



KAIKŌURA
DISTRICT COUNCIL

MEETING OVERVIEW



My Aspirations as an Elected Member



What it may sometimes feel like to be an Elected Member



"Everyone buckled up?"

Decision Making – The Public’s perspective

Faceless? Bureaucratic? Invisible? Unknown?



All Talk - No Action ?



Rubber Stamps?



What do you want the public to think of your formal decision making?

- ☰ **Visible**
- ☰ **Easy to understand**
- ☰ **See the chain of events and thinking:**

Beginning > middle > end
- ☰ **Un-biased & open minded.**

How do we achieve this?

Before the Meeting and During the Meeting

- Preparation **BEFORE** the meeting – reading, asking, visiting
- What's my own view?
- What is my reason for this view?
- What's the wider community view / perception as a whole?
- If I don't know how the community at large feel – how can I find out?
- What questions do I have to ask of staff for reports or deputations?
- Do I understand the staff recommendations?
- Ensuring equity of member input – who is likely to have a strong view? How am I going to handle this? What is my view? Am I open to listening to others' views?
- End to end transparency
- Sufficient information and advice
- How do I ensure balance, not noise?

Meetings, how we conduct them & realistic expectations

- All meetings have some form of structure whether it be a Tennis Club AGM or team meeting etc
- Council Meetings are run on the last Wednesday of every month and could last anywhere between 5-8hours (in some cases longer!). See the Candidate Handbook for more information.
- Pre-reading of Council Agenda Packs, and your pre-meeting preparation could take up your weekend – **don't say we didn't warn you!**
- Councils need meeting rules to ensure that every meeting is consistent and all meetings operate in a similar way
- We call these rules “Standing Orders” and they are used by all councils across New Zealand and in a more strict form by Parliament and across the world
- If Standing Orders are not followed, the Council can lay itself open to challenge and Judicial Review on any and all of its actions
- If Standing Orders are not followed, meetings can get disorganised, chaotic, jumbled and feel uncomfortable for those present.

Standing Orders

- Cover everything not just the actual meeting
- Ensure that everything and everyone is treated the same way
- They are prescriptive
- They are the rules for everyone and need to be understood and followed by everyone
- If all elected members understand and follow the rules all of the time -

- ☞ The meeting is effective, efficient and productive
- ☞ Decisions are made based on facts not conjecture or opinion
- ☞ People work with each other even if they don't like each other
- ☞ Members can remind and assist each other to stick to the rules
- ☞ The Chair is no longer the 'ENFORCER'
- ☞ Staff are no longer the 'BEAUROCRATS'
- ☞ Everyone goes home a little more content
- ☞ All viewpoints are heard.

Overview of Standing Orders

- Member preparation and communication versus per-determination
- Quorum
- Starting on time – calm and to order
- Apologies
- Leave of absence – accepted or rejected
- Conflict of Interest – financial & non-financial
- Deputation – time limits
- Nature of Member questions to deputation
- Rules of Debate
- Speaking Order
- Timing in general
- Motions and amendments
- Procedural Motions.

What to keep in mind when making a decision

In terms of the Local Government Act 2002 - Section 76

The local authority **MUST**:

- Seek to identify all reasonably practicable options for the achievement of the objective of a decision;
- Assess the options in terms of their advantages and disadvantages; and
- Give consideration to the views and preferences of persons likely to be affected by, or have an interest in the matter;
- If any options involve a significant decision in relation to land or a body of water, take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna and other taonga.

Pre- determination

The Local Government Act (LGA) requires impartiality of decision making

Information gathering, reports, advice from experts, hearing from all parties, openness, clear decision making at meetings – evident from beginning to end, ability to change view based on evidence not emotion etc.

If a member expresses a view prior to a decision being taken the member could be said to have already formed a view and not to be open minded.

**This is pre-determination
ALWAYS strive to avoid**

Talk to Governance staff straight away and they will offer advice.

Consequences of pre-determination can be very serious and result in a Judicial Review of the Council's decision-making ability.

Decision Making at its simplest...

