

# **Elected Members Procedural Matters and Information**

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<b>TO</b>	Whangamata Community Board
<b>FROM</b>	Jennifer Mahon - Community Coordinator Whangamata
<b>DATE</b>	7 November 2016
<b>SUBJECT</b>	<b>Elected Members Procedural Matters and Information</b>

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## **1 Purpose of Report**

The report provides advice to the Community Boards on the policies/rules/schedules that have been adopted by Council which guides their conduct in undertaking their business.

## **2 Background**

At the 25 October 2016 Inaugural Council meeting the following policies/rules were adopted:

- Code of Conduct
- Standing Orders
- Community Board Delegations
- 2016 and 2017 meeting schedule

At the same meeting a report provided the general information on statutory requirements for elected members' attention.

## **3 Issue**

Once the Council adopted the above policies/rules they became binding and all Community Boards and Committees have to operate under them for the 2016-2019 term.

Please refer to the 25 October 2016 Council Order Paper for the detailed reports and attachments.

## **4 Discussion**

The Community Board delegations that are included in the terms of reference have been refined from the set in place for the last term. The terms of reference have been streamlined to reduce duplication and to be a more succinct read. Other key refinements include:

- Leases for local activities only will be considered by the Community Board with district activities leases being directed to Council. The Community Board will be recommending on leases to Council.
- The Community Boards delegations from Council cannot be delegated to a sub-committee or individual.
- Community Boards will recommend projects that require a business case for Council approval.
- Community Boards will recommend local activity policies for Council approval.

Clarification on the Community Terms of Reference/delegations can be sought at the conclusion of the 29 November 2016 briefing for all elected members.

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

That the Whangamata Community Board:

1. Receives the 'Elected Members Procedural Matters and Information' report, dated 21 October 2016.

## **Agenda Attachments**

Please refer to the 25 October 2016 Council Order Paper