

- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

21.4 Kōwhiringa C/Option C

- The mover and seconder of a motion can move or second an amendment.
- Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.
- The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.
- Members can speak to any amendment.
- The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

22. Motions and amendments/Ngā mōtini me nga whakahoutanga

22.1 Proposing and seconding motions/Te whakatakoto me te tautoko mōtini

All motions, and amendments moved during a debate, must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion. A motion should be moved and seconded before debate but after questions.

Amendments and motions that are not seconded are not valid and should not be entered in the minutes.

Note: Members who move or second a motion are not required to be present for the entirety of the debate.

22.2 Motions in writing/Te tuhi i ngā mōtini

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

22.3 Motions expressed in parts/Ngā mōtini i whakawehea

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

22.4 Substituted motion/Te whakakapi mōtini

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

22.5 Amendments to be relevant and not direct negatives/Me hāngai ngā whakahoutanga me kua e whakahē i te mōtini

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. An amendment cannot be a direct negative to the motion or the amended motion. Reasons for not accepting an amendment can include:

- a) Not directly relevant
- b) In conflict with a carried amendment
- c) Similar to a lost amendment
- d) Would negate a committee decision if made under delegated authority
- e) In conflict with a motion referred to the governing body by that meeting
- f) Direct negative.

Please note that amendments that are significantly different must comply with the decision-making provisions of Part 6 of the LGA 2002.

22.6 Foreshadowed amendments/Ngā whakahoutanga kua kōrerotia kētia

The meeting must dispose of an existing amendment before a new amendment can be moved. However, members may foreshadow to the chairperson that they intend to move further amendments as well as the nature of the content of those amendments.

22.7 Carried amendments/Ngā whakahoutanga i whakaaetia

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

22.8 Lost amendments/Ngā whakahoutanga i whakahēngia

Where an amendment is carried, the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

22.9 Where a motion is lost/Ina whakahēngia tētahi mōtini

In a situation where a substantive motion that recommends a course of action is lost a new motion, with the consent of the Chairperson, may be proposed to provide direction.

22.10 Withdrawal of motions and amendments/Te tango i ngā mōtini me ngā whakahoutanga

Once a motion or amendment has been seconded the mover cannot withdraw it without the agreement of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

22.11 No speakers after reply or motion has been put/Kāore e āhei he kaikōrero i muri i te whakautu a te kaimōtini, i te tono rānei i te pōti

A member may not speak to any motion once:

- (a) The mover has started their right of reply in relation to the motion; and
- (b) The has started putting the motion.

23. Revocation or alteration of resolutions/Te whakakore, te whakahou rānei i ngā tatūnga

23.1 Member may move revocation of a decision/Ka āhei tētahi mema ki te mōtini ki te whakakore i tētahi whakataunga

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the council, subordinate body, local or community board. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

23.2 Revocation must be made by the body responsible for the decision/Mā te rōpū nāna te whakatau e whakakore

If a resolution is made under delegated authority by a committee, subcommittee or subordinate decision-making body, or a local or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation given to a subordinate body or local board or community board.

LGA 2002, sch 7, cl 30(6).

23.3 Requirement to give notice/Te herenga ki te tuku pānui

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members of the local authority, including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next twelve months.

23.4 Restrictions on actions under the affected resolution/Ngā herenga mō ngā mahi i raro i te tatūnga whai pānga

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply where, in the opinion of the chairperson:

- (a) The practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) By reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

23.5 Revocation or alteration by resolution at same meeting/Te whakakore, te whakahou rānei mā te tatūnga i taua hui tonu

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

23.6 Revocation or alteration by recommendation in report/Te whakakore, te whakahou rānei mā te marohi ki rō Pūrongo

The local authority, on a recommendation in a report by the chairperson, chief executive, or any committee or subcommittee, local or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

LGA 2002, sch 7, cl 30(6).

24. Procedural motions/Ngā mōtini whakahaere

24.1 Procedural motions must be taken immediately/Me pōti ngā mōtini whakahaere i taua wā tonu

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate. A procedural motion to close or adjourn debate can be taken after two speakers have spoken for the motion and two against or, in the chairperson's opinion, it is reasonable to accept the closure motion.

24.2 Procedural motions to close or adjourn a debate/Ngā mōtini whakahaere ki te whakakapi, whakatārewa rānei i tētahi tautohetohe

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) That the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) That the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- (e) That the item being discussed should be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

24.3 Voting on procedural motions/Te pōti mō ngā mōtini whakahaere

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

24.4 Debate on adjourned items/Te tautohetohe i ngā take i whakatārewatia

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

24.5 Remaining business at adjourned meetings/Ngā take e toe ana i ngā hui i whakatārewatia

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

24.6 Business referred to the council, committee or local or community board/Ngā take e tukuna ana ki te kaunihera, komiti, poari hapori rānei

Where an item of business is referred (or referred back) to a committee or a local or community board, the committee or board will consider the item at its next meeting unless the meeting resolves otherwise.

24.7 Other types of procedural motions/Etahi atu momo mōtini whakahaere

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these Standing Orders.

25. Points of order/Te tono ki te whakatika hapa

25.1 Members may raise points of order/Ka āhei ngā mema ki te tono ki te whakatika hapa

Any member may raise a point of order when they believe these Standing Orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

25.2 Subjects for points of order/Ngā kaupapa mō te whakatika hapa

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) Disorder – to bring disorder to the attention of the chairperson;
- (b) Language – to highlight use of disrespectful, offensive or malicious language;
- (c) Irrelevance – to inform the chair that the topic being discussed is not the matter currently before the meeting;
- (d) Misrepresentation – to alert the chair of a misrepresentation in a statement made by a member, an officer or a council employee;
- (e) Breach of standing order – to highlight a possible breach of a standing order while also specifying which standing order is subject to the breach; and
- (f) Recording of words – to request that the minutes record any words that have been the subject of an objection.

25.3 Contradictions/Ngā whakahē

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

25.4 Point of order during division/Te tono whakatika hapa i te wā o te wehenga

A member may not raise a point of order during a division, except with the permission of the chairperson.

25.5 Chairperson's decision on points of order/Te whakatau a te ūpoko mō ngā tono whakatika hapa

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Should a point of order concern the performance of the chair, then the chair will refer the point of order to the deputy chair or, if there is no deputy, another member to hear arguments and make a ruling.

26. Notices of motion/Te pānui i ngā mōtini

26.1 Notice of intended motion to be in writing/Me tuhi te pānui mō te mōtini e takune ana

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover].

Once the motion is received the chief executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

26.2 Refusal of notice of motion/Te whakahē i te pānui mōtini

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority or meeting concerned; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) Fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or
- (f) Concerns a matter where decision-making authority has been delegated to a subordinate body or a local or community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or board.

26.3 Mover of notice of motion/Te kaimōtini o te pānui mōtini

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

26.4 Alteration of notice of motion/Te whakarerekē i te pānui mōtini

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

26.5 When notices of motion lapse/Ka tārewa te pānui mōtini

Notices of motion that are not moved when called for by the chairperson must lapse.

26.6 Referral of notices of motion/Te tuku i ngā pānui mōtini

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

26.7 Repeat notices of motion/Ngā pānui mōtini tārua

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

27. Minutes/Ngā meneti

27.1 Minutes to be evidence of proceedings/Ka noho ngā meneti hei taunakitanga mō te hui

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

LGA 2002, sch 7, cl 28.

27.2 Matters recorded in minutes/Ngā take ka tuhi ki ngā meneti

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;

- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

27.3 No discussion on minutes/Kāore e āhei te whakawhiti kōrero mō ngā meneti

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

27.4 Minutes of last meeting before election/Ngā meneti o te hui whakamutunga i mua i te pōtitanga

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

28. Keeping a record/Te whakarite mauhanga

28.1 Maintaining accurate records/Te whakarite i ngā mauhanga tika

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

Public Records Act 2002, s 17.

28.2 Method for maintaining records/Te tikanga mō te tiaki i ngā mauhanga

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

Contract and Commercial Law Act 2017, s 229(1).

28.3 Inspection/Te tiroiro

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

LGOIMA, s 51.

