

# Elected Member Reports

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<b>TO</b>	Tairua-Pauanui Community Board
<b>FROM</b>	Garry Towler - Area Manager Whangamata/Tairua-Pauanui
<b>DATE</b>	12 October 2016
<b>SUBJECT</b>	<b>Elected Member Reports</b>

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## **1 Purpose of Report**

To inform the Community Board of requirements for members' reports

## **2 Background**

Elected members may provide a brief verbal report on activities undertaken and meetings attended in the period since the last meeting. If appropriate, a written summary of the report can be provided to the Minute Secretary at least 30 minutes before the meeting so that sufficient copies of the summary can be tabled at the meeting.

In accordance with the Local Government Official Information and Meetings Act 1987 s46A (7) relating to items not on the agenda, no resolution, decision or recommendation may be made in respect of the verbal report except to refer the item to a subsequent meeting for further discussion.

Written reports are to be provided when the member considers prior notice would assist the other members of the meeting in understanding the issues being presented.

Situations where a written report may, or will, be required include:

### *Representation on Other Organisations*

In accordance with the terms of reference, members appointed as representatives to organisations are required to submit a report and minutes of meetings to the Community Board in the month following the meeting. A written report may include:

- a summary of meeting(s) attended and the business discussed;
- discussion on issues, which may impact on Community Board activities;
- recommended solutions or required action to resolve those issues; and
- progress on the achievement of the Community Board's objective in nominating representatives to the organisation.

### ***Meeting Conduct***

Notices of motion or notice of motion for the revocation or alteration of all or part of a previous resolution must be provided in accordance with Standing Orders 23 and 26:

### ***Petition presented by member***

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) the petition;
- (b) the petitioners' statement; and
- © the number of signatures.

### ***Community Issues***

The member may provide a report on issues of community concern provided that established policies and procedures have already been explored and followed.

### **3 Issue**

The only requirements in Council's Standing Orders relating specifically to members' reports, either written or verbal, refer to the Chairperson's report. That is,

*"The Chairperson of a meeting 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."*

However, it is recommended that all Community Board members continue to have an opportunity to report back to the Community Board on relevant activities and that the reports are provided either verbally or in written form, depending on the content and purpose of the report.

### **4 Discussion**

To ensure that a consistent, professional image is presented through Community Board Order Papers, a report template is available electronically or in hard copy from the Community Coordinator.

To enable the preparation and distribution of the Order Paper, members' written reports must be submitted to the Community Coordinator at least 15 working days prior to the meeting.

### **5 Suggested Resolution(s)**

That the Tairua-Pauanui Community Board:

1. Receives the report.