



**FEATHERSTON
COMMUNITY BOARD**
Kia Reretahi Tātau

AGENDA

Featherston Community Board Wednesday, 6 November 2024

I hereby give notice that a Featherston Community Board will be held on:

Date: Wednesday, 6 November 2024

Time: 7:00 pm

**Location: Featherston Community Centre, 14 Wakefield
Street, Featherston**

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i ā tātou katoa
Hui ē! Tāiki ē!

May peace be widespread
May the seas be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

2 APOLOGIES**3 CONFLICTS OF INTEREST****4 ACKNOWLEDGEMENTS AND TRIBUTES****5 PUBLIC PARTICIPATION****6 ACTIONS FROM PUBLIC PARTICIPATION****7 URGENT BUSINESS**

8 CONFIRMATION OF MINUTES

Featherston Community Board - 7 August 2024

8.1 MINUTES OF THE FEATHERSTON COMMUNITY BOARD MEETING HELD ON 7 AUGUST 2024

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

RECOMMENDATIONS

1. That the minutes of the Featherston Community Board meeting held on 7 August 2024 are confirmed as a true and correct record.

HEADING

The attached minutes are available on the South Wairarapa District Council website.

APPENDICES

Appendix 1 Minutes from Meeting held on 7 August 2024



Featherston Community Board Minutes

7 August 2024

Present:	Tui Rutherford (Chair), John Dennison (Deputy Chair), Annelise Schroeder, Warren Maxwell, Councillor Rebecca Gray
Apologies:	Deputy Mayor Melissa Sadler-Futter
In Attendance:	Russell O'Leary (Group Manager, Planning & Environment), Rob Thomas (Manager, Stakeholder Relationships) and Robyn Ramsden (Advisor, Community Governance, Stakeholder Relationships)
Public Participation:	Barbara Priest, Warren Maxwell, Amanda Bradley
Conduct of Business:	The meeting was conducted in public in the Featherston Community Centre, 14 Wakefield Street, Featherston, between 7.01pm and 8:56pm.

Mr Maxwell opened the meeting with a karakia.

1. EXTRAORDINARY BUSINESS

FCB RESOLVED (FCB 2024/31) to add an extraordinary item to the Financial Assistance Report. The grant application from Justine Kingdom project Courage Dear Hear: a celebration of our well-being journeys.

(Moved Cr. Gray/Seconded Maxwell)

Carried

2. APOLOGIES

FCB RESOLVED (FCB 2024/32) to accept the apologies from Deputy Mayor Melissa Sadler-Futter.

(Moved Rutherford/Seconded Cr. Gray)

Carried

3. CONFLICTS OF INTEREST

Mr Maxwell declared a conflict of interest due to a grant application in Item 9.6. Mr Rutherford declared a conflict of interest due to a familial relation applying for a grant application in Item 9.6. Mrs Ramsden declared a conflict of interest due to been on the organisational committee for an in Item 9.6.

4. ACKNOWLEDGMENTS AND TRIBUTES

Members would like to acknowledge to the Council staff that help support this Board and to welcome Rob Thomas to his role and the Council.

5. PUBLIC PARTICIPATION

Barbara Priest – Wai Wheels

Ms Priest spoke to her grant application for financial assistance to run Wai Wheels. Now in its 4th year. The event started in 2021 with 45-50 cars on show. Last year there were 200. The event is free entry. There are markets, a retro fashion show, and kiddy carts. Money is raised through vehicles attending. There are project cars,

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the vintage fire truck and cars. Fundraising is to go to the Kindergarten and the Food bank.

Members thanked Ms Priest for their full application, appreciated including of EVs.

Warren Maxwell – Kuranui College Kapahaka Uniforms

Mr Maxwell spoke to his grant application for Kapahaka uniforms. They have reached out to the South Wairarapa Community Boards, Rotary, and Carterton District Council. After covid groups crashed in numbers, last year there was only 15 students, this year over 50. There has been so much love for Kapahaka from our primary schools. Max, a Kuranui College student spoke to the Board. It has been an awesome experience, team building, and everyone loves it. They were asked to perform at the handing back of the lake, which was an amazing experience. Stage 2 of their plan is to purchase more piupiu. Due to the complicated making process of three weeks, they cost \$500 each.

