair but still contribute to a debate, should they feel strongly about an issue, in order to ensure the objectivity of the chair.

Ensuring decisions meet requirements of Part 6 LGA 2002

The standing orders highlight the importance of recommendations, whether made in a chairperson's report or a Notice of Motion, complying with the decision-making requirements of Part 6 LGA.

Section 76 LGA specifies that every decision made by a local authority must be made in accordance with such provision of sections 77, 78, 80, 81 and 82 (LGA) as are applicable. This requirement applies to all decisions to the degree appropriate.

In some cases the impact of these provisions will require that a decision can only be made after consideration of options and related matters has taken place while in other cases, especially if the decision is a minor decision, no further analysis is required.

What is required is some evidence that consideration has been given to the degree to which a decision is or should be, subject to the matters specified in the relevant sections of Part 6.

These standing orders make provision within SO 26.2 for a chairperson to refuse to accept a Notice of Motion that fails to include sufficient information to satisfy the requirements of sections 77 – 82 of the LGA.

Appointment of staff to sub-committees

While non-elected members may be appointed to committees and sub-committees, council staff, in the “course of his or her employment” can only be appointed to a sub-committee. When determining to appoint a sub-committee, a council or committee should, through the terms of reference, be clear about the nature of the skills and competencies required. This may involve:

- Requesting that the Chief Executive, or their nominee, determine which member of staff is appropriate to be a member of the sub-committee; or
- Identifying a specific position, such as the chief executive, city planner or economist, to be a member of the sub-committee.

Policies for leave of absence by members of the governing body

The standing orders provide for a council to delegate the authority to grant leave of absence to a mayor or regional council chair. When deciding whether or not to give a member a leave of absence, a council or their delegate, may wish to consider. The impact of the leave of absence on the capacity of the council to conduct its business with regard to quorum, the number of members available to fulfil the councils’ responsibilities and other requests for leave of absences:

- A request for leave of absence should be made in advance of a meeting and would generally apply to a number of meetings that the member knows that he/she will be unable to attend; and
- Apologies are usually given when a member cannot attend a forthcoming meeting or inadvertently missed a meeting, in which cases the apologies are made retrospectively.

If a member is absent from four consecutive meetings without their leave, or apologies approved, an extraordinary vacancy is created. This occurs at the end of a meeting at which a fourth apology has been declined, or a member had failed to appear without leave of absence.

Councils will need to establish their own policy as to whether or not a person who has a leave of absence for a length of time will continue to receive remuneration as an elected member, for example, a policy may provide for remuneration to continue to be paid for the first three months of a leave of absence.

Extraordinary and emergency meetings – business

A question that is commonly asked about extraordinary meetings is whether or not business, other than the business for which the extraordinary meeting was called, should also be included on the agenda, or discussed at the meeting. The Standing Orders recommends that extraordinary meetings should only deal with the business for which they are called and should not be concerned with matters that could be considered at an ordinary meeting or have not been included in the grounds for which an extraordinary meeting has been called. Public forums should not be held prior to an extraordinary meeting.

Enacted in 2019, the Local Government Regulatory Matters Act has provided for a new type of meeting referred to as Emergency Meetings. The difference between extraordinary and emergency meetings is the time-frame involved and the process for calling them, see below.

Table 1 Extraordinary and emergency meetings compared

	Extraordinary meetings	Emergency meetings
Called by:	A resolution of the local authority or requisition in writing delivered to the CE and signed by: <ul style="list-style-type: none"> • The mayor or chairperson; or • Not less than one-third of the total membership of the local authority (including vacancies). 	The mayor or chairperson; or if the mayor and chairperson are unavailable, the chief executive
Process	Notice in writing of the time and place and general business given by the CE.	By whatever means is reasonable by the person calling the meeting or someone on their behalf.
Time frame:	At least three days before the meeting unless by resolution and not less than 24 hours before the meeting.	Not less than 24 hours before the meeting.
Notification of resolutions	With two exceptions a local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting.	No similar provision exists for emergency meetings however good practice would suggest adoption of the same process applies to extraordinary meetings.

Use of extraordinary meetings

Extraordinary meetings are designed to consider specific matters which cannot, due to urgency, be considered at an ordinary meeting. It is for this reason that extraordinary meetings can be held with less public notification than ordinary meetings.

If councils need to hold meetings that are additional to those specified in their meeting schedule, then the appropriate response is to amend their meeting schedule to include additional ordinary meetings, rather than call extraordinary meetings to address what might be the general business of the council. Extraordinary meetings, as the name implies, are for business that cannot wait for an ordinary meeting and where grounds exist for shortening public notice.

Part 2: Pre-Meeting

Meeting times

Consideration should be given to choosing a meeting time that is convenient for members and facilitates the participation of the public. One approach would be to use the council induction workshop to seek agreement from members as to the times that will best suit them, their council and their community.

Giving notice

The Standing Orders have now been updated to include the new definitions of what constitutes a public notice and how working days are defined. The new provisions are set out in the Local Government Regulatory Matters Act 2019. The full provisions are:

Internet site, in relation to a local authority, other person or entity, means an internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Public notice, in relation to a notice given by a local authority, means that:

- (a) It is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and
- (b) It is published in at least:
 - (i) One daily newspaper circulating in the region or district of the local authority; or
 - (ii) One or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, and Waitangi Day;
- (b) If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday;
- (c) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (d) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Advertising meetings to be held on or after the 21st of the month

Section 46(1) and (2) provide timeframes for the public advertising of meetings. The purpose of these subsections is to ensure sufficient notification to the public regarding when meetings will take place. However, the wording of these subsections can cause some confusion.

- Section 46(1) envisages that an efficient way of advertising meetings is to provide a monthly schedule, published 5-14 days before the end of the month.
- Section 46(2) envisages that meetings in the latter half of the month may not be confirmed sufficiently in advance to form part of a monthly meeting schedule published before the start of the month.

Therefore, Section 46(2) provides a separate mechanism for advertising meetings held after the 21st of the month, which councils can choose to follow. If councils wish to do so, meetings after the 21st of the month can be advertised 5-10 working days prior to the meeting taking place (that being 1-2 standard calendar weeks, unless public holidays fall during that time).

Basically, Councils must utilise the monthly schedule in Section 46(1) for meetings held between the 1st and 21st of the month, however, either method for advertising meetings can be used for meetings held after the 21st

Re-locating meetings at the last minute

Local authorities must hold meetings at the times and places that it appoints, so if an appointed meeting room becomes unavailable at the last minute (i.e. after the agenda has been published), and an alternative room in the same venue or complex cannot be used, the meeting can be re-located but will become extraordinary and the requirements set out in Standing Orders 8.5 and 8.10 will need to be met.

If a meeting is re-located, we recommend informing the public of the change in as many different ways as possible, for example:

- Customer Services made aware;
- Meeting invitations to elected members changed;
- Relevant notices visible outside both old and new venues;
- A sign on the original meeting room door, and/or; and
- Updates on the Council's website and social media pages.

Process for putting matters on the agenda

An issue for many elected members, particularly those newly elected, is how to get matters on to the agenda of a meeting in order to achieve a decision. This issue is addressed in Standing Order 9.1 and Appendix 13. The provision applies to councils, subordinate decision-making bodies (these include committees and subcommittees), local and community boards. In short, a matter may be placed on the agenda as a result of any of the following:

- Through a direct request to the chief executive or an officer with the relevant delegated responsibility;
- From the Chairperson through their chairperson's report, although depending on the nature of the item and decision suggested, a staff report may be required;
- Through the report of a committee. Committee meetings are generally less formal than a meeting of the governing body and a committee can make recommendations to the governing body. Please note that any request should fall within the committee's terms of reference;
- Through a report of a local or community board. A councillor could, for example, ask a local or community board to support a matter and even recommend a course of action to the governing body; and
- Members may apply to place an item on the agenda through a notice of motion (see SO 27.1), however, a notice of motion must comply with the decision-making provisions of Part 6 LGA 2002 before it can be considered. If the mover of the notice of motion is unable to provide this information or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal be referred to the chief executive for consideration and report.

