



Notice is given of Twizel Community Board Meeting to be held on:

Date: Monday, 14 November 2016

Time: 4:00pm

Location: Twizel Events Centre
Lou
Twizel

AGENDA

Twizel Community Board Meeting

14 November 2016

Wayne Barnett
Chief Executive Officer

Twizel Community Board Membership:

Jacqui de Buyzer
Norman Geary
Luke Paardekooper
Pat Shuker
Paul Hannagan

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1 OPENING

2 APOLOGIES

3 PUBLIC FORUM

4 VISITORS

4pm Shaun Norman

5 DECLARATIONS OF INTEREST

6 CONFIRM MINUTES

Ordinary Meeting 19 September 2016

7 REPORTS

7.1 TWIZEL COMMUNITY BOARD MINUTES 19 SEPTEMBER 2016

File Reference N/A

Authoriser Wayne Barnett, Chief Executive Officer

Attachments: 1. Twizel Community Board Minutes

PURPOSE OF REPORT

That the minutes of the meeting of the Twizel Community board held on 19 September 2016 be confirmed as a true and accurate record of the meeting.

STAFF RECOMMENDATIONS

1. That the report be received
2. That the minutes of the meeting of the Twizel Community Board held on 19 September 2016 be confirmed as a true and accurate record of the meeting.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



MINUTES

Twizel Community Board Meeting

19 September 2016

5. Mobile Shops and Traders: The community board resolved to use the area opposite the Aspen Court, just along from the medical centre, for itinerant traders, providing Council staff can make it work. This applies from next season onwards. Discussion was held on the reasons for choosing this area.
6. Dog Signs: The signs are under construction.
7. Two Thumb Drive/Mackenzie Drive/Tasman Road Lights: Mr Barnett reported Netcon is currently working on the problem.

The Chair said he was very satisfied the Community Board had completed so many projects over the last 3 years.

REPORTS:

FINANCIAL REPORT JULY 2016:

The purpose of this report was to update Board members on the financial performance of the Twizel Community as a whole for the period July 2016.

Resolved that the report be received.

Chair/Cr Armstrong

Mr Nixon reported from the first financial report of the new financial year. He said the Twizel Community Centre had undergone repairs and maintenance, replacing a heat pump and curtains in the Lounge. He added two toilets had been purchased for Lake Ruataniwha to replace the portaloos and an upgrade of existing long drops at Lake Wardell was planned. The signs for no camping at the eastern end of Lake Ruataniwha will be erected shortly.

Mr Nixon said the Twizel Swimming pool acquired administration expenses and is currently underway. He added the Pool was scheduled to open during the second week of November allowing time for staff training.

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Cr Armstrong had nothing to report.

REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES

The members had nothing to report.

GENERAL BUSINESS:

TWIZEL ARTS COUNCIL REQUEST

Attached to the agenda was a request from the Twizel Arts Council requesting the Community Board consider providing funds towards continuation of lighting in the Twizel Events Centre Theatre.

Mr Nixon reported he had asked Ms Taylor to investigate the request further.

The Chair said he had spoken to Kay Potter and the Arts Council request was for \$10,000. Mr Nixon said the board had budget for works regarding lighting in the theatre, payment would be made from the board projects budget. Mr Nixon said the request would not progress further until clarification was sought from the Arts Council to clarify the request.

Cr Armstrong informed more information is required regarding the Arts Council request and future plans for the Art Council.

Resolved That the Twizel Community Board note the request from The Twizel Arts Council and asked Mr Nixon to supply the Twizel Community Board information.

Chair/ Pat Shuker

TWIZEL SPORTS DEVELOPMENT BOARD:

Attached to the agenda was a request from the Twizel Sports Development Board for support for the establishment of its entity.

Mr Nixon said he had contacted Sports South Canterbury regarding the request and possible support that could be provided by Sports South Canterbury. He noted all requests must be completed with a grant application form and associated information.

He said there is reasonable support available from Sports Canterbury to assist with templates and other administrative tools.

He said he would speak with the Twizel Sports Development Board outlining what is required. He recommended the matter be deferred until the Community Board receives the appropriate request application form and information.

Resolved: That the Community Board note the application and further information including a grants application form be completed.

