

I hereby give notice that an ordinary meeting of the Seniors Advisory Panel will be held on:

Date: Tuesday, 16 March 2021
Time: 1.00pm
Meeting Room: Ground Floor Boardroom
Venue: Auckland Town Hall
301-305 Queen Street Auckland

Te Rōpū Kaitohutohu Take Kaumātua / Seniors Advisory Panel

OPEN AGENDA

MEMBERSHIP

Interim co-chair	Gayle Marshall, QSM
Interim co-chair	David Wong Hop, MNZM, JP
Members	Claire Dale Zahra Fazelnia Jane Messer Jay Reid Judy Smyth Jeet Suchdev, QSM, JP Lindsay Waugh
Liaison Councillor	Cr Tracy Mulholland
Chief Liaison Councillor	Cr Dr Cathy Casey

(Quorum 5 members)

Michelle Judge
Kaitohutohu Mana Whakahaere / Governance Advisor

8 March 2021

Contact Telephone: (09) 977 6739
Email: michelle.judge@aucklandcouncil.govt.nz
Website: www.aucklandcouncil.govt.nz

TERMS OF REFERENCE

(Excerpt – full terms of reference available as a separate document)

The terms of reference set out the purpose, role and protocols of the Panel. Panel members abide by the Code of Conduct for members of Auckland Council advisory panels.

Purpose

As one of council's engagement mechanisms with diverse communities, the demographic advisory panels provide advice to the governing body and council staff within the remit of the Auckland Plan on the following areas:

- Auckland Council's regional policies, plans and strategies
- Regional and strategic matters including those that Council-Controlled Organisations deal with any matter of particular interest or concern to diverse communities.

Outcomes

The panel's advice will contribute to improving the outcomes of diverse communities and social cohesion as set out in the Auckland Plan. The panel will advise through their agreed strategic agenda and detailed work programme.

Strategic agenda and work programme

The panel must develop a work programme and set a strategic agenda for the term. The agendas should be focused and integrated across the panels for collaborative input into shared agendas, particularly on the Auckland Plan, the Long-term Plan and annual plans. The panel should advise on council's organisational strategies relevant to diverse communities.

The governing body and council staff should work with the panel for the development of their strategic agendas and work programme. An appropriate committee will approve the panel's work programme and any subsequent major changes to it.

Submissions

The panel must not make formal submissions to Auckland Council on council strategies, policies and plans, for example, the annual plan.

In its advisory role to the council, the panel may have input to submissions made by the council to external organisations but do not make independent submissions, except as agreed with the council.

This does not prevent individual members being party to submissions outside their role as panel members.

Review

The form and functioning of the panels may be reviewed prior to or after, the end of the panel's term in September 2019.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 Confirmation of Minutes

That the Seniors Advisory Panel:

- a) confirm the ordinary minutes of its meeting, held on Monday, 15 February 2021, as a true and correct record.

4 General Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

Election of Seniors Advisory Panel co-chairs for the 2019 - 2022 term

File No.: CP2021/01645

Te take mō te pūrongo

Purpose of the report

1. To outline the process for electing co-chairs for the Seniors Advisory Panel, for the 2019 – 2022 term.

Whakarāpopototanga matua

Executive summary

2. The Seniors Advisory Panel members are required to elect co-chairs for the remainder of the term. The panel must decide whether the election will be conducted by open or closed ballot. Attachment A provides a description of the role of the co-chairs.
3. The Mayor appointed interim co-chairs at the start of the term. Co-chairs were selected to provide some diversity of thought, and some previous experience of working with the council to provide support and guidance to new panel members.
4. The terms of reference encourage each panel to confirm these appointments, or elect new co-chairs, after the panel members have had a chance to get to know each other. The interim co-chairs are eligible for election if they wish to continue in the role.
5. The election will take place at this meeting. These co-chairs are expected to be in place until the current term of Auckland Council ends.
6. The panel must also choose a voting system. Staff recommend that the panel adopt one of the two voting systems outlined in the Local Government Act 2002 (refer to paragraphs 14 and 15 of this report). Once the panel has made these choices, the Lead Officer will lead the process for the election of the co-chairs.

