

Title	Advise and report meeting procedures of a local authority		
Level	5	Credits	15

Purpose	People credited with this unit standard are able to: demonstrate knowledge and understanding of the general purpose and provisions of the relevant legislation relating to Local Authority meetings; demonstrate knowledge of, and identify a need for meeting procedure advice; advise the Chairperson of meeting procedure; and record and action meeting minutes.
----------------	--

Classification	Compliance and Law Enforcement > Compliance and Regulatory Control
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 References
Health and Safety at Work Act 2015;
Human Rights Act 1993;
Local Authorities (Members' Interests) Act 1968;
Local Government Act 2002,
Local Government Official Information and Meetings Act 1987;
Privacy Act 1993;
Summary Proceedings Amendment Act 2011;
NZS 9202:2003 *Model Orders for Meetings of Local Authorities and Community Boards*, available from <https://www.standards.govt.nz/>;
and all subsequent amendments and replacements.
- 2 Definitions
Local Authority means a territorial local authority, regional council or community board as defined in Section 5 of the Local Government Act 2002.
Meetings is as defined in Section 45 of the Local Government Official Information and Meetings Act 1987.
- 3 Assessment against this unit standard should take place in the context of the legislation and/or regulations that are relevant in a Local Government work context.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge and understanding of the general purpose and provisions of the relevant legislation relating to Local Authority meetings.

Performance criteria

- 1.1 The provisions for meetings included in the Local Government Act 2002 are described.
- 1.2 The purpose and the key features of the Local Government Official Information and Meetings Act 1987 are described.
- 1.3 The provisions of the Local Government Official Information and Meetings Act 1987 concerning requests for, and the release of information are described.
- 1.4 The functions and procedures of the Ombudsmen as provided by the Local Government Official Information and Meetings Act 1987 are described.
- 1.5 The purpose of the Local Authorities (Members' Interests) Act 1968 is explained.

Outcome 2

Demonstrate knowledge of, and identify a need for meeting procedure advice.

Performance criteria

- 2.1 Understanding and knowledge of the function and provisions of standing orders are demonstrated.

Range NZS 9202:2003 or the specific standing orders adopted by the local authority.
- 2.2 Agenda items that may require meeting procedure advice are identified before the meeting.
- 2.3 Situations are identified where a meeting may not be in compliance with the relevant legislation and therefore may be challenged and declared as being illegal/invalid.

Outcome 3

Advise Chairperson of meeting procedure.

Performance criteria

- 3.1 Support and advice provided to the Chairperson at a meeting is appropriate to their level of meeting management experience, the performance of the Chairperson, supports the role and position of the Chairperson, and does not disrupt meeting process unnecessarily.

Range written advice, oral comment, advice given to senior officer or Chief Executive Officer, advice given directly to the Chairperson.

- 3.2 Advice given includes description of the procedures under consideration, the legislative and standing order requirements, and recommendation of the remedial action that could be taken.
- 3.3 Timing of the advice allows Chairperson to take action or change meeting procedure before the meeting proceedings are invalidated.

Outcome 4

Record and action meeting minutes.

Performance criteria

- 4.1 Content of minutes and proceedings are recorded in accordance with the local authority’s standards.
- 4.2 Minutes are recorded and stored in accordance with legislative requirements.
- 4.3 Meeting outcomes are considered and actions are developed in relation to the decisions of the local authority.
- 4.4 Where actions identified involve other business functions or centres, processes are identified to consult with relevant personnel in accordance with the authority and delegated responsibilities of the local authority, and organisation policies and procedures.
- 4.5 Recommendations for actions are determined after consideration of meeting outcomes and consultation with relevant personnel and are coordinated and presented in accordance with the authority and delegated responsibilities of the local authority.
- 4.6 All interested parties are advised of the meeting outcomes and actions to be taken by the local authority.
- 4.7 Actions to be taken are tracked and monitored to ensure the required outcomes are achieved.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 May 2002	31 December 2023
Revision	2	14 August 2002	31 December 2023
Revision	3	16 February 2006	31 December 2023
Review	4	23 May 2019	31 December 2023

Consent and Moderation Requirements (CMR) reference	0046
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

This unit standard is expiring