Cr Armstrong/ Pat Shuker

MAINTENANCE OF SHOP VERANDAHS:

Mr Barnett reported Council believe it is the responsibility of Shop Owners to maintain verandas under the District Plan. Mr Barnett added Mr Holt sought legal opinion and no response had been received investigations were continuing.

The Chair reflected on projects accomplished by the current board including the new Twizel Water Scheme, the new Twizel public toilets and the new Meridian Building. He acknowledged Council staff and thanked every member of the board for their time and effort they had contributed.

The Mayor thanked the Community Board for all its hard work and work completed in Twizel Town by the board. She thanked Mr Nixon for all he had achieved. She added Council on.

The Meeting closed at 3:48pm

The minutes of this meeting were confirmed at the Twizel Community Board Meeting held on 14 November 2016

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CHAIRPERSON

7.2 MATTERS UNDER ACTION

File Reference N/A

Authoriser Wayne Barnett, Chief Executive Officer

Attachments: Nil

STAFF RECOMMENDATION

That the information be noted.

TWIZEL COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Ohau Road and Ostler Road:** Mr Rive will meet with the Asset Department to receive their input on certain restrictions. No date set yet.
2. **Greenway Improvements:** Mr Nixon reported the greenways have been prepped and now await warmer weather for sealing.
3. **New grassed parking area behind Events Centre:** Mr Nixon said aside from fencing this project had been completed. He added costings for asphaltting required ongoing discussion.
4. **Mobile Shops and Traders:** The community board resolved to use the area opposite the Aspen Court, just along from the medical centre, for itinerant traders, providing Council staff can make it work. This will happen from next season onwards. Discussion was held on the reasons for choosing this area.
5. **Defibrillators:** The community board had identified sites for donated defibrillators to be installed. Mr Nixon said boxes the community board were to supply had been ordered.
6. **Dog Signs:** The signs are under construction.
7. **North West Arch:**
Mr Nixon to follow up the tree clean up works on North West Arch and Ohau Road with the Contractor.
8. **Garden Entrance:**
Ms Taylor reported the plantings had been ordered for the entrance works to Tasman Road.
9. **Manmade Hill:**
Mr Nixon reported Whitestone Contracting had this sign and discussion for location of the sign is ongoing.
10. **Two Thumbs Drive:**
Mr Nixon reported discussion is ongoing regarding the water supply to Two Thumb Drive and will be installed before spring.

11. Proposed Gardens:

Discussion ongoing. The community board visited the proposed site following last

12. Two Thumb Drive/Mackenzie Drive/Tasman Road Lights: Mr Barnett reported Netcon is currently working on the problem.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

7.3 METHOD OF VOTING FOR CHAIR AND DEPUTY CHAIR OF THE COMMUNITY BOARD

File Reference PAD 5/3

Authoriser Wayne Barnett, Chief Executive Officer

Attachments: Nil

STAFF RECOMMENDATION

1. That the report be received.
2. That the Community Board adopt System B for the first past the post system for the election of the Chairperson and Deputy Chairperson, pursuant to Clause 25 of Schedule 7 of the Local Government Act 2002.

BACKGROUND

Section 54(2) and Schedule 7, Clause 25 and 37(1) of the Local Government Act 2002 prescribe the processes for the election of chair and deputy chair of community boards. The LGA provides for two alternative systems of voting for such election.

The first option (System A) is to determine that all such appointments should be made by a majority of those voting. This may require several rounds of voting after which the least successful candidate from an earlier round is eliminated from the next round of voting.

The second option (System B) is "first past the post" which has only one round of voting, and requires that a person is elected or appointed if she or he receives more votes than any other candidate.

In both cases any ties are decided by lot.

The Twizel Community Board as a unit of local government has a relatively small number of members. Given these small numbers, the prospect of having more than two candidates in an election or appointment is much less than for Community Boards in larger districts or cities such as Dunedin or Wellington.

Majority voting might be seen as a safeguard against appointments being made on a split minority vote, but the prospect of that happening is not high for the Council itself, given the size of the Council and the relative complexity of systems adopted for a first past the post system for its appointments.

The Community Board has the delegation to consider this matter under Section 54(2) of the Local Government Act 2002.

