

3 March 2016

Memo to: Mayor and Councillors  
Memo from: Administration Advisers  
**Subject: COUNCIL– 3 MARCH 2016 – LATE ITEM**

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## **5. Late Item: Mayor's Report**

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Document 5587

A report titled Mayor's Report is attached to be considered as a major late item at this meeting. This report was listed as item 5 on the public agenda for the Council meeting on 3 March 2016.

Section 46A(1)-(6) of the Local Government Official Information and Meetings Act 1987 and Standing Order 2.15.8 require that agendas are distributed with the associated reports. As this report was not distributed with the agenda for this meeting, it must be treated as a major late item to be considered at this meeting. In accordance with section 46A(7) of the Local Government Official Information and Meetings Act 1987 and Standing Order 3.7.5, a procedural resolution is required before a major item that is not on the agenda for the meeting may be dealt with.

In accordance with section 46A(7)(b)(i) the reason why the item was not on the agenda is because it came to hand after the agenda had been distributed.

In accordance with section 46A(7)(b)(ii) the reason why discussion of this item cannot be delayed until a subsequent meeting is because a resolution on the matter is required before the next scheduled meeting of the Council to enable a timely decision to be made.

Recommendation

***THAT the item regarding Mayor's Report be considered at this meeting as a major item not on the agenda, pursuant to Section 46A(7)(a) of the Local Government Official Information and Meetings Act 1987, to enable a timely decision to be made.***

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## Mayor's Report

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### 1. Purpose of Report

- 1.1 To establish a Sports and Recreation Committee, and approve its delegations and membership.
- 1.2 To update Council on a number of other matters.

### 2. Recommendation

**THAT the Mayor's Report (R5587) and its attachments (A1511458, A1511415 and A1511419) be received;**

**AND THAT Council notes the establishment of the Sports and Recreation Committee by the Mayor in accordance with Section 41A of the Local Government Act 2002, with Deputy Mayor Paul Matheson as Chairperson and Councillor Gaile Noonan as Deputy Chairperson;**

**AND THAT the remaining membership of the Sports and Recreation Committee consist of Councillors Ruth Copeland, Matt Lawrey, Pete Rainey, Tim Skinner, Mike Ward and Her Worship the Mayor;**

**AND THAT the Delegations Register be amended, as illustrated in attachment 1 (A1511458);**

**AND THAT updates regarding the Local Government New Zealand Conference 2016 and Local Government New Zealand remit applications are noted.**

### **3. Discussion**

#### **Sports and Recreation Committee**

- 3.1 Section 41A of the Local Government Act 2002 (LGA) provides that the Mayor can establish committees of the territorial authority, and appoint the Chairpersons of those committees.
- 3.2 Council's Standing Orders also allow for the Mayor to appoint the Deputy Chairperson of any committee established under Section 41A of the LGA (Standing Order 2.7.2).
- 3.3 Through the Annual Plan process the Mayor has identified that the Community Services Committee faces a significant workload in the coming months.
- 3.4 To date, significant progress has been made on Community Investment Funding, the Arts Festival Transition, the re-opening of the Trafalgar Centre and strategic planning in relation to heritage facilities. It has become apparent that there is also a growing need for additional focus on Sport and Recreational activities, including Saxton Field Governance, the Marina Strategy and the Campground Review, as well as ongoing development of Reserves Management Plans.
- 3.5 The Mayor has determined that the best way to approach this workload is to split governance oversight of these activities between two Standing Committees – the existing Community Services Committee and a new Sports and Recreation Committee.
- 3.6 The current delegations to the Community Services Committee have an extremely broad remit; the establishment of an additional committee will allow the chairs of the two committees to focus on the governance required to progress their relevant work areas.
- 3.7 Councillor Rainey will continue to chair the Community Services Committee and Councillor Matheson will chair the Sports and Recreation Committee. Councillor Noonan will continue as deputy chair of both committees. Membership of the Sports and Recreation Committee will otherwise remain the same as the current membership of the Community Services Committee.
- 3.8 The Terms of Reference of the Sports and Recreation Committee include two areas of responsibility:
  - The provision and operation of recreation and leisure facilities and services, including reserves, parks, sports fields, swimming pool facilities and motor camps
  - The provision and operation of the Marina and Marina activities
- 3.9 The Delegations Register has been amended to reflect the proposed changes to the Community Services Committee and the establishment of

the new Sports and Recreation Committee. These amendments are illustrated in Attachment 1.

- 3.10 In making these changes, the Mayor acknowledges the growth in the Sports and Recreation portfolio, with more people and organisations desiring to make use of council assets. The new committee will allow Councillors to better engage with these groups, and to develop partnerships which will ultimately better inform the 2018-2028 Long Term Plan.
- 3.11 It is envisaged that the Sports and Recreation Committee will meet on the same day of the Community Services Committee. It is anticipated that the first meeting of the Sports and Recreation Committee will be held on 14 April 2016.
- 3.12 These changes do not affect current remuneration arrangements.