- **Information Gathering**
- Someone **Proposes / moves** a decision (Member A)
- **Second** member (B) states that they fully agree with Member A's proposed decision
- A and B try to **Explain WHY / Persuade** others to agree to their proposed decision
- **Discussion** of the pros and cons of the proposed decision
- A (and sometimes B) **Respond** to any issues raised to try to ensure they win the vote
- **Vote** on the proposed decision

Voting is always at the END of the process
If there is no one who agrees with Member A then the Motion fails
Member A cannot have another turn

REMEMBER: MOVE, SECOND, STOP (DON'T VOTE)

Decision making where there is disagreement on the decision to be made

Called an Amendment? It is still straight forward...

- Information Gathering
- Someone **Proposes / Moves** a decision (Member A)
- **Second** member (B) states that they fully agree with Member A's proposed decision
- A and B try to **Persuade** others to agree to their proposed decision
- BUT Member C (THREE) disagrees
- and thinks other members might share C's view
- SO..... Member C (Three) asks to **propose an Amendment**
- Member C **Proposes / Moves** a new proposed decision – called **C's**
- **Amendment** Fourth member (D) agrees with C and **Seconds C's Amendment**

- C and D say **WHY / Persuade** others to agree to the new proposed decision/ C's Amendment
- **Discussion** of the pros and cons of the proposed decision
- C (and sometimes D) **Respond** to any issues raised to try to ensure they win the vote
- **Vote** on the proposed decision

Voting is always at the end of the process.

If the Vote is WON then the Decision is made

If the Vote is **LOST** then we return to the original Motion
(Members A and B)

We now call it the **SUBSTANTIVE MOTION**

Remember: “ if you don't agree you must be number three”

REMEMBER...

MOVE

SECOND

STOP

DISCUSS

VOTE

Etiquette and Courtesy Guidelines

- Always respect the role of the Chair
- Always ask the Chair if you can speak
- Never talk to the Gallery
- Never get up and walk around or out of the room without asking the Chair – once you leave the table you are no longer taking part in the meeting
- If you have additional information, share it with the Chair and Governance staff **BEFORE** the meeting so everyone can have it – please don't table it and surprise everyone including the public
- Remember that a **MOTION** is a **STATEMENT of WORDS**. It is not an opportunity to express an opinion or say anything else at all
- If you get a bit tangled up trying to express your motion/ statement then ask the Chair if the meeting can be paused while you write it down
- If you would like help in crafting a proposed Motion before the meeting – just ask the Governance staff
- If at any time you feel you or other members need to take a break or pause – just ask the Chair.

Community Questions

I have a problem.

My problem is now
your problem.

Have you fixed my
problem?



Why not?

You solved it – great so here’s another one to
solve!

You couldn’t do anything!

It’s not the Council?

Well whose problem is it – aren’t you all the
same?

You’re supposed to be my community rep

Well... That’s the last time I vote for you!

Manage Expectations – yours and theirs

Never make promises to ‘fix things’. Advise you will look into it, such as seek information from staff

Signposting is **ONLY** good if you know where to go!

Raise a Customer Service Request or better still encourage them to do this

Let your Chair know

Let Governance staff know so that we can help and keep track with you.

Glossary of Abbreviations

ANZAC	Australian and New Zealand Army Corps
BA	Building Act 2004
BIA	Building Industry Authority
BRANZ	Building Research Association of New Zealand
CCOs	Council-Controlled Organisations
CDEM	Civil Defence Emergency Management
CRIs	Crown Research Institutes
CRIS	Canterbury Regional Innovation System
ECAN	Environment Canterbury
EOC	Emergency Operations Centre
FRA	Forward Rate Agreement
FRN	Floating Rate Note
FRS	Financial Reporting Standards
GST	Goods and Services Tax
HUE	Household Unit Equivalent
I&E	Inspection and Enforcement
ISP	Internal Service Providers
KDC	Kaikōura District Council
LAPP	Local Authority Protection Programme
LGA	Local Government Act 2002
LGFA	Local Government Funding Agency
LIMS	Land Information Memoranda
LTP	Long Term Plan
NZ GAAP	Generally Accepted Accounting Practice in New Zealand
NZ IAS	New Zealand equivalent to International Accounting Standard
NZ IFRS	New Zealand equivalents to International Financial Reporting Standards
NZS	New Zealand Standards
NZTA	New Zealand Transport Agency (Waka Kotahi)
RMA	Resource Management Act 1991
RNZRSA	Royal New Zealand Returned Services' Association
SCP	Special Consultative Procedure
VC	Video conferencing