

10 February 2004

NC 40-01

**- M E M O R A N D U M -**

**TO:** All Mayors/Chairs  
All Chief Executives

**FROM:** Eugene Bowen

**SUBJECT: Annual General Meeting 28 July 2004**

**Voting Entitlements**  
**Remits**  
**Obituaries**  
**Delegates**  
**Proxies**

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**Voting Entitlements**

~~There will be no elections held at the 2004 AGM.~~ However in the event of a poll vote being taken voting entitlements will apply. The current voting entitlements are *attached* (attachment 1). Any amendments to these entitlements following the setting of subscription levels for the 2004/05 year will be advised prior to the AGM.

**Remits**

**Introduction**

We now invite member authorities wishing to submit proposed remits to do so, no ~~later than Friday 28 May 2004.~~ This is to ensure that we comply with Rule G3 of the Rules, ie that remits are forwarded to the Chief Executive not less than two months before the date of the AGM. It is important to note that the meeting dates for Zones have been scheduled to allow, and indeed encourage, members to

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raise issues of importance through the Zone meetings and then the National Council meetings rather than the AGM. We therefore recommend that you consider before submitting a remit, whether or not the issue could be better and more immediately dealt with through the Zone/National Council process.

Proposed remits should be sent on the *attached* form (attachment 2), or presented to include all the required information, to Suzanne Howard, Internal Governance Coordinator, at the above address or email [suzanne.howard@lgnz.co.nz](mailto:suzanne.howard@lgnz.co.nz)

**Remits Policy**

The primary route for members to propose areas of work for national action on legislative or policy matters is now well established as being through the process of developing the Annual Work Programme. In addition, as mentioned above, members have Zone meetings available to them throughout the year as a means of raising and actioning particular problem issues as they arise. Proposed remits, other than those relating to the internal governance and constitution of *Local Government New Zealand*, should address only major strategic “issues of 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, clarity of the proposal etc.
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.

7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should show:
- the nature of the issue
  - the background to it being raised
  - the issue's relationship, if any, to the current Work Programme and its objectives (for a copy please refer to our website, [www.lgnz.co.nz](http://www.lgnz.co.nz), "About Us". The 2004/05 version will be posted on the website following the 25/26 March 2004 National Council meeting)
  - the level of work, if any, already undertaken on the issue by the proposer, and outcomes to date
  - the outcomes of any Zone or Sector meetings which have discussed the issue
  - suggested actions that could be taken by *Local Government New Zealand* should the remit be adopted.

**Process**

We are shortly to commence the remits process. Under this:

- all proposed remits and accompanying information must be forwarded to *Local Government New Zealand* at least two months prior to the AGM, ie, no later than Friday 28 May 2004, to allow time for the remits committee to properly assess remits
- a remits committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in this policy
- prior to their assessment meeting, the remits committee will receive a staff report on each remit. The reports will assess each remit against the criteria outlined in this policy
- proposers whose remits fail to meet the tests imposed by this policy will be informed prior to the AGM of the Committee's decision, alternative actions available, and the reasons behind the decision.

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 28 May 2004.

**General**

Remits discussed at the AGM will be presented in the AGM Business Papers that will be with delegates not later than 2 weeks before 28 July 2004, as required by the Rules.

**Obituaries**

We are now beginning to prepare obituary notices for inclusion in the Obituaries Register at the AGM. These cover the period from 31 July 2003 onwards.

Could you please forward any relevant notices to Suzanne Howard, Internal Governance Coordinator, at the above address or email [suzanne.howard@lgnz.co.nz](mailto:suzanne.howard@lgnz.co.nz) no later than **Monday 12 July 2004**.

A further opportunity will be available at the Annual General Meeting for any additional notices you wish to be recorded on the day.

