
0. Officer Advice - Open Briefings and Workshops

Reference / Te Tohutoro: 23/1783783

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Report of / Te Pou (Helen.White@ccc.govt.nz)

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1. Purpose of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this memo is to provide the Officer Advice on Councillor Johanson's Notice of Motion requesting a staff report on the implications of changing the default setting for Council and Community Board briefings and workshops to open from closed.

2. Details Te Whakamahuki

- 2.1 As there will be significant resource implications (financial and otherwise) for such changes which cannot be accommodated within existing budgets or staff resource, a report further detailing these impacts will be needed before further decision-making can occur to comply with the requirements of the Local Government Act (LGA).
- 2.2 Staff are working through the Ombudsman's report as there are significant matters to consider for meeting management that will also require significant changes to practice and a likely increase in staffing resource.
- 2.3 For example, the Ombudsman is requesting that full public interest assessments are undertaken before matters are considered not in public. This is a complex assessment that will require the development of guidance and training of report writers together with an internal decision-making process. This would include needing to determine who will be able to sign off that the public interest test is met. This is just one example of the many changes that need to be considered and will require a level of staffing resource that is not presently available.
- 2.4 Given the scale of change likely required, there may be a need to prioritise implementation of the recommendations. All of these matters need to be considered in the round before implementation.
- 2.5 A report will be required to provide this information. Given the resource pressures on staff with the Long Term Plan (LTP), it will be unlikely that this could be prepared this year.
- 2.6 Current practice to increase transparency of Council briefings already includes:
 - 2.6.1 Recording and publication of LTP Activity Plan sessions on the Council website.
 - 2.6.2 Public budget meetings for Annual Plans and LTP.
 - 2.6.3 Action points and attendance recorded.
 - 2.6.4 Attendance of briefings published.
 - 2.6.5 Quarterly publication of briefing topics.
- 2.7 All briefing information is discoverable and provided under the LGOIMA on request.

- 2.8 Currently, there is insufficient information before the Council to allow a resolution that would result in an immediate change of briefings and workshop from a closed to open forum.
- 2.9 Additional information around implementation impacts will be needed to comply with the requirements of the Local Government Act.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

Confirmation of Statutory Compliance Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Author	Katie Matheis - Democratic Services Advisor
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