#### **4. LGNZ Conference 2016**

- 4.1 In 2015 many councillors attended the Local Government New Zealand Conference held in Rotorua. In 2016 the conference is to be held in Dunedin from 24 to 26 July.
- 4.2 Registrations for the conference are now open. Councillors who are interested in attending are requested to make their intentions known to the Office of the Mayor or the Administration Advisers as soon as possible, so that bookings can be made.
- 4.3 Councillors are reminded that the cost of attending would come from each councillor's triennial budget for travel and training. Further details for the conference can be found here <http://www.lgnz2016.co.nz/lgnz16>.

#### **5. Local Government New Zealand 2016 Annual General Meeting Remit Process**

- 5.1 The Local Government New Zealand (LGNZ) Annual General Meeting (AGM) is being held on Sunday 24 July 2016, in Dunedin as part of the LGNZ Conference.
- 5.2 LGNZ has invited member authorities wishing to submit proposed remits for consideration at the LGNZ AGM, to do so no later than 5.00pm, Monday 13 June 2016.
- 5.3 A copy of the memo received from LGNZ outlining the remit process is provided as Attachment 2.
- 5.4 A copy of the remit application form from LGNZ is provided as Attachment 3.
- 5.5 Councillors are requested to approach the Office of the Mayor for assistance in preparing any remits.

## **6. Conclusion**

- 6.1 It is recommended that a Sports and Recreation Committee is established, and that councillors note the information regarding the LGNZ Conference and Remit process.

Rachel Reese  
**Mayor of Nelson**

### **Attachments**

Attachment 1: A1511458 Delegations Register Amendments - Sports and Recreation Committee

Attachment 2: A1511415 Local Government New Zealand Remit Process Memo

Attachment 3: A1511419 Local Government New Zealand Remit Application

## Committees Established by Nelson City Council

### Community Services Committee

#### Areas of Responsibility:

- Arts and culture grants
- Arts Strategy
- Community Investment Funding
- Festivals and Events, including related policies
- Community Development, including related policies
- ~~The provision and operation of recreation and leisure facilities and services, including reserves, parks, sports fields, swimming pool facilities and motor camps~~
- The provision and operation of cemeteries and crematoria
- The provision and operation of libraries
- The provision and operation of community housing
- Heritage facilities
- ~~The provision and operation of the Marina and Marina activities~~
- Youth Council

#### Powers to Decide:

- Approval of projects within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan
- The approval of tenders for new capital and renewal projects, within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan
- To hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility
- Lodge and present submissions to external bodies on policies and legislation relevant to the areas of responsibility

#### Powers to Recommend:

- To approve statements of proposals for Special Consultative Procedures falling within the areas of responsibility
- Final decisions on Special Consultative Procedures falling within the areas of responsibility
- Asset and Activity Management Plans falling within the areas of responsibility
- Development or review of policies and strategies relating to areas of responsibility
- Any other matters within the areas of responsibility noted above

A1511458

## Sports and Recreation Committee

### Areas of Responsibility:

- The provision and operation of recreation and leisure facilities and services, including reserves, parks, sports fields, swimming pool facilities and motor camps
- The provision and operation of the Marina and Marina activities

### Powers to Decide:

- Approval of projects within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan
- The approval of tenders for new capital and renewal projects, within the areas of responsibility of this committee, and included in Council's Annual Plan/Long Term Plan
- To hear and deliberate on submissions for Special Consultative Procedures falling within the areas of responsibility
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### Powers to Recommend:

- To approve statements of proposals for Special Consultative Procedures falling within the areas of responsibility
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- Any other matters within the areas of responsibility noted above

A1511458

## SCHEDULES

### Schedule One - Members of Committees Committees

#### **Sports and Recreation Committee**

- Councillor Matheson (Chairperson)
- Councillor Noonan (Deputy Chairperson)
- Councillor Copeland
- Councillor Lawrey
- Councillor Rainey
- Councillor Skinner
- Councillor Ward
- Mayor

A1511458



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**Date:** 29 February 2016  
**To:** Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive  
**Subject:** 2016 Annual General Meeting Remit Process

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We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Sunday 24 July 2016** in Dunedin, to do so no later than **5pm, Monday 13 June 2016**. Notice is being provided now to allow members of zones and sectors to gain the required support necessary for their remit (see point 3 below). The supporting councils do not have to come from the proposing council's zone or sector.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

#### Remit policy

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
  - nature of the issue;
  - background to it being raised;
  - issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives;

A1511415

- level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
- resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
- suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

### Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2016 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **5pm, Monday 13 June 2016**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet specified criteria will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposers whose remits meet the criteria will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **5pm, Monday 13 June 2016**.

### General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or [leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

Author:  
Date:  
Ref:  
A1511415

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**Annual General Meeting 2016**

**Remit application**

<b>Council Proposing Remit:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Remit passed by:</b> (zone/sector meeting and/or list 5 councils as per policy)	
<b>Remit:</b>	

**Background information and research:**

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

**Please forward to:** Local Government New Zealand

Leanne Brockelbank, Chief Financial Officer

P O Box 1214, Wellington 6140

[leanne.brockelbank@lgnz.co.nz](mailto:leanne.brockelbank@lgnz.co.nz)

**No later than 5pm, Monday 13 June 2016.**

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