28.4 Inspection of public excluded matters/Te tiroiro i ngā take aukati marea

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced documents/Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910

- Securities Act 1978

Appendix 1: Grounds to exclude the public/Āpitianga 1: Ngā take e aukatihia ai te marea

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.

- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).

- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

Appendix 2: Sample resolution to exclude the public/Āpitiḡanga 2: He taurā mō te tatūnga ki te aukati i te marea/

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

- 1 that the public is excluded from:
 - The whole of the proceedings of this meeting; *(deleted if not applicable)*
 - The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ol style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ol style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

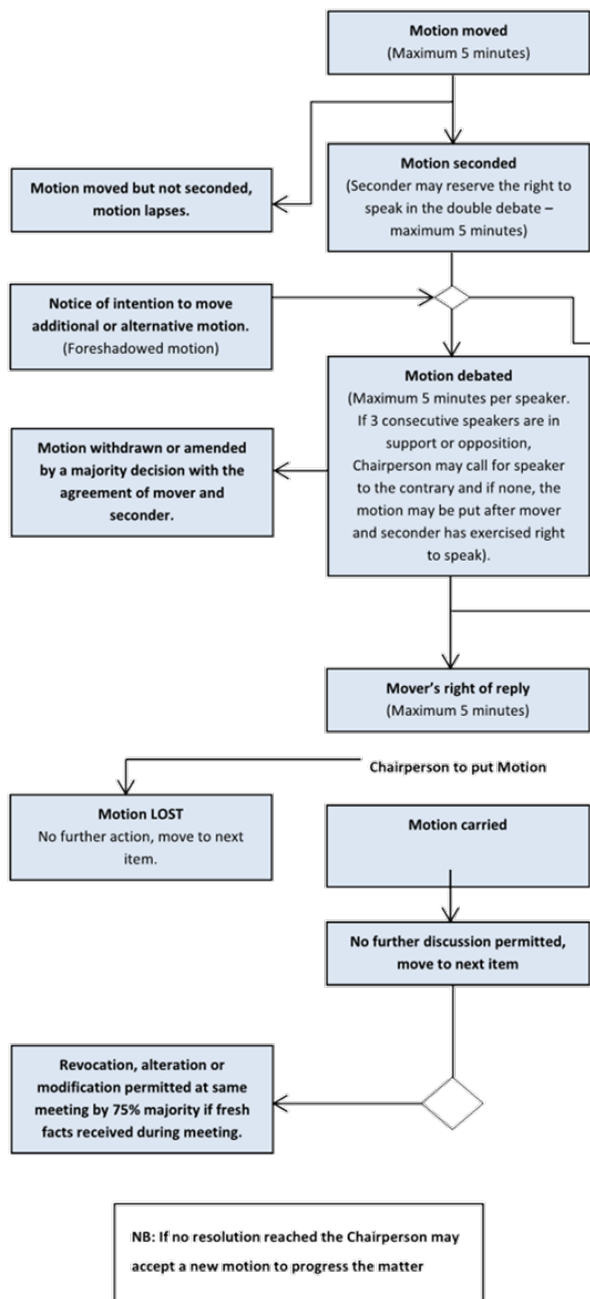
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

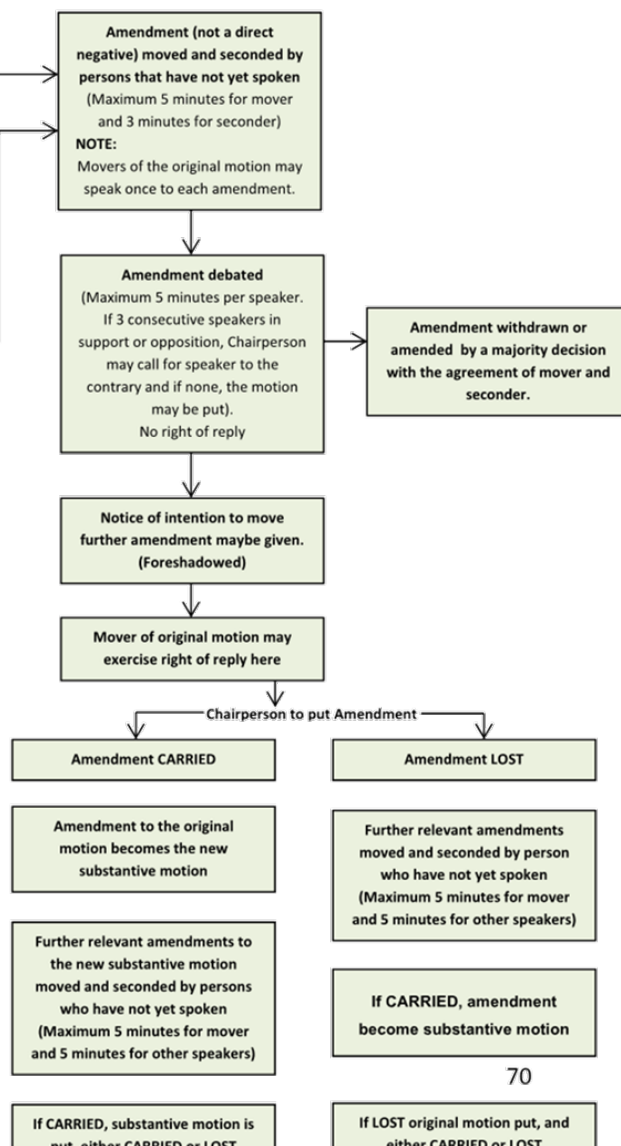
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

Appendix 3: Motions and amendments (Option A)/Āpitianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