Open or closed ballot

7. At their workshop on 14 December 2020, the panel agreed to carry out the election of their co-chairs by closed ballot.

Voting system

8. If there are more than four nominations for the co-chairs, there are two possible voting systems that can be used by the panel. The panel needs to decide what voting system it wants to use:
 - System A: The voting takes place in rounds where each round of voting excludes the people with the lowest number of votes until the preferred people are identified.
 - System B: There is one round of voting whereby the people with the highest number of votes are elected – there are tiebreakers if nominees receive the same number of votes.
9. Further details are provided below.

10. Panel members who would like to put their names forward for the co-chair roles are encouraged to identify themselves before the meeting so that staff can make any necessary preparations for the election process. It is recommended that co-chairs do not also act as co-chair for working groups.
11. System A –
 - requires that a person is elected or appointed if they receive the votes of a majority of the members of the local authority or committee present and voting, and
 - has the following characteristics:
 - there is a first round of voting for all candidates
 - if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded
 - if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded
 - in any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
12. System B –
 - requires that a person is elected or appointed if they receive more votes than any other candidate, and
 - has the following characteristics:
 - there is only one round of voting
 - if two or more candidates tie for the most votes, the tie is resolved by lot.

Voting procedure at the meeting

13. The meeting will proceed as follows:
 - One of the interim co-chairs will call the meeting to order and deal with apologies and the initial procedural items.
 - The first item of substantive business will be the election of the co-chairs, and the interim co-chairs will hand over the chairing role to the lead officer for the election process, assisted by the governance advisor.
 - The lead officer will present nominees for co-chairs who have expressed their interest prior to the meeting. The lead officer may ask for any additional nominees at the meeting. Each candidate must be self-nominated or nominated by another panel member who is present at the meeting. Candidates can vote for themselves.
 - The lead officer will then call for a decision on the voting system, if necessary. Once a member moves one of the systems and is seconded, it will be put to the vote. A decision will be by voice or show of hands.
 - The election of co-chairs will then take place.
 - Once the co-chairs have been confirmed, the meeting will continue with the next item of business.

Ngā tūtohunga Recommendation/s

That the Seniors Advisory Panel:

- a) note that the co-chairs will be elected by closed ballot, as agreed at a previous panel workshop.
- b) agree whether the co-chairs will be elected using voting system A or voting system B (as described in Schedule 7, Clause 25 of the Local Government Act 2002).
- c) elect the co-chairs.

Ngā tāpirihanga Attachments

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Ngā kaihaina Signatories

Author	Michelle Judge - Kaitohutohu Mana Whakahaere / Governance Advisor
Authoriser	John Nash – Lead Officer



Roles of Panel Co-Chairs 2019-2022

This note provides an outline of the roles of the co-chairs of the demographic advisory panels for the 2019-2022 term of Auckland Council.

The Mayor has recommended interim co-chairs at the start of the term. Co-chairs were selected to provide some diversity of thought and some previous experience of working with the council to provide support and guidance to new panel members.

The terms of reference encourage each panel to confirm these appointments or elect new co-chairs after the panel members have had a chance to get to know each other. It is recommended that this is considered by the panel at their first meeting in 2021. These co-chairs should be in place until the current term of Auckland Council ends.

The interim co-chairs are eligible for election if they wish to continue in the role.

The co-chairs will

- chair and facilitate effective panel meetings and workshops
- be the panel's spokesperson
- attend briefings to decide agenda items for panel meetings and workshops
- address any panel issues to council staff in advance or during panel workshops or meetings
- make sure that every panel member has his/her views expressed that are related to the agendas
- have a good understanding of the panel's expectations on agenda items
- build up good and strong relationships with the Liaison Councillor and council staff
- present panel's recommendations to governing body meetings
- be the contact people for any code of conduct issues with panel members.

At meetings only one Co-Chair will be the presiding Chair of the meeting at any one time. Co-Chairs will decide on this prior to the meeting.

Meeting fees

- Each of two co-chairs will be paid **\$456.25 less any withholding tax.**