Amanda Bradley & Emily Greenburg – Lady Featherston’s Lemon Ball

Ms Greenburg & Ms Bradley spoke to their grant application to support a group project to run “Lady Featherston’s Lemon Ball”. The event hopes to nurture innovation and creativity. They have a MOA with the Featherston Community Centre Trust. The ball brings people into town from as far as Auckland. The committee took inspiration from the abundance of lemons, colours, fragrance, playful nature and irony of being a lemon. Attendees are encouraged to wear formal or fancy, there is a live band. Fundraising separate. They are asking for \$1,500 and are seeking further funding from other sources. There will be 400 tickets available.

Justine Kingdom – Courage Dear Heart Festival

Ms Kingdom spoke to her grant application to support the Courage Dear Heart Festival. A celebration of our wellbeing journeys. This project is a partnership of a group of individuals to celebrate our community. The event dovetails with Mental Health week. There is a Mad Hatters Tea Party, a Courage Dear Heart Walk, music, bands, and wellbeing stories. The focus on wellbeing rather than mental health. Encourage sharing and fostering community environment. Affordable and inclusive.

6. ACTIONS FROM PUBLIC PARTICIPATION

Grant applications will be discussed at Agenda Item 9.6.

7. FEATHERSTON COMMUNITY BOARD MINUTES – 8 MAY 2024

FCB RESOLVED (FCB 2024/33) that the minutes of the Featherston Community Board meeting held on 8 May 2024 be confirmed as a true and correct record with the following corrections: action 550 Ed Harcourt is meeting with Department of Conservation not Ms Schroeder

(Moved Maxwell /Seconded Cr. Gray)

Carried

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8. CHAIRPERSONS REPORT**8.1 FCB RESOLVED (FCB 2024/34) to receive the Chairpersons Report.***(Moved Cr. Gray /Seconded Schroeder)*Carried

Continuing Phoenix Funding.

FCB RESOLVED (FCB 2024/35) to fund \$295 per month to the Featherston Phoenix to provide a full-page advertisement for the remainder of the triennium to be funded from the operational budget (50%) and community development fund (50%).

*(Moved Maxwell /Seconded Cr. Gray)*Carried**9. REPORTS FROM CHIEF EXECUTIVE AND STAFF****9.1 Proposed naming of a new private road, at 62-64 Johnston Street, in Featherston**

FCB RESOLVED (FCB 2024/36) to receive the 'Proposed naming of a new private road, at 62-64 Johnston Street, in Featherston' Report.

*(Moved Cr. Gray/Seconded Schroeder)*Carried

Members discussed the street naming policy, or the lack of one. This is an ongoing issue for all Community Boards.

Staff suggest working with the community to select names, including the gifting of names from mana whenua for areas. Names need to meet postal convention and emergency services requirements. Staff also emphasised that timing is an issue. Input for Māori names. Imparting knowledge, spelling, context, historical contact,

Members discussed that it took time and effort to get the garden in the first place. Requests that the applicant consult with RSA and Japanese embassy. Only piece of information missing.

FCB RESOLVED (FCB 2024/37) to approve the name 'Sakura Garden Lane' or 'Sakura Lane' (recommended as appropriate for the length of the road, but at the discretion of the applicant) on the condition that the applicant shows the Featherston Community Board they have consulted with the Featherston RSA and Japanese Embassy and gained their approval.

*(Moved Dennison/Seconded Maxwell)*Carried

Against: Cr. Gray.

9.2 Representation Review Report

FCB RESOLVED (FCB 2024/38) to receive the Representation Review Update Report.

*(Moved Maxwell/Seconded Grey)*Carried

Updates from last SWC meeting:

- SWDC will now consult on keeping Community Boards...
- 2 Councillors per ward rather than 3
- 2 at large councillors to be elected across the district.
- Consultation out now: can capture where feedback is from.

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- Not consulting on Māori Wards. Maintain Māori wards, revoking to poll at next election. \$20K.
- Council puts forward recommendation of election commission.
- Commission makes decision in place for 2028.

There will be a poll for the Māori Ward at the 2025 election.

Proposed motion

FCB RESOLVED (FCB2024/39) to direct the Chair to make a submission on behalf of the Featherston Community Board after consultation with the board. The Chair will speak to the Boards submission.

(Moved Maxwell/Seconded Schroeder) Carried

9.3 Local Government New Zealand Community Board Conference 2024

FCB RESOLVED (FCB 2024/40) to receive Community Boards Conference 2024 Report.

