

18 April 2011

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

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

**FROM:** Internal Governance Coordinator

**SUBJECT:** 2011 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 do so no later than **Monday 16 May 2011**. This is to allow members of Zones 1, 2, 5 and 6 to consider and support proposals for remits from their member councils, while adhering to Rule G3 that requires remits to be forwarded to the Chief Executive two months before the date of the AGM. The decisions of Zone 3 and 4 not to meet in the second quarter means that members of these zones will need to find five supporting councils for their remit. The supporting councils do not have to come from the proposing council's zone or sector.

It is important to note that the meeting dates for Zones have been scheduled to allow, and indeed encourage, members to raise issues of importance through the Zone meetings and then the National Council meetings rather than the AGM.

Proposed remits should be sent with the attached form. This form can be downloaded on the *Local Government New Zealand* website [www.lgnz.co.nz/about-us/agm](http://www.lgnz.co.nz/about-us/agm). The full remit policy can also be downloaded from the 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, 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 demonstrate:
  - the nature of the issue
  - the background to it being raised
  - the issue's relationship, if any, to the current *Local Government New Zealand* Work Programme and its objectives (for a copy of the 2010/2011 work plan please refer to our website, [www.lgnz.co.nz](http://www.lgnz.co.nz), under About Us
  - the level of work, if any, already undertaken on the issue by the proposer, and outcomes to date
  - the resolution, outcome and comments 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.

### Remit Process

*Local Government New Zealand* will take the following steps to finalise remits for the 2009 AGM:

- all proposed remits and accompanying information must be forwarded to *Local Government New Zealand* no later than **Monday 16 May 2011**, 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 the tests imposed by the above policy will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision
- proposed remits accepted will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM
- 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 **Monday 16 May 2011**.

**General**

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

Should you require further clarification of the requirements regarding the remit process please contact Marian Donaldson on 04 924 1222 [marian.donaldson@lgnz.co.nz](mailto:marian.donaldson@lgnz.co.nz).



*Local Government New Zealand*

*te pūtakehi matakōkiri*

**ANNUAL GENERAL MEETING 2011  
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 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.

Please forward to: *Local Government New Zealand*

Marian Donaldson, Internal Governance Coordinator

P O Box 1214, Wellington 6140

[marian.donaldson@lgnz.co.nz](mailto:marian.donaldson@lgnz.co.nz)

**No later than Monday 16 May 2011**