Though any and all of these may be used it is important to remember that until presented to members (i.e. published), an agenda is ultimately the responsibility of the Chief Executive and the collation of the agenda and its contents must remain under the Chief Executive's control.

Where a matter is urgent and has not been placed on an agenda it may be brought before a meeting as "extraordinary business" as a result of a report by the Chief Executive or a report by the Chairperson. This process gives effect to Section 46A (7) and (7A) of LGOIMA.

Please note: the content or topic of any request must fall within the terms of reference of the specific body or meeting, for example, a request made to a community board should be for an item that falls within the decision-making authority of the board.

Agendas – good practice

Underpinning open and transparent government is the opportunity for members of the public to know in advance what matters their local governments will be debating and making decisions about ahead of time. Consequently making copies of council and committee agendas available for members of the public is critical. Officials need to be aware of their communities' preferences for accessing information when deciding how access to draft agendas will be facilitated.

Information tabled at meetings

Any extra information tabled after the reports and agendas have been distributed should be specified and noted in the minutes, with copies made available in all places that the original material was distributed to. A copy must also be filed with the agenda papers for archival purposes (and future research if necessary).

Part 3 Meeting procedures

Starting your meeting

Questions are sometimes asked whether or not council meetings should begin with some form of reflection to acknowledge the importance of our democratic processes.

There is no obligation on a local authority to start its meetings with a reflection or ceremony, however if a council wishes to begin its meetings with a formal procedure to recognise the civic importance of council meetings, we have made a few suggestions in this section. Which allow for tangata whenua processes which should alleviate any awkwardness around introducing such processes.

An example of a reflection used at the start of a meeting is the following karakia used by Hutt City Council.

Opening formalities - karakia timatanga	
Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora.	

Voting systems

One of the issues that arose during preparation of the new Standing Orders concerned the performance of some of the electronic voting systems that are in use and whether or not the way in which they operate is consistent with what we understand as 'open voting'.

We have taken the view that open voting means that members should be able to see how each other votes 'as they vote' (i.e. simultaneously) as opposed to a system which votes are tallied (in a manner that does not show how individuals voted) and then a result is released.

It is also important to note that under these Standing Orders electronic systems should allow a member to abstain from voting, see Standing Order 19.7.

The Chairperson's casting vote

Standing Order 19.3 allows the Chairperson to exercise a casting vote where there is an equality of votes. Incorporating a casting vote in a council's Standing Orders is optional under cl. 24 (2) Schedule 7, LGA 2002. The casting vote option has been included in the template to enable a meeting to conduct and conclude important business without the risk that a vote might be tied and as a result a significant statutory timeframe might be exceeded.

There are three options:

1. The casting vote provisions are left as they are in the default standing orders.
2. The casting vote provision, Standing Order 18.3, is removed from the draft standing orders before the standing orders are adopted.
3. The standing orders are amended to provide for a “limited casting vote” that would be limited to a prescribed set of decisions only such as statutory decisions, for example: *where the meeting is required to make a statutory decision e.g. adopt a Long Term Plan, the chair has a casting vote where there is an equality of votes.*

Chairperson does not have a casting vote except in the case of statutory decisions

The Mayor, Chairperson or any other person presiding at a meeting has a deliberative vote and, in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved) with the exception of statutory decisions such as (but not limited to) the adoption of Annual Plans, Annual Reports and Long Term Plans where a casting vote may be exercised (Western Bay of Plenty District Council Standing Orders 2016).

Joining meetings by audio and audio visual means

The Local Government Act 2002 Amendment Act 2014 gave local authorities the option to include in their standing orders a provision to enable members to join meetings by audio or audio visual means.

These standing orders include this provision and if a council wishes not to make that option available to its members the specific standing orders should be removed before the standing orders are adopted. The relevant standing orders are 13.7 – 13.16.

A number of members have found the audio and audio visual provisions prescribing quorums and voting confusing. We have worked on the Standing Order to make it as clear as possible that while a member can take part in discussions and vote while joining a meeting electronically, they are not part of the quorum.

Conduct

Section 20 of the Standing Orders deals with the lected member conduct at meetings. One feature of the LGNZ Standing Orders is the cross reference to each council’s Code of Conduct. The Code of Conduct sets standards by which members agree to abide in relations to each other. Clause 5.1 of the LGNZ Code of Conduct template sets out the following standards with regard to relations between members:

Given the importance of relationships to the effective performance of the council, members will conduct their dealings with each other in a manner that:

- Maintains public confidence;
- Is open and honest;
- Is courteous;
- Is focused on issues rather than personalities;
- Avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- Avoids aggressive, offensive or abusive conduct, including the use of disrespectful or malicious language.

At the start of a triennium, councils as well as committees and local and community boards should agree on protocols for how meetings will work, including whether or not members are expected to stand when speaking and any specific dress requirements.

Public forums: good practice

These standing orders state that a period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the meeting for up to five minutes on items that fall within the delegations of the meeting, provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting i.e. consideration of business items listed on the agenda. We recommend that a brief record be kept of matters raised during any public forum section of the meeting with matters for action to be referred to the Chief Executive or other person as requested by the meeting.

Revoking a decision made under delegated authority

A council cannot directly revoke a decision made and implemented by a subordinate decision-making body which has the delegation to make the decision, assuming that the subordinate decision-making body, or local or community board, has exercised its decision-making powers in a lawful manner.

Where a decision of a subordinate body or a local or community board has been made under delegated authority but has not been implemented, a council can remove the specific delegation from that body and resolve to implement an alternative course of action.

Process for release of public excluded information

Councils have different processes for releasing the reports, minutes and decisions from public excluded meetings (material considered confidential under Section 6 or Section 7 of LGOIMA). It is important to be aware that reasons for withholding information from the public does not necessarily endure, for example, information that was confidential due to negotiations may not need to remain confidential when negotiations have concluded. Equally, documents may be released in part, with only parts withheld.

Generally information may only be publicly released by a decision of the meeting, or a decision of the Chief Executive. Each council will have systems and policy for controlling the release of information.

When a report is deemed to be 'In confidence' information can be provided on whether or not it will be publicly released and when. With regard to items under negotiation, such as contracts, land purchase or disposal, resource consents and district plan matters, there is often an end point when confidentiality is no longer necessary. If no release clause is provided a further report may be needed to release the information creating double handling and report writing.

The following clause can be included in report templates to address this issue:

(If in confidence) That the report/recommendation be transferred into the open section of the meeting on {state when the report and/or recommendation can be released as an item of open business and include this clause in the recommendation}.

Returning from public excluded to open session

Councils take different approaches to the way in which a meeting moves from public excluded to open status. There are basically two approaches:

1. Meeting resolution - whereby the chair, or a member, moves that since the grounds for going into public excluded no longer exist the public excluded status is hereby lifted.
2. End of the public excluded item – whereby public excluded status is “tagged” to only those items that meet the criteria in the sample resolution set out in Appendix Two of the Standing Orders and is automatically lifted once discussion on that item is concluded.

Generally, moving out of public excluded sessions should follow the approach set out in option two. However, option one might apply where, during a substantive item, it is necessary to go into public excluded for a section of that item. In this case the Chair, or a member, should signal, through a point of order that the grounds for excluding the public no longer apply. Whether a motion to return to open meeting is required or not is a question of style.

Conflicts of interest

Questions from elected members about when a conflict of interest may exist and how it should be managed are amongst the most common faced by governance staff. The rules are clear that a member of a local authority may not participate in discussion or voting on any matter before an authority in which they have with a financial or non-financial conflict of interest. However, determining whether a conflict exists or not is not always so clear.