(Moved Maxwell/Seconded Cr. Gray) Carried

9.4 Featherston Wastewater Treatment Plan Consent Update Report

FCB RESOLVED (FCB 2024/41) to receive Featherston Wastewater Treatment Plan Consent Update Report.

(Moved Schroeder /Seconded Cr. Gray) Carried

Mr Thomas spoke to the report. Greater Wellington Regional Council will be consulting in October.

Members thanked staff for the report. Water is an extremely important topic. We can't grow a town without addressing wastewater.

9.5 Income & Expenditure Report

FCB RESOLVED (FCB 2024/42) to receive the Income and Expenditure Report.

(Moved Cr. Gray/Seconded Maxwell) Carried

Update from Staff on new lines in the Operational Budget. It now separates out the board honorariums from staff salaries.

Members discussed the commitment for the Berm planting project. Stalled but picked up into Cr. Bosley's no mow berm work and the operational asset management work.

Action 390 – John to have a conversation with staff about the status of the Berms project. Note there is a specific site set aside.

9.6 Financial Assistance Report

1. FCB RESOLVED (FCB 2024/43) to: Receive the Financial Assistance Report.

(Moved Maxwell/Seconded Cr. Gray) Carried

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2. FCB RESOLVED (FCB 2024/44) to approve the application from Wai Wheel for funds of \$600.00 to come from the Community Development Fund for the purpose of running the annual Wai Wheels event.
(Moved Cr. Gray/Seconded Maxwell) Carried

3. FCB RESOLVED (FCB 2024/45) to approve the application from Kuranui College Kapahaka Group for funds of \$1,000.00 to come from the Community Development fund for the purpose of purchasing Kapahaka Uniforms for students.
(Moved Cr. Gray/Seconded Schroeder) Carried
Abstained: Maxwell

4. FCB RESOLVED (FCB 2024/46) to approve the application from Nuku Ora for funds of \$1,000.00 to come from the Community Development fund for the purpose of running 'Have a Go' day in Featherston.
(Moved Cr. Gray/Seconded Schroeder) Carried

5. FCB RESOLVED (FCB 2024/47) to approve the application from Lady Featherston's Lemon Ball for funds of \$1,500.00 to come from the Community Development fund for the purpose of hosting a creative community ball at the Anzac Hall.
(Moved Cr. Gray/Seconded Schroeder) Carried
Abstained: Rutherford

6. FCB RESOLVED (FCB 2024/48) to approve the application from Justine Kingdom for the amount of \$2,000.00 to come from the Community Development Fund for the purpose of assisting project Courage Dear Heart: a celebration of our well-being journeys.
(Moved Cr. Gray/Seconded Schroeder) Carried

9.7 **Action Items Report**

FCB RESOLVED (FCB 2024/49) to receive the Action Items Report.

(Moved Maxwell/Seconded Cr. Gray) Carried

83 – Action now rests with The Featherston Beautification Group. Actioned.

550 – Ed Harcourt is meeting with Department of Conservation. Actioned.

192 – Now operational. Actioned.

196 – New road names are an issue across the district. Ideas include encouraging themes. Tui going to source info from other councils. Discuss at next informal meeting.

27 – Actioned.

28 – Actioned.

207 – 'Reserves' is a term used in the Combined District plan, we are more precise as we have 'active open spaces', 'passive open spaces' etc. Work was started in Barr-Brown without speaking with the Community. The work done now risks losing the magic of that space. In the operational space under the park management space.

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Discussion on what kind of group would be the best kind of group to engage with this.

10. MEMBERS REPORT

No Members reports received.

Mr Maxwell closed with a karakia.

The meeting closed at 8:56 pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 ADOPTION OF AMENDED STANDING ORDERS REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *the Featherston Community Board* of amendments to the South Wairarapa District Council Standing Orders.

EXECUTIVE SUMMARY

- The Amended Standing orders (Appendix 1) were adopted by the Strategy Working Committee on 31 July 2024.
- Standing Orders must be consistent across all South Wairarapa District Council Committees, sub-Committees and Community Boards.
- Community Boards were invited to participate in the process.

RECOMMENDATIONS

That *the Featherston Community Board* receive the Adoption of Amended Standing Orders Report.