CONCLUSION

The Community Board is required to vote on the method it will use to elect a Deputy Chair for the triennium period. Staff recommend that System B is adopted.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

7.4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

File Reference PAD 5/3

Authoriser Wayne Barnett, Chief Executive Officer

Attachments: Nil

STAFF RECOMMENDATION

1. That the Twizel Community Board elect a Chair and Deputy Chairperson

BACKGROUND

Previously in the meeting the Community Board selected a system for the election of Chairperson and Deputy Chairperson. The Board must now use that system to elect a Chair Deputy from among its members.

CONCLUSION

The Community Board is required to have a Chairperson be elected at the inaugural meeting of the Board. A Deputy Chair may also be elected.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

7.5 ROLES AND DELEGATIONS TO COMMUNITY BOARD

File Reference PAD 5/3

Authoriser Toni Morrison, Projects & Administration Manager

Attachments: 1. Roles and Delegations to Community Boards

PURPOSE OF REPORT

To provide the attached paper detailing how Council and Community Boards will fulfill their respective roles and recommend the Community Board for adoption, and advise the Community Board of formal delegations to it by Council Clause 32 Schedule 7 of the Local Government Act 2002

STAFF RECOMMENDATIONS

1. That the report be received
2. That the Community Board will fulfill their respective roles
3. That the Community Board notes the Council has delegated the following functions to each of its Community Boards:
 - (a) The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to not exceeding \$1,000.
 - (b) The ability to appoint local representatives to organisations within the board area and other organizations where local representation is requested
 - (c) The ability to attend relevant conferences and training courses.
 - (d) The ability to recommend to Council whether or not Council should withhold affected persons approval for planning applications on land adjacent to council owned land within the community board area.
 - (e) The ability to approve routine changes in policy affecting locally funded facilities within the community board area

BACKGROUND

Community Boards have a particular role prescribed by section 52 of the Local Government Act 2002 (LGA), as follows:

S52 LGA: The role of a community board is to

- (a) represent, and act as an advocate for, the interests of its community; and*
- (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and*
- (c) maintain an overview of services provided by the territorial authority within the community; and*

- (d) prepare an annual submission to the territorial authority for expenditure within community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the territorial authority.

As per subsection (f), in addition they may perform functions that are specifically delegated to them by Council. The attached paper explains this statutory role, and sets out a protocol for Council/Community Board relationship and the expectations each party may have of each other. This protocol is based on similar agreements with previous Community Boards and works well in maintaining the positive relationship enjoyed by the Council with its Community Boards.

POLICY STATUS

N/a.

SIGNIFICANCE OF DECISION

The Community Board/Council relationship and delegations considered to be important matters.

OPTIONS

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Option 2 to not adopt the paper.

The attached paper was discussed and approved by Council at its meeting of 31 October. It is based on previous agreements with Community Boards and has worked well in the past. The Board and delegations have supported the Community Boards in maximising their important local issues, and have enabled considered and strong advocacy and advice on matters of importance to Council. It has also been important to have clarity on the role of the Board and the extent of their functions. For these reasons, Option 1 is recommended.

CONSIDERATIONS

Legal

The role of Community Boards is outlined in section 52 of the LGA, and the specific delegations provided for under clause 32 Schedule 7 the LGA.

Financial

s annual budgets and plans

Other

N/a.

CONCLUSION

The Community Board is asked to adopt a paper outlining the delegations to Community Boards

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

ROLES AND DELEGATIONS TO COMMUNITY BOARDS

31 October 2016

Contents:

1. Introduction
2. Role of Community Boards
3. Other Legal Provisions
4. Public Comments
5. Delegations to Community Boards

1. INTRODUCTION

A community board has the status of an unincorporated body and is not a local authority, or a committee of Council.

Section 52 of the Local Government Act 2002 sets out the role of community boards:

S52 LGA: The role of a community board is to

- (a) represent, and act as an advocate for, the interests of its community; and*
- (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and*
- (c) maintain an overview of services provided by the territorial authority within its community; and*
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and*
- (e) communicate with community organisations and special interest groups within the community; and*
- (f) undertake any other responsibilities delegated to it by the territorial authority.*

This paper covers the statutory role of community boards and how they may interact with Council in setting down the expectations each party should have of the other. The district has historically benefitted from the positive relationship between each Community Board and the Council, and this paper will help to ensure strong relationships are maintained.