**Delegates**

Under Rule G16 of the Constitution the Principal Administration Officer or Mayor/Chair of each member authority is required to forward to *Local Government New Zealand* the names and positions of the presiding, alternate and other delegates attending the AGM. This is to ensure that only those persons authorised to do so may speak on behalf of their Council, as a member of *Local Government New Zealand*. **Please note that this requirement is in addition to registering for Conference.** Prior to 2002, we included on the Conference Registration brochure, a tick box for members to indicate their intention to attend the AGM, and then councils have separately advised the presiding and alternate delegates (those persons entitled to vote on behalf of the council). As in 2003, this will not be the case this year. **It will be the responsibility of each member authority to advise *Local Government New Zealand* direct of their AGM delegates.** This is so that we can more closely monitor the numbers attending and meet our obligations under Rule G13 of the Constitution.

This rule is as follows:

- G13. At the Annual General Meeting and Special General Meetings, member authorities admitted to membership under Rule C1 are entitled to representation as follows:
  - (a) Member authorities (other than Regional Councils) having populations of 50,000 or over - not more than 4 delegates;

- (b) Member authorities (other than Regional Councils) having populations of 10,000 or over and less than 50,000 - not more than 3 delegates;
- (c) Member authorities (other than Regional Councils) having populations of less than 10,000 - not more than 2 delegates;
- (d) Regional Councils having populations of 250,000 or over - not more than 4 delegates;
- (e) Regional Councils having populations of 100,000 or over and less than 250,000 - not more than 3 delegates;
- (f) Regional Councils having populations of less than 100,000 - not more than 2 delegates.

Please note that the rule regarding representation does not apply to Conference attendance. Persons other than the official delegates may attend the AGM as observers, but will have no speaking or voting rights.

Could Principal Administration Officers or Mayors/Chairs please advise Suzanne Howard at the above address or email [suzanne.howard@lgrz.co.nz](mailto:suzanne.howard@lgrz.co.nz) by **Friday 25 June 2004**:

- the Presiding Delegate (the person responsible for voting on behalf of the Council at the AGM)
- one or more Alternate Delegates (person/s responsible for voting on behalf of the Council if the Presiding Delegate is absent from the AGM) provided that the number of alternate delegates does not exceed the total number of delegates
- any other delegates provided the total number attending the AGM does not exceed the representatives allowed under Rule G13
- any observers attending. Observers will be seated at the back of the room.

Please direct any queries regarding delegates to the AGM to Suzanne Howard.

**Proxy Votes**

Under Rule G18, at any Annual General Meeting votes may be exercised by a member authority by proxy. If your council is not present, and would like to exercise a vote, it will only be able to do so by complying with the proxy rule. Proxies must be in writing and submitted to *Local Government New Zealand* on the form attached (attachment 3) at least 48 hours prior to the start time of the meeting (Rule G23(a)), ie by 8.30am on Monday 26 July 2004. Please note that

the proxy must be executed under the common seal of the member authority and therefore faxed proxies are not acceptable.

If a proxy is received within 48 hours of the AGM, under Rule G23(b) the proxy is not valid until the meeting has passed a motion to accept it.

You will note that the *attached* form requires you to appoint one or two **individuals**, rather than a member authority, to vote on your behalf by proxy. Therefore you need to ensure that the individual/s you appoint will be attending the AGM. If they choose not to attend the AGM, and have been authorised to vote by proxy on your behalf, other members of their council in attendance at the AGM **may not** vote instead, and your vote will be declared invalid.

If you require further clarification of the requirements regarding proxies, please contact Suzanne Howard (phone 04 924 122, email [suzanne.howard@lgnz.co.nz](mailto:suzanne.howard@lgnz.co.nz)).

Eugene Bowen  
Chief Executive  
*Local Government New Zealand*

## Attachment 1

## Voting Entitlements

Rule G13:

- (a) Member authorities having an annual subscription of \$80,000 or over – 6 votes;
- (b) Member authorities having an annual subscription of \$50,000 to \$79,999.99 – 5 votes;
- (c) Member authorities having an annual subscription of \$30,000 to \$49,999.99 – 3 votes;
- (d) Member authorities having an annual subscription of \$20,000 to \$29,999.99 – 2 votes;
- (e) Member authorities having an annual subscription of less than \$20,000 – 1 vote.