BACKGROUND

Amendments to Standing Orders - 31 July

At the SWC meeting held on 3 July, members discussed proposed amendments to the Standing Orders (Section 15 – Public Forums). This was initially recommended to address repetitive topics during public participation and the need for some public speaking to be redirected to other committees or Community Boards. Before adopting any changes, members requested a workshop on Standing Orders to review and discuss this matter further. An open workshop was held on 17 July 2024 with members of the committee; the Chairpersons of the Community Boards were also invited to participate.

An update to Standing Orders (Section 15 – Public Forums) has been recommended to address repetitive topics during public participation and the need for some public speaking to be redirected to other committees or Community Boards. Furthermore, 78 this provides clarity for the community on where and when the best place is to speak to representatives and elected members of SWDC.

DISCUSSION

Here are the track changes for each of the sections:

	<i>Track changes</i>
Section 15	<p><i>New text added and removed below...</i></p> <p><i>“15. Public Forums/Ngā Matapakinga a te Marea</i></p> <p><i>Public forums are a defined period of time, usually at the start of an ordinary meeting, which, at the discretion of a meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters of their choice, not necessarily on the meeting’s agenda, to the attention of the local authority.</i></p> <p><i>The chairperson may direct the speaker to a different committee, if the proposed subject matter falls within its terms of reference.”</i></p> <p><i>The public are permitted to address committees and community boards on matters which don’t fall within the terms of reference of a meeting, but at Council the item must be on the agenda for decision for a member of the public to address Council.</i></p>
Section 15.2	<p><i>New word added to the bullet point...</i></p> <p><i>“The speaker is being repetitious, vexatious, disrespectful or offensive.”</i></p>

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council’s Significance and Engagement Policy	This is not a matter of significance.
State the relevant Council policies (external or internal), legislation, and/or	This report complies with Council Policies.

community outcomes (as stated in the Long-Term Plan) that relate to this decision.	
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has/ has not reviewed this report.
State the possible implications for health and safety	None

APPENDICES

Appendix 1 South Wairarapa District Council Amended Standing Orders



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Territorial Authority

Mana ā-rohe

Standing Orders

Ngā Tikanga Whakahaere Hui

PI-GLS-004

AMENDED 31 JULY 2024

Kupu whakapuaki/Preface

Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees, subordinate decision-making bodies, and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, and lawful manner.

In doing so the application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general.

These standing orders have been designed specifically for local authorities, their committees, subcommittees, subordinate decision-making bodies, and local and community boards. They fulfil, regarding the conduct of meetings, the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Although it is mandatory that local authorities adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, LGNZ recommends that every council, committee, subordinate body and local and community board review their standing orders within at least the first six months following an election to ensure that they fully meet their needs for effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

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1. Introduction/Kupu Whakataki

These standing orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters.
- Part 2 deals with pre-meeting procedures.
- Part 3 deals with meeting procedures.

The Appendix, which follows Part 3, provides templates and additional guidance for implementing provisions within the Standing Orders. Please note, the Appendix is an attachment to the Standing Orders and not part of the Standing Orders themselves, consequently amendments to the Appendix do not require the agreement of 75% of those present. In addition, the 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders; the Guide is not part of the Standing Orders.

1.1 Principles/Ngā Mātāpono

Standing orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- Conduct its business in an open, transparent and democratically accountable manner;
- Give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- Make itself aware of, and have regard to, the views of all of its communities;
- Take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- Ensure that any decisions made under these Standing Orders comply with the decision-making provisions of Part 6 of the LGA 2002; and
- Ensure that decision-making procedures and practices meet the standards of natural justice.

These principles are reinforced by the requirement that all local authorities act so that "governance structures and processes are effective, open and transparent" (LGA 2002, s 39).

1.2 Community Boards

Note that while governing bodies operate under formal standing orders which define how often a member may speak to a matter and tightly prescribe the input of the public, community boards, should operate in a more open and inclusive manner, reflecting their role to provide opportunities for public engagement. Because their role is to act as an intermediary between the councils and their communities, community boards should avoid replicating the formality that characterises the way in which their councils governing bodies operate.

For more information, please refer to the [Good Governance Guide for Community Boards](#).

