



Mackenzie
DISTRICT COUNCIL

Mackenzie **District Council** **Elected Member** **Induction Programme**

Councillor Induction Pack 2022

Local Elections 2022

Haere mai Welcome

Photo: Hollie Woodhouse

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Welcome

We are pleased to welcome you to Mackenzie District Council and congratulations on your success in the elections.

The purpose of the Elected Member Induction Programme is to induct newly-elected and returning members into their roles. The programme will cover areas of decision-making and how to be an effective elected member. The programme also provides vital information and builds on skills to assist both new and returning elected members.

Please take note of any sessions that you found helpful, and where we could improve. We'll take on board your feedback and apply it to the next induction programme.



Photo: Hollie Woodhouse

Goal

Elected Members are from a diverse range of backgrounds and bring different skills to the council. New elected members will need to develop new skills and knowledge that are unfamiliar to them.

The main goal of the induction programme is to ensure that elected members have every opportunity to clearly understand their role and responsibilities, and to develop skills and knowledge to perform their job well in the best interests of the district.

Induction goal:

Elected members will be informed, effective and confident in their role as governors and a key strategic partner in developing the district.

Guiding principles for Elected Members

Govern Responsibly:

- Recognise the role of the Council's Chief Executive
- Recognise the difference between your strategic governance role and management's everyday operational role
- Act in a governance role in accordance with the Elected Members' role as outlined in the Councils Local Governance Statement
- Be a responsible and active member of the Council, fulfilling your responsibilities in line with legislation and your role as a governor
- Ensure that Elected Members act within the laws that govern its purpose and operation as stated in the Local Government Act 2002

Personal Attributes:

- Manage self – show drive and motivation, an awareness of strengths and weaknesses and a commitment to learn and understand with their individual learning styles
- Display resilience and adaptability – express your own views respectfully, persevere through challenges, and be flexible and willing to change and learn, be present
- Demonstrate accountability – Take responsibility for own actions and learning, commit to safety and act in line with legislation and policy

Build Relationships:

- Communicate and engage – communicate early, clearly and respectfully, listen and encourage differing views and discussions
- Work collaboratively – be respectful, inclusive and reliable, collaborative with others and value diversity

Utilise available resources:

- Staff support – engage with and request support from staff, be professional and seek advice, be respectful when engaging with wider Council officers
- Technology and Information – use technology and information to maximise efficiency and effectiveness.

Induction programme

DATE	TIME	LOCATION	EVENT	WHO SHOULD ATTEND	CONTENT
From Monday, October 10, onwards	To be arranged with each councillor	Home visit	On-boarding council issued IT devices	Mayor and Councillors will be visited at home	Delivery and set-up of Council issued devices at Elected Members' homes. Quick training on using the devices.
	8.45am	Council chambers, Fairlie	Welcome breakfast	Mayor, councillors, community board members, executive team	Karakia and welcome address from the chief executive, introductions
	10.00am		Governance 101	Aimed at new members, voluntary for returning members	Basic governance
Tuesday, October 18	2.00pm – 4.00pm		Legal Matters for Elected Members	Aimed at new members, recommended for returning members	Conflicts of interest responsibilities as directors, other legal matters
	4.00pm – 5.00pm		Induction pack, tour of building and meet the staff	Aimed at new members	Induction packs, payroll forms, tour of building, meet and greet staff
	5.30pm – 6.30pm		Swearing In Ceremony	Compulsory for Mayor and councillors	Declarations
Tuesday, October 25	9.30am – 12.30pm	Tekapo Hall Meeting Room	Finance 101	Aimed at new members, voluntary for returning members	How to read financial reports, Rates, Financial delegations, Budgets
	1.00pm – 3.00pm		Planning Cycle 101	Aimed at new members, voluntary for returning members	Council planning and reporting cycle
	3.00pm – 5.00pm		Engaging with the community	Aimed at new members, voluntary for returning members	Public consultation, Media, Social Media, Harassment from the public

DATE	TIME	LOCATION	EVENT	WHO SHOULD ATTEND	CONTENT
Tuesday, November 1	9.30am to 4.30pm	Pick up and drop off at Tekapo Hall	Elected members Tour of the District	Aimed at new members, voluntary for returning members	A tour showing highlights of the district assets
Tuesday, November 8	9.30am to 4.30pm	Council Chambers	Inaugural Council Meeting	Mayor and councillors	First council meeting of the new triennium, statutory requirements
Monday, November 14	3.00pm to 5.00pm	Twizel Events Centre Lounge	Swearing in of Twizel Community Board members, followed by inaugural meeting	Compulsory for Twizel Community Board, Mayor	Declarations and first formal meeting
Wednesday, November 16	3.00pm to 5.00pm	Tekapo Hall Meeting Room	Swearing in of Tekapo Community Board members, followed by inaugural meeting	Compulsory for Tekapo Community Board, Mayor	Declarations and first formal meeting
Thursday, November 17	4.30pm to 6.00pm	Council chambers	Swearing in of Fairlie Community Board members, followed by inaugural meeting	Compulsory for Fairlie Community Board, Mayor	Declarations and first formal meeting
Monday and Tuesday December 5-6	9.30am to 4.30pm	Council Chambers	Te Tiriti o Waitangi	Compulsory for new members, voluntary for returning members	Treaty obligations and working together
January Dates tbc	tbc	Away venue	Strategic Retreat – Setting the Scene	Mayor, councillors and executive team	Priorities for the next three years

PROGRAMMES FOR INDIVIDUAL MODULES

Welcome Breakfast – First Introduction to Elected Members

Who: Mayor, councillors, community board members, executive team

Date: Tuesday, October 18, 2022

Time: 8.45am to 10.00am

Location: Council Chambers, Fairlie

Purpose/Description:

Elected members and the executive team meet for the first time and introduce themselves.

Scope:

- Building initial relationship with the executive team.
- Opportunity for returning and new elected members to formally meet management.

Programme (Agenda)

8.45am	Arrive
9.00am	Karakia followed by Stand-up Breakfast
9.30am	Welcome from the chief executive followed by introductions.

Presenter

Angela Oosthuizen, chief executive of Mackenzie District Council. Angela was previously the chief executive of Kaikoura District Council and has led Mackenzie District Council since 2021.

Outcome:

- Formal introduction of new and returning elected members.
- Formal introduction of the executive team.

PROGRAMMES FOR INDIVIDUAL MODULES

Governance 101

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 18, 2022

Time: 10.00am to 2.00pm, including lunch

Location: Council Chambers, Fairlie

Purpose/Description:

An introduction to local government and the formal meeting process.

Scope:

- The purpose of local government.
- The four well-beings.
- Functions of local government.
- The difference between governance and operations.
- Council structure – staff structure and committee/community board structure.
- Meetings and workshops – how they run.
- Agendas.
- Standing Orders.
- Making decisions.
- Why do things happen so slowly?

Presenter:

Arlene Goss, Governance Advisor at Mackenzie District Council.

Outcome:

- Understand the structure of local government and how decisions are made.
- Understand meeting processes.

PROGRAMMES FOR INDIVIDUAL MODULES

Legal Matters for Elected Members

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 18, 2022

Time: 2.00pm to 4.00pm

Location: Council Chambers, Fairlie

Purpose/Description:

To give elected members an appreciation of the legal risks they face.

Scope:

- Pre-determination and bias
- Conflicts of Interest – law change to include community boards.
- Responsibilities of councillors as directors
- Code of Conduct
- LGOIMA
- Local Government Act 2002

Presenter

To be confirmed.

Outcome:

- Understand when to declare a conflict of interest.
- Understand why council has an interests register.
- Receive a copy of the Code of Conduct for revision.
- Understand that all business is subject to LGOIMA.

PROGRAMMES FOR INDIVIDUAL MODULES

Practical Matters: Induction Pack, Tour of the Building, Meet the Staff

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 18, 2022

Time: 4.00pm to 5.00pm

Location: Council Building, Fairlie

Purpose/Description:

An opportunity to take care of practical matters such as personnel and payroll forms, plus a quick walk around the building to meet the staff.

Scope:

- All members receive induction packs and payroll forms
- IT and payroll staff available to answer questions and assist
- Tour of the building and meet the staff.

Contents of Induction Pack

- Induction Programme
- Council Values
- Remuneration and Expenses information.
- Personnel forms.
- Tax Information.
- Communications policy.
- Pre-election report.

- Minutes and agenda of last meeting of relevant council/community board.
- Technology checklist/laptops for councillors.
- Process to request IT support.
- Process to lodge a service request.
- Process to raise an issue at a meeting.
- Process to make a room booking.
- Who to ask for help on various topics.
- Staff structure diagram.
- Contact list.

Presenter

The Governance Advisor and other staff as required.

Outcome:

- Elected members get set up to receive remuneration.
- Induction packs are received.
- Elected members gain an understanding of what goes on in the Fairlie building.

PROGRAMMES FOR INDIVIDUAL MODULES

Swearing-In Ceremony for Mayor and Councillors (Inauguration)

Who: Compulsory for Mayor and all councillors, and chief executive. Open to the public.

Date: Tuesday, October 18, 2022

Time: 5.30pm to 6.30pm

Location: Council Chambers, Fairlie

Purpose/Description:

The inauguration ceremony for the Mayor and Councillors-elect to make their declaration as elected members.

Scope:

- Declarations of Elected Members.
- The Chief Executive to present her general explanation to elected members on legal responsibilities under various pieces of legislation.
- Confirming a date for the first Council meeting (Tuesday, November 8).

Programme (Agenda)

5.00pm Group photo session?

5.30pm Official entourage to be seated

OFFICIAL START at 5.30pm

5.35pm Chief Executive's Welcome

5.45pm Kapa Haka Group performance (if available)

5.50pm Declaration of Mayor-elect (Mayor sworn in by chief executive)

6.00pm Mayor to preside as Chairperson

6.05pm Declarations of Councillors elect (Councillors sworn in by Mayor)

6.20pm CEO to present general understanding of various legislative and legal obligations

6.30pm National Anthem – closing performance

PROGRAMMES FOR INDIVIDUAL MODULES

Finance 101

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 25, 2022

Time: 9.30am to 12.30pm

Location: Tekapo Hall Meeting Room

Purpose/Description:

To give elected members a basic understanding of financial reports and rates processes.

Scope:

- Financial reports – how to understand them.
- How rates are set.
- What we rate for.
- Financial delegations to council, management, community boards.
- Budgets.
- Unbudgeted expenditure needs full council approval.
- Financial Strategy overview.

Presenters

Corporate Manager, and Sandy Hogg, Finance Manager, Mackenzie District Council.

Outcome:

- New elected members can attend meetings with a basic understanding of financial reports.
- New elected members have a basic understanding of how rates are decided, collected and spent.

PROGRAMMES FOR INDIVIDUAL MODULES

The Planning Cycle 101

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 25, 2022

Time: 1.00pm to 3.00pm

Location: Tekapo Hall Meeting Room

Purpose/Description:

To understand how new projects are planned and budgeted for.

- Infrastructure Strategy - the roles of the Planning team and of the Corporate Planner.

Scope:

- Key documents – what is a Long Term Plan, Annual Plan, Annual Report, Policies, Bylaws?
- What is a District Plan and Spatial Plan?
- Te Manahuna Ki Uta – Destination Management Plan.
- At what stage of the planning process are we?

Presenters

Wendy Thompson, Corporate Planner, Mackenzie District Council, and Aaron Hakkaart, Planning Manager, Mackenzie District Council.

Outcome:

- New elected members can attend meetings with a basic understanding of the planning cycle and where Council is placed in that cycle.
- New elected members gain an appreciation of their role in the district plan review process.

PROGRAMMES FOR INDIVIDUAL MODULES

Engaging with the Community

Who: Aimed at new councillors and community board members. Voluntary for returning members.

Date: Tuesday, October 25, 2022

Time: 3.00pm to 5.00pm

Location: Tekapo Hall Meeting Room

Purpose/Description:

An introduction to how Council engages with the community and how elected members can help that process.

Scope:

- Significance and Engagement Policy – How we engage and consult.
- Council's communication channels, website, Let's Talk etc
- Dealing with media.
- Good practice and things to avoid on social media.
- Dealing with harassment/abuse on social media.

Presenters

Chris Clarke, IT and Engagement Manager at Mackenzie District Council

Sue Wilkins, Communications Advisor

Outcome:

- New elected members gain confidence in public engagement.
- New elected members engage with media and social media more effectively.

PROGRAMMES FOR INDIVIDUAL MODULES

Swearing-In Ceremonies for Community Board Members (Inauguration)

Who: Compulsory for all community board members, Mayor, chief executive. Open to the public.

BOARD	DATE	TIME	LOCATION
Twizel Community Board	Monday 14 November	3.00pm	Twizel Events Centre Lounge
Tekapo Community Board:	Wednesday 16 November	3.00pm	Tekapo Hall Meeting Room
Fairlie Community Board:	Thursday 17 November	4.30pm	Fairlie Council Chambers

Purpose/Description:

The inauguration ceremony for the community board members-elect to make their declaration as elected members. To be followed by the inaugural meeting of the community board.

Scope:

- Declarations of Elected Members.
- Election of Chair and Deputy Chair.
- Administrative matters and community board business to follow.

Programme (Agenda)

Agendas will be available on Council's website the week before the meeting.

PROGRAMMES FOR INDIVIDUAL MODULES

Elected Members Tour of the District

Who: Aimed at new councillors and community board members. Recommended for returning members.

Date: Tuesday, November 1, 2022

Time: 9.30am to 4.30pm

Location: Pick up and drop off at Tekapo Hall carpark

Purpose/Description:

To give elected members a basic understanding of current council assets and renewal projects.