Zone 1	Vote
Auckland City	6
Auckland Region	5
Far North District	3
Kaipara District	2
Manukau City	6
Northland Region	1
North Shore City	5
Papakura District	2
Rodney District	3
Waitakere City	5
Whangarei District	3

Zone 2	Vote
Bay of Plenty Region	2
Franklin District	2
Gisborne District	3
Hamilton City	5
Hauraki District	2
Kawerau District	1
Matamata-Piako District	2
Opotiki District	1
Otorohanga District	1
Rotorua District	3
South Waikato District	2
Taupo District	2
Tauranga District	3
Thames-Coromandel Dist	2
Waikato District	2
Waikato Region	3
Waipa District	2
Waitomo District	2
Western BOP District	2
Whakatane District	2

<b>Zone 3</b>	<b>Vote</b>
Central Hawkes Bay District	2
Hastings District	3
Hawkes Bay Region	2
Horowhenua District	2
Manawatu District	2
Manawatu-Wanganui Region	2
Napier City	3
New Plymouth District	3
Palmerston North City	3
Rangitikei District	2
Ruapehu District	2
Sth Taranaki District	2
Stratford District	1
Taranaki Region	1
Taranua District	2
Wairoa District	2
Wanganui District	2

<b>Zone 4</b>	<b>Vote</b>
Carterton District	1
Kapiti Coast District	2
Hutt City	5
Masterton District	2
Porirua City	3
South Wairarapa District	1
Upper Hutt City	2
Wellington City	6
Wellington Region	5

<b>Zone 5</b>	<b>Vote</b>
Ashburton District	2
Banks Peninsula District	1
Buller District	2
Canterbury Region	3
Chatham Islands County	1
Christchurch City	6
Grey District	2
Hurunui District	2
Kaikoura District	1
Mackenzie District	1
Marlborough District	3
Nelson City	3
Selwyn District	2
Tasman District	3
Timaru District	2
Waimakariri District	2
Waimate District	1
West Coast Region	1
Westland District	1

<b>Zone 6</b>	<b>Vote</b>
Central Otago District	2
Clutha District	2
Dunedin City	5
Gore District	2
Invercargill City	2
Otago Region	2
Queenstown-Lakes District	2
Southland District	2
Southland Region	2
Waitaki District	2

## Attachment 2

**SEND TO:**

**Suzanne Howard**  
*Local Government New Zealand*  
**P O Box 1214**  
**Wellington**

No later than **Friday 28 May 2004**

**ANNUAL GENERAL MEETING 2004**  
**REMIT**

Council Proposing Remit .....

Contact Name .....

Fax .....

Email .....

**Remit:****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 Annual 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
- suggested course of action envisaged.

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# Waitakere Arts

WAITAKERE CENTRAL COMMUNITY ARTS COUNCIL



WAITAKERE CITY COUNCIL

24 FEB 2004

20 February 2004

Jan Brown  
Creative Communities Administrator  
Waitakere City Council  
Private Bag 93 109  
Henderson

✓ 593281

Dear Jan

This notice is to advise that at a committee meeting of the Waitakere Central Community Arts Council held 18<sup>th</sup> February 2004 the committee elected Kenneth Davey as their representative on the Creative New Zealand Communities Board  
Kenneth Davey replaces Janet Holtrigter who is no longer a member, or employed by WCCAC as coordinator

Please address all correspondence to  
K Davey  
WCCAC  
P O Box 21447  
Henderson

Contact phone number 09 8364171  
E-mail [k.my.davey@xtra.co.nz](mailto:k.my.davey@xtra.co.nz)

Yours Sincerely

M Y Davey (President)

Chief Executive	
Corporate Services	
City Services Moselle	✓
Consultancy Services	
ECO - WATER	
Strategic Group	
Consent Services	
Field Services	

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