



## Expectations of Taituarā Working Party Members

### Purpose

This document sets out Taituarā's expectations of members of working parties. The expectations set out in this document apply across all working parties, expectations that are 'unique' to a particular working party will be discussed at their first meeting.

Working parties support the achievement of the Taituarā vision by delivering high quality advice and services on the matters in each working parties' terms of reference.

### Application

These expectations apply to all Taituarā working parties, reference groups, project teams or committees that are created by Taituarā, or that a working party or committee creates.

In cases where there is doubt the Chief Executive of Taituarā will make a binding and final decision.

### Attendance

Working party members are expected to attend working party meetings. Where possible a set of meeting dates will be agreed in November or December to apply to the next calendar year. It is the members' responsibility to ensure these dates avoid council meeting dates, school holidays, personal and family commitments etc **before** these dates are agreed.

The method of meeting will be a combination of remote and face-to-face events. Remote meetings via Zoom enable shorter more frequent meetings. They have the advantage of being cheaper for councils, more flexible for members and less carbon is used when meeting remotely. However, face-to-face meetings allow for longer, more in-depth discussion, problem resolution and networking. Therefore, Taituarā uses both meeting types. Members are expected to travel when face-to-face meetings are set down.

A working party member who is absent from more than one meeting in any twelve month period may be replaced. This will be at the discretion of the Chair and the Chief Executive of Taituarā.<sup>1</sup>

## Participation

Working party members should come to meetings prepared and ready to discuss items. To aid in this, the agenda and papers are generally circulated a week in advance.

Working party members are expected to make themselves available to work on projects. Many of these will be determined during the development of Taituarā's work programme, others such as submissions on legislation will arise on an ad-hoc basis. Taituarā reserves the right to dismiss a member that is not contributing to the work and deliverables of the working party.

## Confidentiality

Some working parties may be asked to comment on drafts of cabinet papers, legislation, reports and the like. When this material is circulated, the Chair or the Taituarā staff member responsible for the Working Party may designate that this material is confidential. Confidential material may not be published or circulated further without explicit approval from Taituarā. This includes circulation to others within your local authority, including your Chief Executive.

Unauthorised disclosure of confidential material may compromise Taituarā's reputation and Taituarā's ability to participate in future policy processes, and is treated seriously.

## Sector View

Taituarā appoints individuals to working parties, not councils. From time to time, Taituarā's policy or good practice work may raise a challenge to the way in which the members' local authority "does business". When acting as a member of a working party, we expect members to consider the sector interests first.

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<sup>1</sup> Civil defence, weather or transport issues are regarded as beyond the members' control and will not be treated as an absence. Likewise a member who notifies the Chair of a likely issue regarding attendance *at the time the meeting schedule is agreed* will be regarded as present.

## Conflicts of Interest

From time-to-time non-local government agencies may invite members to participate in initiatives. For example, a working party member might be invited to speak at a Conferenz seminar.

In these instances members should clarify whether the invitation is to them personally or as a working party member. Members should avoid situations where material that is proprietary to Taituarā is disclosed without the approval of the Chair or Taituarā manager.

## Accountability

Working party members should also note that working parties are not committees of Taituarā and have no authority to commit Taituarā to a particular position or action.

The Taituarā Chief Executive reserves the right to accept or reject all or part of any advice provided by a working party.

## Respect

Working party members should treat all attendees (whether working party members, observers or Taituarā staff) with courtesy and respect, and observe the general principles of good meeting etiquette.