Motions without amendments

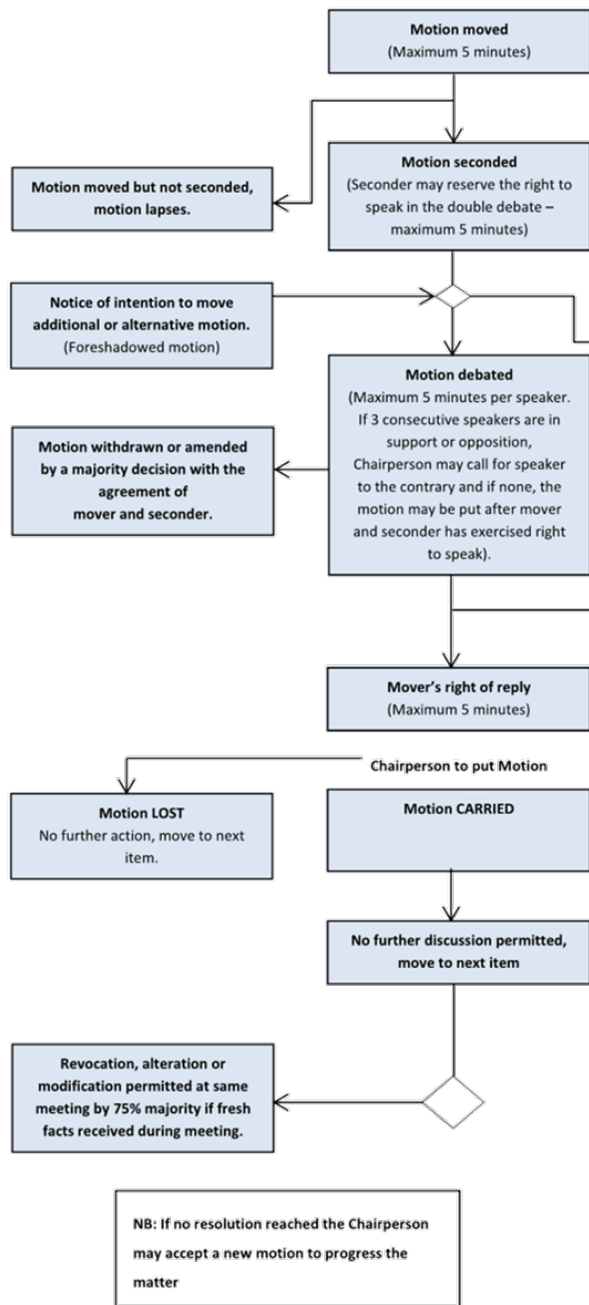


Motions with amendments

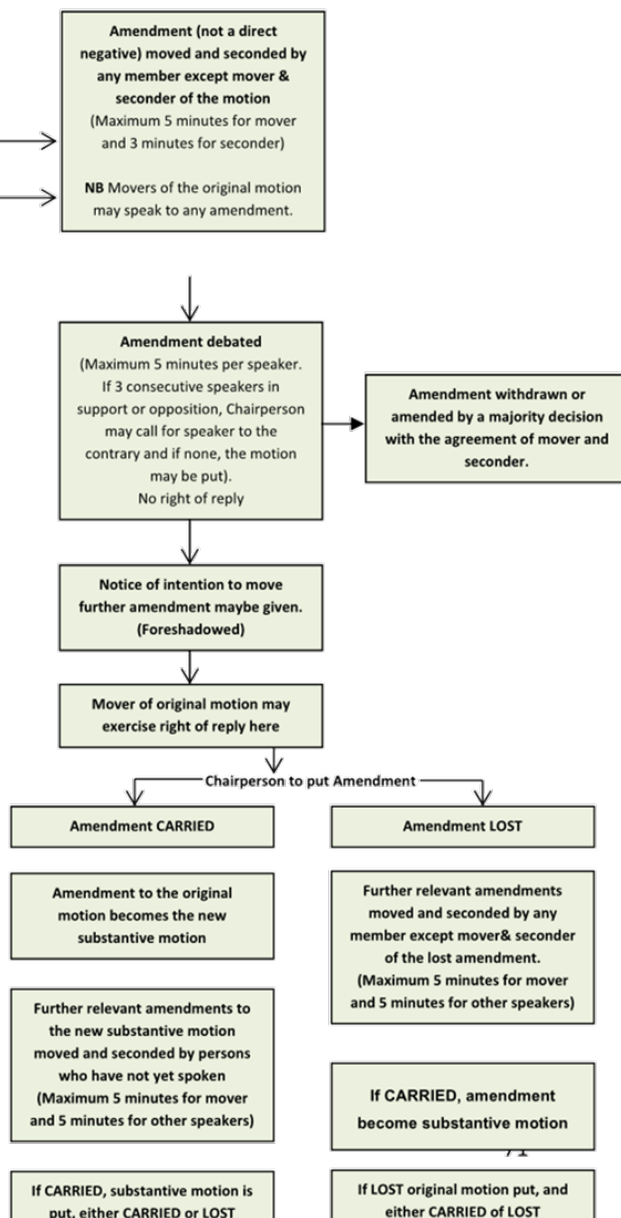


Appendix 4: Motions and amendments (Option B)/Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

Motions without amendments

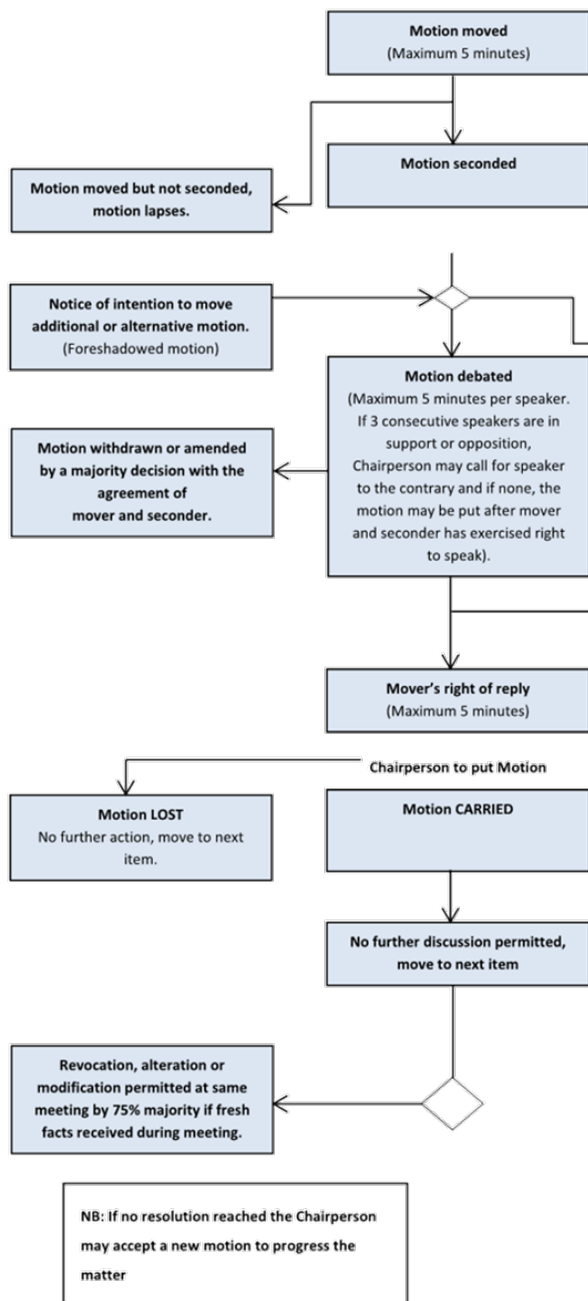


Motions with amendments

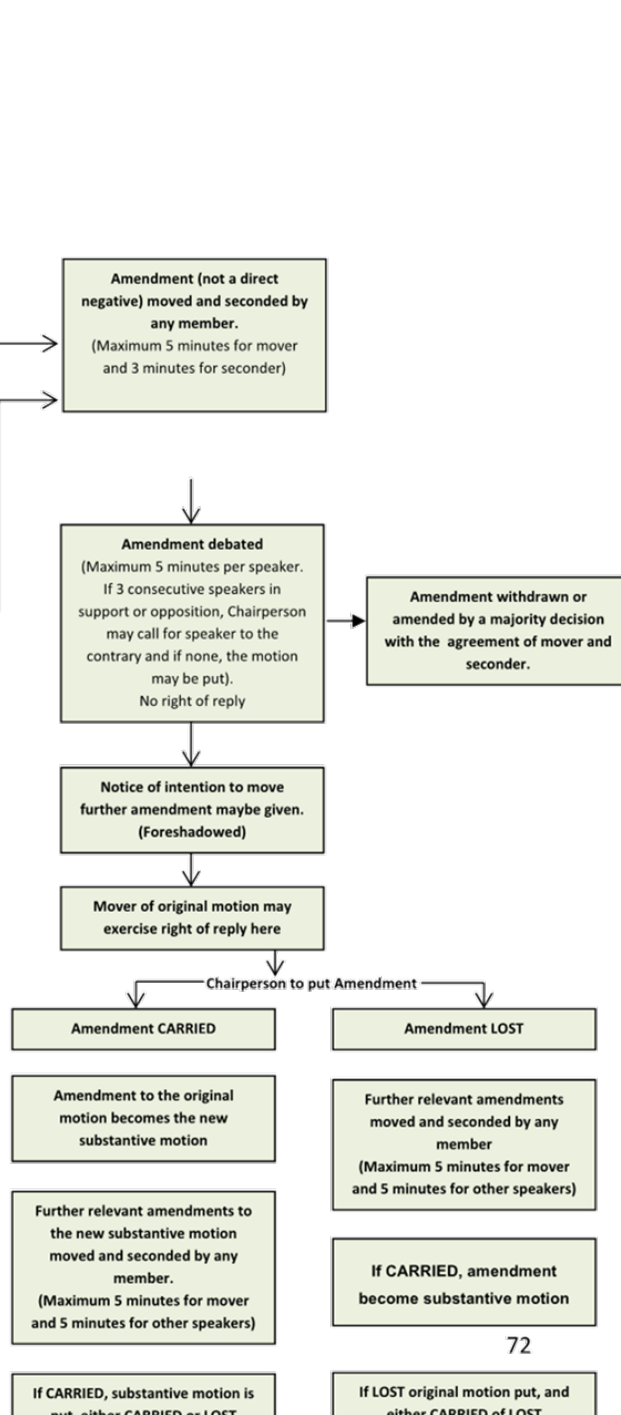


Appendix 5: Motions and amendments (Option C)/Āpitianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)

Motions without amendments



Motions with amendments



Appendix 6: Table of procedural motions/Āpitihangā 6: Tūtohi mō ngā mōtini whakahaere

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the move of the adjournment speaks first. Members who have spoken in th debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before th motion or amendment unde debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate ion the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 7: Webcasting protocols/Āpitihanga 7: Ngā tikanga mō te pāhotanga mataora

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 8: Powers of a Chairperson/Āpitiḡanga 8: Ngā Mana Whakahaere a te Ūpoko

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting (SO19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

Motion in writing (SO.23.2)

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions (SO.