The paper also contains the proposed delegations to the Community Boards, as per s52(f) above.

Both the expectations and the delegations are based on previous agreements with and delegations to Community Boards within the district.

2. ROLE OF COMMUNITY BOARDS

- (a) Represent, and Act as an Advocate for, the Interests of its Community

Council Expectation

That community boards will have views on a range of matters of importance to their community. On more significant issues, those views should be expressed to the Council by way of submission.

Council would expect community boards to express their collective matters contained in the annual plan and the long term plan. Community Boards may wish to comment on other policy documents of council.

The community boards should, when wishing to advocate to outside agencies, work through offices of the Council, its staff and elected members.

Community boards will take appropriate steps to consult with their communities to ensure that advocacy is soundly based. Care must also be taken to canvas the views of ratepayers, especially when they comprise a sizeable proportion of the community.

Where the Council and a community board jointly deem an issue to be significant, Council would lead and fund the consultation process, but if the issue is specific to a community the relevant community board would meet the costs involved.

Community Board Expectation

That Council provides sufficient time and background information on an issue to assist board having full and considered input

Appropriate staff support should be made available to assist process.

That community board views on a matter be given due consideration by Council when reaching decision, particularly when the community is the only one affected by that decision.

(b) Consider and Report on All Matters Referred to Territorial Authority, or any Matter of Interest or Concern to the Community Board.

Council expectation

Community boards need to respond to such requests in a considered way, with sufficient explanation given in reports for Council to understand their views. A bald resolution in support or opposition would not normally provide sufficient assistance to Council in decision making.

The need for background information is of even more importance when the community board raising a concern on its own initiative.

Attendance of a community board chairperson at the Council meeting to speak to the matter often be helpful. The appointed Councillor also has an important role in explaining the reasons

Community Board expectation

If community boards are to comment meaningfully on any issue referred to them they need details the background and context in which the issue sits. They need sufficient time in which to come reasoned positions.

Community boards need to feel their comments are being taken seriously and the process involves more than just going through the motions of some superficial consultation.

If the issue to be decided is being workshopped by Council, board members should have the opportunity to attend such workshops.

Board members should have access to the same background material as has been prepared for consideration by the Council.

- (b)** Maintain an Overview of Services Provided by the Territorial Authority within the Community.

Council expectation

Community boards should assist the Council in providing feedback on the effectiveness of services provided in meeting the needs of its particular community. Such services will include:

- o litter control
- o parks and reserves
- o halls and community centres
- o swimming pools
- o township projects
- o community issues and initiatives.

All of these are funded locally.

Community boards should also provide comment and feedback on other services provided within their communities that are funded out of the Rate or from other district wide sources. These will include the following:

- o township roading, footpaths and street lighting
- o water supply
- o sewage treatment and disposal
- o stormwater control
- o refuse collection
- o recycling and operation of resource recovery parks
- o libraries
- o cemeteries
- o pensioner housing, and
- o public conveniences.

The Council should receive feedback that is soundly based and not merely hearsay so that it can rely upon it with some confidence.

If community boards wish to recommend the alteration of a service, they should also advise whether or not they are willing to accept the financial implications of such a change.

Community Board Expectation

That information is readily available upon levels of service that are to be provided and that fact reporting is given to boards to assist them with assessing performance.

That boards regularly receive up to date reports on the progress of works undertaken in the community.

That timely, accurate and understandable financial reports are made available to boards with appropriate commentary on exceptions to the approved budgets.

- (d) Prepare an Annual Submission to the Council for Expenditure within the Community.

Council Expectation

This should be a comprehensive submission based on a careful review of budgets.

The boards must, in recommending budgets, have regard to the need to abide by Council policies and to observe contractual commitments.

Advocacy from community board into the budgetary round should be supported by written reports and attendance of the Board members at the appropriate Council meeting.

All expenditure within the community should be commented upon, not just that which is locally funded. Reasons behind a board position on particular items of expenditure should be provided.

Community Board Expectation

That sufficient staff assistance is provided to enable boards to understand and work through the preparation of a submission on draft budgets.