Financial conflicts of interest:

It is an offence under the Local Authorities Members' Interests Act 1968 to participate in any matter in which a member has a financial interest. These are defined by the Auditor General as:

whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member involved (p. 25 Conflicts of Interest OAG 2004).

The Auditor General can, in certain situations, grant exemptions from the rule which makes it an offence for an elected member with a financial conflict of interest discussing and voting on a matter, for example, where an interest is in common with the public.

In such cases the Auditor General can grant an exemption or a declaration to allow a member to participate. Members should be referred to the Auditor General if there is a possibility that their case would qualify for an exemption or declaration (see OAG's guide on Conflicts of Interest published in 2004).

Non-financial conflicts of interest:

The Auditor General defines a non-financial conflict of interest or 'bias' as:

Is there, to a reasonable, fair minded and informed observer, a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration.

Bias involves not just actual bias but also the perception of bias. A claim of bias can be made on the basis of predetermination. A member who believes they may have a non-financial conflict of interest should:

- Declare they have a conflict of interest when the matter comes up at a meeting;
- Ensure that their declaration is recorded in the minutes; and
- Refrain from discussing or voting on the matter.

In such cases the member should leave the table and not take part in any discussion or voting on the matter. In determining the level of conflict, members should discuss the matter with the meeting chairperson and/or chief executive or their nominee, however, the decision whether to participate or not must be made by the members themselves.

The Auditor General cannot provide an exemption or declaration with regard to non-financial conflicts of interest.

How should confidential information in an agenda be managed?

Occasionally councils have to address the issue of how confidential agenda items should be handled where there is a possibility, should it become public, that the information in the agenda could benefit a member or individuals. Some councils address this risk by tabling confidential papers at the meeting on the day and ensuring those papers are returned before members leave.

What happens to a quorum when a member is 'not at the table'?

Whether or not members must be 'at the table' to constitute a quorum is a frequently asked question, usually in response to a member standing aside from the table due to a perceived or actual conflict of interest.

Standing Order 10.4 covers this situation when it states "a meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote". "Present" in the context of these standing orders is to be in the room, not necessarily around the table. Please note that if a member is excluded from the meeting room due to a financial conflict of interest they are no longer considered "present" for the purposes of the quorum.

Members attending meetings of which they are not members

A common question involves the role of elected members who attend meetings of which they are not members and what their status at these meetings should be. The legislation and these standing orders are clear (cl. 19(2) Schedule 7, LGA 2002) that members can attend any meetings unless they are "lawfully excluded" (see definition of lawfully excluded in the Standing Orders).

An elected member who attends the meeting of a committee of which they are not a member may not necessarily be able to claim allowances, such as mileage, for attending that meeting. This question should be addressed in a council's allowances and expenses policy.

Elected members attending a meeting of which they are not a member have the same rights as the public. They may be granted additional speaking rights if permitted by the Chairperson. To remove the possibility of confusion about membership and speaking rights for both the public and the members concerned many councils require non-members to sit away from the meeting table i.e. in the public gallery.

Attendance at hearings

There is often confusion as to whether or not elected members must be present throughout a hearing or submission process in order to be able to vote on the outcomes of the hearing. This is a case where the rules vary according to the legislation under which the hearing or submission process is occurring.

Hearings under the LGA 2002, such as Annual Plan or Long Term Plan hearings, do not require all elected members to have participated in the submission process in order to take part and vote on the outcomes of that process. Elected members who cannot participate at all or who miss part of a hearing should review all submissions and the analysis provided by officials of the written and oral submissions before taking part in any debate and vote on the plan or policy under consideration.

It is good practice to remove doubt on this matter that there be a record in the minutes stating that the members who have been absent have been provided with, prior to deliberations, all records of submissions made both orally and in written form.

Please note that the Auditor General recommends that members should be present for the whole of a hearing “to show a willingness to consider all points of view” (Conflicts of Interest August 2004 p. 43). The guidance suggests that lengthy periods of nonattendance at a hearing could suggest an element of pre-determination.

Divisions

Under Standing Order 19.5 a member can call for a ‘division’ for any reason. If a division is called the standing orders require the Chief Executive to record the names of the members voting for and against the motion, as well as abstentions, and provide the names to the Chairperson to declare the result. It is important to remember to record the names of members in the minutes and the way in which they voted.

There are different approaches taken to ascertaining how people voted. For example:

- When asking each individual member how they voted vary the order in which elected members are asked e.g. alternate between clockwise and anti-clockwise.
- To get a clear picture ask members who voted for or against a motion or amendment to stand to reflect how they voted i.e. “all those in favour please stand” and the committee secretary will record those votes and names, followed by “all those against please stand” again with names recorded, followed (where abstention is provided for) with “all those abstaining, please stand” and again record those names.

Where a motion is lost

A new provision has been added to make it clear that when a motion is lost it is possible to move an additional motion if it is necessary to provide guidance or direction. For example, if a motion “that the council’s social housing stock be sold” was defeated, the organisation might be left without direction with regard to the question of how the stock should be managed in the future.

Standing Order 23.10 enables a meeting to submit a new motion if required to provide direction to management where this might be required following the defeat of a motion.

What happens to items left on the table

Standing Order 25.2 *Procedural motions to close or adjourn a debate* provides five procedural motions to close or adjourn a debate. In relation to the procedural motion whereby the item of business is left to “lie on the table” we recommend that any such matters should cease to lie on the table and are withdrawn at the end of the triennium.

It is however good practice wherever possible to state (when an item is left to lie on the table) what action is required to finalise it and when it will be reconsidered. For example, “that the report on the sale of the land lie on the table until further information on land values is received and that on receipt of such information the item be reported to the next scheduled meeting of the Property Committee”.

Options for speaking and moving motions

One of the new features in these standing orders is the ability to use different rules for speaking to and moving motions so as to give greater flexibility when dealing with different situations.

Standing Orders (22.1 – 22.5) provide for three options. Option A repeats the provisions in the Standards New Zealand Model Standing Orders which limit the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows further flexibility.

When a council, committee or community board adopts their standing orders at the start of the triennium it should decide which of the three options will be the default option. We recommend that the default be the approach which will be used most frequently.

Reasons why a committee may consider using options B or C could be to enable more discussion on items and/or to avoid a meeting choosing to suspend standing orders altogether.

For joint committees the decision could be simplified by agreeing to adopt the settings used by whichever member council is providing the administrative services.

Keeping minutes - additional guidance

Since the release of the 2016 standing orders a number of requests for further guidance have been raised.

Hard copy or digital

A common question since the release of the LGNZ standing orders has been to do with whether or not minutes should only be kept in hard copy. Since the 2016 edition Archives New Zealand has released guidance on the storage of records by digital means. In short general approval has been given to public offices to retain electronic records in digital form, except in a few specified cases. The advice is set out below.

Mandate

This Authority to retain public records in electronic form only (the Authority) is issued by the Chief Archivist under Section 229(2) of the Contract and Commercial Law Act 2017 (CCLA).

Purpose

The purpose of the Authority is to grant general approval from the Chief Archivist to public offices to retain public records in electronic (digital) form only, subject to the exclusions listed in “4 Exclusions to this Authority” below. This means that the source public records do not need to be retained after digitisation and can be destroyed without further authorisation.

Approval to retain in electronic form

The Chief Archivist approves public records not excluded under 4 *Exclusions to this Authority* below for retention in electronic form only, after these have been digitised.

Exclusions to this Authority

The following categories of public records are excluded from the general approval given in “*Approval to retain in electronic form*” above:

- Unique or rare information, information of importance to national or cultural identity or information of historical significance;
- Unique or rare information of cultural value to Māori (land and people) and their identity; and
- All information created prior to 1946.

For more detail on each of these categories, refer to the guide *Destruction of source information after digitisation 17/G13*. Archives New Zealand will consider applications to retain public records from these categories in electronic form only on a case-by-case basis.