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

Chairperson may call a meeting

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Appendix 9: Process for removing a chairperson or deputy Mayor from office/Āpitiḡanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:
 - (a) A resolution of the territorial authority or regional council; or
 - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business/Āpitihanga 10: He taurira mō te whakaraupapatanga o ngā take

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

Appendix 11: Process for raising matters for a decision/Āpitiḡanga 11: Te pūnaha mō te whakatakoto take hei whakatau

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

10.2 FINANCIAL ASSISTANCE REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *members* of applications for financial assistance.

EXECUTIVE SUMMARY

- The Greytown Community Board has received four applications for financial support.
- This report presents the board with applications received requesting financial assistance.

RECOMMENDATIONS

1. That *the Greytown Community Board approve the application from Whānau Manaaki Kindergarten – Greytown for \$5,000 to support the creation of a bush area to be funded from the Community Development Fund.*
2. That *the Greytown Community Board approve the application from Kuranui College Kapahaka for \$1,000 to support the purchase of Kapahaka Uniforms to be funded from the Community Development Fund.*
3. That *the Greytown Community Board approve the application from Greytown Early Years for \$358.23 to support the trip to visit Papawai Marae to be funded from the Grant Fund.*
4. That *the Greytown Community Board approve the application from Nuku Ora for \$1,000 to support the Have a go day in Greytown to be funded from the Community Development Fund.*

BACKGROUND

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's Grants Policy. Community boards are allocated funding for grants through the Long Term Plan/ Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

DISCUSSION

Under the current Grants Policy the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.

- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.
- The Greytown Community Board has a maximum limit of \$1,000 unless the board considers special circumstances apply.

The Grants Policy sets out further criteria:

1. Application from Whānau Manaaki Kindergarten – Greytown

The application from Whānau Manaaki Kindergarten – Greytown does not meet the criteria for funding; they are not a not-for profit organisation, the application exceeds the \$1,000 maximum limit. There organisation has no outstanding accountability forms. The application will be provided to members in confidence.

2. Application from Kuranui College – Kapahaka

The application from Kuranui College – Kapahaka does not meet the criteria for funding; Kuranui College is a school, however the Kapahaka Group have come together for a common purpose. They have applied for funding from all three Community Boards and Māori Standing Committee. They have received funding from Māori Standing Committee and Featherston Community Board, the other applications are pending. There organisation has no outstanding accountability forms. The application will be provided to members in confidence.

3. Application from Greytown Early Years – Trip to Papawai Marae

The application from Greytown Early Years does not meet the criteria for funding; they are not a not-for-profit organisation. There organisation has no outstanding accountability forms. The application will be provided to members in confidence.

4. Application from Nuku ora – Have a go Greytown

The application from Nuku ora – Have a go Greytown meet the criteria for funding. They have applied for funding from each Community Board for activities in those areas. There organisation has no outstanding accountability forms. The application will be provided to members in confidence.

OPTIONS

The Greytown Community Board may still approve applications that do not meet the funding criteria. The options available are to approve, approve with conditions, request further information from the applicant or decline.

CONSIDERATIONS

Financial

The Greytown Grant Fund and Community Development Fund was allocated to the Community Boards from the Council's Enhanced Annual Plan process. Therefore, the delegation for decision making is with the Greytown Community Board and has no further impact on the Council's AP/LTP, OPEX/CAPEX, rating impact or procurement process.

Climate Change

Applicants are not currently required to indicate positive, neutral or negative effects on climate change. The application form will be updated to indicatively reflect these results for elected member to consider as part of future decision making.

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 a matter of no significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Grant Policy.
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 not reviewed this report.
State the possible implications for health and safety	None

APPENDICES

Appendix 1 Whānau Manaaki Kindergarten - Greytown Grant Application - *Under Separate Cover*

Appendix 2 Kuranui College - Kapahaka Grant Application - *Under Separate Cover*

Appendix 3 **Greytown Early Years Grant Application - *Under Separate Cover***

Appendix 4 **Nuku Ora Grant Application - *Under Separate Cover***

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 REPRESENTATION REVIEW UPDATE REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To update *members* of the Representation Review.

RESOLUTION

That the Greytown Community Board receive the Representation Review Update Report and notes *Appendix 1 – Representation Review Initial Proposal*

EXECUTIVE SUMMARY

- The Local Electoral Act 2001 (LEA) requires local authorities to undertake a review of their representation arrangements at least once every six years.
- Representation reviews give the community an opportunity to consider if the existing representation arrangements are efficient and effective or if another arrangement provides great advocacy.

BACKGROUND

The last representation review was done in 2018, for the 2019 local body elections. Therefore 2024 requires a Representation Review to look at representation arrangements (number of councillors, ward boundaries, names and community boards) for the next two triennial (October 2025, and the following 2028 local elections).

APPENDICES

Appendix 1 Representation Review Initial Proposal



Strategy Working Committee

31 July 2024
Agenda Item: B1

Representation Review: Initial Proposal

1. Purpose

The purpose of this report is for Strategy Working Committee to adopt its initial proposal for representation arrangements for the 2025 and 2028 elections, for public notification and consultation.

2. Executive Summary

The [Local Electoral Act 2001 \(LEA\)](#) requires local authorities to undertake a review of their representation arrangements at least once every six years.

The [last representation review was done in 2018](#), for the 2019 local body elections. Therefore 2024 requires a Representation Review to look at representation arrangements (number of councillors, ward boundaries, names and community boards) for the next two triennial (October 2025, and the following 2028 local elections).

Representation reviews give the community an opportunity to consider if the existing representation arrangements are efficient and effective or if another arrangement provides great advocacy.

3. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. **Receive** the 'Representation Review: Initial Proposal' Report.
2. **Adopt** the initial proposal for representation arrangement, including the Statement of Proposal and Consultation Document in Appendix 1.
3. **Note** the Strategy Working Committee will hear submissions received, if any, on this initial proposal.

4. Background

The Council last reviewed its representation arrangements prior to the 2019 elections and no change was made at that time to the representation arrangements. Council is now being asked to review its representation arrangements for the 2025 and 2028 local elections. The review will determine the detailed arrangements for:

- the number of electoral subdivisions known as wards (if any), and
- their boundaries, names, and number of members and

- basis of election (at large, by wards or a mix of both) and
- community boards.

The review process is subject to a statutory timeline and process. The Council must adopt for consultation its Initial Proposal no later than **31 July 2024** and must notify its Final Proposal no later than **3 November 2024**. The final proposal is subject to rights of appeal and/or objection to the Local Government Commission.

Guidelines for undertaking a review

The Local Electoral Act identifies three key factors that must be carefully considered by local authorities when determining their representation proposals, namely:

- communities of interest
- effective representation of communities of interest
- fair representation of electors

The term “Communities of Interest” is not defined in legislation but may include factors such a community’s sense of belonging and identity, similarities in the demographic, socio-economic and/or ethnic characteristics of a community, distinct local history, the rohe or takiwā of mana whenua, and dependence on shared facilities in an area.

South Wairarapa District has some distinct communities that have been considered as part of the Representation Review process.

- Greytown
- Martinborough
- Featherston
- Our rural community
- Our Māori history and mana whenua

Effective representation of communities of interest includes consideration of the number of elected members to represent each community, and whether members are elected by wards, at large (by district) or a mix of both.

The district’s population has grown by 13.8% since 2018, with growth distributed relatively evenly across the three wards.

