

CITY OF PALMERSTON

**Minutes of the Governance and Organisation Committee Meeting
held in Council Chambers, Civic Plaza, Palmerston
On Thursday, 13 August 2015 at 8:30am**

Audio Disclaimer

An audio recording of this meeting will be made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings, available on Council's Website.

1. PRESENT

Elected Members: Alderman Andrew Byrne (Chair)
His Worship the Mayor Ian Abbott
Alderman Seranna Shutt
Alderman Geoff Carter

Staff: Ricki Bruhn, Chief Executive Officer
Mark Spangler, Director Technical Services
Jan Peters, Acting Director of Community Services
Silke Reinhardt, Acting Director of Corporate Services
Alyce Breed, Minute Secretary

Gallery: Deputy Mayor Sue McKinnon

2. APOLOGIES

Alderman Bunker - Apology

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman Carter
Seconded: Mayor Abbott

THAT the apology received from Alderman Bunker be received and granted.

CARRIED GOC/0197– 13/08/2015

3. CONFIRMATION OF MINUTES

Moved: Alderman Carter
Seconded: Alderman Shutt

THAT the minutes of the Governance and Organisation Committee Meeting held Thursday, 9 July 2015 pages 88 to 91, be confirmed.

CARRIED GOC/0198– 13/08/2015

4. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

Nil

5. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN

5.1 Committee Meetings

Alderman Carter asked the Committee:

Would it be more appropriate to have all committee meetings held during the first week of the month?

6. PETITIONS

Nil

7. DEPUTATIONS / PRESENTATIONS

Nil

8. CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Nil

9. REPORTS OF OFFICERS

9.1. Action Report

GOC/0096

Moved: Alderman Carter

Seconded: Alderman Shutt

THAT the Committee receives Report Number GOC/0096.

CARRIED GOC/0199– 13/08/2015

9.2. Review of Financial Policies FIN18 and FIN19

GOC/0091

Moved: Alderman Shutt

Seconded: Alderman Carter

1. THAT the Committee receives Report Number GOC/0091.

2. THAT the Committee recommends Council approve the amended FIN18 Grants, Donations, Scholarships and Sponsorships Policy.

3. THAT the Committee recommends Council approve the amended FIN19 Financial Reserves Policy.

CARRIED GOC/0200– 13/08/2015

9.3. Public Question Time

GOC/0093

Moved: Alderman Shutt
 Seconded: Mayor Abbott

1. THAT the Committee receives Report Number GOC/0093.

CARRIED GOC/0201– 13/08/2015

Moved: Alderman Carter
 Seconded: Mayor Abbott

2. THAT Council adopts the following Public Question Time procedure:

1. *Public question time will only be applicable to Ordinary Council Meetings.*
2. *Public question time will be limited to 15 minutes but may be extended at the discretion of the Chairman.*
3. *Public question time will be held immediately following "Response to Previous Public Questions Taken on Notice" in the meeting agenda.*
4. *Questions will be limited to two (2) per person per meeting and preferably be provided on the approved form which is available on Council's website and at the customer service desk at the Library and Civic Plaza.*
5. *A person submitting a question will be invited in writing to attend the meeting at which the Chairman intends to present the question and answer.*
6. *A person asking a question must be in the public gallery for the question to be considered.*
7. *The Chairman will invite the person asking a question to read their question at the meeting or if the member of the public wishes, have the question read by an Elected Member or staff member. Questions read by the public will be presented from the lectern adjacent to the screen.*
8. *If a member of the public asking a question is not present in the gallery the question will be addressed administratively. An absent member of the public will not be permitted to repeat their question.*
9. *Multipart questions are not permitted.*
10. *Repeated questions where answers have been provided within the previous 12 months will be handled administratively.*
11. *Questions should be submitted to the Chief Executive Officer in writing by 12noon on the day preceding the meeting.*
12. *If a question is presented after the close off date and time then the Chairman will make the best possible effort to provide an answer at the Council meeting.*
13. *If any question requires further researching before a response can be given the Chairman will indicate that the question will be taken on notice.*
14. *Questions taken on notice will be responded to in writing and appear in the agenda of the next available Ordinary Council meeting.*
15. *Spontaneous questions from the public gallery may be accepted at the discretion of the Chairman.*
16. *Public question time will be deemed closed at the expiry of the designated time or when there are no further questions. Any outstanding questions at the time of closure of question time will be handled administratively and included in the next available agenda as if they were questions taken on notice.*

CARRIED GOC/0202– 13/08/2015

9.4 City of Palmerston Development Guideline

GOC/0094

Moved: Alderman Carter
Seconded: Mayor Abbott

1. THAT the Committee receives Report Number GOC/0094.
2. THAT Council adopts the City of Palmerston Development Guideline reference R-RD0845 Rev 0.1 dated 25 June 2015 and attached to Report Number GOC/0094.

CARRIED GOC/0203– 13/08/2015

10. CORRESPONDENCE

Nil

Alderman Shutt left the Chambers at 9.28am.

Alderman Shutt returned to Chambers at 9.29am.

11. OTHER BUSINESS

Request for Report

Moved: Alderman Byrne
Seconded: Alderman Carter

THAT a report be presented to the Governance and Organisation Committee outlining the costs associated in developing a Significant Tree Register.

CARRIED GOC/0204– 13/08/2015

Request for Review

Moved: Mayor Abbott
Seconded: Alderman Shutt

THAT a review of the public consultation policy be undertaken.

CARRIED GOC/0205– 13/08/2015

12. CONFIDENTIAL REPORTS

12.1 Investigation into Facebook Conduct of a Community Representative

GOC/0095

Moved: Alderman Carter
Seconded: Alderman Shutt

1. THAT pursuant to Section 65 of the Local Government Act, the Committee orders that the public be excluded from the meeting with the exception of the Minute Secretary, Acting Director of Corporate Services, Acting Director of Community

Services, Director of Technical Services and Deputy Mayor McKinnon on the basis that the Committee considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider a report and associated documents in relation to confidential agenda item 12.1 Investigation into Facebook Conduct of a Community Representative and the Committee is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

- (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;

This item is considered confidential pursuant to Regulation 8 (c)(i) of the Local Government (Administration) Regulations.

2. THAT the Committee orders that the minutes from the Confidential Committee meeting held on 13 August 2015, in relation to confidential item number 12.1 Investigation into Facebook Conduct of a Community Representative and the report and associated documentation remain confidential and not available for public inspection.

CARRIED GOC/0206– 13/08/2015

Ricki Bruhn, Chief Executive Officer left the Chambers at 9.32am.

The meeting moved into confidential session at 9:34am

13. CLOSURE

Meeting closed at 9:52 am

(Chair)