Compliance with Section 229(1) of the CCLA

A public office can retain public records in electronic form only, and destroy the source information, only if the public record is covered by the approval given in this Authority (or specific authorisation has otherwise been given by the Chief Archivist); and the conditions of Section 229(1) of the CCLA are met. The two conditions of s\Section 229(1) are:

- (a) *The electronic form provides a reliable means of assuring that the integrity of the information is maintained*

In accordance with Section 221 of the CCLA, “the integrity of information is maintained only if the information has remained complete and unaltered, except for the addition of any endorsement, or immaterial change that arises in the normal course of communication, storage, or display.”

The Chief Archivist considers that if any unique characteristics of the source information, which contribute to the value of that information, would be lost during digital conversion then the integrity of the information would not be maintained. The source information must then be retained.

- (b) *The information is readily accessible so as to be usable for subsequent reference*

Usable information is information that can be located, retrieved, presented and interpreted within a reasonable time period. A usable record should be connected to the business process or transaction that produced it. Linkages between records that document related business transactions should be maintained (sourced from ISO 15489-1:2016 *Information and documentation – Records management – Concepts and principles*).

Note: Public offices should be aware that Section 229 of the CCLA does not apply to those enactments and provisions of enactments listed in Schedule 5 to the CCLA (Enactments and provisions excluded from subpart 3 of Part 4).

For further detail, the Authority should be read in conjunction with the guide *Destruction of source information after digitisation 17/G13*¹.

Chairperson's signature

Where councils capture and store minutes digitally the traditional practice for authorizing minutes of the Chair's signature is not at all practical. For the digital environment one approach would be to include, with the motion to adopt the minutes, a sub-motion to the effect that the Chair's electronic signature be attached/inserted.

What to record?

The purpose of taking minutes is to meet legal requirements set out in LGOIMA 1987, "create an audit trail of public decision-making and to provide an impartial record of what has been agreed". But most of all having a clear and precise record of the decisions that our public agencies make strengthens accountability and helps build confidence in our local democracy.

The level of proceedings recorded will vary according to the preferences of different councils and their administrations. What is important is to ensure that the bodies on behalf of which minutes are being taken are fully aware of, and have agreed in advance, to the style of those minutes. One way of doing this is to include, as part of the resolution adopting the minutes, either a stand-alone motion stating the level of detail that will be recorded, or including this within the Standing Orders themselves.

Good practice

- Minutes should be a clear audit trail of decision-making.
- Less is best.
- Someone not in attendance will be able to understand what was decided
- Anyone reading the minutes in 20 years' time will understand them (Fleur Sweeney).

In addition to the items set out in SO 27.2, a further reason why more detailed records might be taken is to record the reasons given for a meeting not accepting an officer's recommendations on a report - this might be important for future audit purposes.

Taking minutes for hearings held under 'other' statutes

The LGNZ Standing Orders are designed to comply with the LGA 2002 and LGOIMA 1987. Other statutes under which councils may have meetings and hearings can have specific requirements that are different to the general requirements of the LGA 2002. For example:

Minutes of hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 include additional items, namely:

- Record of oral evidence;
- Questions put by panel members and the speaker's response;
- Reference to tabled written evidence; and
- Right of reply.

¹ See <https://records.archives.govt.nz/assets/Guidance-new-standard/17-Sp7-Authority-to-retain-public-records-in-electronic-form-only.pdf>

Information required in minutes of hearings of submissions under a special consultative procedure, such as Long Term Plan hearings, include:

- Records of oral submission;
- Questions put by elected members and the speaker's response to them; and
- Reference to tabled written submission.

In cases where a council resolves a course of action in response to submissions which is contrary to advice provided by officials, the reasons why the Council chose not to follow official advice should be recorded. In summary:

- For procedural matters a pre-formatted list of statements can be useful for slotting in the minutes as you go.
- Avoid attributing statements to specific politicians as it creates opportunity for debate during the confirmation of minutes.
- Do attribute statements when given as expert advice.
- Be flexible. Minutes are live recordings of real events – the rules won't always help you.

Preparing for the next triennial election

There is often uncertainty about what, if anything, should be done to prepare for the triennial elections and the interregnum period during which elected members are unable to act.

Governance hand-overs

To assist new councils get up to speed, councils, i.e. the governing bodies, may like to "prepare a letter to themselves", i.e. for their successors (noting that this may largely be the incumbents).

The purpose of such a letter or report is to provide the new members of the councils with an insight into what the outgoing councils saw as the major challenges and what they learned during their term in office that they might have done differently. In other words, a chance to help the new council avoid the mistakes they may have made.

Whether or not to prepare advice for an incoming council and if so, what advice, is ideally a discussion that a mayor/regional council chair should have with their respective governing body before the last scheduled council meeting. It may be an ideal topic for a facilitated workshop.

Reviewing decision-making structures

One of the first matters that new councils must address is to adopt a decision-making structure and in the vast majority of cases end up adopting the decision-making body of their predecessors.

We spend too little time looking at whether or not our councils have the right decision-making structure, as there is a very wide menu of options, from governing bodies that choose to make all decisions, to committees which are "committees of the whole" and committees with external appointments. We need to work with our governing bodies to help them identify the right approach for their communities.

One way of doing this is to survey your elected members towards the end of the triennium to identify what worked well about their decision-making structure and what could be improved.

Based on surveys and interviews the incoming councils should be presented with a menu of decision-making options with the strengths and weaknesses of each set out clearly.

Committees that are not-discharged

Depending on the nature of their responsibilities a council, or a group of councils in the case of a joint committee, can resolve that a committee continues beyond a triennial election. Typically such a committee would be responsible for providing oversight of some form of project that has a long term focus and may also contain appointed members.

Whether or not the committee is to be discharged at an election should be set out in its original terms of reference, adopted by resolution. Following an election the council, or councils by agreement in the event of a joint committee, can discharge and appoint new members to that committee.

When to schedule the last ordinary meeting

When putting together the schedule of meetings for the last year of a triennium how close to polling day should the last meeting of the governing body be scheduled? Councils do take different approaches, and practice may be affected by the nature of business that a council is facing prior to the coming elections.

Given that the election campaign properly starts four weeks before polling day, common practice would be to schedule the last ordinary council meeting in the week before the campaign period begins.

This allows retiring members to make valedictory speeches away from the political atmosphere of the election and those members seeking re-election may not be fully occupied with their campaigns.

Council business still continues in the four weeks before polling day so expect some council committees/sub committees to still be meeting to deal with ongoing work, whether it is preparation of a submission or oversight of a local project. Urgent matters can still be addressed through an extraordinary or emergent meeting.

What about issues emerging in the interregnum?

Between polling day and the first meeting of the new council, at which members are sworn in, issues can arise that require an urgent council decision, who should make any such decisions?

This is a question that is asked frequently and there is only one practical answer, and that is your council's chief executive. Before the elections (and preferably at the first or second council meeting where delegations are agreed) a time-limited delegation should be adopted giving the chief executive broad discretion to act on behalf of the local authority. For example:

That from the day following the Electoral Officer's declaration, until the new Council is sworn in, the Chief Executive is authorised to make decisions in respect of urgent matters, in consultation with the Mayor elect. All decisions made under this delegation will be reported to the first ordinary meeting of the new Council.