Council process

Council has progressed its representation review through a series of workshops and meetings including:

Date	Activity
28 June 2023	High-level report to Council on Representation Review.
18 July 2023	High-level report to Māori Standing Committee on the Representation Review

2 August 2023	Report to Council on voting options for Representation Review. Council decided to continue with status quo of first past the post
9 August 2023	High-level report to Featherston Community Board on the Representation Review
7 September 2023	High-level report to the Martinborough Community Board on the representation review.
27 September 2023	Report to Council on legislative changes to the Representation Review
10 October 2023	Report to Māori Standing Committee on Māori wards.
18 October 2023	High-level report to Greytown Community Board on the Representation Review
7 November 2023	Report to Māori Standing Committee on Māori Wards. Māori Standing Committee resolved unanimous support for a Māori ward and put forward a recommendation to Council to establish Māori representation.
15 November 2023	Workshop with elected members on Māori Wards.
22 November 2023	Report to Council on Māori Wards Council resolved to establish Māori wards for the 2025 and 2028 local elections.
28 Feb 2024	High-level workshop with elected members on work ahead for Representation Review
1 May 2024	Workshop with elected members on Representation Review
8 May 2024	Report to Featherston Community Board on the Representation Review
22 May 2024	Report to the Greytown Community Board on the Representation Review
30 May 2024	Report to the Martinborough Community Board on the Representation Review
26 June 2024	Workshop with elected members on Representation Review
3 July 2024	Report to Strategy Working Committee outlining options for Representation
31 July 2024	Report to Strategy Working Committee to adopt initial proposal for the Representation Review

Pre-engagement took place with our community.

For August 2023 for Māori Wards:

- Drop-in sessions for Martinborough and Featherston.
- Hui at the Marae for Martinborough and Greytown.
- Multiple Facebook posts to pushout notification of Māori Wards.
- Mailout to all those on the Māori 2018 electoral role.

Māori Standing Committee consultation with marae, whanau, hapū and iwi following engagement from each of the represented iwi groups letters of support for the establishment of Māori wards came from:

- Kohunui Marae

- Hau Ariki Marae
- Papawai Marae
- Pae Tū Mokai o Taurira
- Ngāti Kahungunu ki Wairarapa
- Rangitāne o Wairarapa

Full details of the engagement from 2023 can be found in the Representation Review – [Māori Wards report to Council on 22 November 23](#).

The result of the Council’s decision on 22 November was to establish Māori representation for the 2025 and 2028 elections. This review will include a Māori ward and does not revisit the decision to establish Māori Wards.

For April 2024 for Representation Review:

- Flyers and handouts were included in 11 community workshops that took place for the Enhanced Annual Plan.

For May 2024 for Representation Review:

- an information engagement survey was pushed out through social media, asking the community for their initial thoughts on representation. Around 60 people responded to this survey.

Full feedback from the 2024 engagement can be found in the Representation Review report to Strategy Working Committee 3 July 24.

5. Discussion

Current representation arrangements

Under the current representation arrangements, determined in the 2018 representation review, South Wairarapa District Council comprises currently of a mayor and nine councillors, elected from three wards:

- Greytown Ward (3 councillors)
- Featherston Ward (3 councillors)
- Martinborough Ward (3 councillors)

There are also three Community Boards supporting representation in each ward. Community Boards are unincorporated bodies which are neither local authorities nor committees. They give a voice to specific communities and act as representatives, advocates and connectors of those communities.

A board’s purpose is to engage with that community and advocate for it in council. Councils can delegate responsibilities and decision-making powers to community boards if they wish.

The current representation for community boards is:

- Greytown Community Board (4 elected members + 2 Greytown ward councillors)
- Featherston Community Board (4 elected members + 2 Featherston ward councillors)
- Martinborough Community Board (4 elected members + 2 Martinborough ward councillors)

A total of seven elected members currently represents each ward under the current representation and then everyone votes for the Mayor.

Council consideration

Council held a workshop on 26 June 2024 to discuss the feedback received through early engagement, and to give direction on what might be included in the Initial Proposal.

Full details of that workshop can be found online or as part of the report that went to [Strategy Working Committee 3 July 24](#).

Proposed changes to current representation arrangements

There are a few proposed changes to the current representation arrangements that are included as part of this initial proposal. This includes:

- reducing the number of councillors per ward to two (instead of three),
- including two at large councillors,
- disestablish community boards per ward, and
- establishing an advisory group to represent more of our rural community.

The areas of representation arrangements where the status quo is proposed to continue are our ward boundary lines and names. The status quo acknowledges the unique character and needs of each ward and considers fair representation is provided for population equality per member.

In the areas where no changes have been made to our representation arrangements as part of the initial proposal, it is considered that the status quo arrangements are appropriate for the 2025 and 2028 local elections.

Effective representation

The current number of councillors is considered appropriate to enable residents to access their representatives, and for elected members to effectively manage and share their workload. The establishment of a Māori ward will add to the scope and complexity of representation, provide for diversity of thought and representation to enable good governance.

Council also reviewed the basis of election and propose to include two members elected at large, that is, by all electors across the entire district. At large elections are

considered appropriate in cases where a district has a shared common community of interest at the district level, and/or communities of interest that are spread across the district rather than being geographically distinct. With increased complexity and work taking place across the Wairarapa region, representation across the district of South Wairarapa enables future focus and greater representation for our district as a whole.

A mixed basis of election can also have the effect of balancing out the number of votes available to electors in general and Māori wards. For example, where general roll electors may have multiple votes within their ward, Māori roll electors may have only one ward vote.

Māori representation

[The Local Government \(Electoral Legislation and Māori Wards and Māori Constituencies\) Amendment Bill](#) was introduced on 20 May 2024, reintroducing provision for binding polls on the establishment of Māori wards/constituencies and providing transitional arrangements for councils that have resolved to establish Māori wards/constituencies since March 2021 without holding a poll.

For SWDC, transitional arrangements proposed in the Bill would require the Council to either rescind the decision to establish Māori wards; or hold a binding poll alongside the 2025 local elections to decide whether Māori wards should continue for 2028.

At the workshop on 1 May 24 an informal indication from Council was sought and councillors indicated their preference to hold a binding poll, should the legislation require it.

Fair representation

For the current review, StatsNZ population data shows that the population per member ratios for the three general wards remain fully compliant with the +/- 10% requirement for the population per member ratio:

Ward	Population	Members	Pop per member	Difference from quota	% diff from quota
Greytown General Ward	3,880	2	1,940	110	6.01
Featherston General Ward	3,320	2	1,660	-170	-9.29
Martinborough General Ward	3,780	2	1,890	60	3.28
Total General Wards	10,980	6	1,830		
South Wairarapa Māori Ward	900	1	900		
At Large	11,880	2			
Total	11,880	9			

The above calculation is set out in Schedule 19(V) of the Local Electoral Act 2001

“... the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward or constituency or subdivision, produces a figure no more than 10% greater or smaller than the population of the district or ... community divided by the total number of elected members (other than members elected by the electors of a territorial authority as a whole, if any, and the mayor, if any).”

The population per member ratio does not apply between General and Māori wards (as they are calculated separately), and does not apply to members elected at large, so you do not need to list the ratio for those.

LGC publishes a spreadsheet of the calculations for every council, based on the last election. This is available at: <https://www.lgc.govt.nz/assets/Resources-Representation-Review/Representation-tables-2023-boundaries-2023-estimates-2018-census-base.xlsx>.

[Schedule 1A s2 of the Local Electoral Act 2001](#) provides a formula for calculating the number of members to be elected by the electors of one or more Māori wards of the district of a territorial authority.

Naming Wards

The term “General” needs to be included in the ward names for Greytown, Featherston and Martinborough as the LGC advises this is part of the legal title of the electoral areas and is also the format used by StatsNZ, LINZ and other statutory agencies.

All wards are required to be named Schedule 19(H) of the Local Electoral Act 2021.

As part of the consultation, we will be engaging with the Council’s Māori Standing Committee on an appropriate process and name for the South Wairarapa Māori Ward.

Community Boards

As part of reviewing representation arrangements, all territorial authorities must consider whether community boards are required, regardless of whether they currently exist within the district.

Community feedback to date has supported Community Boards. However, the council is split due to their effectiveness and may support Community Boards for the next triennium should their role be enhanced. General discussion at the workshop on 26 June included a lack of individuals standing for these roles, with Featherston being the only Community Board that had more than four people standing at the last local election, the cost of running Community Boards, and if that representation can be seen elsewhere. As Community Boards are a topic for discussion, the initial proposal will consider changes to this representation and encourage feedback to councillors on this area of representation through the consultation process.

Rural Advisory Group

The Council has indicated that rural representation is important to consider as part of the representation arrangements for 2025 and 2028. We are consulting on establishing a Rural Advisory Group comprising of appointed representatives from the rural community who can advocate at Council. However, this is not formally part of the Representation Review, but that the Council is signalling it would like feedback on establishing this group.

Communities of interest

As part of the Representation Review the following communities of interest have been considered.

Ward	Communities of Interest
Greytown General Ward	Comprising of two elected members who can advocate for the unique character and needs of Greytown
Featherston General Ward	Comprising of two elected members who can advocate for the unique character and needs of Featherston
Martinborough General Ward	Comprising of two elected members who can advocate for the unique character and needs of Martinborough
South Wairarapa Māori Ward	Comprising of one elected member who can advocate for our Māori community, our Māori history and mana whenua
At Large (South Wairarapa District Wide)	Comprising of two elected members who can advocate for the unique character and needs of the South Wairarapa District.

6. Representation Review Timeline

The following table shows the steps and dates for this representation review. The timeline for this representation review has been developed to comply with legislation.

Date	Activity
31 July 24	Strategy Working Committee adopts Initial Proposal, SOP, Consultation Document and public notice
5 August 24	Consultation Opens
8 September 24	Consultation closes
18 September 24	Evening Hearings
19 September 24	Daytime Hearings
2 October 24	Deliberations and adoption of final proposal for representation arrangement
1 November 24	Public notification of final proposal for representation arrangement
3 December 24	Last date for appeals and objections
20 December 24	Last date for forwarding any appeals and objects to the Commission
11 February 25	Tentative date for any hearings by the Commission
10 April 25	Last legislative date for the Commission to make determinations

7. Options Considered

7.1 Considered options

At the Strategic Working Committee on 3 July 24, Council considered the following options.

To stay the same:

Ward	Number of Councillors	Electoral Population Data	Representation per Councillor
Greytown General Ward	3 Councillors	3,880	1,293
Featherston General Ward	3 Councillors	3,320	1,107
Martinborough General Ward	3 Councillors	3,780	1,260
South Wairarapa Māori Ward	1 Councillor	900	900
Total	10 Councillors	11,880	
Martinborough Community Board		4 elected members	
Greytown Community Board		4 elected members	
Featherston Community Board		4 elected members	

To include a rural ward:

Ward	Number of Councillors	Electoral Population Data	Representation per Councillor
Greytown General Ward (change to boundary lines)	2 Councillors	unknown	unknown
Featherston General Ward (change to boundary lines)	2 Councillors	unknown	unknown
Martinborough General Ward (change to boundary lines)	2 Councillors	unknown	unknown
Greytown rural general ward	1 Councillor	unknown	unknown
Martinborough rural general ward	1 Councillor	unknown	unknown
Featherston rural general ward	1 Councillor	unknown	unknown
South Wairarapa Māori Ward	1 Councillor	900	900
Total	9 Councillors	11,880	
Consult on no Community Boards			

To include at large representation:

Ward	Number of Councillors	Electoral Population Data	Representation per Councillor
Greytown General Ward	2 Councillors	3,880	1,940
Featherston General Ward	2 Councillors	3,320	1,660
Martinborough General Ward	2 Councillors	3,780	1,890
South Wairarapa Māori Ward	1 Councillor	900	900
At Large (South Wairarapa District Wide)	2 Councillors		
Total	9 Councillors	11,880	
Consult on no Community Boards		Rural Advisory Group established	

During that meeting councillors discussed the merits of the options and moved to support at large representation for the initial proposal on representation.

7.2 Initial Proposal

Therefore, at the 31 July 24 Strategy Working Committee meeting councillors will need to adopt their Initial Proposal for representation arrangements for the local government elections in October 2025.

These are described below:

1. Reduction in the number of councillors elected through General Wards

SWDC is proposing to reduce the number of councillors for Greytown, Featherston and Martinborough General Wards. The initial proposal has two councillors elected from each ward, rather than three.

2. Introduction of two councillors at large, across the district

SWDC is proposing that two councillors are elected at large (by everyone) across the district.

3. Disestablishing community boards for the three general wards; Greytown, Featherston and Martinborough

SWDC is proposing not to have community boards for the 2025 and 2028 local elections.

The changes proposed would look like this:

Ward	Number of Councillors	Electoral Population Data	Representation per Councillor
Greytown General Ward	2 Councillors	3,880	1,940
Featherston General Ward	2 Councillors	3,320	1,660
Martinborough General Ward	2 Councillors	3,780	1,890
South Wairarapa Māori Ward	1 Councillor	900	900
At Large (South Wairarapa District Wide)	2 Councillors	11,800	
Total	9 Councillors	11,880	
Consult on no Community Boards		Rural Advisory Group established	

8. Strategic Drivers and Legislative Requirements

The Representation Review process is governed by the [Local Electoral Act 2001](#) (the Act) with the Local Government Commission acting as the authority charged with making the final decision on arrangements. Statutory requirements are extensive and are provided for in the Act, with the review process set out in section 19H to 19Z of the Act. The Act prescribes the dates by which the various steps in the review process must occur

In accordance with the [Council's Significance and Engagement Policy](#), this matter has been assessed as being of significance, and Council undertook a period of preliminary engagement with the public between 25 March 2024 and 28 April 2024 on this subject. The results of that engagement have been considered by the Council as part of their workshop on 26 June 24 and Strategy Working Committee 3 July 24.

[Section 19M of the LEA](#) outlines the Council is required to undertake one-month formal consultation. The legislation requires that:

- Council must, within 14 days after making the resolution (not later than 8 August), give public notice of the proposal contained in the resolution.
- The public notice must:
 - Include a statement about how persons interested in the proposal may inspect the full proposals and
 - Specify the communities of interest considered by Council

- Specify the ratio of population to proposed members for each proposed ward and the reason for these wards.
- Specify a period of not less than one month from the date of the first or only public notice within which persons interested in the resolution may make submissions on the resolution to the council.

Further statutory requirements are provided for under the [Local Government Act 2002](#), in particular s.14 which requires councils to make itself aware of, and have regard to, the views of all its communities take account of the diversity of the community’s interests and provide opportunities for Māori to contribute to decision-making processes.

The representation review is part of the strategic drivers of local government.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	√	Having suitable representation arrangements will contribute to all four well-beings for the community, including enabling democratic representation and decision making.
Environmental	√	
Cultural	√	
Social	√	

8.1 Significant risk register

Significant risk for the Representation Review includes the following:

- Relationship with iwi, hapū, Māori
- Climate Change
- Emergency Management
- IT architecture, information system, information management, and security
- Financial management, sustainability, fraud, and corruption
- Legislative and regulative reforms
- Social licence to operate and reputation
- Asset management
- Economic conditions
- Health and Safety

9. Consultation

9.1 Communications and engagement

The persons who are affected by or interested in this matter include:

- Community Boards.
- Rural communities.
- Coastal communities.
- Māori, iwi, hapū and marae.
- All South Wairarapa residents.

This is our proposed plan engagement activities and timeframe:

Considerations / Activity	Examples	Key Dates	Officer(s) Responsible
Key messages (TBC)	<p>We are undertaking a representation review to consider fair and effective representation across South Wairarapa.</p> <p>This is an important process because we want our elected members to reflect who we are. A review of how we are represented will:</p> <ul style="list-style-type: none"> - enable the community to be involved in the discussion around how we are represented - ensure that the number of elected members suits our population and communities of interest; and - promote confidence in local democracy and the electoral process. <p>Our initial proposal is:</p>		
Key stakeholders	<p>Internal:</p> <ul style="list-style-type: none"> ○ Elected and appointed members ○ Library staff and customer services <p>External:</p> <ul style="list-style-type: none"> ○ Residents ○ Rural communities ○ Coastal communities ○ Community groups and individuals e.g. those who receive grants from CBs ○ Māori, iwi, hapū and marae 	During consultation	Policy Advisor Comms team Stakeholder Manager Governance team SLT
Planned engagement activity	<ul style="list-style-type: none"> ○ District wide consultation ○ Media updates 	During consultation	Policy Advisor Comms team

	<ul style="list-style-type: none"> ○ Digital engagement via website, social media & antenno ○ Printed consultation material at libraries ○ Drop-in/information sessions ○ Radio advertising 		Stakeholder Manager Governance team SLT
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10. Financial Considerations

There is no financial impact, The Representation Review has been budgeted for in the 2024-25 Enhanced Annual Plan.