1.3 Statutory references/Ngā tohutoro ā-ture

The Standing Orders consist of statutory provisions about meetings along with guidance on how those provisions should be applied in practice. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases, the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that statutory references in the Standing Orders apply throughout the period of a meeting, regardless of whether parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of the Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.4 Acronyms Ngā/kupu rāpoto

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information and Meetings Act 1987
LAMIA	Local Authorities (Members' Interests) Act 1968

1.5 Application/Te hāngaitanga

For the removal of any doubt these Standing Orders do not apply to workshops or meetings of working parties and advisory groups unless specifically included in their terms of reference.

2. Definitions/Ngā whakamārama

Abstain means a member formally declines to vote either for or against a motion, usually due to conflict of interest or does not possess enough information to make a decision.

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Advisory group means a group of people convened by a local authority for the purpose of providing advice or information that is not a committee or subcommittee. These Standing Orders do not apply to such groups. This definition also applies to workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change of proposed change to the original or substantive motion.

Appointed member means a member of a committee, or subsidiary organisation of a council, who is not elected.

Audio link means facilities that enable audio communication between participants at a meeting where one or more of the participants is not physically present at the place of the meeting.

Audiovisual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person in a position of authority in a meeting or other gathering, also known as the presiding member.

Chief executive means the chief executive of a territorial authority or regional council appointed under s 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorized by the chief executive.

Clear working days means the number of working days (business hours) prescribed in these Standing Orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee includes, in relation to a local authority:

- (a) A committee comprising all the members of that authority;
- (b) A standing committee or special committee appointed by that authority;
- (c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board means a community board established under s 49 of the LGA 2002.

Conflict of Interest means any pecuniary interest and any interest arising because of that person's position as a trustee, director, officer, employee or member of another body or because of any personal non-pecuniary interest, such as pre-determination or bias.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these Standing Orders, the governing body of a local authority.

Debate means discussion by members that occurs once a motion has been moved/seconded

Division means a formal vote at a Council, committee or subcommittee meeting whereby the names of those members present, including the mayor/chair, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

Electronic link means both an audio and audiovisual link.

Emergency meeting has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

Extraordinary meeting has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site means, in relation to a local authority or other person or entity, an Internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Item means a substantive matter for discussion at a meeting.

Leave of the meeting means agreement without a single member present dissenting.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with cl 30A of sch 7 of the LGA 2002.

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of a local authority who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Leave of absence means a pre-approved absence for a specified period of time consistent with the council policy should one be in place.

Local authority means in the context of these Standing Orders a regional council or territorial authority, as defined in s 5 of the LGA 2002, which is named in these Standing Orders, and any subordinate decision-making bodies established by the local authority.

Mayor means the Mayor of a territorial authority elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, extraordinary, or emergency meeting of a local authority, subordinate decision-making bodies and any community or local board of the local authority convened under the provisions of LGOIMA.

Member means any person elected or appointed to the local authority.

Member of the Police means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of the local authority.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these Standing Orders.

Officer means any person employed by the council either full or part time, on a permanent or casual or contract basis.

Pecuniary Interest includes any interest described in s 3 and 6 of the Local Authorities (Members Interests) Act 1968.

Open voting means voting that is conducted openly and in a transparent manner (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

Petition means a request to a local authority which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

Present at the meeting to constitute quorum means the member is to be physically present in the room.

Presiding member means the chairperson.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in Standing Orders 24.1 – 24.7.

Public excluded information refers to information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority; and
- Any other information which has not been released by the local authority as publicly available information.

Public excluded session, also referred to as confidential or in-committee session, refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum refers to a period set aside usually at the start of a meeting for the purpose of public input.

Public notice means one that is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's website. And in addition, is published in at least one daily newspaper circulating in the region or district of the local authority, or one or more other newspapers that have a combined circulation in that region or district which is at least equivalent to that of a daily newspaper circulating in that region or district.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the district of the local authority, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on a council's website.

Qualified privilege means the privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Regional Council Chairperson means the member of the governing body of a regional council elected as chairperson of that regional council under cl 25 of sch 7 of the LGA 2002.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder means the member who seconds a motion or amendment.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body means committees, subcommittees, and any other bodies established by a local authority that have decision-making authority, but not local or community boards or joint committees.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Subcommittee means a subordinate decision-making body established by a council, or a committee of a council, local board or community board. See definition of "Committee".

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- (b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a local authority wish to meet between the 20th of December and the 10th of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party means a group set up by a local authority to achieve a specific objective that is not a committee or subcommittee and to which these Standing Orders do not apply.