Feedback:

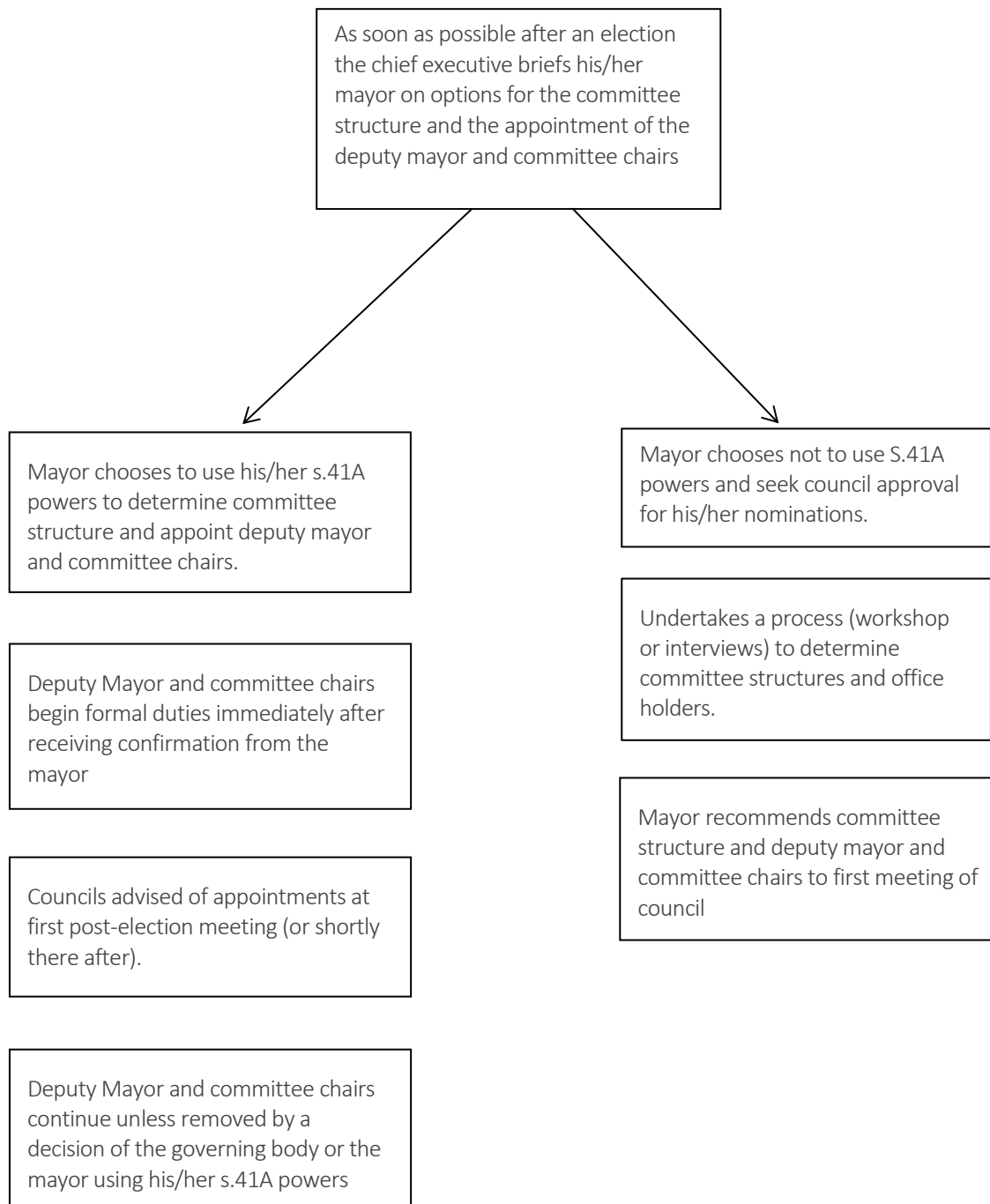
The 2019 edition of the Standing orders incorporates all relevant legislative changes made by Parliament since 2016 that we are aware of. If any changes have escaped our attention please let us know.

We are also keen to ensure that the Standing Orders continue to help councils run effective meetings so we appreciate any feedback users might like to make. For example, comments on the following would be appreciated:

- The layout and structure of the Standing Orders;
- Standing orders that are ambiguous or simply unclear;
- Jargon that could be replaced;
- Information that is missing; and
- Good practice ideas.

Please forward any comments or suggestions to admin@lgnz.co.nz.

Appendix: Process for implementing s. 41A



Attachment 3

Report

Subject: Turakina Cemetery Management

To: Turakina Community Committee

From: Nardia Gower – Acting Strategy and Community Planning Team Leader

Date: 20 November 2019

File: 6-CE-6-1

1 Purpose

- 1.1 The purpose of this report is to give clarity on the history of the Turakina Cemetery, the responsibilities of Council and identify interested parties for community consultation.
- 1.2 The interested parties are the Presbyterian Church Property Trust and the Turakina community represented by the Turakina Community Committee.

2 Turakina Cemetery history, management and re-opening

- 2.1 The original deed dated 28 April 1864 (or thereabouts) conveyed 3acres, 3 roods, 36 perches from James Wilson to a group of trustees on behalf of the Presbyterian Church. The Presbyterian Church Property Act, 1885 vested the cemetery in The Presbyterian Church Property Trustees.
- 2.2 A cemetery committee controlled and managed the cemetery until 1988 (date and manner of establishment of that committee unknown).
- 2.3 In 1987 the Minister of Health by Gazette Notices closed the cemetery, discontinued burials, and appointed Rangitikei County Council to control and manage the (closed) cemetery.
- 2.4 Burials have continued, despite the Gazette Notices, for people who were close survivors of those already interred in the cemetery (permitted under section 42(2) of the Burial and Cremations Act 1964) and for people who did not have such a relationship (which were not lawful).
- 2.5 The size and physical constraints of the site will limit burial space in time, but there is capacity available for foreseeable requirements.
- 2.6 Rangitikei District Council is working with the Ministry of Health to seek the Minister's consent for re-opening of the cemetery. Consultation has been completed according to the Ministry's requirements namely "information about consultation with appropriate persons or organisations".

- 2.7 Council set the parameters of who to consult: liaison with Turakina Community Committee with the local (Turakina) Iwi. The Ministry later asked Council include liaison with the local District Health Board's public health unit, whose Health Protection Officer supported the same proposal to reopen.
- 2.8 The Ministry requires evidence the cemetery is an activity that complies with the Resource Management Act (RMA) and Council's District Plan. At this stage, strictly, it does not, as it is not included in Schedule C5 - Designations. The process to correct this is now in progress, recognising that there are existing use rights for the cemetery.

3 Council's responsibility

- 3.1 During the 1989 local government reorganisation which formed the Rangitikei District Council, the County Council's responsibility to control and manage the closed Turakina Cemetery was transferred to the District Council.
- 3.2 During the period of 1993 – 2016 Council used external contractors to maintain the districts parks, reserves and council owned/managed cemeteries.
- 3.3 In 2016 Council resolved to bring the parks and reserves in-house seeing the employment of Athol Sanson and a parks team. This included the Turakina Cemetery among others.
- 3.4 The Turakina Cemetery presented a challenge to the team with regard to the west facing embankment section, identified in **Appendix 1**. Council owned mowing equipment is unsuitable for the steep terrain which resulted in the bank being left unmown and invasive weeds controlled by spray.

4 Consultation

- 4.1 In July 2017 the neighbouring property owners, Mr and Mrs Doughty, offered Council a solution for maintenance of the embankment through grazing to control both the grass and weeds.
- 4.2 Athol Sanson (former Parks and Reserves Team Leader) presented this solution to the Turakina Community Committee meeting on 3 August 2017, with a recommendation that the Committee agree to that solution and a lease for an initial five year period. The Committee agreed suggesting a proviso that a fully stock-proof fence was erected, no electric fencing be used, any damage caused by stock escaping was funded by the lease and that the lease be revoked immediately if stock escape into the cemetery. This recommendation was approved by Council at its meeting on 30 August 2017.
- 4.3 This process of gaining Council approval recognises that the Turakina Community Committee does not have a delegation to manage the Turakina cemetery – unlike the Turakina Reserve Management Committee, which has a delegated responsibility for the management of the Turakina Domain. Council has not delegated such authority to any other community committee with respect to other district cemeteries.
- 4.4 In July 2018 Council contracted GPR Geophysical Services to scan the grazed area to address the Committees concern of possible unmarked graves. The outcome of which showed no evidence of historic graves in the area designated for grazing.