11. Climate Change Considerations

There are no positive or negative effects on climate change from this decision.

12. Health and Safety Considerations

Council officers note the high level of interest in this Representation Review and acknowledge there may be strong feedback from some parts of the community.

13. Appendices

Appendix 1 – Statement of Proposal and Consultation Document.

Contact Officer: Nicki Ansell, Lead Advisor Projects and Policy
 Reviewed By: Rob Thomas, Manager Stakeholder Relationships

Appendix 1 – Statement of Proposal, Consultation Document.



SOUTH WAIRARAPA DISTRICT COUNCIL
Kia Reretahi Tātau

IMPORTANT DATES

Open for written feedback **5 August 2024**
 Provide your written feedback by **8 September 2024**

**South Wairarapa District Council
 Representation Review**

Council is required to review the representation arrangements for SWDC once every six years, and the last time we did this review was in 2018 under the [Local Electoral Act 2001 \(LEA\)](#).

Representation Reviews give the community an opportunity to consider if the existing representation arrangements are efficient and effective now and for the future. This means looking at the number of councillors and how they are elected, the existence of wards and their boundaries and community boards. Council is required to develop an Initial Proposal of what representation could look like for 2025 and 2028 local government elections.

On 31 July 24 Council adopted their Initial Proposal for representation arrangements for the local government elections in October 2025. We are now seeking formal feedback on this proposal.

Full details of the Initial Proposal are on pages 3 and 4, we need you to let us know if this proposal will provide efficient and effective representation for South Wairarapa today and in the future.

So, what’s proposed to change?

There are three changes to the status quo included in the Initial Proposal:

Reduction in the number of councillors elected through General Wards

There would be a reduction in the number of councillors for Greytown, Featherston and Martinborough General Wards. The initial proposal has two councillors elected from each General Ward, rather than three.

The proposal also includes a Māori Ward with one councillor. The Council has already decided to establish a Māori Ward and will not revisit the decision as part of this consultation.

Introduction of at large representation

This would see two councillors elected at large (by everyone) across the district.

Disestablishing community boards

Each of the three General Wards (Greytown, Featherston and Martinborough) would not have a community board.

Current representation arrangement

Currently at SWDC we have nine councillors elected by the ward system, and a Mayor elected to represent the whole district. The three General Wards are Greytown, Featherston and Martinborough. We also have a Community Board for each ward. These arrangements have been in place since the constitution of South Wairarapa District in 1989, with no change during the last two Representation Review in 2012, and 2018.



What do we have to think about?

When undertaking a Representation Review, we are required to consider fair and effective representation. We need to review our electoral arrangements in respect to:

- the number of elected members
- whether those members are to be elected at large, or by ward, or by a combination of both
- ward boundaries, ward names and the number of elected members for each ward
- whether there should be community board(s) and if so, the nature and structure of the community board(s)

Fair representation

When reviewing representation, we have to take into account the number of residents each councillor represents. This is called a “population member ratio” or the +/- 10% rule and helps us to consider whether our proposed representation arrangements provides for fair representation.

To calculate this ratio, we take the total population and divide it by the number of Councillors (excluding the Mayor). We then work out a ratio which 10% higher or lower than the overall ratio. The number of Councillors per ward must not exceed the higher or lower limits of the ratio. The initial proposal for representation complies with the population member ratio.

Effective representation

Effective representation considers the number of councillors in relation to things like the size and geography of the area and the diversity of its people. This includes the ease of access to your elected members and how well those elected members are able to represent the diverse range of people and interests in their area.

Identifying Communities of Interest

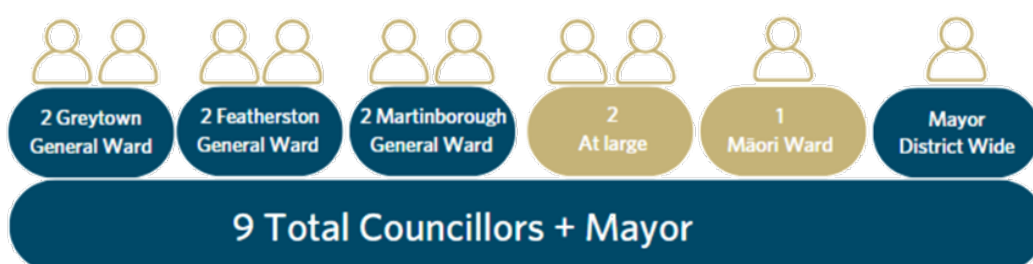
One of the goals of a representation review is to achieve effective representation, which means that wards should be based on communities of interest that is areas that people identify with and relate to. Legislation does not define what a community of interest is, but the concept includes things like people feeling a collective sense of identity and belonging to the area; people using the same services, like schools, pools, libraires, roading networks; councillors being able to effectively represent the interests of the area.

Our initial proposal

The council’s initial proposal contains some changes to the status quo to ensure we continue to provide effective representation for our community today and in the future. Your thoughts on the proposal are important to us and we need to hear from you, whether you agree or disagree. Your feedback will be important in arriving at a final proposal.

Initial proposal for representation arrangements for the 2025 and 2028 local elections

On 31 July 2024 the South Wairarapa District Council reviewed its representation arrangements, and resolved that the following proposal apply for the Council and its community boards for the elections to be held on 11 October 2025.



Council Representation

It is proposed that the Council comprise nine members elected from three General Wards, a Māori ward, at large, and the Mayor.

Wards are designed to reflect communities of interest. South Wairarapa’s communities of interest are identified by the following wards:

Ward	Community of Interest
Greytown General Ward	The Greytown ward includes commercial and urban residential, as well as rural communities. Those in the urban center share amenities, roading and schools and face common issues related to services and water supply. The Greytown ward has a strong identify with heritage and has its own celebrations.
Featherston General Ward	The Featherston ward includes commercial and urban residential, as well as rural communities. Those in the urban center share amenities, roading and schools and face common issues related to services and water supply. The Featherston has its own Masterplan for growth over the next 30 years and into the future.
Martinborough General Ward	The Martinborough ward includes commercial and urban residential, as well as rural communities. Those in the urban center share amenities, roading and schools and face common issues related to services and water supply. The Martinborough ward also contains a

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	large geographical area with its own rural communities and coastal communities.
Māori Ward	Our mana whenua has shared interests, history and amenities (marae). Our community has told us they have a sense of belonging, identity, demographic, and socio-economic.

Why did we decide on this proposal?

Following a workshop on 26 June 2024 and the Strategy Working Committee meeting 3 July 2024 elected members discussed and debated our communities of interest and the best way to provide representation to them going forward over the next six years.

We think what we are proposing is necessary to ensure representation continues to be effective and efficient now and into the future. We are deeply aware of the challenges our communities face and the importance of providing diversity of thought and representation to enable good governance.

- **The number of Councillors:** The number of Councillors will remain the same in the initial proposal (9) as we think this number is working well given the workload and complexity ahead for South Wairarapa. We believe this number of elected members also enables residents to access their representatives.
- **General Wards for Greytown, Featherston and Martinborough:** The boundary lines and names remain unchanged as we believe the existing wards of Greytown, Featherston and Martinborough help to provide effective representation for each unique area.
- **At large (district wide) representation:** We looked at whether councillors should be elected by ward (the status quo), at-large (where all members are elected by all voters district wide) or a combination of the two systems. We are proposing to change to a combination of both wards and introduce at large representation across the district to help with future planning and greater representation for our district as a whole, in the years ahead. This change reflects our growth and changing population as a region and the need for district wide representation. Everyone will be able to vote for candidates that stand at large, across the district.
- **Removal of community boards:** The initial proposal includes no community boards. The Council is currently unsure of the effectiveness and level of representation that the Community Boards have, noting that elected members from each ward also provide representation. General discussion included:
 - a lack of individuals standing for these roles, with Featherston being the only Community Board that had more than four people standing at the last local election
 - The purpose of Community Boards going forward
 - The cost of running Community Boards as a small council

Council is signaling it would like to consider removing Community Boards for the 2025 local election and would like your feedback on this change.

- **Rural advisory group:** the initial proposal includes a rural advisory group as this will allow representation from a governing structure that works best for our rural communities. Not only does this community have shared roading concerns they are also facing increased complexity and isolation through climate change. Masterton currently has a rural advisory board, so this option also aligns with our wider region.

Although a rural advisory board is not formally part of the Representation Review, the Council is signaling

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it would like your feedback on establishing this group.

How did we get here?

- August '23: Council decision on First Past the Post voting options
- November '23: Māori Standing Committee unanimously support Māori Wards on behalf of South Wairarapa iwi
- Workshop November '23: Elected members workshop on Māori Wards
- November '23: Resolution to establish Māori Wards
- Workshop Feb and May '24: Overview of presentation review and recent population data
- Workshop June '24: Early engagement was included in this workshop for consideration of preferred options
- July '24: Strategy Working Committee direct to council officers on preferred options
- July '24: Strategy Working Committee Initial Proposal adopted

Frequently Asked Questions

How do I make a submission?

Our Initial Proposal is now open for submissions meaning you can have your say on whether you agree or do not agree with what we are proposing. The easiest way to do that is to fill in the feedback form here and, if you would like to, come in to present in person.

Why are you proposing to disestablish community boards?

Community Boards represent, and act as an advocate for, the interests of their community. South Wairarapa community boards currently meet bi-monthly to discuss issues that have been brought to their attention by the local community. They advocate on behalf of the community to the Council. They are delegated to provide community grants to support local initiatives and approving local place names.

Community feedback to date has supported Community Boards. However, at the Council Workshop on 26 June 2024 there was a wide range of views which included:

- concerns over the effectiveness of Community Boards
- the possibility of provided greater enhanced delegations
- a lack of individuals standing for these roles, with Featherston being the only Community Board that had more than four people standing at the last local election
- the cost of running Community Boards
- whether representation can be seen elsewhere

Why are you proposing to establish a rural advisory board?

The Council discussed the introduction of one or more rural wards for 2025. The rural community has been identified as a community of interest that the Council is proposing representation for, given their shared interests. Following discussions at the Representation Review Workshop on 26 June 24, a rural advisory group was raised as an option and received greater support from councillors than an introduction of a rural ward at this time.

What are other options for local representation?

Local representation can take many forms, with council, community or business led options being a positive way to advocate for their communities and local areas.

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- Resident Advisory Committee: A group established by Council to provide feedback on council plans and in some circumstances provide direction on local targeted rates.
- Resident Associations: Established by the community (e.g. Registered Association with limited liability) with voluntary annual membership. Advocate on behalf of local residents to Council, they often put on community events and run local initiatives. They often get annual grant funding from councils to pay for administration and running local initiatives.
- Business Improvement Districts (BIDs): Established by businesses voting in a particular area and ratified through a business association AGM. This creates a targeted rate for the business association to enable larger long-term business lead projects.
- Business Associations: Established by the business community with voluntary annual membership subscriptions. Advocate on behalf of local businesses and put on local events.
- Enhanced Community Boards: Establishing an annual local plan and provided oversight of local parks, footpaths and libraries.

What are the options for electing our councillors?

The Local Electoral Act provides different options for councils to elect their councillors. These include the following:

1. Wards (our current system) where you only vote for candidates standing in your ward
2. At large (district wide) meaning councillors are elected across the district, you are able to vote for all candidates and are not restricted to the candidates representing a ward.
3. A mixed system where some councillors are elected at large and others through the ward system.

This initial proposal is for option three, a mix of General Wards and at large (district wide).

Which Councillor represents who?

Each councillor is sworn into office to represent the best interests of the entire district. Wards are a way of splitting up the district into smaller areas that have their own unique identity and shared services. By electing councillors from General Wards, those councillors are able to advocate and represent the needs of that ward in Council.

How do we elect the mayor?

The Mayor is always elected through a district wide vote.

What happens following the hearing?

This is the process:

- Once the proposal has been reviewed and finalised (if required) then it will be publicly notified as a Final Proposal.
- If the final proposal does not change, those who submitted it can appeal.
- If Council changes the final proposal, anyone can object.
- These appeals or objections are forwarded to the Local Government Commission.
- Local Government Commission makes the final decision around April 2025.
- The changes to representation arrangements will come into effect for the local body elections next year.

If we reduce the number of elected members, will that decrease my rates?

Remuneration for elected members (Mayor, councillors and community board members) is funded from district rates. However, these amounts are set by a government agency, the Remuneration Authority (RA).

In the case of Councillors, the RA set a fixed pool of funds which is divided between the number of elected members, according to a Council decision. This means if we had a greater number of councillors each would be paid less, and vice versa, but the total remuneration would not change.

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What kind of electoral system will be used for the 2025 local body elections?

In 2023, Council decided to retain the First Past the Post (FPP) electoral system for the 2025 local election, the candidate with the most votes, wins.

What is a South Wairarapa General Māori Ward?

On 22 November 2023 Council resolved to establish Māori Wards for the 2025 and 2028 local elections. Anyone can stand to be a candidate on the Māori Ward, you just need to be nominated by two people who are on the Māori electoral role.

Only those on the Māori electoral role can vote for a Māori ward candidate.

In the Initial Proposal, how many people are represented per elected member?

Ward	Population	Members	Population per member	Difference from quota	% diff from quota
Greytown General Ward	3,880	2	1,940	110	6.01
Featherston General Ward	3,320	2	1,660	-170	-9.29
Martinborough General Ward	3,780	2	1,890	60	3.28
Total General Wards	10,980	6	1,830		
South Wairarapa Māori Ward	900	1	900		
At large	11,880	2			
Total	11,880	9			

Consultation Questions

Privacy statement

Your name and feedback will be in public documents. All other personal details will remain private.

The Privacy Act 2020 applies when we collect personal details. Any details that are collected will only be used for the purposes stated. You have the right to access and correct any personal information we hold.

Your name*	Open text field
Your email address*	Open text field
Your phone number	Open text field
Which ward do you live in?	Greytown Ward Featherston Ward Martinborough Ward On the Māori electoral role Outside of the District
Are you enrolled on the General Electoral Roll or the Māori Electoral Roll?*	General Electoral Roll Māori Electoral Roll
Are you making a submission on behalf of an organisation?	Yes / No If yes > which organisation?
Do you wish to speak to your submission? You'll be presenting your submission to the Elected Council and the meeting will be livestreamed. If you select yes, please also ensure you provide your phone number at the start of this form so we can contact you.	Yes / No
Do you support the initial proposal in full?	Yes / No If no > do you support the current arrangement?
Do you support the proposal to reduce the number of councillors elected through General Wards? This means two councillors would be elected in each of the Greytown, Featherston and Martinborough General Wards (rather than three).	Yes / No Why?
Do you support the proposal to introduce two councillors elected at large (across the whole district)? This means everyone gets to vote for two at large (district wide) councillors.	Yes / No Why?
Do you support the proposal to disestablish community	Yes / No

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<p>boards? Meaning the three community boards would be disestablished, with representation to be provided elsewhere through other elected members or advisory group.</p>	<p>Why?</p>
<p>Do you support establishing a rural advisory group? Note: the rural advisory board is not formally part of the Representation Review, but we would like your feedback on establishing this group.</p>	<p>Yes / No Why?</p>
<p>Do you have other comments or feedback?</p>	<p>Open text field</p>

How you can have your say

Tell us what you think before 8 September 2024 by:

- filling out the online feedback form on our website www.swdc.govt.nz/representation-review/
- emailing your feedback to submissions@swdc.govt.nz
- dropping your feedback form at the Council Office at 19 Kitchener Street Martinborough or any of the district libraries
- posting your submission to: Policy and Governance Team, South Wairarapa District Council, PO Box 6, Martinborough 5741

This consultation is a Special Consultative Process (SCP) and will require hearings or deliberations to take place. The feedback given will be provided to the Council as background information to aid decision making in relation to the decision.