Workshop means in the context of these Standing Orders, a gathering of elected members for the purpose of considering matters of importance to the local authority at which no decisions are made and to which these Standing Orders will not apply, unless required by the local authority. Workshops may include non-elected members. Workshops may also be described as briefings.

General matters/Ngā take whānui

3. Standing orders/Ngā tikanga whakahaere hui

3.1 Obligation to adopt standing orders/Te kawenga ki te whakatū tikanga whakahaere hui

A council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Local boards and community boards must also adopt standing orders. Standing orders must not contravene any Act.

LGA 2002, sch 7, cl 27(1) & (2).

3.2 Process for adoption and alteration of standing orders Te tukanga mō te whakatū me te whakahou i ngā tikanga whakahaere hui

The adoption of standing orders and any amendment to standing orders must be made by the Council and by a vote of not less than 75% of the members present. Similarly, in the case of a local and community board the adoption of standing orders and any amendments also requires a vote of not less than 75% of the members of the specific board.

LGA 2002, sch 7, cl 27(3).

3.3 Members must obey standing orders/Me whai ngā mema i ngā tikanga whakahaere hui

All members of the local authority, including members of committees and subcommittees, must obey these Standing Orders. Local boards and community boards which have adopted these Standing Orders must also comply with them.

LGA 2002, sch 7, cl 16(1).

3.4 Application of standing orders/Te whakahāngai i ngā tikanga whakahaere hui

These Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies. They will also apply to any local boards and community boards unless stated otherwise. This includes meetings and parts of meetings that the public are excluded from.

3.5 Temporary suspension of standing orders/Te tārewa taupua i ngā tikanga whakahaere hui

Any member of a council, committee, subcommittee and subordinate body, and local and community board, may move a motion to suspend specified Standing Orders at a meeting of which they are a member. Any such motion must also include the reason for the suspension. If seconded,

the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

LGA 2002, sch 7, cl 27(4).

A motion to suspend Standing Orders may be taken before or during a debate. The motion to suspend Standing Orders must also identify the specific Standing Orders to be suspended. Please Note: in the event of suspension, those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings/Ngā whakawā a te Kaunihera

For quasi-judicial proceedings the local authority or a local or community board may amend meeting procedures. For example, committees hearing applications under the Resource Management Act 1991 have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members/Ngā wāhi noho o ngā mema

Every member of a local authority, local board and community board must give to the chief executive a physical residential or business address within the district or region of the local authority and, if desired, an electronic or other address, to which notices and material relating to meetings and local authority business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results. Public access to those addresses is subject to the Privacy Act.

4. Ngā hui/ Meetings

4.1 Legal requirement to hold meetings/Te tikanga ā-ture ki te whakahaere hui

The local authority must hold meetings for the good government of its city, district or region. The same requirement applies to local boards and community boards in respect of their communities. Meetings must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of LGOIMA; and
- (c) These Standing Orders.

A meeting can be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration/Te roa o ngā hui

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 9.30pm, unless the meeting is of a critical nature and resolves to continue. If there is no such resolution, then any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting, or transferred to an extraordinary meeting. No meeting can sit for

more than two hours continuously without a break of at least ten minutes unless the meeting resolves to extend the time before a break.

4.3 Language/Te reo

A member may address a meeting in English, te reo Māori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or te reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in te reo Māori, when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting.

Where the normal business of the meeting is conducted in te reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings/Te pāho mataora i ngā hui

Webcast meetings should be provided in accordance with the protocols contained in Appendix 7.

4.5 First meeting (inaugural)/Te hui tuatahi

The first meeting of a local authority, following a local authority triennial general election, must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However, in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

LGA 2002, sch, cl 21(1) - (4).

4.6 Requirements for the first meeting/Ngā tikanga mō te hui tuatahi

The chief executive (or, in the absence of the chief executive, their nominee) must chair the first meeting until the chairperson has made an oral declaration and attested the declaration (see LGA 2002, sch 7, cl 21(4)).

The business to be conducted at the first meeting following a general election must include the following:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under LGA 2002, sch 7, cl14;
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under LGA 2002, sch 7, cl 14;
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the Local Authorities (Members Interests) Act 1968; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy chairperson in accordance with the LGA 2002, sch7, cl 17.

LGA 2002, sch 7, cl 21(5).

It is common for councils to adopt standing orders at the first meeting; however, this is not always necessary as, if not amended, standing orders will remain in force after each triennial election.

Please note, that the election of a deputy mayor is not required if the Mayor has already made the appointment under s 41A(3)(a) of the LGA 2002 prior to the meeting. Nothing limits a territorial authority from removing a deputy Mayor from office in accordance with cl 18 of sch 7 of the LGA 2002.

5. Appointments and elections/Ngā kopounga me ngā pōtitanga

5.1 Mayoral appointment of deputy Mayor, committee chairs and members/Te kopounga a te Koromatua i te Koromatua tuarua, ngā ūpoko o ngā komiti me ngā mema

A Mayor may appoint the deputy Mayor, the chairperson and the members of each committee of the territorial authority. The names of any appointments made by the Mayor must be tabled at the first meeting of the council after the appointments are made. The Mayor may also appoint themselves.

LGA 2002, s 41A(3).

5.2 Council discharge of a mayoral appointment/Te whakakore a te Kaunihera i tētahi tūranga i kopoua e te Koromatua

Nothing, however, limits or prevents a territorial authority from discharging deputy Mayor, a chairperson or a member of a committee appointed by the Mayor. Any decision by the territorial authority to discharge a deputy Mayor shall follow the procedure in Standing Order 5.5.

If the Mayor declines to appoint a deputy Mayor or committee chairpersons in accordance with LGA 2002, s 41A, the council (or a committee, if directed by the council) must elect those positions in accordance with Standing Order 5.4.

LGA 2002, sch 7, cl 31.

5.3 Establishment of committees by the Mayor/Te whakatū a te koromatua i ngā komiti

The Mayor may establish committees of the territorial authority. Where a Mayor exercises this right, a list of the committees and their terms of reference must be tabled at the next following meeting of the council. Should the Mayor decline to establish committees under s 41A, then any decision to establish committees must follow the processes set out in these Standing Orders.

Nothing, however, limits or prevents a territorial authority from discharging or reconstituting, in accordance with cl 30 of sch 7, LGA 2002, a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

Please note, a Mayor is a member of every committee unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

LGA 2002, s 41A (3) and (4).

5.4 Elections of regional chairpersons, deputy Mayors and deputy chairpersons/Te pōti i ngā ūpoko ā-rohe, ngā Koromatua tuarua me ngā ūpoko tuarua

The council (or a committee responsible for making the appointment) must decide by resolution to use one of two voting systems (see Standing Order 5.6) when electing people to the following positions:

- The chairperson and deputy chairperson of a regional council;
- The deputy Mayor;
- The chairperson and deputy chairperson of a committee; and
- A representative of a local authority.

Please note, this provision does not apply in situations where a mayor has used their powers under LGA 2002, s 41A to appoint a deputy Mayor, or committee chairs. See the LGNZ Guide to Standing Orders for more information.

LGA 2002, sch 7, cl 25.

5.5 Removal of a deputy Mayor/Te whakakore i te tūranga a tētahi Koromatua tuarua

A deputy Mayor, whether appointed by the Mayor under the Standing Order 5.1, or elected by the council, can only be removed in accordance with cl 18, sch 7, of the LGA 2002. See Appendix 9.

LGA 2002, sch 7, cl 18.

5.6 Voting system for chairs, deputy Mayors and committee chairs/Te pūnaha pōti mō ngā ūpoko, ngā Koromatua tuarua me ngā ūpoko komiti

When electing a regional council chair, a deputy Mayor or a committee chair the local authority must resolve to use one of the following two voting systems.

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee who are present and voting. This system has the following characteristics:

- (a) There is a first round of voting for all candidates;
- (b) If no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) If no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, 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 to be excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) There is only one round of voting; and
- (b) If two or more candidates tie for the most votes, the tie is resolved by lot.

LGA 2002, sch 7, cl 25.

6. Delegations/Te tuku mana

6.1 Duty to consider delegations to community boards/Te haepapa ki te whakaaroaro ki te tukunga mana ki ngā poari hapori

The council of a territorial authority must consider whether to delegate to a community board if the delegation will enable the community board to best achieve its role.

LGA 2002, sch 7, cl 32(6).

Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Office's declaration until the new council is sworn in. See the LGNZ Guide to Standing Orders for further information.