4.5 Following this investigation the Turakina Community Committee recommended to Council that Mr and Mrs Doughty be permitted to graze the area where there is no evidence of historic graves and with the same conditions as the original recommendation. This recommendation was approved by Council at its meeting on 30 August 2018.

4.6 Council presented Mr and Mrs Doughty with a lease agreement in July 2019 following investigation into the legality of Council leasing the cemetery for grazing.

5 Future plans

5.1 Long term plans for the future of the west facing embankment are being investigated by Murray Phillips (current Parks and Reserves Team Leader). This includes potential planting in native vegetation.

5.2 Meanwhile Council is faced with the issue of how to minimise the cost and use of agrichemicals to control vegetation and invasive weeds.

5.3 Council is aware that grazing has been undertaken by Mr and Mrs Doughty while the lease agreement remained unsigned and suitable fencing not erected, Council staff have decided to continue to find an amicable solution with this party.

5.4 With consideration to the Turakina Community Committee's concerns for the cemetery raised over the past two years namely:

- stock proof fencing must be provided fencing to ensure the containment of grazing stock
- no use of electric fencing
- repair to damage caused by escaped stock would be the expense of the lessee, and the license revoked immediately.

Council signed a lease agreement on 7 November 2019 with Mr and Mrs Doughty

Appendix 2.

6 Conclusion

6.1 Mr Phillips, in considering Council's options for management of the west facing embankment along with the Turakina Community Committee recommendations approved by Council, has agreed that grazing of the section is the most cost effective method for weed and grass control.

6.2 Council will continue to advise community committees and boards of relevant activities and information pertaining to their ward and community, and their views sought and considered where appropriate.

6.3 Where practicable, staff will consider options for the maintenance of property, under Council control, that produce cost saving opportunities while maintaining standards expected by the community.

7 Recommendation

- 7.1 That the report 'Turakina Cemetery Management' to the Turakina Community Committee meeting 3 December 2019 be received.

Nardia Gower

Acting Strategy and Community Planning Team Leader

Appendix 1

Print Date: 29/03/2017
Print Time: 4:17 PM



Scale: 1:1305
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1788782.42847462, 5564735.19878306
1789023.69655158, 5565034.10887554

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
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It is made available in good faith but its accuracy or completeness is not guaranteed.
All excavations near council assets to be undertaken with due care. Contractors will be liable for damages.
If the information is relied on in support of Resource Consent it should be verified by independent survey.

Appendix 2

Agreement for Grazing Tenancy

Dated: 7 November 2019

Parties

The Landlord Rangitikei District Council
Private Bag 1102
Marton 4741

The Tenant Sandow Trust
C/O RE and G Doughty
23 State Highway 3
RD11
Whanganui 4581

Background

The Landlord is the owner of the Property in Schedule I.

The Landlord has agreed to let the Property to the Tenant subject to the terms, covenants, conditions and restrictions set out in Schedule II.

This Agreement Records

- 1 The Landlord lets to the Tenant and the Tenant agrees to rent the Property on the terms and conditions in Schedule I.
- 2 The Landlord and the Tenant agree to the covenants set out in Schedule II.

Schedule I

The Property	Part of Valuation 1347019600 known as the Turakina Cemetery, an area of approximately 0.3 hectares within Rangitikei District. Approximate area outlined in black on the attached map.
Term	One (1) year and Nine (9) months
Commencement Date	1 October 2019
Expiry Date	30 June 2021
Annual Rent	The tenant will comply with the covenants in Schedule II in lieu of payment of rent.
Prescribed Use	Grazing of cattle or sheep

Schedule II

Tenant's covenant

- 1 The Tenant will:
 - 1.1 not assign, sublet, mortgage, charge, grant any right to retain possession of the property pending discharge of a debt, or otherwise dispose of or part with the possession of the whole or any part of the Property;
 - 1.2 maintain the Property in good order and repair to the satisfaction of the Landlord;
 - 1.3 keep the Property free from all noxious plants, rabbits and other vermin;
 - 1.4 not erect any buildings on the Property without the prior written consent of the Landlord;
 - 1.5 keep all fences, gates, drains and other improvements now or in the future on the Property in good order, condition and repair;
 - 1.6 erect and maintain permanent fencing such as waratahs and high tensile wire with strainers, in order to prevent any animals which are owned or under the control of the Tenant from entering upon any adjoining land not included in the tenancy;
 - 1.7 the use of hot wires for fencing is prohibited;
 - 1.8 use the Property solely for purposes of grazing and if at any time the Landlord is of the opinion that the Property is not being used or is not being sufficiently used for the purpose of grazing or if any animals escape in to the cemetery, the Landlord may terminate the tenancy immediately and any damage caused will be rectified and or paid for by the Tenant;
 - 1.9 not allow any bulls on the Property;

- 1.10 be solely responsible for all water supply to and on the Property;
- 1.11 not damage and destroy any natural, scenic, historic, cultural, archaeological, biological, geological and other scientific features, or indigenous flora and fauna on the Property;
- 1.12 remove any dead stock from the Property within 24 hours of death;
- 1.13 comply with all relevant legislation and regulatory authority requirements.

Landlord's covenant

2 The Landlord will:

- 2.1 Allow the Tenant to have uninterrupted access to and use of the Property for the term of this tenancy unless the Tenant fails to meet any of the Tenant's obligations under this agreement.

Termination

- 3 This tenancy may be terminated by either party for whatsoever reason by giving one calendar months' notice in writing.
- 4 Upon the expiration or sooner determination of this Lease the Tenant shall not be entitled to compensation for any improvements effected or purchased by the Tenant.

SIGNED on behalf of the Landlord,
The Rangitikei District Council by:



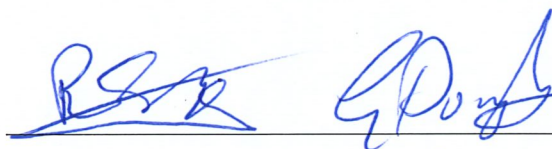
In the presence of:

Sheryl Schrey JDShy

Property Officer

Rangitikei District Council

SIGNED by the Tenant,
Robert and Gill Doughty



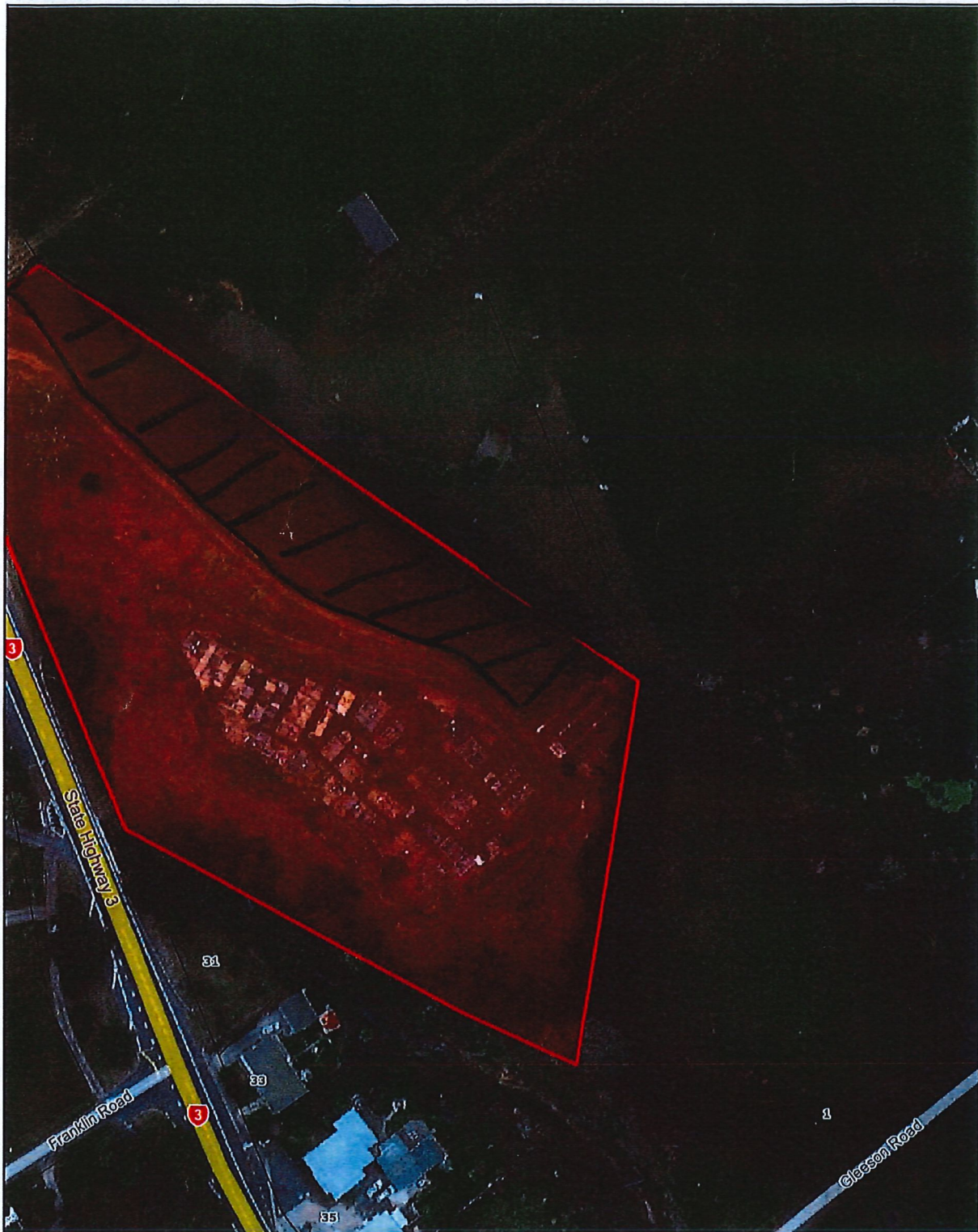
In the presence of:

Mike Field

M B Field

Tayo

Print Date: 29/03/2019
Print Time: 11:17 AM



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Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
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At a reference near council assets to be undertaken with due care. Contractors will be liable for damages.
If the information is relied on in support of Resource Consent it should be verified by independent survey.

Attachment 4

MEMORANDUM

TO: Turakina Community Committee

FROM: Bonnie Clayton – Governance Administrator

DATE: 21 November 2019

SUBJECT: **Small Projects Grant Scheme Update – November 2019**

FILE: 3-CC-1-4

1 Allocation

- 1.1 The amount of the 2019/20 Small Projects Grant Scheme for Turakina Ward is \$710.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2018/19 year the Committee resolved to carry-over 100% of the annual allocation of the Scheme; \$710. This gives a total allocation for the 2019/20 year of \$1,420.00.

2 Breakdown

- 2.1 The following project has been earmarked from the 2018/19 year but unspent:

- \$400 for Painting of murals at Koitiata.

Once an invoice has been received for the above earmarked projects, payment will then be made and the remaining budget updated.

- 2.2 For the 2019/20 year the following amount has been used by the Committee:

- Turakina School, \$500.00 – Towards the repair of the school slide.
Paid 21 November 2019

3 Remaining Budget

- This leaves a remaining budget for the 2019/20 financial year of \$920.00.

4 Recommendation:

- 4.1 That the memorandum 'Small Projects Grant Scheme Update – November 2019' to the 3 December 2019 Turakina Community Committee be received.

Bonnie Clayton
Governance Administrator

Attachment 5

Applications
being taken
now

Be part of

RANGITIKEI'S

Meetings
start
Feb 2020

The
'Youth Voice'
for Rangitikei
District

**YOUTH
COUNCIL**

Represent
your
community

It's about
Team-work
Community
& FUN!!!

Open to
all 13-24
year-olds

2020



FILL IN YOU APPLICATION TODAY!!

www.rangitikei.govt.nz

f Rangitikei Youth Council @ rangitikeiyouth
nardia.gower@rangitikei.govt.nz



RANGITIKEI
YOUTH COUNCIL
making our youth heard

Personal Information

1. Full name	
2. Address	
3. Date of Birth	
4. Contact Phone Number	
5. Email address	
6. Name of School or Current Occupation	
7. Ethnicity	

Questions

8. Why do you want to join the Rangitīkei Youth Council
9. What particular skills do you think you can bring to the Youth Council

10. Tell us something you have done that you are proud of – for example a challenge you have faced, something you accomplished as part of team, a project you finished

11. In your opinion, what is one of the challenges facing youth of the Rangitikei District

12. What would be your best idea to solve this challenge and how do you think it could be achieved

13. What other commitments do you have? For example sport, part-time work, other groups – and how often is that commitment?
14. Can you commit to meeting on the evening of the third Tuesday of every month and to completing a 2 day training and team building weekend in March 2020?
15. How did you hear about the Rangitīkei Youth Council
16. Is there any other information you would like to share with us? – Feel free to include additional pages.

Thank you for taking the time to apply to be on the Rangitīkei Youth Council.

Please return to Rangitīkei District Council by Friday 6 December 2019

Email to info@rangitikei.govt.nz

Or drop the completed application form into the Rangitīkei District Council customer service team at either

Rangitīkei District Council Main Office, 46 High Street, Marton

Taihape Information Centre, Taihape town Hall, 90 Hautapu St (SH1), Taihape

We will be in touch by 10 December 2019 regarding the status of your application, please ensure you check you emails.

Interviews will take place 11, 12 and 13 December 2019 and may be via SKYPE/ZOOM

Attachment 6



Rangitikei District Council

Turakina Community Committee Meeting

Minutes – Thursday 3 October 2019 – 7:30 p.m.

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- Present:** Ms Laurel Mauchline Campbell (Chair)
Mr Alastair Campbell
Ms Carol Neilson
Mr James Bryant
Cr Soraya Peke-Mason
Ms Tina Duxfield
His Worship the Mayor, Andy Watson
- In attendance:** Nardia Gower
- Tabled Documents:** Proposed Sign for Turakina Cemetery
Gambling Venue Policy Review
Treaty of Waitangi Commemoration 2020
Annual residents Survey, Improvement Suggestions

1 Welcome

The meeting started at 7.31pm. The Chair welcomed everyone to the last meeting of the triennium.

2 Public Forum

Nil

3 Apologies

That the apology of Mr Duran Benton be received.

Mr A Campbell / Ms C Neilson. Carried

4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda, of which there was none.

5 Confirmation of Order of Business and Late Items

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,

- Gambling Venue Policy Review
- Treaty of Waitangi Commemoration 2020
- Annual residents Survey, Improvement Suggestions

be dealt with as a late item at this meeting.

Ms L Mauchline Campbell / Ms T Duxfield. Carried

There was no change to the order of the business.

6 Confirmation of Minutes

Resolved minute number

19/TCC/020

File Ref

3-CC-1-4

That the Minutes of the Turakina Community Committee meeting held on 1 August 2019 without amendment be taken as read and verified as an accurate and correct record of the meeting.

Mr J Bryant / Mr A Campbell. Carried

7 Chair's Report

The Chair gave a verbal update with the following highlights:

- As the last meeting, reflection was given on the previous three years which had ups and downs. Noted was the sadness at losing both Katrina Gray and Athol Sanson, their support of the community was missed.
- On a high note, the placemaking picnic tables were touted as being the best in the district and used by variety of people.
- The Chair made special thanks to Athol for agreeing to plant the lemon trees despite doubt they would grow.
- Dismay was shared at the level of inaction by Council on addressing some matters raised by the Committee.
- The community will need a strong Community Committee going forward in the next three years so that Turakina does not get lost and ensuring that their side of the southern ward is heard.
- The Chair encouraged current members to either find a replacement for them at the committee table if they were stepping down or if they were standing again to bring a friend.
- Finally the Chair thanked Cr Soraya Peke-Mason for all the years of support, acknowledging her last meeting as a District Council Elected Member.
- Thanks was also given to and Mayor Andy Watson for his continued support of the committee and community.