Scope:

Elected members will be shown a selection of:

- Water, wastewater and stormwater infrastructure
- Roading
- Parks and reserves
- Community facilities
- Solid waste facilities

Presenters:

David Adamson, General Manager
Operation

Joni Johnson, Engineering Manager, plus relevant staff.

Outcome:

- New elected members can attend meetings with a basic understanding of current assets and projects.
- New members can ask questions about asset management and priorities.

PROGRAMMES FOR INDIVIDUAL MODULES

Te Tiriti o Waitangi

Who: Aimed at new councillors and community board members. Recommended for returning members.

Date: Monday and Tuesday December 5-6, 2022

Time: 9.30am to 4.30pm

Location: Council Chambers

Purpose/Description:

Whāia te mātauranga kia mārama — Seek knowledge for understanding

A sound understanding of the history and current relevance of both Te Tiriti o Waitangi and colonisation is vital for fulfilling local government responsibilities.

Scope:

- Cultural identity
- Honouring our stories
- Origins of New Zealand settlement
- Moriori
- Pre-Treaty New Zealand history
- Declaration of Independence
- Te Tiriti o Waitangi
- Post-Treaty legislation
- Assimilation and consequences of colonisation
- Waitangi Tribunal and settlements
- Ngāi Tahu(local) story
- Contemporary Treaty issues
- Professional implications and engaging in the Treaty in our places of work
- Te Tiriti as a framework for the future.

Presenter:

Sharon Annett.

Sharon is Pākehā, born and raised in Ōtautahi/Christchurch. Her ancestors arrived in Canterbury in the 1860s from Armagh, Ireland and Scotland, and in the

1960s from England.

She has over twenty years teaching experience in a broad range of settings; from early childhood through to adults, mainstream, bi-lingual, total immersion, rural and urban. She also has a life long passion for te reo Māori.

Outcome:

Understand why the Treaty is relevant and important to you personally, professionally and as a country.

Be able to approach issues emanating from the Treaty of Waitangi with increasing confidence.

Develop your own personal opinion; be aware of why you hold it; be open to developing insights.

Understand the colonisation of New Zealand in a historical and global context and be able to use this as a framework for developing an informed perspective on Treaty issues.

Be aware of the effect that culture and racism (personal, cultural and institutional) has on self and others.

Be open to exploring creative alternatives to current issues at both a personal and institutional level.

Be able to recognise that the Treaty debate is an enriching process for New Zealand with the potential to create a stronger, more mature, united society.

PROGRAMMES FOR INDIVIDUAL MODULES

Strategic Retreat – Setting the Scene

Who: Mayor, councillors and executive team.

Date: January, to be confirmed

Time: To be confirmed

Location: To be confirmed

Purpose/Description:

3-day retreat to set the scene for new and returning councillors and establish relationships with the Executive Leadership Team.

Scope:

- Councillors get to know each other and the management team
- Current projects updated by the executive team.
- Long Term Plan priorities and budgets.
- Changes happening at a national level – 3 waters, RMA, future of local government.
- What do the new councillors want to achieve in the next three years?

Presenters:

To be confirmed.

Outcomes:

- To form the basis of a solid constructive working relationship between the Mayor, councillors and the executive team.
- To educate new councillors on changes happening at a national level and their impacts.
- Councillors to form a clear understanding of the need to prioritise and reset thinking about the Council's budget and options.
- Begin establishing priorities for the triennium.

Calendar timetable for induction programme

Saturday, October 8 – Polls close at 12 mid-day. Provisional results announced.

(NOTE: These dates and times may change. The entire induction programme may be delayed if vote re-counts are requested.)

October

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14 Final election results published
17 Mayor and chief executive meet to decide the committee structure.	18 New Elected Member Induction Session 1 — Mayor and Councillors Swearing-In Ceremony, Council Chambers,	19	20	21
24	25 New Elected Member Induction Session 2	26	27	28
31				

November

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 New Elected Member Tour of the District	2	3	4
7	8 Inaugural Council Meeting, 9.30am.	9	10	11
14 Swearing in of Members and Inaugural Meeting of the Twizel Community Board	15	16 Swearing in of Members and Inaugural Meeting of Tekapo Community Board	17 Swearing in of Members and Inaugural Meeting of the Fairlie Community Board	18
21	22	23	24	25
28	29	30		

December

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 Day 1 - Te Tiriti o Waitangi workshop	6 Day 2 - Te Tiriti o Waitangi workshop	7	8	9
12	13 Council Meeting — Audit and Risk Committee Meeting	14	15	16
19	20	21	22	23





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