The opportunity to inspect proposed works should be provided. Adequate time needs to be provided for the process to work well.

Reasons should be provided to a board if the Council is unable to accept all of its recommendations for expenditure.

- (e) Communicate with Community Organisations and Special Interest Groups within the Community.

Council expectation

Community boards should undertake this task in a systematic way by identifying groups that need to be communicated with and devising appropriate means of communication.

Feedback on such communication should be reported back to boards and, where appropriate, to the Council.

requested.

Community Board Expectation

Boards should receive feedback from Council on any local concerns they have drawn to its attention as a result of communication between boards and community organisations and local interest groups.

- (f) Undertake any other Responsibilities that are Delegated to it by the Council.

Council Expectation

Any Council delegations must be exercised in compliance with policies.

Any delegations must have purely local effect.

Community board expectation

That any delegated powers are clearly spelt out so that board members know when they have power to decide a matter, when they have the power to recommend action and when they have the ability to comment on and issue or advocate for a point of view.

Appended below are the proposed delegations to the Community Boards.

3. OTHER LEGAL PROVISIONS

Delegations to Community Boards are undertaken pursuant to Clause 32 of Schedule 7 of the Local Government Act 2002. The Council must consider in deciding whether or not to delegate a power to a community board if the delegation would enable the community board to best achieve its role.

No power of delegation can give a community board the power to acquire, hold, or dispose of property. Neither can a community board have the authority to appoint, suspend or remove staff.

Only Council itself can:

- o make a rat
- o make a bylaw
- o borrow money, purchase or dispose of assets, other than in accordance with the plan.
- o adopt the LTP, annual plan or annual report
- o appoint the CEO
- o adopt policies that are required to be done as part of the LTP or as part of a local statement.

There is the ability to delegate the power to do things before the Council, in consultation with a community board or other subordinate decision making body, exercises the powers listed above.

Community boards can delegate powers delegated to themselves, subject to any conditions specified by the Council or by the board.

A community board does not have to refer back to the Council in exercising any powers delegated to it by the Council.

Enforcement, inspection, licensing and administration related to bylaws and other regulatory matters under the Local Government Act may be delegated to other councils, organisations or persons but not to community boards.

Even though it may have delegated a power, the Council is not relieved of the liability or legal responsibility to perform or ensure performance of any function or duty.

4. PUBLIC COMMENT

It is normal for the Mayor to be the public spokesperson on behalf of the Council on policy and political matters. Similarly the Chairperson of a Community Board would act as a spokesperson for that Community Board.

Courtesy would require that the board chairpersons advise the Mayor of any comments they may be making and that the Mayor in turn advises board chairpersons of any comments he is making. That is particularly the case when the board and Council views may differ on an issue.

5. DELEGATIONS TO COMMUNITY BOARDS

At the meeting of 31 October 2016 the Council delegated the following responsibilities to Tekapo and Twizel Community Boards:

- < The ability to consider requests from local organisations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- < The ability to appoint local representatives to organisations within the community board area and other organizations where local representation is requested.
- < The ability to attend conferences and/or training courses.
- < The ability to recommend to Council whether or not Council should provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- < The ability to approve routine changes affecting locally funded facilities within the community board area.

7.6 COMMUNITY BOARD STANDING ORDERS

File Reference N/A

Authoriser Toni Morrison, Projects & Administration Manager

Attachments: 1. Twizel Community Board Standing Orders

PURPOSE OF REPORT

The Local Government Act 2002 requires that each Community Board adopts a set of standing orders. The Community Board is asked to adopt a new set of standing orders for the conduct of meetings.

STAFF RECOMMENDATIONS

1. That the report be received
2. That the Twizel Community Board adopts the Twizel Community Board Standing Orders dated 14 November 2016 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002

BACKGROUND

The Local Government Act 2002 requires each Community Board to adopt a set of standing orders. These apply to Community Board meetings, and provide the basis for orderly conduct of meetings. They include certain provisions defining the rights of Chairs and members to address meetings.

The Community Board previously operated under a set of model standing orders (NZS 9202). Local Government New Zealand (LGNZ) has recently published a new set of standing orders which provide for recent legislative changes and a more modern structure. Staff propose that these new standing orders are adopted to ensure the practices of the Twizel Community Board are up to date.

New orders of note:

- ◁ Order 11.4 provides for any member of the public to make an electronic or digital recording of meetings which are open to the public. Any such recording must be made available to the Chairperson at the start of the meeting and must not distract the meeting.
- ◁ Order 19.11 provides that electronic devices and phones can only be used to advance the business of a meeting, and that personal use may only occur at the discretion of the Chairperson. A chairperson may require a device to be switched off if its use is distracting, or if a member is found to be receiving information or advice from sources not present at the meeting, and which may affect the integrity of the proceedings.

POLICY STATUS

N/a.

SIGNIFICANCE OF DECISION

The decision to adopt standing orders is considered an important decision. It is however not

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OPTIONS

1. To adopt the standing orders as attached without amendment; or
2. To instruct staff to amend the standing orders, and adopt the revised orders; or
3. To not adopt the standing orders.

The Community Board could choose to adopt the standing orders as attached, or could adopt them by a vote of 75% of the members present. If the new standing orders are not adopted the previous standing orders will apply.

Staff consider the attached standing orders are appropriate, up to date and efficient in the way the Community Board is required to conduct meetings and processes. If amendments sought then these will need to satisfy the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

CONSIDERATIONS

Legal

The Twizel Community Board is required to adopt a set of standing orders, and LGNZ has provided a model set of orders which fulfil legal requirements. Any changes would also need to comply with the legislation.

Financial

N/a.

Other

N/a.

CONCLUSION

The Community Board is asked to adopt a new set of standing orders for the conduct of meetings. These standing orders are attached.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

Twizel Community Board

Standing Orders

14 November 2016

Preface

These standing orders have been designed specifically for community boards and meet the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 and are recommended for the use of community boards by the Community Board Executive.

Community boards are required under cl. 27 Schedule 7 the Local Government Act 2002 (LGA 2002) to adopt a set of standing orders for the conduct of their meetings and those of its committees and subcommittees.

Standing orders contain rules for the orderly conduct of the proceedings of community boards and any community board committees or subcommittees. Their purpose is to enable community boards to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of standing orders contributes to public confidence in the quality of local government and democracy in general.

For clarification whenever a question about the interpretation or application of these standing orders arises, particularly if the matter is not provided for in the standing orders, it is the responsibility of the Chairperson to make a ruling.

All members of a community board must abide by these standing orders.

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Equip has made every reasonable effort to provide accurate information in this document, however it is not advice and we do not accept any responsibility for actions taken that may be based on reading it.

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1. Introduction

These Standing Orders have been prepared to enable the orderly conduct of community board authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters
- Part 2 deals with pre-meeting procedures
- Part 3 deals with meeting procedures.

Following Part 3 the Appendices provide templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the standing orders and is not part of the standing orders as adopted by the community board.

In addition the Standing Orders Guide provides advice and good practice tips for Chairpersons and staff on the implementation of the standing orders.

1.1 Principles

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular local government is transparent and accountable.

Standing orders give effect to the principles which underpin good governance. Key principles are that a local authority and consequently a community board should:

- conduct its business in an open, transparent and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of all of its communities;
- take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- ensure that decision-making procedures and practices meet the standards of natural justice.

In addition, the LGA 2002 requires that all local authorities act so that “governance structures and processes are effective, open and transparent” (s. 39 LGA 2002).

1.2 Statutory references

The Standing orders combine statutory provisions with guidance on their application. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference.

In some cases the language in the statutory provision may have been modernised or amended to

ensure consistency with more recently enacted statutes. Original versions of each statutory provision are included in the Standing Orders' Guidelines, the companion document.

It is important to note that during a meeting any statutory references in the standing orders apply throughout the period of the meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the standing orders that might be made.

Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002 Local Government Act 2002

LGOMIA Local Government Official Information Act 1987

LAMIA Local Authority (Elected) Members' Interests Act 1988

1.4 Application

For the removal of any doubt these standing orders do not apply to workshops or meetings of working parties and advisory groups.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These standing orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to these items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change or proposed change to the original or substantive motion.

Audio link means facilities that enable audio communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Audiovisual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person presiding at a meeting – the presiding member.