Resolved minute number

19/TCC/021

File Ref

That the verbal 'Chair's report' to the 3 October 2019 Turakina Community Committee meeting be received.

Ms L Mauchline Campbell / Cr S Peke-Mason. Carried

Undertaking

Subject

Ms Gower to investigate and report back to the Turakina Community Committee via email, where the Community Committee nomination papers will be able to be collected. Suggestions included at the Mobil Service Station.

8 Council Decisions on Recommendations from the Committee

Sign and padlock at entrance to Turakina cemetery so that only pedestrian access is possible

A padlock has been purchased by Council and will be put at the entrance within the week. Ms Gower tabled a proposed sign for the cemetery that notes 'Authorised Vehicle Access Only' which the Committee endorsed.

Ms Gower apologised for staff not following up on the undertaking from the last meeting regarding the cemetery grazing leasee being granted the use of tinsel wire fencing instead of wire netting. This is being followed up and should the leasee refuse to install the wire fence and sign the updated lease agreement he will be ordered to remove his stock and cease grazing. The Committee stated that the leasee is to have this completed within two weeks, due date being 17 October.

The Chair granted His Worship the Mayor an opportunity during this item to update the Committee on other matters, as follows:

- The newly appointed Council Chief Executive, Peter Beggs, is officially starting on the 22 October. The selection process was robust and the recruitment panel believe him to be an outstanding candidate. Peter recently spent several days visiting the District including the smaller sized communities.
- Bonny Glenn Trust had its first round of dispensing funds to applicants. The grants can be awarded to individuals for educational purposes or to groups. The beneficiaries of the grants must reside within the trust's identified area.

Undertaking

Subject

Council staff to order sign for Cemetery that states 'Authorised Vehicle Access Only'. To be installed when weather and ground conditions permit.

9 Council Response to Queries Raised at Previous Meetings

Reopening Turakina Cemetery – update

The Committee acknowledged that Council is awaiting Iwi advice before any further action is taken.

10 Small Projects Grant Scheme Update – September 2019

The Chair received letters of thanks from the school children for the repaired slide.

Ms Gower informed the Committee that the school has forwarded the invoice for the slide repairs to Council and has been informed that the school needs to produce a school invoice for the exact amount granted by the committee.

Resolved minute number

19/TCC/ 022

File Ref

3-CC-1-4

That the memorandum 'Small Projects Grant Scheme Update – September 2019' to the 3 October 2019 Turakina Community Committee meeting be received.

Ms T Duxfield / Ms C Neilson. Carried

11 Update on place-making initiatives

The Committee noted the intention to have the bus shelter painted before the beginning of summer.

12 Turakina Township Property Numbering

The Committee discussed the following points:

- The Committee is aware that this is a contentious issue; however, as the Community Committee, the responsibility is theirs to make the best decision for the community with the information provided.
- The RAPID numbers can differentiate with driveways close together.
- Google maps updates over time.
- RAPID numbers are the most logical option for safety purposes especially when dealing with emergency services. The numbers can be programmed into helicopter systems that can't see road numbers, helping them faster locate properties in emergency situations.
- From a legal perspective RAPID numbers are required.

Resolved minute number **19/TCC/023** **File Ref** **5-IM-1-6**

That the report 'Turakina Township Property Numbering' to the 3 October 2019 Turakina Community Committee be received.

Ms L Mauchline Campbell / Mr A Campbell. Carried

Resolved minute number **19/TCC/024** **File Ref** **5-IM-1-6**

The Turakina Community Committee recommends to Council that they allocate and issue rural distance-based numbers to Turakina township properties adjacent to State Highway 3 in line with Clause 5.9.1 of the Rural and Urban addressing standards (Standards New Zealand / Australia, 2011), and that the Council cover the cost for affected properties that have a residential or business dwelling.

Cr S Peke-Mason / Ms L Mauchline Campbell. Carried

13 Policy & Community Planning Project and Activity Report - September 2019

Resolved minute number **19/TCC/025** **File Ref** **1-CO-4-8**

That the report 'Policy & Community Planning Project and Activity Report - September 2019' to the Turakina Community Committee on 3 October 2019 be received.

Ms C Neilson / Ms T Duxfield. Carried

14 Current Infrastructure Projects/Updates and Other Council Activities within the Ward

Resolved minute number **19/TCC/026** **File Ref** **3-CC-1-4**

That the report 'Extract from activity report to Assets and Infrastructure, July – August 2019' to the 3 October 2019 Turakina Community Committee meeting be received.

Ms C Neilson / Mr J Bryant. Carried

15 Arrangements for establishing new Community Committees and Reserve Management Committees

The committee noted the commentary in the agenda.

16 Late Items

Gambling Venue Policy Review

The Committee commented that people are going to gamble one way or another, physical gambling, in the district, such as that identified in the report is controlled and regulated, as well as benefiting the community through grants.

Resolved minute number **19/TCC/027** **File Ref** **3-PY-1-5**

That the report 'Gambling Venue (Class 4) Policy review' report to the Turakina Community Committee on 3 October 2019 be received.

Ms L Mauchline Campbell / Ms C Neilson. Carried

Treaty of Waitangi Commemoration 2020

The Committee acknowledged the tabled letter from the Prime Minister.

Annual Residents Survey, Improvement Suggestions

The Committee made the following improvement suggestions under the respective headings

Public Toilet

No improvements could be suggested, other than building a standalone public toilet facility. It was noted that the toilets in the Mobil Service Station are cleaned every night, and that “they are what they are”.

Administration Buildings

Get on with building the new Marton Civic Centre before the price increases.

The Mayor noted that Council will be going out shortly for public consultation.

Libraries

The service was noted as being good and the photocopying cheap. Committee members were unaware of the audio book and e book services.

Wastewater

This does not apply to Turakina.

Customer service

Council can improve their customer service with faster responses to requests for service (RFS) and to provide feedback to RFS.

Elected members

While the Committee was happy with engagement they have had with their current Elected Members, the following suggestions were made for the upcoming Council Members:

Council could explore opportunities to ensure all ward councillors are engaging with the all their ward communities, whether that is through talking tables, attendance at all community committees/boards and residents associations.

Communication and Publications

The following improvements were suggested:

- That notices for Community meetings and Consultation meetings are advertised in the newspaper with adequate timing.
- Ensure that the Community Committees/Boards are informed, with adequate timing, of public meetings such as annual plan consultations, so that Committee members can encourage people to attend.
- More lead in time to meetings and events and consultations.

17 Next Meeting

This is the final meeting of the triennium.

18 Meeting Closed

Cr Soraya Peke-Mason spoke noting it was her last meeting as a Council representative on the committee, further comments are highlighted below:

- Stated it was the honour and privilege to be the ward representative at Council for 12 years, 4 terms, during which time there were highs and lows. Acknowledgment was given to the late Steve Fouhy, and the work and passion he had for the role. Also acknowledged was the first Chair Pike Terewi.
- The work and progress of the Committee this term in particular has been a great achievement. This includes the picnic tables and the contribution to the school and other entities. Strong chairperson skills as led the committee to achieve plenty, congratulations were given to all.
- A big thank you was expressed to His Worship the Mayor for all the Committee meeting attendance, support and passion including the support personally shown the Councillor.
- Cr Lynne Sheridan was noted as being a fellow long serving elected member that has also attended and contributed to the Turakina Community Committee.
- Cr Peke-Mason concluded stating that it has been a great journey, thanking to the Committee members present and not present.

His Worship the Mayor thanked Cr Peke-Mason noting the diversity of her responsibilities with different community groups and stating that the councillor has represented all communities well.

The Chair thanked everyone for hard work and attendance.

The meeting closed at 8.39 pm.

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date: